

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES
MEETING HELD ON 15th OCTOBER 2015 AT HASTINGS HOUSE.**

Present: Mr. Owen Watkin (Chair); Mr. Ceri Stradling; Mr. David Powell; Mr. Theodore Joloza, and Mrs. Julie May

LDBCW Officers attending: Mr. Steve Halsall (Chief Executive); Mr. Matt Redmond (Deputy Chief Executive); Mr. Ross Evans (Review Officer); Mr. Daniel Mosley (Review Officer); Mr. Tom Jenkins (Review Officer) and Mr. Ralph Handscomb (Review Officer).

Apologies: Mrs. Rachel Williams (Business Support Manager); Mr. David Carr (Finance Manager) and Miss Caroline Roe (Office Assistant).

Time Started: 09:30

Time finished: 12:15

1. Declarations of Interest

- 1.1. In connection with discussion on the Cardiff Community Review Mr. David Powell declared his residency of Rhiwbina. As the only decision to be made regarding Rhiwbina was a re-naming proposal to be made and ordered by the City of Cardiff Council, the declaration was **Noted**. No further Declarations were made.

2. Chairman's Announcements

- 2.1. It was **noted** that the Minister confirmed that the appointments of Mr Ceri Stradling and Mr David Powell had been extended until 30 September 2019.
- 2.2. The Chair reported that he had attended the One Voice Wales conference on 3 October. In an address by the Minister for Public Services, the forthcoming changes to local councils were indicated.

3. Minutes of the Commission meeting held on 22 September 2015

- 3.1. It was **Resolved** to approve the Minutes of the meeting held on 22 September 2015.

4. Issues Arising

- 4.1. Consideration was given to the Report dated 6 October by the Chief Executive on Issues Arising.
- 4.2. It was **Resolved** to accept the Report as a whole noting the issues for later discussion at this meeting, and updated progress on the following issues was also **noted**:
- (Issue 1) General Questionnaire – still to be deferred. **Steve Halsall/Ralph Handscomb**
 - (Issue 2) Principal areas reviews – desk instructions continuing to be updated. **Matt Redmond**

- (Issue 3) Community Council Size – More detailed content to be obtained before publication of the briefing following WG consideration of local democracy. **Steve Halsall**
- (Issue 4) Community Reviews – desk instructions are being tested as work is undertaken and reviews published. Ongoing. **Matt Redmond**
- (Issue 5) Community Order making powers – This has been deferred until such time as the powers are required. **Steve Halsall/ Matt Redmond**
- (Issue 6) Meeting of Elections Planning Group – paper to be prepared for the next meeting on 2 November 2015 setting out the sequence of elections and the particular decisions covering each election. **Steve Halsall**
- (Issue 7) Electoral Reviews Planning – the plans are still to be updated in the light of the Direction. November 2015. **Matt Redmond**
- (Issue 8) Travel and Subsistence – ongoing investigation into insurance cover. October 2015. **Matt Redmond/ Rachel Williams/ Ross Evans**
- (Issue 11) Legal Services – permission to extend the contract with the Government Legal Department has been given by Cabinet Office. We are still awaiting a response from GLD. **Rachel Williams**
- (Issue 14) Online Consultation Portal – Tender has been let and Informed Solutions contacted. Meeting to discuss the project arrangements held on 9 September 2015. Paper to follow at AOB. **Matt Redmond.**
- (Issue 15) Annual Report – Is ready to be published. We are still awaiting the annual report being laid before the Assembly. October 2015. **Steve Halsall**
- (Issue 17) Welsh Language Standards – awaiting regulations and then draft compliance notice from the Welsh Language Commissioner. **Steve Halsall**
- (Issue 18) Bank Mandate – Agreed and changes now in force. **Dave Carr**
- (Issue 21) Reviews programme communications – Owen Watkin attended the One Voice Wales Annual General Meeting on 3 October. **Owen Watkin**
- (Issue 23) Accommodation – awaiting Welsh Government’s response to lease extension proposal. Representations made to Ethical Properties regarding the planned building works in adjacent buildings – attention to lease conditions to ensure parking, access to Hastings House, and mitigation of noise and nuisance. **Steve Halsall**
- (Issue 24) Seaward Boundaries – project still in abeyance with legal advice still to be sought. **Steve Halsall**

5. Commission Meeting Terms of Reference

- 5.1. Consideration was given to the Report dated October 2015 by the Chief Executive. The Report updated the roles and responsibilities of the Commissioners as a result of the increase from 3 to 5 members.
- 5.2. The Report was **Noted**, subject to amending the Terms to provide that
 - 3.1 – That the Commission has powers to make Orders
 - 4.3 – The Commission by Statute comprises five members, including the Chairman;
 - 6.3 – that a minimum of three Commissioners will need to be present

- at a meeting in order to make decisions,
6.5 – That as soon as possible after a meeting, the Chair will be asked to comment upon the draft of the minutes of the matters discussed, and the agreed draft will then be submitted for consideration by the Commission at its next ordinary meeting.

