LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES
MEETING HELD ON 24 MAY 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); Mrs. Rachel Williams (Business Support Manager); Mr. Ross Evans (Review Officer); Mr. Daniel Mosley (Review Officer); Miss. Caroline Roe (Office Assistant);

Time Started: 09:30
Time Finished: 11:50

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 announced, following the announcement of the new Welsh Assembly Cabinet and Ministers, that Professor Mark Drakeford, AM, has been appointed the new Cabinet Secretary for Finance and Local Government.

2.2. The Chair highlighted that the Commission is currently awaiting further instruction from Welsh Government regarding the new government's direction for reforming local government.

2.3. The Chair announced that while Welsh Government consider the appropriate direction to take for Local Government reform, the Commission will offer to Welsh Government to maintain an open dialogue to provide advice and assistance in developing ideas where appropriate.

3. Minutes of the Commission meeting held on 26 April 2016

3.1. It was **Resolved** to approve the Minutes of the meeting held on 26 April 2016 as a correct record of the matters considered, subject a few minor drafting amendments.

4. Issues Arising

4.1. Consideration was given to the Report dated 9 May 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 4) Travel and Subsistence – Contact to be made to Neil Wicks of the National Museum for advice on appropriate insurance providers. A three month aim has been placed on the resolution of this issue, to be resolved by end of September 2016. **Business Support Manager**

- (Issue 5) Staff Terms and Conditions – removal of June 2016 schedule due to pending Welsh Government direction on Local Government reform. **Chief Executive**
- (Issue 6) Legal Services – Awaiting response from the Government Legal Department. **Business Support Manager**
- (Issue 8) Welsh Language Standards – A Report to highlight the transition plan is to be brought to the June 2016 Commission meeting. **Chief Executive/ Business Support Manager**
- (Issue 11) Public Service Staff Commission – removal of 'date' within report due to pending Welsh Government direction on Local Government reform. **Chief Executive**
- (Issue 12) Small Workplace Health Award – Commission to prepare to apply for this award. **Business Support Manager**

5. Accommodation

5.1. Consideration was given to the Report dated 16 May 2016 by the Business Support Manager.

5.2. The Commission **noted** the legal advice received and accepted the report provided by the Business Support Manager.

5.3. The Commission **agreed** it would be prudent to request Welsh Government, as the legal tenant, to consider the possibility of serving a Section 26 Notice on to the Landlord to request a new lease extension, in the absence of the Landlord failing to formally provide a request to renew the Accommodation lease via a Section 25 notice, and for the Business Support Manager to arrange for the matter to be considered in the Commission Meeting in October 2016.

6. Cardiff Business Improvement District

6.1. Consideration was given to the Report dated 16 May 2016 by the Business Support Manager which informed members of the legal advice received relating to the proposed Cardiff Business Improvement District.

6.2. The Commission acknowledged receipt of the Notice of Ballot for the proposed business improvement district for Cardiff City Centre.

6.3. The Commission formally **Agreed** to not participate in the Ballot.

6.4. Subject to the Ballot being in favour of the introduction of a Cardiff Business Improvement District for the area, the Commission approved the payment of rates in accordance with the legal guidance obtained.

7. Risk Management – Risk Register

7.1. Consideration was given to the Report dated 13 May 2016 by the Finance Manager.

7.2. The report was **Noted.**

7.3. It was agreed to accept the register subject to amendments to risks CR7, CR10 and CR11 to bring them up to date and the removal of risk CR12 regarding drafting community review orders as the risk had now been resolved.

8. Budget Report

8.1. Consideration was given to the Report dated 13 May 2016 by the Finance Manager concerning the Commissions 2016-17 Budget to date.

8.2. The Commission **Noted** the report and highlighted the current underspend to date. The Commission considered that, given the continued delay in commencing the programme of electoral reviews, the underspend in the 2016-17 budget was likely to continue.

8.3. It was noted that in 2015-16 surplus funds had been identified too late in the year for them to be utilised directly by the Sponsor Division and it was considered that this should be avoided if possible for 2016-17. It was **Resolved** that the Finance Manager will monitor the budget through the year and review the position in respect of surrendering funds back to Sponsor Division by December 2016.

8.4. The Commission **Accepted** the Report.

9. Reviews Progress Report

9.1. Consideration was given to the Report dated 17 May 2016 by the Deputy Chief Executive, regarding the progression of Reviews.

9.2. The Report was **Noted.**

10. Carmarthenshire Community Order 2016

10.1. Consideration was given to the Report dated 16 May 2016 by the Review Officer and presented by the Deputy Chief Executive.

10.2. Following legal advice, regarding the wording and form of the template, and a brief description of the details contained within the Order, the Commission **Agreed** to implement the Order.

10.3. The Chair signed and sealed the Order, which would now be published and distributed.

11. Welsh Language Scheme Annual Report

11.1. Consideration was given to the Report dated 16 May 2016 by the Business Support Manager regarding the 2015-16 Welsh Language Scheme Annual Report.

11.2. The Commission **Noted** and **Accepted** the report and highlighted the work that has been done to implement the various procedures within the year.

Commenting that this will aid the implementation of any Welsh Language Standards imposed later in the year.

12. Calendar of Events

12.1. The Calendar was **Noted**.

12.2. It was considered whether the Commission needed to hold monthly meetings, during the current hiatus, and questioned whether it would be beneficial to the Commission to hold meetings less often, until a work programme has been agreed with Welsh Ministers.

12.3. It was **Accepted** that this will be revisited in the July Commission meeting, with the initial assumption to the suspension of the August and September; possibly leading onto other meetings in the year, subject to no direction from Ministers.

13. Any Other Relevant Business

13.1. Letter received from the Public Services Staff Commission informing the Commission that they have been tasked with offering the Welsh Minister with advice, regarding Senior Staff Remuneration and as the Commission falls within their remit we may be required to provide further evidence or information.

Date of Next Meeting: Tuesday 28 June 2016