LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES
MEETING HELD ON 22 MARCH 2016 AT HASTINGS HOUSE.

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

LDBCW Officers attending: Mr. Steve Halsall (Chief Executive); Mr. Matt Redmond (Deputy Chief Executive); Mr. David Carr (Finance Manager); Mr. Ross Evans (Review Officer); Mr. Daniel Mosley (Review Officer); Mrs. Caroline Roe (Office Assistant)

Time Started: 9:30
Time finished: 11:45

Apologies: Apologies were received on behalf of Mrs Rachel Williams (Business Support Manager) who was unable to attend the meeting.

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Chairman's Announcements

2.1. The Chair announced that Mrs Gill Lewis, will be meeting the Commission to discuss the work of the Public Service Staff Commission, of which she is the Chair, in order to discuss the Commission and future ways both Commissions can help each other.

3. Minutes of the Commission meeting held on 23 February 2016

3.1. It was **Resolved** to approve the Minutes of the meeting held on 23 February 2016 as a correct record of the matters considered subject to some minor grammatical anomalies.

4. Issues Arising

4.1. Consideration was given to the Report dated 14 March 2016 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 13) Welsh Language Standards – Awaiting publication of the Welsh Standard Compliance Notice in due course. **Business Support Manager**
- (Issue 15) Small Workplace Health Award – Preparing for application in the next financial year. **Business Support Manager**
- (Issue 16) Cardiff BID – A response from the team stated that the Commission will not be exempt from the process; stating that other public organisations were also involved. The Commission remained of the view that it could not be involved due to the constraints in the 2013 Act. It was suggested that the matter be discussed with officials from Welsh Government and the BID promoters. If the position remained unsatisfactory, to seek legal advice as to

its position, if required. **Deputy Chief Executive**

5. Gifts and Hospitality Policy

5.1. Consideration was given to the Report dated 03 March 2016 by the Business Support Manager.

5.2. The Commission **Noted** the report and resolved to make the following changes;

- 1.2 – Reword to the effect '*Members and staff should also consider whether to declare gifts and hospitality offered both on, and outside, of official Commission business; if it could be perceived as prejudicial on the work of the Commission. If in any doubt, seek advice from the Chief Executive*."
- 1.4 – Add '*Members'* in addition to Staff.
- 4.1 – Add '*Subject to 1.2*' to the end.
- Form – Change '*Brief Business case for acceptance*' to '*Reason for acceptance'*

5.3. The Commission **Accepted** the policy, subject to the above amendments.

6. Risk Management – Risk Register

6.1. Consideration was given to the Report dated 3 March 2016 by the Finance Manager and the following changes were **Noted**:

- A new emerging Risk - CR12 - is to be introduced in regards to the delays in creating Community Orders as a result of uncertainties concerning the existence of necessary regulations for enabling the Commission to make orders.
  Action: Deputy Chief Executive.

7. Budget Report

7.1. Consideration was given to the Report dated 7 March 2016 by the Finance Manager.

7.2. The Finance Manager outlined changes in budget allocations following the surrender of funds back to Welsh Government and the receipt of additional BCW funds from Cabinet Office. The Commission noted the estimated underspend in the 2015-16 Grant-in-Aid for the end of the year which had increased as a result of legal advice for seaward boundaries being considerably less than estimated, and considered that more funds should be surrendered back to the sponsor division if possible. It was **agreed** that the Finance Manager would contact the sponsor division and enquire whether it was still possible to surrender back surplus funds. **Action: Finance Manager.**

7.3. The Commission **Noted** the Report.

8. Community Review Order Making

8.1. Consideration was given to the Report dated 14 March 2016 by the Deputy Chief Executive concerning new Community Order Making process.

8.2. The Commission **Accepted** the policy; with the addition of a new risk on the Risk Register, as mentioned above.

9. Governance Statement 2015-16

9.1. Consideration was given to the Report dated 4 March 2016 by the Finance Manager.

9.2. The report was **Noted** and was subject to the following changes;

- 1 – Switch the first two sentences around.
- 4 – Include the Commission's consultation response to the Public Service Ombudsman.
- 5.6 – Reword the paragraph
- 13 – Include more about performance of the business as a whole, not just the review work that was undertaken.
- 15 – Improve the penultimate sentence in relation to the Commission utilising Welsh Government's IT systems.
- Include a section regarding the work of the Workforce Sub-Committee.

