

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 03 MARCH 2020 AT HASTINGS HOUSE**

This document is available in Welsh

Present: Mr Ceri Stradling (Deputy Chair); Mr David Powell; Mrs Julie May and Mr Theodore Joloza.

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Dave Carr (Finance Manager); Mr David Burley (Business Manager); Mr Tom Jenkins (Review Manager); Mr Huw Blacker (Review Officer); Mr Nathan Sweetman (Business Support Officer); Miss Hannah Toor (Business Support Officer)

Time Started: 11:20

Time Finished: 15:10

Apologies: Mrs Debra Williams (Chair)

1. Declarations of Interest

Ceri Stradling declared an arms length interest in Anglesey as a property owner.

2. Chair's Briefing

- 2.1. The Chair was unable to attend the meeting and the Chief Executive reported on the latest meeting with the Welsh Government.
- 2.2. It was anticipated that the Local Government Elections Bill 2020 will be given Royal Ascent at the end of this year, if all the Bill stages passes.
- 2.3. The Commission provided WG with an update on the various meetings held with Group Leaders in Wrexham Council, Cardiff Council as well as the meetings with stakeholders in Monmouthshire.
- 2.4. The 2020/21 remit letter was raised by WG and the Commission was informed that it was currently being drafted and prior to sign-off from the Minister it would be shared with the Commission.
- 2.5. WG was informed that the Commission was in the process of seeking independent legal advice on proceeding with the Monmouthshire electoral in advance of the publication of the anticipated Order.
- 2.6. WG informed the Commission that later this year a discussion will need to be held in relation to the 'Appointment of the Chief Executive' section within the Local Government (Elections) Bill.

3. Minutes of the Commission meeting held on 28 January 2020

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

4. Issues Arising

- 4.1. Staff survey update - staff survey period is now halfway through and a number of responses have already been received.
- 4.2. WLGA meeting to take place on 10 March 2020.
- 4.3. MapInfo to be replaced for BCW. **Action** - Julie to send Shereen her away day action notes.
- 4.4. Shereen has spoken to Cabinet Office for a meeting to be held incorporating LD&BCW and BCW. Shereen confirmed that BCW reports in future will be adopted without going to Parliament. The new BCW electoral programme is likely begin in January 2021 which should not compromise completion of the LD&BCW programme.
- 4.5. Post-reviews questionnaire are shortly to be sent out in relation to the completed electoral reviews.

5. Flintshire Electoral Review – Final Options

- 5.1. Consideration was given to the Report dated 13 February 2020 by the Review Officer.
- 5.2. The Commission considered the proposals for the existing electoral wards for Region 1 of Buckley Bistre East, Buckley Bistre West, Buckley Mountain and Buckley Pentrobin and **agreed option 2**. This option comprises the four electoral wards of Buckley Bistre East, Buckley Bistre West, Buckley Mountain and Buckley Pentrobin and adopts boundary changes suggested by Buckley Town Council.

The following reasons were noted in support of the decision:

- Retains one of the existing electoral wards.
- Provides improvements to electoral parity.

- Creates no split communities.
- Avoids creating a three-member ward.
- Is an increase of one member from the draft proposals.

This option returns a total number of 7 members, as per the existing membership.

5.3. The Commission recommends adopting the names as recommended below:

English Name	Welsh Name
Buckley Bistre East	Dwyrain Bwcle Bistre
Buckley Bistre West	Gorllewin Bwcle Bistre
Buckley Mountain	Mynydd Bwcle
Buckley Pentrobin	Pentrobin Bwcle

5.4. The Commission considered the proposals for the existing electoral wards for Region 2 of Flint Castle, Flint Coleshill, Flint Oakenholt and Flint Trelawny and **agreed option 3**. This option comprises the three electoral wards of Flint Castle, Flint Coleshill and Trelawny, and Flint Oakenholt.

The following reasons were noted in support of the decision:

- Provides improvements to electoral parity.
- Creates no split communities.

