LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD ON 22 November 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 Dave Carr (Finance Manager); Mr Ross Evans (Review Officer); Mr Daniel Mosley (Review Officer); Mr Farhan Khan (Review Officer); Mrs Caroline Redmond (Office Assistant)

Time Started: 09:34
Time Finished: 12:20

Apologies: Mrs Rachel Williams (Business Support Manager)

1. **Declarations of Interest**

1.1. Julie May declared that her family members were Councillors of Neath Port Talbot. It was agreed that this was not a material interest in relation to the review of the seaward boundary between Neath Port Talbot and Swansea which the Commission will be discussing later in the meeting. The position would be reviewed in relation to further considerations by the Commission.

1.2. David Powell has declared that his son worked for one of the Consultants involved in the Swansea Bay tidal lagoon. It was agreed that this was not a material interest in relation to the review of the seaward boundary between Neath Port Talbot and Swansea which the Commission will be discussing later in the meeting. The position would be reviewed in relation to further considerations by the Commission.

2. Chair's Briefing

2.1. The Chair gave the Commission a short briefing on the WLGA conference he attended last week in addition to comments made in the Cabinet Secretary's address which might impact the Commission in the near future.

3. Minutes of the Commission meeting held on 25 October 2016

3.1. It was **Resolved** to approve the Minutes of the meeting held on 25 October 2016 as a correct record of the matters considered, subject to a minor change.

4. Issues Arising

4.1. Consideration was given to the Report dated 7 November 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 met WLGA to discuss the Policy and Practice and will the Policy and Practice was published on the 15 November.

- (Issue 3) Electoral Review Stakeholder Communication – meetings will be arranged with various stakeholders to discuss our recently published Policy and Practice document. **Chief Executive**
- (Issue 5) Staffing – recruitment of Business Support Officer – the advertisement for the post has been created with a closing date of 3 January **Chief Executive and Business Support Manager**
- (Issue 8) Staff terms and conditions – the Workforce Sub-Committee is meeting later this afternoon to discuss issues arising. **Chief Executive**
- (Issue 13) IT Strategy – The Secretariat will work with Qualification Wales in developing a feasibility study to provide the Commission with at a later date. **Deputy Chief Executive**

5. **Revised Corporate Plan**

5.1. Consideration was given to the Report dated 14 November 2016 by the Chief Executive.

5.2. The Commission **Noted** the report and **Agreed** the Revised Corporate Plan, subject to some minor amendments. This will now be provided to the Commission's Sponsor Division prior to publication.

6. Risk Management – Risk Register

6.1. Consideration was given to the Report dated 7 November 2016 by the Finance Manager.

6.2. The Commission **Agreed** to add a new emerging risk, CR14, to the risk register to cover the risks surrounding the seaward boundary review. The Secretariat is to draft a new risk following a meeting with the developers of the tidal bay lagoon and prepare a draft for the next Commission meeting. **Finance Manager**

7. Budget Report

7.1. Consideration was given to the Report dated 4 November 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 Commission considered that an estimate of 2017-18 expenditure should be presented to the December meeting in order to inform Welsh Government in January 2017 of the Commission's funding requirements for 2017-18. It was **agreed** that an estimate of 2017-18 expenditure would be tabled at the December meeting.

7.4. The report was **Noted** and **Agreed**.

8. Business Continuity Plan Test 2016-17

8.1. Consideration was given to the Report dated 4 November 2016 by the Finance Manager.

8.2. The Commission considered the business continuity plan and the steps taken by staff participating in the test scenario.

8.3. The Commission **Noted** the report and will await the next test due to take place in May 2017.

9. Reviews Progress

9.1. Consideration was given to the Report dated 15 November 2016 by the Deputy Chief Executive regarding the current progress of reports.

9.2. The Commissioners **Noted** the report.

10. Inter-Commission Meeting

10.1. Consideration was given to the Report dated 14 November 2016 by the Chief Executive regarding the itinerary for the Inter-Commission meeting taking place in Belfast.

10.2. The Commission considered the arrangements for this upcoming event and **Noted** that the following event is scheduled to be held in Cardiff.

10.3. The Commission **Agreed** that, in principle, the UK Commissions would be invited to attend the Conference in Cardiff in 2017 and to ask the Chief Executive to consult BCW and LDBCW with a view to agreeing which organisation should have this responsibility.

11. Seaward Boundaries

11.1. Consideration was given to the Report dated 14 November 2016 by the Chief Executive regarding further developments in respect of reviews of Seaward Boundaries.

11.2. The Commission **Noted** the report and discussed the processes and implications this request for review work would have on the Commissions timetable of Electoral reviews.

11.3. The Commission **Agreed** to discuss the timings and procedures of this review with the representatives of the Tidal Lagoon: Swansea Bay development organisation, and prepare to collaborate and share relevant information.

12. Calendar of Events

12.1. The Calendar of Events was **Noted.**

13. Any Other Relevant Business

13.1. The Commission discussed the upcoming meeting with the Cabinet Secretary and **Agreed** a draft Agenda for the meeting and to send it to his Private Office.

13.2. The Chief Executive informed the Commission of ongoing BCW work and the Private Members Bill currently going through parliament which, if passed, may have an effect on the resources available to the LDBCW secretariat during the existing Electoral Review timetable. This was **Noted** by the Commission.

Date of Next Meeting: Tuesday 20th December 2016