

RIPA Action Plan 2015

Ref	Action	Responsible Person	Target Date	Evidence of Success	Report Reference
1.	Raise RIPA awareness throughout the Council	AM	June 2016		13
2.	Consider reducing the number of authorising officers; Ensure all who may authorise are fully trained before doing so;	PS/AM	August 2015	Reduction in the number of authorised officers (if considered appropriate); Training attendance records	17
3.	Establish a training programme;	AM	December 2015	Training attendance records	19, 21
4.	Amend the RIPA Policy Statement and Procedures as outlined in the RIPA Inspection Report;	AM	November 2015 (subject to adoption by Audit & Governance Committee)	Revised Policy Statement available for inspection	22
5.	Ensure that Councillors receive an annual report and other regular reports on Council RIPA activities to enable them to be satisfied that the Council's RIPA Statement and Procedures remains fit for purpose;	PS/AM	November 2015; May 2016	Reports to Audit & Governance Committee	28
6.	Amend the central record of authorisations	AM	November 2015	Revised spreadsheet	9

PS – Paul Shevlin

AM – Annette Moppett