

**DEMOCRACY AND BOUNDARY COMMISSION CYMRU MEETING
HELD AT 10:00 AM ON 26th NOVEMBER 2025 AT CP2 and via Teams**

Present: Bev Smith (Chair); Michael Imperato (Deputy Chair); Karen Jones; Frank Cuthbert; Dianne Bevan; Francis Duffy; Bethan Price (via Teams) and Ginger Wiegand (via Teams).

DBCC Officers attending: Shereen Williams (Chief Executive); Roger Ashton-Winter (Senior Democratic Health Policy Manager); Cath Thomas (Business Support Officer).

Apologies: Tom Jenkins (Head of Reviews); Ginger Wiegand for early departure.

Time Started: 11:02

Time Finished: 11:47

1. Declarations of Interest

1.1. None

2. Chair's Briefing

2.1. The Chair briefed that this was her last meeting as Chair before leaving the Commission.

2.2. The Chair thanked the other Commissioners for their support over the last few years and wished them well in the future.

3. Minutes of the Commission meeting held on 29th October 2025

3.1. It was **Resolved** to approve the minutes of the meeting held on 29th October 2025 as a correct record of the matters considered.

4. Issues Arising

4.1. It was **Resolved** to accept the Report as a whole and updated progress was noted on the following issues:

4.2. **(Issue 1)** The Commission received 1 FOI request between 22nd October 2025 – 19th November 2025.

4.3. **(Issue 4)** A final draft of the Corporate Plan will be brought to the Commission's December meeting.

- 4.4. **(Issue 5)**
Team Support Recruitment
An appointment has been made to the post. The postholder is due to start on the 1st December 2025.

Senior Governance and Finance Manager Recruitment
The Commission received 14 applications and 5 candidates are to be interviewed on the 8th December 2025.

- 4.5. **(Issue 10)** The budget forecasting was completed on the 25th November 2025 resulting in a £284,000 underspend. It was **agreed** that the CE should contact the WG regarding the Commission surrendering £200,000 and retaining £84,000 to cover additional staff costs in 2026.

5. EMB

- 5.1. Consideration was given to the Report dated 19th November 2025 by the EMB Chair and it was **noted**.
- 5.2. It was **noted** that good progress with the WEIP had been made but the overall project status remained at red due to risks around EMS suppliers. However, a contract between EMS suppliers and the WG was expected to be signed imminently and this would procure the required automated output.
- 5.3. It was **noted** that the Alpha and Beta stages of the project will be combined to ensure efficient delivery within the project timescales.
- 5.4. It was **noted** that Directions to RO's are to be issued next week setting out the EMB's requirements.

6. Remuneration

- 6.1. The Remuneration update was provided verbally by the Chair of the Remuneration Committee.
- 6.2. It was **noted** that, following the Draft Annual Report consultation, positive feedback had been received from the WLGA regarding engagement.
- 6.3. It was also **noted** that there are concerns about the resettlement payment and the 6.4% increase and these will need to be discussed further at the next Remuneration meeting on the 3rd December.

- 6.4. It was **agreed** that a letter should be sent to the Minister regarding the resettlement payment requesting more direction.
- 6.5. It was also **agreed** that key messages regarding removing barriers, increasing participation and strengthening democratic health should be added to the Communications plan.

7. **GAC**

- 7.1. There was no update for GAC this month but one will follow at the December Commission meeting.

8. **Reviews Progress Report**

- 8.1. Consideration was given to the Report dated 18th November 2025 by the Head of Reviews.
- 8.2. It was **noted** that the Reviews Committee met on the 25th November 2025 to discuss Carmarthenshire and the Vale of Glamorgan and drafts of the Final Reports for both will be presented to the December Commission meeting.
- 8.3. It was **noted** that the Caerphilly Draft Proposals was published on Monday 27th October 2025 and the consultation will close on the 7th December.

9. **Risk Register**

- 9.1. A review of the Corporate Risk Register will follow at the December meeting.

10. **Calendar of Events**

- 10.1. The commission **noted** the calendar.
- 10.2. It was **agreed** that key Remuneration dates should be added.

11. **Any Other Business**

- 11.1. It was **noted** that the December meeting will be online.

11.2. The outgoing Chair was presented with a commemorative Welsh slate plaque and thanked for her leadership, support and the strong legacy she is leaving. The Chair thanked the Commissioners, stated how much she had enjoyed working with them, and she reflected how proud she was of what they and the team had achieved over the last few years, during a period of much change.

Date of Next Meeting: 10th December 2025