



**West
Yorkshire
Policing
& Crime**

**Tracy
Brabin
Mayor of
West Yorkshire**

Custody Detention Scrutiny Panel

Independent Member

APPLICATION PACK

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March 2026

Dear Applicant

Custody Detention Scrutiny Panel – Independent Members

Thank you for your interest in this unique opportunity to become a member of our Custody Detention Scrutiny Panel.

Arresting people and bringing them into custody is an important part of how the police do their job. When police officers exercise the power to arrest, they understand that it is an event of real significance for a person and can lead to lasting trauma. Our Custody Detention Scrutiny Panel is one of several mechanisms I use to give transparency and accountability for policing decisions made in custody.

Members retrospectively review matters which have taken place in custody by viewing CCTV, hearing from Custody Services colleagues, and reviewing custody records. Working as part of a team with other Independent Members, you will discuss whether you felt the matter was in line with policy and procedure and make an assessment on whether you felt the person was treated with care, dignity, and respect.

I am seeking people from all walks of life who may have lived experience of custody and/or disproportionality; community leaders/advocates, subject matter experts (defence solicitors/appropriate adults/health care professionals), established scrutineers, or anyone who is passionate about making a positive difference to policing in West Yorkshire.

If you wish to be considered, please provide a completed application form which accompanies this pack and submit to policingandcrime@westyorks-ca.gov.uk before midnight on Sunday 19 April 2026.

Interviews are currently scheduled for Wednesday 13 and Thursday 14 May 2026, and an induction day is arranged for 15 July 2026. These dates may change.

Yours faithfully



Alison Lowe
West Yorkshire Deputy Mayor for Policing and Crime

Do you want to assist the Mayor and provide independent scrutiny and advice on police custody matters within West Yorkshire?

We are looking to appoint Independent Members to our Custody Detention Scrutiny Panel. The Panel objectively and independently review matters of disproportionality, looking at areas such as strip searches, use of force, dignity and respect, length of detention, access to services and mental health in the context of legislation, guidance, policy and procedure.

This is a unique opportunity to make a positive contribution and to share your views, experiences and expertise, as the Panel plays an important role in supporting the Mayor and Deputy Mayor for Policing and Crime (DMPC) to hold the Chief Constable to account on both good and poor systemic, cultural, and adopted practices that impact on people detained in police custody in West Yorkshire.

We are seeking people from all walks of life who may be established scrutineers, people with lived experience of custody and/or disproportionality; community leaders/advocates, subject matter experts (defence solicitors/appropriate adults/health care professionals) or anyone who is passionate about making a positive difference to policing in West Yorkshire.

Whatever your background or expertise, you will share our values to work impartially and with integrity and be well-informed, interested and engaged in the issues facing our local communities.

We are looking for people who may have experience of effectively challenging and questioning information to make balanced and reasonable judgements to improve the delivery of policing for our communities. Regardless of experience, Panel Members will be supported to ensure their voice is heard.

Successful applicants will be appointed for 2 years. The Panel meets during the working week, usually on Wednesdays, 4-times a year, usually at Elland Road Police Station in Leeds although venues across West Yorkshire may be used. Panel members are eligible for reasonable travel and expenses payments in line with HMICFRS rates.

Applicants must be over the age of 18, live, work or study in the West Yorkshire area and be available to attend each meeting.

We are committed to diversity and inclusion and welcome applications from under-represented communities.

To find out more about the role of the Custody Detention Scrutiny Panel, and to apply for this exciting opportunity, please visit our website:

<https://www.westyorks-ca.gov.uk/policing-and-crime>

Completed applications should be returned to policingandcrime@westyorks-ca.gov.uk by midnight on Sunday 19 April 2026. Interviews are currently scheduled for Wednesday 13 and Thursday 14 May 2026, and an induction day is arranged for 15 July 2026. These dates may change.

West Yorkshire Custody Detention Scrutiny Panel

Terms of Reference (ToR)

The West Yorkshire Custody Detention Scrutiny Panel (CDSP) is convened by the Policing and Crime Team on behalf of the West Yorkshire Mayor, to perform the functions set out in the following:

1. Purpose

- Provide a safe environment for the transparent objective assessments of police treatment of a detained person in the unique police detention environment.
- To scrutinise and independently review retrospective custody activity, matters of disproportionality and police/detainee behaviour in the context of legislation, guidance, policy and procedure based on a review of information or evidence available to the Panel at the time.
- Consider wider issues where the Panel could add value e.g. issues of safety and dignity.
- Improve confidence, trust and understanding by enabling the voice and concerns of the public and its communities to be heard.
- Independent Panel Members will lead and own the scrutiny process, supported by the Policing and Crime Team and other relevant partner representatives.

