

## **Waltham Forest Stop & Search Monitoring Group Terms of Reference**

The Waltham Forest Stop & Search Monitoring group adopts the London Stop and Search Community Monitoring Groups Terms of Reference 24 Aug 2014 (which appears as an appendix) subject to the following provisions:

1. Membership
  - a. Membership of the monitoring group will be determined by an interview panel appointed by the Chair and including at least one member of the monitoring group and one member of the Waltham Forest Safer Neighbourhood Board.
  - b. Applicants will be invited to complete an application form beforehand.
  - c. A member not attending any meeting in any 12-month period may be deemed to have resigned, at the discretion of the Chair.
  - d. The monitoring group will have a maximum of 15 members.
2. Elections for Chair and Vice-Chair
  - a. 21 days' notice of elections must be given
  - b. Candidates may present either a written or verbal statement at their discretion
  - c. A quorum for voting will be the lesser of five and half the current membership
  - d. Voting will be carried out by paper ballot.
  - e. If a candidate is unopposed, a ballot will be held to determine if the appointment or re-appointment is to be confirmed or not confirmed. If members vote "not confirmed", the present incumbent may remain in post until the next meeting, at which a further election will be held.
3. Reporting:
  - a. The monitoring group will provide at least one report to the Safer Neighbourhood Board in each year.

## Stop and Search Community Monitoring Network

### Terms of Reference

#### 1. Introduction

Clause 5.4 of PACE codes of Practice state the following with reference to stop and search: “In order to promote public confidence in the use of the powers, forces in consultation with police and crime commissioners must make arrangements for the records to be scrutinised by representatives of the community and to explain the use of the powers at local level.”

The London Police and Crime Plan 2013-2016 is the Mayor’s strategy for tackling crime and making London safe over the next three years. Stop and search is a vital tactic to reduce crime and protect the public. The public supports the use of stop and search when it is done well, but it can be a key source of tension between the police and the community and can undermine public confidence.

The Mayor has committed to holding the Commissioner to account for the properly targeted use of the power so that when members of the public are being stopped and searched they are always treated with dignity and respect. Local Stop and Search Community Monitoring Groups (CMGs) have a vital role in delivering this accountability on behalf of the communities in their boroughs.

To provide a London wide perspective the Mayor’s Office for Policing and Crime (MOPAC) invites representatives of the CMGs to attend meetings of the Community Monitoring Network (CMN), a quarterly forum that meets to identify trends and disseminate good practice. The Terms of Reference for the CMN are set out below. A separate set of Terms of Reference will be established with the local CMGs.

The CMN is the MOPAC mechanism to assist in delivering community scrutiny of the Metropolitan Police Service (MPS) use of stop and search powers.

#### 2. The Purpose of the CMN

- To provide a pan-London mechanism to monitor police use of stop and search powers and support the work of local CMGs.
- To assist in identifying community tensions arising from stop and search.
- To raise, address or escalate issues of concern about the use of stop and search with MOPAC and the MPS. Such issues may be London-wide, ongoing or where no local resolution has been achieved.
- To enable the identification and sharing of successes and good practice that can be communicated internally and externally to the MPS and the public.
- To provide support as appropriate in the establishment and development of CMGs in all 32 London boroughs.
- To disseminate information and help raise awareness of the individual rights under

the stop and search legalisation to the wider community.

- A note (19) referred to in clause 5.4 of PACE details: “Arrangements for public scrutiny of records should take account of the right to confidentiality of those stopped and searched.”
- To provide a central forum for local monitoring groups to share their experiences and provide mutual support.
- To provide a pan-London community view to MOPAC and the MPS.

### **3. What the CMN will do**

- The CMN will meet at least quarterly. The meetings will be hosted by MOPAC at City Hall. The meeting agenda will contain only items that assist in the delivery of the CMN purposes (above). An agenda template is attached as Appendix 1. Additional, extraordinary meetings may be held if deemed necessary by the CMN and/or MOPAC.
- Request the submission and/or delivery of papers, reports and presentations to the CMN and the attendance of organisations relevant to stop and search.
- Provide a forum where CMG members can raise concerns and share good practice.
- Ensure MOPAC and the MPS are informed of issues of concern or community tensions.
- Provide assistance when necessary in identifying community members who may be interested in establishing, re-establishing or developing Stop and Search CMGs in their borough.
- Provide the CMG view on the development of stop and search policy for MOPAC and the MPS.
- Monitor and review London-wide delivery of stop and search.
- Hear presentations from local CMGs on their work, their membership and the challenges and successes in their boroughs.

