



Terms of Reference

Governance

Please ensure that you do not identify individuals names (please reference posts) or any personal information within your enclosed papers.

Name of meeting	Stop and Search Community Scrutiny Panel
Type of meeting	Public Scrutiny Panel
Reports to	Constabulary Legitimacy and Lessons Learnt Panel Constabulary Legitimacy Board
Business area	Gloucester Constabulary

Version number: 6.0

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Page 1 of 6

We are committed to being an anti-discriminatory organisation. This means not only acting in a non-discriminatory way, but addressing systemic inequalities, disadvantage and discrimination.

Description

This document is to be considered a live document, subject to periodic review to ensure it best represents the intended aims and objectives of the Stop & Search Community Scrutiny Panel ('The Panel'). The Panel will review Body Worn Video.

Constabulary Support

The constabulary will provide full administrative support to the panel. The constabulary will provide a responsible officer to attend panel meetings.

Membership

The members will be drawn from local community groups and organisations that operate in the county of Gloucestershire and from other interested individuals in Gloucestershire who apply for membership by the method in effect at any given time.

The members will be over the age of 16. Any members aged 16 or 17 will require written parental or guardian permission.

As far as reasonably practicable, the members will be representative of the community to ensure a good balance of individuals from all 9 defined protective characteristics.ⁱ

Members are expected, during meetings, to conduct themselves in a manner which shows respect for other panel members and will not undermine the work of the panel.

Member will agree to sign and comply with the confidentiality agreement. Non-compliance with the confidentiality agreement may lead to their forfeiture of their membership at the decision of the Chair, IAG representative and Police Lead.

Members shall not use the panel for personal gain or satisfaction.

Members who have not attended 3 consecutive meetings without due notification may forfeit membership.

The optimum maximum number to conduct a efficient and effective meeting will be 25 persons not including police members. It will be the Chairpersons decision to limit numbers if required.

Roles and Responsibilities of Members

By working together and bringing their voices, experience and perspectives to the group members of the panel will:

Appoint the Chair and the Vice Chair of the Group who will be independent of the Constabulary. These persons can be from the community or be a member of the Constabulary Independent Advisory Group.

Scrutinise stop search records, documents, and occurrences to identify improvement. This helps to ensure police are legitimately using any stop search power and to hold the police to account for their delivery of Stop and Search.

The members will work to ensure that there are sufficient members and guests attending each meeting to make it effective.

Roles & Responsibilities of the Chair & Vice Chair

The panel will have a Chair and Vice Chair. The role of the Chair is:

Make appropriate arrangements with the Constabulary to ensure that meetings are held monthly on the first Thursday of each month.

Develop and manage the agenda with the Administrator ensure meetings run to time and are effective.

Facilitate discussions at the meetings, particularly where there may be conflicting views between members.

To ensure persons at the meeting are engaged and empowered to contribute in a meaningful way and that an environment is created whereby they feel safe and enabled to do so and that attendees are "heard".

To ensure that feedback is provided to the police in relation to Stop and Search matters and to hold the police to account for their use of Stop and Search and agreed actions.

The Chair will confirm or convey at the start of each meeting that members should declare any conflict of interest should it become clear to them that they have any personal knowledge or interest in any record or incident being reviewed.

The Vice Chair will support the chair and deputise for the Chair when the Chair is unable to attend meetings. If neither are available an IAG representative will chair the meeting.

The Chair and Vice Chair shall be elected by secret ballot after being nominated by at least two members of the panel, which may include self-nomination. The period of tenure for the Chair and Vice Chair will be 18 months, with a possibility of re-election at the end. IAG should not be eligible to be the Chair or Vice Chair on a permanent basis.

Roles & Responsibilities of the Constabulary administrator

Book meetings rooms, circulating papers in advance, arranging for minutes and actions to be taken agreed and circulated. Ensure that records are accurately retained for a suitable time period. Ensure that all

records that need to be publically shared with the Constabulary and the public are done so via the intranet or internet webpages.

Meetings

The panel will meet on a monthly basis, which will routinely be the first Thursday of every month.

The panel can convene meetings more frequently should there be a clear need from the Constabulary or a Significant Community Trigger Event occurs which necessitates the need for an urgent panel.

The quorum of the panel required to make decisions valid at each meeting will be 5 persons at any given time (excluding Police members).

ASB review request

The group may convene on occasions in addition to the pre-planned, regular meetings if a ASB review request occurs. ASB reviews can be defined by either a singular or culmination of events that is identified as giving, or capable of giving, significant cause for concern amongst our communities regarding police use of Stop and Search.

Communicating information to and from the panel

A key aim of the panel is to enhance community/public confidence in policing and the panel will act with transparency. It is recognised that some information will be confidential or sensitive.

Members of the panel do not need to be vetted but should be aware of any data protection issues and sensitivities and act in a manner to protect personal or sensitive data. All members will sign a confidentiality agreement.

Linking with the PCC

The Police & Crime Commissioner (PCC) has a statutory remit to represent all of Gloucestershire's communities and to hold the Chief Constable to account. Therefore, the panel will regularly link into the work of the PCC to ensure greater transparency and representation.

The PCC will be invited to panel meetings as a guest. If the PCC is unable to attend, he/ she may send a deputy in their place.

The Chair and Vice Chair will offer to meet the PCC at least once a year to communicate issues, suggestions and findings.

Objectives	<p>To achieve greater transparency and community involvement in the use of Stop & Search powers across Gloucestershire.</p> <p>To improve public confidence and trust in how this power is used by involving the community in the process.</p> <p>To review and advise on policy, training and operational considerations.</p> <p>To scrutinise the constabulary's use of Stop and Search and provide feedback to the Constabulary and the OPCC.</p> <p>To convene as a panel when if an ASB review has been requested.</p> <p>To provide consultative scrutiny of issues referred to the panel from either the Professional Standards Department of the Public Feedback team connected to Stop Search.</p> <p>To meet periodically, as required under these Terms of Reference, to undertake the above responsibilities.</p>	
Standing agenda items	<ol style="list-style-type: none"> 1. Introduction and Welcome 2. Confidentiality & Information Sharing (Declaration of conflicts of interest) 3. Terms of Reference 4. Actions Update 5. Stop Search Complaint figures 6. Section 60 Authorities Review 7. Records Scrutiny 8. AOB 9. Next Meeting Date 	
Chair (position)	Member of the Public	
Secretariat	Police Staff member	
Frequency	Monthly	
Deadline for agenda items	Monthly	
Attendees	Representing	Role ❖ Core ❖ Advisory ❖ Consultative
	Members of the Public	Core
	Police Administration	Core
	Police Strategic Stop Search Lead	Consultative
	Police Tactical Stop Search Lead	Core

	Police Operational Stop Search Lead	Core
	IAG Member	Core
	Police Internal Performance Team Representative	Core
	Member of OPCC	Advisory
Advisory		
	N/A	
Decision making authorities		
<ol style="list-style-type: none"> 1. Categorise the quality of Stop Search forms submitted. 2. Categorise the quality of any Section 60 Authorities 		
Other considerations		
N/A		

ⁱ Protected Characteristics- age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability/race including colour/nationality/ethnic/national origin, religion or belief, sex, sexual orientation