LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 29 OCTOBER 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 Matthew Redmond (Deputy Chief Executive); Mr Dave Carr (Finance Manager); Mr Tom Jenkins (Review Manager); Mr Rhys Brooks (Review Officer); Mrs Catherine Thomas (Business Support Officer); Mr Nathan Sweetman (Business Support Officer).

Time Started: 10:10
Time Finished: 12:30

Apologies: David Burley (Business Support Manager)

1. Declarations of Interest

1.1. Nathan Sweetman declared an interest in the Vale of Glamorgan.

2. Chair's Briefing

2.1. The Chair led discussions regarding when the Monmouthshire electoral review is likely to commence. At a recent Welsh Government (WG) Liaison Meeting, it was indicated that the process for making the Monmouthshire Order is in place and being worked on by the legal team.

2.2. WG gave positive feedback on the briefing notes that were being sent to the sponsor division. These were well received and will continue to be sent following the publication of Final Recommendation Reports.

2.3. The Chair updated the meeting on the appointment of a new LDBCW Chair. The process is ongoing with WG and it was expected that the appointment could take place before Christmas.

3. Minutes of the Commission meeting held on 24 September 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 22 October 2019 by the Chief Executive.

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
- **(Issue 3)** Post Review Survey

4.3. The action plan for **Issue 1** was agreed and a workshop was to be held with Commissioners following this meeting to finalise arrangements for **Issue 3**

4.4. Regarding **(Issue 4)** it was reported that the HMRC Advisory Fuel Rate of 4 pence per mile applied to company cars only. It was, therefore, **agreed** that the current car mileage rates continue to be in place until new guidance is issued by WG.

4.5. It was also agreed the ICT Lessons learned report would be prepared following the completion of the project.

5. The Vale of Glamorgan Electoral Review – Draft Options

5.1. Consideration was given to the Report dated 17 October 2019 by the Review Officer.

5.2. The Commission considered the proposals for the existing electoral wards for Region 1 of Cowbridge, Llandow/Ewenny, Llantwit Major, St. Athan and St. Bride’s Major and **agreed option 2.** This option comprises the five electoral wards of Cowbridge, Llandow, Llantwit Major, St. Athan and St. Bride’s Major.

The following reasons were noted in support of the decision:

- Provides a better overall electoral parity

- Improves the electoral variance for the St Athan and St Bride's electoral wards with minimal changes to the existing arrangements.
- Provides the best electoral parity for the area while maintaining community ties and transport links as much as possible.
- Conforms in part to the representations received

This option returns a total number of 12 members, an increase from 10.

5.3. The Commission considered the proposals for the electoral wards for Region 2 of Baruc, Buttrills, Cadoc, Castleland, Court, Dyfan, Gibbonsdown and Illtyd and **agreed option 4.** This option comprises the ten electoral wards of Baruc, Buttrills, Cadoc, Castleland, Colcot, Court, Cwm Talwg, Gibbonsdown, Highlight and Nant Talwg.

The following reasons were noted in support of the decision:

- Creates no split Communities.
- Provides significant improvements to electoral parity
- Avoids the creation of a four-member electoral ward

It was recommended by the Commissioners that option 4 be adopted on the basis that the scheme best addresses the electoral variance within the Town of Barry while also adopting some of the more practical recommendations for boundary changes made within the representations. It also favours single member wards wherever possible. **Option 2** would also be included in the report as an alternative.

Option 4 returns a total number of 20 members. An increase from 18.

5.4. The Commission considered the proposals for the electoral ward for Region 3 of Dinas Powys and **agreed option 2.** This option retains the electoral ward of Dinas Powys but reduces the number of members from four to three.

The following reasons were noted in support of the decision:

- Creates improvement to electoral parity.
- Creates no split communities.

This option returns a total number of 3 members, a decrease from 4.

5.5. The Commission considered the proposals for the electoral wards for Region 4 of Peterston-Super-Ely, Rhoose and Wenvoe and **agreed option 1.** This option comprises the four electoral wards of Peterston Super-Ely, Rhoose, St. Nicholas and Llancarfan and Wenvoe.

