

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

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

LDBCW Officers attending: Mr Matt Redmond (Deputy Chief Executive); Mr Dave Carr (Finance Manager); Mr David Burley (Business Support Manager); Mr Ross Evans (Review Officer); Mrs Cher Cooke (Review Officer); Mr Daniel Mosley (Review Officer); Mr Farhan Khan (Review Officer); Mrs Catherine Thomas (Review Assistant); and Mr Tom Jenkins (Review Officer)

Time Started: 12:50

Time Finished: 16:15

Apologies: Mr David Powell and Mr Steve Halsall (Chief Executive).

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 announcement by the Cabinet Secretary concerning the Green Paper on local government reform to the effect that the proposed statutory mergers had been withdrawn and that a working group had been set up to examine future structures, to report in 2019. The Chair stated that the electoral review programme would continue as the outcome would not impact the current cycle. The Chair also stated that the Commission may be requested to undertake reviews of all community and town councils, the reviews being likely to take place in 2020.
- 2.2. The Chair announced that Dan Mosley would be leaving the Commission in September and congratulated him on his appointment to a new post. The Chair thanked him for all his work during his time at the Commission, and wished him well for the future.

3. Minutes of the Commission meeting held on 26 June 2018

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 26 June 2018 as a correct record of the matters considered, subject to the following,
- 3.2. Minute 4.2, to add that the application for the Small Workplace Health Award would be made by 31st March, 2019, and
- 3.3. Minute 9.1, to note that there could be a potential underspend in the 2018/19 budget that might be subject to surrender to Welsh Government.

4. Issues Arising

- 4.1. Consideration was given to the report dated July 2018 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) Small Workplace Health Award** – application pending, to be submitted by 31 March 2019.
 - **(Issue 2) ICT Transformation Project** – significant progress has been made. The Business Support Manager stated the difficulties in procuring a provider to migrate the website.
 - **(Issue 3) Accommodation** – progress has been made but awaiting details on this matter.
 - **(Issue 4) HR Policies** – revision of the HR policies was proceeding.
 - **(Issue 5) Investors In People** – thanks was given to the staff for the 100% return of pre assessment surveys. Interviews with staff are scheduled for 31 July 2018.
 - **(Issue 7) Annual Report** – this report is waiting finalisation of the accounts.

5. Accommodation

- 5.1. Consideration was given to the Report dated 11 July 2018 by the Chief Executive.
- 5.2. The Commission **Noted** and **Accepted** the report.

6. Gwynedd Electoral Review

- 6.1. Consideration was given to the Report dated 16 July 2018 by the Review Officer.
- 6.2. The Commission **Agreed** Option 2 (draft proposals) for Arfon which contains the proposed electoral wards of:

Arlechwedd, Bethel a'r Felinheli, Cwm-y-Glo, Deiniolen, Llanrug, Penisa'r-waun, Tre-garth and Mynydd Llandygái and Y Faenol.

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Maintains community ties as much as possible.
- Meets the representation of Llanrug Community Council.
- Retains 60% of the Council's scheme.

- 6.3. The Commission **Agreed** Option 3 for Bangor which contains the proposed electoral wards of:

Canol Bangor, Dewi, Dwyrain Bangor and Glyder

The following reasons were noted in support of the decision:

- Improves electoral parity across the city.
- Ensures the proposals are future-proofed according to the 2022 projections.
- The Commission **Agreed** the proposed consequential changes to Bangor City Council electoral arrangements (as per the draft proposals).

- 6.4. The Commission **Agreed** Option 3 (draft proposals) for Bethesda which contains the proposed electoral wards of:

Gerlan, Ogwen and Rachub.

The following reasons were noted in support of the decision:

- Provides single member wards across the area.
- Utilises scheme provided by the County Council, with minor modifications.
- Uses easily identifiable boundaries within the area.
- Considerably improves the electoral parity in the area.

- The Commission **Agreed** the proposed consequential changes to Bethesda Community Council electoral arrangements (relating to Option 3 arrangements).

6.5. The Commission **Agreed** Option 1 (draft proposals) for Caernarfon which contains the proposed electoral wards of:

Cadnant, Canol Tref Caernarfon, Hendre, Menai (Caernarfon) and Peblig.

The following reasons were noted in support of the decision:

- Provides single member wards across the town.
- Utilises scheme provided by the County Council.
- Uses easily identifiable boundaries within the area.
- Considerably improves the electoral parity in the area.
- The Commission **Agreed** the proposed consequential changes to Caernarfon (Royal) Town Council electoral arrangements (relating to Option 1 arrangements).

6.6. The Commission **Agreed** Option 2 (draft proposals) for the Clynnog-Llanllyfni area which contains the proposed electoral wards of:

Clynnog, Llanllyfni, Llanwnda, Nefyn, Pen-y-groes, Tryfan, Waunfawr, Y Bontnewydd, Y Groeslon, Yr Eifl

The following reasons were noted in support of the decision:

- Provides single member wards across the town.
- Utilises proposals provided by the County Council relating to the area of Nebo.
- Improves the electoral parity in the area.

6.7. The Commission **Agreed** Option 3 for the Pen Llŷn area which contains the proposed electoral wards of:

Abererch, Aber-soch gyda Llanengan, Criccieth, De Pwllheli, Efailnewydd a Buan, Gogledd Pwllheli, Llanbedrog gyda Mynytho, Llanengan, Llanystumdwy, Morfa Nefyn a Thudweiliog and Pen draw Llŷn.

The following reasons were noted in support of the decision:

- Respects Community ties.
- Adheres with representations received across the area.
- Adheres to the Council's view.

