

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 26 MARCH 2019 AT HASTINGS HOUSE, CARDIFF.**

This document is available in Welsh

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

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Matt Redmond (Deputy Chief Executive); Mr Dave Carr (Finance Manager); Mr David Burley (Business Support Manager); Mr Tom Jenkins (Review Manager); Mr Huw Blacker (Review Officer); Mr Farhan Khan (Review Officer); Matthew Farrell (Review Officer), Cher Cooke (Review Officer)

Time Started: 08:30

Time Finished: 13:45

Apologies: Cath Thomas (Review Assistant)

Guests: Ross Evans

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. Julie James AM Minister for Housing and Local Government to visit the Commission on the 13th May, a briefing will be provided on what the Commission's role entails.

2.2. The Local Government Bill has been delayed until further notice.

2.3. Assembly Commission Bill is likely to have Royal Assent in January.

2.4. Sinead O'Toole to leave her post in the Commission's sponsor division in the Welsh Government. The Chief Executive to send an email to Sinead thanking her for her assistance and support.

3. Minutes of the Commission meeting held on 26 February 2019

3.1. It was **Resolved** to approve the minutes of the meeting held on 26 February 2019, following a number of minor amendments, as a correct record of the matters considered.

4. Issues Arising

- 4.1. Consideration was given to the report dated 19 February 2019 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 3)** HR Policies
 - **(Issue 5)** JEGS Review
 - **(Issue 6)** IIP Recommendations.

5. Swansea Electoral Review – Draft Options

- 5.1. Consideration was given to the Report dated 26 March 2019 by the Review Officer.
- 5.2. The Commission agreed Scheme 1 for the Gower Area which contains the electoral wards of:

Bishopston, Fairwood, Gower, Penclawdd, Pennard

The following reasons were noted in support of the decision:

- Retains a significant proportion of the current arrangements
- Best addresses the existing level of electoral variance
- Addresses a number of representations.

- 5.3. The Commission agreed Option 2 for the Mumbles Area which contains the electoral wards of:

Mayals, Newtown, Oystermouth, West Cross

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- None of the wards remain greater than $\pm 25\%$ of the county average
- Addresses the majority of the views received in representations

- 5.4. The Commission agreed Scheme 2 for The Dunvant and Killay area which contains the electoral wards of:

Duvnant, Killay North, Killay South

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the majority of the views received in representations
- Retains one of the existing electoral arrangements

- 5.5. The Commission agreed Scheme 1 for the Sketty Area which contains the electoral ward of:

Sketty

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Retains the existing arrangement

- 5.6. The Commission agreed Scheme 1 for the Gowerton and Cockett Area which contains the electoral wards of:

Cockett, Gowerton

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the majority of the views received in representations
- Retains one of the existing electoral wards.

- 5.7. The Commission agreed Scheme 1 for the Kingsbridge, Lower Lougher and Upper Lougher Area which contains the electoral wards of:

Kingsbridge, Lower Lougher, Upper Lougher

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the majority of the views received in representations

- 5.8. The Commission agreed Scheme 1 for the Gorseinon, Penllergaer and Penyrhoel Area which contains the electoral wards of:

Gorseinon, Penllergaer and Penyrhoel

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the majority of the views received in representations

- 5.9. The Commission agreed Scheme 1 for the Llangyfelach Area which contains the electoral wards of:

Llangyfelach

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance.
- Addresses the majority of the views received in representations.

- 5.10. The Commission agreed Scheme 3 for the Pontardulais, Mawr and Clydach Area which contains the electoral wards of:

Clydach, Mawr, Pontardulais

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance.
- Retains one of the existing electoral wards.

- 5.11. The Commission agreed Scheme 2 for the Llansamlet Area which contains the electoral ward of:

Llansamlet

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance.
- Addresses the majority of the views received in representations.

- 5.12. The Commission agreed Scheme 1 for the Morryston Area which contains the electoral ward of:

Morryston

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance.
- Addresses the majority of the views received in representations.
- Retains the existing electoral arrangements.

