Guidance for Safer Neighbourhood Panels
JULY 2016

Larraine Wilde and Junaid Gharda

Review Title	Guidance for Safer Neighbourhood Panels
Project No.	NA
Revision	1
Revision description	Final
Prepared by	Larraine Wilde
Reviewed by	Junaid Gharda
Approved by	Junaid Gharda
Issue date	10th June 2016

Date	Description Of Alteration	Rev No
8th July 2016	Finalisation following SNP comments	1

Contents

1 Introduction

This guidance document has been prepared at the request of the Head of Policy, Performance and Assurance (HPPA) of the Office of the Police & Crime Commissioner (OPCC) for Staffordshire and is provided in response to suggestions made by a number of SNP members at the March 2016 Accountability Conference. The document will be used by Safer Neighbourhood Panels (SNP) in the development of the SNP and their scrutiny of Staffordshire Police (Force) work and actions.

The primary function of each Panel is to provide independent oversight of local policing to ensure that it is responsive to local needs and local issues. This will be achieved by two key activities. First to scrutinise, and where necessary challenge, Staffordshire Police on important issues of local community concern. Second to act as a two way conduit for information exchange on local issues between Staffs Police and local communities.

The SNP will scrutinise key areas of local policing (as discussed in section 5). In addition, each SNP will decide the areas of work most relevant to the circumstances of their Borough/District and local communities. It is expected that SNP will consult with communities to decide their focus of work. Such consultation need not be a formal exercise and can be achieved to a degree by the advice of SNP members such as councillors who already act on behalf of communities. However it is expected that each Panel, with the elected local councillors connections and knowledge, will develop opportunities either through outreach, social media or other means as identified by the Panel to seek wider community views so that the work of the SNP can be demonstrated to be locally representative in content. Consultation should also be used as a means of identifying potential SNP members that can be referred to the OPCC application systems so that the SNP can be sufficiently diverse and truly representative of the community that it serves.

This does not form part of the formal governance structure.

1.1 Objectives and Scope

The scope of the guidance is applicable to the membership, roles and responsibilities and functioning of the SNP and the production of scrutiny reviews.

The overall objectives of the guidance are to:

- Support the work of and provide guidance to Panel members.
- Provide a framework and structure for the work of the SNP.
- Enhance the efficiency and quality of the work of SNP.

1.2 Structure of the Guidance

The Guidance is structured so as to:

- Identify the roles and responsibilities of SNP members together with those of associated groups such as the Ethics, Transparency & Audit Panel (ETAP) and the OPCC and of Local Police Commanders.

- Present OPCC expectations of how SNP meetings and records will be managed.

- Explain the processes to be followed in scrutiny of the work of Staffordshire Police.

- Provide a list of information sources that can be used by SNP.

- Provide standard formats for key documents such as Terms of Reference (ToR) and scrutiny reports.

2   Membership of the Panel

The Panel will comprise of an elected Chair and Panel members. The Panel should have sufficient numbers and breadth of skills to ensure that the Panel can effectively fulfil the functions identified. To ensure that a local arrangement can work well, a Panel will consist of between 12 and 15 individuals from a mix of backgrounds including:

- Elected political representatives from the area (ideally one from the county and one from the district, or the city where relevant). The number of elected political representatives should never exceed one third of the total number of the Panel.

- Local residents (not representing any other interested parties) should constitute at least half of the Panel.

- Representatives of the business community.

- Magistrates.

- Neighbourhood Watch.

Membership of the Panel will be for an initial 6 months and will be reviewed by the OPCC and Panel Chair. If all parties agree, membership will subsequently then be reviewed on an annual basis. The Panel Co-ordinator will set the annual review date for the OPCC to review the panel in consultation with the chair. Membership will generally be limited to a maximum of 4 years from the date of the original appointment. However it is recognised that there is a need for continuity and handover and therefore it is expected that no more than one third of the Panel will change at any one time.

Each local council will manage the recruitment, in consultation with the OPCC, to ensure a fair representation and to mitigate against the appointment of individuals who are seeking alternative opportunities to air personal issues.

The Panel will appoint a Chair annually with a full member vote.

Each Panel will have a Co-ordinator with responsibility for supporting the Chair and members.

Membership to the panel is subject to vetting clearance being granted. Members should be re-vetted every three years.

3   Roles & Responsibilities

The roles and responsibilities of SNP members and others are given below. Note that roles and responsibilities of non-SNP personnel will in some cases be wider than those identified below but are limited here to those responsibilities directly relevant to SNP.

3.1   SNP members

Roles & responsibilities for SNP members were outlined in general in the application form provided on the OPCC website and in the Terms of Reference for the Panel.

