

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 19 DECEMBER 2017 AT HASTINGS HOUSE**

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

LDBCW Officers attending: Mr Steve Halsall (Chief Executive); Mr Matt Redmond (Deputy Chief Executive); Mr Dave Carr (Finance Manager); Mr Tom Jenkins (Review Officer); Mrs Cher Cooke (Review Officer); Mr Daniel Mosley (Review Officer); Mr Farhan Khan (Review Officer); and Mr Ralph Handscomb (Review Officer)

Time Started: 09:30

Time Finished: 12:30

Apologies: Mr Theodore Joloza.

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. The Chair briefed the Commission on the approval from Welsh Government of the Commission's IT strategy and budget. The Chair acknowledged the work done by the Secretariat staff and looked forward to procurement and implementation plans being developed by the Business Support Manager

3. Minutes of the Commission meeting held on 21 November 2017

3.1. It was **Resolved** to approve the minutes of the meeting held on 21 November 2017 as a correct record of the matters considered.

4. Issues Arising

4.1. Consideration was given to the report dated 11 December 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 1) The Consultation Portal.** The contractor had completed the initial development of the Portal and had now deployed the latest updates. Testing is

now underway by Commission staff and feedback given to the contractors to enable completion of the Portal in time for a soft launch in the New Year. This will include details of the first two or three Reviews with Ceredigion planned to be the first of the completely inclusive detailed Reviews to follow.

- **(Issue 2) The Small Workplace Health Award.** Preparations to apply for this Award are ongoing.
- **(Issue 3) The IT Strategy.** The Cabinet Secretary had agreed the Commission's IT strategy and business case. Qualifications Wales will be informed and plans made for integration and procurement with some contracts developed and spending envisaged to take place in the New Year
- **(Issue 4) Accommodation.** The transfer of the lease to the Commission has been completed. Negotiations regarding the new lease are ongoing.
- **(Issue 5) Community Review Guidance.** The Guidance consultation closes on 21 December 2017.

5. Risk Management – Risk Register

- 5.1. Consideration was given to the Report dated 8 December 2017 by the Finance Manager.
- 5.2. The Commission **Noted** the report with the following changes –
 - CR5 – residual risk rating to be reduced from 12 to 9 due to agreement from the Cabinet Secretary to the Commission's business case to proceed with new IT strategy.
 - CR7 – mitigating actions to be updated to show that the lease had now been transferred from Welsh Government to the Commission and that the terms of the new lease were being negotiated by the Commission's legal advisor.

6. Risk Management Policy Review

- 6.1. Consideration was given to the Report dated 9 December 2017 by the Finance Manager.
- 6.2. The Commission **Noted** the report and **Agreed** the policy with the addition of the definition of the difference between 'Generic and Emerging Risks'.

7. Budget Report

- 7.1. Consideration was given to the Report dated 7 December 2017 by the Finance Manager.

7.2. The Commission **Noted** the report and **Agreed** the virements proposed in the budget categories. The Commission **Considered** the current level of underspend and the reasons for it and it was **Agreed** that £30,000 would be surrendered back to Welsh Government and that the head of sponsor division would be informed of this decision.

Action: Finance Manager

7.3. It was noted that difficulties continued in receiving timely invoices from other government departments (OGD) in respect of inwardly seconded staff. This could become a problem at the end of the year which may require the Commission to carry over large amounts of funds into the next financial year. It was **Agreed** that there should be an increased effort to pursue invoices for OGD Seconded costs in preparation for the year end.

Action: Finance Manager

8. Report of ARAC Meeting held on 22 November 2017

8.1. Consideration was given to the Report dated 29 November 2017 by the Finance Manager. The Commission noted the main points of discussion and actions arising from the meeting

8.2. The Commission **Agreed** to authorise the ARAC to negotiate additional internal audit work on the future ICT arrangements the Commission puts in place as part of the new ICT strategy for the 2018-19 internal audit.

