

LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD ON 22 MAY 2018 AT HASTINGS HOUSE

Present: Mr Owen Watkin (Chair); Mr David Powell; Mr Ceri Stradling; 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 Cher Cooke (Review Officer); Mr Ross Evans (Review Officer); Mr Tom Jenkins (Review Officer); Mr Farhan Khan (Review Officer); and Mrs Caroline Redmond (Office Assistant)

Time Started: 09:45

Time Finished: 15:00

Apologies: Mr David Burley (Business Support Manager); Mr Ralph Handscomb (Review Officer); Mr Daniel Mosley (Review Officer)

1. Declarations of Interest

- 1.1. Mr Ceri Stradling declared an interest concerning Agenda Item 8 (Denbighshire Electoral Review), advising the Commission that he is a resident of the County of Denbighshire.
- 1.2. Mr Steve Halsall declared an interest concerning Agenda Item 6 (Carmarthenshire Electoral Review), advising the Commission that he is a property owner within the County of Carmarthenshire.
- 1.3. It was **Agreed** that the interests declared were de minimis, and that Mr Stradling and Mr Halsall should continue to participate in the meeting.

2. Chair's Briefing

- 2.1. The Chair updated the Commission on progress being made by the Welsh Government concerning the Green Paper: Strengthening Local Government, and the potential consequences on the Commission's current remit.

3. Minutes of the Commission meeting held on 24 April 2018

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 24 April 2018 as a correct record of the matters considered.

4. Issues Arising

- 4.1. Consideration was given to the report dated 15 May 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, with a revised deadline of April 2019.
 - **(Issue 3) Accommodation** – negotiation on the lease of Hastings House remained ongoing. Agents, acting on behalf of the Commission, are in the process of negotiating with the lessor concerning the terms of the new lease. The Commission continue to make payments of rental fees to the lessor on the terms of the old lease.
 - **(Issue 4) HR Policies** – revision of the HR policies was proceeding.
 - **(Issue 6) IIP** – preparations for the reassessment are ongoing.

5. Strengthening Local Government

- 5.1. Consideration was given to the Report dated 3 April 2018 by the Chief Executive.
- 5.2. The Report provided a revised version of the draft responses to the consultation questions set out in the Green Paper.
- 5.3. The Commission **Agreed** with the revised responses subject to the following additions:
 - Consultation Question 6: additional sentence to explain the time-constraints on including the 16 and 17 year olds within the electoral statistics provided by Principal Council's, for use within our reviews.
 - Consultation Question 12: add a response, reiterating the Commissions response to consultation question 11.
- 5.4. It was **Agreed** that the response can be submitted to Welsh Government.

6. Carmarthenshire Electoral Review

- 6.1. Consideration was given to the Report dated 14 May 2018 by the Review Officer.

- 6.2. The Commission **Agreed** Option 2 for the Ammanford area which contains the proposed electoral ward of:

Ammanford.

The following reasons were noted in support of the decision:

- Improves electoral parity for Pontamman.
- Combines the detached areas of the existing electoral ward of Pontamman within a single, unified boundary.

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

Carmarthen Town North and South, and Carmarthen Town West.

The following reasons were noted in support of the decision:

- Removes the inappropriate level of electoral variance which exists within the current Carmarthen Town South electoral ward.
- Combines two wards which allow the retention of the whole of the town centre within one electoral ward.
- Agrees with the representation submitted by the Returning Officer for Carmarthenshire County Council.

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

Bigyn, Elli, Glanymor, Lliedi and Tyisha.

The following reasons were noted in support of the decision:

- Removes the inappropriate levels of electoral variance which exists within the current Bigyn and Tyisha electoral wards.
- Retains the same number of electoral wards compared to the existing arrangement.
- The Commission agreed to adopt the secretariat-adjusted boundary change as the preferred proposal.

- 6.5. The Commission **Agreed** to Option 2 for the Llanelli Rural area which contains the proposed wards of:

Bynea, Dafen and Felinfoel, Glyn, Hengoed, Llwynhendy, and Swiss Valley.

The following reasons were noted in support of the decision:

- Removes the inappropriate levels of electoral variance which exists within the current Bynea, Dafen and Felinfoel electoral wards.
- Avoids the need to introduce three-member wards in the area.
- Combines the two areas of Dafen and Felinfoel

- 6.6. The Commission **Agreed** to Option 2 for the Llanedi area which contains the proposed wards of:

Hendy and Tycroes.

