LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD ON 23 MAY 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 Dave Carr (Finance Manager); 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: 10:45

Apologies: Mr Ross Evans (Review Officer).

1. Declarations of Interest

1.1. Julie May declared her interest in relation to Neath Port Talbot County Borough Council, including the review of the Seaward boundary review, had ended.

2. Chair's Briefing

2.1. The Chair made no briefing to the Commission as there were no matters to report.

3. Minutes of the Commission meeting held on 25 April 2017

3.1. It was **Resolved** to approve the minutes of the meeting held on 25 April 2017 as a correct record of the matters considered.

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 – No applications received for the Review Officer post advertised, the vacancy has been re-advertised and also circulated in Welsh Government by sponsor division.
- **(Issue 7)** IT strategy – Qualification Wales have received agreement from their sponsor division that they can move forward with the agreement, a business case will be drafted and sent to Welsh Government in due course.

5. Consultation Portal

5.1. Consideration was given to the Report dated 15 May 2017 by the Business Support Manager

5.2. It was **Resolved** to enter into a contract with Blue Fox Technology for the design and configuration of the portal and for the ongoing hosting of the portal.

6. Accommodation

6.1. Consideration was given to the Report dated 09 May 2017 by the Business Support Manager

6.2. It was **Resolved** that the Commission would

- Apply to the Welsh Ministers for the transfer of the lease from WG to the Commission and to highlight the mutual interest in securing the continuity of accommodation for the immediate future.
- Authorise the Chief Executive to appoint a firm of solicitors with expertise in leasehold issues
- Authorise the Chief Executive to direct the appointed solicitors to write to the Landlord that the Commission intends to serve a S26 Notice and
- To appoint an adviser upon the terms and conditions of a future rental of the premises.

7. Risk Management – Risk Register

7.1. Consideration was given to the Report dated 15 May 2017 by the Finance Manager

7.2. The Commission **Agreed** the following:

- Management Group to draft a new risk (CR7) in respect of Accommodation.
- Having given consideration to the view of the Audit and Risk Committee regarding two similar risks to the Commission's reputation, the

Commission considered that the two risks, CR3 & OP6, were sufficiently different to remain as two separate risks.

- CR5: New mitigating action to be added under emerging risks.

8. Budget Report

8.1. Consideration was given to the Report dated 12 May 2017 by the Finance Manager.

8.2. The Commission **Noted** the report.

9. Reviews Progress Report

9.1. Consideration was given to the Report dated 25 April 2017 by the Deputy Chief Executive.

9.2. The Commission **Noted** the report.

10. Calendar of Events

10.1. The Commission **Noted** the calendar.

11. Any Other Business

11.1. No other business was discussed.

Date of Next Meeting: 27 June 2017