

Thames Valley Police Stop and Search Action Plan

No	Action	Owner	Target Date	Updates
Leadership				
1	Agree the aim and indicators for effectiveness for TVP regarding stop and search (Action set: 2014)	ACC Baldwin	Complete	<p>The key principles are to ensure that the use of stop and search is:-</p> <ol style="list-style-type: none"> 1. Fair and proportionate, 2. Targeted, focussed and effective, 3. Legal and authorised, 4. Open, transparent and withstands public scrutiny. <p>Successful outcomes against which this plan will be measured are:-</p> <ol style="list-style-type: none"> 1. Increased positive outcome rates. (Arrest, report for summons, caution, khat/cannabis warning, PND/FPN, Community Resolution, Outcome against item sought will be monitored), 2. Improved supervision, 3. Better recording of grounds 4. A reduction in the number of drug searches
2	Set key messages for communication plans – internal (Action set: 2014)	ACC Baldwin	Opened for review – June 2016	<p>Key messages for our staff are:-</p> <ol style="list-style-type: none"> 1. Do you suspect this person is in possession of this article at this time...and did you find it? 2. Stop and Search is a power not a tactic, 3. Is this search consistent with the Code of Ethics? 4. Does this encounter pass the 'YouTube test'? 5. How well have you recorded what you did and why? <p>Messages set 2014, to be held for review 2016. 29/2/16: Discussed at working group. YouTube message felt to be unclear. To be taken to Organisational Review Group Chair for proposed agenda item.</p>

4	Review Stop and Search policy (Action set: 2014)	Insp Roberts	Defer to Jan 17 or national change	Completed and signed off by CCMT Jan 2015. Circulated to LPA Commanders and SPOCS. Shared at Organisational Learning meeting. Circulated to all staff with Code A changes. <i>For review in Jan 2017 or following national change – whichever is sooner.</i>
13	Redevelop the management information tool to assist LPAs in understanding how stop and search is used on their area and where to influence to improve the effective use and promote its use. (Action set: 2014)	Mr Simmonds	18/4/16	15/12/15 – toolkit developed and launched. LPA SPOC event held Sept 2015 to demonstrate system. Demonstration given at Organisational review meeting Oct 2015. Will remain under review with any developments in S&S and the development of electronic recording (see later actions). 22/01/16 HR contacted LPA SPOCs with direction to get them to sign up all inspectors and any others that may benefit from using the tool, names and shoulder numbers to DS. 29/2/16: CL has contacted all LPAs with low usage. New low usage list produced. Slough only showing as accessed twice. SC from Slough felt this should be higher. SC/DS to discuss and bring back issues to next meeting.
	Review management information tool in light of force and national requirements	Mr Herridge	8/6/16	Action set Dec 2015: To include the ability to retrieve Police Reform Act searches. 29/2/16: This has been added to the change request list for Performance.
22	Explore the opportunity to record stop and search in Niche. (Action set 2015)	Insp Roberts	Deferred – Oct 2016	15/12/15: Minerva working group is working with a number of forces and the home office to improve how stop and search is recorded within Niche. Results from this work are not anticipated until Autumn 2016. Activity deferred pending update from Minerva.
23	Develop Diversity Board oversight of stop and search action plan. (Action set: 2014)	CI Lavery	Complete	21/7/15: Proposal submitted to Diversity Board in July 2015 and agreed – The action plan will be circulated to the Diversity Board and the S&S IAG quarterly for review.
47	Undertake analysis into volume and community impact of the use of the	Mr Simmonds	8/6/16	29/2/16: DS to complete for next Organisational Review Group pre-meet Apr 2016.

	Police reform Act search powers and refer findings to chair of Organisational Learning group. (Action set: Apr 15)			
58	Develop a data set within the S&S toolkit to review the number of S&S that take place on C&YP. This will enable an understanding how frequently they occur within TVP. Data set to be broken down by age, location, name, object searched for, outcome and whether a CP referral was created. (Action set: Sept 15 C&YP)	Insp Roberts/ Mr Simmonds	8/6/16	29/2/16: Data set for C&YP is now available on the toolkit. Work is progressing on how to record ' <i>whether a CP referral was created</i> ' as this is not something that is done at the time of the search and is therefore not captured on the MISS100 form. Recording whether a referral will be completed will be considered for new App development but will depend on officer feedback of the completion process. When making a record of the search may not be the most appropriate time to record whether a referral will be done.
59	Ensure the numbers of C&YP subject to S&S are included in the quarterly organisational review meeting. This will enable an understanding of which LPA's C&YP are frequently searched and why, establish any patterns of behaviour & identify and share good practice. (Action set: Sept 15 C&YP)	Insp Roberts	Complete	29/2/16: This has been included in the review meeting since September 2015 and is now business as usual.

