

BOUNDARY COMMISSION FOR WALES

Minutes of the meeting at 16:30 on Tuesday 29th June 2021 via Microsoft Teams.

Present:

Mrs Justice Jefford	Deputy Chair
Neil Park	Assessor (ONS)- Left at 17:30pm
Huw Vaughan Thomas	Commissioner
Sam Hartley	Commissioner
Shereen Williams	Commission Secretary
Tom Jenkins	Commission Secretariat
Carys Vaughan	Commission Secretariat

Time Started: 16:30

Time Finished: 18:24

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 Aaron Sollis Assessor (Ordnance Survey).

3. MINUTES OF PREVIOUS MEETING

- 3.1. The Commission **agreed** the minutes from the previous meeting held on Tuesday 27th April 2021.

4. ISSUES ARISING

- 4.1. The Secretary provided updates on Issues arising from the Commission meeting of Tuesday 27th April 2021.

Issue 1 – Public Hearings

- 4.2. It was **noted** that the Secretary has been attending online events to observe the range of services related to the online element of the public hearings.

- 4.3. It was **noted** that all four Commissions are still deciding on the process for public hearings. BCW will make a final decision by mid-September.
- 4.4. It was **noted** that the Commission has access to the Welsh Government procurement system and will complete the usual process when a decision has been made.

Issue 2 – Publication of Meeting Papers

- 4.5. It was **noted** that BCE, BCS and BCNI publish all papers including those from Scheme Meetings.
- 4.6. It was **agreed** that papers from Scheme Meetings will be published at the end of the 2023 Parliamentary review.
- 4.7. It was **noted** that all papers will be published in both English and Welsh.

Issue 3 – Impact Assessments



- 4.8. The Commission **noted** and **agreed** the Equality Impact Assessment, subject to minor amendments.
- 4.9. It was **agreed** the Secretary will update the Equality Impact Assessment at each stage of the review process.

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 two changes to the risk register as below:
- 5.3. Mitigation for BCW4 has been **updated** to include the Assistant Commissioner application closing date.
- 5.4. Mitigation for BCW10 has been **updated** to reflect BCE publication and the continued work with developer on the BCW portal. It was **noted** that the BCE portal is now live.

6. ASSISTANT COMMISSIONER RECRUITMENT

- 6.1. The Commission considered the report dated 22 June 2021 by the Secretary.
- 6.2. It was **noted** that so far there has been one application for the Assistant Commissioner role.

- 6.3. It was **agreed** that the Secretary will report to the Commissioners with the number of applicants after the Assistant Commissioner advert has closed on Monday 5th July.
- 6.4. It was **noted** that a recruitment consultancy may need to be used if the Commission are unable to recruit a full team of Assistant Commissioners.
- 6.5. **Action:** The Secretary to contact previous applicants to the role and share the applications details with them. 
- 6.6. **Action:** The Secretary to contact Peter Richardson and ask him to send a link for the Assistant Commissioner role to applicants of the previous BCW Commissioner applicants. 
- 6.7. **Action:** The Secretary to report to the Commissioners with the number of applicants after the Assistant Commissioner advert has closed on Monday 5th July.

7. INITIAL PROPOSALS REPORT

- 7.1. The Commission considered the Initial Proposals Report by the HoPP.
- 7.2. It was **noted** that the amendments **agreed** at the last meeting had been made and the report had been subjected to a legal check and proof-read.
- 7.3. It was **noted** that once the report has been **approved** the Commission will arrange for translation and then printing for publication in September.
- 7.4. A number of amendments were discussed and **agreed**, and the Initial Proposals Report was **approved**.
- 7.5. It was **agreed** the Deputy Chair will receive and approve the foreword before the Initial Proposals Report is published.
- 7.6. It was **agreed** all three Commissioners will receive a hard copy of the Initial Proposals Report when published.
- 7.7. It was **agreed** that as Propel, Abolish and UKIP no longer hold seats in the Welsh Senedd they will not receive hard copies of the Initial Proposals Report and maps. It was **noted** that the report will be able to be accessed online.
- 7.8. It was **agreed** the Initial Proposals Report and maps for Newport West and Caerphilly will be sent to the Place of Deposit at Ty Penallta.
- 7.9. It was **agreed** that representations will be published before the secondary consultation period and public hearings.

- 7.10. **Action:** HoPP to contact Caerphilly CBC and clarify the Places of Deposit in Caerphilly.
- 7.11. **Action:** HoPP to send the Deputy Chair a copy of the foreword for approval before the Initial Proposals Report is published.

8. 2018 LESSONS LEARNED REPORT - RECOMMENDATIONS

- 8.1. Consideration was given to the report dated 22 June 2021 by the Secretary and the progress on implementation of the lessons learnt recommendation was **noted** and **agreed**.
- 8.2. It was **agreed** the completed recommendations are to be closed and recommendations that are in the process of being actioned are to be left open.

9. WELSH LANGUAGE ANNUAL REPORT

- 9.1. Consideration was given to the report dated 22 June 2021 by the Secretary.
- 9.2. The Commission **noted** and **agreed** to adopt the Welsh Language Annual Report for 2020- 21.
- 9.3. It was **noted** that BCW are not subject to the standards as per other Welsh public bodies and instead have adopted the LDBCW standards.

10. ANY OTHER BUSINESS

- 10.1. It was **agreed** that the Commission will provide MPs with the Initial Proposals Report and maps the day before publication at midday under embargo. The press will receive the information later in the afternoon, also under embargo.
- 10.2. It was **reported** the CEM has hired a content creation supplier called Savage and Gray. A draft script has been sent to the company for a two-minute animation video and two 30 second adverts for TV and Radio in both English and Welsh to be created. Outside of the house bus advert designs will be based on the animation that Savage and Gray create. A Media Angel campaign will begin on 13th September 2021 which includes four weeks of adverts on 110 bus rears and 25 bus sides across Wales. Also, 200,000 digital radio adverts will feature on radio stations including Heart, Capital and Smooth.
- 10.3. **Action:** HoPP to check whether the digital radio adverts will also feature on Welsh language radio stations.

- 10.4. It was **agreed** all representations will be put into a PDF document and sent to the Commissioners periodically.
- 10.5. The frequency of meetings was discussed, and it was **agreed** the next two meetings would be held on Tuesday 12th October and Monday 22nd November at 16:30pm.