

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR  
WALES MEETING  
HELD ON 13 OCTOBER 2020**

**This document is available in Welsh**

**Present:** Dr Debra Williams (Chair); Mr Ceri Stradling (Deputy Chair); Mr David Powell; Mrs Julie May; Mr Theodore Joloza.

**LDBCW Officers attending:** Mrs Shereen Williams (Chief Executive); Mr Dave Carr (Finance Manager); Mr Tom Jenkins (Head of Policy and Programmes); Mr Huw Blacker (Review Officer); Mrs Cher Cooke (Review Officer); Mr Nathan Sweetman (Business Support Officer); Miss Hannah Toor (Business Support Officer).

**Time Started: 09:45**

**Time Finished: 13:15**

**Apologies:** N/A

**1. Declarations of Interest**

- 1.1. Ceri Stradling (Deputy Chair) declared an interest in Anglesey.

**2. Chair's Briefing**

- 2.1. The Commission budget was discussed with WG, along with the Terms of Office for Commissioners.
- 2.2. It was discussed with WG that some of the funding allocation for the next two years could be utilised for development work of the new consultation portal.
- 2.3. The Minister has responded to the Petitions Committee in relation to the Hope and Caergwrle petition.
- 2.4. It was confirmed that Stage two of the Local Government Bill has been completed and it is expected for Stage Three to be completed by the end of November. The Commission should ensure it considers STV in its consultations for the next policy and practice.
- 2.5. **Action** - CE to contact Elaina from Welsh Government to enquire if they are expecting the commission to revisit any reviews completed so far.
- 2.6. It was confirmed that the Monmouthshire Order is on the Subordinate Legislation List.

### 3. Minutes of the Commission meeting held on 01 September 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. The Questionnaires have been circulated and more recent reviews have had more responses. CE will send collated post-review questionnaire responses to be utilised for the Post Review report. The responses will also be circulated to the Commissioners.
- 4.2. CE stated that she has been in contact with Eliesha Training regarding sessions for 2021. One of the confirmed training sessions will be on responding to F.O.I requests.
- 4.3. CE stated that the Framework Agreement will be raised at the WG Liaison Meeting on 14 October 2020.
- 4.4. CE made it aware that Freedom of Information Requests are primarily received by the Commission, from businesses.
- 4.5. **Action** - Chair to respond to Councillor Armand Watts by 19 October 2020.

### 5. Monmouthshire Electoral Review – Draft Options

- 5.1. Consideration was given to the Report dated 08 October 2020 by the Review Officer.
- 5.2. The Commission considered the proposals for the existing electoral wards for Region 1 Govilon, Llanelly and Llanfoist Fawr and **agreed option 1**. This option comprises the two electoral wards of Llanfoist Fawr and Govilon, and Llanelly.

The following reasons were noted in support of the decision:

- Creates no split communities.
- None of the wards remain at greater than +/- 25% of the proposed county average.

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

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

English Name	Welsh Name
Llanfoist Fawr and Govilon	Llan-ffwyst Fawr a Govilon
Llanelly	Llanelli

5.4. The Commission considered the proposals for the existing electoral wards for Region 2 of Goetre Fawr, Llanbadoc and Usk and **agreed option 1**. This option comprises the two electoral wards of Goetre Fawr, and Llanbadoc and Usk.

The following reasons were noted in support of the decision:

- Creates no split communities.
- None of the wards remain at greater than +/- 25% of the proposed county average.

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

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

English Name	Welsh Name
Goetre Fawr	Goetre Fawr
Llanbadoc and Usk	Llanbadoc a Brynbuga

5.6. The Commission considered the proposals for the existing electoral wards for Region 3 of Mitchel Troy, Raglan and Trellech United and **agreed option 1**. This option comprises the three electoral wards of Mitchel Troy, Raglan and Trellech United.

The following reason were noted in support of the decision:

- None of the wards remain at greater than +/- 25% of the proposed county average.

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

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

English Name	Welsh Name
Mitchel Troy	Llanfihangel Troddi
Raglan	Rhaglan
Trellech United	Tryleg Unedig

5.8. The Commission considered the proposals for the existing electoral wards for Region 4 of Bulwark and Thornwell, Chepstow Castle, and Larkfield and St Kingmark and **agreed option 3**. This option comprises the six electoral wards of Bulwark, Chepstow Castle, Larkfield, Mount Pleasant, St Kingsmark and Thornwell. The Commission has considered a future variance of 47% in the Chepstow Castle ward and will look to review this early in the next cycle.

The following reasons were noted in support of the decision:

- Creates no split communities.
- Provides improvement to electoral parity.
- None of the wards remain at greater than +/- 25% of the proposed county average.

**This option returns a total number of six members, an increase of one from the existing membership.**

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

English Name	Welsh Name
Bulwark	Bulwark
Chepstow Castle	Castell Cas-gwent
Larkfield	Larkfield
Mount Pleasant	Mount Pleasant
St Kingsmark	St Kingsmark
Thornwell	Thornwell

5.10. The Commission considered the proposals for the existing electoral wards for Region 5 of Magor East with Undy and Magor West and **agreed option 3**. This option comprises the two electoral wards of Magor East and Magor West.

