

## LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING HELD ON 25 SEPTEMBER 2018 AT HASTINGS HOUSE

**Present:** Mr Owen Watkin (Chair); Mr Ceri Stradling; 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); Mrs Cher Cooke (Review Officer); Mr Farhan Khan (Review Officer); Mr Ross Evans (Review Officer)

**Time Started:** 10:40

**Time Finished:** 14:50

### Apologies:

#### 1. Declarations of Interest

1.1. No Declarations of Interest were made.

#### 2. Chair's Briefing

2.1. The Chair stated that the Commission was expecting a revised Remit Letter and that a report on the revised Remit Letter would be made at a future Commission meeting.

#### 3. Minutes of the Commission meeting held on 21 August 2018

3.1. It was **resolved** to approve the minutes of the meeting held on 21 August 2018 as a correct record of the matters considered.

#### 4. Issues Arising

4.1. Consideration was given to the report dated September 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 issue:

- **(Issue 3)** Accommodation – the new lease has been drafted and is now awaiting agreement from Ethical Property.
- **(Issue 5)** Investors In People – There will be a presentation of the report at the October Commission meeting.
- **(Issue 6)** Annual Report – The report is awaiting the procedure of laying before the Assembly before it can be published.

- **JEGS review** - It was reported that the review would commence shortly.
- **Staffing** – It was reported that Huw Blacker had been appointed to the post of Review Officer and that Matthew Farrell would join the Commission on secondment.

## 5. Electoral Review Analysis

- 5.1. Consideration was given to the Report dated 13 September 2018 by the Deputy Chief Executive.
- 5.2. The Commission **noted** the report and it was Agreed that the Secretariat would continue to monitor reviews overall and report as appropriate.

## 6. Torfaen Electoral Review

- 6.1. Consideration was given to the Torfaen Final Recommendation Report dated 24 August 2018 by the Review Officer.
- 6.2. A number of amendments were **agreed** to the standardised text of the final report, to give greater clarity with regard to the respective factors assessed in determining recommendations, which would also be applied in all future final recommendation reports.
- 6.3. The Commission **noted** and **agreed** the report, subject to a number of amendments.

## 7. Monmouthshire Community Review

- 7.1. Consideration was given to the Monmouthshire County Council Community Review Final Recommendations Report dated 17 September 2018 by the Review Officer.
- 7.2. The Review Officer went through the substantive part of the report by section.
- 7.3. It was **agreed** that the foreword was not required and should be removed.
- 7.4. The Commission **noted** and **agreed** the report, subject to a number of additions and adjustments.
- 7.5. The Commission thanked the Review Officer for his work in producing the report.

## 8. Bridgend Electoral Review

- 8.1. Consideration was given to the Report dated 05<sup>th</sup> September 2018 by the Review Officer.
- 8.2. The Commission Resolved to adhere to its previous decision of Option 1 for the Coychurch Higher, Pencoed, St Bride's Minor and Ynysawdre areas and to include in the Report the basis for determining the number of councillors proposed.
- 8.3. The Commission **Noted** and **Agreed** the remainder of the Report.

## 9. Calendar of Events

- 9.1. The Commission **noted** the updated calendar of events.

## 10. ICT User and Security Policies

- 10.1. Consideration was given to the Report dated 17 September 2018 by the Business Support Manager
- 10.2. The Commission **noted** and **agreed** the report, subject to some amendments to the style and language,

## 11. Risk Management – Risk Register

- 11.1. Consideration was given to the Report dated 13 September 2018 by the Finance Manager. The Commission **agreed** the following changes:
  - Additional mitigating action added to risk CR4 that the Secretariat undertake an analysis on the impact on the electoral review programme of extending the electoral franchise; and
  - The description of risk CR7 be changed to 'Possible Local Government Restructuring.
- 11.2. The Commission **noted** the report.

## 12. Budget Report

- 12.1. Consideration was given to the Report dated 12 September 2018 by the Finance Manager. The current estimated underspend for the year was noted and the main areas where the underspend was occurring and reasons why were considered. It

was noted that the pending agreement of the new accommodation lease costs would provide a clearer picture of future expenditure. Also confirmation of revenue expenditure on the new ICT arrangements and possible additional capital expenditure would need to be discussed with Sponsor Division.

12.2. The Commission **noted** the report.

### **13. ICT Transformation Project Report**

13.1. Consideration was given to the Report dated 13 September 2018 by the Business Support Manager.

13.2. The Commission **noted** the report.

### **14. Reviews Progress Report**

14.1. Consideration was given to the Report dated 13 September 2018 by the Deputy Chief Executive.

14.2. The Commission **noted** the report.

### **15. Any Other Business**

15.1. There was no other business to discuss.

**Date of Next Meeting: 23 October 2018, beginning at 0830**