18	Maintain Performance Group oversight (Force & Cluster). (Action set 2015)	Mr Warner	Complete	Effective use of stop and search is reviewed at all cluster and force performance meetings.
	Invite SAME representative to sit on working group	Insp Roberts		New action: 24/2/16 Mr G Williams invited by email 3/3/16
Internal Awareness & Understanding				
3	Redevelop the stop and search intranet site as a place for officers to access up to date stop and search advice, guidance and force activity (<i>consideration to be given to removing the intranet site and diverting officers to TVP website</i>) (Action set: June 2015)	Ms Thorne	18/4/16	<p>To include:</p> <ul style="list-style-type: none"> - link to ride along scheme – done - Force policy – done - Link to APP site – done - Operational guidance – done - Stop and Search Action plan - including position statement and timeline - Organisational review meeting slides - done - S&S IAG slides and minutes – to be updated after 27/1/16 meeting - Links to HMIC and other documents - If authorised - internal audit document - Diversity Monitoring report - CCMT papers <p>slight amendments done with links to the external site to avoid duplication being considered</p> <p>29/2/16: Final amendments due this week. Still awaiting new ride along policy (see later action) and link from Mr P Milne however can be launched without this. Once complete, HT to circulate to all representatives of working group and organisational review for feedback by the next organisational review meeting in April 2016. To ensure intranet also includes guidance on BUSSS s60 authority requirements.</p>

5	Develop guidance for officers on the use of stop and search (Action set: 2015)	Insp Roberts	Defer until CoP training received	<p>24/2/16: Officer guidance on reasonable grounds developed Cannabis guidance developed Policy signed off Also developed:</p> <ul style="list-style-type: none"> - Sergeant guidance – This has been written and disseminated - Inputter guidance -This has been written and disseminated. - Inspector guidance -This has been written and disseminated. - SPOC guidance -.This has been written and disseminated. <p>To be included in intranet update. This action to be deferred until CoP training received – due Autumn 2016.</p>
6	Review officer training on searching techniques ('how to search'). (Action set: 2015)	Mr Mothersole	Complete	<p>21/7/15: PDS have developed a training package which was delivered during MOD2 in 2014. Action completed.</p>
7	Develop officer training for searching prior to arrest (s1, s23, s60, Code A). (Action set 2015)	CI Aziz	18/4/16	<p>15/12/15: TVP are participating in a College of Policing pilot for stop and search training. TVP has developed a package which has been trained as a pilot to 100 officers. CoP is currently evaluating the results of the package – results are due back to TVP mid Dec 15. 15/02/16: Still awaiting CoP evaluation. 29/2/16: CoP are developing a national classroom based package following their pilot programmes (evaluation still pending). This will have a pre-requisite NCALT package for completion. ZA expressing concerns regarding L&D's ability to schedule this package due to other training commitments.</p> <p>Ch/Insp Aziz to liaise with the CoP and ensure this is listed schedule training in with L & D and bring back to next meeting if concerns remain regarding scheduling of training. Bring target audience to next meeting for review. Ensure Officer Safety Training team also receive the input.</p> <p>Update HR – Train the Trainer dates 18/5 and 25/5 scheduled by CoP. TVP Meeting 23/5 to discuss material and training schedule</p>

