

North Yorkshire Elections Working Group

5th December 2019

OPFCC, 12 Granby Road, Harrogate, HG1 4ST

Minutes

Attendees:

Simon Dennis (SD)

Sharon Caddell (SC)

Rena Brown (RB)

Thomas Thorp (TT)

Janice Bryan (JB)

Sarah Woodcock (SW)

Tina James-McGrath (TJM)

Apologies:

Simon Jones (SJ)

Agenda

Item 1

- SD provided an overview for the purpose of the meeting moving forward and referred all to the ToR which have been drafted – all agreed this would be adopted and published on the website

Action: SJ to publish ToR

- SD confirmed the meetings would be minuted in order to provide a clear audit, recorded audit trail which would then be published as a matter of public record

Action: TJM to assume administration responsibilities for this meeting and set up an action log

- This is key for the OPFCC operating with complete political neutrality and transparency
- This is supported by the standard agenda where certain items will become relevant as the elections become nearer
- All communications with prospective PFCC candidates will be recorded for transparency and consistency and publication potentially – a triage process will be adopted (differentiate between general correspondence and enquiry vs FOI requests)

Action: SC to liaise with Jane Wintermeyer and CDU regarding appropriate triage/recording process (OPFCC will record) to include update regarding potential candidates as candidates become known

Action: SW will brief the FRS FOI team in line with the NYP CDU/Triage process

Item 3

- An action log will be set up to capture all actions

Action: TJM will set up an action log

Item 4

Action: SD to complete elections protocol which is currently WIP

Item 5

- Item 5 will form a key element of these meetings as we move forward towards the elections

Action: OPFCC will maintain a list of potential candidates as they become known and update/share as appropriate

Action: SW/JB will share this information with their organisations as appropriate

Item 6

- SD thanked SJ for the work to date on the PFCC elections in terms of the material published on the website and general collation of materials for use moving forward
- SJ has included a basic timeline on the website which will assist all
- This will be ongoing work
- NYP and FRS websites should include a redirect/signpost to the OPFCC website in relation to the PFCC elections web page

Action: JB/SW to ensure link is set up for a redirection regarding the PFCC website elections page

Action: SJ to share current social media protocol adopted for PFCC elections with JB/SW

Action: SJ will need to ensure the PFCC website is managed appropriately in terms of PFCC information/content the closer the elections become

Item 7

- Some work has already been carried out on this which will continue
- It is anticipated that this will be complete in time for the elections
- Progress will be monitored

Action: SD/SC to discuss further

Item 8

- No PARO update at this time

Action: SD to liaise with PARO nearer to the elections and update this working group

Item 9

Action: TJM to locate previous documentation for the working group to review

Item 10

- No items discussed at this time