SNP members are expected to demonstrate attributes including respect, confidentiality, objectivity, independence, integrity and professionalism. Each member of the Panel is expected to operate on behalf of the whole policing area and represent the views of the communities they represent rather than personal views.

SNP Chair is responsible for leadership of the Panel and for management of the interface between the SNP and others. All requests for information to be submitted to Local Police Commander (LPC), OPCC and ETAP must be routed through the Chair or the Panel Co-ordinator. The Chair should not be a council elected member.

The Chair, with the support of the Panel Co-ordinator, will:

- In conjunction with other members of the Panel, determine the focus of the work of the SNP based on consultation with local communities and OPCC to identify their key concerns and interests.

- Prepare an annual schedule of Panel meetings to ensure attendance by the LPC.

- Develop a programme of scrutiny reviews reflective of the agreed focus.

- Work closely with the Panel Co-ordinator to effectively deliver the agreed programme of work.

- Identify the training needed for panel members in their scrutiny work.

- As far as is possible, ensure that the Panel reflects the diversity of the community it represents.

- Ensure that the OPCC is made aware of the work of the Panel as well as the findings from any scrutiny reviews. This will be done by the preparation of a quarterly report prepared by the Chair and Co-ordinator.

- Have the responsibility to maintain professionalism and respect during Panel meetings and the authority to eject members behaving inappropriately.

- Notify any areas of concern in respect of the functioning of the Panel and the membership to OPCC.

- Notify the LPC, prior to the Panel meetings, of local concerns raised via Dashboard.

- Seek to make public the work of the Panel to the extent possible without compromising confidential police information.

- As agreed with Panel members, appoint individuals to working groups to undertake specific aspects of scrutiny reviews and/or consultation tasks.

- Meet on a six monthly basis with the Chairs of other SNPs so as to facilitate exchange of information and good practice. Where the Chair is unable to attend, he/she should appoint a replacement from the Panel.

- Review and approve any Terms of Reference (ToR) developed for scrutiny reviews and any scrutiny reports prepared by Working Groups.

- Attend the annual Accountability Conference.

Vice-chair. The Vice-chair role is open to all panel members.

Panel Co-ordinator. The Panel Co-ordinator has responsibility for supporting the Chair and Panel members and acting as the secretariat to the Panel. The Panel Co-ordinator will, on behalf of the Chair, be the principal point of contact with Local Police Commanders (LPC), with members of ETAP and the OPCC. The Co-ordinator will:

- Provide administrative support to the Panel.

- Arrange meetings, preparing and circulating paperwork.

- Work with the Chair, and where relevant, the OPCC to develop agendas.

- Take responsibility for outreach and publicity information either alone or in conjunction with selected Panel members.

- Collate information received from local members of the public around any local policing issues or the Dashboard issues and prepare a short summary report to be presented at each Panel meeting.

- Co-ordinate the scrutiny work programme.

- Establish and maintain a database of reports and information prepared by the Panel or received from others.

- Liaise with LPC as advised by the Chair.

- Attend 6 monthly Forum of Staffordshire SNP Chairs.

- Attend the annual Accountability Conference.

SNP Members. SNP members will work under the leadership of the Chair in forging the focus of the work of the Panel. Individual members will be allocated specific responsibilities in agreement with the Chair. This may include:

- Participate in Working Groups (WG) for key issues including areas of scrutiny.

- Scrutiny reviews of the work of Staffordshire Police

- Outreach to and communication with community groups.

- Reviewing information from Dashboard and other sources such as ETAP reports for summary presentation to the Panel.

- Bringing to the attention of the Panel specific issues of local concern.

- Other aspects of the work of the Panel such as report preparation.

- Attend the annual Accountability Conference.

- Council elected panel members should at panel meetings provide the views and concerns of local people from other official meetings they attend to help steer the group.

3.1.1   Others

Head of Policy, Performance & Assurance (HPPA) OPCC. The HPPA is responsible for oversight of the work of SNP. The HPPA will:

- Review and approve this guidance document and any subsequent amendments

- Agree training needs for SNP.

- Receive SNP reports and follow up on recommendations.

- Review and approve ToR for scrutiny reviews.

- Chair the 6 monthly Forum of SNP Chairs.

- Establish and lead the annual Accountability Conference.

- Receive feedback from Force and OPPC re the work of SNP and advise SNP of the outcome of feedback.