The following reasons were noted in support of the decision:

- Removes the inappropriate levels of electoral variance which exists within the current Hendy electoral ward.
- Retains single member arrangements within the area.

- 6.7. The Commission **Agreed** to Option 2 for the Llandybie area which contains the proposed wards of:

Llandybie, Penygroes, and Saron.

The following reasons were noted in support of the decision:

- Retains the current arrangement of electoral wards in the area.
- All wards contain appropriate levels of electoral representation.

- 6.8. The Commission **Agreed** to Option 2 for the Burry Port and Pembrey area which contains the proposed wards of:

Burry Port and Pembrey.

The following reasons were noted in support of the decision:

- Retains the current arrangement of electoral wards in the area.
- All wards contain appropriate levels of electoral representation.

- 6.9. The Commission **Agreed** to Option 3 for the Kidwelly and the surrounding area which contains the proposed wards of:

Kidwelly and St Ishmael, Llangyndeyrn, and Trimsaran.

The following reasons were noted in support of the decision:

- Removes the inappropriate levels of electoral variance which exists within the current Kidwelly and Llangyndeyrn electoral wards.
- Avoids splitting communities within the area.

- Avoids the need to introduce three-member wards in this rural area.
- Best suits the human geography and topography in the area.

6.10. The Commission **Agreed** to Option 4 for the Cynwyl Elfed and the surrounding area which contains the proposed wards of:

Cynwyl Elfed, Llanboidy, St Clears with Llansteffan, and Trelech.

The following reasons were noted in support of the decision:

- Removes the inappropriate levels of electoral variance which exists within the current Cynwyl Elfed and St Clears electoral wards.
- Retains an overall 5 members in this area.

6.11. The Commission **Agreed** to Option 1 for the Cenarth and Llangeler area which contains the proposed wards of:

Cenarth and Llangeler.

The following reasons were noted in support of the decision:

- Removes the inappropriate levels of electoral variance which exists within the current Llangeler electoral ward.
- Agrees with the representation submitted by the Returning Officer for Carmarthenshire County Council.

6.12. The Commission **Agreed** to Option 2 for the Cilycwm, Cynwyl Gaeo and surrounding area which contains the proposed wards of:

Cilycwm, Llandovery, Llanfihangel-ar-Arth, Llanybydder, and Manordeilo and Salem.

The following reasons were noted in support of the decision:

- Removes the inappropriate levels of electoral variance which exists within the current Cilycwm and Cynwyl Gaeo electoral ward.
- Creates the least disruption from the existing arrangements.

6.13. 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. Pembrokeshire Electoral Review

- 7.1. Consideration was given to the Report dated 11 May 2018 by the Review Officer.
- 7.2. The Commission **Accepted** the Draft Report with minor amendments
- 7.3. The Commission considered the names of the proposed electoral wards.
- 7.4. The Review Officer will initiate the Quality Assurance process following making the amendments.

8. Denbighshire Electoral Review

- 8.1. Consideration was given to the Report dated 14 May 2018 by the Review Officer.
- 8.2. The Commission **Accepted** the Draft Report with minor amendments
- 8.3. The Commission considered the names of the proposed electoral wards
- 8.4. The Review Officer will initiate the Quality Assurance process following making the amendments.

9. Risk Management – Risk Register

- 9.1. Consideration was given to the Report dated 14 May 2018 by the Finance Manager.
- 9.2. The Commission considered and **Agreed** the changes from the previous meeting. It was noted that the dates given for the Corporate Objectives related to the previous year. It was noted that the dates given for the Corporate Objectives related to the previous year, and needed to be updated for the current year. It was **Agreed** that the dates in the risk register would be checked and updated as required. The Commission considered that there was no longer a need to record mitigating action which had been completed on the risk register. It was **Agreed** that completed mitigating actions should be removed.
- 9.3. The Commission considered whether operational risk OP21 regarding the General Data Protection Regulation should be elevated to the Corporate Risk Register as suggested by the Audit and Risk Assurance Committee. The Commission **Agreed** that operational risk OP21 should remain on the operational risk register due to the work undertaken to put the necessary

procedures into place which provided significant mitigation. However, it was **Agreed** that the risk should be kept under review.