5.3. It was **Resolved** to accept the report subject to the amendments noted above.

5.4. The Commission **Resolved** to review the Commission's Terms of Reference in December 2016. **Action Chief Executive**

6. Inter-Commission Meeting : Draft Report

6.1. Consideration was given to the Report dated 2 October 2015 by the Chief Executive.

6.2. The Commission **Noted** the report and agreed that it be revised to reflect the current position. **Action : Chief Executive**

7. Future Generations Act Guidance Consultation

7.1. Consideration was given to the Report dated 30 September 2015 by the Chief Executive.

7.2. The Commission welcomed the opportunity to respond to the consultation. Whilst the Commission is not specifically named in the Bill, it was decided that the Commission would follow and accept recommendations as placed on the Welsh Government, a procedure that it already follows (e.g. the Green Dragon sustainability project).

7.3. The Commission **Noted** the Report and the Chief Executive will draft a response to the consultation and circulate. **Action: Chief Executive.**

8. Workforce Sub-Committee

8.1. Consideration was given to the Report dated 6 October 2015 by the Chief Executive.

8.2. The Commission **Noted** the minutes of the meeting and the recommendations made by the workforce sub-committee.

8.3. The Commissions **Resolved** that they would review the recommendations and make representations to Welsh Government in June 2016, or earlier, as work on the Initial Review Work progresses.

9. Cardiff Community Review

- 9.1. Consideration was given to the Report dated 21 September 2015 by the Review Officer.
- 9.2. The Commission **Noted** the name changes to the Communities of Gabalfa and Rhiwbina to Gabalfa and Mynachdy and Rhiwbina and Pantmawr respectively, will be created by order by the City of Cardiff Council. The Commission **Accepted** the following schemes presented by the Review Officer:
- *Scheme 1*
Change to the community boundary between Cyncoed and Pentwyn
 - *Scheme 2*
Change to the community boundary between Cyncoed and Llanishen
 - *Scheme 3*
Change to the community boundary between Cyncoed and Pentwyn
 - *Scheme 4*
Creation of the new Community of Llanedeyrn
 - *Scheme 5*
Change to the community boundary between Llanrumney and Rumney
 - *Scheme 6*
Change to the community boundary between Trowbridge and Rumney
 - *Scheme 7*
Creation of the new Community of Tremorfa
 - *Scheme 8*
Creation of the new Community of Pontcanna
 - *Scheme 9*
Creation of the new Community of Thornhill
- 9.3. The Commission considered the consequential changes to electoral wards that would be required following the change of names to the Communities of Gabalfa and Rhiwbina. It was **Agreed** that the electoral wards would need to reflect the new names of the communities.
- 9.4. The Commission considered Section 6 of the report and **Agreed** that it would be included in the Report with a few amendments to include the numbers of electors affected by the changes as this would add to the reasoning for the proposals.
- 9.5. The Review Officer is to draft the Final Proposals Report. **Action: Review Officer**

10. Board Diversity

- 10.1. The Commission considered its response to the Minister for Communities and Tackling Poverty after a launch of a Call for Evidence on increasing the representation of women and other under-represented groups on Public Sector Boards.
- 10.2. The Commission **Agreed** that a response would be drafted and brought to the November meeting for consideration before being submitted. **Action: Chief Executive**

11. Risk Management

- 11.1. Consideration was given to the Report dated 5 October 2015 by the Finance Manager.
- 11.2. The Commission **Agreed** the changes to the Risk Register following the last Commission meeting.
- 11.3. The Commission **Noted** the report

12. Budget Report.

- 12.1. Consideration was given to the Report dated 15 October 2015 by the Finance Manager.
- 12.2. The Commission **Noted** the report.

13. Reviews Progress Report

- 13.1. Consideration was given to the Report dated 8 October 2015 by the Deputy Chief Executive.
- 13.2. It was **Resolved** to note the Report on the current status of reviews and to note additional updates on the following.
 - **Flintshire Community review:** This review has now been published.
 - **Neath Port Talbot Community Review:** It was **Agreed** that the Draft Proposals Report regarding the area of Brombil is to be prepared for publication.

14. Calendar of Events

- 14.1. The calendar was **Noted**.

15. Denbighshire Welsh Place Names

- 15.1. Consideration was given to the proposed place names for electoral Wards following the views of the Translation Service of Welsh Government. It was **Agreed** that the Commission favoured the following.
 - Bacheograig – Bacheograig
 - Denbigh Central – Canol Dinbych
 - Dyserth – Dyserth
 - Prestatyn Central and East – Canol a Dwyrain Prestatyn
 - Prestatyn West – Gorllewin Prestatyn
 - Rhyl Tŷ Newydd – Y Rhyl Tŷ Newydd

Action - Review Officer

16. Any Other Relevant Business

Online Consultation Portal:

- 16.1. Consideration was given to the report by the Deputy Chief Executive which highlighted a change in the quoted cost from Informed Solutions for the implementation of the Online Consultation Portal.
- 16.2. It was **Agreed** to accept the revised quote. It was **Agreed** to discuss with Welsh Government the revised quote and highlight the potential consequences that could result from a delayed direction for the Initial Review Program. **Action: Deputy Chief Executive**

Ordnance Survey Visit:

- 16.3. It was **Agreed** that a date in February would be sought for the Commissioners and two Review Officers to attend a site visit of Ordnance Survey Headquarters. **Action: Review Officer**

Audit and Risk Assurance Committee:

- 16.4. It was **Agreed** that Mr Theodore Joloza would join the Audit and Risk Assurance Committee as an additional member.

Workforce Sub-Committee:

- 16.5. It was **Agreed** that Mrs Julie May would join the Workforce Sub-Committee as an additional member.

Date of Next Meeting: Tuesday 17 November 2015