

BOUNDARY COMMISSION FOR WALES

Minutes of the meeting at 16:30 on Monday 7th February 2022 via Microsoft Teams.

Present:

Mrs Justice Jefford	Deputy Chair
Neil Park	Assessor (ONS)
Aaron Sollis	Assessor (Ordnance Survey)
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: 16:30

Time Finished: 17:30

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 meetings held on Monday 22nd November 2021 and Tuesday 30th November 2022.

4. ISSUES ARISING

4.1. The Secretary provided updates on Issues arising from the Commission meeting of Monday 22nd November 2021 and Tuesday 30th November 2021.

Issue 1 – Public Hearings

- 4.2. It was **noted** that the Secretary would chair the first public hearing and the Assistant Commissioner, Steven Phillips, would chair the remaining four.

Issue 2 – Appointment of Assistant Commissioners

- 4.3. It was **noted** that all four Assistant Commissioners had been appointed and had completed their induction. Also, the Assistant Commissioners had been involved in working meetings looking at alternative options and mapping out schemes.

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 6 changes to the risk register as below.
- 5.3. BCW4 was removed from the Risk Register as the four Assistant Commissioners have now been appointed.
- 5.4. BCW6 was removed as all representations from the Initial Consultation Period were published prior to the Secondary Consultation Period beginning.
- 5.5. BCW 7 was removed due to the Local Government Orders being published before the end of November 2021.
- 5.6. Mitigation was updated for BCW8 to reflect the team support situation. It was **noted** that one Team Support Officer had left the Commission. The Commission will be appointing a new TSO and are looking at the recruitment process.
- 5.7. Mitigation was updated for BCW16 to reflect the delay in the public hearings due to the public health challenges relating to the Omicron variant.
- 5.8. Mitigation was updated for BCW17 to include Assistant Commissioners in those to carry out regular lateral flow tests during the public hearings. It was **noted** a purchase order had been made for the lateral flow tests. Also, it was **noted** that the Commission will ask everyone to wear masks during the public hearings, except when presenting and exceptions would be made if individuals were medically exempt.

6. PUBLIC HEARING UPDATE

- 6.1. The Commission considered the report dated 31 January 2022 by the HoPP.
- 6.2. It was **noted** that the date listed for the public hearing in Cardiff had not been updated.
- 6.3. It was **noted** that the public hearing in Cardiff currently had the most bookings.
- 6.4. It was **noted** that the CEM had purchased targeted advertising for the public hearings and that there will be more publicity before the public hearings which could result in last minute bookings.
- 6.5. It was **noted** that BCE had decided to close their public hearings one hour before the closing time if there are no bookings. It was **agreed** that the BCW public hearings will run until 8pm as originally agreed and advertised.
- 6.6. **Action:** The HoPP to update the report with the changes.

7. KEY DATES 2022

- 7.1. The Commission considered the report dated 31st January 2022 by the HoPP and the key dates for 2022 were **noted**.
- 7.2. It was **agreed** that the Commission Meeting to consider Options and the AC Report would be held over two days on 15th & 16th June. It was **agreed** that, if possible, the meetings would be held in person and during the day.
- 7.3. It was **agreed** that the Commission Meeting to consider the Report on 26th July would be brought forward to not clash with school holidays.
- 7.4. It was **agreed** that the Commission Meeting to consider Options on 13th December would also be held over two days. It was **agreed** the exact date would be decided in due course.
- 7.5. It was **noted** that BCW will host the 2022 Inter- Commission meeting and the meeting date would be decided soon.
- 7.6. **Action:** The HoPP to update the Key Dates 2022 table and circulate the revised version to the Commissioners and Secretariat.

8. ANY OTHER BUSINESS

- 8.1. It was **noted** that the public hearings will be live streamed and recorded and will have simultaneous translation. It was **noted** that the live stream and recording of the public hearings will only show when someone is presenting or giving evidence.