LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD ON 25 APRIL 2017 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); Mrs Rachel Williams (Business Support Manager); Mr Ross Evans (Review Officer); Mr Daniel Mosley (Review Officer); Mr Farhan Khan (Review Officer); Mrs Cher Cooke (Review Officer) and Mrs Caroline Redmond (Office Assistant)

Time Started: 09:30
Time Finished: 12:15

Apologies: Mr Dave Carr (Finance Manager)

1. **Declarations of Interest**

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. The Chair briefed the Commission on a recent meeting with the Commission's Sponsor Division, which included further developments on the Local Government White Paper consultation which has recently been completed.

3. Minutes of the Commission meeting held on 28 March 2017

3.1. It was **Resolved** to approve the minutes of the meeting held on 28 March 2017 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 18 April 2017 by the Chief Executive on Issues Arising.

4.2. It was **Resolved** to accept the Report as a whole noting the issue for later discussion in the meeting, and updated progress was also noted on the following issues:

- **(Issue 2)** Staffing – The Business Support Officer will be in post by June. **Business Support Manager.**
- **(Issue 3)** Consultation Portal – The Tender Board has selected its preferred supplier and a meeting was conducted after which they will provide the Commission with a further quote based on a number of specific queries. This will be reported to a future Commission meeting before a final agreement on the commencement of the contract. **Deputy Chief Executive.**
- **(Issue 9)** Inter-Commission Meeting – Further options are being investigated. **Business Support Manager.**

5. Annual Report 2016-17

5.1. Consideration was given to the Report dated 01 March 2017 by the Chief Executive.

5.2. The Commission **Noted** a range of clarifications to the Annual Report to be included in a future draft.

5.3. A Final Draft of the Annual Report will be brought to the Commission once the Annual Accounts have been audited, for further approval.

6. **Complaint – Gwynedd County Council**

6.1. Consideration was given to the Report dated 02 April 2017 by the Chief Executive.

6.2. In order to improve the Commission's procedures, it was Agreed to adapt the Review Processes to enable Principal Councils to express a preference for meetings with the Commission using the Welsh language, and if so, to make suitable arrangements for representatives of the Commission;

6.3. The Commission **Noted** the complaint and Gwynedd Council's acceptance of explanation and apology.

7. ICT Feasibility Study and Business Case

7.1. Consideration was given to the Report dated 18 April 2017 by the Deputy Chief Executive. An amended version of the cover paper for this agenda item was issued at the meeting.

7.2. The Report and the issues concerning the proposal were considered in detail, and it was **Agreed** to complete the business case with Qualifications Wales, to pass the final Business Case, with a request for funding support, to the Commission's Sponsor Division, and to invite officials of the Division to meet the Commission to discuss the proposal.

8. **Operational Plan 2017-18**

8.1. Consideration was given to the Report dated 18 April 2017 by the Chief Executive.

8.2. The Commission **Noted** the Operational Plan, and **Agreed** to formally submit the Operational Plan to Welsh Government for approval.

9. Risk Management – Risk Register

9.1. Consideration was given to the Report dated 10 April 2017 by the Chief Executive.

9.2. The Commission **Noted** the updated Register.

10. **Budget Report**

10.1. Consideration was given to the Report dated 7 April 2017 by the Chief Executive.

10.2. The Commission **Noted** the two instances of overspend:

- Seconded Staff Costs overspent by £1,150 due to the additional costs of VAT being charged following a change to the way in which the Welsh Government secondee costs are paid by the Commission and
- Accountancy overspent by £44 due to March invoice being received and paid before 31 March rather than after as is normally the case.

11. Reviews Progress Report

11.1. Consideration was given to the Report dated 18 April 2017 by the Deputy Chief Executive.

11.2. The Commission **Noted** that the initial meetings for Pembroke and Torfaen reviews would be organized for after the local election in May.

11.3. The Commission **Agreed** to delay the publication of the Seaward Boundary draft proposal date 13 June 2017 due to the General Election being held on the 8 June 2017.

12. **Annual Accounts 2016-17 – Impact of Accounting Standards not yet Effective**

12.1. Consideration was given to the Report dated 10 April 2017 by the Chief Executive.

12.2. The Commission **Agreed** the note for inclusion in the 2016-17 Notes to the annual accounts,

13. **Green Dragon Audit**

13.1. Consideration was given to the Report dated 18 April 2017 by the Office Assistant.

13.2. The Commission **Noted** the outcome of the report and the work of the environmental team, and congratulated the Commission staff on the results of the Environmental audit.

14. Calendar of Events

14.1. The Commission noted the calendar.

15. Any Other Business

15.1. The Chief Executive notified the Commission following a meeting held between the secretariat and the *Expert Panel for NAfW Electoral Arrangements.* The Commission **Noted** the purpose, and outcome, of the briefing session.

Date of Next Meeting: 23 May 2017