

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 27 MARCH 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); Mr David Burley (Business Support Manager); Mr Ross Evans (Review Officer); Mrs Cher Cooke (Review Officer); Mr Daniel Mosley (Review Officer); Mr Tom Jenkins (Review Officer); Mr Farhan Khan (Review Officer); Mrs Caroline Redmond (Office Assistant)

Time Started: 12:30

Time Finished: 15:50

Apologies: No apologies were made.

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 Welsh Government's proposals, contained in the Report "Delivering Together" (October 2017) for revising the arrangements between the government and Arms Length Bodies, revealed at a workshop held on 15th March, at which the Chief Executive and Chair were present;

2.2. The Chair briefed the Commission on developments on the Green Paper "Strengthening Local Government : Delivering for People", (20th March 2018) which the Cabinet Secretary for Local Government and Public Services recently published; a paper will be brought to a future Commission meeting to decide the Commission's approach.

3. Minutes of the Commission meeting held on 20 February 2018

3.1. It was **Resolved** to approve the minutes of the meeting held on 20 February 2018 as a correct record of the matters considered.

3.2. It was noted, in respect of Minute 9.3 that the name for the Pontypool/Pontymoile electoral division in Torfaen be referred to the Welsh Language Commissioner.

4. Issues Arising

- 4.1. Consideration was given to the report dated 19 March 2018 by the Chief Executive on Issues Arising.
- 4.2. It was **Resolved** to accept the Report as a whole noting issues for later discussion in the meeting, and updated progress was also noted on the following issues:
 - **(Issue 1) Small Workplace Health Award** – progress is still ongoing to apply for this award.
 - **(Issue 3) Accommodation** – negotiation on the lease of Hastings House was proceeding; rental had been paid to the lessor on the basis of the existing lease
 - **(Issue 4) Accommodation** – the redecoration has been completed, with the change of lighting to start this week, subject from approval from the landlord.
 - **(Issue 6) HE Policies** – update of the HR policies are still ongoing.
 - **(Issue 9) IIP** – reassessment is due in the summer, and preparations will begin for this.

5. Pembrokeshire Electoral Review

- 5.1. Consideration was given to the Report dated 19 March 2018 by the Review Officer.
- 5.2. The Commission **Agreed** Option 5 for the Maenclochog area which contains the proposed electoral wards of:

Boncath and Clydau, Cilgerran and Eglwysrwr, Crymych and Mynachlogddu, Lampeter Velfrey, Maenclochog, Llandisilio West and Clunderwen, Rudbaxton, St. Dogmaels, and Wiston.

The following reasons were noted in support of the decision:

- Improved electoral parity
 - Achieving the Council Size Aim
 - Creating no split communities
 - Creating no multi-member wards
- 5.3. The Commission **Agreed** Option 2 for the Camrose/St Ishmael's area which contains the proposed electoral wards of:

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

The following reasons were noted in support of the decision:

- Improved electoral parity
- Achieving the Council Size Aim
- Creating no split communities
- Creating no multi-member wards

- 5.4. The Commission **Agreed** Option 1 for the Haverfordwest area which contains the proposed electoral wards of:

Haverfordwest: Castle, Haverfordwest: Garth, Haverfordwest: Portfield, Haverfordwest: Prendergast, and Haverfordwest: Priory

The following reasons were noted in support of the decision:

- Retaining the existing arrangements
- Achieving the Council Size Aim
- Creating no split communities
- Creating no multi-member wards

- 5.5. The Commission **Agreed** Option 1 for the Milford Haven which contains the proposed electoral wards of:

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

Please amend all the following as above

The following reasons were noted in support of the decision:

- Improves electoral parity
- Achieves the Council Size Aim
- Creates no split communities
- Creates no multi-member wards

- 5.6. The Commission **Agreed** Option 1 for Pembroke Dock which contains the proposed electoral wards of:

Pembroke Dock: Bush, Pembroke Dock: Central, Pembroke Dock: Market, Pembroke Dock: Pennar East and Pembroke Dock: Pennar West

The following reasons were noted in support of the decision:

- Improves electoral parity
- Achieves the Council Size Aim
- Creates no split communities
- Creates no multi-member wards

- 5.7. The Commission **Agreed** Option 2 for the Pembroke area which contains the proposed electoral wards of:

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

The following reasons were noted in support of the decision:

- Improves electoral parity
- Achieves the Council Size Aim
- Creates no split communities

- 5.8. The Commission **Agreed** Option 2 for the St Florence area which contains the proposed electoral wards of:

Manorbier and Penally, and St Florence and St Mary Out Liberty

The following reasons were noted in support of the decision:

- Achieves the Council Size Aim
- Creates no split communities
- Creates no multi-member wards

The Commission noted that the report should set out the alternative in this region to allow consultation on both options.

