

Action Plan to consider and meet the recommendations within the OSC report

Recommendation	Action to be taken by	Lead officer
Add columns to the Central Record to reflect Magistrate's Court procedures. <i>(Paragraph 11)</i>	01/09/2013	Corporate Governance Risk and Compliance Officer
Nominate the SRO as an Authorising Officer though to authorise only in exceptional circumstances. <i>(Paragraph 22)</i>	Procedural Guide to be amended September 2013	Corporate Governance Risk and Compliance Officer
Train officers as controllers and handlers of CHIS. <i>(Paragraph 24)</i>	Consideration of the need for CHIS Controllers by Corporate Governance Group If training is required April 2014. CGG consider that use of CHIS would be so infrequent that any training would need to be refreshed on each occasion. It was agreed that the RIPA coordinator should identify an external agency or other local authority with the expertise that we could engage if the need arose.	Corporate Governance Risk and Compliance Officer
Amend the Forward to the RIPA Procedural Guide. <i>(Paragraph 25)</i>	Procedural Guide to be amended September 2013	Corporate Governance Risk and Compliance Officer
Write letter to OSC acknowledging report and outlining action to be taken against Recommendations	September 2013	Corporate Governance Risk and Compliance Officer  And SRO