8	Develop and deliver custody sergeant briefing on reasonable grounds and refusal to detain where a disposal outside custody is more appropriate. (Action set 2014)	Supt Freeman	Deferred – July 2016	21/7/15: Custody Inspectors have briefed all custody sergeants and this has been confirmed by custody Inspectors. Action deferred pending a CJ review in July 2016.
9	Review the content of the Operational Leadership Course for use of S1 and S60 stop and search powers - For sergeants this should include how to effectively supervise stop and search, For inspectors this should include some on supervision and some on the s60 powers as per Force Policy (not legislation). (Action set June 2015)	Mr Taylor	Defer until CoP training received	22/12/15: Mr Townsend has reviewed the material for both the Initial Operational leadership (Sgts) and Advanced Operational Leadership (Insp) Core Leadership modules. The learning outcomes for these courses are set by the College of Policing, the Sgts course will include a critical incident scenario that supports these outcomes but will enable a discussion about the effective supervision of Stop and Search, the revised material will be run for the first time in January 2016. The Insp course that is normally run on a quarterly basis contains an input on s60. Action deferred for review on receipt of CoP training package.
10	Review IPLDP Stop & Search training. (Action set Apr 2015)	Insp Ward	Defer review after CoP pilot	21/7/15: A package has been developed for new recruits which is delivered as part of the IPLDP programme. This considers the new force policy and guidance on reasonable grounds and cannabis. Action deferred for review once CoP package has been received.
11	Review IPLDP requirements and tutors' focus and considerations when assessing stop & search. (Action set 2015)	Insp Ward	Complete	21/7/15: Student officers are required to demonstrate one pre-arrest search using reasonable grounds within their probationary period. Within the tutor period student officers are required to demonstrate safe searches however this also includes post arrest and is about being safe, not demonstrating an understanding of reasonable grounds. Action complete.
15	Supportive visits by Diversity	Insp Roberts	8/6/16	29/2/16: Process agreed at working group for Diversity Inspector to

	Inspector to areas with low search to arrest outcomes or other areas as identified at the Scrutiny & Organisational Learning Group. (Action set: Sept 2015)			make contact with relevant LPAs to discuss agenda items for Organisational Review meeting to ensure LPAs are prepared. Interventions to be reviewed at working group for effectiveness and shared learning opportunities. HR to review information and identify priority areas for next Org Review pre-meet and update force auditor on agreed process. Update – HR to visit Oxford LPA SPOC, ACI Turner, 17/3/16
17	Establish a quarterly Organisational Learning Group. (Action set: 2014)	Insp Willis	Complete	21/7/15: Quarterly ACC led meeting to discuss themes within the use of stop and search - both evidence of effective use and areas for improvement. Management information for the meeting is produced by performance. This is business as usual. Action closed pending any change.
51	Provide all staff with a clear message explaining the position on searching for cannabis. (Action set Oct 2014)	CI Lavery	Complete	Dec 2014: Briefing sent Dec 2014 to all LPA SPOCs for dissemination. Advice included on intranet site and within IPLDP training. Action complete.
53	Include stop and search in Leadership events. (Action set Aug 15)	Mr Taylor	Deferred – Oct 2016	22/12/15: Stop and search will be included on the menu of options for LPAs who request bespoke days which includes critical conversations and understanding how teams work together. Action deferred until October 2016 to review take up from LPAs.
55	Develop an input that can be delivered by LPA SPOCs and others on sergeants' days. (Action set: Aug 15)	Mr Taylor	18/4/16	29/2/16: HR to liaise with Mr Taylor to see if offer for Leadership events is suitable Email requesting update on action 53 and 55 sent to Mr B Cooper who confirms he is unaware and MT is the owner so MT sent email 1/3/16
56	Explore option of briefing specialist roles on stop and search guidance and policy. Action set: Aug 15)	Insp Roberts	Defer until CoP training received	29/2/16: This action has been deferred pending receipt of the CoP evaluation and training package.

57	Develop section 60 e-learning package to raise awareness of BUSSS requirements. (Action set: Aug 15)	Mr Cooper	18/4/16	<p>22/12/15: An e-learning package on s60 was commissioned earlier this year and made available on 2 November 2015. Completion numbers of the package are very low. Course LDO083 shared with SPOCs and Insp group email requesting completion</p> <p>29/2/16: Package discussed and concerns that it doesn't cover all required for s60 process. HR and SC to complete and review package for suitability for Inspector's role. CL and C/I Mears to review for suitability for Silver and Gold role. HT to review and discuss with Corporate comms management on need for helpdesk staff to complete package. Confirmed There were 35 completions up until 19th February 2016. The audience is extended to Chief Insp /Superintendents /JOU Tac advisors and CCMT PeopleSoft / SSAMI updated. – this new audience to be informed to complete – HR 3/3/16</p>
64	Include a stop and search scenario within the SaVE training package. (Action set: Sept 15 C&YP)	DI Reaney	Defer until SaVE package roll out is complete	22/12/15: The SaVE training includes a stop and search scenario. The training is scheduled to start on Thursday 7 th January 2016, initially for patrol and NHPT staff but it will be rolled out to all staff that have operational contact with the public.
	Plan table top exercise to test BUSSS s60 process	CI Hadley	18/7/16	29/2/16: New action
External Awareness, Understanding & Community Engagement				
24	Redevelop the stop and search internet site to ensure the communities of Thames Valley understand how TVP use stop and search and the work being done to improve the effective	Insp Roberts/ Ms Thorne	18/4/16	<p>The site should include:</p> <ul style="list-style-type: none"> - Force policy - done - Link to APP site – done - Operational guidance - Stop and Search Action plan - including position statement and timeline - Organisational review meeting slides

