

## **Boundary Commission for Scotland**

### **Minutes of Meeting held at Thistle House, Edinburgh**

**Monday 27 February 2017**

#### **Present**

The Hon Lord Matthews, Deputy Chairman  
Mrs Paula Sharp, Commissioner  
Professor Ailsa Henderson, Commissioner  
Mr Tim Ellis, Registrar General, National Records of Scotland

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

#### **Apologies**

Ms Michaela Gordon, Ordnance Survey, Assessor

#### **Declarations of Interest**

1. There were no declarations of interest.

#### **Minutes of the previous meeting**

2. The minutes of the 12 December 2016 meeting were agreed with a minor amendment.

#### **Matters arising**

3. Following previous discussions arising from a topic discussed at the UK Boundary Commissions in Belfast on 8 and 9 December 2016 the Commission asked the Secretary to consider further the way in which equality issues should be promoted in all aspects of the Commission's work.
4. The Commission discussed its use of Social Media to grow awareness and involvement in the 2018 Review of UK Parliament Constituencies. The Secretary updated the Commission on the Social Media strategies employed by Commissions in other parts of the UK and agreed to look into the possibility of paid promotions through social media, depending on budgets.

#### **Business Update**

5. The Secretary updated the Commission on the progress of Pat Glass MP's Private Member's Bill. The Secretary will continue to update the Commission on the Bill's progress which is currently awaiting a date for Committee stage.
6. Tim Ellis confirmed that the 2016 electorate data for Scotland will be published by NRS on 16 March 2017. The Commission noted that discussions

are on-going that would transfer responsibility for the publication of future electorate data to the Electoral Commission.

**2018 Review – Summary of initial consultation responses and next steps (Paper 2017/51)**

7. The Commission considered paper 2017/51 and had a preliminary discussion around approach to handling of alternative suggestions received, and potential impact on groupings. Further consideration would be given to individual suggestions at future meetings.

**Annual Report to the Speaker (Paper 2016/52)**

8. The Commission noted that the annual Progress Report to the Speaker had been submitted in January.

**Website Traffic Analysis (Paper 2016/53)**

9. The Commission considered paper 2016/53 and noted with interest its findings regarding visitors to the Commission's website. The Commission also received an update on visitor numbers to the Commission's consultation portal.

**2017 Project Plan (Paper 2016/54)**

10. The Commission considered the latest Project Plan and agreed its content subject to a number of minor amendments.

**Corporate Plan 2017 – 2018 (Paper 2016/55)**

11. The Commission considered the Draft Corporate Plan. It was agreed that the Secretariat would continue to refine the content and sign off with the Commission once the budgetary position had been finalised.

**Finance update (Paper 2016/58)**

12. The Commission noted the latest Financial Forecast for 2016-2017 and the steps to be taken for 2017-18 to ensure future underspends were minimised. The Secretariat agreed to provide a timeline of costs for the portal showing how these had changed as the project had progressed.

**BCS and Scotland Office Memorandum of Understanding (Paper 2016/56)**

13. The Commission considered the latest draft of the BCS and Scotland Office Memorandum of Understanding and offered a number of amendments. It was agreed that this should not be signed until after the transfer of responsibilities for the Scottish Parliament boundaries and should be considered again at the April meeting.

**Risk Management (Paper 2016/53)**

14. The Commission considered the risk management policy and the latest Risk Register and agreed its content subject to a number of amendments.

**Any other business**

16. The Secretary updated the Commission on the planned review of the Secretariat's structure and processes to be undertaken by Taylor Clarke consultants. Mrs Sharp has agreed to represent the Commission and be interviewed by the consultants. The Secretary agreed to keep the Commission fully briefed throughout the review process.
17. The Secretary agreed to canvass for dates for the next meeting to be held in April 2017 and future meeting dates in 2017.

**Secretariat**  
**February 2017**