**REGULATION OF INVESTIGATORY POWERS (SCOTLAND) ACT 2000 (RIPSA)**

**CANCELLATION OF DIRECTED COVERT SURVEILLANCE AUTHORISATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Unique Reference Number** |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Public authority** | West Lothian Council, Civic Centre, Howden Road South, Livingston, West Lothian, EH54 6FF | |
| **Senior Responsible Officer** | Graeme Struthers, Depute Chief Executive, West Lothian Council, Civic Centre, Howden Road South, Livingston, West Lothian, EH54 6FF | |
| **Authorised Officer** |  | |
| **Service** |  | |
| **Full address** |  | |
| **Contact details** |  | |
| **Line Manager** |  | |
| **Head of Service** |  | |
| **Investigation/Operation Name (if any)** |  | |
| **Authorisation date** |  | |
| **Expiry date[[1]](#endnote-1)** |  | |
| **Authorising Officer** | Carol Johnston, Chief Solicitor, West Lothian Council, Civic Centre, Howden Road South, Livingston, West Lothian, EH54 6FF |  |
|  | Lesley Montague, Governance Manager, West Lothian Council, Civic Centre, Howden Road South, Livingston, West Lothian, EH54 6FF |  |

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| **A** | **TO BE COMPLETED BY AUTHORISED OFFICER**  Provide sufficient information to enable the Authorising Officer to complete the form and cancel the authorisation in accordance with legislation, Code of Practice[[2]](#endnote-2), and West Lothian Council Policy and Procedure[[3]](#endnote-3) | | |
| 1 | Surveillance activity[[4]](#endnote-4) carried out since commencement or last review and compliance with authorisation[[5]](#endnote-5) (officers acting and supervising; dates, time and duration; location, premises and vehicles; equipment; use of internet and social media[[6]](#endnote-6); means of recording) | | |
|  |  | | |
| 2 | What material, evidence and records were recovered and retained, including private information[[7]](#endnote-7), and where is it held? | | |
|  |  | | |
| 3 | Was any confidential information[[8]](#endnote-8) acquired? If so, explain and describe what it was and what has been done with it | | |
|  |  | | |
| 4 | Was there any collateral intrusion[[9]](#endnote-9)? If so, explain and describe, including mitigation measures | | |
|  |  | | |
| 5 | Cessation of surveillance, date of request for cancellation (if any) and reason for cessation[[10]](#endnote-10) | | |
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| 6 | Value of surveillance in the operation and achievement of objectives | | |
|  |  | | |
| Investigating Officer’s signature | |  | Date of signing |

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| **B** | **TO BE COMPLETED BY AUTHORISING OFFICER[[11]](#endnote-11)**  To demonstrate that cessation and cancellation have been effected in accordance with legislation, Code of Practice[[12]](#endnote-12), and West Lothian Council Policy and Procedure[[13]](#endnote-13) | | |
| 1 | Cancellation instruction – date and time, method, given to whom, reason for cancellation[[14]](#endnote-14) | | |
|  |  | | |
| 2 | Dates and times on which surveillance was carried out | | |
|  |  | | |
| 3 | Reason for cessation of surveillance and cancellation | | |
|  |  | | |
| 4 | Property interfered with, persons subjected to surveillance, including collateral intrusion[[15]](#endnote-15), information acquired, including private information[[16]](#endnote-16), and unused information | | |
|  |  | | |
| 5 | Surveillance equipment used – ensure removal and return | | |
|  |  | | |
| 6 | Material recovered (including confidential information[[17]](#endnote-17) and unused information) and records made – ensure secure storage/retention or disposal[[18]](#endnote-18) | | |
|  |  | | |
| 7 | Compliance with authorisation[[19]](#endnote-19) | | |
|  |  | | |
| 8 | Value of surveillance in the operation and achievement of objectives | | |
|  |  | | |
| Authorising Officer’s signature[[20]](#endnote-20) | |  | Date of signing |
|  | |  | Date of issue |

1. RIPSA, section 19; Code, 5.11 and 5.12 [↑](#endnote-ref-1)
2. Scottish Government Covert Surveillance & Property Interference Code of Practice (December 2017), referred to here as “Code” [↑](#endnote-ref-2)
3. Council Executive, 19 September 2017, procedures amended 23 August 2019, referred to here as “Procedure” [↑](#endnote-ref-3)
4. RIPSA, sections 1 and 38; Code, 3.1 to 3.3; Procedure, C2.1 to C2.5 [↑](#endnote-ref-4)
5. RIPSA, section 5 [↑](#endnote-ref-5)
6. Code, 3.11 to 3.16; Procedure, A4.1 to A4.7 [↑](#endnote-ref-6)
7. RIPSA, section 1; Code, 3.4 to 3.7 [↑](#endnote-ref-7)
8. Code, 8.52 to 8.51 [↑](#endnote-ref-8)
9. Code, 4.8 to 4.15 [↑](#endnote-ref-9)
10. Code, 5.19 to 5.21; Procedure, B9.1 to B9.4 [↑](#endnote-ref-10)
11. RIPSA, section 8; Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010 [↑](#endnote-ref-11)
12. Scottish Government Covert Surveillance & Property Interference Code of Practice (December 2017), referred to here as “Code” [↑](#endnote-ref-12)
13. Council Executive, 19 September 2017, procedures amended 23 August 2019, referred to here as Policy and Procedure [↑](#endnote-ref-13)
14. Code, 5.21; Procedure, B9.1 to B9.4 [↑](#endnote-ref-14)
15. Code, 4.9 to 4.15 [↑](#endnote-ref-15)
16. RIPSA, section 1 [↑](#endnote-ref-16)
17. Code, 8.22 to 8.75 [↑](#endnote-ref-17)
18. Code, 8.1 to 8.21, 8.75 to 8.77 [↑](#endnote-ref-18)
19. RIPSA, section 5 [↑](#endnote-ref-19)
20. Regulation of Investigatory Powers (Cancellation of Authorisations( (Scotland) Regulations 2002 (can be different to Authorising Officer in certain circumstances) [↑](#endnote-ref-20)