

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD AT 10:00 AM ON 20 SEPTEMBER 2023 AT HASTINGS HOUSE AND VIA
MS TEAMS**

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

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

Apologies: Roger Ashton-Winter (Senior Project Manager)

Time Started: 10:20

Time Finished: 12:35

1. Declarations of Interest

- 1.1. No Declarations of Interest were made.

2. Chair's Briefing

- 2.1. The Chair thanked the Commission staff on the support they provided at the WLGA Conference. It was **noted** that positive discussions were held with stakeholders.
- 2.2. The Chair briefed the Commission on the IRP draft report proposal for 2024/25 which will be published in October.

3. Minutes of the Commission meeting held on 20 July 2023

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 20 July 2023 as a correct record of the matters considered.

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 14 July 2023 and 12 September 2023.

- 4.3. **(Issue 2)** It was **noted** that Rhondda Cynon Taf are planning to undertake a Community Review with support and advice from the Commission.
- 4.4. **(Issue 3)** It was **noted** that this issue will be discussed under item 6.
- 4.5. **(Issue 4)** It was **noted** that there has still been no response from WG. The Commission will now need to extend the lease for the Hastings premises by one year with the same notice period as current extension. It was **agreed** that the Chair will send an email to WG.
- 4.6. **(Issue 5)** It was **noted** that initial findings were shared at the WLGA conference. It was **noted** that ORS will share detailed findings with the Commission at the October or November meeting.
- 4.7. **(Issue 6)** It was **noted** that Audit Wales is currently consulting on their 2024-25 fees.
- 4.8. **(Issue 7)** It was **noted** that recruitment for the ARAC members is on-going and will close on 5 October 2023.

5. Transition Programme (for discussion)

- 5.1. It was **noted** that this was postponed for 11th October.

6. Future Work Programme

- 6.1. It was **noted** that the Roger Ashton-Winter from DLUHC had joined LDBCW on a loan basis to support the CE.
- 6.2. It was **noted** that a governance paper had been set out to outline the need for a single JD for DBCC Commissioner.
- 6.3. It was **noted** that a staff structure meeting was held with WG and IRP with further work to be undertaken to reflect the outcome of the discussions.
- 6.4. It was **noted** that a timeline for when commissioners come to an end should be put on the agenda for 11 October meeting.

Action: Adopt a timeline for commissioner tenure for October meeting.

7. Budget Report

- 7.1. It was **noted** that staff costs had an overspend due to WG one-off 'cost of living' payment.

- 7.2. It was **noted** that there was an underspend on members fees due to there being no meetings in April and August.
- 7.3. It was **noted** that the Commission had been refunded by the Royal Mail for the obsolete franking machine.
- 7.4. It was **noted** that several overspends were due to the Commission waiting to reclaim costs from local authorities for the Community Reviews that have been undertaken.

8. Risk Management

- 8.1. Considerations were given to the Risk Management Report dated 20 September by the FM. The Commission considered that no changes were required to the current register.

9. Report of ARAC meeting on 25 July

- 9.1. Considerations were given to the Report of the ARAC Meeting held on 25 July by the FM.
- 9.2. The Commission discussed the role of ARAC moving forward as well as the Electoral Reform. The Commission considered that an assessment of the risks involved would be required.
- 9.3. It was **noted** that there would be a delay in the auditing of the annual accounts for 2022-23 due to additional audit requirements placed on Audit Wales.

10. Final Annual Report and Accounts 2022-23

- 10.1. The Commission **noted** that the audit of the 2022-23 Annual Report and Accounts was still ongoing and it was estimated that the audit would be completed by early October.

11. Reviews Progress Report

- 11.1. Considerations were given to the Review Progress Report dated 12 September by the HPP.
- 11.2. It was **noted** that the Final Options for Vale of Glamorgan will be considered at either the December or January meetings.
- 11.3. It was **noted** that the Caerphilly DPR is to be published on 10 October with the consultation running until 4 December.