	use of the power. (Action set: Apr 2015)			<ul style="list-style-type: none"> - S&S IAG slides and minutes - Links to HMIC and other documents - If authorised - internal audit document - Diversity Monitoring report - CCMT papers - links to ride along application process - done <p>All completed.</p> <p>29/2/16: HT to circulate a request to all working group and organisational review meeting attendees to review and provide feedback. To be sent to S&S IAG representatives for discussion and feedback at next IAG meeting and LPA SPOCs to be tasked with reviewing for feedback at local IAGs.</p>
25	Review stop search schools package which is completed by specialist schools officers and continue to roll out if appropriate. (Action set 2014)	Sgt Pickwick	Defer until CoP training received	Package has been reviewed November 2015. Now deferred pending receipt of CoP package.
26	Establish Data Source for public attitudes towards stop and search. (Action set: 2015)	IAG	Defer pending IAG review	Consider opportunities to consult with the TVP community on their views towards Stop and Search. 21/1/16: discussed and considered appropriate for IAG tasking. There is a review of the IAG policy and recruitment process. This will be deferred pending the outcome of that review.
34	Assess Stop Search IAG oversight & seek third party training for the group. (Action set 2014)	S&S IAG Chair Insp Roberts	8/6/16	Stopwatch invited on 6 th October 2014 and group given feedback. Neena Samota & Zin Derfoufi STOPWATCH attended the last SSIAG, 2014. 29/2/16: Low attendee numbers at latest S&S IAG. ACC Ross to meet with chairs to discuss increasing representation on 20/4/16. HR to liaise with DC to invite the involvement of custody visitors as an effective critical friend group who may support the S&S IAG. HR to liaise with Northants on their model for a scrutiny panel

35	Review the performance product provided to the S&S IAG. (Action set 2015)	S&S IAG chair/ Insp Roberts	8/6/16	29/2/16: S&S IAG are provided with toolkit overview pages which includes volumes, outcomes, disproportionality and impact on C&YP. Also provided organisational review slides and action plan. Group carry out a review of grounds at each meeting and feedback provided to officers. Body Worn Video footage to be trialled at next IAG. Group are also provided with complaints data as part of the BUSSS trigger process.
36	Introduce & promote lay observation policies (ride along). (Action set 2014)	Ms Thorne	18/4/16	April 2015: Policy in place and linked to website. To be promoted internally and externally. 29/2/16: The current ride along policy is still in place however is under review. HT has scheduled time to promote scheme however this is pending the finalised policy. Mrs C Troup to provide guidance on expected delivery date. Update 3/16 – Plan ready for write off by senior management, Meeting had between HR HT & Mr Beynon , NHP&P to discuss internal and external promotion and internet update.
44	Explore opportunities to review BWV footage when supervising S&S (both supervisors and IAG members). (Action set June 2015)	Insp Roberts	8/6/16	29/2/16: HR has discussed with force legal who have advised a warning to the S&S IAG prior to viewing that anyone recognising anyone in the footage should declare it and be given a reminder regarding confidentiality. Process for securing footage is being trialled and first viewing of footage should be tested at April 2016 IAG.
54	Explore the option of a young person subject to stop and search to attend the Leadership and Development training for supervisors to talk about their experience. (Action set: Aug 15)	Mr Taylor	Closed	22/12/16: Update from Mr Taylor that inviting young people to attend the Initial Operational leadership (Sgts) courses to talk about their experiences of Stop & Search cannot be facilitated due to the limited course time available. The priority for these courses is about decision making within an operational context. Action closed.
60	Ensure the Stop Search IAG	Insp Roberts/	8/6/16	29/2/16: This is now included in the information to be provided to the

