

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING  
HELD ON 24 APRIL 2018 AT HASTINGS HOUSE**

**Present:** Mr Owen Watkin (Chair); 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); Mr David Burley (Business Support Manager); Mrs Cher Cooke (Review Officer); Mr Ross Evans (Review Officer); Mr Tom Jenkins (Review Officer); Mr Farhan Khan (Review Officer); Mr Daniel Mosley (Review Officer) and Mrs Catherine Thomas (Review Assistant)

**Time Started:** 09:30

**Time Finished:** 12:40

**Apologies:** Mr Ceri Stradling sends his apologies for not attending.

**1. Declarations of Interest**

- 1.1. No Declarations of Interest were made in respect of matters on the agenda.
- 1.2. Mr David Powell advised the Commission of his membership of the Ramblers Association, the Royal Society for the Protection of Birds and the Woodlands Trust, which would be noted in his general declaration.

**2. Chair's Briefing**

- 2.1. There were no new matters for the Chair's briefing, outside of the agenda items being discussed within this meeting.

**3. Minutes of the Commission meeting held on 27 March 2018**

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 27 March 2018 as a correct record of the matters considered.

**4. Issues Arising**

- 4.1. Consideration was given to the report dated 4 April 2018 by the Chief Executive on Issues Arising.

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

- **(Issue 1) Small Workplace Health Award** – progress was still being made to apply for this award.
- **(Issue 3) Accommodation** – negotiation on the lease of Hastings House remained ongoing; to press, by letters, the agents acting in the lease in order to chase/progress the negotiation and to continue to offer payment of rental to the lessor on the terms of the (old) existing lease. **Action: Chief Executive**
- **(Issue 4) Accommodation** – the redecoration and lighting installation had been completed.
- **(Issue 6) HR Policies** – revision of the HR policies was proceeding.
- **(Issue 9) IIP** – reassessment is due in the summer, and preparations will begin for this.

## 5. **Green Paper – Strengthening Local Government: Delivering for People**

5.1. Consideration was given to the Report dated 3 April 2018 by the Chief Executive.

5.2. The Report provided draft responses to the consultation questions set out in the Green Paper.

5.3. The Commission considered the draft responses, the Commission decided to emphasise the importance of clarity on the decision and footprint for the future of Local Government within its response.

5.4. The Commission **Agreed** that it was important to stress that, in respect of any decision taken, clarity on the future tasks of the Commission would be required to be given before March 2019, in order to enable elections to shadow authorities to be held in May 2021, and to emphasise the time and resource implications of the options offered in the Paper.

5.5. It was **Agreed** that a further draft of the response would be presented to the Commission meeting in May.

## 6. **Denbighshire Review of Electoral Arrangements – Options Report**

6.1. Consideration was given to the Report dated 16 April 2018 by the Review Officer.

- 6.2. The Commission **Agreed** Option 2 for the Rhyl and Rhuddlan/Dyserth area which contains the proposed electoral wards of:

Dyserth, Rhuddlan, Rhyl Trellewelyn and Rhyl Ty Newydd.

The following reasons were noted in support of the decision:

- Improves electoral parity.
- Ensures that Dyserth and Rhuddlan remain separate electoral wards.

- 6.3. The Commission **Agreed** to Option 2 for the Denbigh area which contains the proposed electoral wards of:

Bodelwyddan, Central and Upper Denbigh with Henllan, Lower Denbigh and Trefnant

The following reasons were noted in support of the decision:

- Improves electoral parity.
- Ensures the rural elements of Trefnant remain in one rural focused electoral ward.
- Retains an existing community split in Denbigh, but is recognised that Henllan is well linked with Denbigh and creates the best links in terms of community cohesion compared to the alternatives.

- 6.4. The Commission **Agreed** to Option 1 for the Rural area which contains the proposed electoral wards of:

Efenechtyd, Llanarmon-yn-Iâl and Llandegla, Llanbedr Dyffryn Clwyd, Llanferres and Llangynhafal, Llandyrnog, Llanfair Dyffryn Clwyd and Gwyddelwern, Llanrhaeadr-Yng-Nghinmeirch, and Tremeirchion.

The following reasons were noted in support of the decision:

- Improves electoral parity
- Retains the largest number of existing electoral wards.
- Retains all single-member wards across the area.

- 6.5. The Commission **Agreed** to Option 1 for the Corwen and Llandrillo area which contains the proposed ward of:

Corwen and Llandrillo

The following reasons were noted in support of the decision:

- Improves electoral parity

- Whilst creating a multi-member in a rural area there are communication links and commonality between the two.

6.6. The proposed names will be sent to the Welsh Language Commissioner for comment. A draft of the Draft Proposals Report will be brought to the next Commission meeting.

## 7. Risk Management – Risk Register

7.1. Consideration was given to the Report dated 4 April 2018 by the Finance Manager.

7.2. CR5 – The Commission **Agreed** that an additional mitigating action of the monthly ICT project reports to Commission meetings be added and that the position with ATOS would be reviewed at the next meeting.

7.3. CR8 - the Commission **Agreed** that the title should be changed to reference the Green Paper and the following should be added as mitigating actions:

- The Commission's response to the consultation with a summary of the key points; and
- Recruitment of additional Review Officer

## 8. Budget Report

8.1. Consideration was given to the Report dated 16 April 2018 by the Finance Manager. Members noted the underspend of £45,231 at the end of 2017-18, £36,868 of which was in respect of the LDBCW and £8,545 in respect of the BCW.

8.2. The Commission considered Annex A to the report which set out the difference between the estimated expenditure for 2017-18 and the final expenditure and provided reasons for the variances for the budget categories. The Commission also noted the budget and budget category allocations for 2018-19 which took account of the reasons for variances in the previous year's budget. The Commission **Agreed** the report and the Budget for the FY18/19.

## 9. ICT Transformation Progress Report

9.1. Consideration was given to the Report dated 17 April 2018 by the Deputy Chief Executive.

9.2. The Commission noted the report and verbal update.

## **10. Reviews Progress Report**

10.1. Consideration was given to the Report dated 17 April 2018 by the Deputy Chief Executive.

10.2. The Commission **Noted** the report.

10.3. The Commission also reaffirmed its commitment that it would not alter external community boundaries after the Draft Proposals stage as it would not be appropriate to make such proposals without public consultation on them. The Commission noted appropriate stage to review boundaries would be within a community review led by the relevant council after the report of Final Recommendations had been published.

## **11. General Data Protection Regulations Progress Report**

11.1. Consideration was given to the Report dated 16 April 2018 by the Business Support Manager.

11.2. The Commission **Noted** the report. The Commission authorised the delegation to the CE of any issues relating to securing a DPO before 25 May 2018.

## **12. Calendar of Events**

12.1. The Commission noted the calendar.

## **13. Any Other Business**

13.1. There was no other business to discuss.

**Date of Next Meeting: 22 May 2018**