

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 27 AUGUST 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 Matt Redmond (Deputy 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); Mr Rhys Brooks (Review Officer); Mrs Catherine Thomas (Business Support Officer); Mr Nathan Sweetman (Business Support Officer).

Time Started: 10:00

Time Finished: 16:00

Apologies: Cher Cooke (Review Officer)

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. Mr Matt Redmond declared an interest in Caerphilly

2. Chair's Briefing

- 2.1. The Chair announced that he had been invited by Julie James AM, Minister for Housing and Local Government, to take on the role of Interim Chair and he had accepted.
- 2.2. The Chair also announced that Mr David Powell had agreed to take on the role of Interim Deputy Chair.

3. Minutes of the Commission meeting held on 30 July 2019

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

4. Issues Arising

- 4.1. Consideration was given to the report dated 20 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 Options

5.1. Consideration was given to the Report dated 20 August 2019 by the Review Officer.

5.2. The Commission considered the proposals for the electoral wards for Region 1 of Creigiau and St. Fagans, Pentyrch, Radyr and Morganstown and **agreed option 3**.

The following reasons were noted in support of the decision:

- Addresses existing under representation in Morganstown.
- Aligns the proposal with Commission's council size aim.
- Conforms to representations received for the area.

Commissioners emphasised the geographical benefits of option 3.

This option returns a total number of 5 members, an increase from 3.

5.3. The Commission considered the proposals for the electoral wards for Region 2 of Heath, Lisvane, Llanishen, Rhiwbina and Whitchurch and Tongwynlais and **agreed option 3**.

The following reasons were noted in support of the decision:

- Significantly improves electoral variance.
- Aligns the proposal with Commission's council size aim.
- Utilises existing community and communication links.

The Secretariat acknowledged that the proposed boundary changes are more suited for a community review. Development of housing in Llanishen noted. The Secretariat confirmed that Llanishen needed to be combined with another area, The Commissioner agreed. The Commissioner stated that option 4 is not as suitable regarding variances.

This option returns a total number of 15 members, no change.

- 5.4. The Commission considered the proposals for the electoral wards for Region 3 of Caerau, Canton, Ely, Fairwater, Llandaff and Llandaff North and **agreed option 1.**

The following reasons were noted in support of the decision:

- Retains existing arrangements.

This option returns a total number of 15 members, no change.

- 5.5. The Commission considered the proposals for the electoral wards for Region 4 of Adamsdown, Cathays, Gabalfa, Plasnewydd and Riverside and **agreed option 3.**

The following reasons were noted in support of the decision:

- Removes existing four member wards.
- Aligns the proposal with the Commission's council size aim.
- Provides moderate improvements to electoral parity.

Option 3 agreed with potential to re-consider, regarding numbers.

This option returns a total number of 13 members, a decrease from 15.

- 5.6. The Commission considered the proposals for the electoral wards for Region 5 of Butetown, Grangetown and Splott and **agreed option 3.**

The following reasons were noted in support of the decision:

- Provides significant improvements to electoral parity.
- Aligns the proposal the Commission's council size aim.
- Creates an additional four-member ward within the authority.

The Commissioner considered option 2 and questioned the no mention of Cardiff Bay. The Secretariat stated that no representations were received for this area and the need for electoral parity.

This option returns a total number of 10 members, an increase from 7.

- 5.7. The Commission considered the proposals for the electoral wards for Region 6 of Cyncoed, Llanrumney, Pentwyn, Penylan, Pontprennau, Rumney and Trowbridge and **agreed option 2.**

The following reasons were noted in support of the decision:

- Provides appropriate levels of electoral parity.
- Makes appropriate provision for projected electorate increase.
- Removes an existing four member ward.

This option returns a total number of 19 members, a decrease from 20.

Overall total number of members is 77

Summary:

Retaining 75 council members is challenging, whilst maintaining electoral parity. An increase of two council members is required, for Cardiff, to 77. **Action** - a paragraph to justify this increase is required.

5.8. 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 Sblot
Trowbridge	Trowbridge
Whitchurch and Tongwynlais	Yr Eglwys Newydd a Thongwynlais

6. Caerphilly Electoral Review – Draft Options

- 6.1. Consideration was given to the Report dated 27 August 2019 by the Review Officer.
- 6.2. The Commission considered the proposals for the electoral wards for Region 1 of Risca East and Risca West Fagans, Pentyrch, Radyr and Morganstown and **agreed option 2.**

The following reasons were noted in support of the decision:

- Best provides for appropriate levels of variances in the area.
- Ensures fair electoral representation in the area.
- Provides a single member ward.
- Eliminates the need for any boundary changes in the area.

