LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD ON 26 SEPTEMBER 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); Mr Ross Evans (Review Officer); Mr Daniel Mosley (Review Officer); Mr Farhan Khan (Review Officer); Mrs Catherine Thomas (Review Assistant) and Deb Jones (Business Support Officer).

Time Started: 09:30
Time Finished: 14:10

Apologies: Mr Dave Carr (Finance Manager) and Mrs Cher Cooke (Review Officer).

1. **Declarations of Interest**

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. The Chair briefed the Commission on the acceptance of the resignation of the Commission's Business Support Manager. The Commission noted that it is with regret that the Business Support manager has left the organisation and the Commission wish her the very best in future endeavors.

3. Minutes of the Commission meeting held on 22 August 2017

3.1. It was **Resolved** to approve the minutes of the meeting held on 22 August 2017 as a correct record of the matters considered.

4. Issues Arising

4.1. Consideration was given to the report dated 18 September 2017 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 in the meeting, and updated progress was also noted on the following issues:

- **(Issue 1)** Electoral Reviews (AEA meeting) - The Chief Executive and Deputy Chief Executive attended a meeting of the AEA in Port Talbot and gave a presentation on the Electoral Review programme.
- **(Issue 2)** Staffing – The Commission have successfully filled a secondment position for the role of Review Officer, to commence on the 1 November 2017. The Commission have also advertised for the vacant position of Business Support Manager.
- **(Issue 3)** Consultation Portal – Once Agenda Item 13 (Ceredigion review) is agreed by the Commission, the Deputy Chief Executive will commence testing of the LDBCW portal.
- **(Issue 5)** Small Workplace Health Award – This is being prepared by the Business Support Officer.
- **(Issue 6)** IT Strategy – Still awaiting WG response.
- **(Issue 8)** The Commission Agreed that further investigations be made in respect of the accommodation lease.
- **(Issue 9)** Community Review Guidance – This has been prepared by the Deputy Chief Executive for publication this week, and will be open for consultation until mid-December.

5. Electoral Reform in Local Government in Wales

5.1. Consideration was given to the Report dated 29 August 2017 by the Chief Executive.

5.2. The Commission noted and **Agreed** the draft consultation response prepared by the Chief Executive.

6. Welsh Language White Paper

6.1. Consideration was given to the Report dated 29 August 2017 by the Chief Executive.

6.2. The Commission **Agreed** that a response be prepared by the Chief Executive for consideration at the next meeting.

7. Welsh at Work Policy

7.1. Consideration was given to the Report dated 19 September 2017 by the Chief Executive.

7.2. The Commission **Agreed** the document and to implement the policy, with a review date of September 2020.

8. **Welsh Language Complaints Policy**

8.1. Consideration was given to the Report dated 19 September 2017 by the Chief Executive

8.2. The Commission **Agreed** the document and to implement the policy, with a few minor changes.

9. Welsh Language Standards Policy and Procedures

9.1. Consideration was given to the Report dated 19 September 2017 by the Chief Executive

9.2. The Commission **Agreed** to adopt the Policy and Procedures as set out in the report, which will ensure the Commission is compliant to the Welsh Language Standards.

10. **Risk Management – Risk Register**

10.1. Consideration was given to the Report dated 09 September 2017 by the Finance Manager.

10.2. The Commission **Noted** the report with the following changes –

- CR2 – add a mitigating action to Stage 5, regarding the advertisement of the Business Support Manager's post.
- CR7 – add a mitigating action; "To explore the possibility with Ethical Property and Welsh Government to seek a new lease directly when the current lease expires in December 2017"

11. Budget Report

11.1. Consideration was given to the Report dated 09 September 2017 by the Finance Manager.

11.2. The Commission **Noted** and **Accepted** the report, and noted the underspend in the current budget.

11.3. The Commission **Noted** that this underspend could be utilised in the first part of the upcoming IT strategy, if agreement is given by Welsh Government.

12. **Neath Port Talbot and Swansea Seaward Boundary Review**

12.1. Consideration was given to the Report dated 14 September 2017 by the Review Officer.

12.2. The Commission requested that a foreword be drafted, then circulated for comment and added to the report.

12.3. Subject to changes, the Commission **Noted** and **Approved** the Report

13. **Ceredigion Electoral Review**

13.1. Consideration was given to the Report dated 15 September 2017 by the Review Officer.

13.2. The Commission requested a number of changes to the foreword.

13.3. The Commission requested a separate paragraph to be added to the report which highlights the glossary in the report

13.4. The Commission requested a number of changes to paragraph 6, chapter 3 of the report, with the changes to be agreed via email.

13.5. Subject to changes, the Commission **Noted** and **Approved** the Report

14. **Gwynedd Electoral Review**

14.1. Consideration was given to the Report dated 15 September 2017 by the Review Officer.

14.2. The Commission requested a number of changes to the foreword.

14.3. The Commission requested a separate paragraph to be added to the report which highlights the glossary in the report

14.4. The Commission requested a number of changes to paragraph 6, chapter 3 of the report, with the changes to be agreed via email.

14.5. The Commission **Agreed** to change the following names of the electoral wards, which were originally agreed at the August meeting:

- Arthog a Llangelynnin
- Bethel a'r Felinheli
- Brithdir, Llanfachreth, Y Ganllwyd a Llanelltud
- Cwm-y-Glo
- Efailnewydd a Buan
- Morfa Nefyn a Thudweiliog
- Penisa'r-waun
- Pen-y-groes
- Tre-garth a Mynydd Llandygái
- Y Faenol
- Y Groeslon

14.6. Subject to changes, the Commission **Noted** and **Approved** the Report.

15. **Review Progress**

15.1. Consideration was given to the Report dated 19 September 2017 by the Deputy Chief Executive.

15.2. The Commission **Noted** and **Accepted** the report

16. Calendar of Events

16.1. The Commission **Noted** the calendar.

17. Any Other Business

17.1. The Business Support Officer to look at HR policies, as these need to be updated and agreed by the Commission. These can be considered in two ways through a workplace sub-committee or at a future Commission meeting.

17.2. A table showing policies to be drafted and shared with the Commission for consideration at the next meeting.

17.3. The Commission **Noted** that an invitation to a seminar on scrutiny of the Well-being of Future Generations (Wales) Act had been noted and filed.

17.4. The Commission **Noted** an invitation to a Welsh Language Commissioner workshop had been noted and filed.

Date of Next Meeting: 24 October 2017