- 9.4. CR1 – The Commission **Agreed** to delete the second sentence in the risk description, and to review the risk in October to consider whether the risk rating score can be lowered.
- 9.5. CR2 – the Commission **Agreed** to increase the residual risk from 12 to 16 due to the ongoing situation with the recruitment of staff namely the replacement Chief Executive and the Review Officer Seconded. A new mitigating action to be added regarding the recruitment of the new Review Officers and the Commission members should be added to the as risk owners in addition to the Chief Executive and Deputy Chief Executive.
- 9.6. The Commission **Agreed** that the Finance Manager would produce a new version of the Risk Register for the next Commission meeting that would be updated to reflect the corporate objectives of the current financial year and remove any completed mitigating actions.

10. Budget Report

- 10.1. Consideration was given to the Report dated 14 May 2018 by the Finance Manager. It was **Noted** that a resource as well as a cash based budget report had been produced as previously agreed.
- 10.2. The Commission considered both reports and noted the underspend for both. The Commission **Agreed** that it would be beneficial if in future there was brief reconciliation between the two reports which explained the difference between the resource and cash expenditure figures.
- 10.3. The Commission **Noted** and **Accepted** the report.

11. Report of Audit and Risk Assurance Committee Meeting held on 21 February 2018

- 11.1. Consideration was given to the Report dated 16 April 2018 by the Finance Manager.
- 11.2. The Commission **Noted** the report which outlined the main considerations and decisions made by the Committee.

12. Annual Accounts 2017-18 - Impact of Accounting Standards not yet Effective

- 12.1. Consideration was given to the Report dated 16 April 2018 by the Finance Manager.
- 12.2. The Commission **Noted** the report and that the Commission's accountants had confirmed that there was no impact on the 2017-18 annual accounts resulting from changes to IAS 7. The implementation of changes to IFRS 16 would impact on how the Commission accounted for leases but this would be considered closer to its implementation date for the 2019-20 accounts.

13. Welsh Language Annual Report 2017-18

- 13.1. Consideration was given to the Report dated 16 April 2018 by the Finance Manager.
- 13.2. The Commission **Agreed** that further information should be added to the Operational standard section, the Commission **Agreed** the report following this minor amendment.

14. General Data Protection Regulation

- 14.1. Consideration was given to the Report dated 16 April 2018 by the Business Support Manager.
- 14.2. The Commission **Noted** that Helen Morris of Welsh Government had been appointed as the Commission's Data Protection Officer.
- 14.3. The Commission **Noted** the operational risk that a request could be received for information from a member of the public before GDPR systems are fully in place, and that this could be added to the corporate risk register if required.

15. Operational Plan 2018-19

- 15.1. Consideration was given to the Report dated 11 May 2018 by the Chief Executive.
- 15.2. The Commission **Agreed** the report with minor amendments.

16. ICT Transformation Progress Report

- 16.1. Consideration was given to the Report dated 15 May 2018 by the Deputy Chief Executive.

- 16.1. The Commission **Noted** the report and the Final Agreement between Qualifications Wales and the Commission, and that it had been sent to auditors for consideration.
- 16.2. The Commission **Authorised** the Chief Executive to sign the Final Agreement.

17. Reviews Progress Report

- 17.1. Consideration was given to the Report dated 15 May 2018 by the Deputy Chief Executive.
- 17.2. The Commission **Noted** the report.

18. Calendar of Events

- 18.1. The Commission noted the calendar.

19. Any Other Business

- 19.1. It was reported that National Democracy Week commenced on the 3 July 2018. It was **Noted** that there were no events planned by WG. It was agreed that the Commission would consider attending appropriate events in Wales. Consideration will be given to publicising the event on the website and social media.
- 19.2. The Deputy Chief Executive gave an update on the progress of the BCW's 2018 Review and reported that their recommendations would be submitted to Leader of the House of Commons in September 2018.
- 19.3. An update was given following a meeting attended by the Chief Executive and the Deputy Chief Executive with the National Assembly for Wales regarding the Assembly future electoral arrangements.

Date of Next Meeting: 26 June 2018 commencing at 8:30 am.