Local Police Commanders (LPC). The LPC will attend each quarterly meeting of the Panel. LPC attendance is mandatory except in exceptional circumstances when the LPC will appoint a nominee to attend where he or she is prevented from doing so. Any such nominee should be fully briefed and prepared for meetings and will have delegated authority from the LPC to make decisions without referring back to LPC. Where the OPCC is unable to access the necessary information, the LPC will delegate appropriate officers to facilitate and provide information and context for scrutiny reviews. The LPC should take away any issues or findings from these meetings and report back to the panel.

Safer Neighbourhood Panel Co-ordinator, OPCC. The SNP Co-ordinator at OPCC will:

- Act of the main point of contact with Local Authorities and panel members for existing and future SNPs.

- Manage the roll-out of the new SNPs against a schedule.

- Organise briefing sessions, meetings and documentation to support the roll-out.

- Work with Local Police Commanders/Local Authorities assisting in the recruitment of new members to the SNP to the agreed deadline.

- Develop the processes around the co-ordination of the panel.

- Attend local meetings/groups to establish links to recruit new members to the panels.

- Develop a database of membership, capture recommendations and follow up as required.

Performance Lead, OPCC. The Performance Lead will:

- Develop and maintain metrics in relation to Force Performance, in collaboration with SNP report recommendations

- Update performance data in the public facing OPCC Performance Dashboard

- Collate feedback from SNP on metrics displayed within the dashboard and functionality and take action where required

- Act as a point of contact for data queries and requests

- Assist the SNP with performance analysis and interpretation

Governance & Scrutiny Officer (GSO), OPCC

The GSO will circulate the Executive Summaries of ETAP produced thematic reviews to SNP Chairs.

ETAP (Chair and members). ETAP has responsibility for scrutiny of the work of Staffordshire Police at county-wide level and undertakes thematic reviews of that work as requested by the Police & Crime Commissioner (PCC), The Chief Constable or by members of ETAP. Although the reviews generally cover the whole of the county (or in some cases of specific incidents), the reports produced by ETAP will provide useful information and context for the work of SNPs. The SNP Chair can contact the ETAP Chair (or his nominee) to discuss aspects of the work of ETAP. The ETAP Chair will appoint an ETAP member, as a link member, not a full member, to each of the SNP. That appointee will be responsible for attending quarterly meetings, providing advice, either by telephone, email or in person, to the SNP in respect of scrutiny reviews and/or the work of ETAP.

Figure 1 below shows the relationships between the different groups.

Figure 1: OPCC Scrutiny
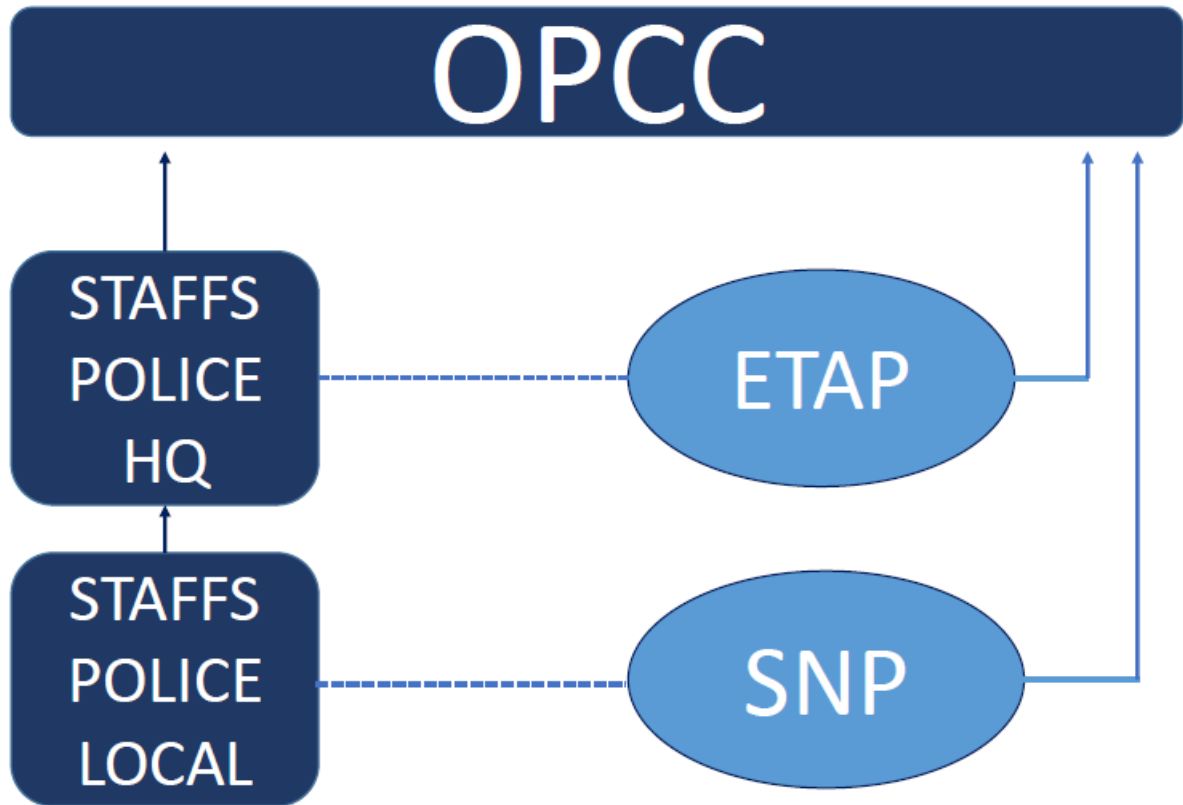
4   SNP Meetings