	have an oversight on searches on C&YP.(Action set: Sept 15 C&YP)	S&S IAG chair		S&S IAG. For review following next IAG (Apr 16) to review feedback.
65	Survey the people regularly subject to Stop Search to understand their views of the experience.	Supt McLean	8/6/16	4/8/15: Mr Simmonds to work with Wycombe and Slough LPA to identify and develop a survey of people regularly subject to a stop and search to understand their views of the experience. 23/12/2015: Mr Simmonds and Insp Lynch have identified a list of regularly searched individuals and conducted research around the evidence base for surveying searched persons. Insp Lynch to discuss with Supt McLean re the way forward with methodology option, survey / face to face interview. (ML 23/12/15) 29/2/16: SC and C/I Mears to discuss and bring update to next meeting. To review the possibility of tasking IOM officers to assist.
63	Explore whether there are opportunities to conduct follow up reviews on C&YP who have been Stop & Searched to gain an understanding of their experience & perception of the Police. (Action set: Sept 15 C&YP)	Insp Roberts	8/6/16	29/2/16: To be included as part of the work with Wycombe and Slough. HR to liaise with Supt Bunt regarding further work in Oxford. Chair of Oxford IAG works for children services @Council and have facilitated meeting with Young People and the police. A stop and Search forum to be arranged. HR to be invited either to observe or take part in Q & A. HR 3/3/16
62	Identify young people who could participate in stop and search training for officers, to increase officer's awareness of the impact/perspective S&S has on C&YP. (Action set: Sept 15 C&YP)	CI Aziz	8/6/16	29/2/16: Ms G Screen (L&D) is looking at this. Pending update from L&D at June 16 meeting.
	Develop guidance for the public on 'What Should I	Insp Roberts	Deferred pending	24/2/16: New Action – deferred pending outcome of consultation with communities in Wycombe and Slough and review of complaints.

	expect' when being searched		research	
Prevention (Activities which will reduce the need for using stop and search powers)				
19	Liaise with drug advisory services on preventative/health advice that can be given following drugs searches. (Action set: 2015)	Insp Helen Roberts	Deferred pending electronic recording	15/12/15: Operational officers expressed concern at the requirement to carry additional information in the form of a handout. Electronic recording is being developed and should explore the ability to email stop and search records of those being stopped and searched. This should include an opportunity to send links regarding drug and other intervention services. This action is deferred pending the development of electronic recording and the ability to email drug advisory services on preventative advice directly to people being searched.
20	Evaluate West Berkshire Pilot on S&S activity / force crime priority hotspots. (Action set: 2014)	CI Lavery	Complete	July 2014: Complete – findings submitted to CCMT July 2014
21	Evaluate the Oxon pilot of Procedural Justice training for impact of officer behaviour and public perception. (Action set 2014)	Mr Simmonds	Complete	September 2014: Complete
61	Ensure that the Stop & Search application has a prompt to consider a Child Protection referral when the date of birth of a person searched is under 18. (Action set: Sept 15 C&YP)	Insp Roberts	18/4/16	15/12/15: To be considered with action 40 – development of the S&S APP.

Compliance Activity (incl Compliance with BUSSS and data requirements for Police.UK and ADR)

12	Monitor supervisor briefing completion as per the internal audit - Action 5. (Action set Feb 2015)	CI Aziz	18/4/16	<p>21/6/16: Supervisor briefing developed as an interim to CoP training for supervisors to meet gap identified by 2014 S&S audit. Target audience should be all sergeants and all constables on the acting list. L&D to provide NP&P with an update on training completion. Completion currently sits at 31% of front line sergeants - L&D general target for completion is 80%.</p> <p>29/2/16: Target audience have been emailed explaining how to access the briefing and record when it has been reviewed. As of 15/2/16 91 Sgts (29% of revised target audience) have completed the training following the reminder. ZA to update on progress at next meeting.</p>
14	Carry out an audit of briefings and taskings to ensure removal of 'consideration of search' as per the new policy. (Action set June 2015)	DCI Standish	18/4/16	<p>21/1/16: All Intelligence Managers & FISO DIs have been briefed and have cascaded this requirement to their staff.</p> <p>29/2/16: There has been some challenge from LPAs who would prefer to remind staff of the power to stop and search. TB to plan an audit of all LPA briefings to review if the phrase is used on any slides.</p>
16	Force inspection/ performance process to speak with LPA Command teams where LPA activity doesn't meet the force aims. (Action set 2015)	Insp Roberts/ Mr Herridge	18/4/16	<p>29/2/16: Stop and Search is included within Force and Cluster PG meetings. Insp Roberts to meet with Mr Herridge to ensure themes from Organisational Learning and supportive visits are raised at PG.</p>
27	Introduce new procedure to examine and review the use, recording and community impact of Section 60 authorisations. (Action set 2014)	Insp Willis	Complete	Included in force policy

