

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 23 JANUARY 2018 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 Dave Carr (Finance Manager); Mr David Burley (Business Support Manager); Mr Tom Jenkins (Review Officer); Mr Ralph Handscomb (Review Officer); Mr Ross Evans (Review Officer); Mr Daniel Mosley (Review Officer); Mr Farhan Khan (Review Officer); and Mrs Catherine Thomas (Review Assistant).

Time Started: 10:00

Time Finished: 15:00

Apologies: Mr Matt Redmond (Deputy Chief Executive); Mrs Cher Cooke (Review Officer);

1. Declarations of Interest

- 1.1. No Declarations of Interest were made.

2. Chair's Briefing

- 2.1. The Chair welcomed David Burley the new Business Support Manager to the Commission.
- 2.2. Apologies were given for non-attendees.
- 2.3. The Chief Executive gave a verbal update on the Review of Community and Town Councils Evidence Session that was attended by the Chief Executive and the Deputy Chair of the Commission.

3. Minutes of the Commission meeting held on 19 December 2017

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 19 December 2017 as a correct record of the matters considered.

4. Issues Arising

- 4.1. Consideration was given to the report dated 16 January 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)** Consultation Portal – the portal facilitators attended the Commission offices last week to provide training to the staff. The Portal is now live and a demonstration will be given following the Commission meeting.
- **(Issue 3)** IT Strategy– the Deputy Chief Executive and Business Support Manager are due to attend a meeting with Qualifications Wales this week to discuss procurement and implementation of the future IT of the Commission.
- **(Issue 4)** Accommodation – the Business Support Manager gave a verbal update on the current situation with regard to the Lighting and Painting and Decorating tender exercises.
- **(Issue 6)** HR Policies – the policies are currently being considered. The Chief Executive is agreeing any policies that are appropriate to do so and any other policies will be brought to future Commission meetings to be agreed.

5. Risk Management – Risk Register

5.1. Consideration was given to the Report dated 10 January 2018 by the Finance Manager.

5.2. It was agreed that a new mitigating action be added to risk CR2 regarding the need for a recruitment exercise for a new Chief Executive to be completed by October 2018.

5.3. The Commission considered that the residual risk of CR7 had reduced following the transfer of the Hastings House lease from Welsh Ministers to the Commission although it was noted that the terms of the lease were still being negotiated. It was **Resolved** that the risk rating for Risk CR7 be maintained at 16 and re-evaluated once negotiations over the terms of the lease had been completed.

5.4. The Commission **Noted** the report.

6. Budget Report

6.1. Consideration was given to the Report dated 10 January 2018 by the Finance Manager.

6.2. The Commission **Noted** the report and that the planned budget surrender to Welsh Government had taken place. The Commission **Agreed** the virement's

proposed in the budget categories as a result of the surrender of funds and some minor estimated shortfalls.

6.3. The Commission **Considered** the current level of underspend and the reasons for it and **Agreed** that the Chief Executive be given delegated authority to transfer revenue funds to capital funds to meet the estimated cost of the estimated IT and accommodation requirements.

6.4. It was **Resolved** that the Finance Manager pursue outstanding invoices from OGDs to reduce the Staffing underspend and also to write to Welsh Government sponsor division giving them advance warning of the Commission's final estimated year-end budget carry over requirement.

Action: Finance Manager

7. Whistleblowing Policy Review

7.1. Consideration was given to the Report dated 10 January 2018 by the Finance Manager.

7.2. It was **Agreed** that the updated policy should be sent to the Commission's internal auditors for their views. Subject to some minor amendments and the outcome of the review by internal audit the Commission **Agreed** the policy with a Review Date for January 2021.

8. Cabinet Secretary's Meeting – Draft Briefing

8.1. Consideration was given to the Report dated 12 January 2018 by the Deputy Chief Executive.

8.2. Subject to some minor amendments to the prepared briefing the Commission **Noted** the report and **Agreed** to share the brief with Welsh Government prior to meeting the Cabinet Secretary.

9. Board Effectiveness Assessment Exercise

9.1. Consideration was given to the Report dated 11 January 2018 by the Finance Manager.

9.2. The Commission **Noted** the results of the Board Evaluation Questionnaire and considered areas of future discussion.

10. Community Review Guidance

- 10.1. Consideration was given to the Report dated 11 January 2018 by the Deputy Chief Executive.
- 10.2. Subject to some minor amendments the Commission **Agreed** the guidance document.

11. Naming of Electoral Wards

- 11.1. Consideration was given to a paper by the Chief Executive regarding naming of electoral wards. The Commission **Agreed** to the following order of precedence when naming wards at the Draft Proposals stage:

- The Name in an Order:
If the electoral ward is unchanged or contains a substantial area of the existing electoral ward then the existing name is to be used. Both English and Welsh names should match those of previous Orders. The most recent Order should take precedence (be that electoral or community). If the electoral ward is substantially changed, an appropriate name is considered to one that includes one or more of the names of the communities or electoral wards that it is formed by, from the relevant community Orders.
- Welsh Language Commissioner recommendations:
Where there is no Order, and the Welsh Language Commissioner has recommended a change, then this is to be used.
- Commission's discretion:
If the name is not in any Order, or if the Welsh Language Commissioner has not made any recommendations.

12. Torfaen Electoral Review

- 12.1. Consideration was given to the Report dated 11 January 2018 by the Review Officer.
- 12.2. The Commission **Agreed** Scheme 5 for Torfaen which contains the proposed electoral wards of:

Abersychan, Blaenavon, Coed Eva, Croesyceiliog, Fairwater, Greenmeadow, Llantarnam, Llanyrafon East and Ponthir, Llanyrafon West, New Inn, Panteg, Pontnewydd, Pontnewynydd and Snatchwood, Pontypool, St. Dials, Trevethin and Penygarn, Two Locks, Upper Cwmbran, and Wainfelin

The following reasons were noted in support of the decision:

- Improves the overall electoral parity across the County Borough
- Achieves the Council Size Aim
- Respects the opposition to joining the Northville and Southville wards together, which was evident in a number of representations received.

12.3. The proposed names will be sent to the Welsh Language Commissioner for comments before the Draft Proposals Report is brought to the next Commission meeting.

13. Reviews Progress Report

13.1. Consideration was given to the Report dated 16 January 2018 by the Deputy Chief Executive.

13.2. The Chief Executive briefed the Commission on progress to date in regards to the proposed Monmouthshire Community Review the Council are conducting. The Secretariat will continue to be in contact with the Council to assess what the timetable for the review would be and how it would affect the overall programme of reviews as a result of this delay.

14. Complaints Policy Review

14.1. Consideration was given to the Report dated 16 January 2018 by the Finance Manager.

14.2. The Commission **Noted** the report, and subject to a few minor changes, **Agreed** to adopt the policy. A review date for January 2021 has been noted.

15. Calendar of Events

15.1. The Commission **Noted** the calendar.

16. Any Other Business

16.1. It was reported that sponsor division had informed the Commission that the Commission's Accounting Officer had the delegated authority for making departure from normal procurement procedures. The Business Support Manager requested the Commission agree to extend the accountancy and translation contracts for a further period of 12 months. The Commission **Agreed**

to extend the contracts for a further 12 months after which a full tender exercise would be carried out for each of them.

- 16.2. Corporate Objectives 2017/2018 – Consideration was given to the Commission’s Corporate Objectives, and the degree to which they have been fulfilled in 2017/2018 was assessed. Successful completion was objectives were identified, as well as areas for further attention. The Commission **Agreed** to include the assessment in the annual report.

Date of Next Meeting: 20 February 2018