



Terms of Reference

Governance

Name of meeting	Use of Force Scrutiny Panel
Type of meeting	Partnership meeting
Reports to	Force Legitimacy Panel and Superintendent of Operations – Strategic Force Lead for Use of Force
Business area	Operations
Description	In April 2017 the Home Office mandated all forces to record use of force. This scrutiny panel/forum aims to review, scrutinise or quality addue those Use of Force records.
Objectives	<p>Scrutinise, retrospectively in an open and honest manner, incidents where use of force has been used.</p> <p>To improve and enhance consistency, transparency and public confidence in Gloucestershire Constabulary when force is used.</p> <p>To identify learning and best practice for Gloucestershire Constabulary.</p>
Standing agenda items	<ul style="list-style-type: none"> • Introductions, apologies and minutes from last meeting • Outstanding actions • Quarterly use of force figures • Professional Standards Department (PSD) quarterly updates of complaint figures • Staff Development Unit (SDU) training updates and issues • Review of randomly chose use of force packages • Review the Terms of Reference (TOR) every 12 months
Chair (position)	Member of the Independent Advisory Group (IAG) and Operations Chief Inspector
Secretariat	Member of Planning and Resilience Team
Frequency	Quarterly
Deadline for agenda items	Relevant material to be provided 7 days prior to each meeting. To include agenda, minutes and actions.

Attendees	Representing	Role (core, advisory or consultative)
	Chair (member of the IAG)	Core
	Independent Advisory Group	Core

Version number: 1.0

Date issued: Not applicable

Security classification: **Official**

Attendees	Representing	Role (core, advisory or consultative)
	OPCC	Core
	Independent Custody Visitor (ICV)	Core
	Operations	Core
	Professional Standards Department	Core
	Custody	Core
	Staff Development Unit (SDU)	Core
	Officer Safety Trainer (OST)	Core
	Two guesting operational officers	Core
	Member of Special Constabulary	Core
	Force Health and Safety Officer	Core
	Administration	Core
	Better Together	Core

Advisory

Confidentiality

The proceedings of all Panel meetings are sensitive and members must not reveal any information about Police records and personal data of Police Officers and members of the public.

This includes witnesses' and any person's personal information in the police records that could identify any individual. Panel members must not disclose any aspect of discussions which the panel undertakes during the course of scrutiny, apart from the points recorded in the published notes from Panel meetings.

To operate effectively, Panel members may have sight of official-sensitive material that must be treated as strictly private and confidential. The requirements of the Data Protection Act 2018 will apply to all work undertaken by Panel members.

Panel members will be asked to sign a confidentiality agreement (if they have not already done so) and uphold this at all times.

Any breaches of these confidentiality arrangements will lead to an investigation by the Constabulary and the possible expulsion of a member from the Panel, if it is demonstrated that a clear breach of confidentiality has occurred.

Decision making authorities

None

Other notes

Ways of working

- The panel will review up to 15 randomly selected incidents where use of force has been exercised. These will be randomly selected by IAG members prior to the meetings.
- This can be based upon geographical location, team type, and business area. The packages to be reviewed will not be part of any ongoing investigation and will be anonymised.
- Detail will be reviewed through the Use of Force Recording Form, Custody records, Storm Logs, officer statements, CCTV footage, Body Worn Video, and any other source available.
- The panel will seek to reach a collective decision on whether the actions reviewed were;
 - Appropriate (1)
 - Appropriate with comments (2)
 - Inappropriate (3)
 - Failed to agree (4)

- Professional language and behaviour will be adopted throughout the meeting to prevent undermining the process
- Collated and anonymised feedback will be shared with staff through a report from the panel, identifying good practice and learning.
- Confidentiality of the meetings is paramount.
- Internal and external communications plan will be followed.
- Certain documents and all BWV can only be shown to panel members who are physically on police premises to ensure data security.

A Use of Force form is to be completed when one of the following techniques or tactics is used: Handcuffing (compliant), Handcuffing (non-compliant), Unarmed skills (including pressure points, strikes, restraints and take downs), Use of dogs, Drawing or use of baton, Drawing or use of irritant spray, Limb / Body restraints, Spit guard, Shield, Conductive Energy Device (C.E.D. currently Taser® - in any of the 7 categories of use), AEP: aimed or discharged, Firearms: aimed or discharged, Other / improvised.