



Terms of Reference

Meeting Title	Stop and Search External Scrutiny Panel
Review Date	Every two years. (2024) Currently being reviewed.
Chair	The Chair is a member of the public; supported by the 'Police lead'.
Deputy Chair	The Deputy Chair is a member of the public.
Frequency & Duration	Meetings take place quarterly, in the evening, offering a hybrid attendance via MS Teams or at a suitable Police building for a duration of two hours.
Aim / Reason for meeting	<p>The purpose of the Stop and Search Scrutiny Panel is to improve the trust and confidence of communities. It will provide Sussex Police and the wider public with transparent and independent quality assurance and scrutiny around the use of Stop and Search powers. Independent scrutiny should:</p> <ul style="list-style-type: none"> • enable effective auditable community oversight • allow dialogue and challenge • inform changes to local policies, procedures and practices (where appropriate). <p>Primary aims and Function: Interrogating disproportionality of Force wide and district level data, and thematic exploration (e.g., young people). The panel will assess the lawfulness of grounds provided by officers, and outcomes of activity; where possible this will include end to end scrutiny of a stop and search interaction to include any force used and discussing body worn video (BWV) where able. The Local Policing Service Improvement and Engagement Department (LPSIED) will report the scrutiny panel findings direct into the Force Legitimacy Board, making recommendations where appropriate.</p> <p>Viewing BWV footage may be traumatic for some individuals for many different reasons and this needs to be recognised. Those assessing what videos will be shown to advisors will need to be considerate and mindful of this.</p> <p>The following need to be considered with all BWV viewings:</p> <ul style="list-style-type: none"> • At the start of each panel meeting and prior to the first BWV showing, a warning and reminder about the confidentiality agreement MUST be given. The warning must include the following: You are about to view BWV footage of Sussex Police interacting with members of the public. This is a reminder that you have signed a confidentiality agreement with Sussex Police. As a public advisor you will necessarily learn of, and acquire information that has not been made public or is still confidential, this covers all material shared, discussed or shown, such as Body Worn Video (BWV) and Closed Circuit Television (CCTV). It will be regarded as a betrayal of trust to breach such confidences. You should never disclose or use confidential information arising from the work of the group for personal advantage to you or of anyone known to you, or to the disadvantage or discredit of the group, Sussex police or anyone else. Apart from a breach of trust, there may also be cause for prosecution under UK Data Protection Legislation for the breach of confidential information.

	<p>If you are using Social Media, you must ensure you do not breach data protection or confidentiality. You are requested to not engage in any communications that may have a detrimental impact on public trust and confidence in Sussex Police or its ability to carry out police operations, or publish content that can be considered discriminatory, bullying or harassment of any individual.</p> <p>Meetings being held ‘via online platform’, are also covered under confidentiality rules, and we expect the same level of compliance when meetings are held online, this being headphones / seclusion used to ensure no one else can hear the meeting and also that under no circumstances are others in the household to view the meeting, as this is a direct breach and will be treated as such.</p> <ul style="list-style-type: none"> • What level of violence if any, or other traumatic event, will be shown and why. Consideration to be given when showing footage involving individuals with protected characteristics such as Race, Gender reassignment, Disability etc. • A warning prior to BWV viewing must be given if there is any violence, swearing, or other traumatic event. It is advised that a short summary of the circumstances is given prior to the start of viewing. • A notice that if any of the persons involved in the footage are known to advisors, to inform the panel and stop the viewing immediately. • At the end of each panel meeting the Chair must offer members the opportunity to debrief any viewing in confidence and identify a method to do this, eg email the Equality and Diversity Team to request a defuse meeting, which should be arranged as soon as practicable.
<p>Objectives</p>	<p>The key objectives of the panel are to scrutinise:</p> <ul style="list-style-type: none"> • District level data: Statistical data around stop and search including force used, will be provided to panel members, who will select a District for focussed scrutiny. • The lawfulness of grounds: Members will scrutinise a random sample of stop search records using a calibrated framework. Grounds falling below standard will be reported to the Legitimacy/Local Policing Board and generate notification to the individual officer. This will also apply to scrutinised stop searches receiving positive feedback. • Outcomes of activity: An assessment of items found (or not) will also be conducted, reported upon and feature within the report to the board. • Stop and Search Complaints: Assessment of complaints relating to Stop and Search, providing feedback on investigation decisions, including community triggers and assessment of subjects stopped three times or more in 12 months. • Body Worn Video: Members will scrutinise the quality of the interaction and the lawfulness of the search. BWV falling below an acceptable standard will be reported to the Legitimacy/Local Policing Board and generate notification of the assessment to the individual officer. • Exposed Intimate Parts Searches (EIP): Assessment of EIP searches on children and young people. • Section 60 ‘no-suspicion’ stop and searches: only used where it is deemed necessary. Sussex Police will communicate to local communities when there is a Section 60 authorisation. This panel will provide retrospective scrutiny and feedback.

Governance	This is an independent public scrutiny meeting, however overall governance for objectives and processes holding divisions to account, sits under the force's stop and search governance structure led by the RAPID Board.
Membership / Standing Attendees	<p>Membership will comprise members of the public in Sussex, in particular representation from socially marginalised groups and those most affected by stop and search (for example, young people, people from black and minority ethnic groups). Where there are gaps in membership, Sussex Police will use other engagement methods to ensure views of under-represented groups are heard and taken into account. To promote transparency and independence, the chair will be a member of the public; supported by the "police lead". The Chair will be appointed for a period of two years. Appointment of the Chair will be facilitated through a panel member's vote on nominations. The panel will be facilitated by representatives from LPSIED and Diversity teams. Key Stakeholders will include representatives from the external Race Advisory group and the OSPCC.</p> <p>All members will be provided with a detailed information regarding the Best Use of Stop and Search Scheme, and specific laws: https://www.app.college.police.uk/app-content/stop-and-search/ including a video on knowing your rights: https://youtu.be/XLHA-BXTaZY to develop their understanding of Stop and Search Powers, and will receive inputs at each meeting. Members will also be provided with a clear framework and support for quality assuring grounds and outcomes.</p>
Secretarial Support required	<p>Secretarial support required following day to create minutes from MS Teams recorded meeting.</p> <p>The Equality and Diversity Team will support the Chair in the management of the panel and the coordination of attendees. LPSIED will manage meeting room requirements and ensure minutes of meetings are taken and retained as per Force policy. LPSIED will construct reports on behalf of the panel to the relevant board and on the Sussex Police website with names redacted.</p> <p>The LPSIED will be responsible for raising national dialogue and best practice around stop and search. The terms of reference will be agreed annually during the January meeting.</p>
Standard agenda / standing items	District level disproportionality, stop and search data, assessment of written grounds and/or BWV, stop and search complaints, Section 60 and Section 11 stop searches, all stop and search EIP searches.