9.3. The Commission **Agreed** the report subject to the above amendments.

10. Audit and Risk Assurance Committee Meeting 24 February 2016

10.1. Consideration was given to the Report dated 4 March 2016 by the Finance Manager, to inform members of the outcome of the Audit and Risk Assurance Committee meeting held on 24 February 2016.

10.2. It was resolved to correct section 5.1 of the minutes from the Audit and Risk Assurance committee meeting by inserting the word 'to' before the word '*refer*' in the final sentence.

10.3. The Commission **Noted** the report and **Agreed** the minutes subject to the above amendment.

11. 2016-17 Remit Letter

11.1. Consideration was given to the Report dated 4 March 2016 by the Chief Executive which related to the remit letter sent to the Commission by the Minister for Public Services on the 1 March 2016.

11.2. The Chief Executive provided the Commission with a verbal update on the objectives of the Commission within the upcoming fiscal year.

11.3. The report was **Noted.**

12. Operational Plan

12.1. Consideration was given to the Report dated 9 March 2016 by the Chief Executive relating to the draft LDBCW Operational Plan that will be submitted to Welsh Government for approval.

12.2. The Commission resolved to make the following amendments.

- 4.1 – Replacing the word '*Chairman'* with '*Chair*'.
- 4.1 – Correcting the number of other members from '*one'* to '*three*'.
- 5.1 – Remove the word '*are*' from the final sentence.

12.3. The Commission **Agreed** the report subject to the above amendments.
Action: Chief Executive

13. Green Dragon Audit

13.1. Consideration was given to the Report dated 7 March 2016 by the Office Assistant regarding the 2014/15 Green Dragon audit report.

13.2. It was resolved to amend question 3 by replacing 'Legal Register' with 'Environmental Legal Register' in order to provide clarity.

13.3. The Report was **Noted**.

14. Welsh Language Standards Briefing Report

14.1. Consideration was given to the Report dated 8 March 2016 providing an update regarding the Welsh Language Standards report.

14.2. The Report was **Noted** and will be revisited once in receipt of the draft compliance notice.
Action: Business Support Manager

15. Health and Safety Policy

15.1. Consideration was given to the Report dated 3 March 2016 by the Chief Executive on the review of the Health, Safety and Wellbeing Statement and the creation of a Health, Safety and Wellbeing Policy.

15.2. The Commission resolved to make the following amendments to the Policy Statement.

- Bullet point 4 – inclusion of 'staff *and the Commission*' within the wording of this paragraph.

15.3. The Commission resolved to make the following amendments to the Policy.

- Additional section to give mention of the temporary building works taking place in, and around the office building, and what measures are in place regarding the Health and safety of the Commission and its staff during this period of renovation.
- Additional section to include details of where to locate/keep the First Aid kits within the office.

15.4. The Report was **Agreed** subject to the above amendments, and the Commission requested that a hard copy of this policy be made available on the Staff Notice Board.

16. Initial Review Planning

16.1. Consideration was given to the Report dated 11 March 2016 by the Deputy Chief Executive on the planning of Initial Reviews.

16.2. The Deputy Chief Executive provided an update on the potential scenarios for review programmes which may come into action on receipt of a direction, and the Commission considered the timescales, budget and resources required for each scenario.

16.3. The Report was **Noted**.

17. Reviews Progress Report

17.1. Consideration was given to the Report dated 11 March 2016 by the Deputy Chief Executive on the current Review Progress.

17.2. It was reported that the **Cardiff** Community Review had been published on 26 February 2016. **Neath Port Talbot** Community Review Final Report was currently in the process of being prepared for a publication date of the 31 March. **Carmarthenshire** Community Review was discussed earlier in the meeting, with reference to the Agenda Item 8; and the Commission was still awaiting the results of the **Denbighshire** community review of Prestatyn.

17.3. The Report was **Noted**.

18. Calendar of Events

18.1. The Calendar was **Noted**.

19. Any Other Relevant Business

19.1. No Any Other Business was discussed.

Public Services Staff Commission

The Chair welcomed to the meeting Mrs Gill Lewis, Chair of the Staff Commission. The work of the two Commissions were discussed in the context of possible changes in the public sector, and common areas of interest identified. It was agreed to meet again when the future remits had been clarified.

Date of Next Meeting: Tuesday 26 April 2016