

Use of Police Powers Community Scrutiny Panel

Terms of Reference

Author	Policy, Strategy and Performance Officer (Scrutiny)
Version	0.5 (last updated 6 August 2019)
Freedom of Information	Open
Contact	Email opcc@devonandcornwall.pnn.police.uk or telephone 01392 225555
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Aim	The aim of the panel is to objectively scrutinise how Devon and Cornwall Police exercise the use of some of their legal powers, and to report its findings to the Police and Crime Commissioner's Scrutiny Board.
Purpose	To independently scrutinise, recognise and promote good practice, and robustly challenge areas for improvement so that the public can be assured and confident in their police force.
Scope of the panel	<ul style="list-style-type: none"> • The panel will work according to the definition of scrutiny in the Police and Crime Commissioner's Scrutiny Framework. • The panel will work at all times with respect for the operational independence of the Chief Constable of Devon and Cornwall Police. • The result of the panel's scrutiny will usually take the form of a report which contains findings (what was learnt), and recommendations (suggestions as to what could be changed in future). • The panel will not consider any issues that are subject to a complaint, disciplinary procedure or open police investigation. • The panel's work should always be considered as being based on an informed 'snapshot in time', and the panel's findings should in no way be considered by Devon and Cornwall Police (or any other organisation) as ratification or approval by the Police and Crime Commissioner (or their office) of a concept, system, policy, process or service. • The panel will at all times consider equality, diversity and human rights, and work to ensure that they are reviewing information with consideration to protected characteristics.

Decision making ability	The panel will deliver its findings and make recommendations to the Police and Crime Commissioner's Scrutiny Board.
Membership	The panel will comprise of 5 members of the public (formally recruited by the Office of the Police and Crime Commissioner). Due to the sensitive information that the panel consider, members joining the panel will be subject to the standard police vetting procedure for civilians as part of the recruitment process.
Tenure	Members of the panel have the opportunity to serve a term of up to five years. No person is to serve on the panel for more than ten consecutive years. As the role is voluntary, members may leave the panel at any time.
Support	The panel will be supported by the Office of the Police and Crime Commissioner and relevant officers from Devon and Cornwall Police (primarily Use of Force and Stop and Search lead officers).
Quorum	The panel will not meet formally with less than 3 of its members present.
Governance	The panel will report to the Police and Crime Commissioner's Scrutiny Board.
Meeting dates	The panel will meet quarterly (but can meet more frequently to consider emerging issues).
Meeting organisation	Meetings will be arranged by the Office of the Police and Crime Commissioner.
Meeting minutes	Minutes of the meeting will be taken by the Office of the Police and Crime Commissioner. Minutes will not be routinely published (using appropriate Freedom of Information exemptions) however a public summary will be prepared and published following each meeting.
Standing items	Standing items on the agenda will include: use of force performance information; stop and search performance information; and independent custody visitor scheme reports.
Yearly tasks	The panel will consider as appropriate any relevant recommendations made by the Independent Office for Police Conduct or other national bodies.
Monitoring actions	The Office of the Police and Crime Commissioner will maintain an action/scrutiny recommendations log.
Meeting Chair	The Chair of the panel will rotate between members.
Meeting agendas and format	<ul style="list-style-type: none"> • Meetings may include small group discussions, site visits and 'interviews' with police officers, staff, volunteers and others. • Agenda items may be generated by: the Police and Crime Commissioner's scrutiny work plan and police performance information.

	<ul style="list-style-type: none"> • Agendas and other meeting documentation will be circulated at least 10 working days in advance of each meeting.
Links to other forums	The Devon and Cornwall Police Use of Force Lead will provide the link between the panel and Devon and Cornwall Police's Use of Force Programme Board. The Devon and Cornwall Stop and Search Lead will provide the link between the panel and Devon and Cornwall Police's Stop and Search Working Group.
Data protection	All meeting documentation will be communicated using a secure encryption email service. Information used for the purposes of scrutiny at the Police and Crime Commissioner's scrutiny panels are generally anonymised of personal (or other identifiable) information, unless there is a justified, proportionate and legal reason for sharing more detailed information (and on such occasions this must be clearly recorded). All of the panel's members will be subject to normal Police civilian vetting procedure, will sign confidentiality agreements and must adhere to the Data Protection Act 2018.
Training	The panel will receive 'familiarity' training to assist them in broadening their contextual knowledge of policing. This training will be arranged by Devon and Cornwall Police. The panel will also receive regular formal news and updates from the Office of the Police and Crime Commissioner.
Publishing of information	A process has been established for the publication of all relevant scrutiny activities. Relevant information will be published online on the Police and Crime Commissioner's website at www.devonandcornwall-pcc.gov.uk/plan-and-performance/scrutiny . The work of the panel will also feature in the Police and Crime Commissioner's annual report.

If you require this information in a different language or format please contact the Office of the Police and Crime Commissioner by email opcc@devonandcornwall.pnn.police.uk or telephone 01392 225555.