

Recommendation	Proposed Action	Action to be completed by
(i) Amend the Central record to include columns for self authorisation and review	Amend the Central Record by adding two further columns to record 'Self Authorisation and 'Review'.	Now completed by the RIPA Co-ordinating officer
(ii) Address by future training the issues remaining from the last inspection, those identified in the examination of documents and those pertinent to the training of <i>CHIS</i> managers	<p>(1) The RIPA Co-ordinating Officer to convene an internal workshop as soon as possible, with those officers who have or may make an applications for RIPA, in order to confirm the statutory timelines for authorisation, reviews and cancellations.</p> <p>(2) The SRO and the RIPA Co-ordinating Officer to identify suitable officers within the organisation to take on the role of <i>CHIS</i> managers and thereafter to arrange for the appropriate training to be provided for such officers.</p>	<p>1 April 2016</p> <p>1 April 2016</p>
(iii) Raise RIPA awareness throughout the Council	The RIPA Co-ordinating Officer to ensure that a suitable article appears about RIPA in either 'My Mendip' or alternatively the Chief Executive's blog on a quarterly basis commencing in April 2016.	Quarterly commencing 1 April 2016
(iv) Amend the " <i>Corporate Policies and Procedures on RIPA</i> "	(1) The RIPA Co-ordinating Officer to update the Council's RIPA policy to include: - (a) a suitable paragraph about <i>CHIS</i> and Social Media;	

	<ul style="list-style-type: none"> (b) Where relevant changing Council titles to <i>SRO</i> and <i>RIPA Co-ordinating Officer</i>; (c) Remove remaining references to 'urgent oral authorisation'; (d) Indicate that the Authorising Officer should submit original documents to the RIPA Co-ordinating Officer and retain copies for him/herself; (e) Add a section outlining the functions of the RIPA Co-ordinating Officer. <p>(2) The RIPA Co-ordinating Officer to seek the approval of the Council to the updated RIPA Policy as soon as possible</p>	<p>The updated policy to be presented for approval to Council in May 2016</p>
<p>(v) Ensure Elected Members receive annual and regular RIPA reports.</p>	<p>The RIPA Co-ordinating Officer to liaise with the SRO to establish as to when the annual report should be delivered and thereafter regular quarterly reports.</p>	<p>An annual report will be taken to Scrutiny/Cabinet in May 2016 with an interim update annually in December</p>