The following reasons were noted in support of the decision:

- Creates no split communities.
- None of the wards remain at greater than +/- 25% of the proposed county average.

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

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

English Name	Welsh Name
Magor East	Dwyrain Magwyr
Magor West	Gorllewin Magwyr

5.12. The Commission considered the proposals for the existing electoral ward for Region 6 of Portskewett and **agreed option 2**. This option comprises the electoral ward of Portskewett. The Commission has considered a future variance in the Portskewett ward and will look to review this early in the next cycle.

The following reasons were noted in support of the decision:

- Creates no split communities.
- None of the wards remain at greater than +/- 25% of the proposed county average.

**This option returns a total number of one member, as per the existing membership.**

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

English Name	Welsh Name
Portskewett	Porth Sgiwed

5.14. The Commission considered the proposals for the existing electoral ward for Region 7 of Drybridge and **agreed option 1**. This option comprises the electoral ward of Drybridge and Town.

The following reasons were noted in support of the decision:

- Creates no split communities.
- None of the wards remain at greater than +/- 25% of the proposed county average.

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

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

English Name	Welsh Name
Drybridge	Drybridge
Town	Yr Dref

## **6. Anglesey Electoral Review – Final Options**

6.1. Consideration was given to the Report dated 06 October 2020 by the Review Officer

6.2. The Commission considered the proposals for the existing electoral wards for Region 1 of Caergybi and Ynys Gybi and **agreed option 1**. This option comprises the three electoral wards of Parc a'r Mynydd, Tref Cybi and Ynys Gybi.

The following reasons were noted in support of the decision:

- Provides moderate improvement to electoral parity.
- None of the wards remain at greater than +/- 25% of the proposed county average.

**This option returns a total number of seven members, an increase of one from the existing membership.**

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

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

6.4. The Commission considered the proposals for the existing electoral wards for Region 2 of Llifon, 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 one (33%) of the existing electoral wards.
- Creates no split communities.

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

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

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

6.6. The Commission considered the proposals for the existing electoral wards for Region 3 of Bro Rhosyr, Canolbarth Môn, Llifon and Lligwy and **agreed option 1**. This option comprises the five electoral wards of Bodowyr, Cefni, Canolbarth Mon, Crigyll and Lligwy.

The following reasons were noted in support of the decision:

- Retains one (20%) of the existing electoral wards.
- None of the wards remain at greater than +/- 25% of the proposed county average.

**This option returns a total number of twelve members, an increase of one from the existing membership.**

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

<b>English Name</b>	<b>Welsh Name</b>
Bodowyr	Bodowyr
Cefni	Cefni
Canolbarth Mon	Canolbarth Mon
Crigyll	Crigyll
Lligwy	Lligwy

6.8. The Anglesey Final Recommendations Report was **approved** subject to some minor amendments.

## **7. Review Progress Report**

- 7.1. Consideration was given to the report dated 06 October 2020 by the HPP and its contents **noted**.
- 7.2. It was **noted** that the Final reports for Cardiff, Caerphilly and Wrexham are currently at print stage and will be published electronically for 05 November 2020. The hardcopies for the three reports are being collected by Royal Mail on Tuesday 10<sup>th</sup> November. CE briefings have been organised.
- 7.3. It was **noted** that the Vale of Glamorgan Draft consultation period will finish 20 October 2020 with the options being discussed at the 24 November 2020 meeting.
- 7.4. It was **noted** that the options paper and report for the Anglesey Draft Consultations have been agreed and the plan is to publish for 12 November 2020.
- 7.5. It was **noted** that Monmouthshire Draft Consultations are planned to be published 10 December 2020 and the consultation will start from 17 December 2020 – 10 March 2021.



## 8. Report of ARAC Meeting 27 July 2020

- 8.1. Consideration was given to the meeting held on 27 July 2020 and its contents **noted**.
- 8.2. It was proposed that the ICT security awareness training organised by Qualifications for Wales would take place the end of November after the Commission meeting. It was considered that the best format for the training would be for members to come into the Commission's office with the training instruction being delivered remotely by Qualifications Wales. It was **agreed** that the Finance Manager would contact Qualifications Wales to make the necessary arrangements.
- 8.3. It was noted that Audit Wales had reported at the meeting that there would be additional audit fees applied to the Commission's audit of annual accounts due to additional audit work undertaken and that this would be included in their report to be tabled at the next ARAC meeting. Members enquired whether Audit Wales had supplied the Commission with a breakdown of the reasons for the additional audit fees relating to the audit of the annual accounts as agreed at the ARAC meeting.
- 8.4. **Action:** The Finance Manager to check what has been sent by Audit Wales and make further enquiries regarding the amount of the additional fees and any further information required to clarify the reasons for the additional fees.