This option returns a total number of 5 members, a decrease of one from the draft options.

5.5. The Commission recommends adopting the names as recommended below:

English Name	Welsh Name
Flint Castle	Castell Y Fflint

Flint Coleshill and Trelawny	Cynswllt a Threlawny Y Fflint
Flint Oakenholt	Oakenholt Y Fflint

5.6. The Commission considered the proposals for the existing electoral wards for Region 3 of Connah’s Quay Central, Connah’s Quay Gollftyn, Connah’s Quay South and Connah’s Quay Wepre and **agreed option 1 the draft proposal**. This option comprises the four electoral wards of Connah’s Quay Central, Connah’s Quay Gollftyn, Connah’s Quay South and Connah’s Quay Wepre.

The following reasons were noted in support of the decision:

- Retains one of the existing electoral wards.
- Provides significant improvements to electoral parity.
- Creates no split communities.
- Supported by the representations received.

This option returns a total number of 7 members, as per the existing membership.

5.7. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Connah’s Quay Central	Canol Cei Connah
Connah’s Quay Gollftyn	Cei Connah Gollftyn
Connah’s Quay South	De Cei Connah
Connah’s Quay Wepre	Cei Connah Gwepra

5.8. The Commission considered the proposals for the existing electoral wards for Region 4 of Mold Broncoed, Mold East, Mold South, Mold West and **agreed option 1 the draft proposal**. This option comprises the four electoral wards of Mold Broncoed, Mold East, Mold South, Mold West.

The following reasons were noted in support of the decision:

- Provides improvements to electoral parity.
- Creates no split communities.
- Supported by the representations received.

This option returns a total number of 4 members, as per the existing membership.

5.9. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Mold Broncoed	Yr Wyddgrug Broncoed
Mold East	Dwyrain Yr Wyddgrug
Mold South	De'r Wyddgrug
Mold West	Gorllewin Yr Wyddgrug

5.10. The Commission considered the proposals for the existing electoral wards for Region 5 of Ffynnongroyw, Gronant, Mostyn, Trelawnyd and Gwaenysgor, and Whitford and **agreed option 1 the draft proposal**. This option comprises the three electoral wards of Llanasa and Trelawnyd, Mostyn and Whitford.

The following reasons were noted in support of the decision:

- Retains two of the existing electoral wards.
- Provides significant improvements to electoral parity.
- Creates no split communities.

This option returns a total number of 4 members, a decrease of one on the existing membership.

5.11. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Llanasa and Trelawnyd	Llanasa a Trelawnyd

Mostyn	Mostyn
Whitford	Chwitffordd

5.12. The Commission considered the proposals for the existing electoral wards for Region 6 of Bagillt East, Bagillt West, Greenfield, Holywell Central, Holywell East and Holywell West and **agreed option 2**. This option comprises the five electoral wards of Bagillt, Greenfield, Holywell Central, Holywell East and Holywell West.

The following reasons were noted in support of the decision:

- Retains four of the existing electoral wards.
- Is proposed by the County Council
- Provides some improvements to electoral parity.
- Creates no split communities.

This option returns a total number of 6 members, as per the existing membership.

5.13. This option was not supported by all the representations however an alternative arrangement proposed would involve an external community boundary change and It has been the policy of the Commission during this review programme not to propose external community boundary changes at the final recommendation stage where Community Councils exist due to the inability to have further public consultation and where there may be changes to precepts.

5.14. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Bagillt	Bagillt
Greenfield	Maes Glas
Holywell Central	Canol Treffynnon
Holywell East	Dwyrain Treffynnon
Holywell West	Gorllewin Treffynnon

5.15. The Commission considered the proposals for the existing electoral wards for Region 7 of Brynford, Caerwys, Cilcain, Gwernaffield, Gwernymynydd and Halkyn and **agreed option 1 the draft proposal**. This option comprises the four electoral wards of Brynford and Halkyn, Caerwys, Cilcain, and Gwernaffield and Gwerymynydd.