- 5.9. The Commission **Agreed** Option 2 for the East Williamston electoral division which contains the proposed electoral wards of:

Carew and Jeffreyton, and East Williamston

The following reasons were noted in support of the decision:

- Improves electoral parity
- Achieves the Council Size Aim
- Creates no split communities
- Creates no multi-member wards

- 5.10. The Commission **Agreed** Option 1 for Saundersfoot which contains the proposed electoral wards of:

Saundersfoot North with Amroth, and Saundersfoot South

The following reasons were noted in support of the decision:

- Improves electoral parity

- Achieves the Council Size Aim
- Creates no multi-member wards

5.11. The Commission **Agreed** an amended Option 1 for the remaining Pembrokeshire (North) area which contains the proposed electoral wards of:

Fishguard, Goodwick, Letterston, Llanrhian, Newport with Dinas Cross, Solva, and St. Davids

The following reasons were noted in support of the decision:

- Improves electoral parity
- Achieves the Council Size Aim
- Creates no split communities

5.12. The Commission **Agreed** Option 1 for the Remaining Pembrokeshire (South) area which contains the proposed electoral wards of:

Burton, Hundleton, Kilgetty and Begelly, Lamphey, Llangwm, Martletey, Merlin's Bridge, Narberth: Urban, Narberth: Rural, Neyland: East, Neyland: West, Tenby: North, and Tenby: South.

The following reasons were noted in support of the decision:

- Retains the existing arrangements
- Improves electoral parity
- Achieves the Council Size Aim
- Creates no new split communities
- Creates no multi-member wards

5.13. The proposed names will be sent to the Welsh Language Commissioner for comments before the Draft Proposals Report is brought to the next Commission meeting.

6. Risk Management – Risk Register

- 6.1. Consideration was given to the Report dated 14 March 2018 by the Finance Manager.
- 6.2. Given the continuing delay in formally agreeing the new lease with the landlord the Commission **Agreed** to add a new mitigating action should be added to risk CR7, authorising the Secretariat to press the valuer to complete negotiations with the landlord as soon as possible.

- 6.3. The Commission considered that a new risk should be added to the risk register to cover the issue of the possible impact of the proposed restructuring of local government on the Commission's electoral reviews and future planning. It was **Agreed** that a new emerging risk CR8 be drafted and added to the Register, to include reputational risk to the Commission of not fulfilling a new timetable, inability to plan ahead, difficulties of engagement with local authorities for current reviews, the risks to be mitigated by close liaison with the Sponsor Division, gathering information, engagement with stakeholders to inform them of the Commission's approach.

7. Budget Report

- 7.1. Consideration was given to the Report dated 12 March 2018 by the Finance Manager.
- 7.2. The Commission noted and **Agreed** the virement of funds between budget categories to address expected shortfalls. The estimated underspend for the year was noted and this would be confirmed in the year-end report at the next meeting.

8. ICT Transformation Project

- 8.1. Consideration was given to the Report dated 20 March 2018 by the Deputy Chief Executive.
- 8.2. The Commission noted the report and verbal update.

9. Draft Governance Statement

- 9.1. Consideration was given to the Report dated 28 February 2018 by the Finance Manager.
- 9.2. The Commission noted the report and **Agreed** the statement with minor amendments.

10. Whistleblowing Policy

- 10.1. Consideration was given to the Report dated 23 January 2018 by the Finance Manager.
- 10.2. The Commission noted the report which included amendments proposed by Internal Audit and **Accepted** the changes.

10.3. The Commission **Resolved** to adopt the revised policy.

11. Green Dragon Audit

11.1. Consideration was given to the Report dated 20 March 2018 by the Team Support.

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

12. Reviews Progress Report

12.1. Consideration was given to the Report dated 19 March 2018 by the Deputy Chief Executive.

12.2. The Commission **Noted** the report.

13. Delivering Together – Sponsorship Arrangements

13.1. Consideration was given to the briefing provided by the Chief Executive regarding future sponsorship arrangements within the Welsh Government and for its Sponsored Bodies

13.2. The update outlined the recent meeting held by the Welsh Government to inform Sponsored Bodies of proposed changes, and introduced a forum for Chief Executives of Sponsored bodies to collaborate.

13.3. The Commission **Noted** the verbal update.

14. Calendar of Events

14.1. The Commission noted the calendar.

15. Any Other Business

15.1. There was no other business to discuss.

Date of Next Meeting: 24 April 2018