

LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD AT 10:00 AM ON 21 FEBRUARY 2024 AT HASTINGS HOUSE AND VIA MS TEAMS

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

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Tom Jenkins (Head of Policy and Programmes); Mr David Burley (Head of Business); Mr Dave Carr (Finance Manager); Miss Carys Vaughan (Review Officer); Mr Paul Elliott (Review Officer); Mr Christian Lovatt (Team Support Officer).

Time Started: 10:22

Time Finished: 11:21

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 Board Apprentice Scheme which is expected to begin in March and will run for a three month period. Public Bodies Wales will be funding the scheme.

3. Minutes of the Commission meeting held on 31 January 2024

3.1. It was **Resolved** to approve the minutes of the meeting held on 31 January 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)** The Commission received 1 FOI request between 25 January 2024 and 14 February 2024.

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 the Commission has confirmed with Welsh Government that it is content to proceed with accommodation move to CP2 and has requested for the necessary paperwork to be finalised. Welsh Government has granted a £10k capital grant to support the move.
- 4.5. **(Issue 4)** It was **noted** that ORS has confirmed that interviews have been completed and a draft report will be shared with the Commission at the end of February.

5. Transition Programme (for discussion)

- 5.1. The CE **briefed** the Commission on the Transition Programme.
- 5.2. Discussions were held on the proposed amendments particularly those relating to the number of Commissioners and the appointments process.
- 5.3. It was **noted** that at this point, there had been no amendments to the Electoral Bodies Bill.

6. Future Work Programme

- 6.1. Consideration was given to the Future Work Programme Report dated 14 February 2024 by the CE.
- 6.2. It was **noted** that there are proposals to extend Commissioner's contracts to the later stages of 2026.

7. Budget Report 2023-24

- 7.1. Consideration was given to the Budget Monitoring Report dated 21 February 2024 by the FM, which showed the budget position to the end of January 2024.
- 7.2. The main areas of underspend and overspends, and the explanations for them were **noted**.
- 7.3. It was **noted** that some funds had been transferred across several budgets to cover some estimated overspends. It was **noted** that most of the overspends were due to community reviews costs and would be reclaimed from the relevant local authorities before the end of the financial year.
- 7.4. It was **noted** that the estimated total underspend of £25k for the end of the 2023-24 financial year could possibly be more following the costs reclaimed from the local authorities.

8. Risk Management – Risk Register

- 8.1. Consideration was given to the Risk Management Report dated 21 February 2024 by the FM.
- 8.2. It was considered that, given the recent developments in the accommodation move, risk CR3 regarding the Commission's preparedness for the accommodation move should be discussed at the next ARAC meeting.
Action: Discuss CR3 at the next ARAC meeting.
- 8.3. The Commission noted the current Risk Register and **agreed** that no further changes were required at this time.

9. Future Work Programme Risk Register

- 9.1. Consideration was given to the LDBCW Future Work Programme Risk Register dated 21 February 2024.
- 9.2. The Commission noted the current Risk Register and **agreed** that no further changes were required at this time.

10. LDBCW Meetings Terms of Reference

- 10.1. Consideration was given to the LDBCW Commission Meeting Terms of Reference and Annual Workplan dated 21 February 2024.
- 10.2. The Commission **noted** that the changes brought about by the additional future work and expanded remit meant that both the Terms of Reference and Workplan would need to be reviewed in depth. The Commission did not propose any changes to the current Terms of Reference and Workplan.
Action: Future agenda item for the end of July meeting.

11. Reviews Progress Report

- 11.1. Consideration was given to the Reviews Progress Report dated 14 February 2024 by the HoPP.
- 11.2. It was **noted** that there are currently 5 community reviews taking place, all at different stages.
- 11.3. The Commission **noted** the report and also any changes to the timetable and any lessons learned to the lessons learned log.
- 11.4. It was **noted** that Carmarthenshire had completed their internal electoral community review. The Commission has received copies of the Orders made

by the Council and the Commission awaits confirmation on a previous query to carry out a limited community area review.

- 11.5.** Gwynedd and Powys are considering a Single Transferable Vote (STV) voting system for their elections.

12. Swansea Community Review

- 12.1.** Consideration was given to the Swansea Community Review – Draft of the Draft Proposals Report dated 14 February 2024.
- 12.2.** It was **noted** that an adjustment to the language of the paper for the general public could be implemented.

Action: Implement potential changes to the body of text.

13. Caerphilly Community Review

- 13.1.** Consideration was given to the Caerphilly Community Review – Draft of the Final Recommendations Report dated 14 February 2024.
- 13.2.** The Commission **noted** the current progress of the Caerphilly Review.

14. Pembrokeshire Community Review

- 14.1.** Consideration was given to the Pembrokeshire Community Review – Draft of the Draft Proposals Report dated 14 February 2024.
- 14.2.** The Commission **noted** the current progress of the Pembrokeshire Review.

15. Calendar of Events

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

16. Any Other Relevant Business

- 16.1.** No other relevant business was noted.

Date of Next Meeting: 24 April 2024