

**2020 PCC Election Working Group
31 January 2020**

No.		Actions
	<p>Attendance and Apologies</p> <p>Attendees: 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 Simon Dennis and Liz Byrne.</p>	
1	<p>Minutes of the Previous Meeting & Matters Arising</p> <p>The minutes of the previous meeting were approved as an accurate record.</p> <p>Matters arising were discussed and it was noted that the draft timeline has been circulated by EP, no further amendments have been made to the timeline at present. HS confirmed that a meeting had taken place in relation to FOI, a further discussion is to be held in respect of response timescales.</p> <p>HW circulated her notes from the APCC workshop, these notes have now been translated to a Communications Action Plan which has been provided as part of the agenda for discussion.</p>	<p>HS, WG and SD to further discuss Force FOI response timescales.</p>
2	<p>Meeting Purpose & ToR</p> <p>The Terms of Reference are up to date and were noted.</p>	
3	<p>Timeline</p> <p>It was confirmed that no alterations have been made to the timeline since the previous meeting, the document was noted.</p>	
4	<p>Actions</p> <p>The actions list discussed within the previous meeting was noted.</p>	
5	<p>Elections Protocol</p> <p>The Elections Protocol has been amended as discussed within the previous meeting and had been shared as part of the agenda. The document was noted.</p>	

**2020 PCC Election Working Group
31 January 2020**

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> <p>Documentation had been shared as part of the agenda, HS discussed the current draft content of the candidate briefing pack in more detail. HW noted that the content would form part of a document to be provided to those considering candidacy at the OPCC/Force briefing on 4th March 2020.</p> <p>The 'our area' section of the document was discussed and it was suggested that the section could include some of the challenges of the area from a Force perspective.</p> <p>It was noted that Vickie Brentley is currently working on a Force briefing pack and that she would be able to supply information for the candidate pack from a Force perspective.</p> <p>The communications checklist was also briefly discussed and has been updated as per the discussion. It was noted that a briefing document is to be provided ahead of the OPCC staff meeting to include key guidance for staff in respect of the election.</p>	
8	<p>Candidate Packs & Briefings</p> <p>This item was discussed under Communications, Media & Online.</p>	
9	<p>PARO Update</p> <p>This item was deferred.</p>	
10	<p>Transition & Documentation</p> <p>This item was deferred.</p>	
11	<p>Risks & Issues</p> <p>No items were raised under risks and issues.</p>	
12	<p>Any Other Business</p> <p>No items were raised for discussion under any other business.</p>	