The following reasons were noted in support of the decision:

- Retains two of the existing electoral wards.
- Provides improvements to electoral parity.
- Creates no split communities.
- Supported by the majority of representations received.

5.16. As part of the considerations the Commission relooked at Option 3 (existing arrangements) as submitted by the Labour Group, however it was felt that the variances of some of the wards were too high and would get even higher by 2023.

This option returns a total number of 6 members, as per the existing membership.

5.17. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Brynford and Halkyn	Brynffordd a Helygain
Caerwys	Caerwys
Cilcain	Cilcain
Gwernaffield and Gwerymynydd	Gwernaffield a Gwerymynydd

5.18. The Commission considered the proposals for the existing electoral wards for Region 8 of Argoed, New Brighton, Northop and Northop Hall and **agreed option 1 the draft proposal**. This option comprises the two electoral wards of Argoed and New Brighton, and Northop.

The following reasons were noted in support of the decision:

- Provides improvements to electoral parity.
- Creates no split communities.

This option returns a total number of 4 members, as per the existing membership.

5.19. The Commission recommends the name of Northop in light of the representations received. Therefore, the Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Argoed and New Brighton	Argoed a New Brighton
Northop	Llaneurgain

5.20. The Commission considered the proposals for the existing electoral wards for Region 9 of Shotton East, Shotton West, Shotton Higher and **agreed option 1 the draft proposal**. This option comprises the two electoral wards of Shotton East and Higher, and Shotton West.

The following reasons were noted in support of the decision:

- Retains one of the existing electoral wards.
- Provides improvements to electoral parity.
- Creates no split communities.
- Supported by the representations received.

This option returns a total number of 3 members, as per the existing membership.

5.21. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Shotton East and Higher	Dwyrain ac Uwch Shotton
Shotton West	Gorllewin Shotton

5.22. The Commission considered the proposals for the existing electoral wards for Region 10 of Aston, Hawarden, Mancot, Queensferry and Sealand and **agreed option 2**. This option comprises the three electoral wards of Hawarden Mancot, Hawarden Aston, and Sealand and Queensferry.

The following reasons were noted in support of the decision:

- Provides improvements to electoral parity.
- Conforms with the proposal put forward by the County Council
- Creates no split communities.
- An increase of one member from the draft proposals.

This option returns a total number of 6 members, a decrease of one on the existing membership.

5.23. The Commission has reconsidered the proposal made during the initial consultation period and the representations received following the draft and has agreed that Option 2 provides the best arrangement for the area.

5.24. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Hawarden Mancot	Penarlag Mancot
Hawarden Aston	Penarlag Aston
Sealand and Queensferry	Sealand a Queensferry

5.25. The Commission considered the proposals for the existing electoral wards for Region 11 of Cargwrlle, Higher Kinnerton, Hope, Leeswood, Llanfynydd, Penyffordd and Treuddyn and **agreed option 2**. This option comprises the four electoral wards of Higher Kinnerton and Hope, Caergwrlle, Llanfynydd and Treuddyn, Leeswood, and Penyffordd.

The following reasons were noted in support of the decision:

- Retains two of the existing electoral wards.
- Provides improvements to electoral parity.

- Creates no split communities.
- The same number of members as the draft proposals.

This option returns a total number of 7 members, a decrease of one on the existing membership.

5.26. The Commission acknowledged the high level of representations submitted during the consultation period and have in this option retained the whole Community of Llanfynydd within one electoral ward. The Commission acknowledged that this option creates a further multi-member ward in a rural area however the Commission feels that this recommendation best meets the representations received with regard to the splitting of the Llanfynydd ward across three different electoral wards.

5.27. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Higher Kinnerton and Hope	Kinnerton Uchaf a'r Hob
Caergwrle, Llanfynydd and Treuddyn	Caergwrle, Llanfynydd a Treuddyn
Leeswood	Coed-llai
Penyffordd	Penyffordd

5.28. The Commission considered the proposals for the existing electoral wards for Region 12 of Saltney Mold Junction and Saltney Stonebridge and **agreed option 1 the draft proposal**. This option comprises the one electoral ward of Saltney Ferry.

