

LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD ON 23 OCTOBER 2018 HASTINGS HOUSE

Present: Mr Owen Watkin (Chair); Mr Ceri Stradling; Mr David Powell; Mrs Julie May
LDBCW Officers attending Mr Steve Halsall (Chief Executive), Mr Dave Carr (Finance Manager), Mr Huw Blacker (Review Officer), Mr Ross Evans (Review Officer), Mr Farhan Khan (Review Officer), Mr Matthew Farrell (Review Officer), Mrs Caroline Redmond (Office Assistant)

Apologies: Mr Theodore Joloza; Mr Tom Jenkins, Mr Matt Redmond, Mrs Cher Cooke

Time Started: 10:40

Time Finished: 14:50

1. Declarations of Interest

1.1 – Mr Owen Watkin declared his interest in wards in Aberystwyth. The declaration was noted, and it was Agreed that the interest was not of sufficient substance to require withdrawal from the meeting.

2. Chair's Briefing

2.1 Mr Owen Watkin welcomed the new members of staff (Mr Huw Blacker and Mr Matthew Farrell) to the commission and wished them well during their time in the organisation.

3. Minutes of the Commission meeting held on 25 September 2018

3.1 It was **Resolved** to approve the minutes of the meeting held on 25 September 2018 as a correct record of the matters considered.

4. Matters Arising

4.1. Consideration was given to the report dated October 2018 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 for later in the meeting, updated progress was also noted on the following issues:

- **(Issue 1)** Small Workplace Health Award – Preparation for this award was in progress.
- **(Issue 3)** Accommodation – Still awaiting a response to the draft lease from Ethical Property. The Commission agreed to approach the Audit and Risk Assurance Committee for further action on the lease.
- **(Issue 4)** HR Policies – Review and update ongoing
- **(Issue 6)** Annual Report – Awaiting being laid before the National Assembly for Wales.
- **(Issue 8)** WJEG reviews to commence on 26 October with an anticipated that report being available in Mid-November

5. Investors in People – Mr Howard Jones

5.1 Mr Howard Jones representing Investors in People provided the Commission with a presentation on its findings. Key points of this presentation included, 100% response rate from all staff members, the Commission receiving an IIP benchmark of 748 (this is above the average IIP benchmark and Civil Service benchmark) and the scores being collated by IIP being above average for all indicators. The Commission has achieved the IIP accreditation until 2021.

5.2 The Commission confirmed that another online IIP survey would be conducted in 12 months' time to pre-empt the 2021 review.

6. Risk Management

6.1 Consideration was given to the Report dated 13 October 2018 by the Finance Manager. In respect of Risk CR1, the Cabinet Office's recent request for the 4-year budgeting forecast (BCW) was noted. The Commission also noted that the 2019-20 budget would need to be reviewed partly due to a significant increase in employer's pensions contributions. It was noted that the Deputy Chief Executive and Finance Manager would review the 2019-20 budget following which Risk CR1 would be reviewed.

6.2 The Commission agreed several changes to the mitigating actions on Risks CR2 and CR6 to bring them up to date. The Commission **Agreed** that a paper be presented to the Audit and Risk Assurance Committee (ARAC) outlining the current position on the new lease and rent payments. It was **Agreed** that the presenting of this report to the ARAC would also be included as a mitigating actions of Risk CR6.

6.3 The Commission **agreed** that Risk CR7 was no longer relevant and would be removed from the Corporate Risk Register.

7. Budget Report

7.1 Consideration was given to the Report dated 13 October 2018 by the Finance Manager. The Commission approved the proposed transfer of funds between budget categories to address estimated shortfalls. The Commission noted the budget position at the 30 September for cash, resource and ICT expenditure and the reasons for the underspends.

8. Board Effectiveness Evaluation

8.1 Consideration was given to the Report dated 10 October 2018 by the Finance Manager. The Commission noted the Report and agreed that a Word version of the questionnaire would be distributed to members for completion and return as soon as possible.

9. Ceredigion Electoral Review

9.1 – Consideration was given to the report dated 16 October 2018 by the Review Officer

9.2 The Commission **Agreed** Option 2 for the Aberystwyth region which contains the proposed electoral wards of:

Bronglais, Central and North, Aberystwyth Rheidol, Aberystwyth Penparcau and Llanbadarn Fawr.

The Chair suggested them name Morfa a Glais instead of Aberwystwyth Bronglais Central and North

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Maintains community ties as much as possible.

