

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING  
HELD ON 25 JUNE 2019 AT HASTINGS HOUSE, CARDIFF.**

*This document is available in Welsh.*

**Present:** Mr Ceri Stradling (Acting Chair); Mr David Powell and Mr Theodore Joloza.

**LDBCW Officers attending:** Mrs Shereen Williams (Chief Executive); Mr Matt Redmond (Deputy Chief Executive); Mr Dave Carr (Finance Manager); Mr Tom Jenkins (Review Manager); Mr Huw Blacker (Review Officer); Mr Rhys Brooks (Review Officer); Mrs Catherine Thomas (Business Support Officer);

**Apologies:** Mrs Julie May

**Time Started:** 10:00

**Time Finished:** 13:10

**1. Declarations of Interest**

1.1. No Declarations of Interest were made.

**2. Chair's Briefing**

2.1. The Acting Chair updated the Commission on his attendance at the Welsh Public Leaders Forum in Merthyr. The Acting Chair highlighted the opportunity to collaborate with other WGSBs and BCW that could benefit the organisation as well as opportunities to support the move by Welsh Government to increase diversity in public life.

2.2. It was **agreed** for the Chief Executive to inform the Public Bodies Unit that the Commission would be able to provide 'board shadowing' opportunities for this purpose.

**3. Minutes of the Commission meeting held on 29 May 2019**

3.1. Subject to some minor amendments it was **Resolved** to approve the minutes of the meeting held on 29 May 2019 as a correct record of the matters considered.

**4. Issues Arising**

4.1. Consideration was given to the report dated 17 June 2019 by the Chief Executive on Issues Arising.

4.2. It was **Resolved** to accept the Report as a whole. A Commissioner requested that the Small Workplace Health Award should be added to the list and updated progress was noted on the following issues:

- **(Issue 1)** 2019/20 Remit Letter (Accessibility of reports).
- **(Issue 2)** Change Program

## 5. Bridgend Electoral Review – Final Options

5.1. Consideration was given to the Report dated 12 June 2019 by the Review Officer.

5.2. The Commission agreed the Draft Proposals for Region 1 – Option 1 which contains the electoral wards of:

Caerau, Llangynwyd, Maesteg East, and Maesteg West

The following reasons were noted in support of the decision:

- Significantly improves electoral variance
- Aligns the proposal with the Commission's Council Size Aim
- Retains existing boundaries of electoral wards and communities.

5.3. The Commission agreed the Draft Proposals for the Region 2 – Option 2 which contains the electoral wards of:

Aberkenfig, Bettws, Blaengarw, Llangeinor, Pen-y-Fai and Pontycymmer.

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Addresses the representations received during Draft Consultation
- Retains two of the existing arrangements and retains community links.

5.4. The Commission agreed the Draft Proposal for Region 3 – Option 2 which contains the electoral wards of:

Bryncethin, Bryncoch, Felindre, Hendre, Penprysg, Sarn and Ynysawdre.

The following reasons were noted in support of the decision:

- Significantly improves the levels of electoral variance
- Retains whole communities.

- 5.5. The Commission agreed the Draft Proposal for Region 4 – Option 1 which contains the electoral ward of:

Coity, Litchard and Pendre

The following reasons were noted in support of the decision:

- Significantly improves levels of electoral variance
- Retains the whole Community.
- Considers the projected 2022 electorate

- 5.6. The Commission agreed the Draft Proposal for the Region 5 – Option 2 (Amended Draft Proposals) which contains the electoral wards of:

Brackla and Coychurch Lower

The following reasons were noted in support of the decision:

- Significantly improves electoral parity within the area
- Removes existing four-member ward
- Addresses high level of over-representation in the existing Coychurch Lower electoral ward.

- 5.7. The Commission agreed the Draft Proposal for the Region 6 – Option 1 which contains the electoral wards of:

Morfa, Newcastle and Oldcastle

The following reasons were noted in support of the decision:

- Significantly improves electoral parity within the area
- Aligns with the Commission's overall Council Size Aim by returning an appropriate number of councillors for the area.
- Retains existing electoral wards and community boundaries.