4.1   Panel meetings

SNP meetings will take place on a quarterly basis and it is expected that Panel members attend at least 3 meetings per year. Other meetings for the purposes of scrutiny reviews or training sessions will be scheduled as agreed. The Co-ordinator will issue the annual schedule of meetings that will be prepared around the diary of the LPC so as to ensure full LPC involvement.

The Panel should consider the most appropriate venue for meetings and should judge if less formal, community locations may be more appropriate and conducive to free discussion than formal venues.

The following administrative requirements apply to SNP meetings.

- An agenda will be issued two weeks in advance of the meeting so as to allow for the collation of information that may be required from the LPC or others. Where required the OPCC will provide any items/confirm speakers etc three weeks in advance.

- Minutes of meetings will be distributed within 10 working days of meetings.

- Minutes of meetings should include deadlines for actions to be followed up.
- Minutes should be made public and published on Local Authority websites

4.2 Forum of Chairs

A Forum of Chairs will be scheduled by the OPCC SNP Co-ordinator every six months. This will be attended by the various SNP Chairs, or their appointed replacement, and SNP Co-ordinators and will be led by the HPPA. The Forum will allow for exchange of ideas and good practice. The HPPA will arrange for circulation of the Forum agenda prior to the meeting. Individual SNP Chairs will have the opportunity to suggest discussion topics to the HPPA. If a Chair is unable to attend a replacement from the panel will be appointed to attend the meeting.

5 Scrutiny Reviews

From time to time, SNP members will undertake scrutiny reviews of aspects of the work of Staffordshire Police as agreed in the SNP work programme. The work programme need only be a simple table of planned scrutiny reviews with details of the relevant Working Group (and appointed Working Group Lead) and the timing of such reviews. The Work Programme will be maintained by the Panel Co-ordinator. The programme will include scrutiny reviews in the following key areas:

- Crime information.
- Stop and Search.
- Complaints.
- Use of Force.

Other scrutiny reviews will be determined by the Panel either as a result of local concerns or driven by the Dashboard information. Note that scrutiny reviews other than the four types listed above will only be undertaken by the Panel if the subject matter is within the control of the LPC. In the event that one or more SNP considers an issue to be of sufficient concern that it warrants a review and where the subject matter is outside of the remit of the LPC, Panels can request that ETAP undertake such a review.

