LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD ON 20 NOVEMBER 2018 AT HASTINGS HOUSE
This document is available in Welsh

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); Mrs Cher Cooke (Review Officer); Mr Farhan Khan (Review Officer); Mr Ross Evans (Review Officer), Mr Huw Blacker (Review Officer), Mr Tom Jenkins (Review Officer) and Mr Matthew Farrell (Review Officer).

Other: Mrs Shereen Williams (Chief Executive designate).

Apologies: Mr David Burley (Business Support Manager) and Mrs Cath Thomas (Review Assistant).

Time Started: 9:30
Time Finished: 13:00

Apologies: None

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. The Chair welcomed the Chief Executive designate, Mrs Shereen Williams to the meeting.

2.2. The Chair thanked the Secretariat for all the work done on the Gwynedd and Torfaen Electoral Reviews as the final Recommendations report had been recently published.

3. Minutes of the Commission meeting held on 23 October 2018

3.1. It was **resolved** to approve the minutes of the meeting held on 23 October 2018 with the agreed changes as a correct record of the matters considered.

3.2. It was **Resolved** to refer to the Welsh Language Commissioner for consideration the name " Aberystwyth Morfa-Glais" for the ward named "Bronglais, Central and North" in Minute 9.2 of the Minutes.

4. Issues Arising

4.1. Consideration was given to the report dated 6 November 2018 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 issue:

- **(Issue 3)** Accommodation – the landlord has agreed the lease and the Commission is now waiting for it to be signed.

- **(Issue 4)** HR Policies - The extent of this work has been reviewed and has been found to be much more extensive than was first considered. Two policies are set to be considered at this meeting. It was **agreed** to change the target date for completion from December 2018 to March 2019.

  The Chair highlighted the requirement to take into consideration of the Welsh Language Assessment Compliance Notice. It was **agreed** that the Chief Executive would report back on this at the next meeting.

- **(Issue 6)** Annual Report – The 2017-18 Annual Report was published on 28 October 2018.

- **(Issue 7)** JEGS review – The outcome of the review is expected by January 2019**.**

- **(Issue 8)** IIP Recommendations – A plan is to be prepared for actions to meet recommendations of the IIP report by March 2019.

5. Bankruptcy and Insolvency Policy

5.1. Consideration was given to the Report dated 31 October 2018 by the Finance Manager.

5.2. The Commission has reviewed the Bankruptcy and Insolvency Policy in order to bring it in-line with the current Welsh Government Policy.

5.3. The Commission **Agreed** the Policy with some minor changes to spelling/grammar within the Policy document.

5.4 The Commission **Agreed** that the Policy be reviewed by the Internal Auditors prior to being passed to the Audit and Risk Assurance Committee for comment before being submitted to a future Commission meeting for final approval.

6. Corporate Hospitality Policy

6.1. Consideration was given to the Report dated 31 October by the Finance Manager.

6.2. It was **Resolved** to adopt the Policy as contained in the Report, subject to minor amendments, including substituting the phrase "Deputy Chief Executive" for the words "Management Band 1 in paragraph 3.5 of the document."

7. Risk Management – Risk Register

7.1. Consideration was given to the Report dated 6 November 2018 by the Finance Manager.

7.2. The Commissioner noted and **Agreed** the report subject to the following amendments.

- Risk CR2 – Updated mitigated actions following the recruitment of a Chief Executive, and the ongoing JEGS exercise.
- Risk CR5 - remove risk following implementation of new ICT systems.
- Risk CR6 – Add mitigating action concerning verbal agreement of the lease.
- Adding a new Risk (CR7) - Concerning the Extension of the Electoral Franchise. This risk relates to agenda item 11 (see below)

8. Budget Report

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

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

9. Conwy Electoral Review

9.1. Consideration was given to the Report dated 16 November by the Review Officer

9.2. The Commission **Agreed** Option 2 for the Capelulo and Pant-yr-Afon/Penmaenan region which contains the proposed electoral ward of: Penmaenmawr

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Maintains community ties by joining two wards of the same community

- Proposes minimal changes to the current electoral wards.

