

**Boundary Commission for Scotland
Minutes of Meeting held at Thistle House, Edinburgh
Monday 15 Feb 2016**

Present

The Hon Lord Matthews, Deputy Chairman
Mrs Paula Sharp
Professor Ailsa Henderson

Ms Isabel Drummond-Murray, Secretary
Mr Douglas Campbell
Ms Laura Cregan
Mr David Logue
Mr Colin Wilson

Introduction and apologies

1. The new Deputy Chairman, The Honourable Lord Matthews, welcomed sitting Commissioner Mrs Sharp and new appointee Professor Henderson. The Deputy Chairman also welcomed the Secretary and members of the Secretariat to the meeting. Formal thanks to the outgoing chair, Lord Woolman, were recorded.
2. Apologies were received from the Commission's assessors, Michaela Gordon from Ordnance Survey and Tim Ellis, the National Records of Scotland's Registrar General.

Minutes of the previous meeting

3. The minutes of the 11 May 2015 meeting were agreed.

Matters arising

4. The Secretary updated the Commission on the progress of recommendations from the Smith Commission now being taken forward via the Scotland Bill.
5. The Secretary reminded the Commission of the Cabinet Office's Triennial Review Report on the Boundary Commissions of England, Northern Ireland, Scotland and Wales which had made a number of recommendations particularly around governance issues. These would be taken forward in conjunction with the Scotland Office.
6. Paula Sharp gave a brief update following the most recent meeting of the UK Boundary Commissions which took place in London in November 2015. The Commission had been represented by Mrs Sharp who was accompanied by the Secretary and members of the Secretariat.

Commissioner Induction

7. The Commission discussed the induction needs of newly appointed members. The Secretary agreed to work on a suitable package of information once advice had been received from the Scotland Office. A demonstration of the GIS used by the Secretariat would be arranged for a future meeting.

Overview of the Sixth Reviews (Paper 2016/01)

8. The Commission discussed Paper 2016/01 and agreed it was a useful record and helpful in informing future discussions on the 2018 Review. The

Commission noted that the UK Government had now responded to the report of the Political and Constitutional Reform Committee Inquiry into Parliamentary Constituency Boundaries and that no legislative changes would be made affecting the 2018 Review.

2018 Reviews Project Plan

9. The Commission noted the draft 2018 Review Project Plan and agreed to consider an updated plan at future meetings

Announcement of 2018 Review

10. The Commission discussed Paper 2016/03 and suggested a number of minor amendments. The Secretary agreed to update the News Release and Q&A prior to publication on 24 February. The News Release would be issued by the Scotland Office on the Commission's behalf and distributed to stakeholders by the Secretariat.
11. There was some discussion on the best way to publicise the Review and the Commission agreed to try and increase its use of social media and to look at the cost effectiveness of using traditional Public Notices.

Meeting with Political Parties

12. The Commission discussed meeting political parties in Scotland to brief them on the 2018 Reviews. It was agreed that if the parties wanted a briefing then this would be offered for after the Scottish Parliament elections in early May 2016. The Commission asked that the Secretariat progress arrangements.

Policies and Procedures booklet

13. The Commission considered the Policies and Procedures Booklet contained in Paper 2016/04 and agreed a number of amendments. The Secretary agreed to produce a further draft for approval at the next Commission meeting with a view to finalising and printing the document as soon as possible.

Consultation Portal

14. The Commission considered a presentation outlining options regarding the use of a consultation portal to be shared with the other UK Parliamentary boundary commissions and agreed in principle to a shared portal. The Commission agreed that this option offered the potential for the most cost effective portal solution.
15. This approval was subject to the Commission receiving assurances that they would have a degree of autonomy over their part of any shared portal and would be able to control times of access, define the data and overlays that appear in any consultation maps and also that firm costs were agreed.
16. The Commission asked that the Secretary make reference to any potential risks associated with the shared portal in the Commission's Risk Register and also requested the Secretariat investigate possible back-up consultation portal solutions by way of risk mitigation.

Future Commissions Meetings

17. The Commission agreed that Mondays were most suitable and asked the Secretary to provide a number of possible meeting dates to cover the remainder of 2016 subject to operational requirements.

Finance Update

18. The Commission noted the Finance Update and agreed to consider again at their next meeting.

Any Other Business

19. The Commission asked the Secretary to draft a risk register for consideration on a quarterly basis.