## **4. Format of the CMN**

### **4.1. Membership**

The CMN membership is comprised of individuals nominated by the borough CMGs. Members of the CMN MUST be members of a local CMG.

The CMG Terms of Reference will include membership of the CMN and attendance at CMN meetings.

MOPAC officers, police officers representing boroughs or central departments, and the Deputy Mayor for Policing and Crime’s stop and search advisor may attend the meeting as non-voting contributors.

#### **4.2. MPS**

An officer from the MPS Stop and Search Team will attend the CMN to present a report on the latest data and stop and search developments. This report will be sent out before the meeting, with the agenda, to allow CMN members to prepare questions or comments.

The borough stop and search leads will be invited to CMN meetings and should attend in the interests of good practice as non-voting contributors. MPS officers or units may be invited to give presentations on specific topics related to stop and search.

#### **4.3. Chair and Vice-Chair**

The chair and vice-chair will be elected from the membership of the CMN. Although the CMN is a MOPAC mechanism, the chair and vice-chair are, like the members of all local CMGs, volunteers who work alongside, but independent of, MOPAC and the MPS. They will represent the views and opinions of the CMN. These views may not necessarily reflect those of MOPAC or the MPS, or their policies.

#### **4.4. The role of the CMN Chair is;**

- To chair meetings of the CMN in an impartial, structured and orderly manner.
- To participate in agenda planning with MOPAC.
- To represent the CMN at meetings, seminars, conferences, briefings etc. as appropriate, and to provide feedback.
- To act as a single point of contact for CMGs seeking support to develop their groups.

#### **4.5. The role of the CMN Vice-chair is;**

- To chair the CMN meetings in the absence of the chair.
- To participate in agenda planning with MOPAC.
- To deputise for the chair at meetings, seminars, conferences, briefings etc in the absence of the chair.

### **5. Election of Chairs and Vice-chairs.**

The chair and vice-chair will be elected at a CMN meeting, and be available for re-election annually up to a maximum of 3 years tenure. Elections will be held every year.

Members can self-nominate or, with their consent, be nominated by other members of the network. Nominees must be present at the meeting in order to stand for election. Nominations may be accepted in absentia in extreme circumstances as long as the chair, vice-chair or MOPAC are informed in advance. Nominations will be submitted in advance to the MOPAC. In the event of more than one nomination for chair there will be a paper ballot. All individuals standing for election as chair will be entitled to address the meeting for a maximum of 3 minutes prior to the ballot.

In the event of more than one nomination as vice-chair, there will be a paper ballot. Nominees may be invited by the chair to address the meeting for a maximum of 3 minutes prior to the ballot.

Each borough CMG present will have one vote in each ballot. A quorum of a minimum of eight boroughs must be at the meeting.

### **5.1. Voting**

- As all CMGs should be represented at CMN meetings there is no provision for postal or proxy votes.
- The ballot will be decided on the basis of first past the post.
- The ballot will be conducted by MOPAC. Should equal votes be cast the election will be re-run following a short address from the leading candidates.

### **5.2. Removal of CMN Chair**

A CMN Chair may be removed by a vote of 'no confidence' from CMN members. A proposal for a vote of 'no confidence' must be tabled as an urgent business item before a CMN meeting.

A 'no confidence' vote will be conducted by the CMN meeting. Each CMG will have one vote. The 'no confidence' proposal will stand on a simple majority. Should the proposal stand the CMN Vice-chair will assume the role of chair until the election of a new chair at the next CMN Chairs' meeting. Should the proposal fall, the incumbent chair will continue. Only one proposal for a vote of 'no confidence' can be submitted during a chair's tenure.

## **6. MOPAC support for CMN**

The CMN is the MOPAC mechanism to assist in delivering community scrutiny of the MPS use of stop and search powers. As such MOPAC will ensure the following support will be provided;

- The agreement of clear Terms of Reference for both the CMN and the CMGs.
- Facilitation of all CMN meetings. This will include arranging the venue, agreeing the agenda with the chair and vice-chair, issuing invitations and producing notes of the meeting.
- Providing advance notice of the next two meeting dates.
- Dispatch of notes of the meeting within two weeks of the meeting
- Dispatch of agenda (with notes of the previous meeting) no less than two weeks in

advance of each CMN meeting.

- A Work Plan for the CMN
- Delivery of any actions agreed at the meeting in line with an agreed timetable.
- A single point of contact in the MOPAC Engagement Unit for any stop and search issues. Correspondence between MOPAC and CMN members will be by email.

#### **7. Changes to the TORs**

If changes to these TORs become necessary in the event of legislative changes, changes to MOPAC or MPS governance arrangements or for any other reason, such changes will be discussed as an agenda item at a CMN meeting.

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