

2024 PCC Election Working Group Minutes



Date: 7th March 2024

Time: 15:00-16:00

Venue: Police and Crime Commissioners Office, Central Headquarters

Attendees:

Name	Role
Lisa Oldroyd	Chief Executive & Monitoring Officer
Elise Pout	Temporary Head of Policy, Partnerships and Delivery (Deputy Monitoring Officer), OPCC
Hannah Smith	Head of Communications and Engagement, OPCC

Apologies:

Name	Role
Rob Cooney	Senior Business Support Officer, OPCC
Fraser Wilson	Chief Constable's Staff Officer, Cleveland Police

No.	Discussed	Outcome/Decision/ Attachment
1	<p>Minutes of the Previous Meeting & Matters Arising</p> <p>The notes of the previous meeting were reviewed where details of those in attendance were not recorded – LO to follow-up with RC upon his return to work.</p> <p>Previous Election Working Group minutes approved.</p> <p>All items for further discussion are covered in the agenda items.</p>	<p>LO to follow-up with RC recording of meeting attendees.</p> <p>LO to approve minutes for publication.</p>
2	<p>APCC Election Guidance</p> <p>LO explained that a copy of the guidance had been received via the APCC circular.</p> <p>Guidance to be circulated across the Team on 13th March 2024, which marks 50 days prior to the election. LO emphasised the importance for staff to raise any queries or questions with their line manager, as detailed in previous election briefings.</p>	<p>HS to arrange circulation of APCC Guidance accompanied by key messaging.</p> <p>EP to deliver briefing session for RB and VS.</p>

	<p>With the exception of 2 OPCC staff members all staff have been briefed. EP to arrange briefing session with RB and VS ahead of the commencement of pre-election period.</p> <p>LO to share guidance with PCC in alignment with the start of the pre-election period.</p> <p>It was noted that the National Police Chief's Council will provide Pre-election Guidance for Police Forces, which the Force will share with Officers and Staff.</p>	<p>LO to share guidance with PCC.</p>
<p>3</p>	<p>Draft Election Protocol</p> <p>LO shared a copy of the draft joint protocol the basis of which has been adopted from the APACCE Election Guidance – with embedded links to other national guidance and materials included within.</p> <p>The protocol will provide overarching guidelines and principles which the Force and OPCC have jointly agreed to maintain impartiality, transparency and equality throughout the pre-election period.</p> <p>LO advised that she intends to share the draft with the Force for the Chief Constable's comments and review, however prior to doing so would welcome feedback from the group.</p> <p>It was noted that the revised APACCE guidance is similar to the previous guidance with some minor grammatical points highlighted.</p> <p>It was agreed that once finalised the Joint Protocol will be published on the OPCC website and will used as a reference document.</p> <p>A copy will also be provided to the PARO.</p>	<p>LO to share draft copy with FW for CC comments and review.</p>
<p>4</p>	<p>Communications, Media & Online</p> <p>HS noted that the key activities for herself are to ensure any key press releases and DRFs are uploaded to the PCCs website prior to the pre-election period.</p> <p>It was noted that the social media accounts are already quite neutral and messages tend to come from the OPCC. At the start of the pre-election period a post will be shared on all social media channels indicating that the pre-election period has begun.</p>	<p>HS to ensure publication of DRF and press releases ahead of pre-election period.</p>

	<p>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 PCC and any interviews or comments within articles are to be done by members of the OPCC team rather than the PCC.</p> <p>HS provided an in relation to themes which have been identified from media monitoring activity. LO advised that policy research and local position should be captured around these themes to inform future Police and Crime Plan Development.</p> <p>HS liaising with SBC in relation to the redesign of the PCC Election stage banner, design to be finalised.</p> <p>LO requested that the format of the OPCC Election Page be revisited.</p>	<p>HS to revisit format of webpage.</p>
7	<p>Candidate Packs and Briefings</p> <p>Candidate briefing information to be developed and published online post the pre-election period.</p> <p>Joint briefing session with OPCC statutory officers and Chief Constable scheduled for 16th April 2024 post declaration of candidates. This date has been scheduled in the CC diary, included in the draft Joint Protocol and has been published online.</p>	<p>HS and LO to finalise briefing materials.</p>
8	<p>PARO</p> <p>PARO briefing to take place on 19th March 2024.</p> <p>LO to confirm with FW if the Force and PARO intend writing to candidates in relation to conduct expectations during the election period. College of Policing letter template is available.</p> <p>Reference to College of Policing APP Guidance has been included in the draft Joint Protocol.</p>	<p>LO to share letter template with FW.</p>
9	<p>Commissioned Services</p> <p>LO intends to write to commissioned and/or funded service currently funded by the incumbent Police and Crime Commissioner to advise of about the pre-election guidelines and restrictions on publicity and communications during this period of heightened sensitivity.</p>	<p>LO to draft letter to commissioned and funded services</p>

10	<p>Transition & Documentations</p> <p>First 100 days planning to be developed during the pre-election period using previous template, this should include provisions for introductory meetings with Force Executive Team and station visits. FW to assist with this.</p> <p>The APCC will be developing a national induction programme, key dates to be scheduled in plan.</p> <p>Police and Crime Plan development timelines to be mapped out.</p>	<p>Ongoing development of 100 day plan</p>
11	<p>Risks and Issues</p> <p>No items discussed.</p>	
12	<p>Time & Date of Next Meeting</p> <p>Wednesday 20th March 2024</p>	