

**2020 PCC Election Working Group
24 February 2020**

No.		Actions
	<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 meeting were discussed and it was noted that EP has updated the Elections Protocol and this has been sent to the Executive for approval.</p> <p>HS and HW are planning to work towards a final version of the Candidate Briefing Pack ahead of the briefing that is scheduled for Wednesday 4 March. Draft wording is to be circulated to attendees ahead of the session.</p>	
2	<p>Timeline</p> <p>The to do list, communications to do list and timeline has been merged into one master document by EP. EP is continually updating the timeline to reflect discussions with the Commissioner’s Officers in relation to upcoming key dates.</p> <p>The timeline was noted.</p>	
3	<p>Actions</p> <p>Discussed under minutes of the previous meeting.</p>	
4	<p>Elections Protocol</p> <p>The Elections Protocol has been updated and is awaiting sign off from the Chief Constable.</p>	
5	<p>Formal Pre-Election Period</p>	

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	No items raised for discussion under Formal Pre-Election Period.	
6	<p>Communications, Media & Online</p> <p>Brief discussions took place in relation to Communications, Media & Online, any media releases are to be finalised and released prior to 23 March 2020 ahead of Purdah and are therefore likely to be released on Friday 20 March 2020.</p> <p>It was noted that as present, no identifiable FOI requests, or requests for information, have been received from potential candidates.</p> <p>Discussions took place in relation to a recent social media post from a potential candidate, containing factual inaccuracies, a direct response is not required as the information provided is not considered to be largely misleading as factual information has been released by the OPCC within media statements.</p> <p>FAQs in respect of the HAT programme and other specialist areas are to be provided as part of the candidate briefing pack.</p>	
7	<p>Candidate Packs & Briefings</p> <p>This item was covered throughout the agenda. A PDF of the current look of how the candidate briefing might look has been uploaded to the OPCC's S: drive for feedback. The text has not yet been finalised and the layout is therefore a rough draft at present.</p> <p>The presentation for the candidate briefing is also to be finalised ahead of the briefing, EP is to review the current draft presentation and update information where required.</p> <p>The invitation process for potential candidates to attend the briefing was discussed. A letter is to be drafted to potential candidates and confirmed candidates and a post is to be circulated via social media confirming that a short high level briefing, for declared candidates or those interested in declaring candidacy, has been organised for Wednesday 4th March. A request is to be made for those planning to attend to confirm their attendance by Friday 28 February – 17:00.</p> <p>HS noted that the Towards 2025 information has been provided from the Force for the candidate briefing pack, a demand graphic has also been provided from Corporate Communications. WG is to engage with CC Lewis in respect of the Force section of the candidate briefing presentation and briefing pack. The presentation will be delivered on a factual basis, not as a forum to provide specific advice, and is to be published on the PCC website following the briefing.</p>	<p>EP to review the presentation.</p> <p>Letter and social media invitations to be drafted and circulated – HS & HW to update social media, EP to draft letter.</p> <p>WG to engage with CC Lewis re Force information for the presentation and briefing pack.</p>

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8	PARO Update The Deputy PARO Margaret Waggott will be attending the next meeting of the Election Working Group on 11 March 2020. An invitation is to be extended to the Force Operational Lead for the election.	WG to extend the invitation to the Force Operational Lead.
9	Transition & Documentation Potential candidates' pronouncements are to be tracked into a record which can later be translated into a skeleton Police & Crime Plan, the tracker can be further updated following the Candidates' Election Addresses.	Tracker to be produced by EP, attendees to monitor announcements and update where appropriate.
10	Risks & Issues No items were raised for discussion under risks and issues.	
11	Any Other Business No items were raised for discussion under any other business.	