Figure 2: Scrutiny Review Process

```
        ┌─────────────────┐
        │ Chair appoints WG│
        │     & Lead       │
        └────────┬─────────┘
                 │
                 ▼
        ┌─────────────────┐
        │  WG Prepares ToR │
        └────────┬─────────┘
                 │
                 ▼
        ┌─────────────────────┐
        │ Chair reviews &      │
        │ Approves ToR in      │
        │ discussion with      │
        │ HPPA and WG Lead.    │
        └────────┬─────────────┘
                 │
                 ▼                              ┌──────────────────────┐
        ┌─────────────────────┐                │  LPC receives report │
        │ Chair/Co-ordinator   │───┐            └──────────────────────┘
        │   notifies LPC       │   │
        └────────┬─────────────┘   │            ┌──────────────────────┐
                 │                  └──────────▶ │  LPC Identifies and  │
                 ▼                               │ advises police contact│
        ┌─────────────────────┐                 └──────────┬───────────┘
        │ WG Lead provides     │                            │
        │ written submission to│──┐                         ▼
        │  police contact      │  │              ┌──────────────────────┐
        └────────┬─────────────┘  └────────────▶│ Police contact provides│
                 │                               │      information       │
                 ▼                               └──────────┬───────────┘
        ┌─────────────────────┐                            │
        │ WG reviews           │◀───────────────────────────┘
        │ information (e.g video│
        │ footage, records)    │
        └────────┬─────────────┘
                 │
                 ▼
        ┌─────────────────────┐
        │  WG writes report    │
        └────────┬─────────────┘
                 │
                 ▼
        ┌─────────────────────┐         ┌──────────────────────┐
        │ Chair reviews &      │────────▶│ HPPA reviews & approves│
        │ approves report      │         │       report          │
        └─────────────────────┘         └──────────┬───────────┘
                                                    │
                                                    ▼
                                         ┌──────────────────────┐
                                         │ OPCC publishes report │
                                         └──────────┬───────────┘
                                                    │
                                                    ▼
                                         ┌──────────────────────────────┐
                                         │ OPCC follows up recommendations│
                                         │ and advises SNP on the outcome │
                                         └──────────────────────────────┘
```
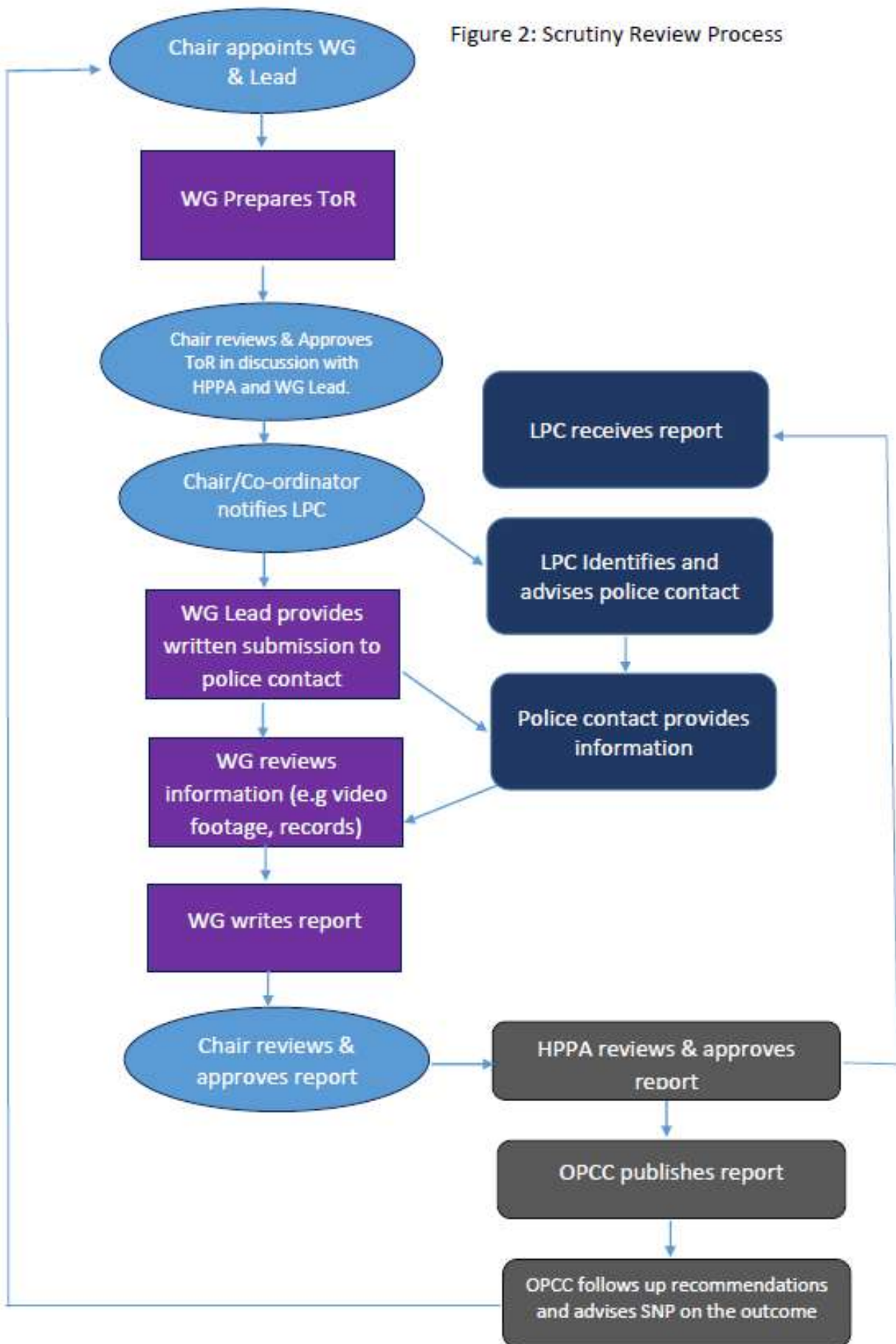
Figure 2 shows the process of scrutiny reviews from the planning stage onwards.

