

Investigatory Powers Commissioner's Office

Inspection Report – March 2022

Action Plan

Recommendation	Action	Who is Responsible?	Date for Completion	Date Completed
1. Annual Report to Cabinet regarding RIPA Policy and activity/non-activity	Report to Cabinet	Director of Legal and Governance	June 2022	COMPLETE Cabinet - 21 June 2022
2. Robust policy statement (Social Media Policy) warning staff of the dangers of utilising personal profiles on social media for Council business	Review Employee Social Media Policy and ICT Social Networking Policy – include robust statement	HR Manager & Service Manager ICT / ICT Technical & Security Manager	June 2022 June 2022	New Social Media Policy revised Oct 2022 – COMPLETE ICT Social Networking Policy updated May 2022
	Cascade revised policies to staff and post reminder on MOTD	HR Manager & Service Manager ICT / ICT Technical & Security Manager	July 2022	
	Include use of social media as an investigative tool in the revised training programme.	Director of Legal and Governance Service Manager, Legal Services	End of Dec 2022	

3. Training to recommence	<p>Develop new training programme:</p> <ul style="list-style-type: none"> • Generic • Specialist <p>Implement of the training programme</p> <p>Training regarding Body Warn Cameras</p>	<p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p> <p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p> <p>Community Safety Manager</p>	<p>End of Dec 2022</p> <p>End of Dec 2022</p> <p>Annual refresh – April 2022</p>	<p>Training programme developed - COMPLETE</p> <p>Training for Legal Services and CLT COMPLETED Nov 2022</p> <p>Training for relevant officers COMPLETE DEC 2022</p> <p>Aug 2023 – AT confirmed training takes place annually</p>
4. Central Record – single electronic version only	<p>Hardcopy version discontinued and staff informed that record to be retained in IKEN only. As no authorisations granted within the past 3 year, the record was “empty” anyway but we had retained a record sheet in a folder; this has been discontinued.</p>	<p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p>	<p>COMPLETE</p>	<p>COMPLETE</p> <p>7 April 2022</p>

<p>5. Review retention and destruction policy requirements in particular for the destruction of product obtained as a result of covert activity</p>	<p>Include statements regarding retention and destruction in RIPA policy and CCTV Policy.</p> <p>Develop and roll out a procedure document regarding retention and destruction to include paper based and electronic system eg, FLARE, ECINS, IKEN</p>	<p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p> <p>Community Safety Manager</p> <p>Director of Legal and Governance</p> <p>Service Manager, Legal Services</p> <p>Community Safety Manager</p>	<p>End of Sept 2022</p> <p>End of Sept 2022</p>	<p>Statement regarding retention and destruction in new RIPA policy – COMPLETE</p> <p>CCTV policy to be reviewed and updated in the New Year 2024</p> <p>ADC Retention Policy currently under review – to be finalised in the New Year 2024</p>
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