

**2024 PCC Election
Working Group Minutes**



Date: 21st March 2024

Time: 15:00-16:00

Venue: Police and Crime Commissioner's Office, Central Headquarters

Attendees:

| Name | Role |
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| Lisa Oldroyd (LO) | Chief Executive & Monitoring Officer |
| Hannah Smith (HS) | Head of Communications & Engagement |
| Rob Cooney (RC) | Senior Business Support Officer |
| Fraser Wilson (FW) | Chief Staff Officer (Cleveland Police) |

Apologies:

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| Elise Pout | Head of Standards, Scrutiny & Accountability (Deputy Monitoring Officer) |
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| No. | Discussed | Outcome/Decision/ Attachment |
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| 1 | <p>Minutes of the Previous Meeting & Matters Arising</p> <p>The minutes from the previous meeting were agreed by the group.</p> <p>APCC guidance update provided to FW as he was unable to attend the previous meeting. We have distributed this across the team and the commissioner has also had sight.</p> <p>The Force has issued separate NPCC guidance.</p> <p>EP also briefed the team on the guidance in the team meeting on Wednesday 20th March.</p> <p>Letter to commissioned services was shared with FW.</p> <p>Information on the mayoral election will be delivered to registered voters on Friday 12th April.</p> | |
| 2 | <p>Timeline</p> <p>Sunday 7th April marks 25 days until the election.</p> | |
| 3 | <p>Actions</p> <p>Meeting minutes to be formatted ready for publication on the website.</p> | |

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| | <p>RC to speak to EP re election briefings for RB and VS.</p> <p>Candidate Briefing Pack to be established by HS and EP on Friday 22nd March in a separate meeting.</p> <p>RC is finalising expenses and will update the group in the next meeting.</p> <p>Contact to/from candidates has been recorded on the relevant register. Lisa summarised this. LO will update the document on Teams as this has not filtered across.</p> <p>Manifesto information pieces to be circulated to candidates. HS will log on register.</p> | |
| 4 | <p>Elections Protocol</p> <p>Joint election protocol has been agreed and published on the website and issued to the PARO.</p> <p>LO will be writing to candidates to make them aware of the protocol.</p> | |
| 5 | <p>Formal Pre-Election Period</p> <p>No change.</p> | |
| 6 | <p>Communications, Media & Online</p> <p>CURV interview on Friday 22nd March re A&E Navigator programme.</p> <p>Flares in Middlesbrough is the first venue in the area to achieve a licensing savvy accreditation.</p> <p>Group updated on FOI requests. Several received, one received today re Matrix.</p> <p>HS and her team are continuing to monitor candidate activity and log any pledges made by candidates.</p> <p>Initial image of the election stage dressing shared with group. This is to be reconsidered.</p> <p>No social media banners and e signatures will be needed on the run up to the election.</p> <p>Correspondence sent to commissioned services on 19th March. Any replies to be sent to LO.</p> | |

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| | <p>Press and Media announcement from Stockton Council due on Monday 8th April. Candidates are due to be announced on this date.</p> | |
| 7 | <p>Candidate Packs and Briefings</p> <p>Information received from FW for candidate packs- key links to the HMIC Docs will be added to the website.</p> <p>Joint briefing with candidates to be changed due to commitments that could not be moved. This will now go ahead on Monday 22nd April. Joint protocol and website has been updated to reflect this and date will also be included in correspondence to candidates.</p> <p>LO has a copy of material delivered to candidates on 19th March. This will be saved on file for reference.</p> | |
| 8 | <p>PARO Update</p> <p>The next update from the PARO will be on Monday 8th April.</p> <p>LO has a copy of material delivered to candidates on 19th March. This will be saved on file for reference.</p> <ul style="list-style-type: none"> • | |
| 9 | <p>Transition & Documentation</p> <p>EP and RC to finalise 100 day plan.</p> | |
| 10 | <p>Risks & Issues</p> <p>None identified.</p> | |