

**DEMOCRACY AND BOUNDARY COMMISSION CYMRU MEETING
HELD AT 10:00 AM ON 26 JUNE 2024 AT HASTINGS HOUSE AND VIA MS
TEAMS**

Present: Bev Smith (Chair); Michael Imperato via MS Teams; Dianne Bevan; Frank Cuthbert via MS Teams; Ginger Wiegand via MS Teams.

LDBCW Officers attending: Chief Executive; Head of Policy and Programmes; Senior Project Manager; Communications and Engagement Manager via MS Teams; Finance Manager; Review Manager; Review Officer; Team Support Officer and Team Support Officer.

Guest: Representative from Public Health Wales

Time Started: 10:00

Time Finished: 12:12

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. The Chair briefed the Commission on her meeting with the new Cabinet Secretary Julie James MS where a discussion was held on the future work programme and the importance planning the transition for the new functions. The Cabinet Secretary has asked for the Commission to identify a suitable Commission meeting for her to attend towards the end of this year.

2.2. The Chair provided an update from the meeting she had with Elaina Chamberlain (Welsh Government) in relation to the board plan and extensions for existing Commissioners to support the delivery of the new functions.

2.3. The Chair also confirmed that discussions are on-going with the IRP and WG on the data transfer process to the Commission and the key risks that need to be managed.

3. Minutes of the Commission meeting held on 22 May 2024

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 22 May 2024 as a correct record of the matters considered subject to minor amendments.

4. Issues Arising

- 4.1. It was **Resolved** to accept the Report noting any issues for later discussion in the meeting, and updated progress was noted on the following issues:
- 4.2. **(Issue 1)** It was **noted** that the Commission received 1 FOI request between 17 April 2024 and 15 May 2024.
- 4.3. **(Issue 2)** It was **noted** that the Commission is currently undertaking Community Reviews for Ceredigion, Swansea and Pembrokeshire. Further details are included in a separate agenda item.
- 4.4. **(Issue 3)** It was **noted** that refurbishment works are almost complete in CP2 and site visit was held on the 24 June 2024. Arrangements are in place for the large screen and televisions to be moved to CP2. The Commission has still not received an updated lease.
- 4.5. **(Issue 4)** It was **agreed** that due to the changes required for the Operational Plan, it would be considered at the July meeting..

5. Transition Programme (for discussion)

- 5.1. It was **noted** that items 5 and 6 would be discussed together.
- 5.2. The Chair and Chief Executive provided an update on the discussions that has been held relating to the transition programme..
- 5.3. The Commission **agreed** the updated Board Succession Plan.

6. Future Work Programme

- 6.1. Consideration was given to the Future Work Programme Report dated 19 June 2024 by the CE.
- 6.2. It was **noted** that Commissioner recruitment adverts are waiting to go live via WG and that the Commission would also undertake additional advertising and direct applicants to the WG website.
- 6.3. It was **noted** that the JEGS exercise has been completed for the new roles. The Senior Democratic Health Policy Manager (SEO Grade) recruitment is currently live. The Head of Democratic Health (G7 Grade) recruitment will be undertaken after the elections period.

6.4. It was **noted** that that the Senedd Cymru (Members and Elections) Bill received Royal Assent on the 24 June 2024 and the Commission has carried out a soft rebranding exercise and began changing its documentation and branding to DBCC.

6.5. It was **noted** that the Elections and Elected Bodies (Wales) Bill has passed Stage 2 and that is currently at Stage 3. The Stage 3 processings are due to take place on 2 July 2024..

7. Budget Report 2023-24

7.1. Consideration was given to the Budget Monitoring Report dated 26 June 2024 by the FM.

7.2. It was **noted** that the Commission's overall expenditure to the end of May 2024 on both cash and resource basis were well within budget with a cash underspend of £19,508.

7.3. Commission members **noted** the budget position to the end of May 2024

8. Risk Management

8.1. Consideration was given to the LDBCW Risk Register dated 7 June 2024 and it was **agreed** that no amendments to the report would be made.

