

**2024 PCC Election Board
TERMS OF REFERENCE**

AIM

- To oversee effective working arrangements from the current PCC term through to the PCC election in May 2024 for the OPCC, Avon and Somerset Police and partners.
- To ensure that the OPCC, Avon and Somerset Police and partners are fully prepared for the 2024 PCC election and compliant with election legislation
- To ensure that the highest levels of fairness, transparency and integrity are always maintained by the OPCC and Avon and Somerset Police in the response to the election process, including engagement with candidates.
- To provide good governance, information and direction for staff and stakeholders during the election period; and ensuring PCC office staff uphold their legal duty of being politically restricted.
- To achieve these aims without reducing the service provided to the communities of Avon and Somerset. The work of this Board should not unduly detract from the regular work of PCC office staff, nor should it unduly restrict the incumbent PCC in discharging the duties of their role.

ROLE

The Board has been established to:

- Oversee and manage the planning and resourcing of preparations for the 2024 PCC election
- Consider risks and emerging issues
- Provide strategic direction and co-ordination
- Oversee the delivery against the following workstreams:
 1. Project Management
 2. Election protocols, candidates and briefings
 3. Supporting the OPCC team to engage with and follow the Joint Protocol
 4. Partner and stakeholder engagement
 5. Review and share Guidance and Publications

MEMBERSHIP

Name	Role	Attendance	Organisation
Alice Ripley	Chief of Staff (Chair)	All Meetings	OPCC
Sally Fox	Director of Performance & Accountability (Deputy Chair)	All Meetings	OPCC
Paul Butler	Chief Finance Officer	All Meetings	OPCC
Niamh Byrne	Head of Communications & Engagement	All Meetings	OPCC
Rebecca Harris	Project Lead	All Meetings	OPCC
Ben Valentine	Project Lead	All Meetings	OPCC
Liz Parr	Board Co-ordinator	All Meetings	OPCC
DCC Jon Reilly	Deputy Chief Constable	All Meetings	ASP
Will Godfrey	PARO	All Meetings	B&NES Council
Marc Hole	Director of Policy & Partnerships	Optional	OPCC
Kate Watson	Head of HR & Business Services	Optional	OPCC

FREQUENCY

Meetings are to be held monthly and administered by the Board Co-ordinator supported by Project Leads

REPORTING ARRANGEMENTS

To OPCC SLT, wider team and the Chief Officer Group, as required