- 5.13. The Commission agreed Scheme 1 for the St. Thomas Area which contains the electoral wards of:

St. Thomas

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the majority of the views received in representations
- Retains the existing electoral arrangements.

- 5.14. The Commission agreed Scheme 1 for the Bonymaen Area which contains the electoral ward of:

Bonymaen

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the majority of the views received in representations
- Retains the existing electoral arrangements

- 5.15. The Commission agreed Scheme 1 for the Landore Area which contains the electoral ward of:

Landore

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the majority of the views received in representations
- Retains the existing electoral arrangements

- 5.16. The Commission agreed Scheme 1 for the Castle Area which contains the electoral ward of:

Castle

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Retains the existing electoral arrangements

- 5.17. The Commission agreed Scheme 1 for the Penderry Area which contains the electoral ward of:

Penderry

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the majority of the views received in representations
- Retains the existing electoral arrangements

5.18. The Commission agreed Scheme 1 for the Mynyddbach Area which contains the electoral ward of:

Mynyddbach

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the majority of the views received in representations
- Retains the existing electoral arrangements

5.19. The Commission agreed Scheme 1 for the Cwmbria Area which contains the electoral ward of:

Cwmbria

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Retains the existing electoral arrangements

5.20. The Commission agreed Scheme 1 for the Townhill Area which contains the electoral ward of:

Townhill

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Retains the existing electoral arrangements

5.21. The Commission agreed Scheme 1 for the Uplands Area which contains the electoral ward of:

Uplands

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Retains the existing electoral arrangements

- 5.22. The Commission considered and agreed the names of the recommended electoral wards.

6. Pembrokeshire Electoral Review – Final Options

- 6.1. Consideration was given to the Report dated 19 March 2019 by the Review Officer

- 6.2. The Commission agreed Option 2 for the Fishguard Area which contains the electoral wards of:

Fishguard: North East, Fishguard: North West and Goodwick

The following reasons were noted in support of the decision:

- Addresses the representations received for the area
- Retains the existing arrangements
- Maintains desired single-member wards

- 6.3. The Commission agreed Option 1 for the Manordeifi Area which contains the electoral wards of:

Cilgerran, Clydau, Crymych and Maenclochog

The following reasons were noted in support of the decision:

- Provides significant improvement to the levels of electoral parity in the area.
- Maintains desired single-member wards

- 6.4. The Commission agreed Option 1 for the Camrose/ St Ishmael's Area which contains the electoral wards of:

Camrose, Johnston, Solva, St Ishmael's and The Havens

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Provides wards with good communication links
- Maintains desired single-member wards

- 6.5. The Commission agreed Option 5 for the Milford Area which contains the electoral wards of:

Milford: Central, Milford: East, Milford: Hakin, Milford: Hubberston, Milford: North and Milford: West

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Best addresses the representations received
- Maintains desired single-member wards

- 6.6. The Commission agreed Option 1 for the Pembroke Area which contains the electoral wards of:

Pembroke: Monkton, Pembroke: St Mary North, Pembroke: St Mary South and Pembroke: St Michael

The following reasons were noted in support of the decision:

- Significantly improves the overall level of electoral parity in the area.
- Is supported by Pembrokeshire County Council

- 6.7. The Commission agreed Option 1 for the Carew and East Williamston Area which contains the electoral wards of:

Carew and East Williamston

The following reasons were noted in support of the decision:

- Significantly improves the overall level of electoral parity in the area.
- Maintains desired single-member wards

- 6.8. The Commission agreed Option 1 for the Saundersfoot Area which contains the electoral wards of:

Amroth and Saundersfoot

The following reasons were noted in support of the decision:

- Maintains desired single-member wards

- 6.9. The Commission considered the names of the electoral wards and agreed that the proposed Crymych and Mynachlogddu electoral ward would be given the recommended English spelling of Crymych and Mynachlog-ddu as proposed by the County Council.

- 6.10. The Commission considered the names of the electoral wards and agreed that the proposed Newport with Dinas electoral ward would be given the

recommended Welsh name of Trefdraeth a Dinas and the English name of Newport and Dinas as proposed by the County Council.

