



2021 PCC Election Working Group

Minutes

Date: Tuesday 16 March 2021

Time: 10:30

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
John Wrintmore	Chief Constable’s Staff Officer – Cleveland Police
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>The minutes of the previous meeting were approved as an accurate record.</p> <p>RK and HS agreed to meet outside of the meeting to discuss correspondence to be sent to Commissioned Services.</p> <p>It was noted that HR are looking into which posts within the OPCC are politically restricted, further guidance will be given to individuals in those roles once they have been confirmed.</p> <p>The ToR has been updated following discussions within the previous meeting and is now published on the PCC Elections webpage.</p>	<p>RK and HS to meet to draft correspondence</p>
2	<p>Timeline</p> <p>EP noted that the timeline still needs some items adding in respect of</p>	

	<p>items for the first 100 days in post.</p> <p>Following the staff briefing, a couple of additional items have been added to the timeline, EP provided an overview of the items which have been updated. EP is to link in with members of staff directly to ensure all items have been picked up appropriately; EP is also to share the document with JW to ensure that any key items from the Force are also captured within the document.</p> <p>Within the incoming PCC's first week, introductory meetings with the Executive Team are to be arranged, consideration is also to be given as to whether the PCC may wish to visit other departments within the Force. Initial conversations in relation to the approach to media engagement are also to be factored into the diary.</p> <p>HS is to link in with KW to confirm how the Elections Protocol will be discussed within the Force and what guidance will be shared with Officers and Staff, including reference to the NPCC protocol.</p>	<p>HS to discuss Elections Protocol with KW and feed back</p>
<p>3</p>	<p>Actions</p> <p>It was noted that the revised APACE guidance is similar to the previous guidance and therefore matches up with the actions list produced by the Working Group. The APACE guidance sets out that the incoming PCC will have a three year term of office.</p> <p>EP is to engage with the PARO to confirm plans for the count and announcement of the successful candidate and whether the swearing of the oath will take place immediately or whether OPCC need to factor this into their planning.</p> <p>Discussions took place in relation to the PCC review and it was queried whether the key findings from the review are to come into force from this election period. EP is to discuss this with the PARO to confirm whether they have an awareness of whether this will be the case. It was noted that legislative changes may need to be made. It was further noted that the report is expected imminently.</p> <p>Regular updates are to be provided to the EWG in relation to any risks or issues which arise during the pre-election period. JW is to provide an update on any operational policing matters which arise from the election at future meetings for information.</p>	
<p>4</p>	<p>Elections Protocol</p> <p>It was noted that the information within the protocol has been updated to reflect RK's role in the election planning as Deputy Monitoring Officer.</p> <p>In terms of the joint protocol, it was asked that JW provide an update by exception in terms of any requests for information or visits received from potential candidates.</p>	

	A copy of the protocol is to be published on the PCC website.	
5	<p>Formal Pre-Election Period</p> <p>It was noted that the pre-election period is due to commence on 22 March. A further briefing session has been arranged for members of the OPCC who were unable to attend the initial staff briefing to ensure all staff are aware of their responsibilities ahead of the election.</p>	
6	<p>Communications, Media & Online</p> <p>HS noted that the key activities for herself and JD this week are to ensure any key press releases and DRFs are uploaded to the PCCs website prior to the pre-election period. An update was provided in relation to areas which are considered to be business as usual and are able to be continued during the period. Any releases which are put out during the period are to be referenced as the OPCC rather than the Acting PCC and any interviews or comments within articles are to be done by members of the OPCC team rather than the Acting PCC.</p> <p>It was noted that the social media accounts are already quite neutral and messages tend to come from the OPCC. A post will be shared on all social media channels indicating that the pre-election period has begun; HS is also intending to contact media outlets on 22 March to update them that we have entered the pre-election period and setting out what queries the OPCC can and cannot assist with.</p> <p>HS provided an update in relation to FOIs which have been received. JD provided an update in relation to themes which have been identified from recent media monitoring.</p> <p>JD queried the position in relation to the PCC newsletter, it was agreed that the newsletter would continue throughout the pre-election period with generic messaging from the OPCC. A disclaimer is to be included within the newsletter setting out that the OPCC are unable to comment on the election and the candidates who are standing.</p> <p>It was noted that correspondence has been received from an organisation requesting candidates to sign up to a pledge. It was agreed that monitoring is to commence to gather a picture of whether any local candidates sign up to pledges as this will feed into the potential Police & Crime Plans.</p>	
7	<p>Candidate Packs and Briefings</p> <p>It was noted that the candidate briefing pack is now ready for publication on the PCC website.</p> <p>A brief update was provided in relation to the briefing which was held virtually via Microsoft Teams on 12 March, the anonymised notes of the discussion are to be published on the PCC website.</p> <p>RK noted that planning is now underway for the session on 12 April,</p>	CR to link in with CM

	<p>which will also be held virtually via Microsoft Teams. It was noted that the Force will be invited to provide an update, as well as inviting commissioned services to deliver lightning talks to the candidates. A draft agenda for the session is to be brought to the next meeting of the Working Group to finalise the planning.</p>	<p>from the APCC re Civil Servants' ability to participate in the lightning talks</p>
8	<p>PARO Update</p> <p>It was noted that the last Police & Crime Panel before the election has now been held, there will be no further meetings until after the election.</p> <p>It is anticipated that the 'Choose my PCC' website will become live after 8 April once PCC candidates have been confirmed.</p>	
9	<p>Transition & Documentation</p> <p>No items were raised for discussion under item 9.</p>	
10	<p>Risks & Issues</p> <p>It was agreed that the OPCC should hold their own risk register for the PCC Election Planning. RK and EP are to meet outside of the meeting to consider this and the document is to be brought to the next meeting.</p>	<p>RK and EP to meet to discuss risk register requirements</p>