

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD AT 10:00 AM ON 13 DECEMBER 2023 AT HASTINGS HOUSE AND VIA
MS TEAMS**

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

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Tom Jenkins (Head of Policy and Programmes); Mr Dave Carr (Finance Manager); Mr Huw Blacker (Review Manager); Mr Christian Lovatt (Team Support Officer).

Apologies: Roger Ashton-Winter (Senior Project Manager)

Time Started: 10:36

Time Finished: 13:11

1. Declarations of Interest

- 1.1. No Declarations of Interest were made.

2. Chair's Briefing

- 2.1. The Chair **invited** the Commissioners and CE to provide an update on the inter-Commission meeting that was held in Edinburgh.
- 2.2. The Chair **informed** the Commission that she had been asked to chair an event for the Minister Rebecca Evans on the 31 January 2024 and that the Deputy Chair will chair the Commission's meeting in January.

3. Minutes of the Commission meeting held on 25 October 2023

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 23 October 2023 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)** The Commission did not receive any FOI requests between 18 October 2023 and 6 December 2023.

- 4.3. **(Issue 2)** It was **noted** that the Commission is currently undertaking Community Reviews for the Vale of Glamorgan, Caerphilly, Ceredigion, Swansea and Pembrokeshire. Further details are included in a separate agenda item.
- 4.4. **(Issue 3)** It was **noted** that a grading exercise has been undertaken by PBU on Commissioner remuneration as is awaiting sign-off by the Minister. There is an on-going discussion with WG and IRPW on how Commissioner recruitment and WG have been given responsibility on developing an appointments plan/timeline to ensure that as the Commission transitions into DBCC, Commissioners are in place to continue the on-going review work and undertake the Senedd Review. JDs for staff roles are currently being drafted.
- 4.5. **(Issue 4)** It was **noted** that there has been on-going communications between the Commission and WG officials on the accommodation provision primarily focused on ICT and the layout of the space. On the 06 December Senior Management confirmed to WG that it was content with the updated drawings (included in this paper). This has now triggered WG's internal process to issue the drawing to their supply chain for confirmation of costs.
- 4.6. **(Issue 5)** It was **noted** that the ORS meeting had taken place prior to the start of the meeting.
- 4.7. **(Issue 6)** It was **noted** that following interviews with 5 candidates held on the 9 November 2023, the Commission has appointed 2 Independent ARAC members with a 1 January 2024 start date. Both members have been invited to observe the January 2024 meeting.

5. Transition Programme (for discussion)

- 5.1. The CE **briefed** the Commission on the Transition Programme.
- 5.2. The focus of the Programme has been on future funding, Commissioner and Staff arrangements.
- 5.3. There will be more focus on this work in the first quarter of 2024 as the Committees will be publishing their reports and the Commission will have better clarity on the impact of their recommendations on the 2 Bills.

6. Future Work Programme

- 6.1. Consideration was given to the Future Work Programme Report dated 6 December 2023 by the CE.

- 6.2. The CE **briefed** the Commission on the on-going developments in regards to the proposed expansion of the Commission's functions.

7. Budget Report 2023-24

- 7.1. Consideration was given to the Budget Monitoring Report dated 13 December 2023 by the FM.
- 7.2. The Commission noted the changes to the budget categories following virements to address estimated overspends.
- 7.3. The overall underspend towards the end of November 2023 was **noted** and it was reported that expenditure for the remainder of the year was expected to remain within the Commission's budget for 2023-24.

8. Risk Management – Risk Register

- 8.1. Consideration was given to the Risk Management Report dated 13 December 2023 by the FM.
- 8.2. It was **noted** that the Future Work Programme could be redrafted into the Risk Register moving forward and added to the agenda for consideration at all future Commission meetings.
- 8.3. **Action:** Redraft the Future Work Programme.

9. Reviews Progress Report

- 9.1. Consideration was given to the Reviews Progress Report dated 5 December 2023 by the HoPP.
- 9.2. It was **noted** that there are currently 5 community reviews taking place, all at different stages.
- 9.3. The Commission **noted** the report and also any changes to the timetable and any lessons learned to the lessons learned log.

10. Vale of Glamorgan Options Papers

- 10.1. Consideration was given to the Vale of Glamorgan Final Options Papers dated 5 December 2023.
- 10.2. Consideration was given to the options for the Barry Community Review. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

- 10.3.** Consideration was given to the options for the Penarth and Sully and Lavernock Community Review. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 10.4.** Consideration was given to the options for the Llantwit Major and Llanmaes Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 10.5.** Consideration was given to the options for the Cowbridge with Llanblethian, Penllyn and Llanfair Community Review. Option 4 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 10.6.** Consideration was given to the options for the Llanmaes and Llandow Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 10.7.** Consideration was given to the options for the Dinas Powys, Michaelston le Pit and Leckwith and Llandough Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 10.8.** Consideration was given to the options for the Ewenny and St. Bride's Major Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 10.9.** Consideration was given to the options for the Llancarfan and Rhoose Community Review. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 10.10.** Consideration was given to the options for the Pendoylan and Welsh St Donat's Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 10.11.** Consideration was given to the options for the Peterson-super-Ely and St Georges-super-Ely Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

10.12. Consideration was given to the options for the St Nicholas and Bonvilston and Wenvoe Community Review. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

10.13. Consideration was given to the options for the St. Donats and Wick Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

10.14. Consideration was given to the options for the Colwinston and Llangan Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

10.15. Consideration was given to the options for the Colwinston and Llangan Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).

10.16. It was **noted** that the Commissions thanked the RM for his work on the Vale of Glamorgan Community Review.

11. Calendar of Events

11.1. Consideration was given to the Calendar of Events.

12. Any Other Relevant Business

12.1. No other relevant business was noted.

Date of Next Meeting: 31 January 2024