

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR  
WALES MEETING  
HELD ON 24 NOVEMBER 2020**

**This document is available in Welsh**

**Present:** Dr Debra Williams (Chair); Mr Ceri Stradling (Deputy Chair); Mr David Powell; Mrs Julie May; Mr Theodore Joloza.

**LDBCW Officers attending:** Mrs Shereen Williams (Chief Executive); Mr Dave Carr (Finance Manager); Mr Tom Jenkins (Head of Policy and Programmes); Mr David Burley (Head of Business); Mr Josh Lovell (Review Officer); Mr Nathan Sweetman (Business Support Officer); Miss Hannah Toor (Business Support Officer).

**Time Started:** 09:45

**Time Finished:** 12:15

**Apologies:** N/A

**1. Declarations of Interest**

- 1.1. Nathan Sweetman (Business Support Officer) declared an interest in the Vale of Glamorgan.

**2. Chair's Briefing**

- 2.1. The Chair provided an update from the recent meeting with Lisa James from the Sponsor Division in Welsh Government.
- 2.2. The maps for the Monmouthshire Order require additional amendments, this is being looked at by the Cartographic Department and Elaina Chamberlain.
- 2.3. It was confirmed that a response has been issued to Cllr Williams, concerning the Freedom of Information Request that was made, regarding the Cardiff Final Recommendations Report.
- 2.4. Officials from the Sponsor Division will be meeting with the Minister for Housing and Local Government on the 10<sup>th</sup> of December to discuss the decision-making timetable for the submitted reports. An update will be provided prior to the 15<sup>th</sup> December meeting with the Commission.
- 2.5. It was noted that draft legislation is currently being prepared in the event that a decision is made to delay the Senedd elections.

### 3. Minutes of the Commission meeting held on 04 November 2020

- 3.1. It was **Resolved** to approve the minutes of the meeting as a correct record of the matters considered subject to some minor amendments.

### 4. Issues Arising

- 4.1. It was stated that all work regarding the Freedom of Information Request relating to Monmouthshire has been completed and sent.
- 4.2. It was stated that the Finance Manager has made enquiries with Audit Wales regarding the charge for additional audit work on the annual accounts.
- 4.3. It was noted that progress has been made concerning the People Committee with a report being submitted to the Management Team who would be monitoring progress on the outstanding action points.
- 4.4. It was noted that further staff training will take place in February 2021, with a team away day, including Commissioners has been provisionally scheduled for March 2021.
- 4.5. It was noted that, positive feedback has been received after the post survey reports, concerning the reviews processes undertaken.
- 4.6. The CE stated that she will provide relevant updates on Freedom of Information requests in future Commission meetings.
- 4.7. Changes to staffing was noted.

### 5. Vale of Glamorgan Electoral Review – Final Options

- 5.1. Consideration was given to the Report dated 17 November 2020 by the Commission. The total number of representations received for the consultation period will be clarified at the next Commission meeting.
- 5.2. The Commission considered the proposals for the existing electoral wards for Region 1 Cowbridge, Llandow/Ewenny, Llantwit Major, St. Athan and St. Bride's Major and **agreed option 1**. This option comprises the five electoral wards of Cowbridge, Llandow, Llantwit Major, St Athan and St Bride's Major.

The following reasons were noted in support of the decision:

- Creates no split communities.
- Avoids the creation of a new three-member ward in a large rural area
- Provides some improvement to electoral parity.
- Option 2 does not provide additional improvement to electoral parity.

(Option 1 was preferred to option 2)

**This option returns a total number of twelve members, an increase of two from the existing membership.**

5.3. The Commission recommends adopting the names as recommended below:

English Name	Welsh Name
Cowbridge	Y Bont-faen
Llandow	Llandŵ
Llantwit Major	Llanilltud Fawr
St Athan	Sain Tathan
St Bride's Major	Saint-y-brid

5.4. The Commission considered the proposals for the existing electoral wards for Region 2 of Baruc, Buttrills, Cadoc, Castleland, Court, Dyfan, Gibbonsdown and Illtyd and **agreed option 1**. This option comprises the eight electoral wards of Baruc, Buttrills, Cadoc, Castleland, Court, Dyfan, Gibbonsdown, Illtyd.

The following reasons were noted in support of the decision:

- Creates no split communities.
- Provides significant improvements to electoral parity.
- None of the wards remain greater than +/- 25% of the proposed county average.

It was noted that this option does return a new four-member ward however the electoral wards are recognisable to the electorate and have easily identifiable boundaries.

