

LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES
MEETING
HELD ON 17 DECEMBER 2019 AT HASTINGS HOUSE
This document is available in Welsh

Present: Mr Ceri Stradling (Interim Chair); Mr David Powell (Interim Deputy Chair); Mrs Julie May and Mr Theodore Joloza.

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Matt Redmond (Deputy Chief Executive); Mr Dave Carr (Finance Manager); David Burley (Business Support Manager); Mr Tom Jenkins (Review Manager); Mr Huw Blacker (Review Officer); Mr Rhys Brooks (Review Officer); Mrs Catherine Thomas (Business Support Officer); Mr Nathan Sweetman (Business Support Officer).

Time Started: 09:55

Time Finished: 14:30

Apologies: None

1. Declarations of Interest

- 1.1. Nathan Sweetman declared an interest in the Vale of Glamorgan.
- 1.2. Tom Jenkins declared an interest in Rhondda Cynon Taf.

The Chair did not consider that any of the declared interests prevented the officers concerned taking a full part in discussions except when the electoral ward specific to an individual was under consideration.

2. Chair's Briefing

- 2.1. The Chair updated the meeting on the Inter-Commission Meeting held in London 28-29 November. He said it had been an interesting and positive meeting and he highlighted contributions from the Northern Ireland Commission regarding their Judicial Review; Informed Solutions regarding the use of IT portals in consultations; Tom Hawthorn of the Electoral Commission regarding the completeness and accuracy of Electoral Registers; and Professor Ron Johnston of Bristol University regarding unintended gerrymandering.
- 2.2. The Chair also reported on the latest meeting with the Welsh Government. The Monmouthshire Community Review Order was to be given to the Minister that day so the Commission could start preparing for the electoral review and meetings with Monmouthshire County Council could be held in the New Year. The Local Government and Elections

(Wales) Bill had also been discussed and the Chair and CEO would be contributing to a Welsh Government Evidence Session on 9 January.

- 2.3. The Chair advised the meeting that a new LDBCW Chair, Debra Williams, had been appointed from 1 January 2020, for a term of two years, and she would be chairing the next Commission meeting in January. The Chair and CEO **agreed** to make contact with her beforehand in early January.
- 2.4. Regarding the complaint from a member of Bridgend County Borough Council, the Chair informed the meeting that there had been no further developments since the Commission sent a response to the complainant.

3. Minutes of the Commission meeting held on 26 November 2019

- 3.1. It was **Resolved** to approve the minutes of the meeting 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 10 December 2019 by the Chief Executive.
- 4.2. It was **Resolved** to accept the Report and progress was noted on the following issues:
- 4.3. Regarding **(Issue 1)** The Change Programme, it was reported that the Welsh Government had decided not to take part in the People's Survey. The Commission would, therefore, run its own survey in February. The Corporate Plan had been updated with the new Vision and Values and it was **agreed** that the Chief Executive would put this to the next Commission meeting. Preparations had been made for the training Away Days 23-24 January and the Commissioners had been invited to attend. It was also **agreed** to invite the new Chair.
- 4.4. Regarding **(Issue 2)** The Small Workplace Health Award, it was reported that the Commission had completed and achieved this award which would last for three years. Thanks were given to all staff involved. The CEO **agreed** to inform Mrs Julie James and to publicise the achievement on Twitter.

- 4.5. Regarding **(Issue 3)** Additional Data for Reviews – the Deputy CEO **agreed** to make amendments to the Review Progress Table to show the variances.
- 4.6. Regarding **(Issue 4)** The Social Partnership Bill consultation. This had been completed.
- 4.7. Regarding **(Issue 5)** the Local Government Bill, the Chair and CEO **resolved** to draft evidence the following day for the Evidence Session in January.
- 4.8. Regarding **(Issue 6)** the IT project had been completed and the Lessons Learned Report would be produced in January by the Deputy Chief Executive.
- 4.9. A new issue – a draft response to the Social Partnership White Paper was discussed and a response was **agreed** subject to some minor amendments.

