

BOUNDARY COMMISSION FOR WALES

Minutes of the meeting at 16:30 on Tuesday 1st December 2020 via Microsoft Teams.

Present:

Mrs Justice Jefford	Deputy Chair
Aaron Sollis	Assessor (Ordnance Survey)
Mr Huw Vaughan Thomas	Commissioner
Mr Sam Hartley	Commissioner
Mrs Shereen Williams	Commission Secretary
Mr Tom Jenkins	Commission Secretariat
Miss Hannah Toor	Commission Secretariat

Time Started: 16:30

Time Finished: 18:10

1. INTRODUCTION, OPENING REMARKS AND DECLARATIONS OF INTEREST

- 1.1. The Deputy Chair opened the meeting.
- 1.2. There were no declarations of interest made.

2. APOLOGIES FOR ABSENCE

- 2.1. There were apologies for absence for Neil Park Assessor (ONS)

3. MINUTES OF PREVIOUS MEETING

- 3.1. The Commission **agreed** the minutes from the previous meeting held on Tuesday 15th September 2020 subject to minor amendments.

4. ISSUES ARISING

- 4.1. The Secretary provided updates on Issues arising from the Commission meeting of the 15 September 2020.

Issue 1 - Staffing Update

The Commission aims to have a full team in place by early February 2021. The interviews for the two Team Support roles (AO grade) are due to take place in January 2021 with a February 2021 start. The recruitment has been carried out externally and there has a good response. The former Deputy Chief Executive has been successful in securing a promotion and will be leaving the Commission.

Issue 2 – Use of Video Conferencing for Public Hearings

The Commission **noted** the advice provided by Cabinet Office in relation to the virtual public hearings and BCW will continue to work with BCE in identifying options for hybrid hearings. Any issues relating to accessibility must be covered within the Equality Impact assessment.

Simultaneous translation must be provided for the Public Hearings and this will need to be considered during the planning process to ensure compatibility with any platform that is being used. There are current arrangements used by Welsh Government that could be utilised by the Commission. Microsoft Teams are also exploring the provision of simultaneous translation service to be built into the Teams app.

It was **agreed** that the Secretary would explore the costs and option to provide BSL for the Public Hearings.

It was **agreed** that the Secretary would look into setting up an agreement with the Cabinet Office Legal Advisors, similar to the arrangements BCE had in the 2018 Review.

Issue 3 – Publication of BCW Annual Report

Following advice from the Welsh Language Commissioner's Office, the WL Annual Report has now been published on the BCW website.

Issue 4 – Sharing of ONS Data

The Commission is currently awaiting a response to the joint-letter sent by the four Commissions to the ONS regarding the sharing of data.

Issue 5 – Analysis of PR and Comms Expenditure from 2018 Review

The Commission did not carry out an analysis of the PR and Comms expenditure from the 2018 Review. It was **agreed** that with the new the new Communications and Engagement Manager starting, one of his key tasks would be to regularly review the impact of the PR contract and/or expenditure.

5. RISK REGISTER

- 5.1. Consideration was given to the report dated 11 November 2020 by the HPP and its contents **noted**.

- 5.2. It was **agreed** to approve the risk register subject to the following amendments:
- 5.3. BCW 2 to change the inherent risk impact from a 5 to a 3.
- 5.4. BCW 4 to include within the mitigation actions that BCW will widen advertising externally to obtain a wider talent pool of experience and skills.
- 5.5. BCW 5 to change the inherent risk likelihood from a 2 to 3 pending further information being received.
- 5.6. BCW 6 risk to be deleted and set Covid-19 risks at a separate risk subsection.
- 5.7. BCW 11 typo the inherent risk should be changed to 5, 2 and 10.
- 5.8. BCW 12 typo the inherent risk should be changed to 3, 3, 6 and the residual risk should be 2, 2, 6.
- 5.9. BCW 13 typo the inherent risk should be changed to 5, 2, 10.
- 5.10. It was **agreed** that HPP would include an additional risk relating to the possibility of judicial review and the appropriate mitigating actions.
- 5.11. It was **agreed** that COVID-19 risk sub-section should be included.

6. 2023 REVIEW INFORMATION PACK

- 6.1. It was noted that the members have been sent the information pack.
- 6.2. **Action:** Members to inform the Secretary if they require additional information by 15 December 2020

7. ANY OTHER BUSINESS

- 7.1. It was highlighted that the 'Guide to the Review' document was based on the 2018 Review Guide. It was **agreed** that the language used in the document should be made more accessible and this will be tasked to the Communications and Engagement Manager.
- 7.2. It was **agreed** that a flow chart should be developed as part of making the Guide more accessible.
- 7.3. It was **noted** that the Commission was not consulting on the Guide and such references should be deleted.

7.4. **Action:** Commissioners to submit comments on the guide via email to the Secretary by 15 December 2020.

8. DATE OF NEXT MEETING

8.1. The next meeting will be held on Tuesday 26th January 2021.