**This option returns a total number of 20 members, an increase of two from the existing membership.**

5.5. The Commission recommends adopting the names as recommended below:

English Name	Welsh Name
Baruc	Baruc
Buttrills	Buttrills
Cadoc	Cadog
Castleland	Castleland
Court	Court
Dyfan	Dyfan
Gibbonsdown	Gibbonsdown
Illtyd	Illtud

5.6. The Commission considered the proposals for the existing electoral wards for Region 3 of Peterston-super-Ely, Rhoose and Wenvoe and **agreed option 1**. This option comprises the four electoral wards of Peterston-super-Ely, Rhoose, St Nicholas and Llancafarn, and Wenvoe.

The following reasons were noted in support of the decision:

- Provides improvements to electoral parity specifically in Wenvoe.
- Creates no split communities.
- None of the wards remain at greater than +/- 25% of the proposed county average. With the exception of Peterston-super-Ely in the future projections.
- This has the best arrangements for the area and has the support of the Vale of Glamorgan Cabinet and avoids the creation of another four-member ward in a semi-rural area.

A third option was considered, it was **noted** an amendment was proposed in the Cabinet, that the communities of St George-super-Ely and Peterston-super-Ely remain within Peterston-super-Ely, with current arrangements continuing.

**This option returns a total number of six members, an increase of one from the existing membership.**

5.7. The Commission recommends adopting the names as recommended below:

English Name	Welsh Name
Peterston-super-Ely	Llanbedr-y-fro
Rhoose	Y Rhws
St Nicholas and Llancafarn	Sain Nicolas a Thresimwn
Wenvoe	Gwenfô

5.8. The Commission considered the proposals for the existing electoral wards for Region 4 of Cornerswell, Llandough, Plymouth, St. Augustine's, Stanwell and Dinas Powys and **agreed option 2**. This option comprises the five electoral wards of Cornerswell, Llandough, Plymouth and St. Augustine's, Stanwell.

The following reasons were noted in support of the decision:

- Creates no split communities.
- Provides significant improvements to electoral parity.
- None of the wards remain greater than +/- 25% of the proposed county average.

**This option returns a total number of thirteen members, as per the existing membership.**

5.9. The Commission recommends adopting the names as recommended below:

<b>English Name</b>	<b>Welsh Name</b>
Cornerswell	Cornerswell
Llandough	Llandochau
Plymouth	Plymouth
St Augustine's	St Augustine's
Stanwell	Stanwell

## **6. Review Progress Report**

- 6.1. Consideration was given to the report dated November 2020 by the HPP and its contents **noted**.
- 6.2. It was **noted** that the VOG options paper has been agreed in principal, some of the initial figures were incorrect and will need to be reworked, the final report will be considered at the 15 December 2020 meeting.
- 6.3. It was **noted** that the Monmouthshire draft report has been agreed and will be published on 10 December 2020. The consultation will run from 17 December 2020 to 10 March 2021.
- 6.4. It was **noted** that the Monmouthshire Draft Proposals Briefing will take place on 15 December 2020.

## 7. Risk Management - Risk Register

- 7.1. Consideration was given to the report dated 11 November 2020 by the FM and its contents **noted**.
- 7.2. It was **noted** the Commission is awaiting the outcome of a meeting between Sponsor Division officials and the Minister for Housing and Local Government in relation to the submitted reviews.
- 7.3. The response to the Cardiff Final Recommendations will need to be monitored and consideration to be given on whether it is added to the risk register.
- 7.4. It was **noted** that if the Commission is asked by the Minister to do further work on completed reviews this would pose a potential risk as the review programme timescales would be tight. This would be considered further at the next Commission meeting.
- 7.5. The Commission considered CR5 and this risk rating was **agreed**.
- 7.6. **Action:** CE to add the Risk Register to A.O.B item for the 15 December meeting.

## 8. Budget Report

- 8.1. Consideration was given to the report dated 11 November 2020 by the FM and its contents **noted**.
- 8.2. It was **noted** that the CE and FM have reviewed the estimated year end underspend and made some adjustments to the profile of each budget. This more accurate picture of the timing of estimated expenditure had resulted in a lower monthly underspend than previous months.
- 8.3. It was **noted** by the FM that the underspend for 2020/21 will be in the range of £200 - £10,000 depending on the staffing position in the final quarter of the year.
- 8.4. **Action:** FM to make the necessary virements between budgets to reflect the estimated year end position as part of the budget report to the 15 December meeting.

