

LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES

MEETING HELD ON 14th MAY 2015 AT HASTINGS HOUSE.

Present: Mr Owen Watkin (Chair); Mr Ceri Stradling; and, Mr David Powell.

LDBCW Officers attending: Mr Steve Halsall (Chief Executive); Mr Tom Jenkins (Review Officer); Mr Ralph Handscomb (Review Officer)

Apologies: Mr Matt Redmond (Deputy Chief Executive); Mrs Rachel Williams (Business Support Manager); Mr David Carr (Finance Manager); Mr Ross Evans (Review Officer) and Miss Caroline Roe (Office Assistant).

Time Started: 9:30 am
Time finished: 11:25 am

1. Declarations of Interest

- 1.1. Rhondda Cynon Taf Community Review: The Review Officer conducting the review had declared an interest as a resident and elector in the Church Village ward of Llantwit Fardre, and having lived next door to the councillor for the ward for 20 years. The Commission noted the declaration.

2. Chair's Announcements

- 2.1. The Chair announced that the Commission's Operational Plan had been agreed by Welsh Government. The Chair also stated that the Framework Document had been agreed but that the Commission have yet to receive a signed copy.
- 2.2. The Chair announced that he would be attending a meeting with One Voice Wales in July.
- 2.3. The Chair reported that the National Assembly Communities, Equalities and Local Government Committee, which considered the Local Government Bill, had recommended having an Initial Consultation period for each of the proposed Initial Reviews.

3. Minutes of the Commission meeting held on 16 April 2015

- 3.1. It was **Resolved** to approve the Minutes of the meeting held on 16th April 2015 following minor amendments.

4. Issues Arising

- 4.1. Consideration was given to the Report dated 6th May by the Chief Executive on Issues Arising.
- 4.2. It was **Resolved** to accept the Report as a whole, and updated progress on the following issues were noted:

Issue 2 (Post Review Questionnaire) the questionnaire is currently live and is open to responses for 56 days.

Issue 15 (Framework Document) the Commission is awaiting a signed copy from Welsh Government.

Issue 16 (Flintshire Community Review) a summary of representations and analysis will be considered by the Commission at the meeting on 16th June.

Issue 21 (Commissioner Appointments) interviews are being held on the 1st and 4th of June.

Issue 30 (Operational Plan) the Commission is awaiting a signed copy from Welsh Government.

5. Staff Survey 2014

- 5.1. Consideration was given to the Report dated 27th April 2015 by the Deputy Chief Executive. The results of the staff survey would be considered later at the Workforce Sub-Committee Group meeting.
- 5.2. It was **Resolved** to note the Report and the detailed Staff Survey and to record the Commission's appreciation of the generally very positive results.

6. Risk Management

- 6.1. Consideration was given to the Report dated 30th April 2015 by the Finance Manager and to the Risk Register current at the end of April.
- 6.2. It was **Resolved** to note and agree the Report..

7. Budget Report

- 7.1. Consideration was given to the Report dated 5th May 2015 by the Finance Manager.

- 7.2. The Commission **Noted** that the Grant in Aid had been set at £520,000, and that the underspend for the month was due to the Commission carrying a vacancy.
- 7.3. A Member raised the issue of the high insurance bill from last month. The Finance Manager stated that the Commission would continue to question the bill until justification of the amount has been given or it was reduced.
- 7.4. It was reported that a sum had been carried over from the last financial year to cover IT and software - specifically the installation of the new MapInfo 12.5 software upgrade. The installation of this software was proving to be an issue and delays to the installation would have a negative effect on the upcoming reviews. If the issue was not resolved by the June Commission meeting then it would be considered as a risk to the Commission and included in the Risk Register.
- 7.5. It was **Resolved** to note the Report and to consider again matters recorded in 7.3 and 7.4.

8. Rhondda Cynon Taf Community Review

- 8.1. Consideration was given to the Final Draft Report dated 6th May 2015 by the Review Officer. Due to ongoing software and IT issues the draft did not include maps of the proposed changes. It was reported that a full version of the Final Report will be emailed out to Commissioners once IT and software issues have been resolved.
- 8.2. The Commission **Resolved** to agree the contents of the Report t subject to amendments
Action: Review Officer

9. Online Consultation Portal for Reviews

- 9.1. Consideration was given to the Report dated 7th May 2015 by the Deputy Chief Executive regarding the online consultation portal which is already being utilised by both the English and Scottish Commissions. The security and operational merits of the online mapping system were discussed and the degree and manner in which it would be useful to the Local Democracy and Boundary Commission.
- 9.2. It was **Resolved** that the facility be considered further, and initially
- 9.3. It was **Agreed** to put a costed proposal to Welsh Government, and to consider the matter further if finance was available.

10. Reviews Progress Report

- 10.1. Consideration was given to the Report dated 7th May 2015 by the Deputy Chief Executive.
- 10.2. The Commission will consider the Flintshire Community Review at the June Commission meeting.
- 10.3. Consideration for the Draft Final report of the Rhondda Cynon Taf had already taken place at this meeting.
- 10.4. The Commission **Noted** that the Cardiff Community Review was ongoing.
- 10.5. The Commission received a change of name notification from The Vale of Glamorgan. The notification refers to a change of name for Michaelstone Community Council to Michaelstone-le-Pit and Leckwith Community Council
- 10.6. It was **Resolved** to note the report.

11. Calendar of Events

- 11.1. The Commission are to consider proposed dates for the Commission meetings to be held in January, February and March 2016.
- 11.2. The Calendar of Events was **Noted**.

12. Any Other Relevant Business

- 12.1. The annual Welsh Language report will be considered at the next Commission meeting.
- 12.2. There was no other relevant business.

13. Date of Next Meeting: Tuesday 16th June 2015.