As shown in Figure 2, the review process comprises a number of components including:

- Planning and production of ToR
- Review and analysis.
- Reporting.
- Report review and approval.

5.1 Review planning

Prior to initiating any such review, SNP should consider the following:

- Is there sufficient information on Dashboard to answer the questions/concerns raised by the panel?
- Has ETAP already prepared a report that will provide the answers that are needed- or which could be obtained through discussion with ETAP?
- Will a simple information request to the LPC and discussion at the next SNP meeting provide the information needed?
- Can the information be sourced from other agencies, e.g. information on fraud scams from Trading Standards?

If none of these potential information sources will provide sufficient information to the SNP it will be necessary to prepare a short Terms of Reference (ToR) for the work to be carried out. The ToR will identify the aims and objectives of the work, the information sources to be reviewed and the SNP Working Group that will undertake the review. As a general guide it is advisable to have three SNP members in a working Group one of whom will be nominated to take the Lead role. The Chair will request volunteers from the Panel to form a Working Group and, in discussion with the Group, appoint the Lead. The Lead will be the main point of contact with the Staffordshire Police contact nominated by the LPC to facilitate the scrutiny. Sample ToR is provided in Appendix 1 together with the procedure to be followed and a checklist for Stop & Search. Similar ToR and procedure will be prepared for reviews of Use of Force, Complaints and Crime information. The additional guidance will follow.

The Working Group will produce the draft ToR that will be reviewed and approved by the Chair. Any suggested changes to the ToR will be discussed and agreed with the WG.

SNP recognises that Staffordshire Police have high demands on their time and therefore any information and/or meeting requests should be highly focused and as efficient as possible. A clear written submission should be provided in advance of any call or meeting (or as part of any email request), that explains what is needed and why.

In some cases it will be possible for SNP members to review data and other information on line however in other cases, due to the sensitive nature of material, it will only be possible to view records at police locations.

Procedures to be followed in reviewing and noting sensitive information include:

- A ban on copying or printing, in any form, records and sensitive information or using such information in reports or taking any such materials off-site.

- Sensitive information should only ever be discussed with authorised personnel (ETAP, Force, OPCC).

- Avoiding use of any identifying information in personal notes.

- In some cases it may be necessary to destroy personal notes once the review is complete and published. The Chair will advise on such requirements at the onset of the review.

5.2   Review reports

It is the responsibility of the SNP to prepare a short report on completion of each work item. A sample report is shown in Appendix 2. The report will be submitted in the first instance to the Panel Chair for review and approval then subsequently to the HPPA. No report should be made public until approved by the HPPA.

Panels may wish to use a form of version control whilst documents are in production and being reworked for record retention. No version control will be applied to documents once finalised for publication. In general the Lead will take control of report production.

The summary report may include recommendations for consideration by Staffordshire Police. SNP does not have the remit to demand implementation of recommendations which is the responsibility of the Force and/or OPCC. However SNP should make clear where recommendations are made in relation to a high level of local concern. The LPC will, on receipt of the report, have the right to challenge any findings on the basis of factual inaccuracy or to provide clarifications. However the conclusions and recommendations are made on an independent basis by the SNP and will not be changed unless justified by factual challenge or on the basis of new information.

The HPPA will follow up the status of recommendations with Staffordshire Police and advise the SNP Chair of the outcome.

All final SNP reports will be publicly available it is the responsibility of SNP to ensure that no sensitive information is included in the published summary report.

Note that the OPCC may amend reports prior to publication. However such amendments will be editorial rather than substantive and the SNP Chair will be notified. In the event that any substantive changes are considered necessary by the HPPA these will only be made following discussion and agreement with the SNP Chair and relevant WG.

6   Information Sources

The following is a list of potential sources of information that may be useful to SNPs.

- Dashboard.

- Thematic reviews and other reports prepared the ETAP. Current reports include (among others) work on stop and search, use of tasers and body worn video. A full list of reports can be found at http://www.staffordshire-pcc.gov.uk/etap-reports/. Executive Summaries of ETAP reports will be issued to SNP Chairs.

- Scrutiny review summaries prepared by other SNPs. It is expected that all summaries will be circulated by SNP Chairs to other SNPs.

Appendix 3 includes a more detailed list of documents and organisations that may be of interest to SNP members in their work.

