

LGBCE (24-25) 5th meeting

Minutes of the meeting held on 16 July 2024 at 11:15am
at Broadway House, Tothill Street, London SW1H 9NQ

Commissioners present:

Professor Colin Mellors OBE (Chair)
Amanda Nobbs OBE
Steve Robinson
Wallace Sampson OBE
Andrew Scallan CBE
Liz Treacy

LGBCE officers present:

Ailsa Irvine	Chief Executive
Kathryn Trower	Interim Director of Corporate Services
Richard Buck	Review Manager
Alison Evison	Review & Programme Manager
Hayley Meachin	Communications & Engagement Manager
Jonathan Ashby	Review Officer and Mapping Lead
Tom Rutherford	Review Officer and Review Process Lead
Dean Faccini	Governance & Compliance Lead (for item 8)
Angela Hendry	HR Lead (minutes)

Apologies for absence

There were none.

Declarations of interest

There were none.

Minutes of the LGBCE's meeting on 18 June 2024

The minutes were agreed as a correct record and were signed by the Chair.

Matters arising

There were no matters arising.

Actions from previous Commission Board meetings

The Commission Board noted an update on the outstanding actions.

- The status of the first three actions remain unchanged since the last meeting.
- Common wording for the Commission and the Electoral Commission to describe our occupancy of Bunhill Row will be agreed after the licence to occupy is signed, with the aim of having it completed for next month.
- The health and safety action relating to how the Commission ensures and demonstrates the well-being of staff when working at home will be developed as part of the new hybrid working policy.
- In relation to the health and safety action on workstation assessments, it was confirmed that the assessments cover both home and work, and that the office ones will be updated after the move to Bunhill Row.
- An action relating to inviting Commissioners from the Boundary Commission for England to attend a future Board meeting should be added to the actions list.
- On the EDI statement action, the Commissioner EDI and Engagement Champion updated that priorities for action have been identified, with the due date to be amended to reflect the planned timescales for their delivery.

1. Chair's report

The Commission Board noted the newly-appointed Local Government Minister, Jim McMahon.

The Chief Executive reported that membership of the Speaker's Committee is likely to be confirmed after summer recess, following which we should expect to be invited for an introductory session, prior to the submission of our new five-year plan in early 2025.

2. Operational report – LGBCE(24/25)036

The Chief Executive presented the operational report for June and the Commission Board noted its content.

- Progress with preparing for the office move was discussed. It was noted that the initial licence to occupy will run until October 2025, with the intention that this is then renewed annually. The Commission Board asked for the licence to occupy to be shared with them, along with an assessment of the risks of the short-term arrangements, before considering the request to approve signature

of the licence and the associated spend. The Board also requested that the risks are captured on the risk register and managed accordingly.

- The Board discussed progress with the communications approach being trialled in Colchester, including campaign plans, timing and publicity.
- The Chief Executive reported that the Annual Report & Accounts has now been signed and will be laid in Parliament on Thursday.

3. Teignbridge Related Alterations - LGBCE(24/25)037

The Board considered the content of the Teignbridge Council Related Alterations paper. It was minded to agree to the related alterations as the changes proposed would promote effective and convenient local government, and will reflect the community identities and interests of the affected parishes and electors.

Agreed

The Board agreed to the making of an Order implementing the related alterations.

4. Review programme - LGBCE(24/25)038

The Review & Programme Manager presented the report and the Board noted its content.

- The Commission Board noted the approach and criteria set out in the report and that the proposed programme might be subject to further modification depending on responses from local authorities.
- The Board discussed the risks to engagement, and of changing local circumstances that could arise in those reviews being extended more significantly beyond the usual 15-month timetable. The team were asked to explore any opportunities to shorten those reviews that had either been extensively extended or where there were significant gaps between stages of the process.
- The option to slot in an additional virtual Board meeting to progress reviews was noted.
- The Board will be updated on further changes through the monthly operational report.
- Commissioners asked for an overview of their individual reviews to support diary management. It was noted that for those reviews starting in 2025-26, we intend to propose Lead Commissioner review allocation later this year to help with planning.
- Following the circulation of the Board pack, an email was received from Ipswich Council on their timetable, requesting that they submit the required preliminary information in November 2024 and that implementation is confirmed for May 2026. The Commission Board discussed the risks of this tight timetable, and agreed to the request from Ipswich with the caveat that the authority understood the need to avoid any slippage and the draft council size submission(s) would need to be provided early to minimise risks to the timetable. The Board noted that if there are any delays, such as further draft

recommendations, it will likely not be possible to meet the 2026 deadline, and that Ipswich should be made aware of this risk.

5. Qtr1 Finance & KPI report - LGBCE(24/25)039

The Interim Director of Corporate Services presented the Finance and KPI report, and the Board discussed its content.

- MI 1A – 5-year forecasting – it was noted that this suggests a decline in accuracy for those reviews completed in 2019/20, which the team will continue to look at and try to understand as part of the work on forecasts further to the April whole-team session.
- The decline in customer satisfaction responses was explained as being due to the reduced number of live consultations during the first quarter resulting from the parliamentary general election.
- The Board noted that the MI 3G and MI 3H measures (on project spread completion and direct review time) should be considered as part of the new corporate plan.

6. February ARC minutes - LGBCE(24/25)040

The Commission Board noted the February Audit & Risk Committee minutes.

7. ARC Chair appointment - LGBCE(24/25)041

The Commission Board agreed the recommendation set out in the paper, that Steve Robinson should continue as Chair until 16 September 2025.

8. Risk - LGBCE(24/25)041

The Governance & Compliance Lead joined the meeting and presented the risk report for July.

The Risk Management Group completed a deep dive on two risks at its July meeting.

- Risk 4D: Information Security. The RMG discussed the constantly evolving nature of cyber-attacks, and agreed to adjust the target risk score to align with the current risk score.
- Risk 4C: Commission Board / Audit & Risk Committee becomes inquorate. The RMG discussed the risk and mitigations and agreed that there should be no change to the risk score.

9. Any other business

There was none.