

**2020 PCC Election Working Group
12 February 2020**

| No. | | Actions |
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| | <p>Attendance and Apologies</p> <p>Attendees: Simon Dennis – Chief Executive & Monitoring Officer Hannah Smith – Commissioners Officer for Communication & Information, OPCC Elise Pout – Standards & Scrutiny Manager, OPCC Heather Willis – Support Officer for PCC Services & Communications, OPCC Will Green – Head of Corporate Communications, Cleveland Police Charlotte Rumins – Community Hub Advisor, OPCC (Minutes)</p> <p>Apologies for Absence were received from Liz Byrne.</p> | |
| 1 | <p>Minutes of the Previous Meeting & Matters Arising</p> <p>The minutes of the previous meetings were approved as an accurate record.</p> <p>Matters arising from the minutes were discussed, EP has circulated an initial draft of the timeline, and this is to be refreshed with the key dates that are now known.</p> <p>HS and WG provided an update in relation to the Force FOI procedure. SD noted that a Business as Usual process is not required in Cleveland but requests are required to be answered promptly and in any event within 20 working days. Names of candidates who have declared a firm intention to stand, once known, are to be shared with those providing FOI responses.</p> <p>A response has not yet been sent to the Police Staff Council guidance, time is to be set aside for SD to draft.</p> <p>Discussions took place in relation to the response that is to be taken to passive and active complaints received via social media. It was confirmed that the approach to be taken is that on a case by case basis, adopting business as usually principles arising from the post 1 February 2020 Complaints Regime, expressions of dissatisfaction will be considered alongside the IOPC guidance where for example they arise in campaigning circumstances/communications/social media/election addresses etc. and individual decisions will be made as to whether any such individual instance should be treated as a complaint. All such decisions will be discussed between the respective organisations.</p> | <p>SD to respond to Police Staff Council guidance.</p> |
| 2 | <p>Meeting Purpose & ToR</p> <p>The Terms of Reference are up to date and were noted.</p> | |

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| 3 | <p>Timeline</p> <p>The timeline is to be updated to reflect key dates that are now known. An updated version is to be circulated to members and will remain a substantive agenda item.</p> | |
| 4 | <p>Actions</p> <p>Discussed under minutes of the previous meeting.</p> | |
| 5 | <p>Elections Protocol</p> <p>It was noted that amendments are to be made to the draft Elections Protocol, prior to sending in draft to the Chief Constable for any amendments. Feedback is to be provided by the Chief Constable by week commencing 24 February.</p> | EP to amend the Elections Protocol. |
| 6 | <p>Formal Pre-Election Period</p> <p>No items raised for discussion under Formal Pre-Election Period.</p> | |
| 7 | <p>Communications, Media & Online</p> | |
| 8 | <p>Candidate Packs & Briefings</p> <p>The current draft candidate briefing pack was discussed, it was noted that the draft had been produced based on the previous PCC induction pack. Areas which require updated information were outlined.</p> <p>SD noted that pack would benefit from a chapter on the ‘and crime’ area of the role to include what is in place at the moment and what the whole agenda looks like going forward.</p> <p>It was noted that the ‘about Cleveland’ section of the document could be updated to contain context specific information. An ‘a day in the life’ info graphic had been produced previously for the Chief Constable recruitment process, this could potentially be updated for use within the briefing pack.</p> <p>A section is also to be included in relation to HMICFRS and the service improvement work stream.</p> <p>An initial briefing for those considering candidacy has been arranged for the afternoon of 4 March 2020, a further briefing is to be organised for once candidates are confirmed in April.</p> <p>The communications action log was discussed and has been updated to reflect the discussions.</p> | |

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| 9 | PARO Update SD requested that the PARO provide a presentation to the working group to allow attendees to hear directly from the PARO and ask any questions. | |
| 10 | Transition & Documentation This item was deferred. | |
| 11 | Risks & Issues No items were raised under risks and issues. | |
| 12 | Any Other Business No items were raised for discussion under any other business. | |