5. Vale of Glamorgan Review – Draft Report

- 5.1. Consideration was given to the Report dated 9 December 2019 by the Review Officer.
- 5.2. The Commission considered the content of the report, and proposed names for electoral wards.
- 5.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

Overall total members – 53

5.4. **Names:**

The Commission considered the proposed names for the electoral wards. Below is a list of the agreed names in both English and Welsh.

English	Welsh
Baruc	Baruc

Buttrills	Buttrills
Cadoc	Cadog
Castleland	Castleland
Cornerswell and Llandough	Cornerswell a Llandoche
Court	Court
Cowbridge	Y Bont-faen
Dinas Powys	Dinas Powys
Dyfan	Dyfan
Gibbonsdown	Gibbonsdown
Illytd	Illytd
Llandow	Llandŵ
Llantwit Major	Llanilltud Fawr
Peterston-super-Ely	Llandbedr-y-fro
Plymouth	Plymouth
Rhoose	Y Rhws
St Athan	Sain Tathan
St Augustine's	St Augustine's
St Bride's Major	Saint-y-brid
St. Nicholas and Llancarfan	Sain Nicolas a Thresimwn
Stanwell	Stanwell
Sully	Silli
Wenvoe	Gwenfo

6. Swansea Electoral Review - Final Report

- 6.1. Consideration was given to the Report dated 10 December 2019 by the Review Officer.

- 6.2. The Commission considered the content of the report, and proposed names for electoral wards.
- 6.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.
- 6.4. Impact Assessments discussed. Agreed that date should be changed from 'ten years' to 'following the next review'.

Overall total members – 75

6.4 Names:

The Commission considered the proposed names for the electoral wards. Below is a list of the agreed names in both English and Welsh.

English Name	Welsh Name
Castle	Y Castell
St Thomas	Sain Tomos
Waterfront	Glannau
Bishopston	Llandeilo Ferwallt
Fairwood	Llwynteg
Gower	Gŵyr
Pen-clawdd	Pen-clawdd
Pennard	Pennard
Mayals	Moelfryn
Mumbles	Mwmbwls
West Cross	Y Groesffordd
Dunvant and Killay	Dyfnant a Cilâ
Cockett	Y Cocyd
Gowerton	Tregŵyr
Waunarlwydd	Waunarlwydd

Llwchwr	Llwchwr
Gorseinon and Penyrheol	Gorseinon a Phenyrrheol
Penllergaer	Penlle'r-gaer
Clydach	Clydach
Pontarddulais	Pontarddulais
Llangyfelach	Llangyfelach
Pontlliw and Tircoed	Pontlliw a Thir-coed
Llansamlet	Llansamlet

7. Rhondda Cynon Taf Electoral Review – Final Report

- 7.1. Consideration was given to the Report dated 10 December 2019 by the Review Officer.
- 7.2. The Commission considered the content of the report, and proposed names for electoral wards.
- 7.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.
- 7.4. Impact Assessments discussed. Agreed that date should be changed from 'ten years' to 'following the next review'.

Overall total members - 75

7.5. **Names:**

The Commission considered the proposed names for the electoral wards. Below is a list of the agreed names in both English and Welsh.