9.3 The Commission **Agreed** Option 1 for the Northern Ceredigion Region which contains the proposed electoral wards of:

Borth, Ceulanamaesmawr, Faenor, Tyrmynach and Trefeurig.

The following reasons were noted in support of the decision:

- Substantially improves electoral parity in the area
- Maintains community ties as much as possible.

9.4 The Commission **Agreed** option 1 for the Llanfarian and Melindwr regions which contains the proposed electoral wards of:
Llanfarian and Melindwr

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Maintains community ties as much as possible.

9.5 The Commission **Agreed** option 4 for the Lledrod and Tregaron regions which contains the proposed electoral wards of:

Llangybi, Llangeitho, Lledrod and Tregaron with Ystrad Fflur.

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Maintains community ties as much as possible.

9.6 The Commission **Agreed** option 1 for the Central Ceredigion region which contains the proposed electoral wards of:

Llanwenog, Llanarth, Llanfihangel Ystrad, Ciliau Aeron, Llanrhystyd and Ystwyth.

The following reasons were noted in support of the decision:

- Substantially Improves the level of electoral parity in the area.
- Maintains community ties as much as possible.

9.7 The Commission Agreed option 1 for the Lampeter region which contains the proposed electoral ward of:

Lampeter.

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Maintains community ties as much as possible.

9.8 The Commission Agreed option 1 for the Aberaeron region which contains the proposed electoral ward of:

Aberaeron and Llasantffraed.

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Maintains community ties as much as possible.

9.9 The Commission Agreed option 1 for the New Quay/ Llandysul region which contains the proposed electoral wards of:

Llandysiliogogo and Llangranog, Llandysul North and Troedyrur, Llandysul South, New Quay with Llanllwchaiarn and Penbryn

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Maintains community ties as much as possible.

9.10 The Commission Agreed option 1 for the Llandyfriog region which contains the proposed electoral ward of:

Llandyfriog.

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Maintains community ties as much as possible.

9.11 The Commission Agreed option 2 for the Cardigan region which contains the proposed electoral wards of:

Cardigan- Mwldan and Cardigan – Rhyd-y-Fuwch and Teifi

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Maintains community ties as much as possible.
- Retains single-member electoral wards.

9.12 The Commission **Agreed** option 1 for the Aberporth, Beulah and Penparc regions which contains the proposed electoral wards of:

Aberporth and Y Ferwig, and Beulah and Llangoedmor

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Maintains community ties as much as possible.

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

10. Powys Electoral Review

10.1 – Consideration was given to the report dated 17 October 2018 by the Review Officer

10.2 The Commission **Agreed** Option 1 for the Ystradgynlais region which contains the proposed electoral wards of:

Aber-craf and Ystradgynlais, Cwm Twrch, and, Ynyscedwyn.

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Provides a two-member ward in a relatively urban area.
- Proposes minimal changes to the current electoral wards.

10.3 The Commission **Agreed** Option 2 for the Yscir and surrounding region which contains the proposed electoral wards of:

Bronllys and Felin-fach, and, Yscir with Honddu Isaf and Llanddew.

The following reasons were noted in support of the decision:

- Substantially improves electoral parity in the area.
- Retains two single-member wards in a rural area, with good road links.

10.4 The Commission **Agreed** Option 1 for the Crickhowell region which contains the proposed electoral wards of:

Crickhowell with Cwmdu and Tretower, Llangattock and Llangynidr, and, Llangors with Bwlch.

The following reasons were noted in support of the decision:

- Significantly improves the overall level of electoral parity in the area.
- Creates a two-member ward but in an area with good road links.

10.5 The Commission **Agreed** Option 3 for the Brecon region which contains the proposed electoral wards of:

St. David Within and St. John West, and, St. John East and St. Mary.

The following reasons were noted in support of the decision:

- Significantly improves the overall level of electoral parity in the area.
- Creates a two two - member wards in an urban area with very good links.

10.6 The Commission **Agreed** Option 1 for the Builth region which contains the proposed electoral wards of:

Builth, Llanafanfawr and Garth, and, Llanwrtyd Wells.

The following reasons were noted in support of the decision:

- It provides moderate improvements to the levels of electoral parity in the area.
- Retains three single-member wards.
- Uses strong communication links when splitting the Community of Treflys.

10.7 The Commission **Agreed** Option 2 for the Mid Powys region which contains the proposed electoral wards of:

Disserth and Trecoed with Newbridge, Glasbury, Ithon Valley, Knighton with Beguildy, Llanelwedd, Llangunllo, Nantmel, Old Radnor, Presteigne and Rhayader.