8.3. The Commission **Noted** the minutes of the ARAC meeting held on 22 November 2017.

9. Fraud Policy Review

9.1. Consideration was given to the Report dated 7 December 2017 by the Finance Manager. The revised version of the policy contained additional text covering indicators of fraud.

9.2. The Commission **Noted** and **Agreed** to confirm the existing policy without the proposed additional text which the Commission considered unnecessary. The Policy is due to be reviewed again in December 2020.

10. Conwy Electoral Review

- 10.1. Consideration was given to the Report dated 11 December 2017 by the Review Officer.
- 10.2. The Commission **Agreed** to accept the revised forecasted figures provided by Conwy County Borough Council in place of the ones provided at the start of the review, and which have been published.
- 10.3. The Commission **Agreed** to propose a two-member ward of Gele, due to the revised forecasted figures provided for by Conwy County Borough Council.
- 10.4. The Commission **Agreed** to propose an overall Council size of 54 members for Conwy County Borough Council in light of the decisions made in the previous meeting in addition to the decision on Gele earlier in the meeting.
- 10.5. The Commission **Agreed** to amend the Draft Proposals Report with regard to the representation submitted by Conwy County Borough Council on its categorisation under the Commission's Council Size policy. The draft would make clear that the review implemented the agreed policy, and would concentrate on providing effective and convenient local government for all of Conwy's proposed wards.
- 10.6. The Commission **Agreed** to propose the following names after receiving comments from the Welsh Language Commissioner:
- **Betws yn Rhos** in both languages
 - **Betws y Coed and Trefriw** in the English language and **Betws y Coed a Threfriw** in the Welsh language
 - **Bryn** in both languages
 - **Caerhun** in both languages
 - **Colwyn** in both languages
 - **Conwy** in both languages
 - **Craig y Don** in both languages
 - **Deganwy** in both languages
 - **Eglwys-bach a Llangernyw** in both languages
 - **Eirias** in both languages
 - **Gele** in both languages
 - **Glyn** in both languages
 - **Gogarth Mostyn** in both languages
 - **Kinmel Bay** in the English language and **Bae Cinmel** in the Welsh language
 - **Llanddulas a Llysfaen** in both languages
 - **Llandrillo-yn-Rhos** in both languages
 - **Llandudno Junction** in the English language and **Cyffordd Llandudno** in the Welsh language
 - **Llanrwst with Llanddaged** in the English language and **Llanrwst gyda Llanddaged** in the Welsh language

- **Llansanffraid** in both languages
- **Llansannan** in both languages
- **Mochdre** in both languages
- **Pandy** in both languages
- **Penmaenmawr** in both languages
- **Penrhyn** in both languages
- **Pensarn Pentre Mawr** in both languages
- **Rhiw** in both languages
- **Towyn** in both languages
- **Tudno** in both languages
- **Ucwh Conwy** in both languages
- **Uwch Aled** in both languages

11. Reviews Progress Report

- 11.1. Consideration was given to the Report dated 11 December 2017 by the Deputy Chief Executive.
- 11.2. The Commission **Noted** the report and the analysis provided on the reviews conducted to date.

12. Calendar of Events

- 12.1. The Commission **Noted** the calendar.

13. Any Other Business

- 13.1. Expert Panel on Assembly Electoral Reform Report
- The Chief Executive briefed the Commission on the report released last week, which proposes three options for the future Assembly. He outlined the level of work the Commission might be asked to undertake. The Commission **Noted** the report and that future development will be kept under review.
- 13.2. It was **Agreed** to prepare a draft agenda for the short meeting to be held on 14 February 2018 with the Cabinet Secretary, Alun Davies, to include a brief presentation on the methodology the Commission uses to undertake reviews, the progress to date at the time of the meeting, and to invite comments from the Cabinet Secretary.
- 13.3. The Chief Executive reported that the Commission had been invited to give evidence to the Welsh Government review of Town and Community Councils, at Llandudno on 19 January 2018. It was **Agreed** to circulate the draft evidence to Commissioners for comment, and to authorise the Deputy Chair and the Chief Executive to attend.

Date of Next Meeting: 23 January 2018