28	Raise s60 authorisation to ACPO. (Action set 2014)	CCMT	Complete	Included in force policy
29	S60 authorisations to be 'where necessary' rather than 'where expedient' and where violence 'will' take place rather than 'may' take place. (Action set: 2014)	CCMT	Complete	Included in force policy
30	Limit s60 to 15 hours. (Action set: 2014)	CCMT	Complete	Included in force policy
31	Communicate with the community before and after a s60. (Action set: 2014)	CCMT	Complete	Included in force policy
32	Record the outcome of searches in detail to show the link between the object sought and outcome. (Action set: 2014)	Mr Warner	Complete	Completed - management information toolkit will provide this information to supervisors.
33	Record the broader range of stop & search positive outcomes (HO requirement). (Action set: 2014)	Mr Warner	Complete	Included on existing stop and search form
37	Maintain records of all ride-alongs. (Action set: 2015)	LPAs	18/4/16	New spread sheet and process sent to all ASO (November). Chased up in January 2015 as use of system was sporadic. All attendees reminded at Review Group, and instructions reiterated to ASOs. 29/2/16: DS to request this is included within the information toolkit
38	Introduce Stop Search complaints community trigger in partnership with	S&S IAG chair/ Insp Roberts	18/4/16	15/2/16: Within policy – process to be developed with S&S IAG Due to low numbers each complaint is to be treated as a trigger. Complaints are sanitised and placed on external website – up to

	Stop Search IAG. (Action set 2015)			<p>date. Quarterly complaints to be reviewed/discussed/scrutinised at each SSIAG meeting.</p> <p>29/2/16: HR has proposed a process map for S & S trigger complaints to PSD for their consideration. PSD will be invited to next S & S IAG 20/4/16 to debate the trigger process. Update: meeting with Mr Stone PSD 22/3/16</p>
39	Internal monitoring processes to ensure BUSSS scheme requirements continue to be met. (Action set 2014)	C/Supt Boyd	Ongoing	<p>Complete. Section 60 used on 17th April 2015 - authorised by inspector and community communications not sent prior to or at the time of authorisation. Review shows staff require further training on the s60 requirements. This should be progressed through an e-learning package for completion by all officers - to cover the process to authorise, notice to communities and the requirement for all officers to use s1 where the reasonable grounds exist - even if s60 authority in place. <u>Action set to develop training.</u> Request from CCMT to ensure all requests for s60 are recorded and auditable regardless of whether authorised or not. <u>Action set to develop recording system.</u></p>
40	Identify best option to provide location data to Police.uk by 31/3/16 (mandatory)	Insp Roberts	29/2/16	<p>15/12/15: Police.UK is mapping force activity of stop and search. TVP are unable to provide mapping data for searches at this time however with the roll out of mobile devices, an APP is being developed to allow for electronic recording. Working group to roll out phase one of the APP for location data collection to be established.</p> <p>29/2/16: First version of APP reviewed and feedback provided. Fortnightly checkpoint meetings scheduled.</p>
41	Input teams to notify NPP if an incorrect form is being used. (Action set: Feb 2015)	DCI Standish	Deferred – pending electronic recording	<p>This is now being actioned. Update on 21st Jan 2016 that the use of incorrect forms has dramatically reduced however when they are received by inputters, this is actioned.</p>

42	Input teams to notify NPP if forms are received more than six days after the search was carried out. (action set: Feb 2015)	DCI Standish	18/4/16	<p>HQ Performance has developed a tool to identify forms submitted outside of the 6 day time limit. This will be given to the Reader/Inputter supervisors to have access that intelligence teams can measure and drive performance going forward. Reader/Inputter Supervisors and local Intelligence DIs are aware of the drive to maximise early submission. The second half of 2015 shows an improvement in the receipt of timely S&S submissions but there is still room for improvement. Much is being done at local level to encourage compliance but the inputting teams still report receiving some forms that are late, not signed and have no grounds. (PS 15/12/15)</p> <p>29/2/16: This has been identified as an issue at Oxfordshire cluster PG meeting. HR is holding a meeting with AV and Performance to review the process and seek areas for improvement.</p>
43	Develop a process to record (and report back on) all searches which involve the removal of more than jacket, outer coat or gloves. Must include clothing removed, age of person searched, whether intimate parts of body revealed, whether in public view and sex of officers present. (Action set: Apr 2015)	C/Supt Boyd	Deferred	<p>CCMT agreement that this should be included on free text section of current form and developed as part of the electronic App. Communications to be sent to all officers. All user email sent on the 28/06/15. Included within APP development request.</p>
45	Update Internal Audit - progress & update audit in Oct 2015. (Action set: June 15)	Ms Shearn	18/4/16	<p>15/12/15: Update audit now complete – pending circulation of report.</p> <p>29/2/16: Circulated following publication and review of audit findings scheduled for 29/2/16 and subsequent action plan update.</p>

