LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD ON 20 DECEMBER 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 Cher Cooke (Review Officer)

Time Started: 09:30
Time Finished: 12:35

Apologies: Mrs Rachel Williams (Business Support Manager)

1. **Declarations of Interest**

1.1. Reference was made to the Declarations of Interest made in the November meeting in regards to Julie May and David Powell and the Swansea and Neath Port Talbot Seaward boundary review.

2. Chair's Briefing

2.1. The Chair welcomed Cher Cooke to the Commission and into her role as Review Officer.

2.2. The Chair gave a briefing to the Commission of the Inter-Commission meeting held in Belfast.

2.3. The Chair gave a briefing to the Commission of the meeting with the WLGA on the 15th December regarding the electoral review programme which has begun.

3. Minutes of the Commission meeting held on 22 November 2016

3.1. It was **Resolved** to approve the minutes of the meeting held on 22 November 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 01 December 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 2) Electoral Review Stakeholder Communication – The Commission has met with WLGA, and will be meeting One Voice Wales, AEA and other stakeholders in the coming weeks. **Chief Executive**

- (Issue 8) IT Strategy – The Secretariat will work with Qualification Wales in developing a feasibility study to provide the Commission with a business case at a later date. **Deputy Chief Executive**

- (Issue 10) Inter-Commission Meeting 2017 – The Secretariat will consider arrangements to host the next Inter-Commission meeting. **Chief Executive.**

5. **Welsh Language Transition Plan**

5.1. Consideration was given to the Report dated 28 November 2016 by the Review Officer.

5.2. The Commission **Agreed** to accept the recommendations suggested by the Secretariat in meeting the standards.

5.3. The Commission requested that a report be presented to the Commission in February in regards to the progression of the implementation of the Welsh Language Standards to date. **Business Support Manager**.

6. Presentation to Prof. Mark Drakeford, AM, Cabinet Secretary for Finance and Local Government.

6.1. The Commission welcomed the Cabinet Secretary, Lisa James and Sinead O'Toole to the meeting. Topics discussed were the current Electoral Reviews, reviews of Town and Community Councils, and a review of seaward boundaries. A presentation was given of the IT resources to be used in undertaking reviews of electoral arrangements.

7. Risk Management – Risk Register

7.1. Consideration was given to the Report dated 12 December 2016 by the Finance Manager.

7.2. Following the meeting with the Cabinet Secretary earlier, Members considered that the issue of the delivery of community reviews no longer posed a significant risk to the Commission's corporate objectives. The Commission **Agreed** to delete risk CR10 from the Corporate Risk Register.

7.3. The Commission **Agreed** the content of the new risk CR14 in relation to the seaward boundaries review.

8. Budget Report

8.1. Consideration was given to the Report dated 02 December 2016 by the Finance Manager.

8.2. The Commission **Agreed** the proposed virements between the 2016/17 budgets to cover estimated overspends.

8.3. The Commission **Agreed** to surrender £40,000 back to Welsh Government and to inform sponsor department of this decision immediately.

8.4. The Commission **Agreed** to seek advice from Welsh Government on the procedure of utilising further underspend as capital expenditure in relation to the purchasing hardware for the new IT system, subject considering and agreeing a feasibility study and business case at a later date.

9. Seawards Boundaries

9.1. Consideration was given to the Report dated 05 December 2016 by the Chief Executive regarding a request to conduct a review of the seaward boundaries of Swansea and Neath Port Talbot.

9.2. The Declarations of Interest made in the November meeting in regards to Julie May and David Powell and the Swansea and Neath Port Talbot seaward boundary reviews were noted. It was considered that, at this stage, the Members could participate in the consideration of the Report.

9.3. The Commissioners **Agreed** to conduct the seaward boundary review, in response to the letter dated 28 November 2016 from the Tidal Lagoon Swansea Bay development organisation.

9.4. It was **Resolved** to approve the minutes of the meeting held on 22 November 2016 as a correct record of the matters considered, subject to a small number of grammatical corrections.

9.5. The Commission **Agreed** the Seaward Boundary Review Policy and Practice document and the indicative review timetable, subject to minor amendments.

10. Reviews Progress Report

10.1. Consideration was given to the Report dated 13 December 2016 by the Deputy Chief Executive regarding the progress of reviews.

10.2. The Commission **Noted** the report.

11. Minutes of the Audit and Risk Assurance Committee Meeting held on 23 November 2016

11.1. Consideration was given to the Report dated 29 November 2016 by the Finance Manager regarding the minutes of the ARAC meeting held on the 23 November 2016.

11.2. The Commission **Noted** the proposals to introduce participation in joint annual audit meetings, and to start publishing meeting agendas in addition to meeting minutes, however the Commission **Agreed** to maintain its current practices.

12. Estimate Budget Requirements 2017-18

12.1. Consideration was given to the Report dated 02 December 2016 from the Finance Manager, regarding the Commission's budget requirements for 2017-18.

12.2. The Commission **Agreed** the estimated figures within the report and to supply Welsh Government with a summary of these.

12.3. The Commission **Agreed** to review the estimates again following an update on the prospective capital costs for IT.

13. Calendar of Events

13.1. The Commission considered the upcoming Calendar of Events.

14. Any other Business

14.1. No Other Business was discussed.

Date of Next Meeting: Tuesday 24th January 2017