Benefits of option 3 discussed. The Secretariat emphasised that option 3 addresses over-representation, The Commissioner believes that option 1 does not achieve electoral parity. The Secretariat questioned split of a community regarding option 1. The Secretariat stated that this represented a transferral of a community. The Commissioner believes that options 2 and 3 are the best options.

This option returns a total number of 5 members, no change.

- 6.3. The Commission considered the proposals for the electoral wards for Region 2 of Cross Keys, Penmaen, Pontllanfraith and Ynysddu and **agreed option 2.**

The following reasons were noted in support of the decision:

- Best addresses existing levels of electoral variance in the area.

This option returns a total number of 8 members, no change.

- 6.4. The Commission considered the proposals for the electoral wards for Region 3 of Darran Valley, New Tredegar, Moriah, Pontlloftyn and Twyn Carno and **agreed option 1**.

The following reasons were noted in support of the decision:

- Best addresses the existing levels of variance the area.
- Brings the number of members down from seven to six.

The Commissioner considered option 2, but acknowledged that this option split communities.

This option returns a total number of 7 members, a decrease from 8.

- 6.5. The Commission considered the proposals for the electoral wards for Region 4 of Aberbargoed, Bargoed, Blackwood, Pengam, Cefn Forest and Gilfach **agreed option 5**.

The following reasons were noted in support of the decision:

- Best addresses the existing levels of variance in the area.

The Commissioner questioned potential disruption to Blackwood. The Secretariat confirmed that the area was in a circular shape for the purposes of numbers. The Secretariat provided clarity regarding the areas of Blackwood and Cefn Fforest. The Commissioner highlighted differences in number of wards.

This option returns a total number of 11 members, a decrease from 13.

- 6.6. The Commission considered the proposals for the electoral wards for Region 5 of Hengoed, Llanbradach, St. Cattwg, Ystrad Mynach and **agreed option 1**.

The following reasons were noted in support of the decision:

- Best addresses the existing levels of variance in the area
- Conforms to all, or part, of the majority of the representations received.

The Secretariat highlighted complaints received by the Council with regard to the area and the changes required regarding the 62 electors.

This option returns a total number of 9 members, no change.

6.7. The Commission considered the proposals for the electoral wards for Region 6 of Penyrheol, Trecenydd and Energlyn and **agreed option 1.**

The following reasons were noted in support of the decision:

- Although variances were a slight improvement, in option 2, it does not conform to the representations received

This option returns a total number of 4 members, no change.

6.8. The Commission considered the proposals for the electoral wards for Region 7 of Bedwas, Trethomas and Machen, Morgan Jones, St. James and St. Martin's and agreed **option 2 – option 4 to be an alternative.**

The Commissioner inquired as to why option 4 was not chosen. The Secretariat replied, stating that the Communities of Van and Rudry of the St James were completely in contrast to each other.. The Commissioner emphasised need for consistency. **Agreed that option 4 should be an alternative.**

The following reasons were noted in support of the decision:

- Although this option did not improve the variances of option 1, it provides greater representation for the community of Van.

6.9. The Commission considered the proposals for the electoral wards for Region 8 of Aber Valley and **agreed option 2.**

The following reasons were noted in support of the decision:

- This option provides an improvement in electoral parity.
- Reduces the number of councillors from three to two.

Areas within Aber Valley provided, at the request of The Commissioner. The Commissioner highlights changes from under-representation to over-representation. The Secretariat requested confirmation that there is awareness concerning reducing numbers of representation. The Secretariat confirmed that there is awareness. Option can change, potentially dependent on the option chosen for Region 7.

This option (2) returns a total number of 13 members, no change. The alternative option (4) returns a total number of 12 members, a decrease from 13.

Overall total members – 69 (70 if alternative option 4 in region 7 is taken)

6.10. 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 Phen-gam
Abercarn	Abercarn
Argoed	Argoed
Bargoed and Gilfach	Bargoed a Gilfach
Bedwas and Trethomas	Bedwas a Thre-tomas
Blackwood	Coed Duon
Cefn Fforest	Cefn Fforest
Crosskeys and Ynysddu	Pont-y-cymer ac Ynysddu
Crumlin	Crymlyn
Darran Valley	Cwm Darran
Hengoed	Hengoed
Llanbradach	Llanbradach
Machen and Rudry	Machen a Rudry
Maesycwmmmer	Maesycwmmmer
Morgan Jones	Morgan Jones
Moriah and Pontlottyn	Moriah a Phontlottyn
Nelson	Nelson
New Tredegar	Tredegar Newydd
Newbridge	Trecelyn
Penmaen	Penmaen
Penyrheol	Penyrheol
Pontllanfraith	Pontllanfraith
St. Cattwg	Sant Catwg
St. Martins	Sant Martin
Twyn Carno	Twyn Carno
Van	Fan
Ystrad Mynach	Ystrad Mynach

