

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD AT 10:00 AM ON 22 MAY 2024 AT HASTINGS HOUSE AND VIA MS
TEAMS**

Present: Bev Smith (Chair); Mr Michael Imperato; Mrs Dianne Bevan; Mr Frank Cuthbert; Ms Ginger Wiegand.

LDBCW Officers attending: Chief Executive; Head of Policy and Programmes; Head of Business; Senior Project Manager; Communications and Engagement Manager; Team Support Officer.

Guest: Representative from Public Health Wales

Apologies: Finance Manager

Time Started: 10:58

Time Finished: 12:39

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 attendance at the Public Leaders Meeting. The Chair discussed the Future Generations Legislation and **noted** that the next Public Leaders Meeting will be held on 11 July.
- 2.2. The Chair briefed that she will meet with the new Cabinet Secretary for Housing, Local Government and Planning on the 12 June.
- 2.3. The Chair briefed that she met with Elaina Chamberlain to discuss Commissioner extensions and that is currently in the process of being approved by the Cabinet Secretary. The JEGS for staff roles should be completed within the next two weeks.
- 2.4. The Commission's Strategy Day held on 24 April was discussed with the outcomes of the discussions to be reflected in the Operational and Corporate Plan.
- 2.5. It was noted that the CE met with Colin Everett and Richard Bevan from WECB and that a MOU will be drafted, outlining the process of handover to the EMB.

- 2.6. It was **agreed** that the CE will be bringing the Operational Plan and the Corporate Plan to a future Commission meeting.

3. Minutes of the Commission meeting held on 24 April 2024

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 24 April 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 the lease has now been received and notice has been given to Ethical Property. Refurbishment works have started in CP2 which includes setting up the ICT infrastructure for the Commission. It was **noted** that the contract received from WG needed amending with the correct company name. It was **noted** that there have been delays in the accommodation move, with the earliest moving date now likely to be in August.

- 4.5. **(Issue 4)** A presentation by ORS was held before the Commission meeting.

- 4.6. **(Issue 5)** It was **noted** that the 24/25 Remit Letter was issued by the Cabinet Secretary to the Chair on the 10 May 2024. An Operational Plan will be drafted based on the Remit Letter.

- 4.7. **(Issue 6)** The Commission **considered** and **approved** the 2023/24 Welsh Language Annual Report.

- 4.8. **Action: Change ARAC accommodation meeting in June (FM).**

5. Transition Programme (for discussion)

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

- 5.2. The Chair briefed the Commission on the transition programme and discussion was held.

6. Future Work Programme

- 6.1. Consideration was given to the Future Work Programme Report dated 15 May 2024 by the CE.
- 6.2. Consideration was given to Appendix 1 '2024-2025 Board Objectives'. The need to create an induction plan for newly recruited Commissioners was **noted**.
- 6.3. Consideration was given to Appendix 2 'Board Effectiveness Reviews Terms of Reference'. It was **noted** and **agreed** that the questionnaire relating to Phase One will need to be revised. It was **noted** and **agreed** that Phase Two will need overseeing by an external party.
- 6.4. Consideration was given to the Commissioner recruitment format and discussion was held on how to improve the reach of the recruitment process . Discussion was held on the challenges created by focusing heavily on the need for both candidates to have ROI experience and it was **agreed** that only one candidate will need ROI experience to enable them to chair the EMB.
- 6.5. It was **noted** that the Elections and Elected Bodies Bill is currently at Stage 3. The SPM briefed the Commission on the outcome of the Stage 2 debates as well as key upcoming dates and potential causes of delay.
- 6.6. **Action: Revise and circulate questionnaire relating to Phase One (Chair, CE and FM)**
- 6.7. **Action: Create induction plan for newly recruited Commissioners (CE)**
- 6.8. **Action: Reword the JD subject to members needing electoral experience (CE).**
- 6.9. **Action : Circulate job advert to WECB, WLGA and Solace alongside other advertising routes. (CE and CEM).**

7. Budget Report 2023-24

- 7.1. Consideration was given to the Budget Monitoring Report dated 22 May 2024 by the FM.

8. Risk Management

- 8.1. Consideration was given to the LDBCW Risk Register dated 22 May 2024 and it was **agreed** that no amendments to the report would be made.

