

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD AT 10:00 AM ON 21 JUNE 2023 AT HASTINGS HOUSE AND VIA MS
TEAMS**

Present: Mrs Bev Smith (Chair); Mrs Dianne Bevan; Mr Frank Cuthbert; Mr Michael Imperato; Mrs Ginger Wiegand.

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Tom Jenkins (Head of Policy and Programmes); Mr Dave Carr (Finance Manager); Mr Huw Blacker (Review Officer); Mr Christian Lovatt (Team Support); Miss Caitlin Lowry (Team Support Officer).

Time Started: 10:31

Time Finished: 12:31

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. The Chair briefed the Commission that they are waiting on the Welsh Government (WG) for updates.

3. Minutes of the Commission meeting held on 24 May 2023

3.1. It was **Resolved** to approve the minutes of the meeting held on 24 May 2023 as a correct record of the matters considered, subject to minor amendments.

4. Issues Arising

4.1. It was **Resolved** to accept the Report noting any issues for later discussion in the meeting, and updated progress was noted on the following issues:

4.2. **(Issue 1)** It was **noted** by the CE that discussions with WG regarding the facilities have progressed, with further information provided regarding the outlined ICT requirements. Qualification Wales involved in discussions.

4.3. **(Issue 2)** WG want an agreement on accommodation but there are still questions that need answering regarding facilities.

4.4. **(Issue 3)** It was **noted** that this item will be discussed under agenda item 6.

- 4.5. **(Issue 4)** ORS have completed the research questionnaire that will be used for the research project.

5. Transition Programme (for discussion)

- 5.1. The Chair updated the Commission on the progress of the IRP transition programme.

- It was **noted** that the IRP had not met since the last LDBCW meeting.
- The Commission identified the staff and appointment structures with a draft project and assessment in early stages.
- It was **noted** that legislation was on track for an autumn finish, the CE stated the need for a timescale.
- The Commission was updated on the communications and strategy aspect with focus on engagement with stakeholders. Meeting in July with ARAC to discuss the cost and funding for resources. Board also needs reassurance of effectiveness with project manager and sponsors named.

- 5.2. **Action:** The Chair and CE to agree on a set of roles to be carried out by the Chair chosen to oversee the IRP transition programme.

- 5.3. **Action:** Meeting with ARAC in July to discuss involvement into the programme such as funding for areas like research and communication.

6. Future Work Programme

- 6.1. The CE gave a verbal update on the progress of the programme.

- It was **noted** that the board has not met since the last LDBCW meeting.
- CE informs that there will not be a significant increase in costs for the programme with the budget being similar to the Parliamentary Review Budget.
- EIA from WG will form Elect Reform Bill which will be more complex than the Senedd Reform Bill, next Senedd reform meeting in July.

7. Reviews Progress Report

- 7.1. Consideration was given to the Reviews Progress Report dated 21 June 2023 by the HPP.

- 7.2. It was **noted** by the HPP that they are now considering draft proposals for the Vale of Glamorgan Community Review.

- 7.3. It was **noted** by the HPP that options are being considered for the Caerphilly Community Review.
- 7.4. It was **noted** that the Community review of Pembrokeshire will following initial meetings on 4 September 2023.
- 7.5. It was **noted** by the HPP the Community Review of Swansea is still yet to start.
- 7.6. It was **noted** that Gwynedd would be aiming for an early 2024 timescale and Flintshire remain in discussions amongst themselves regarding a future Community Review.
- 7.7. It was **noted** that Torfaen have begun their own community review but have inaccurate date which they had received from Monmouthshire. It was also **noted** that Blaenau Gwent will be conducting their own review.
- 7.8. **Action:** CE will update spreadsheet.

8. Vale of Glamorgan Community Review

- 8.1. Considerations were given to the Vale of Glamorgan Community Review – Draft Schemes Consideration Report dated 12 May 2023 by the RM.
- 8.2. The Secretariat will initiate its quality assurance process for the report.
- 8.3. It was **noted** that the Commission would be aiming for a September date for publication.
- 8.4. It was **noted** that the Commission is still awaiting a response from WG on some of the proposed names.
- 8.5. The Commission congratulated the team on the quality of the report.

9. Caerphilly Community Review

- 9.1. Consideration was given to the Caerphilly Community Review – Draft Schemes Consideration Report dated 21 June 2023 by the RO.
- 9.2. Consideration was given to the options for the Town of Risca West and the Community of Risca East. Option 3 was chosen by the Commission (please refer to Decision Making Standard templates for further information).

- 9.3. Consideration was given to the options for the Communities of Bedwas, Trethomas and Machen and Rudry. Option 4 was chosen by the Commission (please refer to DMS templates for further information).
- 9.4. Consideration was given to the options for the Communities of Gelligaer and Nelson. Option 3 was chosen by the Commission (please refer to DMS templates for further information).
- 9.5. Consideration was given to the options for the Caerphilly Town Council and Van Community Council. Option 4 was chosen by the Commission (please refer to DMS templates for further information).
- 9.6. Consideration was given to the options for the Communities of Bargoed and Pengam. Option 3 was chosen by the Commission (please refer to DMS templates for further information).
- 9.7. Consideration was given to the options for the Communities of Cefn Fforest and Pengam. Option 1 was chosen by the Commission (please refer to DMS templates for further information).
- 9.8. Consideration was given to the options for the Communities of Pontllanfraith and Maesycwmmmer. Option 3 was chosen by the Commission (please refer to DMS templates for further information).
- 9.9. Consideration was given to the options for the Community of Rhymney. Option 1 was chosen by the Commission (please refer to DMS templates for further information).
- 9.10. The Secretariat will draft the draft proposals report for the Commissions consideration at a future Commission meeting.
- 9.11. The Commission **noted** their thanks to the Review Team for the thoroughness of the Caerphilly review notes.

10. Budget Report 2023-24

- 10.1. Consideration was given to the 2023-24 budget dated 21 June 2023 by the FM.
- 10.2. It was **noted** that there had been a £10k underspend for staff costs as of 21 June 2023.

- 10.3.** It was **noted** that there had been several overspends as of May 2023 but that most related to expenditure which would be claimed back from local authorities as part of the community review costs. The large overspend of £3k in the staff training budget was due to attendance of the WLGA annual meeting but this should be covered by surplus funds in other budgets. Overall, it was expected that all the overspent budgets would break even again in the coming months.

11. Risk Management – Risk Register

- 11.1.** Consideration was given to the Risk Management Report dated 21 June 2023 by the FM.
- 11.2.** It was **agreed** that the risks associated with the transition to the new future work programme would need to be assessed and reviewed. It was proposed that this should be done by ARAC at their July meeting.
- 11.2.1.** **Action:** ARAC to review new work programme transition risks at their July meeting.

12. Calendar of Events

- 12.1.** The Commission **noted** the Calendar.
- 12.2.** It was **noted** that the Fringe Event at the WLGS conference will be lead by ORS.

13. Any Other Relevant Business

- 13.1.** The HPP provided a brief overview and demonstration of the new consultation portal.

Date of Next Meeting: 20 July 2023