7. Merthyr Electoral Review – Final Options and Report

7.1. Consideration was given to the Report dated 07 August 2019 by the Review Officer.

- 7.2. The Commission considered the proposals for the electoral wards for Region 1 of Dowlais, Park and Gurnos and agreed **option 1**

The following reasons were noted in support of the decision:

- Provides significant improvements to electoral parity
- Reduces the number of councillors from eleven to eight.
- Best provides for appropriate levels of variances in the area.
- Eliminates the need for any boundary changes in the area.

- 7.3. Consideration was given to the Report dated 07 August 2019 by the Review Officer.

- 7.4. The Commission considered the content of the report, and recommended names for electoral wards.

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

The Commissioner questioned whether the numbers need to be increased. The Secretariat stated that a community review would be an option for the Council to look at.

This option returns a total number of 8 members, a decrease from 11.

Overall total members - 8

7.6. Names:

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

English	Welsh
Bedlinog	Bedlinog
Cyfartha	Cyfarthfa
Dowlais and Pant	Dowlais a Phant
Gurnos	Gurnos
Merthyr Vale	Ynysowen
Park	Parc
Penydarren	Penydarren
Plymouth	Plymouth
Town	Y Dref
Treharris	Treharris
Vaynor	Faenor

8. Neath Port Talbot Electoral Review – Draft Report

- 8.1. Consideration was given to the Report dated 09 August 2019 by the Review Officer.
- 8.2. The Commission considered the content of the report, and proposed names for electoral wards.
- 8.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

Overall total members - 59

8.4. **Names:**

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

English	Welsh
Aberavon	Aberafan
Aberdulais	Aberdulais
Allt-Wen	Allt-Wen
Baglan	Baglan
Blaengwrach and Glynneath	Blaengwarch a Glyn-nedd
Briton Ferry East	Dwyrain Llansawel
Briton Ferry West	Gorllewin Llansawel
Bryn-côch North	Gogledd Bryn-côch
Bryn-côch South	De Bryn-côch
Bryn, Cwmavon and Pelenna	Bryn, Cwmafan a Phelenna
Cadoxton	Llangatwg
Cimla	Cimla
Coedffranc Central	Canol Coed-ffranc
Coedffranc North	Gogledd Coed-ffranc
Coedffranc West	Gorllewin Coed-ffranc
Crynant, Onllwyn and Seven Sisters	Y Creunant, Onllwyn a Blaendulais

Cwmllynfell and Ystalyfera	Cwmllynfell ac Ystalyfera
Cymmer and Glyncorrwg	Y Cymer a Glyncorrwg
Dyffryn	Dyffryn
Godre'r Graig	Godre'r Graig
Gwaun-Cae-Gurwen and Lower Brynamman	Gwaun-Cae-Gurwen a Brynaman Isaf
Gwynfi and Croeserw	Gwynfi a Chroeserw
Margam and Tai-bach	Margam a Thai-bach
Neath East	Dwyrain Castell-nedd
Neath North	Gogledd Castell-nedd
Neath South	De Castell-nedd
Pontardawe and Trebanos	Pontardawe a Threbannws
Port Talbot	Port Talbot
Resolven and Tonna	Resolfen a Thonna
Rhos	Rhos
Sandfields East	Dwyrain Sandfields
Sandfields West	Gorllewin Sandfields

9. Wrexham Electoral Review – Draft Report

- 9.1. Consideration was given to the Report dated 20 August 2019 by the Review Officer.
- 9.2. The Commission considered the content of the report, and proposed names for electoral wards.
- 9.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.
- 9.4. **Names:**

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

English	Welsh
Acrefair North	Gogledd Acre-fair
Acton and Maesydre	Gauntyrfyn a Maes-y-dre