2. Areas of focus

- The Panel will scrutinise retrospective activity which has taken place in WYP custody suites. The focus the Panel is shaped by local or national data or concerns that might point to evidence of disproportionality within WYP custody.
- Thematically, topics might include:
 - Strip searches
 - Children and young people
 - Mental health
 - Use of PAVA
 - Use of force
- The Panel may request other areas of focus, or a specific case that has generated particular public interest. This may include selection by specific offence types dependent on issues which are relevant to West Yorkshire, which will be agreed by the Deputy Mayor for Policing and Crime (DMPC) in liaison with the Chief Constable.
- Subject areas will be reviewed across the calendar year. The DMPC may request a subject area be reviewed at every meeting, in liaison with the Chair and WYP.

3. Panel Meetings

- The Panel will meet quarterly, in person.

- Members must declare any potential conflicts of interest before each meeting.
- If Members have any awareness or involvement in the subject matter discussed at the CDSP, they should declare a conflict of interest and remove themselves from that element of the meeting.
- A supervisory colleague of the WYP Custody Policy Team will present data sufficient to allow a full review of the areas being subject to scrutiny at a particular meeting.
- The Chair will complete a Findings Form for each reviewed case.
- The supervisory colleague of the WYP Custody Policy Team will take actions and commentary recorded on the Findings Forms back to WYP and provide feedback at subsequent meetings.

4. Scrutiny Process

WYP colleagues should withdraw from case review sessions to ensure that the Panel can deliberate and scrutinise freely.

The Chair will ask Panel Members to consider:

- Compliance with relevant organisational policy and procedures.
- The dignity and welfare of detainees.
- Rationale for decision, outcome and potential alternative options that may have been available.

The Panel will review each case and agree a categorisation against four options:

1. Appropriate and consistent with relevant organisational policy and procedures (including positive observations); dignity and wellbeing needs were considered.
2. Appropriate with observations.
3. Inappropriate and inconsistent with policy and procedures – panel have concerns; dignity and wellbeing needs were not considered.
4. Wholly inappropriate and inconsistent with policy and procedures – panel have significant concerns.
5. Panel did not reach a conclusion.

The Chair, after hearing all the Panel Members' views, will decide on the appropriate category of a particular case. If there is disagreement, the Chair will aim to achieve a majority agreement. If this is not achievable a recording of a 'category 5' will be made and no feedback given.

If the Panel Members identify an action or decision to be 'category 3 or 4', the Chair must record clear and specific rationale.

If the Chair deems a matter to be of significant concern, they may choose to escalate any issue to the responsible Chief Officer for Custody in liaison with the Policing and Crime Team.

WYP colleagues return to the Panel to pick up the feedback and actions. It is important that WYP hear feedback first-hand to allow understanding of context and emphasis as well as to clear up any ambiguity.

A summary of each case scrutinised will be recorded and signed by the Chair on a 'Scrutiny Panel Findings' form and handed to the Policing and Crime Team colleague at the conclusion of the meeting.

5. Feedback:

- Feedback on the Findings Forms will be shared by the Chair with WYP after each case has been discussed.
- WYP will take the appropriate action to share best practice and/or implement recommended learning, being mindful of (but not limited to) the following themes:
 - disproportionality
 - safeguarding
 - breaches of professional standards
 - feedback & learning
 - need for training
 - NPCC/APPC escalation
 - other agency learning
 - mental health
- The Chair will publish an annual report covering the findings of the CDSP.
- Any output generated from the CDSP should state that it has been derived through collaborative working arrangements across a range of independent Panel Members in conjunction with key stakeholders and will include references to them accordingly.

6. Membership:

The Custody Detention Panel will comprise:

- One Independent Chair
- At least three Independent Members
- A representative from the Policing and Crime Team
- A representative and subject matter expert from WYP Custody Services

And may also include:

- Children's Social Services manager/lead
- Youth Justice Team manager/lead
- Independent Custody Visitor representative
- Defence Solicitor

Any young or vulnerable person attending the Panel will be supported by a single point of contact or an advocate who can guide their understanding and communication.

The independent Chair and independent Members will be appointed via a public recruitment process.

7. Training:

Panel Members will be provided relevant training from WYP in liaison with the Policing and Crime Team around the arrest and custody functions.

The Panel will create a safe and trauma informed approach, free of bias, to enhance the credibility of the independent review and scrutiny process.

Panel Members must behave in a way that is respectful and inclusive to create a safe space for Panellists from a wide range of diverse backgrounds, and that appropriate care is taken to hear and empower their voices.

8. Data Protection Considerations:

- Information Management colleagues from both WYP and the Policing and Crime Team have been involved in the development of the CDSP and are satisfied that obligations have been met without an Information Sharing Agreement.
- A Data Protection Impact Assessment and a People Impact Assessment have been completed by WYP.
- Any written material must be handed back at the end of each meeting for confidential disposal.
- Findings Forms will be written in a way so to protect any personal information.
- No recording devices are permitted in the meeting.
- Delegates must not repeat content of the discussion outside of the meeting. Disclosure of information outside of the meeting may result in personal liability of the individual.
- Panel Members have signed a Member Agreement which outlines their responsibilities to good information management and confidentiality.

