

BOUNDARY COMMISSION FOR WALES

Minutes of the meeting at 10am on Wednesday 25th January 2023 via Microsoft Teams.

Present:

Mrs Justice Jefford	Deputy Chair
Pam Whitman	Assessor (Ordnance Survey)
Neil Park	Assessor (ONS)
Huw Vaughan Thomas	Commissioner
Sam Hartley	Commissioner
Shereen Williams	Commission Secretary- Left at 11:13
Tom Jenkins	Commission Secretariat
Carys Vaughan	Commission Secretariat
Paul Elliott	Commission Secretariat

Time Started: 10:04

Time Finished: 11:28

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 no apologies for absence.

3. MINUTES OF PREVIOUS MEETING

- 3.1. The Commission **agreed** the minutes from the previous meeting held on, Tuesday 13th December 2022.

4. ISSUES ARISING

- 4.1. The Secretary provided updates on Issues arising from the Commission meeting of 13 December 2022.

Issue 1 – Update letter to the Speaker of the House of Commons

- 4.2. Consideration was given to the draft letter and minor changes were discussed and **agreed**.

Issue 2 – UK in Wales Hub

- 4.3. It was **noted** that enquiries have been made in relation to office space in the UK in Wales office building in Cardiff. The Secretary is awaiting a response from estates.

5. RISK REGISTER

- 5.1. Consideration was given to the report dated 16 January 2023 by the HoPP and the Risk Register was **noted**.
- 5.2. It was **agreed** that BCW8 should be removed from the Risk Register.
- 5.3. **Action:** HoPP to update the Risk Register with the agreed changes.

6. FINAL RECOMMENDATIONS REPORT SKELETON

- 6.1. The Commission considered the report dated 10 January 2023 by the HoPP.
- 6.2. It was **agreed** that the foreword in the report should not be in the style of a cover letter and should follow the same format as the Initial and Revised Proposals Reports. The HoPP will draft a foreword for the report and send to the Commissioners for approval. It was **agreed** that the Secretary will check with the other 3 Commission Secretaries on the format of their foreword and inform the Commissioners.
- 6.3. It was **noted** that Huw Vaughan Thomas had sent the HoPP amendments prior to the meeting.
- 6.4. The Commission discussed and **agreed** a number of amendments. The HoPP will update the report and send to the Commissioners for approval.
- 6.5. It was **noted** that the report will be sent to the Proof-reader on 30th January. The report should be returned at the start of March and will be sent to the Commissioners for the final sign off. The final version of the report will then be sent for translation. Once the report is returned, the Commission will arrange publication with the Speakers Office. It was **noted** that the report cannot be published until it has been laid before Parliament. The Commission will ensure it has printed copies and website pages ready for publication in advance.
- 6.6. It was **noted** that the Political Parties and Commissioners will receive a hard copy of the Final Recommendations Report when published.

Commission staff will not attend Parliament to provide MPs with copies of the Final Recommendations Report and maps.

- 6.7. It was **noted** that the deadline for submission is 1st July 2023.
- 6.8. **Action:** The Secretary to check with the other 3 Commission Secretaries on the format of their foreword and inform the Commissioners.
- 6.9. **Action:** The HoPP to draft a foreword and send to Commissioners for approval.
- 6.10. **Action:** The HoPP to update the Final Recommendations Report with the agreed amendments and send to the Commissioners for approval.

7. ANY OTHER BUSINESS

- 7.1. It was noted that the Secretary, HoPP and other 3 Commissions met with H H Global to discuss the Final Recommendation Report being laid in Parliament. It was **agreed** that after the Commission Secretaries submit their January progress report to the Speaker, a joint letter will be drafted and sent to seek clarification on whether the Speakers Office or the 4 Commissions will pay for the copies of the Final Recommendations Report. Once clarified, the 4 Commissions will inform their Sponsor Divisions if additional funds will be needed for printing.
- 7.2. It was **agreed** a meeting will be arranged to discuss Lessons Learnt in September/ October 2023. The HoPP will circulate dates to Commissioners later in the year.
- 7.3. **Action:** HoPP to circulate dates to the Commissioners for a meeting regarding Lessons Learnt in September/ October 2023.