## 9. Risk Management – Risk Register

- 9.1. Consideration was given to the report dated 19 August 2020 by the FM and its contents **noted**.
- 9.2. It was **agreed** that, due to the number of remaining reviews and subsequent risk level decreasing, the likelihood risk rating of CR2 could be reduced from 4 to 3 with an overall risk rating of 12 changing from red to amber on the risk register.
- 9.3. It was **agreed** that additional mitigating actions regarding government restrictions and social distancing measures during COVID-19 should be made in CR4. These were:
  - COVID-19 staff survey completed showing positive feedback from staff. The impact would be reduced as staff are working well in current circumstances.
  - Internal audit will submit a review in January 2021 detailing the commission's response to the COVID-19 pandemic.

- 9.4. It was **agreed** that a new risk should be added regarding the appointment terms of commissioners coming to an end, potentially losing members and their knowledge and experience.

## 10. Budget Report

- 10.1. Consideration was given to the report dated October 2020 by the FM and its contents **noted** and the proposed virement of funds between budgets was formally **agreed** by the Commission.
- 10.2. The current underspend of £58,000 was **noted**. However, this is expected to reduce significantly due to additional staff costs estimated at £17,000 and BCW Parliamentary Mapping software of £12,000. There is also additional expenditure planned for upgrading ICT equipment and an accessibility audit to be conducted on the LDBCW's website.
- 10.3. It was **noted** the new HEO post of Communication and Engagement Manager is due to start in January 2021. If this post were filled earlier in December this would be an additional £3,000 to staff costs.
- 10.4. It was **noted** that the printing underspend will be utilised as there are currently 6 reports waiting to be printed.
- 10.5. It was considered that the Commission is in a comfortable position with the budget to allow for flexibility and further response to the Covid-19 pandemic.

## 11. Board Assessment Exercise

- 11.1. Consideration was given to the report dated 06 October 2020 by the FM and its contents **noted**.
- 11.2. It was **agreed** the annual board assessment exercise would be postponed until March/April 2021 to keep in line with the annual staff survey. This would allow for the two exercises to be linked more effectively.
- 11.3. It was **noted** the commissioners would hold a virtual meeting to decide on whether any additional questions were required, and which questions should be included in the staff survey. The commissioners would look at additional questions to include, covering the commission's resilience and response during COVID-19 pandemic. It was proposed this would be included within the February 2021 meeting.
- 11.4. Members noted the draft workplan for Commission meetings. It was **agreed** the workplan the FM would include the following additional items:
- The ARAC Chair's Annual Report including progress on implementation

of audit recommendations in February which would act as part of the evidence for the annual Governance Statement.

- Agreeing each year's annual budget in April.
- Reviewing the Framework Agreement in March / April in coincide with the Remit Letter and Operational Plan.
- Responding to the Staff survey in April.

11.5. It was **noted** that the commission would take a pulse survey within the winter months to identify staff mental health and well-being needs.

11.6. It was **agreed** to renew the framework agreement and to review this annually as a prompt for items that have changed and to keep objectives up to date. This is to be completed once remit letter and operational plan is received.

## 12. ERP 2017 Lessons Learned

12.1. Consideration was given to the report dated 06 October 2020 by HPP and its contents **noted**.

12.2. It was **noted** that the commissioners would provide the HPP with their thoughts and comments in advance of the meeting on 24 November 2020.

12.3. **Action:** HPP to put these areas into order of priority and their urgency and bring this to the meeting on 24 November 2020.

## 13. Commission COVID-19 Response Survey

13.1. Consideration was given to the report dated October 2020 by the CE and its contents **noted**.

13.2. An overall positive response was **noted** from the survey, staff have adapted well to WFH and have been provided necessary equipment to do so.

13.3. It was **noted** staff are currently coming into the office to ensure essential work is completed.

13.4. It was **noted** the office will accommodate maximum 40% staff capacity with exemptions for business needs.

13.5. It was **noted** managers would further communicate with staff the hygiene and safety measures in place within the office.

13.6. It was **noted** that managers would communicate with staff to not come into the office if feeling unwell and to follow formal procedures of reporting illness.

- 13.7. It was discussed if the commission could accommodate a hub working environment. This was **disagreed** due to the commission's work being confidential.

#### **14. Current Business Continuity Arrangements**

- 14.1. The CE gave a verbal update of the current arrangements.
- 14.2. It was **noted** that the office is operating on a rota basis at 40% staff capacity and is closed on Fridays.
- 14.3. It was **agreed** to continue to work this way with exemptions for business needs.

#### **15. Calendar of Events**

- 15.1. Commissioners meeting on 04 November 2020 and 24 November 2020.
- 15.2. ARAC Meeting on 25 November 2020.
- 15.3. Publishing Caerphilly, Cardiff and Wrexham reviews on 05 November 2020.
- 15.4. Publishing Anglesey review on 12 November 2020.

#### **16. Any Other Relevant Business**

- 16.1. It was noted that the Caerphilly Briefing on the 20 October 2020 will be held in Hastings House office with the CEX and LC. Caerphilly officials will attend remotely.

#### **17. Date of next Meeting: 04 November 2020**