ref	Action	Responsible Person	Target Date	On Target (RAG)		Expected Outcome	Evidence of Success	report reference	Procedure ref
1	remove "urgency" field from Central Record	RB	Jun-15	🟢	3	revised spreadsheet; revised Procedure		11	
2	original documents to be added to central record	RB	Jun-15	🟡	2	RB's folder to include originals. RB to write to all investigators and authorisers to describe the change	RB's folder to include originals	**14; 34.i**	**5.5**
3	authorisations (originals) to RB immediately on completion and before submission to magistrates	RB	Jun-15	🟡	2	improved quality of applications and authorisations	RB's folder to include originals; revised procedure	**17; 34.ii**	**5.5**
4	training programme	RB/NB	Sep-15	🟢	3	training at 18/24 month intervals; inc managing CHIS and oversight of all four forms	attendance records	15.i; 34.iii	1.2, 4.9, 4.11, 7.1, 7.2
5	Legal Services sample-testing of authorisations	RB/AD	Jun-15	🟢	3	improved quality of applications and authorisations	stamp or GM/PC initial central record.	15.ii	7.1
6	quarterly (or annual) reports to members	RB/AD	Sep-15	🟢	3	reports to members; amend procedure	reports	15.v; 34.v	7.1
7	revise Procedure	RB	Jun-15	🟢	3	compliant procedure	AD check	25; 34.iv	

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RB	Robert Beane	🔴 1	Red – Will not meet target and outside acceptable/agreed tolerance levels; and/or substantial risks identified to completing on target
AD	Andy Docherty	🟡 2	Amber – May not meet target but within acceptable / agreed tolerance levels; and/or completion date imminent
NB	Nigel Burchall	🟢 3	Green – If on or better than target; completed on time or will complete on time; no or limited risk to completing on time