- 5.8. The Commission agreed the Draft Proposal for the Region 7 – Option 1 which contains the electoral wards of:

Bryntirion, Laleston and Merthyr Mawr, Cefn Glas and Llangewydd and Brynhyfryd.

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance

- 5.9. The Commission agreed the Draft Proposal for Region 8 – Option 1 which contains the electoral wards of:

Newton, Nottage, Porthcawl East Central, Porthcawl West Central and Rest Bay.

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Retains as many single-member wards as possible.

- 5.10. The Commission agreed the Draft Proposal for the Region 9 – Option 1 which contains the electoral wards of:

Cefn Cribwr, Cornelly and Pyle

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance without isolating electors

## **6. Flintshire Electoral Review – Draft Report**

- 6.1. Consideration was given to the Report dated 12 June 2019 by the Review Officer.
- 6.2. The Commission considered the content of the report, and proposed names for electoral wards.
- 6.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

## **7. Pay Policy Statement 2018-19**

- 7.1. Consideration was given to the Report dated 18 June 2019 by the Finance Manager.
- 7.2. It was noted that the content shown in Appendix 2 needed to be checked by the Finance Manager for accuracy and would be agreed following any potential amendments.
- 7.3. The report was **noted**.

## 8. Risk Management – Risk Register

- 8.1. Consideration was given to the Report dated 25 June 2019 by the Finance Manager.
- 8.2. It was noted that Risk CR2 required updating in light of the changes to the Commission's staff structure. It was **agreed** that Risk CR2 would be reviewed again at the next meeting.
- 8.3. It was **agreed** that a new emerging Risk CR6 would be added to cover the risk of damage to the Commission's reputation and stakeholder's confidence in the event that Welsh Government did not issue Orders within a reasonable timescale following the completion of the Commission's reviews.

## 9. Budget Report

- 9.1. Consideration was given to the Report dated 25 June 2019 by the Finance Manager.
- 9.2. The Commission noted that the position since to the end of May 2019 was an underspend of £32K mainly due to outstanding invoices totalling £18K for seconded staff not being received, together with the recruitment of additional Review Officers. However, it was anticipated that recent changes to the staff structure will take up some of the reported underspend.
- 9.3. It was noted that an invoice for £11K covering the quarterly staff costs of a seconded Review Officer had been in dispute for several months with no action being taken by the parent department to date. It was **agreed** that the Commission would make part payment of the invoice of the estimated amount of the secondment salary costs.
- 9.4. The report was **noted**.

## 10. Draft Annual Accounts 2018-19

- 10.1. Consideration was given to the Report dated 25 June 2019 by the Finance Manager.
- 10.2. The Finance Manager outlined the main points of the draft Annual Accounts and informed Members that the audit of the accounts was currently being carried out by WAO. The final Annual Accounts would be considered at the next Audit Committee meeting.

10.3. The report was **noted**.

## **11. Reviews Progress Report**

11.1. Consideration was given to the Report by the Deputy Chief Executive.

11.2. No changes to the existing risks were raised.

11.3. The content of the report was **noted**.

## **12. Accessibility Report**

12.1. The Commission considered the Chief Executive's report in response to the 19/20 remit letter objective to improve accessibility of the Commission's reports.

12.2. To this end consideration was given to two mock-ups for infographics on Final Recommendations that the Commission have completed.

12.3. The Content of the report was **noted** and the Commission agreed that the proposal should be carried forward as part of standard practice on future reviews.

## **13. Calendar of Events**

13.1. No additions were made to the Calendar of events.

13.2. The Commission **noted** the calendar.

## **14. Any Other Business**

14.1. The Commission discussed the Judicial Review of the BCNI. The Commission noted this decision and agreed consultation would be ideal within a normal 10 year timeframe.

**Date of Next Meeting: 30 July 2019**