

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD AT 10:00 AM ON 31 JANUARY 2024 AT HASTINGS HOUSE AND VIA MS
TEAMS**

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

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Tom Jenkins (Head of Policy and Programmes); Mr Dave Carr (Finance Manager); Mr Roger Ashton-Winter (Senior Project Manager); Mr Huw Blacker (Review Manager); Miss Carys Vaughan (Review Officer); Mr Paul Elliott (Review Officer); Mr Christian Lovatt (Team Support Officer); Miss Caitlin Lowry (Team Support Officer).

Guests: Andrew Blackmore (Independent ARAC Member); Kalwant Grewal (Independent ARAC Member)

Apologies: Bev Smith (Chair)

Time Started: 10:01

Time Finished: 13:01

1. Declarations of Interest

- 1.1. No Declarations of Interest were made.

2. Chair's Briefing

- 2.1. The Chair welcomed the new LDBCW Independent ARAC members, Andrew Blackmore and Kalwant Grewal, who had been invited to observe the Commission meeting.
- 2.2. It was **noted** that there has been no Implementation Board meeting since December and the first one of 2024 will held tomorrow. CE and the Chair will be attending.

3. Minutes of the Commission meeting held on 25 October 2023

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 13 December 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)** The Commission received 1 FOI request between 7 December 2023 and 24 January 2024.
- 4.3. **(Issue 2)** It was **noted** that the Commission is currently undertaking Community Reviews for the Vale of Glamorgan, Caerphilly, Ceredigion, Swansea and Pembrokeshire. Further details are included in a separate agenda item.
- 4.4. **(Issue 3)** It was **noted** that the final costings have been provided in relation to the refurbishment. A grant from DLUHC for £50K has been applied for, with the remainder of costs being met by the 24/25 LDBCW budget. It was **noted** that the HoB has asked for a rent-free period during the transition to the new premises at WG.
- 4.5. **(Issue 4)** It was **noted** that the ORS research is at the qualitative stage as per the update at the December 2023 presentation and that they are due to complete their interviews next week.

5. Transition Programme (for discussion)

- 5.1. The CE **briefed** the Commission on the Transition Programme.
- 5.2. It was **noted** that the CE has prepared a Commissioner recruitment timeline that will be discussed at the next Implementation Board meeting.

6. Future Work Programme

- 6.1. Consideration was given to the Future Work Programme Report dated 30 January 2024 by the CE.
- 6.2. It was **noted** that the Senedd Bill was voted through to plenary yesterday.
- 6.3. Consideration was given to Mick Antoniw MS' recommendations in response to the Senedd Cymru (Members and Elections) Bill.
- 6.4. Consideration was given to the Elections and Elected Bodies (Wales) Bill Stage 1 Report and its recommendations.
- 6.5. Consideration was given to the recommendations in the Elections and Elected Bodies (Wales) Bill Stage 1 Report.

7. Budget Report 2023-24

- 7.1.** Consideration was given to the Budget Monitoring Report dated 31 January 2024 by the FM, which showed the budget position to the end of December 2023.
- 7.2.** The main areas of underspend and overspends, and the explanations for them were **noted**.
- 7.3.** It was **noted** that some funds had been transferred across several budgets to cover some estimated overspends. It was **noted** that most of the overspends were due to community reviews which would be reclaimed from the relevant local authorities in due course.
- 7.4.** It was **noted** that a total underspend of £25k was predicted for the end of the 2023-24 financial year, £4k of which will be from an underspend on the 2023-24 DLUHC BCW Parliamentary Review funding.

8. Risk Management – Risk Register

- 8.1.** Consideration was given to the Risk Management Report dated 31 January 2024 by the FM.
- 8.2.** It was **noted** that the Audit and Risk Assurance Committee had proposed that a new risk be added to the Corporate Risk Registers to cover the risk of preparedness for the accommodation move to Cathays Park. It was considered that the main mitigation would be the ability of staff to work from home as the Secretariat has proven experience of working remotely. The new risk, CR3, was noted and **approved**.