- 6.11. The Commission considered the names of the electoral wards and agreed that the proposed Pembroke Dock: Pennar East electoral ward would be given the recommended Welsh name of Doc Penfro: Bufferland and the English name of Pembroke Dock: Bufferland as proposed by the County Council.
- 6.12. The Commission considered the names of the electoral wards and agreed that the proposed Pembroke Dock: Pennar West electoral ward would be given the recommended Welsh name of Doc Penfro: Pennar and the English name of Pembroke Dock: Pennar as proposed by the County Council.
- 6.13. The Commission considered the names of the electoral wards and agreed that the proposed Rudbaxton electoral ward would be given the recommended Welsh name of Rudbaxton a Spital and the English name of Rudbaxton and Spittal as proposed by the County Council.
- 6.14. The Commission considered the names of the electoral wards and agreed that the proposed Saundersfoot North with Amroth electoral ward would be given the recommended Welsh name of Amroth and Saundersfoot North and the English name of Amroth a Gogledd Saundersfoot as proposed by the County Council.
- 6.15. The Commission considered the names of the electoral wards and agreed that the proposed Sceddau and Puncteston electoral ward would be given the recommended single name of Bro Gwaun as proposed by the County Council.

7. Rhondda Cynon Taf Electoral Review – Draft Report

- 7.1. Consideration was given to the Report dated 25 March 2019 by the Review Officer
- 7.2. The Report was agreed subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

8. Conwy Electoral Review – Final Report

- 8.1. Consideration was given to the Report dated 18 March 2019 by the Review Officer.

- 8.2. The Commission considered the names recommended by the Welsh Language Commissioner.
- 8.3. The Report was agreed subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

9. Denbighshire Electoral Review – Final Report

- 9.1. Consideration was given to the Report dated 19 March 2019 by the Review Officer.
- 9.2. The Commission considered the names recommended by the Welsh Language Commissioner.
- 9.3. The Report was agreed subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

10. Operational Plan

- 10.1. Consideration was given to the Report dated 19 March 2019 by the Finance Manager.
- 10.2. It was **agreed** that the Operational Plan would be completed by the Chief Executive, subject to receipt of a new remit letter from Welsh Government.

11. Risk Management – Risk Register

- 11.1. Consideration was given to the Report dated 15 March 2019 by the Finance Manager.
- 11.2. The Commission **agreed** that a new emerging risk, CR5, regarding the timeliness in Welsh Government in appointing a new Chair to the Commission should be added to the Corporate Risk Register.
- 11.3. The report was Agreed.

12. Budget Report

- 12.1. Consideration was given to the Report dated 15 February 2019 by the Finance Manager. The Commission agreed the in year virement between expenditure heads as set out in the report.
- 12.2. The report was noted.

13. Audit and Risk Assurance Committee Meeting 25 February 2019

- 13.1. Consideration was given to the Report dated 7 March 2019 and the Minutes of Audit and Risk Assurance Committee Meeting held on 25 February 2019.
- 13.2. The Commission noted that the Committee considered the new ICT Risk Register for the first time and also received the first ICT security report from Qualifications Wales.

14. Draft Governance Statement

- 14.1. Consideration was given to the Report dated 18 March 2019 by the Finance Manager.
- 14.2. The Draft Governance Statement was **agreed** subject to minor amendments.
- 14.3. The Chief Executive was **authorised** to finalise the Governance Statement.

15. ICT Transformation Project Progress Report

- 15.1. Consideration was given to the Report by the Business Support Manager.
- 15.2. The content of the report was noted.

16. Reviews Progress Report

- 16.1. Consideration was given to the Report by the Deputy Chief Executive.
- 16.2. No changes to the existing risks were raised.
- 16.3. The content of the report was noted.

17. Calendar of Events

- 17.1. The Commission noted the calendar.

18. Any Other Business

- 18.1. The Commission considered the results of the two tender boards for accountancy and translation services.
- 18.2. The results were noted and agreed with James de Frais and Trosol as the respective successful tenderers.

Date of Next Meeting: 30 April 2019