9.3. The Commission **Agreed** Option 1 for the Marl and Pensarn region which contains the proposed electoral ward of: Llandudno Junction

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Maintains community ties by joining two wards of the same community

9.4. The Commission **Agreed** Option 1 for the Gogarth and Mostyn region which contains the proposed electoral ward of: Gogarth Mostyn

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Maintains community ties by joining two wards of the same community

9.5. The Commission **Agreed** Option 3 for the Llandrillo-yn-Rhos and Rhiw region which contains the proposed electoral ward of:

Llandrillo-yn-Rhos and Rhiw

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Adheres to a number of representations from stakeholders in the area,

9.6. The Commission **Agreed** Option 2 for the Gele, Llanddulas and Llysfaen region which contains the proposed electoral wards of:

Gele and Llanddulas, and Llysfaen

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Adheres to a number of representations from stakeholders in the area,
- Maintains community ties by not proposing any split communities

9.7. The Commission **Agreed** Option 1 for the Abergele Pensarn and Pentre Mawr region which contains the proposed electoral wards of:

Pensarn and Pentre Mawr.

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Adheres to a number of representations from stakeholders in the area,
- Maintains community ties by not proposing any split communities

9.8. The Commission **Agreed** the proposed electoral ward names to be included in the Final Proposals Report, subject to some amendments. Where there have been changes from the draft proposals these names will be sent to the Welsh Language Commissioner for comment.

10. Merthyr Tydfil Electoral Review

10.1. Consideration was given to the Report date 13 November 2018 by the Review Officer

10.2. The Commission **Agreed** Option 2 for Merthyr Tydfil County Borough Council which contains the proposed electoral wards of:

Bedlinog, Cyfarthfa, Dowlais, Gurnos, Merthyr Vale, Park. Penydarren, Plymouth, Town, Treharris, and Vaynor

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Reduces the number of four member wards the area.
- Provides a membership of 30, which is in line with the council size aim

10.3. The Commission **Agreed** the proposed electoral ward names to be included in the Final Proposals Report, subject to some amendments. Where there have been changes from the draft proposals these names will be sent to the Welsh Language Commissioner for comment.

11. Analysis of an Extension to the Electoral Franchise

11.1. Consideration was given to the Report dated 15 November 2018 by the Deputy Chief Executive.

11.2. The Commission **Noted** and **Agreed** the draft response.

11.3. The Deputy Chief Executive would circulate the report via email for any further comments setting a deadline of 06 December for comments.

11.4. The Report will be brought to the December meeting for approval before being submitted to Welsh Government.

11.5. The Commission considered the risk to the work of the Commission that changes to the Electoral Franchise might have. The Commission **Agreed** to add the change to the electoral franchise to the corporate risk register as a new heading.

12. ICT Transformation Project Report

12.1. Consideration was given to the Report dated 12 November 2018 by the Business Support Manager.

12.2. The Deputy Chief Executive informed the Commission that phase 1 of the project had come to an end and that phase 2 had begun. There would also be security updates at all future ARAC meetings.

12.3. The Commission **noted** the report, and thanked the Business Manager for successfully completing the project.

13. Reviews Progress Report

13.1. Consideration was given to the Report 13 November 2018 by the Deputy Chief Executive.

13.2. The Deputy Chief Executive informed the Commission that it was likely that the Swansea review would not be brought to the December Commission meeting and that it would most likely be brought to the January Commission meeting.

13.3. The Commission **noted** the report.

14. Calendar of Events

14.1. The Commission **noted** the updated calendar of events.

15. Any Other Business

15.1. Consideration was given to the Report dated November, 2018, by the Deputy Chief Executive upon the request for the Commission's view made by the Cabinet Secretary upon the proposal by the Vale of Glamorgan Council to alter the boundaries of the Baruc and Castleland wards within Barry Town to remove an anomaly .
It was **Resolved** to offer no objection to the proposal.

15.2. No items were raised for 'Any Other Business'.

Date of Next Meeting: 18 December 2018, beginning at 08:30