9. DBCC Future Work Programme Risk Register

9.1. Consideration was given to the LDBCW Future Work Programme Risk Register dated 10 June 2024.

9.2. Commission members **agreed** the updated Risk Register.

10. DBCC Pay Policy Statement.

10.1. Consideration was given to the DBBC Pay Policy Statement dated 7 May 2024.

10.2. The Commission **agreed** to the DBBC Pay Policy Statement.

11. Review of DBCC Complaints Policy.

11.1. Consideration was given to the DBCC Complaints Policy report dated 11 June 2024.

11.2. The Commission **agreed to** the DBCC Complaints Policy .

12. Review of DBCC Fraud Policy

12.1. Consideration was given to the DBCC Fraud Policy Report dated 11 June 2024.

12.2. The Commission **agreed** the DBCC Fraud Policy

13. Reviews Progress Report

13.1. Consideration was given to the Reviews Progress Report dated 18 June 2024.

13.2. It was **noted** that the Ceredigion Final Recommendations Report will be discussed for the July meeting.

13.3. It was **noted** that the publication and consultation period for the Pembrokeshire Draft Proposals Report has been delayed to after the General Election with a date of 9 July 2024 for publishing of the report.

13.4. It was **noted** that the consultation period for the Swansea Draft Proposals Report will close on 10 July 2024.

13.5. It was **noted** that 18 July 2024 would be the online meeting date with key stakeholders for the 'Guide to the Senedd Review'. A discussion as held in relation to the political parties that should be invited to the review.

Action: The Chief Executive would contact the Electoral Commission for advice on extending invitations to the smaller political parties and make the decision outside of the meeting.

14. Ceredigion Community Review

14.1. Consideration was given to the Ceredigion Final Options Paper Report dated 18 June 2024.

14.2. Consideration was given to the options for the Aberystwyth Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

- 14.3.** Consideration was given to the options for the Aberaeron Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.4.** Consideration was given to the options for the Cardigan Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.5.** Consideration was given to the options for the Lampeter Community Review. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.6.** Consideration was given to the options for the New Quay Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.7.** Consideration was given to the options for the Tregaron Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.8.** Consideration was given to the options for the Llandysul Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.9.** Consideration was given to the options for the Aberporth Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.10.** Consideration was given to the options for the Beulah Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.11.** Consideration was given to the options for the Borth Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.12.** Consideration was given to the options for the Dyffryn Arth Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

- 14.13.** Consideration was given to the options for the Llandyfriog Community Review. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.14.** Consideration was given to the options for the Llangoedmor Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.15.** Consideration was given to the options for the Llansanffraid Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.16.** Consideration was given to the options for the Melindwr Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.17.** Consideration was given to the options for the Blaenrheidol and Pontarfynach Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.18.** Consideration was given to the options for the Ceulanamaesmawr Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.19.** Consideration was given to the options for the Llangynfelin and Ysgubor y Coed Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.20.** Consideration was given to the options for the Tirymynach Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.21.** Consideration was given to the options for the Henfynyw and Llannarth Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

- 14.22.** Consideration was given to the options for the Llangeitho Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.23.** Consideration was given to the options for the Llangybi Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.24.** Consideration was given to the options for the Llandysiliogogo and Troed-yr-aur Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.25.** Consideration was given to the options for the Llanfarian and Llanrhystud Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.26.** Consideration was given to the options for the Llanfihangel Ystrad Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.27.** Consideration was given to the options for the Llangrannog and Penbryn Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.28.** Consideration was given to the options for the Ystwyth Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.29.** Consideration was given to the options for the Ystrad Fflur Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.30.** Consideration was given to the options for the Ciliau Aeron and Nantcwnlle Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

- 14.31.** Consideration was given to the options for the Lledrod Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.32.** Consideration was given to the options for the Faenor Community Review. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.33.** Consideration was given to the options for the Llanbadarn Fawr Community Review. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.34.** Consideration was given to the options for the Y Ferwig Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.35.** Consideration was given to the options for the Trefeurig Community Review. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.36.** Commission members **noted** the Ceredigion Final Options Paper.

15. Senedd Review: Initial Proposals Report

- 15.1.** Consideration was given to the Senedd Review Initial Proposals Report dated 18 June 2024.
- 15.2.** It was **noted** that the Commission would contact the Welsh Language Commissioner to check the orthography of the amended constituency names .
- 15.3.** The Commission **agreed** the Senedd Review: Initial Proposals Report.

16. Senedd Review: Communications Report

- 16.1.** Consideration was given to the Senedd Review Communications Report dated 18 June 2024.
- 16.2.** It was **noted** that there will be discussions on implementation and use of social media for the Senedd review.

16.3. The Commission **agreed** the Senedd Review: Communications Report.

Action: Ensure accessible versions of reports are available on the Commission's website.

Action: Compile a mailing list of special interest press and stakeholder communications teams to amplify the Commission's messages.

17. Calendar of Events

17.1 Consideration was given to the Calendar of Events.

18. Any Other Relevant Business

18.1 No other relevant business was noted.

Date of Next Meeting: 31 July 2024