

**DEMOCRACY AND BOUNDARY COMMISSION CYMRU MEETING  
HELD AT 10:00 AM ON 31 JULY 2024 AT HASTINGS HOUSE AND VIA MS  
TEAMS**

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

**LDBCW Officers attending:** Chief Executive; Head of Policy and Programmes; Senior Project Manager; Head of Business; Finance Manager; Huw Blacker; Team Support Officer and Team Support Officer.

**Apologies:** Ginger Wiegand; Representative from Public Health Wales.

**Time Started: 10:14**

**Time Finished: 12:02**

**1. Declarations of Interest**

1.1. No Declarations of Interest were made.

**2. Chair's Briefing**

2.1. The Chair briefed the Commission on the attendance of some of the Commissioners at the Public Bodies Chairs meeting. The Chair **noted** that the slides from the meeting has been shared.

2.2. The Chair discussed the upcoming change in First Minister and the appointment of a new Cabinet Secretary of the Commission's sponsoring department.

**3. Minutes of the Commission meeting held on 26 June 2024**

3.1. It was **Resolved** to approve the minutes of the meeting held on 26 June 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 16 June 2024 and 23 July 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 Welsh Government has confirmed that a copy of the lease has been sent to the Commission's solicitors and that the office move is likely to be in August. The PSBA installation has had to be delayed to set up the arrangements for the physical move of office items, documents etc. All Commission meetings are to be held online until further notice. Discussion was held regarding the potential issues caused by the move, and the option of secretariat staff to work remotely in order to minimise disruption was **noted**. It was **noted** that the lease on the current accommodation ends at the beginning of November.
- 4.5. **(Issue 4)** The Commission **agreed** to provide further commentary if required on the Operational Plan and agreement to the CE over email.

## 5. Transition Programme (for discussion)

- 5.1. It was **noted** that items 5 and 6 would be discussed together.

## 6. Future Work Programme

- 6.1. Consideration was given to the Future Work Programme Report dated 23 July 2024 by the CE.
- 6.2. It was **noted** that the Commissioner recruitment closed on 29 July 2024, with the Commission receiving a total number of 7 applications. It was **noted** that one application was received in Welsh.
- 6.3. It was **noted** that a recruitment exercise for the Senior Democratic Health Policy Manager was carried via the Civil Service Jobs website. This was done through open competition and the Commission received 3 applications. Roger Ashton-Winter has been appointed to the role and the transfer from MHCLG is currently in progress.
- 6.4. It was **noted** that the Elections and Elected Bodies (Wales) Bill passed Stage 3 on the 2 July and Stage 4 on the 9 July 2024. It is anticipated that Royal Assent will be received in August.

- 6.5. It was **noted** that a meeting was held in relation to the Voter Information Platform, and it has been verbally confirmed that the EMB would be responsible for its delivery. Further discussion was held regarding the EMB and voter information platform including the potential challenges, issues and risks. Concerns regarding timescales, resourcing, capacity and skills were **discussed** and **noted**. Discussion was held regarding budgeting and potential procurement issues.
- 6.6. Discussion was held regarding the IRP transfer to the DBCC and the potential issues.

**Action:** Invite colleagues from Welsh Government to a future Commission meeting in order to discuss the above concerns regarding the Voter Information Portal.

**Action:** Legacy report for IRP to be discussed in October's Commission meeting.

## 7. Budget Report 2024-25

- 7.1. Consideration was given to the Budget Monitoring Report dated 31 July 2024 by the FM which showed the budget position to the end of June 2024.
- 7.2. The most significant underspends and explanations for them were **noted**, particularly the underspends in staff costs. It was **noted** that these underspends in staff costs will decrease now that the seconded member has staff has returned from Welsh Government.
- 7.3. Discussion was held regarding the upcoming potential pay rise. It was **noted** that the potential pay rise has increased from 3.7% to 5.5%. The Commission expects to be able to accommodate this increased pay rise and it was **noted** that the sponsored division has offered support should this change.

## 8. Risk Management

- 8.1. Consideration was given to the DBCC Risk Register dated 31 July 2024 and the report was **agreed** subject to amendments.
- 8.2. Discussion was held regarding risk CR3 'The Commission's relocation from Hastings House to Cathays Park is delayed by WG'. It was **agreed** that once the Commission has received confirmation that the lease had been received by the solicitors that risk CR3 be reduced to 3.

**Action:** Reduce risk CR3 to 3 once the Commission has received confirmation from solicitors that the lease has been received.