The following reasons were noted in support of the decision:

- Provides improvements to electoral parity.
- Creates no split communities.

This option returns a total number of 2 members, as per the existing membership.

5.29. The Commission recommends the name of Saltney Ferry in the light of the representations received.

English Name	Welsh Name
Saltney Ferry	Saltney Ferry

The Commission's final recommendations provide for a Council membership of 66 which is an increase of one on the draft proposals.

6. Isle of Anglesey Electoral Review – Draft Options

- 6.1. Consideration was given to the Report dated 25 February 2020 by the Review Officer.
- 6.2. The Commission considered the proposals for the existing electoral ward for Region 1 of Aethwy and **agreed option 1**. This option retains the one electoral ward of Aethwy.

The following reasons were noted in support of the decision:

- Retains the existing electoral ward.
- Conforms with the Council's scheme.
- Retains appropriate levels of electoral parity.
- Creates no split communities.

This option returns a total number of 3 members, as per the existing membership.

- 6.3. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Aethwy	Aethwy

- 6.4. The Commission considered the proposals for the existing electoral ward for Region 2 of Bro Aberffraw and **agreed option 1**. This option retains the existing electoral ward of Bro Aberffraw.

The following reasons were noted in support of the decision:

- Retains the existing electoral ward.
- Conforms with the Council's scheme
- Retains appropriate levels of electoral parity.
- Creates no split communities.

This option returns a total number of 2 members, as per the existing membership.

6.5. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Bro Aberffraw	Bro Aberffraw

6.6. The Commission considered the proposals for the existing electoral wards for Region 3 of Caergybi and Ynys Gybi and **agreed option 1**. This option creates two new two-member wards for Parc a'r Mynydd and Tref Cybi. The Ynys Gybi electoral ward is proposed to retain its existing arrangements.

The following reasons were noted in support of the decision:

- Avoids a four-member ward
- Retains one of the existing electoral wards.
- Conforms with the Council's scheme
- Provides moderate improvements to electoral parity.

This option returns a total number of 7 members, an increase of one on the existing membership.

6.7. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Parc a'r Mynydd	Parc a'r Mynydd
Tref Cybi	Tref Cybi

Ynys Gybi	Ynys Gybi
-----------	-----------

6.8. The Commission considered the proposals for the existing electoral wards for Region 4 of Talybolion and Twrcelyn and **agreed option 1**. This option comprises the three electoral wards of Bro'r Llynnoedd, Talybolion and Twrcelyn.

The following reasons were noted in support of the decision:

- Retains two of the existing electoral wards.
- Conforms with the Council's scheme
- Creates no split communities.

This option returns a total number of 8 members, two more than the existing membership.

6.9. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Bro'r Llynnoedd	Bro'r Llynnoedd
Talybolion	Talybolion
Twrcelyn	Twrcelyn

6.10. The Commission considered the proposals for the existing electoral wards for Region 5 of Bro Rhosyr, Canolbarth Môn, Llifon and Lligwy and **agreed option 1**. This option comprises the five electoral wards of Braint, Cefni, Canolbarth Môn, Crigyll and Lligwy.

The following reasons were noted in support of the decision:

- Retains one of the electoral wards.
- Conforms with the Council's scheme
- Provides for better overall electoral variances

This option returns a total number of 12 members, an increase of two on the existing membership.

6.11. The Commission recommends adopting the names as proposed below:

English Name	Welsh Name
Braint	Braint
Cefni	Cefni
Canolbarth Môn	Canolbarth Môn
Crigyll	Crigyll
Lligwy	Lligwy

6.12 The Commission considered the proposals for the existing electoral ward of Seiriol and **agreed option 1** to retain the existing ward.