Appendix 1: Terms of Reference, Procedure and checklist example

TERMS OF REFERENCE ▬ Stop and Search [insert date]
SNP: [insert area]

REASON FOR REVIEW. Select from the following:

- Mandatory SNP review topic.

- Raised by local community as area of concern.

- In response to a complaint.

- Response to a specific incident.

- Agreed within SNP as relevant to SNP geographical area covered.

AIM & OBJECTIVES:

The Panel intends to review the Stop and Search performance of Staffordshire Police [insert location]. The Panel will review records of Stop and Search in order to understand the status of stop and search and to ensure that correct procedure is being followed. The scrutiny will also allow tracking of improvements (or otherwise) in the application and effectiveness of Stop & Search and allow performance comparisons across areas of Staffordshire.

The Panel will review an agreed number of cases of stop and search based on a pre-agreed selection of stop and search types (e.g. cases may be selected on the basis of age or ethnicity if either the SNP considers one group is being disproportionately stopped or if the local community has raised a concern regarding one group). [insert timeframe, ideally quarterly).

WORKING GROUP MEMBERSHIP:
[insert names and identify Lead]

AREAS TO BE COVERED BY THE REVIEW:

Process:
To be satisfied that the procedure was compliant, the Panel will examine the records to determine if Stop and Search is being used lawfully and effectively.

In order to facilitate the review the Panel will:

- Interrogate Dashboard to determine the overall picture in respect of Stop and Search and to understand the case categories, age, ethnicity, reasons for search and outcomes.

- Using Dashboard compare the Stop and search statistics with other areas of the County in order to understand variations.

- On the basis of the analysis of Dashboard list the numbers of cases to be reviewed by category or other agreed criteria.

- Use a checklist during the review to ensure consistency of analysis across records.

- Review records and body worn video.

- Report on the outcome of the review.

Reports and publications of use:

The following publications may be referenced.

- ETAP *Independent report into Stop & Search encounters in Staffordshire.* 2015.

- Home Office *Best Use of Stop & Search.* 2014.

TIMEFRAME:

Terms of Reference agreed by [inert date].

Initial Draft report for review by [insert date].

Procedure for Scrutiny of Stop & Search

The following generic advice is provided to assist SNP in their scrutiny of Stop & Search. Please note that this advice may be subject to future change as a result of changes to practice at which time updated advice will be provided. The procedure may also vary as a result of the focus of future reviews, e.g. where it is decided to focus on one particular aspect of Stop & Search.

Objectives of the advice

The objectives of the advice are to:

- Provide readily available information and tools for use by SNP Working Groups undertaking scrutiny of Stop & Search.
- Ensure consistency in scrutiny across SNP Panels.

Key issues of concern regarding Stop & Search

Stop & Search is a useful tool used by Staffordshire Police. However a number of concerns have been raised by communities and by government in respect of Stop & Search in general. Key concerns include:

- A disproportionate targeting of some groups (e.g. by age and/or ethnicity).
- High volumes of Stop & Search will low corresponding rates of either recovery (of weapons, stolen goods etc) or arrest (including cautions or warnings).
- Use of Stop & Search involving vulnerable groups such as juveniles.
- Misunderstanding by some Officers of when and how Stop & Search should be used. Stop & Search is not an automatic right and there must be intelligence led grounds for Stop & Search to be lawful.

Procedure for use in scrutiny reviews

It is expected that Stop & Search is reviewed by SNP on a quarterly basis. The starting point for scrutiny of Stop and Search is an analysis of the information placed on Dashboard which provides summary information regarding four principal categories of Stop & Search - reason, age, ethnicity and outcome of search and allows for comparison with other SNP areas.

A rapid analysis of Dashboard will allow the WG to determine the type and number of cases to be reviewed in detail. The WG should select a number of cases for review based on criteria such as the most representative type according to categories and:

- Where local communities have raised specific areas of concern in respect of categories, e.g. age or ethnicity.
- Where there have been complaints regarding stop and search.

The WG will determine the appropriate number of cases for rapid review based on local conditions. For example, in areas where there is a high volume of stop and search the sample size is likely to be higher than in areas where stop and search is less prevalent. The WG, through the

Panel Co-ordinator, will notify the LPC of the intention to review. Once the LPC has appointed the relevant Officer to provide the information, the WG Lead will contact the Officer and advise the types and numbers by type of cases the WG wishes to review and explain that the review will include the records for all of the selected cases and that there will be a review of Body Worn Video of a number of the cases. The Officer will select at random the specified cases and a date will be agreed for the review.

WG will use the attached checklist as a rapid means of providing and noting consistent information regarding each case. Following the checklist review, it is anticipated that a percentage of cases reviewed will be subject to second tier analysis by review of body worn video.

