

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR
WALES MEETING**

HELD ON 15 DECEMBER 2020 VIA SKYPE

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 Tom Jenkins (Head of Policy and Programmes); Mr Dave Carr (Finance Manager); Mr Josh Lovell (Review Officer); Miss Hannah Toor (Business Support Officer).

Time Started: 10:30

Time Finished: 12:10

Apologies: N/A

1. Declarations of Interest

1.1. No declarations of interests were made.

2. Minutes of the Commission Meeting held on 24 November 2020.

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

3. Vale of Glamorgan Electoral Review – Final Report

3.1. Consideration was given to the Report dated 08 December 2020 by the Review Officer

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

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

3.4. Overall total members – 54

3.5. Names:

The Commission considered the proposed names for the electoral wards. Below is a list of the agreed names in both English and Welsh.

English Name	Welsh Name
Baruc	Baruc
Buttrills	Buttrills
Cadoc	Cadog
Castleland	Castleland
Cornerswell	Cornerswell
Court	Court
Cowbridge	Y Bont-faen
Dinas Powys	Dinas Powys
Dyfan	Dyfan
Gibbonsdown	Gibbonsdown
Illtyd	Illtud
Llandow/ Ewenny	Llandŵ / Ewenni
Llantwit Major	Llanilltud Fawr
Peterston-Super Ely	Llanbedr-y-fro
Plymouth	Plymouth
Rhose	Y Rhws
St Athan	Sain Tathan
St Augustine's	St Augustine's
St Bride's Major	Saint-y-brid
St Nicholas and Llancarfan	Sain Nicolas a Llancarfan
Stanwell	Stanwell
Sully	Sili
Wenvoe	Gwenfô

4. Risk Register

- 4.1. Consideration was given to the report dated 15 December 2020 by the FM and its contents **noted**.
- 4.2. It was **noted** that risk CR1 regarding the Flintshire complaint had now been responded to and closed by the Commission.
- 4.3. **Action:** FM to update the risk register to reflect this.
- 4.4. It was **agreed** that the Cardiff review would be added to the risk register. This would impact on both the reputational risk CR1 and review timetable risk CR2. The reasons for this is the ongoing correspondence that is of considerable cost to the Commission in terms of legal fees and staff time.

- 4.5. It was **agreed** that the reputational risk CR1 residual risk rating should be increased to 12 and review timetable risk CR2 residual risk rating should be increased to 20 (Red).
- 4.6. Action: FM to add the Cardiff Review to the risk register.

5. Budget Report

- 5.1. Consideration was given to the report dated 08 December 2020 by the FM and its contents noted and the proposed virement of funds between budgets was formally **agreed** by the Commission.
- 5.2. It was **noted** that the projected underspend for the end of the financial year would be in the region of £10,000 - £14,000.
- 5.3. These figures are based on the Deputy CE leaving 31st December 2020. The Commission is awaiting confirmation from Cabinet Office on this matter and it is possible that the DCE could remain with the Commission until the end of January 2021.
- 5.4. It was **noted** that the contingency plan for the budget should the need for additional legal expenditure arise would be to potentially suspend the start date for the BCW Team Support roles from February 2021 until March 2021.
- 5.5. It was reported that the budget for 2021-22 had been reviewed and that there would be additional resources that could provide funding for research for the new policy and practice for the next Review Programme.
- 5.6. **Action:** FM to add in research project into the 2021-22 budget and to rework the budget in the next meeting on 26 January 2021.

6. Report of ARAC Meeting held 25 November 2020

- 6.1. Consideration was given to the report dated 07 December 2020 by the FM and its contents **noted**.
- 6.2. It was **noted** from the meeting that Theo Joloza would act as the Commission's I.C.T Champion.
- 6.3. It was **noted** that Audit Wales had added an additional charge of £2,000 for the audit of the 2019-20 annual accounts and that this had been **agreed** by the ARAC.

- 6.4. It was **noted** there will be a deep dive exercise on the Commission's ICT system conducted by Qualifications Wales.

7. Any Other Relevant Business

- 7.1. CE gave an update in response to the Commission's email systems recently failing. This was due to a Microsoft licensing issue, and a change of structure to the licenses, resulting in the Commission not being sent a licensing notification.
- 7.2. It was **noted** the Head of Business has now updated the Commission's licenses and has set up multiple notifications on the system to stop this happening again.
- 7.3. Considering the Welsh Language Commissioners recent cyber-attack, the Commission remains extra vigilant in these times. The Commission is working with Qualifications Wales to prevent the Commission's systems being vulnerable to cyber threats.

8. Date of Next Meeting: 26 January 2021