

BOUNDARY COMMISSION FOR WALES

Minutes of the meeting at 16:30 on Monday 22nd November 2021 via Microsoft Teams.

Present:

Mrs Justice Jefford	Deputy Chair
Huw Vaughan Thomas	Commissioner
Sam Hartley	Commissioner
Shereen Williams	Commission Secretary
Tom Jenkins	Commission Secretariat
Rhydian Fitter	Commission Secretariat
Carys Vaughan	Commission Secretariat

Time Started: 16:45

Time Finished: 17.23

1. INTRODUCTION, OPENING REMARKS AND DECLARATIONS OF INTEREST

- 1.1. There were no declarations of interest made.

2. APOLOGIES FOR ABSENCE

- 2.1. There were apologies for absence for Neil Park and Aaron Sollis.

3. MINUTES OF PREVIOUS MEETING

- 3.1. The Commission **agreed** the minutes from the previous meeting held on Tuesday 12th October 2021, subject to minor amendments.

4. ISSUES ARISING

- 4.1. The Secretary provided updates on Issues arising from the Commission meeting of Tuesday 12th October 2021.

Issue 1 – Public Hearings

- 4.2. It was **noted** that the Commission had received amended quotes from all three providers for live streaming. There will be a meeting held tomorrow and the Commission Secretariat will make a final decision on the provider.

Issue 2 – Appointment of Assistant Commissioner

- 4.3. An update was provided on the Assistant Commissioner appointments and the Secretary has requested for the appointment letters to be issued as a matter of urgency. A further discussion on the appointment of Assistant Commissioners took place under Item 5.

5. RISK REGISTER

- 5.1. Consideration was given to the report by the HoPP and it was **noted** that the changes **agreed** at the last meeting had been made.
- 5.2. It was **noted** there were five changes to the risk register as below:
- 5.3. Mitigation was changed on **BCW6** to reflect that the secretariat has now engaged with several other translators to aid with the translation of the representations.
- 5.4. Mitigation was changed on **BCW 7** to reflect that all 22 local government Orders have now been published.
- 5.5. Mitigation was changed on **BCW13** to reflect the extensive advertising that has been carried out throughout the consultation period.
- 5.6. The colour of the symbol column for **BCW14** was changed from green to orange to reflect the level of risk.
- 5.7. The reference to Hybrid hearings was removed from **BCW16** following the legal advice received by BCE.
- 5.8. It was **agreed** to change the risk for **BCW4** to 16 due to the delay in the appointment of the Assistant Commissioners. A discussion was had around the implications of this, and it was **agreed** that a contingency plan is needed to avoid any impact on the review.
- 5.9. It was **noted** that not appointing an Assistant Commissioner who is a Welsh Speaker would have a major impact on the public hearings.
- 5.10. It was **noted** that all three Assistant Commissioners are needed for the public hearings.
- 5.11. It was **noted** that if the Assistant Commissioners are not appointed in time the Commission could appoint someone to chair the public hearings but not act as an Assistant Commissioner.

- 5.12. It was **agreed** that if the Assistant Commissioners have not been appointed by Thursday 2nd December, then the Commission will look at asking alternative suitable individuals to chair the public hearings.

6. PUBLIC HEARING VENUES

- 6.1. The Commission considered the report dated 11th November 2021 by the HoPP.
- 6.2. The public hearing venues were **noted** and **agreed**.
- 6.3. It was **noted** that the Commission had received several bookings for the public hearings, with Cardiff and Aberystwyth being the most popular so far. It was **noted** that this is largely due to representation from Political Parties attending the two public hearings.
- 6.4. It was **noted** that advertisements for the public hearings will go live tomorrow. The CEM **reported** that front page advertisements will run over the next few weeks on several newspapers which will geographically cover every public hearing. Online advertisements will run on Nation.Wales and the CEM has asked for a quote for a Welsh Language advertisement in Golwg. Also, there is £1000 allocated per public hearing for adverts on Facebook.

7. INITIAL PROPOSALS COMMUNICATIONS REPORT

- 7.1. The Commission considered the Initial Proposals Communications Report by the CEM.
- 7.2. It was **noted** that in the breakdown of key metrics of Facebook advertising, reach is the number of people the advert has reached, and impressions is the number of times the advert has been seen.
- 7.3. It was **noted** that the reach of Facebook advertising was quite equal across all age groups and the advertisements were seen by a higher number of females than males.
- 7.4. It was **noted** that the Commission chose to go with the open advertising option on Facebook.
- 7.5. It was **noted** that the Commission cannot compare this information with past reviews due to it not having a CEM or the same level of statistics.
- 7.6. It was **noted** that the Commission has received a higher number of representations compared to past reviews. It was **agreed** that this shows the importance of having three Assistant Commissioners.

- 7.7. It was **noted** that the CEM and HoPP will be further analysing the data in the report, along with an export of data from the consultation portal to find out further information. This will include how respondents heard about the Commission and the location of respondents.

8. 2018 LESSONS LEARNED REPORT - RECOMMENDATIONS

- 8.1. Consideration was given to the report dated 10th November 2021 by the Secretary and the progress on implementation of the lessons learnt recommendation was **noted** and **agreed**.
- 8.2. It was **noted** that there are currently only four items not completed on the report. These include one item linked to the Assistant Commissioner Recruitment, one item linked to the MOU and one to the changes to the BCW Sponsor Division. It was **noted** that the fourth item has been set to complete as the Commission are using new mapping software.
- 8.3. It was **agreed** that this item is to be removed from the agenda as of the next meeting.

9. ANY OTHER BUSINESS

- 9.1. It was **agreed** that if the Assistant Commissioners are not appointed in time, then the Commission will meet in December. Otherwise, it was **agreed** the next meeting would be held on **Monday 10th January at 4:30pm**.
- 9.2. It was **noted** that an induction for the Assistant Commissioners will take place on Thursday 2nd December. The Secretary will send invites for the induction to the Commissioners.
- 9.3. It was **noted** that the Commission Office will shut from Friday 17th December for the Christmas period and will re-open on Tuesday 4th January.

Action: The Secretary to send invites for the Assistant Commissioners induction to the Commissioners.