- 11.4. The Commission will be presented with the options for the Ceredigion review at today's meeting by the HPP and RO. It was **noted** that a draft DPR will be presented at the October meeting.
- 11.5. It was **noted** that the Swansea review will begin on 25 September. The initial consultation period will then end on 19 November.
- 11.6. It was **noted** that the Pembrokeshire review has been delayed to 23 October with the initial consultation period then ending on 17 December. The Commission is still awaiting council size policy.
- 11.7. It was **noted** that the Chair agreed the lessons learned, style log and sees no changes to the risk register.

12. Ceredigion Community Review

- 12.1. The Commission recommended that going forward in future reviews that it should be agreed with local authorities to do both Section 21 and Section 31 to avoid any legal issues.
- 12.2. Mrs Dianne Bevan disclosed an interest in Ceredigion in that members of close family live in one of the Ceredigion communities under review.
- 12.3. Considerations was given to the Ceredigion Community Review – Draft Options Paper dated 12 September 2023 by the RO.
- 12.4. Considerations was given to the options for the Aberystwyth Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 12.5. Considerations was given to the options for the Aberaeron Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 12.6. Considerations was given to the options for the Cardigan Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 12.7. Considerations was given to options for the Lampeter Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to Decision Making Standard templates for further information).
- 12.8. Considerations was given to the options for the New Quay and Llanllwchaern Community Review. Option 2 was chosen by the Commission from the draft

proposals (please refer to Decision Making Standard templates for further information).

- 12.9.** Considerations was given to the options for the Tregaron Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.10.** Considerations was given to the options for the Llandysul Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.11.** Considerations was given to the options for the Aberporth Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.12.** Considerations was given to the options for the Beulah Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.13.** Considerations was given to the options for the Borth Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.14.** Considerations was given to the options for the Dyffryn Arth Community Review. Option 1 was chosen by the Commission from the draft proposal (please refer to the Decision Making Standard templates for further information).
- 12.15.** Considerations was given to the options for the Llandyfriog Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.16.** Considerations was given to the options for the Llangoedmor Community Review. Option 1 was chosen by the Commission from the draft proposal (please refer to the Decision Making Standard templates for further information).
- 12.17.** Considerations was given to the options for the Llansantffraed Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).

- 12.18.** Considerations was given to the options for the Melindwr Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.19.** Considerations were given to the options for the Blaenrheidol and Pontarfynach Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.20.** Considerations was given to the options for the Ceulanamaesmawr, Llancynfeyn and Ysgubor y Coed Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.21.** Considerations was given to the options for the Geneu'r Glyn and Tirymynach Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.22.** Considerations was given to the options for the Henfynyw and Llanarth Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.23.** Considerations was given to the options for the Llanddewi Brefi, Lanfair Clydgogau and Llangybi Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.24.** Considerations was given to the options for the Llandysiliogogo and Troedyrour Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.25.** Considerations was given to the options for the Llanfarian and Llanrhystud Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.26.** Considerations was given to the options for the Llanfihangel Ystrad and Llanwnnen Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).

- 12.27.** Considerations was given to the options for the Llangrannog and Penbryn Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.28.** Considerations was given to the options for the Llanilar and Trawsgoed Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.29.** Considerations was given to the options for the Ysbyty Ystwyth, Ystrad Fflur and Ystrad Meurig Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.30.** Considerations was given to the options for the Ciliau Aeron and Nantcwmllle Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.31.** Considerations was given to the options for the Llangeitho, Lledrod and Llangeitho, Lledrod and Llangwy Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.32.** Considerations was given to the options for the Ffaenor and Llanbadarn Fawr Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.33.** Considerations was given to the options for the Y Ferwig Community Review. Option 1 was chosen by the Commission from the draft proposals (please refer to the Decision Making Standard templates for further information).
- 12.34.** It was **noted** that the Commission thank the RO for his work on the Ceredigion Community Review

Action: Contact Ceredigion regarding population change in New Quay for Community Review.

13. Calendar of Events

- 13.1.** Consideration was given to the Calendar of Events.

14. Any Other Relevant Business

14.1. No other relevant business was noted.

Date of Next Meeting: 25 October 2023