The following reasons were noted in support of the decision:

- Retains the existing ward
- Conforms with the Council's scheme
- Creates no split communities

This options returns a total number of 3 members, as per the existing membership.

6.13 The Commission recommends the following names as proposed below:

English name	Welsh Name
Seiriol	Seiriol

The Commission therefore proposes a Council membership of 35 Members which is an increase of 5 on the existing membership.

7. Reviews Progress Report

7.1. Consideration was given to the report dated 25 February 2020 by the Deputy Chief Executive.

- 7.2. The Vale of Glamorgan Draft Report was published on 13 February 2020. Swansea Final Report was published on 03 March 2020. Rhondda Cynon Taff Draft Report to be published on 25 March 2020.
- 7.3. Areas to be covered at next Commission meeting are Neath Port Talbot Electoral Review (Final Options), Flintshire Electoral Review (Final Report) and Isle of Anglesey (Draft Report).
- 7.4. Following the recent letter from One Voice Wales to the Chief Executive of Monmouthshire in relation to the review of Community Councils carried out by the Council, it was **agreed** that the Commission would consult for a period of three weeks in relation to utilising the new boundaries prescribed in the Community Order to be made, for the purposes of the Monmouthshire Electoral Review. The Commission will then consider the responses to the consultation before commencing the Initial Consultation Period for the Monmouthshire Electoral Review. This is in line with the legal advice received by the Commission. **Action** : Chief Executive to liaise with Paul Matthews (MCC CEO) on the appropriate time-lines and arrange for the consultation documentation to be sent out.

8. Risk Management – Risk Register

- 8.1 Consideration was given to the report dated 21 February 2020 by the Finance Manager. It was noted that the changes agreed at the last meeting had been implemented.
- 8.2 It was **agreed** that Risk CR2 regarding insufficient capacity to deliver the review programme should be transferred to the Operational Risk Register as it was below the Commissions risk appetite.
- 8.3 It was **agreed** that the mitigating action in respect of the situation with the Monmouthshire community review order should be removed from Risk CR3 regarding the Commission's reputation with stakeholders, as this covered in Risk CR6.
- 8.4 It was **agreed** that the mitigating action in respect of the situation with the Monmouthshire community review order should be removed from Risk CR4 regarding the completion of the review programme by 2021.
- 8.5 It was **agreed** that a new column should be added to the Risk Register to show whether the risk is being tolerated or treated. It was considered that all emerging risks should be treatable.

9. Budget Report

9.1. Consideration was given to the report dated February 2020 by the Finance Manager. The current budget position was **noted**.

9.2 The proposed transfer of funds between to budget categories to cover the cost of the new plotter and database, together with other minor estimated overspends, were noted and approved.

9.3 In respect of the estimated year-end underspend the Business Manager gave an update on the current position from the procurement of the new plotter and databases. It was expected that these procurement exercises could be finalised before the year end.

10. HR Policies

10.1. Consideration was given to the report dated 19 February 2020 by the Business Manager.

10.2. Amendments made to reflect the posts at LDBCW as politically sensitive. It was confirmed that the BSO roles are exempt from this condition.

10.3. **Action** - Amendment to be made to HR function description for clarity purposes.

10.4. Confirmation that there are no changes to retirement policy.

10.5. **Action** - Framework agreement to be updated (external).

11. ICT Transformation Project Lessons Learned Report

11.1. Seven basic recommendations identified regarding report to be considered for future projects.

11.2. **Action** – Business Manager to make minor amendments, as identified, within report.

12. LDBCW Terms of Reference

12.1 Consideration was given to the report dated February 2020 by the Finance Manager. The current version of the Terms of Reference was noted.

12.2 It was **agreed** that the list of standing items at paragraph 6.4 should include reviewing the Commission's policies in line with the policy review schedule.

13. Calendar of Events

13.1 The Calendar of Events was noted

14. Any Other Relevant Business

Action - Skype / online meeting to be conducted with Shereen and Commissioners.

15. Date of Next Meeting: 31 March 2020