LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD AT 10 AM ON 18 JANUARY 2023 AT HASTINGS HOUSE AND VIA MS TEAMS

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

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Tom Jenkins (Head of Policy and Programmes); Mr Dave Carr (Finance Manager); Miss Carys Vaughan (Review Officer).

Time Started: 10:06
Time Finished: 10:27

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. The Chair informed the Commission that due to the Christmas period there had been no meeting with Lisa James from the Commission's Sponsor Division in Welsh Government (WG).

2.2. The CE gave an update on the Diversity and Democracy workshop held yesterday. The workshop was held online and was led by the CE. There was a good turnout with a number of elected members in attendance including ERO's and the new Ombudsman for Wales, Michelle Morris. The workshop explored barriers that individuals face when standing for election and how Public Bodies can make roles more accessible and inclusive. The CE highlighted that the section on remuneration was relevant for the Commission in light of the potential IRPW work. The Minister will hold a drop-in session for Senedd members next week on the survey results. The Minister and the local government team will pull together feedback from all 3 sessions and share it with attendees. It was **agreed** the CE will share the feedback with the Commissioners, once received from the Minister.

2.3. **Action:** Once received from the Minister, the CE is to send feedback on the 3 Diversity and Democracy sessions to the Commissioners.

3. Minutes of the Commission meeting held on 15 December 2022

3.1. It was **Resolved** to approve the minutes of the meeting held on 15 December 2022 as a correct record of the matters considered.

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 3) –** The CE informed the Commission that the liaison meeting with WG has been postponed until the end of January. An update will be provided in the February meeting.

4.3. **(Issue 4)** – The portal build is due to be completed on 6th April, and a testing phase will begin shortly after. The portal will not be used for Community Reviews. Once the portal is finalised, a user session will be arranged for Commissioners.

4.4. **(Issue 9)** – The vacancy for the 5th Commissioner is now live on the WG website and external recruitment sites and will close on 27th January. The Commission has received some interest in the role. The CE will check the number of applications received so far with Leighton in the Public Bodies Unit.

4.5. **Action:** Once the portal is finalised, the HoPP is to arrange a portal user session for Commissioners.

4.6. **Action:** The CE to check the number of applications received so far for the 5th Commissioner vacancy with Leighton in the Public Bodies Unit.

5. Budget Report 2022-23

5.1. Consideration was given to the report by the FM and the budget position to the end of December 2022 was **noted** and **approved**.

5.2. Members **noted** and **approved** the changes to budget categories to address some estimated overspends. It was **noted** that the two areas where the largest estimated overspends occurred were Software due to the Commission purchasing additional database and Microsoft user licenses for new staff, and Legal due to the Commission receiving legal advice on Community Reviews.

5.3. It was **noted** that the underspend was £39,312 at the end of December, and the Commission would have an estimated year-end underspend of £62,000, of which approximately £15,000 was in respect of LDBCW funds and the remainder in respect of BCW funds. It was **noted** that the LDBCW underspend would be used to cover some of the expense of the research project if possible.

6. Risk Management

6.1. Consideration was given to the Report dated 10 January 2023 by the FM.

6.2. It was **noted** that there had not been any changes to the Corporate Risk Register since the last meeting.

6.3. It was **noted** that risk appetite will be considered at the Away Day after the meeting.

7. Calendar of Events

7.1. The Commission **noted** the Calendar.

7.2. It was **agreed** it would be beneficial to have meeting dates for the entirety of 2023. The CE **agreed** to send potential future meeting dates to Commissioners.

7.3. The Commission **agreed** to only hold meetings if necessary and that if needed the Commission can meet for Community Review decisions without a full meeting.

7.4. **Action:** The CE to send potential future meeting dates to Commissioners.

8. Any Other Relevant Business

8.1. Frank Cuthbert highlighted that the Commissions ICT Audit received a good result and gave thanks to the Commission for their work.

8.2. It was **noted** that Commission members will attend an Away Day after the meeting.

Date of Next Meeting: 22 February 2023