

## **BOUNDARY COMMISSION FOR WALES**

Minutes of the meeting at 16:30 on Tuesday 27<sup>th</sup> April 2021 via Microsoft Teams.

### **Present:**

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

**Time Started:** 16:30

**Time Finished:** 18:20

## **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 Assessor (ONS)

## **3. MINUTES OF PREVIOUS MEETING**

- 3.1. The Commission **agreed** the minutes from the previous meetings held on Tuesday 9<sup>th</sup>, 11<sup>th</sup>, 16<sup>th</sup>, 18<sup>th</sup> March 2021.

## **4. ISSUES ARISING**

- 4.1. The Secretary provided updates on Issues arising from the Commission meeting of Tuesday 23<sup>rd</sup> February 2021.

## Issue 1 – Public Hearings

- 4.2. It has been **agreed** by the Commission to pursue the hybrid option to the public hearings.
- 4.3. It was **noted** there might be a diversion in consistency across the Boundary Commissions, with BCE and BCW planning for hybrid public hearings and BCS and BCNI considering in person public hearings.
- 4.4. It was **noted** that holding hybrid hearings would be an opportunity for the Commission to widen participation and inclusion in the consultation process.
- 4.5. **Action:** Secretary to explore costings for the hybrid public hearing option.

## Issue 2 – Publication of Meeting Papers

- 4.6. This item is being discussed as part of the Disclosure Policy.

## Issue 3 – Impact Assessments

- 4.7. The Commission **noted** and **agreed** the updated Welsh Language Impact Assessments.
- 4.8. It was **agreed** that using this document will ensure that the Commission complies with the Welsh Language Standards that it has adopted.

## 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 four changes to the risk register as below:
- 5.3. BCW 3 has been **removed** from the risk register as the Commission has now sourced new mapping software, therefore removing the risk.
- 5.4. BCW 5 has been **amended** as the contract for the portal is now in place. The system will be live for BCE in June, this will allow BCW to iron out any issues before it goes live in September 2021.
- 5.5. BCW 13 has been **amended** to reflect that the Commission has had the initial briefing.
- 5.6. BCW 16 has been **amended** to better reflect the inherent risk.
- 5.7. **Action:** Secretariat to consider the Risk Register at monthly Senior Management Team Meetings.

- 5.8. **Action:** HoPP to send the Commissioners a monthly update of changes to the Risk Register. This will ensure Commissioners are kept up to date between meetings.

## 6. COMMUNICATIONS STRATEGY

- 6.1. The Commission considered the Communications Strategy dated 19 April 2021 by the CEM.
- 6.2. The Commission considered the options for the overall Communications budget. It was **agreed** to group the communications advertising elements in order of priority.
- 6.3. It was **agreed** that the advertising budget order of priority would be:
- Content Creation
  - Social Media
  - Static
  - Radio
  - Television
  - Print
- 6.4. It was **agreed** that social media advertising would have a higher impact reaching target audiences than print advertising.
- 6.5. **Action:** CEM to add 'Classical FM' to the radio advertising channels.
- 6.6. **Action:** CEM to update Communications strategy with the agreed priority order.

## 7. DISCLOSURE POLICY

- 7.1. The Commission considered the disclosure policy dated 19 April 2021 by the Secretary.
- 7.2. The Commission **agreed** to adopt the Disclosure Policy for the 2023 Review.
- 7.3. It was **agreed** by the Commission to delegate the task of redacting the Commissions papers to the Secretary.
- 7.4. It was **agreed** that the Commission will use the policy to determine which papers are to be published on the BCW website.

- 7.5. A discussion was had around whether the Commission should publish all papers relating to scheme meetings, including all schemes that the Commission considered for the Initial Proposals and whether these papers would be considered as working papers and exempt from disclosure.
- 7.6. **Action:** The Secretary to discuss with BCE, BCS and BCNI on whether to release all papers from Scheme Meetings and bring back to the next meeting.

**8. INITIAL PROPOSALS REPORT**

- 8.1. The Commission considered the Initial Proposals Report by the Secretary.
- 8.2. The Commission considered the Initial Proposals Report for substance and expression at this stage. Quality Assurance of this document would be done separately.
- 8.3. The Commission **agreed** to a number of amendments which are to be made.
- 8.4. The Commission **agreed** which constituencies are designated as Counties and Boroughs.
- 8.5. The Commission **agreed** to change the following constituency names in the report:

<b>Original Name</b>	<b>Official Name</b>	<b>Alternative Name</b>
Gower and Swansea West	Swansea West and Gower	Gorllewin Abertawe a Gwyr
Neath and Swansea East	Swansea East and Neath	Dwyrain Abertawe a Chastell- nedd
Sir Gaerfyrddin	Caerfyrddin	Carmarthen

- 8.6. It was **noted** that after additional comments were included from the Commission, the report will be sent to a Legal Advisor. Providing there are no major issues the report will be sent to the proof-reader and then brought back to the Commission at a later meeting for discussion.

**9. 2018 LESSONS LEARNED REPORT - RECOMMENDATIONS**

- 9.1. Consideration was given to the report dated February 2021 by the Secretary and the progress on implementation of the lessons learnt recommendation was **noted** and **agreed**.

## 10. ANY OTHER BUSINESS

- 10.1. It was **noted** that there is a requirement for an independent member to be part of the Assistant Commissioners interview panel.
- 10.2. It was **agreed** that Huw Thomas would attend alongside the Secretary as a member of the interviewing panel. The third member would be chosen from a list of potential candidates brought forward to the meeting by Huw Thomas.
- 10.3. **Action:** Once the Secretary has received recruitment approval from Cabinet Office, timescales will be shared with the Commissioners. The Secretary will approach the potential panel members in the following order:
  - 1) C Clancy
  - 2) S Thomas
  - 3) I Gardner
- 10.4. It was **agreed** the next meeting would be held on Tuesday 29<sup>th</sup> June 2021.