The following reasons were noted in support of the decision:

- Substantially improves the level of electoral parity in the area.
- Adheres to several representations concerning the area
- Road links across all proposed electoral wards are very good.

10.8 The Commission **Agreed** Option 1 for the Llandrindod Wells region which contains the proposed electoral wards of:

Llandrindod Wells North and Llandrindod Wells South.

The following reasons were noted in support of the decision:

- Significantly improves the level of electoral parity in the area.
- Proposed a two-member ward but in an urban and condensed area.
- Retains one of the current electoral wards.

10.9 The Commission **Agreed** Option 2 for the Llanidloes region which contains the proposed electoral wards of:

Caersws, Llanbrynmair and Llanidloes.

The following reasons were noted in support of the decision:

- Significantly improves the level of electoral parity in the area.
- Retains the existing arrangements for Caersws.
- Creates a two-member ward in a relatively urban area.

10.10 The Commission **Agreed** Option 1 for the Kerry region which contains the proposed electoral wards of:

Kerry and Llandinam with Dolfor.

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Maintains single member arrangements

10.11 The Commission **Agreed** Option 1 for the Newtown region which contains the proposed electoral wards of:

Newtown Central and South, Newtown East, Newtown Llanllwchaiarn North and Newtown Llanllwchaiarn South.

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Proposed minimal changes to the existing arrangement.
- Creates a two member ward in an urban area with good communication links.

10.12 The Commission **Agreed** Option 1 for the Montgomery region which contains the proposed electoral wards of:

Forden and Montgomery, and, Trelystan and Trewern.

The following reasons were noted in support of the decision:

- Moderately improves the level of electoral parity in the area.
- Retains single-member arrangements

10.13.1 The Commission **Agreed** Option 2 for the Welshpool region which contains the proposed electoral wards of:

Welshpool Castle, Welshpool Gungrog and Welshpool Llanerchuddol.

The following reasons were noted in support of the decision:

- Further improves the level of electoral parity in the area.
- Utilises the proposed boundary changes from the Town Council.
- Retains single-member arrangements.

10.13.2 The Commission **Agreed** the proposed consequential changes to the Town Council Electoral Arrangements.

10.14 The Commission **Agreed** Option 1 for the Berriew region which contains the proposed electoral wards of:

Berriew and Castle Caereinion, and, Guilsfield.

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Is supported by good communication links between communities.

10.15 The Commission **Agreed** Option 1 for the Llanwddyn region which contains the proposed electoral wards of:

Banwy, Llanfihangel and Llanwddyn, Llanerfyl and Llanfair Caereinion, Llanfyllin, Llangyniew and Meifod, and, Llanrhaeder-ym-Mochnant and Llansilin.

The following reasons were noted in support of the decision:

- Improves the level of electoral parity in the area.
- Provides minimal changes to the existing arrangements.

- Retains single-member arrangements.

10.16 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. Bridgend Electoral Review

11.1 Consideration was given to the (Draft) Bridgend Draft Proposals Report dated 15 October 2018 by the Review Officer.

11.2 The Commission noted and **Agreed** the report, subject to amendments.

12. Revised Remit Letter

12.1 Consideration was given to Report dated 2 October 2018 by the Chief Executive.

12.2 The Commission noted the revised remit letter issued by the Cabinet Secretary, dated 26th September, and **Agreed** the Operational Plan 2018/19 subject to amendments.

ACTION: Chief Executive

13. ICT Transformation Project Progress Report

13.1 Consideration was given to Report dated 10 October 2018 by the Business Support Manager.

13.2 The Commission **Noted** the report and updates regarding the implementation of the Commission's new IT systems.

14. Reviews Progress Report

14.1 Consideration was given to Report dated 16 October 2018 by the Deputy Chief Executive.

14.2 The Commission **Noted** the report and updates regarding the Commission's programme of reviews.

14.3 The Commission **Agreed** to continue with the publication of final proposals for Gwynedd and Torfaen and set up the process for completing a Welsh Language

Impact Assessment and an Equality Impact Assessment for each final report going forward.

ACTION: Chief Executive

15. Inter-Commission Meeting 2018

15.1 Consideration was given to Report dated 16 October 2018 by the Chief Executive.

15.2 The Commission **Noted** the report and information concerning arrangements for the Meetings in Edinburgh on 1st and 2nd November 2018.

16. Calendar of Events 2018

16.1 The Commission **Noted** the Calendar of Events.

17. Any Other Business

17.1 None.

18. Date of Next Meeting

18.1 20th November 2018, starting at 09.30.