Rossett	Yr Orsedd
Bangor Is-y-Coed	Bangor Is-y-Coed
Borras Park	Parc Borras
Bronington and Hanmer	Bronington a Hanmer
Brymbo	Brymbo
Bryn Cefn	Bryn Cefn
Brynyffynnon	Brynyffynnon
Burton and Llay	Burton a Llai
Cartrefle	Cartrefle
Cefn East	Dwyrain Cefn
Cefn West	Gorllewin Cefn
Chirk North	Gogledd y Waun
Chirk South	De'r Waun
Coed-poeth	Coed-poeth
Dyffryn Ceiriog	Dyffryn Ceiriog
Erddig	Erddig
Esclusham	Esclusham
Garden Village	Garden Village
Gresford East and West	Dwyrain a Gorllewin Gresffordd
Grosvenor	Grosvenor
Gwenfro	Gwenfro
Gwersyllt North East	Gogledd Ddwyrain Gwersyllt
Gwersyllt North West	Gogledd-Orllewin Gwersyllt
Gwersyllt South	De Gwersyllt
Hermitage	Hermitage
Holt	Holt
Johnstown and Pant	Johnstown a Phant
Little Acton	Acton Fechan

Llangollen Rural	Llangollen Wledig
Marchwiell	Marchwie
Marford and Hoseley	Marford a Hoseley
Minera	Mwynglawdd
New Broughton	Brychdyn Newydd
Offa	Offa
Overton and Maelor South	Owrtyn a De Maelor
Penycae	Pen-y-cae
Penycae and Ruabon South	Pen-y-cae a De Rhiwabon
Ponicau	Ponicau
Queensway	Queensway
Rhos	Rhos
Rhosnesni	Rhosnesni
Ruabon	Rhiwabon
Smithfield	Smithfield
Stansty	Stansty
Whitegate	Whitegate
Wynnstay	Wynnstay

10. Risk Management – Risk Register

- 10.1. Consideration was given to the Report dated 15 August 2019 by the Finance Manager.
- 10.2. It was **noted** that the changes agreed at the last meeting had been implemented.
- 10.3. The Commission again considered the delay in Welsh Government issuing an order for the Monmouthshire community review and the significantly detrimental effect on the timetable for completion of the Monmouthshire electoral review by the required 2021 deadline. As agreed at the last meeting, a letter had been sent to the Welsh

Government Deputy Director of Local Government to alert her to the risk to the Commission and to offer assistance in drafting the order for the Monmouthshire community review. However, as there had been no further progress, it was **agreed** to raise this with her at a meeting the following day. The Secretariat also suggested writing formally to the Minister. This was not agreed by the Commissioners.

- 10.4. It was **agreed** that additional mitigating actions would be added to risk CR4. The CEO would contact Monmouthshire County Council urgently regarding the issue and request an estimate of how long it would take them to implement the community review recommendations. Further to this, it was proposed that the Commission's fall-back position in the event of no progress on the Community review would be to use the existing Monmouthshire electoral arrangements in order to proceed on time with the electoral review.

11. Budget Report

- 11.1. Consideration was given to the Report dated 27 August 2019 by the Finance Manager.
- 11.2. The Commission **noted** the transfer of funds between OGD secondments staff costs, Secretariat T&S, training, stationery, legal and car hire budget categories to address estimated overspends in those categories. The estimated overall underspend for the year was also noted.
- 11.3. It was **noted** that the forthcoming Welsh Government salary increase currently being negotiated would, if agreed, reduce the level of the estimated overall underspend.

12. Report of Audit and Risk Assurance Committee (ARAC) Meeting 29 July 2019

- 12.1. Consideration was given to the Report dated 19 August by the Finance Manager on the issues considered and points raised at the ARAC meeting held on 29 July 2019. The outcome of the meeting was **noted**.

13. Travel and Subsistence Policy

- 13.1. Consideration was given to the Report dated 16 August by the Business Manager. It was noted that the policy did not specifically refer to Members. However, there was a separate policy covering Members' fees and expenses and it was agreed that the Members' fees and expenses

policy would be checked to ascertain whether it was consistent with the Travel and Subsistence Policy.

13.2. It was **agreed** to accept the policy subject to minor amendments.

14. Review Process Feedback

14.1. Consideration was given to the Report dated 20 August by the Deputy Chief Executive.

14.2. It was **agreed** to in the first instance to send out a Lessons Learned Questionnaire as soon as possible with the questions to be agreed at the September meeting.

14.3. It was also **agreed** that there would be a targeted second stage where we would approach selected stakeholders to obtain feedback.

15. Reviews Progress Report

15.1. Consideration was given to the Report dated 20 August by the Deputy Chief Executive.

15.2. Consultation over the Christmas period was **agreed**.

15.3. No changes to the existing risks were raised.

15.4. The content of the report was **noted**.

16. Calendar of Events

16.1. The 24 March meeting date was updated to 31 March.

16.2. The Commission **noted** the calendar.

17. Any Other Business

17.1 There were no further items to discuss.

Date of Next Meeting: 24 September 2019