

1. The following positions within the Council are those deemed 'Authorised Officers' within the terms of RIPA:
  - **Chief Executive**
  - **Corporate Director**
  - **Head of Environment**
  - **Head of Community Services**
  - **Head of Finance**

### **IMPORTANT NOTES**

- A.** Even if a post is identified in the above list the persons currently employed in such posts are not authorised to sign RIPA Forms (including a renewal or cancellation) unless they have been certified by the District Solicitor to do so.
- B.** Only the Chief Executive is authorised to sign Forms relating to Juvenile Sources and Vulnerable Individuals (see section 7 of this Document).
- C.** If a Strategic Director wishes to add, delete or substitute a post, they must refer such requests to the District Solicitor for consideration, as necessary.
- D.** In the absence of the regular authorised officer for a section/directorate any other authorised officer can duly sign a request for surveillance.
- E.** If in doubt, ask the District Solicitor of the Head of Finance BEFORE any directed surveillance and/or CHIS is authorised, renewed, rejected or cancelled.

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