

**2020 PCC Election Working Group
15 January 2020**

No.		Actions
	<p>Attendance and Apologies</p> <p>Attendees: Simon Dennis – Chief Executive & Monitoring Officer, OPCC 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>Meeting Purpose & ToR</p> <p>SD provided an overview of the purpose of the working group for the benefit of new attendees. The Terms of Reference for the group were noted.</p>	
2	<p>Timeline</p> <p>The drafting of a timeline for the election process was discussed and it was requested that the document be circulated in its current format.</p> <p>An introductory meeting has been arranged for 10 February 2020 between SD, Julie Danks – PARO.</p> <p>Key dates for the process were discussed, it was noted that candidates must declare their intention to stand by 16:00 on Wednesday 8 April 2020, the PARO will confirm candidates and announce on Thursday 9 April 2020.</p>	<p>EP to circulate the current version of the timeline to the group.</p>
3	<p>Actions</p> <p>The actions log for the working group was discussed and has been updated to reflect the discussions.</p> <p>It was noted that FOI requests received from potential candidates should be answered consistently, objectively and in a timely manner to avoid potential delays to the receipt of information, a business as usual process is to be implemented in respect of the elections. Once completed, the request responses are to be published on the Force website as soon as reasonably practicable.</p> <p>It was noted that HW has begun producing an induction pack, Tom Thorpe – North Yorkshire OPFCC has begun producing a</p>	<p>Meeting to be arranged between HS, WG and Maria Laden re a business as usual approach to FOI requests and their publication.</p>

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	<p>similar pack in NY and it was suggested HW and TT link in to share knowledge across OPCCs.</p> <p>HS queried whether a candidate briefing pack is to be produced in addition to the induction pack and SD noted that a high level leaflet is to be produced which will be provided to potential and confirmed candidates during the scheduled group briefings.</p>	
4	<p>Elections Protocol</p> <p>The current draft elections protocol was discussed.</p> <p>Group briefings are to be arranged for potential candidates in March 2020 and a further briefing is to be arranged following the announcement of confirmed candidates. Force Chief Officers are to attend the briefing sessions to present key factual information, SD will also be in attendance to explain the 'and crime' element of the role. Section 7 of the Elections Protocol is to be updated to reflect the planned arrangements.</p>	
5	<p>Formal Pre-Election Period</p> <p>It was noted that formal purdah guidance has not yet been received. The joint circular political restriction was discussed, a response is to be drafted to the document by SD and EP.</p>	<p>SD and EP to draft response to be sent via APACE.</p>
6	<p>Communications, Media & Online</p> <p>The PCC website has been updated to reflect discussions within the previous meeting. Once updated, the 'Choose my PCC' link will be added to the site. The website and social media profiles will be de-personalised and social media posts will be made from an office perspective. It was noted that all candidates' social media accounts will be followed from the OPCC's accounts.</p> <p>The incoming Complaints Regime was discussed and it was noted that reports received as an expression of dissatisfaction on social media are to be recorded and handled as complaints.</p>	<p>HW to circulate notes from the APCC Communicators Workshop in relation to PCC Election matters.</p> <p>WG and EP to discuss implications of the incoming Complaints Regime in respect of expressions of dissatisfaction made via social media.</p>
7	<p>Candidate Packs & Briefings</p> <p>This item has been discussed throughout the agenda.</p>	
8	<p>PARO Update</p> <p>This item was deferred.</p>	

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9	Transition & Documentation This item was deferred.	
10	Risks & Issues Potential risks were raised for consideration by SD as Monitoring Officer.	
11	Any Other Business No items were raised for discussion under any other business.	