

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD AT 9.30AM ON 13 APRIL 2021 IN HASTINGS HOUSE AND VIA TEAMS**

This document is available in Welsh

Present: Mrs Debra Evans-Williams (Chair); Mr Ceri Stradling; Mr David Powell; Mrs Julie May and Mr Theodore Joloza.

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Tom Jenkins (Head of Policy and Practice); Mr Dave Carr (Finance Manager); Mr David Burley (Business Support Manager); Mr Rhydian Fitter (Communications and Engagement Manager); Miss Hannah Toor (Business Support Officer); Mrs Catherine Thomas (Business Support Officer); Mr Math Williams (Team Support Officer); Miss Carys Vaughan (Team Support Officer).

Time Started: 09:32

Time Finished: 13:00

Apologies: No apologies were made.

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Minutes of the Commission meeting held on 30 March 2021

2.1. It was **Resolved** to approve the minutes of the meeting held on 30 March 2021 as a correct record of the matters considered subject to some minor amendments.

3. Monmouthshire Electoral Review – Final Report

3.1. Consideration was given to the report dated 1 April 2021 by the HPP.

3.2. The Commission considered the content of the report and the names for electoral wards.

3.3. The Report was **agreed** subject to some minor amendments to be made by the HPP before beginning the Quality Assurance process.

Overall Total Members - 46

3.4. It was **noted** that the peer to peer readthrough of the report will be done following today's meeting and the Final Report will be published in June along with the Impact Assessments.

- 3.5. **Action** - the HPP is to make the minor amendments to the Final Report.
- 3.6. **Action** - the HPP is to add a section on Welsh language names to the CE briefing.

4. **Operational Plan 2021/22**

- 4.1. Consideration was given to the Report dated 6 April 2021 by the CE.
- 4.2. The report was **agreed** for submission to the Welsh Government (WG) subject to some minor amendments:
- 4.3. **Action** - the CE is to make the agreed amendments before submitting the report to WG.

5. **Green Dragon - Audit Report 2019/20**

- 5.1. Consideration was given to the Report dated 31 March 2021 by Hannah Toor.
- 5.2. It was **noted** that the Commission had successfully retained its Level 2 Green Dragon Environmental Standard, following completion of the 2019/20 Green Dragon Audit in February, and staff were congratulated on their achievement.
- 5.3. The improvements suggested in the audit report were **noted** and it was **agreed** that these should be implemented.
- 5.4. The Sustainable Development Policy Statement was considered and **agreed** with no amendments.
- 5.5. **Action** - The HB is to ask Groundworks Wales to make amendments to two names in the audit report.
- 5.6. **Action** - The CEM is to publicise the achievement on Twitter.
- 5.7. **Action** - The Environmental Team are to implement the three improvements suggested in the audit report.

6. **Any Other Relevant Business**

- 6.1. The list of review priorities provided by WG was discussed and it was **agreed** that the Chair should formally write to Lisa James (Welsh

Government) on the matter. The CE is also to arrange a meeting between the Chair and Tracy Burke (Welsh Government) to discuss the progress on Orders.

- 6.2. The CE reported that formal correspondence has been received from the Sponsor Division in relation to the Neath Port Talbot Electoral Review. A formal reply will be provided by the 21 April 2021.
- 6.3. At a recent catch-up with the Sponsor Division, they informed the CE that WG have received correspondence in relation to the proposals affecting Penally (Pembrokeshire) and Ynysddu (Caerphilly). WG will be responding directly to the correspondence and does not require additional information from the Commission.
- 6.4. A Draft response to the Minister for Local Government and Housing in respect of Cardiff, Caerphilly and Flintshire was considered and amendments were agreed.
- 6.5. The CE reported that WG mourning period guidance had been issued to staff following the death of His Royal Highness the Duke of Edinburgh.
- 6.6. **Action** - the Chair will write to Lisa James (Welsh Government) regarding review priorities.
- 6.7. **Action** - the CE is to arrange a meeting between the Chair and Tracy Burke (Welsh Government).
- 6.8. **Action** - the CE is to draft a formal response to the Sponsor Division in relation to the Neath Port Talbot Electoral Review.
- 6.9. **Action** – the CE will make the amendments to the Draft letter for the Minister and arrange submission.

7. Date of Next Meeting: 25 May 2021