

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES
MEETING HELD ON 17 NOVEMBER 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. David Carr (Finance Manager); Mrs. Rachel Williams (Business Support Manager); Mr. Ross Evans (Review Officer); Mr. Daniel Mosley (Review Officer); Mr. Tom Jenkins (Review Officer); Mr. Ralph Handscomb (Review Officer); Miss Caroline Roe (Office Assistant)

Time Started: 9:30

Time finished: 11:30

1. **Apologies:** There were no apologies.

2. **Declarations of Interest**

2.1. In connection with discussion on the Cardiff Community Review Mr. Owen Watkin declared a de minimis interest as a home owner in Cardiff, however, none of the proposals affect the area in which the dwelling is located.

3. **Chairman's Announcements**

3.1. The Chair announced that the Local Government (Wales) Bill was expected to receive Royal assent on the 25 of November.

3.2. The Chair reported that the Commission would not receive a Direction from Welsh Government until after the National Assembly for Wales elections in May 2016, and that this had been confirmed by the Minister.

4. **Minutes of the Commission meeting held on 15 October 2015**

4.1. It was **Resolved** to approve the Minutes of the meeting held on 15 October 2015 as a correct record of the matters considered.

5. **Issues Arising**

5.1. Consideration was given to the Report dated 10 November by the Chief Executive on Issues Arising.

5.2. 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**:

5.2.a. (Issue 3) Community Order making powers – A paper on the Commission process will be presented at the December Meeting.
Steve Halsall/ Matt Redmond

5.2.b. (Issue 6) Travel and Subsistence – A request for a Quick Quote has been placed on the Sell to Wales website for the Travel Insurance to cover Commission staff while on official business. **Rachel Williams**

5.2.c. (Issue 20) Ordnance Survey – Travel and Accommodation to be

arranged for the Commissioners and Staff visit to Ordnance Survey Headquarters. **Tom Jenkins**

6. Initial Review Planning

- 6.1. Consideration was given to the Report dated 9 November 2015 by the Deputy Chief Executive. The Report gave an updated plan for the Commission to consider.
- 6.2. The Commission requested a timeline diagram for the recruitment and appointment of staff to be presented at the December Commission meeting to help illustrate the key periods for staffing actions for the Initial Reviews.
- 6.3. The Commission requested that a business case be prepared for discussions with Welsh Government to include the purchasing of IT provisions for any new staff that would be required during the review.
- 6.4. The Commission **Noted** the report. **Action: Deputy Chief Executive**

7. Cardiff Community Review

- 7.1. Consideration was given to the Report dated 29 October 2015 by the Review Officer in which was contained the first draft of the Final Proposals for the Community Review. The Commission was invited to consider the context, reasoning and tone of the proposals of the Cardiff Community Review.
- 7.2. The following changes to the draft were agreed :-
 - 7.2.a. **Cyncoed and Pentwyn** – add: “The Commission’s proposals are slightly different to those of Cardiff Council’s proposals due to the aim of providing an easily identifiable boundary” and information regarding the cumulative figure of all the changes affecting the Communities of Cyncoed and Pentwyn.
 - 7.2.b. **Llanishen and Cyncoed** – add: “The Commission’s proposals are slightly different to those of Cardiff Council’s proposals due to the aim of providing an easily identifiable boundary” and information regarding the cumulative figure of all the changes affecting the Community of Cyncoed and Llanishen.
 - 7.2.c. **Llanishen** – add: information regarding the cumulative figure of all the changes affecting the Community of Llanishen.
 - 7.2.d. **Llanrumney and Rumney** – add: information regarding the cumulative figure of all the changes affecting the Community of Rumney
 - 7.2.e. **Pentwyn and Cyncoed** - add: “The Commission’s proposals are slightly different to those of Cardiff Council’s proposals due to the aim of providing an easily identifiable boundary” and information regarding the cumulative figure of all the changes affecting the Communities of Cyncoed and Pentwyn.
 - 7.2.f. **Pentwyn** – add: information regarding the cumulative figure of all the changes affecting the Communities of Pentwyn.
 - 7.2.g. **Trowbridge and Rumney** – add: information regarding the cumulative

figure of all the changes affecting the Communities of Rumney.

7.3. It was Resolved to agree the Report, subject to the arrangements set out above.

7.4. It was noted that the Report would be subject to the Quality Assurance process, ready for translation, printing and publication. **Action: Review Officer**

8. Prestatyn Community Review

8.1. Consideration was given to the Report dated 9 November 2015 by the Review Officer.

8.2. The Commission was invited to consider the draft response to Denbighshire Council's proposal for the boundary change and an alternative suggestion, which was to follow the clearly defined property boundaries.

8.3. The Commission **Noted** the Report, subject to confirmation of the extent of the properties in the affected area, and, subject to the adjustment to the boundary being satisfactory, **Resolved** to approve the Commission's response to the consultation. **Action: Review Officer**

9. Board Diversity

9.1. Consideration was given to the Report dated 3 November 2015 by the Chief Executive.

9.2. The Commission **Noted** the report from the Chief Executive regarding the diversity of the Board and Resolved to approve the proposed Commission's response to the consultation.

10. Risk Management

10.1. Consideration was given to the Report dated 5 November 2015 by the Finance Manager.

10.2. The Commission **Agreed** that no further changes to the register were necessary at the time of the meeting.

10.3. The Commission **Noted** the report.

11. Budget Report

11.1. Consideration was given to the Report dated 17 November 2015 by the Finance Manager.

11.2. The Finance Manager highlighted an overspend to the end of October 2015 within the budget allocations for Secretariat T&S, Staff Training, Computer Equipment and Newspapers/ Publications.

11.3. Funds had been reallocated from the Directly Employed Staff Costs, which had a substantial underspend for the year-to-date, to compensate for the above mentioned overspends, with any remaining Secretariat T&S and Staff Training overspends being forecast to revert to an underspend by year-end.

11.4. The Commission **Accepted** the report.

12. Reviews Progress Report

12.1. Consideration was given to the Report dated 6 November 2015 by the Deputy Chief Executive.

12.2. It was **Resolved** to note the report on the current status of reviews and to note the additional updates on the following.

12.3. **Cardiff Community Review:** the draft Final Proposals Report was agreed, subject to minor additions, earlier in the commission meeting.

12.4. **Neath Port Talbot Community Review:** The draft proposals report is with the printers for publishing.

12.5. **Carmarthenshire Community Review:** A paper is being prepared for the December Commission meeting. It was **Agreed** that the Lead Commissioner for this review will be Mr Theodore Joloza.

12.6. **Denbighshire Community Review:** A response is being sent to Denbighshire Council before 11 December 2015. It was **Agreed** that the lead Commissioner for this review will be Mrs Julie May.

13. Torfaen Electoral Ward Names

13.1. Consideration was given to the Report dated 5 November 2015 by the Review Officer.

13.2. The Commission **Agreed** the report recommendations.

13.3. The Review Officer is to submit the response to Welsh Government.
Action: Review Officer

14. Workforce Planning and Staff Mobility

14.1. Consideration was given to the Report dated 9 November 2015 by the Business Support Manager.

14.2. The Report was **Noted** and agreement made to forward the proposed response letter to Welsh Ministers. **Action: Business Support Manager.**

15. Calendar of Events

15.1. The calendar was **Noted**.

16. Any Other Relevant Business

16.1. Mrs Julie May gave her apologies as she would be unable to attend the December Commission Meeting.

17. Date of Next Meeting: Tuesday 15 December 2015