LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 24 SEPTEMBER 2019 AT HASTINGS HOUSE
This document is available in Welsh

Present: Mr Ceri Stradling (Interim Chair); Mr David Powell (Interim Deputy Chair); Mrs Julie May and Mr Theodore Joloza.

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Dave Carr (Finance Manager); Mr David Burley (Business Support Manager); Mr Tom Jenkins (Review Manager) Mr Huw Blacker (Review Officer); Mr Josh Lovell (Review Officer); Mrs Caroline Redmond (Business Support Officer); Mr Nathan Sweetman (Business Support Officer).

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

Apologies: Mr Matthew Redmond (Deputy Chief Executive)

1. Declarations of Interest

1.1. Mrs Julie May declared an interest in Cardiff
1.2. Mr David Powell declared an interest in Cardiff
1.3. Mr Josh Lovell declared an interest in Cardiff
1.4. Mrs Caroline Redmond declared an interest in Caerphilly
1.5. Mr Huw Blacker declared an interest in Caerphilly

The Chair did not consider that any of the declared interests prevented the Commissioners and officers concerned taking a full part in discussions and where appropriate decision making except when the electoral ward specific to an individual was under consideration.

2. Chair's Briefing

2.1. The Chair lead discussions on the Briefing Report that will now be sent to WG following a Final Report where there may be areas that could raise further representations to the Minister.
2.2. During discussions on options, it was **resolved** to provide a table consisting of representations, a small summary and other considerations for use by Commissioners during meetings.
2.3. The Chair led discussions regarding the Monmouthshire review being conducted based on the new arrangements. The CEO will discuss with WG during the next liaison meeting.

3. **Minutes of the Commission meeting held on 27 August 2019**

3.1. It was **Resolved** to approve the minutes of the meeting as a correct record of the matters considered subject to a number of minor amendments.

4. **Issues Arising**

4.1. Consideration was given to the report dated 27 August 2019 by the Chief Executive on Issues Arising.

4.2. It was **Resolved** to accept the Report and updated progress was noted on the following issues:

- **(Issue 1)** The Change Programme
- **(Issue 2)** The Small Workplace Health Award

5. **Cardiff Electoral Review – Draft Report**

5.1. Consideration was given to the Report dated 24 September 2019 by the Review Officer.

5.2. The Commission considered the content of the report, and proposed names for electoral wards.

5.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

Overall total members - 77

5.4. **Names:**

The Commission considered the proposed names for the electoral wards. Below is a list of the agreed names for both languages:

English	Welsh
Adamsdown	Adamsdown
Butetown	Butetown
Caerau	Caerau
Canton	Treganna
Cathays	Cathays
Cyncoed	Cyncoed

Ely	Trelái
Fairwater	Y Tyllgoed
Gabalfa	Gabalfa
Grangetown	Grangetown
Heath	Y Mynydd Bychan
Lisvane and Thornhill	Llys-faen a Draenen Pen-y-graig
Llandaff	Llandaf
Llandaff North	Ystum Taf
Llanishen	Llanisien
Llanrumney	Llanrhymni
Pentwyn	Pentwyn
Pentyrch and St. Fagans	Pentyrch a Sain Ffagan
Penylan	Penylan
Plasnewydd	Plasnewydd
Pontprennau and Old St. Mellons	Pontprennau a'r Hen Laneirwg
Radyr	Radur
Rhiwbina	Rhiwbeina
Riverside	Glanyrafon
Rumney	Tredelerch
Splott	Y Sblott
Trowbridge	Trowbridge
Whitchurch and Tongwynlais	Yr Eglwys Newydd a Thongwynlais

6. Caerphilly Electoral Review – Draft Report

6.1. Consideration was given to the Report dated 24 September 2019 by the Review Officer.

6.2. The Commission considered the content of the report, and proposed names for electoral wards.

6.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

Overall total members - 69

6.4. **Names:**

The Commission considered the proposed names for the electoral wards. To be revised and agreed at next Commission Meeting:

English	Welsh
Aber Valley	Cwm Aber
Aberbargoed and Pengam	Aberbargoed a Phengam
Abercarn	Abercarn
Argoed	Argoed
Bargoed and Gilfach	Bargoed a Gilfach
Bedwas and Trethomas	Bedwas a Threthomas
Blackwood	Coed-duon
Cefn Fforest	Cefn Fforest
Crosskeys and Ynysddu	Crosskeys ac Ynys-ddu
Crumlin	Crymlyn
Darran Valley	Cwm Darran
Hengoed	Hengoed
Llanbradach	Llanbradach
Machen and Rudry	Machen a Rhydri
Maesycwmmer	Maesycwmmer
Morgan Jones	Morgan Jones
Moriah and Pontlottyn	Moriah a Phontlotyn
Nelson	Nelson
New Tredegar	Tredegar Newydd
Newbridge	Trecelyn
Penmaen	Pen-maen
Penyrheol	Penyrheol
Pontllanfraith	Pontllanfraith
Risca East	Dwyrain Rhisga
Risca West	Gorllewin Rhisga
St. Catwg	Sant Catwg
St Martins	Sant Martin
Twyn Carno	Twyncarno
Van	Fan
Ystrad Mynach	Ystrad Mynach

7. Risk Management – Risk Register

7.1. Consideration was given to the Report dated 24 September 2019 by the Finance Manager.

7.2. It was **noted** that the changes agreed at the last meeting had been implemented.

7.3. It was **agreed** that two additional mitigating actions would be added to risk CR4 regarding adapting a team-based approach to continuing reviews should the review timescale be compressed, and Briefing Reports being issued to WG with Final Recommendation reports.

8. Budget Report

8.1. Consideration was given to the Report dated 24 September 2019 by the Finance Manager.

8.2. The estimated annual underspend was **noted** and it was agreed that some of this will be need to be reapportioned for staff training, a new database system and improving the review portal.

9. Reviews Progress Report

9.1. Consideration was given to the Report dated 13 September by the Deputy Chief Executive.

9.2. An amendment was made to correct a figure on the Council Size Aim Analysis**.**

9.3. A discussion was held regarding whether a potential General Election could affect the timetable of some reviews. It was agreed that each Local Authority should be approached and asked what their preference was regarding this.

9.4. A change was made to the Timetable key to replace Suspension with Pending, and remove Pending Review in the case of the Monmouthshire review.

9.5. The content of the rest of the report was **noted**.

10. HR Policies – Discipline and Underperformance

10.1. Introduction to be added to report and Appendix C to clarify that the Business Support Manager (BSM) fulfils the role of the HR department. To also add information regarding an Independent Investigator if required. Discussion was held regarding the use of the independent ARAC member if appropriate.

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10.2. Appendix C to include a section on performance from an under performer at no 5.

11. Calendar of Events

11.1. The Commission **noted** the calendar.

12. Any Other Relevant Business

12.1. The Chief Executive raised the 'mystery shopper' findings from the Welsh Language Commissioner regarding some of our English web documents and the need to specify within the documents that they are also available in Welsh.

12.2. The introduction of a Bilingual Call System implementation plan was discussed and agreed.

12.3. Two workshops were to be held later in the afternoon where the Commissioners would consider how to restructure and issue the satisfaction surveys as well as revisiting the Values of the Commission.

Date of Next Meeting: 29 October 2019