## 9. DBCC Future Work Programme Risk Register

- 9.1. Consideration was given to the DBCC Future Work Programme Risk Register dated 31 July 2024.
- 9.2. Discussion was held regarding an additional risk being added to the Future Programme Risk Register concerning the voter information platform. It was **agreed** that a new risk be added regarding the Voter Information Platform.

**Action:** CE and FM to discuss the additional risk regarding the Voter Information Platform.

## 10. Annual Accounts 2023-24 – Impact of Accounting Standards Not Yet Effective

- 10.1. Consideration was given to the Annual Accounts 2023-24 Impact of Accounting Standards not yet Effective Report dated 31 July 2024 by the FM.
- 10.2. It was **noted** that these Accounting Standards currently have no material impact.

## 11. Draft Annual Report and Accounts 2023-24

- 11.1. Consideration was given to the Draft Annual Report and Accounts 2023-24 dated 31 July 2024 by the FM.
- 11.2. It was resolved to **approve** the contents at the beginning of the report subject to amendments.
- 11.3. It was **noted** that the governance report has already been approved.
- 11.4. It was **noted** that the audit of the annual accounts is about to come to a close and members of the Commission's Secretariat are planning to meet with the auditors tomorrow.
- 11.5. It was **noted** that the Commission had £12,000 remaining in its account at the end of the financial year.

**Action:** FM and CE to make amendments to the Report.

## 12. Reviews Progress Report

- 12.1. Consideration was given to the Reviews Progress Report dated 24 July 2024.

- 12.2. It was **noted** that the Ceredigion Final Recommendations Report will be discussed in the July meeting.
- 12.3. It was **noted** that the consultation period for the Swansea Draft Proposals Report closed on 10 July 2024.
- 12.4. It was noted that Senedd Review launched on 18<sup>th</sup> July and the guide published on 19<sup>th</sup> July.

### 13. Ceredigion Community Review – Final Report

- 13.1. It was **noted** that the Ceredigion Final Recommendations Report will be considered in the September meeting.

### 14. Swansea Community Review – Final Options

- 14.1. Consideration was given to the Swansea Community Review – Final Options paper dated 23 July 2024 by the RO.
- 14.2. It was **noted** that the received 64 representations during the Draft Consultation Period; 24 letters as part of a letter writing campaign, a petition with 335 signatures and 55 questionnaire submissions. It was **noted** that Swansea Council did not submit a representation providing feedback on the Draft Proposals.
- 14.3. Consideration was given to the options for the Mawr, Clydach and Birchgrove Community Review. **Option 1** 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 Mawr and Pontarddulais Community Review. **Option 1** 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 Mawr and Llangyfelach Community Review. **Option 1** 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 Ilston and Pennard Community Review. **Option 1** 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 Llangennith, Llanmadoc and Cheriton and Llanrhidian Lower Community Review. **Option 2** 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 Port Eynon, Penrice, Rhossili and Reynoldston Community Review. **Option 2** 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 Gorseinon and Grovesend and Waungron Community Review. **Option 2** 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 Dunvant and Killay Community Review. **Option 2** 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 Bishopston Community Review. **Option 1** 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 Bonymaen 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 Cockett 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 Cwmbwrla Community Review. **Option 2** 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 Gowerton Community Review. **Option 1** 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 Landore 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 Llanrhidian Higher 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 Llansamlet Community Review. **Option 1** 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 Llŵchwr Community Review. **Option 2** 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 Morryston Community Review. **Option 1** 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 Mumbles Community Review. **Option 1** 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 Mynyddbach Community Review. **Option 1** 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 Penderry Community Review. **Option 2** 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 Penllergaer Community Review. **Option 2** 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 Pontlliw and Tircoed Community Review. **Option 1** 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 Sketty Community Review. **Option 2** 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 St Thomas Community Review. **Option 1** 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 Three Crosses Community Review. **Option 1** 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 Townhill Community Review. **Option 1** 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 Uplands Community Review. **Option 2** 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 Upper Killay Community Review. **Option 1** 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 Waunarlwydd Community Review. **Option 1** was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 14.33.** Discussion was held regarding names, and representations received regarding Welsh Language names. The Commission agreed to recommend single names with the use of the Welsh language spelling where names were only a letter or a hyphen different between both languages.

## **15. Calendar of Events**

- 15.1.** Consideration was given to the Calendar of Events.

**16. Any Other Relevant Business**

**18.1** No other relevant business was noted.

**Date of Next Meeting:** 28 August 2024