

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES**  
**MEETING HELD ON 26 APRIL 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. Catherine Thomas (Review Assistant); Mr. Tom Jenkins (Review Officer); Mrs. Rachel Williams (Business Support Manager)

**Time Started:** 9:30

**Time finished:** 11:30

**Apologies:** No apologies were received.

**1. Declarations of Interest**

- 1.1. No Declarations of Interest were made.

**2. Chairman's Announcements**

- 2.1. The Chair had no announcements.

**3. Minutes of the Commission meeting held on 22 Mar 2016**

- 3.1. It was **Resolved** to approve the Minutes of the meeting held on 22 Mar 2016 as a correct record of the matters considered subject to some minor amendments.

**4. Issues Arising**

- 4.1. Consideration was given to the Report dated 13 April 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 1) Community Orders – Awaiting response from our legal advisor who is considering our redrafted order making process. **Deputy Chief Executive**
  - (Issue 6) Legal Services – Awaiting response from Government Legal Department with regard to the extension of the contract. **Business Support Manager**
  - (Issue 8) Accommodation – Seeking legal advice on the lease. **Business Support Manager**
  - (Issue 10) Public Service Staff Commission – The commission agreed that the introductory meeting went well and that a further meeting would be arranged for later in the year. **Chief Executive**
  - (Issue 16) Cardiff BID – Awaiting legal advice from WG following on from a similar situation in Aberystwyth. The Commission has decided that if the need for legal advice arises that it would seek advice from the legal framework due

to the time constraint on the issue.

## 5. Minutes of the Workforce Sub-committee held on 22 March 2016

- 5.1. It was **Resolved** to approve the Minutes of the meeting held on 22 Mar 2016 as a correct record of the matters considered.

## 6. Staff Survey 2015

- 6.1. Consideration was given to the Report dated 19 April 2016 by the Deputy Chief Executive.
- 6.2. The Chair thanked all the staff for completing the Staff Survey and for providing constructive feedback.
- 6.3. Management will be meeting with staff later to discuss the issues arising from the survey, in addition to solutions in order to resolve them over the coming months.
- 6.4. Management noted that the issues identified in last year's Staff Survey, which have been subject to measures, have all since seen an uplift in their scores.
- 6.5. The report was **Noted**, and any actions needed were left to the discretion of the Management and the Workforce Sub-Committee.

## 7. Risk Management – Risk Register

- 7.1. Consideration was given to the Report dated 11 April 2016 by the Finance Manager.
- 7.2. The Finance Manager outlined the new Risk (CR12), regarding the drafting of community review orders agreed to at the last Commission meeting, which has been added to the Risk Register.
- 7.3. The report was **Noted**.
- 7.4. It was agreed that once legal advice has been sought over the Cardiff BID, that this should be added as an additional risk on the Operational Risk Register.

## 8. Budget Report

- 8.1. Consideration was given to the Report dated 11 April 2016 by the Finance Manager concerning the Commissions 2015-16 Budget, but also to the 2016-17 Budget allocation.
- 8.2. The Commission **Noted** and **Approved** the Budget position at the end of the 2015-16 financial year.
- 8.3. The Commission **Approved** the virement's to the 2015-16 Budget allocations.

- 8.4. The Commission **Noted** and **Approved** the 2016-17 Budget allocations. It was also noted that some BCW funds may need to be moved from 'Directly Employed Staff Cost' into 'Non-WG Seconded Cost' at a future date once staffing requirements for the 2018 review were finalised.

## 9. Equality Impact Assessment

- 9.1. Consideration was given to the Report dated 13 April 2016 by the Chief Executive.
- 9.2. The report was **Noted** and the process for Equality Impact Assessments was **Agreed** subject to the following changes;
- Paragraph 3.4 – delete 'you' in the first line.
  - Paragraph 4.1 – add '*As a body that carries out public functions*' to the start.
- 9.3. It was **Agreed** that the Equality Impact Assessment would apply to any new policies implemented as well as any Final Proposals in the future

## 10. Independent Member of the Audit and Risk Assurance Committee

- 10.1. Consideration was given to the Report dated 4 March 2016 by the Chair of the Audit and Risk Assurance Committee, regarding the appointment of the Independent Member of the Audit and Risk Assurance Committee.
- 10.2. It was **Agreed** to re-appoint **Mrs Julie James**, the current Independent Member, for a further three years, following the recommendation of the Chair of the Audit and Risk Assurance Committee.

## 11. Public Service Workforce Planning and Mobility Update

- 11.1. Consideration was given to the Report dated 18 April 2016 by the Business Support Manager which provided an outline of the Public Service Workforce Planning and Staff Mobility update from the Minister for Public Services and the Deputy Minister for Skills and Technology.
- 11.2. The report and update regarding Workforce Planning was **Noted** by the Commission.

## 12. Welsh Language Standards Draft Compliance Notice

- 12.1. Consideration was given to the Report dated 18 April 2016 by the Business Support Manager which related to the Welsh Language Standards Draft Compliance Notice.
- 12.2. The Commission **Noted** and **Agreed** the feedback which is to be submitted to the Welsh language Commission, subject to one minor grammatical amendment to our response to Standard 83.  
**Action: Business Support Manager**

### **13. Vale of Glamorgan Community Review**

13.1. Consideration was given to the Report dated 19 April 2016 by the Review Officer regarding the 2015 Vale of Glamorgan Community Review of Sully.

13.2. The Report was **Noted**.

### **14. Review Progress Report**

14.1. Consideration was given to the Report dated 8 March 2016 by the Deputy Chief Executive providing an update on the Progress of Reviews.

14.2. The Report was **Noted**.

### **15. Welsh Language Commissioner's Regulatory Framework**

15.1. Consideration was given to the Report dated 19 April 2016 by the Business Support Manager on the Welsh Language Commissioner's Regulatory Framework.

15.2. The Report was **Noted**.

### **16. Calendar of Events**

16.1. The Calendar was **Noted**.

16.2. The **Deputy Chief Executive** gave a brief update on the dates for upcoming BCW meetings and progress.

### **17. Any Other Relevant Business**

17.1. None.

**Date of Next Meeting: Tuesday 24 May 2016**