

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING  
HELD AT 09:30 AM ON 20 JULY 2023 AT HASTINGS HOUSE AND VIA MS  
TEAMS**

**Present:** Mrs Bev Smith (Chair); 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); Miss Carys Vaughan (Review Officer) Miss Caitlin Lowry (Team Support Officer).

**Time Started: 09:30**

**Time Finished: 10:35**

**1. Declarations of Interest**

- 1.1. No Declarations of Interest were made.

**2. Chair's Briefing**

- 2.1. The Chair welcomed Ms Ginger Wiegand to her first in-person meeting.
- 2.2. The Chair **noted** that the meeting agenda has been time structured to provide future meetings with a detailed schedule of progress.
- 2.3. The Chair **noted** that comments on the HR report have been received from WG and that changes needed to be made. It was **noted** that the document was drafted without details on the Electoral Management Board (EMB) functions and this has now been received.
- 2.4. It was **noted** that sections of the risk register for the Implementation Board has been populated. The risk register and PID will be shared after the next Implementation Board meeting.

**3. Minutes of the Commission meeting held on 21 June 2023**

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 21 June 2023 as a correct record of the matters considered.
- 3.2. Attention was given to the action log from the meeting held on 21 June 2023. It was **noted** that the CE has identified a BCE colleague to join the Commission to support the transition work. This colleague will hopefully be joining in September.

#### 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 14 June 2023 and 13 July 2023.
- 4.3. **(Issue 2)** It was **noted** that this item will be discussed under agenda item 11.
- 4.4. **(Issue 3)** It was **noted** that the HR report has been submitted to WG.
- 4.5. **(Issue 4)** It was **noted** that this item will be discussed under item 10.
- 4.6. **(Issue 5)** It was **noted** that a response has been received from WG IT but that more information is still needed regarding firewall locations.
- 4.7. **(Issue 6)** It was **noted** that there is no further update on this matter. The Commission is still awaiting a response from WG.
- 4.8. **(Issue 7)** It was **noted** that the research questionnaire has been circulated and that 125 responses have been received in the first 2 weeks. It was **noted** that ORS has sent out a reminder via EROs.

#### 5. Transition Programme (for discussion)

- 5.1. The Chair updated the Commission on the progress of the Transition Programme Board.
  - Consideration was given to the Chief Executive Recruitment Policy dated July 2023.

#### 6. Future Work Programme

- 6.1. Consideration was given to the Future Work Programme Report dated 13 July 2023 by the CE.
- 6.2. It was **noted** and **agreed** that clarification is required regarding the functions of the new Electoral Management Board (EMB) including which resources will be transferred from WG.

- 6.3. It was **noted** that by the next meeting the Commission should be in a position to share the Implementation Board documents.
- 6.4. It was **noted** that Lisa James from WG will attend the October meeting.
- 6.5. It was **noted** that the Senedd review will require the Commission to determine whether a constituency is a County Constituency or Borough Constituency.
- 6.6. It was **noted** that verification is required regarding the scope of the advice that the EMB will be in a position to provide.
- 6.7. It was **noted** that the EMB will have to be chaired by a former Returning Officer.
- 6.8. **Action:** CE to verify the reasoning as to requirement to assign Borough or County Constituency status for the Senedd Review.
- 6.9. **Action:** CE to request verification on the level of advice that the EMB will provide.

## 7. Budget Monitoring

- 7.1. Consideration was given to the Budget Monitoring Report dated 20 July 2023 by the FM. The Commission **noted** and approved the proposed transfer of funds between budget categories.
- 7.2. In respect of the underspend in Staff Costs, it was expected that a one-time cost of living payment awarded to all civil servants, together with a potential 5% pay award would reduce this underspend significantly.
- 7.3. It was **noted** that the majority of overspends recorded were a result of costs incurred undertaking community reviews and that these costs would be reclaimed from the relevant local authorities in due course.

## 8. Risk Management

- 8.1. Consideration was given to the Risk Management Report dated 20 July 2023 by the FM.
- 8.2. It was **noted** that the Future Work Programme was due to be discussed at the ARAC meeting on 25 July 2023, following which the risk register could change.

## 9. Annual Accounts 2022-23 Impact of Accounting Standards not yet Effective

- 9.1. Consideration was given to the Annual Accounts 2022-23 Impact of Accounting Standards not yet Effective Report dated 20 July 2023 by the FM. It was noted

that standard IFRS16 had been implemented for the 2022-23 annual accounts. It was **agreed** that the proposed text regarding standards due to become effective in future years would be included in the 2022-23 annual accounts.

## **10. Draft Annual Report and Accounts 2022-23**

- 10.1.** Consideration was given to the Draft Annual Report and Accounts 2022-23 Report dated 20 July 2023 by the FM.
- 10.2.** It was **noted** that the audit of the 2022-23 annual accounts had been delayed significantly due to additional audit requirements placed on Audit Wales. It was expected that the audit would be finalised during August 2023 and a meeting would be held in September to sign off the Final Annual Report and Accounts for 2022-23.
- 10.3.** The level of detail and clarity of the report was **noted**.
- 10.4.** The documents in the report were **agreed**.

## **11. Reviews Progress Report**

- 11.1.** Consideration was given to the Reviews Progress Report dated 12 July 2023 by the HPP.
- 11.2.** It was **noted** that the publication date for the VoG initial proposals report will be 5 September 2023 with the consultation period commencing on the same day and closing on 30 October 2023. It was **noted** that the report is currently with the translators and a limited run of 10 or 15 copies will be printed.
- 11.3.** A variance of language between the community reviews reports was **noted**. It was **agreed** that a standard of language be created for future reports.
- 11.4.** It was **agreed** that a lessons learned log be added to future reports.
- 11.5. Action:** CE and HoPP to create a style log for future reviews progress reports.
- 11.6. Action:** Addition of lessons learned log to future reviews progress reports.

## **12. Caerphilly Community Review – Draft of the Draft Proposals Report**

- 12.1.** Consideration was given to the Caerphilly Community Review – Draft of the Draft Proposals Report dated 12 July 2023 by the RO.

**12.2.** It was **noted** and **agreed** that the word 'alternative' be removed from the term 'Welsh alternative name' in future community review reports to give it equal standing to the 'English name'.

**12.3.** The Draft Proposals Report was **agreed** subject to minor changes.

**12.4.** It was **noted** that the Secretariat will initiate its quality assurance process for the report once the agreed changes had been made.

**12.5. Action:** RO to update the Draft Proposals Report with agreed changes.

### **13. Calendar of Events**

**13.1.** Consideration was given to the Calendar of Events.

**13.2.** It was **proposed** and **agreed** to cancel the planned meeting on 16 August 2023 due to a delay in the Ceredigion community review.

### **14. Any Other Relevant Business**

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

**Date of Next Meeting: 20 September 2023**