



Private and Confidential

IPCO
PO Box 29105
London
SW1V 1ZU

Our Ref:
Direct Line:
Email:
Date:

Dear Sirs

IPCO Request for written update on compliance dated 15 September 2023

Please find information as requested below:

Confirmation required by IPCO	Melton Borough Council Response
Any Areas of Non-Compliance identified at your last inspection have been remedied	Not applicable
Your RIPA Policy is subject to annual review and submitted to your Elected Members for approval (please advise when this was most recently revised and shared with Members)	28 November 2023
Training, both initial and ongoing for key officers, plus awareness training for all staff, is provided (please provide dates since the last inspection)	Training for Applicants and Authorised Officers scheduled for 9 January 2024
A Central Record that meets the requirements of the relevant Codes of Practice is in place	Legal Services retain the Central Register which meets the requirements of the Codes of Practice
You have a named SRO in place, as well as designated Authorising Officers	Please refer to MBC RIPA Policy Appendix 1
You have policies and training that appropriately cover the potential or actual use of social media as part of investigations/enforcement activities	Contained in MBC RIPA Policy and will also be covered in Training scheduled for January 2024
The potential (for inadvertent, unauthorised) use of such media is actively monitored by managers	A briefing note on the potential and actual use of social media as part of investigations/enforcement activities was issued to all Managers on [insert date] . Manager have been asked to consider the note, share with relevant Officers in their Teams and monitor any such media activity.
If you own/manage a town centre CCTV system, that this is operated and appropriately managed in line with RIPA considerations, including when used by third parties such as the local police	MBC currently holds a CCTV system consisting of 14 cameras. There is signage on each column informing members of the public of the CCTV who to contact should they require further



	information. MBC outsource the monitoring and maintenance of the system to Harborough District Council.
You are aware of NAFN and how access to communications data is managed through OCDA	We are aware of NAFN and the role of OCDA. The Council's Internal Audit provider (North Northamptonshire Council) is a member of NAFN and therefore benefits from shared information regarding fraud alerts etc.
Your Council has recognised and adheres to the Safeguards outlined in the relevant Codes of Practice in relation to its retention, review and destruction of material obtained through the use of covert powers.	Please refer to Section 12 and 13 of the MBC RIPA Policy

Please also find attached recently reviewed Melton Borough Council RIPA Policy.

I can confirm that Melton Borough Council has not used the powers since the last inspection, nor do we plan to use them imminently.

Yours sincerely

Alison McKane
Assistant Director for Governance & Democracy (& Monitoring Officer)

Senior Responsible Officer