9. Future Work Programme Risk Register

- 9.1.** Consideration was given to the LDBCW Future Work Programme Risk Register dated 31 January 2023.
- 9.2.** It was considered that a factor affecting RR5 regarding the capacity of Commissioners to undertake the additional work was the recent suggestion in a response to the Senedd Committee that the number of Commission members should be reduced. It was **agreed** that monitoring this possibility should be added as a mitigating action to risk RR5.

10. Report of ARAC Meeting held 29 November 2023

- 10.1.** Consideration was given to the Report on Audit and Risk Assurance Committee meetings held on 17 October and 29 November 2023 dated 31 January 2024.

10.2. The outcomes of the 2 previous ARAC meetings were **noted**.

11. Reviews Progress Report

11.1. Consideration was given to the Reviews Progress Report dated 24 January 2024 by the HoPP.

11.2. It was **noted** that there are currently 5 community reviews taking place, all at different stages.

11.3. The Commission **noted** the report and also any changes to the timetable and any lessons learned to the lessons learned log.

11.4. It was **noted** that members of the Secretariat met with Ceredigion County Council officials on Monday 29 January to discuss the draft proposals.

11.5. The strength of representations received during the secondary consultation period from some Community areas under review in the Vale of Glamorgan was discussed and **noted**.

11.6. It was discussed and **noted** that future Community Review Reports should include the suggestion to carry out a Section 31 Review of any Community areas unchanged during a Community Review.

12. Swansea Community Review

12.1. Consideration was given to the Swansea Community Review – Draft Schemes Consideration dated 24 January 2024 by the RO.

12.2. Consideration was given to the options for Mawr, Clydach and Birchgrove. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

12.3. Consideration was given to the options for Mawr and Pontarddulais. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

12.4. Consideration was given to the options for Mawr and Llangyfelach. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

12.5. Consideration was given to the options for Ilston and Pennard. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

- 12.6.** Consideration was given to the options for Llangennith, Llanmadoc and Cheriton and Llanrhidian Lower. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.7.** Consideration was given to the options for Port Eynon, Penrice, Rhossili and Reynoldston. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.8.** Consideration was given to the options for Gorseinon, and Grovesend and Waungron. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.9.** Consideration was given to the options for Dunvant and Killay. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.10.** Consideration was given to the options for Bishopston. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.11.** Consideration was given to the options for Bonymaen. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.12.** Consideration was given to the options for Cockett. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.13.** Consideration was given to the options for Cwmbwrla. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.14.** Consideration was given to the options for Gowerton. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.15.** Consideration was given to the options for Landore. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.16.** Consideration was given to the options for Llanrhidian Higher. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

- 12.17.** Consideration was given to the options for Llansamlet. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.18.** Consideration was given to the options for Llŵchwr. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.19.** Consideration was given to the options for Morriston. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.20.** Consideration was given to the options for Mumbles. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.21.** Consideration was given to the options for Mynyddbach. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.22.** Consideration was given to the options for Penderry. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.23.** Consideration was given to the options for Penllergaer. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.24.** Consideration was given to the options for Pontlliw and Tircoed. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.25.** Consideration was given to the options for Sketty. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.26.** Consideration was given to the options for St Thomas. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

- 12.27.** Consideration was given to the options for Three Crosses. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.28.** Consideration was given to the options for Townhill. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.29.** Consideration was given to the options for Uplands. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.30.** Consideration was given to the options for Upper Killay. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.31.** Consideration was given to the options for Waunarlwydd. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 12.32.** Discussion was held regarding some names recommended by the Welsh Language Commission.
- 12.33.** Discussion was held regarding some errors in the Swansea Order which could be highlighted to Welsh Government.

