

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING  
HELD ON 25 JULY 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); Mrs Cher Cooke (Review Officer); Mr Daniel Mosley (Review Officer); Miss Deb Jones (Business Support Officer); and Mrs Catherine Thomas (Review Assistant).

**Time Started:** 09:30

**Time Finished:** 11:50

Apologies :Mr Farhan Khan (Review Officer)

**Joint meeting with the Independent Remuneration Panel 12.30 - 13.45.**

**1. Declarations of Interest**

1.1. No Declarations of Interest were made.

**2. Chair's Briefing**

2.1. The Chair stated that he would refer to the latest information on matters as they arose in relation to Reports on the agenda.

**3. Minutes of the Commission meeting held on 27 June 2017**

3.1. It was **Resolved** to approve the minutes of the meeting held on 27 June 2017 as a correct record of the matters considered.

3.2. It was **Agreed** to delete commercially sensitive information from the Minutes of the meeting held on 23 May 2017 before publication.

**4. Issues Arising**

4.1. Consideration was given to the report dated 17 July 2017 by the Chief Executive on Issues Arising.

4.2. 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 2) Staffing** – The Business Support Officer has started in post, and the Review Officer vacancy was to be re-advertised.
- **(Issue 3) Consultation Portal** – Discussions are still ongoing with the developer.
- **(Issue 6) IT Strategy** – The Business Case has been sent to Welsh Government. Currently ongoing and we await their response.
- **(Issue 7) Inter-Commission Meeting** – The Chief Executive gave an update on the arrangements.
- **(Issue 8) Accommodation** – The Chief Executive gave a progress update and information upon the request made to the landlords for consent to assign the lease to the Commission. The Commission agreed that a confirmation of the timescales should be sought. **Action: Business Support Manager**

## 5. Motor Insurance

- 5.1. Consideration was given to the Report dated 22 June 2017 by the Finance Manager. It was **Noted** that members should obtain appropriate business cover in their motor vehicle insurance if they would be using their private vehicle for travel on Commission business. It was **Agreed** that copies of the member's insurance policies should be retained for reference.
- 5.2. The Commission **Noted** the report.

## 6. Community Review Guidance

- 6.1. Consideration was given to the Report dated 18 July 2017 by the Deputy Chief Executive.
- 6.2. The Commission **Agreed** the report in principle subject to amendments to its content and grammar. Additional information is to be included within the foreword and a covering explanatory letter is to be drafted before publication.
- 6.3. The Commission will consider the final version via email, and following consultation with our Sponsor Division, the Commission to agree the final version of the report, along with the agreed amendments, at a future meeting. **Action: Deputy Chief Executive**

## 7. Public Appointments

- 7.1. Consideration was given to the Report dated 6 July 2017 by the Chief Executive.
- 7.2. The Commission **Agreed** to inform the Public Appointments Unit that the Commission would be willing to offer mentoring opportunities and for candidates to shadow Board members, as appropriate.

## 8. Risk Management

- 8.1. Consideration was given to the Report dated 14 July 2017 by the Finance Manager.
- 8.2. The Commission **Noted** the updated risk register and **Agreed** the following changes:
  - CR6: add the mitigating action that the Draft Proposals Report has been published on 13 June 2017. Downgrade the residual risk to 3 x 2 = 6 (amber). Update the owner to Deputy Chief Executive.
  - CR7: update the mitigating actions. Update the owner to the Chief Executive. Amend the risk radar to reflect the current risk as red not amber.

## 9. Budget Monitoring

- 9.1. Consideration was given to the Report dated 14 July 2017 by the Finance Manager. It was noted that the Commission's underspend had increased due to the lack of success in recruiting an additional Review Officer. It was **Agreed** that for future reports the Finance Manager should report a net figure for the underspend which did not include the long outstanding invoices for other government department secondees' staff costs.
- 9.2. The Commission **Noted** the report.

## 10. Review Progress Report

- 10.1. Consideration was given to the Report dated 18 July 2017 by the Deputy Chief Executive.
- 10.2. The Commission **Noted** the report and **Agreed** the following :

- Publication of Ceredigion Draft Proposals will be postponed until January 2018, as requested by the Council. This decision will be communicated to Ceredigion County Council. **Action: Deputy Chief Executive**
- The Conwy review consultation period will be extended until 8 September 2017, to allow representation on behalf of the County Council only.

## **11. Calendar of Events**

11.1. The Commission **Noted** the calendar.

## **12. Any Other Business**

12.1. The Finance Manager asked Members to confirm that they still had possession of their iPads for the annual assets check. All Members confirmed that they had their iPads.

## **13. Independent Remuneration Panel for Wales**

13.1. The Chair and Members of the Panel were welcomed, and matters of mutual interest were discussed, and information exchanged.

**Date of Next Meeting: 22 August 2017**