



2021 PCC Election Working Group

Minutes

Date: Tuesday 2 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	Minutes of the Previous Meeting & Matters Arising No items were raised for discussion under item 1 as it was the first meeting of the group ahead of the 2021 PCC Elections.	
2	Timeline It was noted that the timeline is to be refreshed to include events relevant to 2021.	
3	Actions EP shared a copy of the ‘to do’ list from the last period, amendments were suggested to some elements of the document. Individual meetings are to be discussed on an ad-hoc basis when any requests are received to assess who the best point of contact for the meeting will be.	EP to amend to do list document based on the suggestions

	<p>The candidate briefing pack is to be reviewed and amended ahead of the next meeting to ensure that the information provided is as up to date as possible.</p> <p>Once candidates have declared, 'Speed dating' sessions for partner agencies, commissioned services and the Youth Commission are to be discussed further. The potential candidates are also to be invited to attend the Youth Commission's 'big conversation' event on 3 March 2021.</p> <p>Correspondence and a guidance document is to be drafted and sent to the commissioned services and partner agencies advising them of the pre-election periods and offering an opportunity to answer any questions they may have.</p> <p>Under the timeline, briefing notes are to be considered for key decisions which are to be made within the first 100 days. Discussions are to be held with the SMT to confirm which elements need immediate attention, the documents are to be produced as part of an induction pack for the appointed PCC.</p>	
4	<p>Elections Protocol</p> <p>EP shared the protocol which had previously been produced by the OPCC and the Force. The relevant dates within the protocol are to be updated. The pre-election period will start on 22 March 2021.</p> <p>Briefings will be offered to potential candidates and the presentation used previously will be refreshed. Candidates are able to visit stations, go out with neighbourhood teams and arrange visits to the OPCC.</p> <p>Requests for information are to be sent to the PCC inbox or via phone to 01642 301861, any responses are to be factual and neutral. Fortnightly updates are to be requested in relation to the types of FOI requests which are received by the OPCC and the Force. Any responses provided to potential candidates are to be published on the PCC website.</p> <p>The PCC elections page on the PCC website is to be re-instated. The pages of the website are to be looked at in more detail ahead of inviting potential candidates to attend the briefing session to ensure all of the required information is accessible.</p> <p>The elections protocol, familiarisation events and the PCC elections more generally are to be discussed under the agenda of the next Joint Strategic Board on 16 February.</p>	<p>RK to be noted as the single point of contact on the PCC elections page on the website.</p>
5	<p>Formal Pre-Election Period</p> <p>No items were raised for discussion under item 5.</p>	
6	<p>Communications, Media & Online</p>	

	An update was provided by JD in relation to media.	
7	<p>Candidate Packs and Briefings</p> <p>This item was briefly discussed under 'Actions'.</p> <p>HS and JD are to amend the candidate packs ahead of the next meeting, the documents are then to be circulated for discussion under the next agenda.</p>	HS and JD to amend candidate packs
8	<p>PARO Update</p> <p>It was noted that an initial meeting with the PARO has taken place with EP and RK.</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>	