## 9. ERP 2017 Lessons Learned

- 9.1. Consideration was given to the report dated November 2020 by HPP and its contents **noted**.
- 9.2. It was **agreed** by the Commissioners to bring the Lessons Learned item to next year's Commission meeting agenda, date TBC.
- 9.3. It was **noted** that in respect of a start date for the next electoral review programme, the Commission, for best practice would consult with the elected members on the policy and practice document following the next election.
- 9.4. It was **noted** by the Commission that the external research into effect of deprivation would need to be transparent and understandable.
- 9.5. It was **noted** that WLGA may have subgroups that the Commission can engage with when considering aspects of Policy and Practice.
- 9.6. It was **agreed** to research the Scottish and English models for comparisons and best practice.
- 9.7. **Action:** HPP to research Scottish and English models and bring the summary to next year's Commission meeting, date TBC.
- 9.8. Consideration was given to the report dated November 2020 by HPP and its contents **noted**.

## 10. Current Business Continuity Arrangements (Verbal Update)

- 10.1. The CE gave a verbal update of the current business continuity arrangements.
- 10.2. It was **noted** that the office is operating on a rota basis at 40% staff capacity.
- 10.3. The office remains closed on Fridays where staff continue to work from home.
- 10.4. It was **agreed** to continue to work this way with exemptions in place for business needs.
- 10.5. The Commission continue to use a one in one out policy in the kitchen and it is compulsory for staff and visitors to wear facemasks in the communal areas.
- 10.6. It was **noted** that there are regular team meetings and one-to-ones held with staff.

## 11. Annual Pay Policy Statement 2019-20

- 11.1. Consideration was given to the report dated 16 November 2020 by the FM and its contents **noted**.
- 11.2. FM to amend points 4.1 to include 'Although independent from the Welsh Government, the Commission use the same pay scales.'
- 11.3. FM to amend points 6.2 to include that next year's pay policy will be changed from WG to the Commission.
- 11.4. FM to amend points 6.5 to include 'until Deputy CE secondment ends 31 December'.
- 11.5. It was **agreed** that staff well-being and Covid-19 are to be included in the next 2020/21 report.
- 11.6. **Action:** FM to complete a check on the staff figures and amend the report if needed and bring these back to the meeting on 15 December 2020. FM to email this information to the Commissioners.
- 11.7. **Action:** FM to include staff training into the report.

## 12. Welsh Language Policy

- 12.1. Consideration was given to the report dated 16 November 2020 by the Head of Business and its contents **noted**.
- 12.2. The Commission **agreed** to approve both policy documents.
- 12.3. It was **noted** that Item 12.1 points 2-4 require amendments by the Head of Business, as the text in 'Class of Standard' is missing.
- 12.4. It was **noted** by the Head of Business that a new telephone system and intranet has been added, to include a bilingual message.
- 12.5. It was **noted** the Commission encourage staff to participate in Welsh Language training. Staff members are currently completing Welsh lessons and others have previously completed courses.
- 12.6. It was **noted** that the HPP and Head of Business are currently completing a Bilingualism in the Workplace course run by Academy Wales.



- 12.7. It was **noted** that the Commission will look to arrange weekly opportunities for WL learners to practice their skill with WL speakers on the staff team.
- 12.8. **Action:** The policies to be translated into Welsh and published on the LDBCW intranet.

### **13. Calendar of Events**

- 13.1. Consideration was given by the Commissioners to the Calendar of events timetable.
- 13.2. It was **agreed** the next Commissioner meeting would be 15 December, a combination of Skype and office attendance. An interim meeting may need to take place due to the incorrect figures.
- 13.3. It was noted that three of the Commission staff will be leaving 31 December 2020. Including a BSO, RO and Deputy CE.
- 13.4. **Action:** Chair to confirm availability for the months of January 2021 and February 2021 and to email HPP with this update by next Friday 3 December.

### **14. Any Other Relevant Business**

- 14.1 It was agreed that the WL name for St Kingsmark (Monmouthshire) would be considered at this meeting. An alternative WL name of Llancynfarch has been suggested. The Welsh Language Commissioner's Place-names Standardisation Panel recommends adopting the Welsh name, Llangynfarch. This name has been recorded since the twelfth century and despite falling out of wide use and circulation for centuries it is recorded in several standard reference works and there seems to be increasing local awareness of the name.

It was decided that the original name of St Kingsmark will be used in the proposals. St Kingsmark is consistent with the name used in the Community Review.

### **15. Date of next Meeting: 15 December 2020**