- 6.8. The Commission **Agreed** Option 1 (draft proposals) for Ffestiniog which contains the proposed electoral wards of:

Bowydd and Rhiw, Diffwys and Maenofferen, Teigl.

The following reasons were noted in support of the decision:

- Improves electoral parity in the area.
- Retains three single-member wards within the community.
- Retains the entire Council proposed scheme, with a minor amendment to the proposed boundary change.
- The Commission **Agreed** the proposed consequential changes to Ffestiniog Town Council electoral arrangements (relating to Option 1 arrangements).

- 6.9. The Commission **Agreed** Option 3 (draft proposals) for Harlech area which contains the proposed electoral wards of:

Abermaw, Brithdir a Llanfachreth, Y Ganllwyd a Llanelltyd, Dolbenmaen, Dwyrain Porthmadog, Dyffryn Ardudwy, Glaslyn, Gorllewin Porthmadog, Harlech a Llanbedr, Penrhyndeudraeth and Trawsfynydd.

The following reasons were noted in support of the decision:

- Retains a high number of the existing arrangements and the majority of the Council's scheme.
- Substantially improves electoral parity.
- Adheres to the majority of representations received concerning the area.

- 6.10. The Commission **Agreed** Option 3 (County Council's revised proposal) for Dolgellau which contains the proposed electoral wards of:

De Dolgellau and Gogledd Dolgellau.

The following reasons were noted in support of the decision:

- Provides for single-member arrangements
- Utilises the scheme as provide by the Council in their revised proposal.
- Utilises easily identifiable boundaries in the area.
- Provides modest improvements to electoral parity.
- The Commission **Agreed** the proposed consequential changes to Dolgellau Town Council electoral arrangements (relating to Option 3 arrangements).

- 6.11. The Commission **Agreed** Option 1 (County Council's proposal) for Meirionnydd which contains the proposed electoral wards of:

Aberdyfi, Bro Dysynni, Corris a Mawddwy, Arthog a Llangelynnin, Gorllewin Tywyn and Morfa Tywyn.

The following reasons were noted in support of the decision:

- Creates single-member arrangements across the entire region.
- Improves electoral parity in the area.
- Whilst there is one ward with electoral representation in excess of 25% from the proposed county average, this option respects local ties within the area.

- 6.12. The Commission **Agreed** Option 3 for Bala which contains the proposed electoral wards of:

Y Bala, Llandderfel, Llanuwchllyn.

The following reasons were noted in support of the decision:

- Improves electoral parity, whilst respecting the local community ties and boundary as requested by Llangywer Community Council.
- Recognises the rural nature of these communities and the work they currently do across all five areas.

- 6.13. The Commission **Agreed** the proposed electoral ward names to be included within the final recommendations report. A draft of the Final Recommendations Report will be brought to the next Commission meeting. **Action: Review Officer**

7. Blaenau Gwent Electoral Review

- 7.1. Consideration was given to the Report dated 04 July 2018 by the review Officer.
- 7.2. The Commission **Noted** the report as a whole and subject to a few minor amendments including adding Ebbw Vale South to the list of unchanged wards. It was resolved to **Accept** the report and the proposed names of the wards.
- 7.3. The Review Officer will commence the quality assurance process and prepare publication for the report later in the year.

8. Business Continuity Plan Test 2018-19

- 8.1. Consideration was given to the Report dated 12 July 2018 by the Finance Manager. It was reported that all of the required amendments identified as a result of the test had now been implemented.
- 8.2. The Commission **Noted** the report.

9. Risk Management – Risk Register

- 9.1. Consideration was given to the Report dated 13 July 2018 by the Finance Manager.
- 9.2. The Commission considered that risk CR6 regarding the accommodation lease should be reviewed at the next meeting when there would be a clearer idea of the situation.
- 9.3. The Commission **agreed** to change CR7 to reflect the new position in respect of the change to the possible reorganisation of local government announced by the Cabinet Secretary. It was noted that the main risk to the Commission now was possible voluntary mergers of local authorities which was a less severe and potentially would become a long term risk. It was **agreed** that previous mitigating actions could now be removed with the exception of the first mitigating action under stage 1, which would be amended to say that the Commission would await notification from WG regarding future proposals and potential changes, and the second mitigating action of stage 3 regarding the staff JEGS exercise which would be retained.
- 9.4. It was also **agreed** that the risk ratings of CR7 could now be lowered. The inherent risk would be decreased from 5/4 to 5/3 and residual risk would be decreased from 5/4 to 4/2
- 9.5. The Commission accepted the report, subject to the amendments

10. Budget Report

- 10.1. Consideration was given to the Report dated 12 July 2018 by the Finance Manager. The Commission requested that expenditure against the capital funds provided by Welsh Government for the ICT project be monitored separately to expenditure against the Commission's Grant-in-Aid funding. It was **agreed** that this would be implemented for the next meeting.

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

11. ICT Transformation Project Progress Report

11.1. Consideration was given to the Report dated 17 July 2018 by the Business Support Manager.

11.2. The Commission **Noted** the report.

12. Reviews Progress Report

12.1. Consideration was given to the Report dated 17 July 2018 by the Deputy Chief Executive.

12.2. It was **Agreed** to add a further risk to the Reviews Risk Register. A risk identified was the possible lack of engagement on the part of Neath Port Talbot County Borough Council. The mitigating action would be to seek to discuss with the Chief Executive of the Council the importance of the authority co-operating in the review process.

12.3. The Commission **Noted** the report.

13. Calendar of Events

13.1. The Commission **Noted** the calendar.

14. Any Other Business

14.1. There was no other business to discuss.

Date of Next Meeting: 21 August 2018 at 8:30