English Name	Welsh Name
Cilfynydd	Cilfynydd

Cymmer	Y Cymer
Glyncoch	Glyncoch
Graig and Pontypridd West	Y Graig a Gorllewin Pontypridd
Hawthorn and Lower Rhydfelen	Y Ddraenen-wen a Rhydfelen Isaf
Pontypridd Town	Tref Pontypridd
Rhydfelen Central	Canol Rhydfelen
Upper Rhydfelen and Glyn-taf	Rhydfelen Uchaf a Glyn-taf
Taffs Well	Ffynnon Taf
Trallwng	Trallwng
Treforest	Trefforest
Ynysybwl	Ynysybwl
Church Village	Pentre'r Eglwys
Llantwit Fardre	Llanilltud Faerdref
Ton-teg	Ton-teg
Beddau and Tyn-y-nant	Beddau a Thyn-y-nant
Llantrisant and Talbot Green	Llantrisant a Thonysguborion
Llanharry	Llanhari
Pont-y-clun Central	Canol Pont-y-clun
Pont-y-clun East	Dwyrain Pont-y-clun
Pont-y-clun West	Gorllewin Pont-y-clun
Brynna and Llanharan	Brynna a Llanharan
Tonyrefail West	Gorllewin Tonyrefail
Llwyn-y-pia	Llwyn-y-pia
Pentre	Pentre
Trealaw	Trealaw
Treherbert	Treherbert
Treorchy	Treorci

Ystrad	Ystrad
Hirwaun, Penderyn and Rhigos	Hirwaun, Penderyn a'r Rhigos
Aberaman	Aberaman
Cwmbach	Cwmbach
Mountain Ash	Aberpennar

8. Risk Management – Risk Register

- 8.1. Consideration was given to the Report dated 10 December 2019 by the Finance Manager. It was **noted** that the changes agreed at the last meeting had been implemented.
- 8.2. It was **agreed** that risk CR7 could be removed from the Risk Register.

9. Budget Report

- 9.1. Consideration was given to the report dated 26 November 2019 by the Finance Manager. The satisfactory current budget position was **noted**.

10. HR Policies

- 10.1. Consideration was given to the Report dated 2 December 2019 by the Business Support Manager.
- 10.2. The 'Advance of Salary 2019 Policy' and the 'Grievance Policy 2019' were agreed subject to the change of year at paragraph 4.9.
- 10.3. The 'Confidentiality Security and Official Information 2019 Policy' and the 'Data Protection Policy 2019' were agreed with no changes.
- 10.4. The 'Grievance Policy' paragraph 10.4 bullet 4 to be amended to state that 'All Grievance Officers must be at Chief Executive or Deputy Chief Executive (G7) or above. Paragraph 10.8 to be amended to state 'HR Function'.

11. Report on ARAC meeting held on 27 November 2019

- 11.1. Consideration was given to the Report dated 10 December 2019 by the Finance Manager.
- 11.2. It was noted that one of the audit recommendations arising from the mid-year internal audit report was that the Commission should review its risk appetite for the Corporate Risk Register. It was **agreed** to discuss the Commission's risk appetite following the appointment of the new Commission Chair at either the January or February meetings.

12. Cloud Security Review Report

- 12.1. Consideration was given to the Report dated 3 December 2019 by the Finance Manager.
- 12.2. The Commission considered the outstanding recommendations and noted the opinion of Qualifications Wales that the effort of implementing them would not be proportionate for a small body such as the Commission or would have a significant negative impact on the user experience. It was **agreed** that the Commission would not implement the outstanding recommendations.

13. Reviews Progress Report

- 13.1. Consideration was given to the Report dated 10 December by the Deputy Chief Executive.
- 13.2. It was **noted** that only the Neath Port Talbot electoral review had progressed since the last Commission meeting and that four more reviews were due to be published in January 2020. Others had requested a postponement due to a General Election.
- 13.3. It was reported that Orders are yet to be received for any of the completed Electoral Reviews.
- 13.4. Regarding the Monmouthshire electoral review, it was **agreed** to obtain the electoral figures from Monmouthshire County Council and make other preparations as soon as possible in anticipation of the Community Order being received.

13.5. It was **agreed** to add a Running Total to the bottom of the Council Size Aim Analysis table plus a couple of minor amendments.

13.6. The content of the rest of the report was **noted**.

14. Calendar of Events

14.1. The Commission **noted** the contents of the Calendar and it was **agreed** to add the Skype/IT Security/ Clear Review/Phishing training for the Commissioners to directly following the January meeting. To be arranged.

15. Any Other Relevant Business

15.1. There were no further items to discuss.

Date of Next Meeting: 28 January 2020