



2021 PCC Election Working Group

Minutes

Date: Thursday 11 February 2021

Time: 11:00

Venue: Via MS Teams

Attendees:

Name	Role
Rachelle Kipling	Interim Assistant Chief Executive – OPCC
Elise Pout	Standards & Scrutiny Manager – OPCC
Hannah Smith	Commissioner’s Officer for Communication and Information – OPCC
Judith Dunn	Support Officer (PCC Services & Communication) - OPCC
Charlotte Rumins	Community Hub Advisor – OPCC

Apologies:

Name	Role
Will Green	Head of Corporate Communications – Cleveland Police

No.	Discussed	Outcome/Decision/ Attachment
1	<p>Minutes of the Previous Meeting & Matters Arising</p> <p>It was noted that the timeline has been circulated with a request for members of staff to input key dates, some events have been inputted. A further request is to be made.</p> <p>Further consideration is to be given in relation to which agencies are able to participate in the ‘lightening talk’ sessions as some of the agencies which the group had hoped may be able to be involved are Civil Servant employees and therefore may be unable to join. If the discussion is purely factually based, those agencies should be permitted to participate. The session is to be held once the candidates have declared. RK to consider this further, the matter is to be included as an agenda item for the next meeting.</p> <p>EP has almost concluded the drafting of the Elections Protocol, she intends to review the guidance contained within the document before sharing the final version with the Force for sign-off. There is a requirement for a Force SPOC to be identified; EP intends to raise this when sending across the Elections Protocol.</p>	

	<p>Sign-off of the PCC Elections website page is to be sought within the meeting, once approved the site is to go live.</p> <p>The Terms of Reference for the Elections Working Group was discussed. It was noted that the related law and guidance is to be reviewed to consider any potential changes from the previous year. The Terms of Reference is to be amended to reflect the discussions and will be circulated for sign-off.</p>	<p>EP to review related law and guidance and feedback within the next meeting.</p> <p>HS to amend ToR and circulate prior to next meeting.</p>
2	<p>Timeline</p> <p>The amended timeline was discussed, it was noted that it would be useful for the document to be a consecutive rolling document.</p> <p>A timeline is to be configured for the Elections Working Group to ensure the key documents which are required ahead of the new PCC coming into post are produced at the relevant time. The 'to do' list is the current version of this.</p>	
3	<p>Actions</p> <p>The to do list was discussed and various updates were provided, the items are to be amended based on the discussions.</p> <p>It was agreed that the dates for the candidate briefings are to be arranged, once confirmed they will be shared via the relevant social media channels.</p>	
4	<p>Elections Protocol</p> <p>The Elections Protocol was discussed, it was noted that the relevant dates within the protocol are to be updated to reflect the new 2021 Election dates.</p>	<p>EP to amend Elections Protocol</p>
5	<p>Formal Pre-Election Period</p> <p>It was noted that we are working towards the 22 March as the date for the beginning of the pre-election period.</p>	
6	<p>Communications, Media & Online</p> <p>The draft web-pages were discussed.</p> <p>In relation to the Election Timeline, the date of the count is to be added. If the date is not yet known, it is to be added as 'TBC'. The PCC announcement date is also to be added. Following that, the date on which the PCC will come into Office is also to be added.</p> <p>Once signed off, the Working Group ToR is to be added to the Working Group page to ensure it is accessible to the public. Approved minutes of the Working Group meetings will also be embedded within the webpage.</p>	

	<p>A log of information requests will be produced and published on the website via the usual FOI publication channels. Candidates are to be informed of the page within the briefing sessions, a link to the site is to be shared. Consideration is to be given as to whether Candidates will be contacted directly when the site is updated to notify them of the additional information which has been uploaded.</p> <p>The pages which have been configured were approved.</p> <p>The PCC Election email signature circulated by the APCC was discussed, it was noted that it may not be appropriate as it is not the role of the OPCC to promote the election. It was agreed that the signature would not be adopted.</p>	
7	<p>Candidate Packs and Briefings</p> <p>A copy of the amended PCC Election Candidate Briefing Pack was circulated prior to the meeting. Attendees noted that they would benefit from reviewing the information contained within the document outside of the meeting and providing feedback either via email or within the next meeting of the Working Group.</p> <p>It was suggested that the Journey to Improvement be included as a section within the document.</p> <p>The briefing presentation was also discussed. It was noted that the presentation will likely be delivered by RK in consultation with another member of the team, potentially MP.</p>	CR to arrange dates for candidate briefing sessions.
8	<p>PARO Update</p> <p>No items were raised for discussion under item 8.</p>	
9	<p>Transition & Documentation</p> <p>No items were raised for discussion under item 9.</p>	
10	<p>Risks & Issues</p> <p>No items were raised for discussion under item 10.</p>	