13. Caerphilly Community Review

- 13.1.** Consideration was given to the Caerphilly Community Review – Final Options Considerations dated 24 January 2024 by the RO.
- 13.2.** Consideration was given to the options for Risca West and Risca East. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 13.3.** Consideration was given to the options for Bedwas, Trethomas and Machen, and Rudry. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 13.4.** Consideration was given to the options for Gelligaer, Nelson, and Llanbradach and Pwllypant. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

- 13.5.** Consideration was given to the options for Caerphilly. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 13.6.** Consideration was given to the options for Bargoed and Pengam. Option 5 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 13.7.** Consideration was given to the options for Cefn Fforest and Pengam. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 13.8.** Consideration was given to the options for Pontllanfraith and Maesycwmmmer. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 13.9.** Consideration was given to the options for Maesycwmmmer and Llanbradach and Pwllypant. Option 4 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 13.10.** Consideration was given to the options for Rhymney. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

14. Pembrokeshire Community Review

- 14.1.** Consideration was given to the Pembrokeshire Community Review – Draft Schemes Consideration dated 31 January 2024 by the RO.
- 14.2.** Consideration was given to the options for Llawhaden, Clunderwen and Llandissilio West. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.3.** Consideration was given to the options for Merlin's Bridge, Freystrop, Hook and Llangwm. Option 4 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.4.** Consideration was given to the options for Camrose and Nolton and Roch. Option 4 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.5.** Consideration was given to the options for Neyland and Stadwell. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.6.** Consideration was given to the options for Amroth, Kilgetty/Begelly, Lampeter Velfrey and Saundersfoot. Option 4 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

- 14.7.** Consideration was given to the options for Lampeter Velfrey and Llanddewi Velfrey. Option 4 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.8.** Consideration was given to the options for East Williamston. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.9.** Consideration was given to the options for Puncheston and Cwm Gwaun. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.10.** Consideration was given to the options for Angle, Pembroke, and Stackpole and Castlemartin. Option 4 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.11.** Consideration was given to the options for Pembroke Dock. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.12.** Consideration was given to the options for Narberth. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.13.** Consideration was given to the options for Milford Haven. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.14.** Consideration was given to the options for Wolfcastle and Haycastle. Option 4 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.15.** Consideration was given to the options for Marloes and St Brides, Dale and St Ishmaels. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.16.** Consideration was given to the options for Martletwy and Uzmaston, Boulston and Slebech. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.17.** Consideration was given to the options for Pencaer and Mathry. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.18.** Consideration was given to the options for Boncath, Eglwysrw, Nevern, Crymych and Mynachlogddu. Option 4 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).

- 14.19.** Consideration was given to the options for Boncath, Cilgerran and Manordeifi. Option 4a was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.20.** Consideration was given to the options for Maenclochog. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.21.** Consideration was given to the options for Manorbier. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.22.** Consideration was given to the options for Scloddau. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.23.** Consideration was given to the options for Wiston. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.24.** Consideration was given to the options for Rosemarket and Burton. Option 3 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.25.** Consideration was given to the options for Herbrandston, Tiers Cross and Walwyns Castle. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.26.** Consideration was given to the options for Carew and Jeffreyston. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.27.** Consideration was given to the options for Rudbaxton and Spittal. Option 2 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard for further information).
- 14.28.** The size and number of small Community Councils in Pembrokeshire was discussed and **noted**.
- 14.29.** It was **noted** that there is potential for some push back from some Community areas under review in Pembrokeshire.
- 14.30.** Discussion was held on the Community names in Pembrokeshire.

15. Vale of Glamorgan Community Review

15.1. Consideration was given to the Vale of Glamorgan Community Review – Draft of Final Recommendations Report dated 24 January 2024 by the RM. The content of the report was **agreed**.

16. Calendar of Events

16.1. Consideration was given to the Calendar of Events.

17. Any Other Relevant Business

17.1. No other relevant business was noted.

Date of Next Meeting: 21 February 2024