

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 21 FEBRUARY 2017 AT HASTINGS HOUSE.**

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

LDBCW Officers attending: Mr Steve Halsall (Chief Executive); Mr Matt Redmond (Deputy Chief Executive); Mr Dave Carr (Finance Manager); Mrs Rachel Williams (Business Support Manager); Mr Ross Evans (Review Officer); Mr Daniel Mosley (Review Officer); Mr Farhan Khan (Review Officer); Mrs Catherine Thomas (Review Assistant)

Time Started: 09:30

Time Finished: 12:00

Apologies: No apologies were made.

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. The Chair stated that he would brief the meeting as matters were considered on the agenda.

3. Minutes of the Commission meeting held on 20 December 2016

3.1. It was **Resolved** to approve the minutes of the meeting held on 20 December 2016 as a correct record of the matters considered.

4. Minutes of the Commission meeting held on 7 February 2017

4.1. It was **Resolved** to approve the minutes of the meeting held on 7 February 2017 as a correct record of the matters considered, subject to a number of minor amendments.,

4.2. It was agreed that the letter dated 23 January 2017 from Gwynedd County Council referring to the provision of the Welsh language by the Commission would be treated and dealt with as a complaint.

5. Issues Arising

5.1. Consideration was given to the report dated 03 February 2017 by the Chief Executive on Issues Arising.

5.2. It was **Resolved** to accept the Report as a whole noting the issue for later discussion in the meeting, and updated progress was also noted on the following issues:

- (Issue 1) Electoral Reviews Stakeholder Communication – A meeting with OVW has been attended, and a meeting with AEA has yet to be arranged. **Chief Executive**

- (Issue 2) Staffing – After another recruitment period for the Business Support Officer, no applications were received. Welsh Government has been contacted to advertise post more widely. It was raised that all future recruitment include this stage as standard practice. **Chief Executive**
- (Issue 3) Consultation portal – Tender documents have been placed on Sell2Wales, awaiting responses. **Business Support Manager**
- (Issue 6) Small Workplace Health Award – Preparatory work will be undertaken to apply for this award by the end of March. **Business Support Manager**
- (Issue 7) IT Strategy – Qualification Wales will be putting a feasibility study to their Management and Main Board by 9 March; which will include future ongoing and capital costs ,which will be considered fully in the next Commission meeting. **Deputy Chief Executive**
- (Issue 9) Inter-Commission Meeting – Work is being undertaken to host the meeting later in 2017 in Cardiff. **Chief Executive / Business Support Manager**

6. Senior Management Pay Reporting

- 6.1. Consideration was given to the report dated 13 February 2017 by the Business Support Manager.
- 6.2. The Commission **Accepted** the report, subject to a few minor changes and will be agreed among the Commissioners by email at a later date. Once completed work can progress on publishing the document in the next financial year.

7. Reforming Local Government: Resilient and Renewed White Paper

- 7.1. Consideration was given to the Report dated 03 February 2017 by the Chief Executive.
- 7.2. The Commission **Noted** the report and the recommendations made by the Secretariat and that a response will be drafted and brought to the March Commission meeting for approval.

8. Legal Services

- 8.1. Consideration was given to the Report dated 13 February 2017 by the Business Support Manager.
- 8.2. The Commission **Agreed** the contents of the report and that all future legal services be purchased off the National Procurement Framework on an ad hoc basis.

9. Occupational Health Services

- 9.1. Consideration was given to the Report dated 13 February 2017 by the Business Support Manager.
- 9.2. The Commission **Agreed** the contents of the report and that any future Occupational Health Services be purchased off the National Procurement Framework on an ad hoc basis, as needed.

10. Welsh Language Standards Transition Plan

- 10.1. Consideration was given to the Report dated 13 February 2017 by the Business Support Manager.
- 10.2. The Commission **Noted** the report and that work was being undertaken to comply with all the relevant standards. A further report will be brought to the March meeting to highlight the work to date next month.

11. Risk Management

- 11.1. Consideration was given to the Report dated 10 February 2017 from the Finance Manager.
- 11.2. In addition to the changes agreed at the commission's December 2016 meeting there had also been several changes proposed by the Audit and Risk Assurance Committee at their recent meeting. The Commission **Noted** and **Agreed** the report, and noted that the changes proposed by the Audit and Risk Assurance Committee would be brought to a future Commission meeting for members' consideration.

12. Budget Monitoring

- 12.1. Consideration was given to the Report dated 14 February 2017 from the Finance Manager.
- 12.2. The Commission **Agreed** the proposed virements in the 2016/17 budget to take account of the recent surrender of £40K Grant-In-Aid back to Welsh Government and also to cover some additional estimated over and underspends.
- 12.3. The Commission **Noted** the £75,585 current underspend for the period up to 31 January 2017 and the reported estimated LDBCW underspend of £70,955 at the end of the 2016-17 financial year.
- 12.4. The Commission **Agreed** to surrender a further £50,000 to Welsh Government, subject to checking that the estimated expenditure for the year end included the £10K for recently approved MapInfo Software Maintenance purchase.

13. Review Progress Report

- 13.1. Consideration was given to the Report dated 13 February 2017 from the Deputy Chief Executive regarding the ongoing progress of the reviews.
- 13.2. The Commission **Noted** the report and arranged to hold a feedback meeting with the Secretariat to discuss improvements to the Electoral review process/processes.

14. LDBCW Commission Meeting Terms of Reference

- 14.1. Consideration was given to the Report dated 13 February 2017 from the Finance Manager.

14.2. The Commission **Agreed** the Terms of reference subject to the amendment to paragraph 3.5, to include the Commissions responsibility over approving budgetary virements.

15. Calendar of Events

15.1. The Commission noted the calendar.

16. Any Other Business

16.1. The Commission **Noted** the Remit Letter received from the Cabinet Secretary for Finance and Local Government, detailing the Commission's activities in 2017/18.

16.2. The Commission **Agreed** to formally respond to the Letter, thanking the Cabinet Secretary and acknowledging the Commission's budget granted by Welsh Government.

16.3. It was noted that a draft Operational Plan could now be prepared, on the basis of the requirements of the Remit Letter, for consideration at the March Commission Meeting.

Action: Chief Executive.

Date of Next Meeting: Tuesday 28th March 2017