



# 2024 PCC Election Working Group Minutes

**Date:** 30<sup>th</sup> November 2023

**Time:** 15:00-16:00

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

## Attendees:

Name	Role
Lisa Oldroyd (LO)	Chief Executive & Monitoring Officer
Hannah Smith (HS)	Head of Communications & Engagement
Elise Pout (EP)	Head of Standards, Scrutiny & Accountability (Deputy Monitoring Officer)
Rob Cooney (RC)	Senior Business Support Officer

## Apologies:

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No.	Discussed	Outcome/Decision/ Attachment
1	<p><b>Introduction</b></p> <p>This is the first meeting of the group, any discussions held in future meetings regarding minutes will be captured in this section.</p> <p>LO explained to the group that other than the current PCC, no additional candidates have declared at this stage.</p> <p>A General Election could occur on the same day as the PCC Election. LO briefed the group on this.</p>	
2	<p><b>Timeline</b></p> <p>The provisional date for the PCC election is Thursday 2<sup>nd</sup> May.</p> <p>This date is to be blocked out in the diaries of the members of this group.</p> <p>When the new PCC is elected, this will be announced on Friday 3<sup>rd</sup> May. An oath is subsequently signed, and a one-week handover period will commence (if required).</p>	
3	<p><b>Actions</b></p> <p>It was agreed that a draft election brief presentation would be completed in time for the next meeting.</p>	LO to prepare briefing

	<p>It was established that one of the immediate priorities is the arrangement of an election briefing for the wider team, RC agreed to arrange this.</p> <p>Date of 11<sup>th</sup> January agreed, with the PCC to receive a separate briefing from LO the following day.</p>	
<b>4</b>	<p><b>Elections Protocol</b></p> <p>It was agreed that a representative from the force should attend future meetings and thirty minutes would also be arranged for the Chief Executive to brief the representative on the joint election protocol.</p>	LO to liaise with FW
<b>5</b>	<p><b>Formal Pre-Election Period</b></p> <p>To be confirmed.</p>	
<b>6</b>	<p><b>Communications, Media &amp; Online</b></p> <p>Emails requesting information on candidates are likely to be received in the 'PCC Inbox'. The Business Support Team will keep a record of all election related communications.</p> <p>The communications team will be setting up a new 'PCC Election' Inbox which this group will have sight of. All election related correspondence will be directed to this inbox.</p>	HS to arrange for email account to be created
<b>7</b>	<p><b>Candidate Packs and Briefings</b></p> <p>To be confirmed</p>	
<b>8</b>	<p><b>PARO Update</b></p> <p>The PARO for the election will be Mike Greene (Stockton Council Chief Executive).</p> <p>During the election, the OPCC do not get involved in any conduct/complaint election related matters regarding the candidates, this is done by the PARO. The PARO is also the returning officer for the mayoral election.</p>	
<b>9</b>	<p><b>Transition &amp; Documentation</b></p> <p>To be developed as we progress</p>	
<b>10</b>	<p><b>Risks &amp; Issues</b></p> <p>As an office, as at all times, our resources for cannot be used political purposes during the pre-election period. This means that the current PCC and all members of the OPCC cannot ask for photographs or content to be used as part of a political campaign.</p>	