

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 25 OCTOBER 2016 AT HASTINGS HOUSE.**

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

LDBCW Officers attending: Mr Steve Halsall (Chief Executive); Mr Matt Redmond (Deputy Chief Executive); Mr Dave Carr (Finance Manager); Mr Ross Evans (Review Officer); Mr Daniel Mosley (Review Officer); and Mr Farhan Khan (Review Officer).

Time Started: 09:30

Time Finished: 12:55

Apologies: Mrs Julie May (Member); Mrs Rachel Williams (Business Support Manager); Mrs Caroline Redmond (Office Assistant).

1. Declarations of Interest

- 1.1. No Declarations of Interest were made.

2. Chair's Briefing

- 2.1. The Chair welcomed Farhan Khan to the Commission, as the newest Review Officer.
- 2.2. The Chair announced that the Secretariat will be meeting with the WLGA later today to discuss the Electoral Review Policy and Practice and will inform Members in due course regarding an additional meeting.
- 2.3. The Chair announced that the Cabinet Secretary is looking at the governance arrangements of Town and Community Councils in Wales, and that the Commission may be asked to assist at a later date. Members will be kept informed as appropriate.

3. Minutes of the Commission meeting held on 27 September 2016

- 3.1. It was **Resolved** to approve the Minutes of the meeting held on 27 September 2016 as a correct record of the matters considered.

4. Issues Arising

- 4.1. Consideration was given to the Report dated 17 October 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) Electoral Reviews – Timetable, Policy and Practice and Council Size Model – The Secretariat is meeting WLGA to discuss the Policy and Practice and will begin to organise publication in due course.

- (Issue 4) Staffing – recruitment of Two Review Officers – One Review Officer has started work at the Commission, with work being undertaken to fulfil the second Review Officer vacancy in due course. **Chief Executive and Business Support Manager**
- (Issue 5) Staffing – recruitment of Business Support Officer – the advert has been created and will be advertised shortly. **Chief Executive and Business Support Manager**
- (Issue 7) Travel and Subsistence – after discussions with various WGSB, it was agreed that there is very little the Commission could do to insure against the risk to personal possessions of staff out of the office on Commission business. This will be raised in the Operational Risk Register as a possible risk at the next management meeting. **Chief Executive.**
- (Issue 9) Legal Service – the Commission’s current contract with GLD is coming to an end in a few months; as an alternative the Commission would be asked to consider utilising the NPS framework for future legal work on an ad hoc basis, as opposed to a tender contract. **Chief Executive.**
- (Issue 11) Local Government Wales Bill – the Commission agreed that the current draft Bill did not directly affect it, and would no longer need to be monitored, but that the Secretariat would raise this issue again if further legislation is created by Welsh Government.
- (Issue 12) Public Service Staff Commission – Due to the changes in the Commission’s work plans there is not an immediate need for a further meeting with the Public Service Staff Commission. The Commission agreed that this issue could be removed after contact was made with the Public Services Staff Commission **Chief Executive**
- (Issue 13) Small Workplace Health Awards – the Commission will aim to apply for the award, subject to time constraints and will keep the Commission informed of its progress. **Action: Deputy Chief Executive and Business Support Manager.**

5. **Revised Operational Plan**

- 5.1. Consideration was given to the Report dated 10 October 2016 by the Chief Executive.
- 5.2. The Commission **Noted** the report and **Agreed** the Revised Operational Plan, subject to some minor amendments. This will now be provided to the Commission’s Sponsor Division.

6. **Risk Management – Risk Register**

- 6.1. Consideration was given to the Report dated 13 October 2016 by the Finance Manager. The Commission requested that clarification is sought on the Commission’s possible role in the aforementioned Town and Community Council work that the Cabinet Secretary announced, before altering CR10. It was **agreed** that a paper on Community Reviews would be produced for the next meeting.
Action: Chief Executive
- 6.2. The Commission **Agreed** the updated risk register and risk management report subject to the following amendments to the Corporate Risk Register:

- CR13 – add a mitigating action, that the Commission has contacted a number of WGSBs in regards to this risk.

Action: Finance Manager

- 6.3. It was **Agreed** that the Operational Risk Register be updated to reflect the risk the Commission may face in the absence of travel insurance with regard to personal loss whilst travelling on Commission business (in relation to Issue 7 at minute 4.2 above).

Action: Finance Manager

7. Budget Report

- 7.1. Consideration was given to the Report dated 11 October 2016 by the Finance Manager.
- 7.2. The Commission noted the current position and the estimated underspends for the year for both LDBCW and BCW. It was agreed that full consideration would be given to the LDBCW underspend at the December Commission meeting, taking into account of the early stages of the electoral review programme taking place in this financial year, with the view to surrendering funds back to Welsh Government.
- 7.3. The report was **Noted** and **Agreed**.

8. Data Security Incident

- 8.1. Consideration was given to the Report dated 15 October 2016 by the Finance Manager.
- 8.2. The Commission considered the security incident and the steps in place at the Commission to prevent instances like this from occurring.
- 8.3. The Commission **Noted** the report and **Agreed** that staff and Secretariat should continue to follow the Commissions existing policy on handling documents.

9. Reviews Progress

- 9.1. Consideration was given to the Report dated 18 October 2016 by the Deputy Chief Executive regarding the current progress of reports.
- 9.2. The Commission discussed the meeting arrangements for the Electoral reviews of Ceredigion, Gwynedd and Powys and confirmed dates of availability.
- 9.3. The Commissioners **Noted** the report.
Action: Deputy Chief Executive

10. Draft IT Strategy and IT Options

- 10.1. Consideration was given to the Report dated 17 October 2016 by the Deputy Chief Executive regarding the new IT Strategy and Options for the Commission.

- 10.2. The Commission **Agreed** the IT Strategy and Options paper subject to the correction of a few minor grammatical errors.
- 10.3. The Commission **Agreed** that Option 2, partnering with Qualifications Wales, as the preferred direction for the Commission to take in developing an IT Strategy.
- 10.4. The Deputy Chief Executive explained that the Secretariat would contact Qualifications Wales' Chief Executive to inform them of the Commissions' decision and pursue a feasibility study. A further paper will be presented to the Commission to highlight the outcome of this.
- 10.5. The Commission **Agreed** that the option to partner with Natural Resources Wales would be investigated further if the partnership with Qualifications Wales was deemed unfeasible.

Action: Deputy Chief Executive

11. Calendar of Events

- 11.1. The Calendar of Events was **Noted**.

12. Any Other Relevant Business

- 12.1. The Chief Executive informed the Commission of a response back from the Wales Audit Office (WAO) consultation on Fee rates and Scales. The Chief Executive explained that the Commission were thanked for their contribution in submitting views, and that the WAO will publish their final scheme after they had applied scrutiny. This was **Noted** by the Commission.
- 12.2. The Chair, or substitute, was allowed to attend the WLGA Conference on 3rd November.

Date of Next Meeting: Tuesday 22 November 2016