

**DEMOCRACY AND BOUNDARY COMMISSION CYMRU MEETING  
HELD AT 10:00 AM ON 29 OCTOBER 2025 AT CP2 and via Teams**

**Present:** Bev Smith (Chair); Michael Imperato (Deputy Chair); Frank Cuthbert; Bethan Price; Ginger Wiegand; Dianne Bevan.

**DBCC Officers attending:** Shereen Williams (Chief Executive); Tom Jenkins (Head of Reviews); Roger Ashton-Winter (Senior Democratic Health Policy Manager); Ellie Chapman (Democratic Health Policy Officer).

**Apologies:** Frances Duffy; Mark Pascoe (Head of Democratic Health); Rhydian Fitter (Communications and Engagement Manager);

**Time Started: 10:34**

**Time Finished: 11:40**

**1. Declarations of Interest**

1.1. None

**2. Chair's Briefing**

2.1. The Chair briefed that Karen Jones has been appointed as the new Chair.

2.2. The Chair requested that Commissioners who would like to extend their terms to inform the CE.

2.3. The Chair briefed about the meeting with the Equality and Human Rights Commission which will be covered in the Issues Arising.

**3. Minutes of the Commission meeting held on 24<sup>th</sup> September 2025**

3.1. It was **Resolved** to approve the minutes of the meeting held on 24<sup>th</sup> September 2025 as a correct record of the matters considered.

**4. Issues Arising**

4.1. It was **Resolved** to accept the Report as a whole noting the issue for later discussion in the meeting, and updated progress was also noted on the following issues:

- 4.2. **(Issue 1)** The Commission received 1 FOI request between 18 September 2025 – 21 October 2025.
- 4.3. **(Issue 2)** Following a meeting with the EHRC, additional work has been undertaken to refine the SEP. Following minor amendments, the SEP was **approved**.
- 4.4. **(Issue 3)** Amendments have been made to the research plan following the discussions at the August meeting. The EMB have approved the research element relating to the WEIP. The research plan was **approved**.
- 4.5. **(Issue 4)** Work has been on-going with the Corporate Plan. A final draft will be brought back to the Board either in November or December.
- 4.6. **(Issue 5)**  
Chair Recruitment  
Chair Recruitment has now been completed.

#### Team Support Recruitment

Shortlisting to take place on the 23 October and interviews to be held within the next 2 weeks.

#### Senior Governance and Finance Manager

Beaumans have completed the JEGS process and the role has been graded at SEO level. The role has been advertised on CS jobs and on the ACCA website.

- 4.7 **(Issue 6)** The Operational Plan was **approved** and will be submitted to the Sponsor Division.

## 5. EMB

- 5.1. Consideration was given to the Report dated 21<sup>st</sup> October 2025 by the EMB Chair and it was **noted**.
- 5.2. It was **noted** that both workshops in Llandudno and Cardiff were well attended with overall positive feedback.
- 5.3. It was **noted** that the Board approved the final set of directions following consultation with returning officers and the Electoral Commission and they were emailed out to CRO's on the 24<sup>th</sup> October.

- 5.4. It was **noted** that there is a presentation from the platform supplier StormID on Thursday who will discuss their findings from the Discovery Phase.

## 6. Remuneration

- 6.1. The update for Remuneration was provided verbally.
- 6.2. The Draft Annual Report is out for consultation and 2 reps have been received so far. It was **noted** that the Commission has paid for advertising with hopes to receive more views from the public.

## 7. GAC

- 7.1. The update for GAC was given under Item 11.

## 8. Reviews Progress Report

- 8.1. Consideration was given to the Report dated 24<sup>th</sup> September 2025 by the Head of Reviews.
- 8.2. It was **noted** that the RCT Order was made and published on the 21<sup>st</sup> October and the changes will come into force at the next local government elections.
- 8.3. The draft Order for Carmarthenshire was **approved** and will be published in the coming weeks.
- 8.4. It was **noted** that the Bridgend Community Review final recommendations. was not approved at full council.
- 8.5. It was **noted** that Torfaen has agreed the final recommendations and will submit it to the Commission once it has been translated and will be presented at the next Reviews Committee meeting.
- 8.6. It was **noted** that the Caerphilly draft proposals was published on Monday and the consultation will close on the 7<sup>th</sup> of December.

## 9. Risk Register

9.1. Consideration was given to the Report dated 20<sup>th</sup> October by the Finance Manager.

9.2. Following discussions at the last meeting, the register was **agreed**.

## **10. Budget Report 2025-26**

10.1. Consideration was given to the Report dated 21<sup>st</sup> October 2025 by the Finance Manager and it was **noted**.

10.2. It was **noted** that there was a significant underspend mainly attributable to the additional £222k of funding received from Welsh government to cover increased National Insurance costs for 2025-26. There was also an estimated underspend in the separate budget for the WEIP and the cost of the EMS.

10.3. It was **noted** that next month there will be a new updated budget to review together with a proposed figure for funds which could be surrendered back to Welsh Government.

## **11. Report of GAC Meeting 10<sup>th</sup> September 2025**

11.1. Consideration was given to the Report dated 20<sup>th</sup> October 2025 by the Finance Manager.

11.2. A discussion was held on producing a draft report of the GAC meeting and circulating to members by email if there would be a significant period of time before the formal report could be tabled at the next Commission meeting for noting.

## **12. Draft Standing Financial Instructions**

12.1. Consideration was given to the Report dated 21<sup>st</sup> October 2025 by the Finance Manager.

12.2. A discussion was held on sharing this with internal auditors to see if they have any comments.

12.3. The Board **agreed** the document with the caveat that once the new Senior Governance and Finance Manager starts it can be updated with the new

job title.

### **13. Calendar of Events**

13.1 The commission **noted** the calendar.

13.1 It was **noted** that the Inter Commission Meeting will be in person, with the date to be confirmed.

### **14. Any Other Business**

14.1. It was **noted** that the November meeting will be face to face.

14.2. It was **noted** that the Commission will have a stall at “The Senedd is Changing” conference at the Senedd.

**Date of Next Meeting: 26<sup>th</sup> November 2025**