46	Reminder to staff to record the use of Police Reform Act powers of search and seizure. (Action set Apr 15)	Insp Allen	Complete	4/8/15: Message circulated to all staff
48	Develop a process for recording requests (including refusals) of s60 authorisations. (Action set: Apr 15)	C/Supt Howard	18/4/16	<p>Application from - held on in the internet stop and search page - for staff requesting Sec 60 now contains the following</p> <p>You must</p> <ul style="list-style-type: none"> • Inform your F I H to ensure that your LPA DMM is updated so that it is discussed at the LPA Daily Management Meeting and the Force DMM. • Inform FIH will need to ensure that a Niche report is filled out by FIH readers to record this Sec 60 • Contact HBI to ensure that this authorisation features on the Chief Constables Incident Report • FIH to upload each request onto Niche as an intel report <p>Niche is the repository for S60 – both approved and for those not approved. The LPA supervisory handover should record the S60 and any operation name. Mr Verhoeven (Oxon RI Supervisor) is currently scoping the adoption of 'business/organisation' tab in Niche so that the S60 authorities can be accessed by use of a 'fast find' search. This is being taken forward with NP&P and Niche team. S60s will also be captured into local DMM processes utilising the information contained in the supervisory handover document. Due to the relatively small numbers FIH will capture this information into Niche once the relevant authority and activity has been identified. (PS 15/12/15)</p> <p>29/2/16: Discussed this and lack of use of s60 means this is unable to be tested. Additional review of e-learning package set as an action to ensure these points are covered. Review of e-learning target audience to include those that perform the role of Silver and all ACCs, DCC and CC, Comms officers and all JOU Tac Ads.</p>

				Tabletop s60 process included as a new action within this plan.
49	Ensure electronic recording of stop and search meets home office data requirements. (Action set: Apr15)	Mr Milne/ Insp Roberts	29/2/16	Home office requirements provided to Airpoint APP developers. Action deferred pending APP development.
52	Audit whether Stop and Search records are being completed post arrest. (Action set Aug 15)	CI Cherrington	29/2/16	21.10.2015 – Message put out forcewide. Audit commenced, report has been amended to look at YTD Niche Custody records where arrest was a result of a SS. DS to carry out analysis of how many of those records have a matching MISS100. Dec 2015: 1100 arrest for S&S (from MISS100), 171 arrests are on Niche Custody records, 50 from the 171 do not have corresponding MISS100 29/2/16: DC has reminded all custody sergeants of the need to endorse the custody record that an arrest is as a result of a search, Niche is being amended to make this mandatory. This will act as a reminder to officers to complete a search form and advise the custody officer. Audit to be rerun after the changes to Niche in May.
	Carry out a quarterly audit to ensure where a record shows drugs have been found there is a correlating OEL in Niche.	Insp Roberts	8/6/16	29/2/16: New action – to be scheduled in line with organisational review briefings to LPAs

Dates of Working Group Meetings:

29th February 2016

18 April 2016

8 June 2016

Chair:

CI Lavery (CL)

Attendees:

Braithwaite NP&P (JB)

Insp Roberts – NP&P (HR)

Mr Simmonds – Performance (DS)

18 July 2016
2 September 2016
12 October 2016

Mr Verhoeven – FISO – inputters (AV)
CI Aziz – L&D (ZA)
DCI Standish – FISO (PS)
DCI Cherrington – Criminal Justice (DC)
Insp Cook/ Insp Lynch – Slough LPA (SC) (ML)
Insp Tallet – Wycombe LPA (AT)
Thorn – Corporate Communications (HT)
DI Brooks – FISO (TB)