The following reasons were noted in support of the decision:

- Provides improvements to electoral parity specifically in Wenvoe.
- Creates no split communities.
- Best addresses the existing levels of variance in the area.
- Conforms to part of the representation received from Wenvoe Community Council.

This option returns a total number of 6 members, an increase from 4.

5.6. The Commission considered the proposals for the electoral wards for Region 5 of Cornerswell, Llandough, Plymouth, St. Augustine's and Stanwell and **agreed option 2.** This option comprises the four electoral wards of Cornerswell and Llandough, Plymouth, St Augustine's, and Stanwell.

The following reasons were noted in support of the decision:

- Provides significant improvements to electoral parity.
- Addresses the anticipated overrepresentation in Llandough.

This option returns a total number of 10 members, an increase from 9.

5.7. **Names:**

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

English	**Welsh**
Baruc	Baruc
Buttrills	Buttrills
Cadoc	Cadog
Castleland	Castleland
Colcot	Colcot

Cornerswell and Llandough	Cornerswell a Llandoche
Court	Court
Cowbridge	Y Bont-faen
Cwm Talwg	Cwm Talwg
Dinas Powys	Dinas Powys
Gibbonsdown	Gibbonsdown
Highlight	Highlight
Llandow	Llandŵ
Llantwit Major	Llanilltud Fawr
Nant Talwg	Nant Talwg
Peterston Super-Ely	Llandbedr-y-fro
Plymouth	Plymouth
Rhoose	Y Rhws
St Athan	Sain Tathan
St Bride's Major	Saint-y-brid
St. Nicholas and Llancarfan	Sain Nicolas a Thresimwn
St Augustine's	St Augustine's
Stanwell	Stanwell
Sully	Silli
Wenvoe	Gwenfo

6. Risk Management – Risk Register

6.1. Consideration was given to the Report dated 16 October 2019 by the Finance Manager. It was **noted** that the changes agreed at the last meeting had been implemented.

6.2. It was **agreed** that an additional Corporate risk would be added covering the risk of non-compliance with Welsh Language Standards 9 and 10, relating to the answering of telephone calls, due to issues with the new phone system that are in the process of being resolved.

7. Budget Report

7.1. Consideration was given to the Report dated 29 October 2019 by the Finance Manager.

7.2. The current budget position and estimated annual underspend was **noted**. It was **agreed** that funds would be transferred to budgets where an overspend had been forecast at the last meeting and that an updated figure for the estimate of the year end underspend would be calculated for the meeting in November.

8. Board Effectiveness Evaluation

8.1. Consideration was given to the Report dated 16 October 2019 by the Finance Manager.

8.2. It was **agreed** that each Commissioner should complete a Board Annual Effectiveness Evaluation Questionnaire and return these to the Finance Manager within the next two weeks.

8.3. It was **agreed** that staff should also complete the questionnaire after Members had submitted their returns.

8.4. It was **agreed** that the results of the review should be collated and feedback reported to the December meeting.

9. HR Policies

9.1. Consideration was given to the Report dated 30 September 2019 by the Business Support Manager.

9.2. The revised Allowances policy was **accepted** subject to the removal of the sections relating to ‘Typists’ and the ‘Private Secretary Allowance’.

9.3. The revised Dismissal policy was accepted with no changes.

10. Reviews Progress Report

10.1. Consideration was given to the Report dated 22 October by the Deputy Chief Executive.

10.2. It was **agreed** to add further analysis to the review progress timetable showing the ratios per Councillor according to each category of Council.

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

11. Calendar of Events

11.1. The Commission **noted** the calendar and the upcoming Inter-Commission dinner and meeting in London on 28 & 29 November.

11.2. It was **agreed** that the CEO should draft a note for the Chair for the Inter-Commission Meeting covering the following topics:

a) Accessibility Reports
b) The vote for 16 – 17 year olds

12. Any Other Relevant Business

12.1. There were no further items to discuss.

Date of Next Meeting: 26 November 2019