Custody Detention Scrutiny Panel Independent Member

Person Specification

NPPV1 Level One Vetting

Role

1. Examine disproportionality in the application of police powers, notably on grounds of race/protected characteristics.
2. Ensure partnership review and scrutiny of police detention procedures from start to finish, including appropriate use of custody data.
3. Consider wider issues where the Panel feels it could add value e.g. issues of safety and dignity.
4. Build trust and confidence with ethnic minority communities through transparency, accountability, engagement, and understanding of Criminal Justice and custody processes.
5. Make observations and recommendations to Policing and Crime Team colleagues and West Yorkshire Police colleagues.

Responsibilities

- a) Attend and participate effectively in Scrutiny panel meetings as required.
- b) Constructively challenge in these meetings where appropriate.
- c) Take advantage of any training offered that is relevant to the role.
- d) Keep abreast of general developments affecting policing, both locally and nationally, that may have an impact on the role.
- e) Always maintain the highest standards of professionalism.

In addition to the above, the Chair will also:

- f) Create and manage effective working relationships among Panel Members. The nature of that relationship should be characterised by candour, the timely sharing of information and concerns, and by the willingness to work together in the best interests of the public and in support of the Mayor and the Chief Constable.
- g) Ensure that there is a periodic review of the overall effectiveness of the panel and its terms of reference and shape an annual workplan.
- h) Hold additional meeting sessions with relevant people to discuss and review materials discussed by the panel, to prioritise the issues to be considered and to

ensure that discussion, reports and recommendations appropriately address the panel's terms of reference.

- i) Report back to the wider policing area in the form of a public facing annual report covering the findings of the CDSP in the preceding year.
- j) Report to the Policing and Crime Team in a timely and comprehensive manner and provide advice and counsel on matters relating to the work of the panel, including making observations and recommendations to the Deputy Mayor for Policing and Crime, and West Yorkshire Police Chief Officers.

The Person

Personal Skills	Motivation to support positive change derived through lived experience, expertise, values, impartiality and integrity.
Analytical Skills	The ability to interpret and question material relevant to the case under consideration and take a balanced approach to the issues and decisions that are robust and will withstand challenge.
Communication	The ability to voice views while being receptive to the opinions of others.
Independence	The capacity to think independently while being part of a wider panel.
Self-Confidence	The ability to challenge in a constructive and non-confrontational manner.
Time Management	An appropriate level of commitment to the process, ensuring that sufficient time is set aside to attend meetings and undertake training.
Equality	Ensure that people are not treated less favourably because of their protected characteristics. Ensure that those who may be disadvantaged can get the tools they need to access the same, fair opportunities as their peers.
Diversity	Recognise, respect and celebrate differences to allow for an empowered culture of creativity and innovation.
Inclusion	Create an environment where everyone feels welcome and valued.

The Seven Principles of Public Life

Panel Members are expected to act in line with the Seven Principles of Public Life (also known as the Nolan Principles):

1 Selflessness - Holders of public office should act solely in terms of the public interest.

2 Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5. Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty - Holders of public office should be truthful.

7 Leadership - Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

ELIGIBILITY CRITERIA

Custody Detention Scrutiny Panel Members are appointed for a 2-year term, confirmed upon appointment, and will: -

- ✓ Reside, study or work in the county of West Yorkshire.
- ✓ Be over 18 years of age (at the time of appointment).
- ✓ Provide two references and undergo non-police-personnel-vetting level one.
- ✓ Agree to their name, declarations of interest and expense claims being made publicly available.
- ✓ Commit to the equivalent of 6 days per year to fulfil the role.

Applications will not be considered from:

- A standing or ex-Police and Crime Commissioner/Mayor with Police and Crime Commissioner responsibilities or Chief Constable.
- A member or ex-member of a Police and Crime Panel.
- A serving police officer or an individual having served as a police officer within the last eight years.
- A serving member of staff of the West Yorkshire Combined Authority or West Yorkshire Police.
- A serving officer of any county, city, borough or district councils within the force area.
- An individual who has significant professional, business or personal dealings with the West Yorkshire Combined Authority or West Yorkshire Police.
- An individual who has a close relationship with or who are close personal associates of the Mayor or Chief Constable including immediate family members and as such may not have the requisite level of independence required for membership.
- A person who is currently or has previously received contact restriction under the Mayor's or Chief Constable's Unreasonably Persistent Complainant policy.
- An elected or ex-local government councillor or someone who is active in local or national politics.
 - Political activity is not a bar to appointment. However, candidates must declare any significant political activity (which includes holding office, public speaking, making a recordable donation or candidate for election) which they have undertaken in the last five years. Details of a successful candidates declared political activity will be published.

If you have any concerns about your eligibility, please contact the Mayor's Policing and Crime Team.

Email: policingandcrime@westyorks-ca.gov.uk

Phone: 0113 2517272

(please leave a message and a colleague will return your call)



Custody Detention Scrutiny Panel Independent Member Recruitment Timetable