9. LDBCW Future Work Programme Risk Register

- 9.1. Consideration was given to the LDBCW Future Work Programme Risk Register dated 24 April 2024.
- 9.2. It was **noted** that the risk score for some items can be changed. It was **agreed** that additional mitigation actions have been undertaken, enabling a reduction in risk scores..
- 9.3. It was **discussed** and **agreed** that data transfer be added as a risk to the risk register including any mitigating actions.
- 9.4. **Action: Amend the mitigating actions for any risks which have decreased. (CE and FM)**
- 9.5. **Action: Add data transfer and mitigating actions to risk register. (CE and FM)**

10. Reviews Progress Report

- 10.1. Consideration was given to the Reviews Progress Report
- 10.2. It was **noted** that the Vale of Glamorgan Final Recommendations Report has been published.
- 10.3. It was **noted** that the Caerphilly Final Recommendations Report has been published.
- 10.4. Discussion was held regarding the timelines for Welsh Government Community Review Orders
- 10.5. It was **noted** that one late representation was received for the Vale of Glamorgan Community Review.
- 10.6. It was **noted** that the consultation period for the Ceredigion Community Review Draft Proposals closed on 13 May. Discussion was held regarding representations received during the consultation period.
- 10.7. It was **noted** that the consultation period for the Swansea Draft Proposals Report has opened and will remain open until 10 July.

10.8. It was **noted** that the Pembrokeshire Draft Proposals Report would be published in June.

10.9. The Chair thanked the Review Officers and the Commissioners for their work.

11. Guide to the 2026 Review

11.1. Consideration was given to the **Guide to the 2026 Review** dated 15 May 2024.

11.2. Consideration was given to point 1.1. of the report.

11.3. Consideration was given to point 1.5. of the report. Discussion was held and it was **agreed** that the phrase 'final decisions' be used to replace the phrase 'final recommendations' throughout the report.

11.4. Consideration was given to point 1.6. and it was **noted** that the contact address for the Commission will be the new address at Welsh Government.

11.5. Discussion was held regarding the selection of a Lead Commissioner for quality assurance on the Senedd Review. It was **agreed** that Frank Cuthbert will act as the Lead Commissioner.

11.6. The **Guide to the 2026 Review** was agreed subject to amendments.

12. Presentation of Options Developed for Initial Proposals

12.1. Consideration was given to the Presentation of Options Developed for Initial Proposals dated 15 May 2024.

12.2. Discussion was held on the scope of possible constituency options for the Senedd Review.

12.3. It was **noted** that contiguity is a statutory requirement for new Senedd constituencies.

12.4. It was **noted** that the new Senedd constituencies are based on the new Parliamentary constituencies. Discussion was held on the potential issues on public understanding. It was **noted** and **agreed** that it would be useful to include the new Parliamentary constituencies in the Senedd Review Report.

12.5. Consideration was given to Scheme 1 in the Initial Proposals.

- 12.6. Consideration was given to Scheme 2 in the Initial Proposals.
- 12.7. Consideration was given to Scheme 3 in the Initial Proposals.
- 12.8. Consideration was given to Scheme 4 in the Initial Proposals.
- 12.9. Consideration was given to Scheme 5 in the Initial Proposals.
- 12.10. Consideration was given to Scheme 6 in the Initial Proposals.
- 12.11. The Commission agreed on Scheme 1.
- 12.12. Discussion was held on constituency names for the new Senedd constituency areas and a formula for proposing names was **agreed**.
- 12.13. **Action: Add the new Parliamentary constituencies to the Senedd Review Report.**

13. Senedd Review Initial Report Skeleton

- 13.1. Consideration was given to the Draft Initials Report dated 15 May 2024
- 13.2. It was **noted** that the Initial Report will be presented to the Commission at the June meeting.
- 13.3. It was **noted** that discussion will be held at the June meeting regarding communication and engagement for the Senedd Review.

14. Calendar of Events

- 14.1. Consideration was given to the Calendar of Events.
- 14.2. It was **noted** that discussion will be held at the June meeting regarding the policy and practice for Electoral Reviews.

15. Any Other Relevant Business

- 15.1. No other relevant business was noted.

Date of Next Meeting: 26 June 2024