In addition to record and video review the WG will want to understand other factors around stop & search including:

- What training is provided to officers undertaking Stop & Search.

- What public information is provided to communities regarding their rights under Stop & Search.

Useful documents

There are a number of documents that will provide WGs with information regarding Stop & Search including:

- ETAP. *An independent report into Stop & Search encounters by Staffordshire Police.* 2015. This provides a very good overview of Stop & Search in Staffordshire as a whole and will provide beneficial insights for the SNP.

- Home Office *Best use of Stop & Search.* 2015. This provides best practice in Stop & Search.

Reporting

A simple report format is provided. The report is expected to include a bullet list of factual findings that underpin any recommendations that the SNP agree will be put forward. The section on local Stop & Search findings should also include a comparison with the county wide statistics taken from Dashboard in respect of the four principal categories - reason, age, ethnicity and outcome of search.

Note that recommendations may also include recommendations for the SNP or for others such as ETAP as well as recommendations for Staffordshire Police. For example, a recommendation may be for more frequent or less frequent scrutiny reviews by individual SNP in respect of Stop & Search or may include a future focus on particular groups such as under 18 age group.

Reports will follow the review and approval routes and will be subject to the confidentiality requirements described in the generic guidance to SNP for scrutiny reviews.

Checklist for Stop & Search

Case No:

Date:

	Question	Information from records and body worn video (tick as appropriate)					
1	Age of person being searched	10-17	18-24	25-34	>34	**If under 18 provide actual age**	
2	Ethnicity	Asian/Asian British	Black/Black British	Chinese or other Asian	Mixed	White Northern European	Other
3	Outcome	Recovery (drugs, weapons etc)	Arrested	Warning/Caution	Voluntary interview	Community resolution	None
4	Reason for search	Drugs	Offensive weapons	Stolen goods	Firearms	Anticipated violence	Other incl: Prohibited fireworks Going equipped. Other.
5	Was search based on intelligence?	Yes	No	Comments			
6	Was search under Road Traffic Act?	Yes	No	Comments			
7	Was Body worn video used? (as required).	Yes	No	Comments			
8	From body worn video did the officer apply the GO WISELY	Yes	No	Comments			

	approach and advise: **G**rounds for the search. **O**bjective of the search. **W**arrant card must be produce if plain clothes Officer. **I**dentify themselves by name. **S**tation (state where the Officer works) **E**ntitlement to a copy of the search record. **L**egal power being used for the search.			
9	Was the search: An outer body search at the location of the Stop? A strip Search (by Officer of the same gender) at an appropriate place? A more intrusive Search (by Officer of the same gender and at a Police Station)	Yes	No	Comments

10	Does the record of the search include all mandatory information? This includes: Ethnicity		Yes	No

	Object of Search			
	Grounds			
	Officer details			
	Date and time			
	Place			
	Was the search record signed by the supervisor (normally sergeant) by end of shift or asap thereafter?			
	Did supervisor agree search was compliant?			
	Was information recorded on Crime Management System 2 (CMS2) within [] days of search?			
	Was the person given a "receipt" of the details of the search?			
11	Was any complaint received because of stop and search?	Yes	No	Comment
12	Was any complaint recorded on Centurion (complaints database)? NB. By law all complaints must be recorded except where the complainant withdraws the complaint as resolved.	Yes	No	Comment
13	How was any complaint resolved?			
Any other information noted:				

Appendix 2: Scrutiny Report Summary

SNP Topic:	Report Authors:	Date:
Reason for review:		
Documents & information reviewed: •		
Findings of review: •		
Recommendations made: 1.		
Distribution:		

Appendix 3: Information Sources

Key Documents

APACE PCC Election Guidance
APACE Police and Crime Plan Guidance and Practice Advice
Home Office - The Role of Police and Crime Commissioners
Home Office PCC Roles & Responsibilities (2012)
Police Reform & Social Responsibility Act 2011
Police.UK
Strategic Policing Requirement
The Policing Protocol
Committee on Standards in Public Life: leadership ethics and accountability in policing

Key Organisations

Association of Police and Crime Chief Executives
Association of Police & Crime Commissioners
College of Policing
Committee on Standards in Public Life (CSPL)
HM Courts and Tribunal Service
HM Prisons Service
HM Inspectorate of Prisons
Independent Police Complaints Commission
Information Commissioner's Office
Ministry of Justice
National Offender Management Service
National Police Chiefs Council
Staffordshire's Police and Crime Panel
Police Federation
Police & Crime Commissioners Treasurers' Society
Police Foundation
Youth Justice Board