

Appendix 2

2017 OSC INSPECTION

ACTION PLAN

Background

The Chief Surveillance Commissioner in his letter to the Council's Chief Executive dated the 18 July 2017 did not make any recommendations to the Council following the inspection, undertaken by his Surveillance Inspector Alex Drummond, and submission of his report dated the 26 June 2017. Nevertheless, the Chief Surveillance Commissioner highlighted the observations of the Inspector at para 11.3 of the report summarising the importance of periodic reviews to ensure that the processes continue, as they are at present, to be in a good state of "readiness"

This action Plan is intended to ensure the council remains in a state of readiness and periodically reviews its policy and procedures and implements any relevant matters or suggestions made in the Inspectors report.

The Council has previously been inspected in May 2014 and June 2017. The Chief Surveillance Commissioner in his 2015-2016 report to parliament indicated that the frequency of inspection for Local Authorities is every 3 years. The likelihood is that the Council will be inspected again in May 2020 if the current 3 year review process continues.

Matter	Action	Para in report	Owner	Timescale
Policy & Procedure	Annual review of appropriateness of policy & procedures and review against Annual report of the OSC to Parliament	General good practice	DRO	CSC Reports are usually laid before parliament in the summer. Consequently the next review will be in Spring 2018
Report to members	Report to full Council the 2017 OSC Inspection outcome and this action Plan Annual report on statistics	5	SRO	September 2017 Annually in May each Year
Magistrates	Agree process	6.1	DRO	September

Process	with Bath Magistrates Court Chief Clerk for Judicial Approval			2017
Training	Refresher training	7.1	SRO	2017 and 2019 and thereafter bi-annually
CHIS	CHIS training and bespoke guidance and training especially around Social Media and on line undercover investigations by trading standards	9.2	Trading Standards Team manager	Spring 2018
CCTV suite and Body worn Enforcement Cameras	Audits to be undertaken against both policies	10.1,11.3,8.2	Internal Audit	Autumn 2018

Next Steps

The SRO should convene a meeting of the relevant departments to include enforcement officers, CCTV operations manager, Internal Audit, Authorising and Reviewing officers to agree this action plan and review implementation in accordance with the timescales above and report on an annual basis to members of progress made or corrective action required

Dated 9 August 2017