

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES MEETING
HELD ON 30 APRIL 2019 AT HASTINGS HOUSE, CARDIFF.**

This document is available in Welsh.

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

LDBCW Officers attending: Mrs Shereen Williams (Chief Executive); Mr Dave Carr (Finance Manager); Mr David Burley (Business Support Manager); Mr Tom Jenkins (Review Manager); Mr Rhys Brooks (Review Officer); Mrs Cher Cooke (Review Officer)

Time Started: 10:15

Time Finished: 13:30

Apologies: Mr Ceri Stradling; Mr David Powell; Mr Matt Redmond (Deputy Chief Executive); Mr Huw Blacker (Review Officer); Mrs Caroline Redmond (Office Assistant)

Guest: Farhan Khan (Welsh Government)

1. Declarations of Interest

1.1. No Declarations of Interest were made.

2. Chair's Briefing

2.1. The Chair referred to the 2019/20 Remit letter from Welsh Government which included:

- The Impact of Brexit, and
- The accessibility of the reports produced by the Commission, and that consideration would be given to them later in the meeting.

2.2. Consideration was given to the forthcoming visit of the Minister for Housing and Local Government to the Commission, and for preparations for the visit.

2.3. Congratulations were extended to Cher Cooke on her successful application for the permanent Review Officer post.

2.4. The Chair welcomed Mr Rhys Brooks to the meeting and wished him well in his work with the Commission.

3. Minutes of the Commission meeting held on 26 March 2019 & Minutes of the Workforce Sub-Committee Meeting held on 5 April 2019

- 3.1. It was **Resolved** to approve the minutes of the meeting held on 26 March 2019 as a correct record of the matters considered.
- 3.2. It was **Resolved** to approve the minutes of the meeting held on 5 April 2019 as a correct record of the matters considered.

4. Issues Arising

- 4.1. Consideration was given to the report dated 16 April 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 1)** Small Workplace Health Award
 - **(Issue 3)** HR Policies
 - **(Issue 5)** Change Programme
 - **(Issue 6)** Welsh Language Standards.

5. Carmarthenshire Electoral Review – Final Options

- 5.1. Consideration was given to the Report dated 05 April 2019 by the Review Officer.
- 5.2. The Commission agreed the Draft Proposals for the Ammanford Area which contains the electoral wards of:

Ammanford and Pontamman

The following reasons were noted in support of the decision:

- Slightly improves electoral variance
- Whilst it does propose a two-member ward, it is in a relatively urban area with good communication links
- Addresses the detached ward of Pontamman

- 5.3. The Commission agreed the Draft Proposals for the Llanedi Area which contains the electoral wards of:

Hendy and Tycroes

The following reasons were noted in support of the decision:

- Improves the overall level of electoral parity in the area.
- Retains two single-member wards

5.4. The Commission agreed the Draft Proposal for The Llanelli Rural area which contains the electoral wards of:

Bynea, Daen, Felinfoel, Glyn, Hengoed, Llwynhendy and Swiss Valley

The following reasons were noted in support of the decision:

- Significantly improves the levels of electoral variance
- Follows the representations received in the initial consultation period
- Avoids creating a three-member ward

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

Bigyn, Elli, Glanymor, Lliedi, Tyisha

The following reasons were noted in support of the decision:

- Significantly Improves levels of electoral variance
- Increases the number of members in an area where population increases are forecasted in all the wards.
- Addresses the majority of the views received in representations

5.6. The Commission agreed the Draft Proposal for the Carmarthen Town Area which contains the electoral wards of:

Carmarthen Town North, Carmarthen Town South and Carmarthen Town West

The following reasons were noted in support of the decision:

- Significantly improves electoral parity within the area
- Addresses the representation received from the Returning Officer by joining the wards of North and South in the initial consultation period.
- The boundary changes suggested by Carmarthen Town Council do not appear to be easily identifiable and appear to be arbitrary splits of Carmarthen Town. These boundary changes have not been put to public scrutiny.
- The wards proposed by the boundary changes suggested by Carmarthen Town Council do not provide as significant an improvement to electoral parity as the draft proposals.

- 5.7. The Commission agreed the Draft Proposal for the Kidwelly Area which contains the electoral wards of:

Kidwelly, Llangyndeyrn, St Ishmael and Trimsaran

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Avoids creating a three-member electoral ward in a relatively rural area
- Avoids splitting the Community of Llangyndeyrn

- 5.8. The Commission agreed the Draft Proposal for the Cynwyl Elfed Area which contains the electoral wards of:

Cynwyl Elfed, Llanboidy, Llansteffan, St. Clears and Trelech

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance
- Addresses the Bronwydd Community Council representation in the initial consultation period.

- 5.9. The Commission agreed the Draft Proposal for the Cenarth and Llangeler Area which contains the electoral wards of:

Cenarth and Llangeler

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance.

- 5.10. The Commission agreed the Draft Proposal for the Cynwyl Gaeo Area which contains the electoral wards of:

Cilycwm, Cynwyl Gaeo, Llandovery, Llanfihangel-ar-Arth, Llanybydder, Manordeilo and Salem

The following reasons were noted in support of the decision:

- Best addresses the existing levels of electoral variance.
- Retains single-member wards in a rural area.

- 5.11. The Commission considered the names of the electoral wards and agreed that the recommended Quarter Bach electoral ward would be given the recommended single name of Cwarter Bach as proposed by the Returning Officer.

6. Swansea Electoral Review – Draft Report

- 6.1. Consideration was given to the Report dated 23 April 2019 by the Review Officer.
- 6.2. The Commission considered the names recommended by the Welsh Language Commissioner.
- 6.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

7. Pembrokeshire Electoral Review – Final Report

- 7.1. Consideration was given to the Report dated 11 April 2019 by the Review Manager.
- 7.2. The Report was **agreed**.
- 7.3. The Commission considered the names of the electoral wards and agreed that the recommended Rudbaxton and Spittal electoral ward would be given the recommended Welsh language name of Rudbaxton a Spittal as proposed by the Welsh Language Commissioner.
- 7.4. The Commission considered the impact assessments for the review. The Impact Assessments were **agreed** subject to minor amendments to be made by the Review Officer.

8. Conwy Electoral Review – Equality Impact Assessment

- 8.1. Consideration was given to the Report dated 15 April 2019 by the Review Officer
- 8.2. The Report was **agreed** subject to minor amendments to be made by the Review Officer.

9. Conwy Electoral Review – Welsh Language Impact Assessment

- 9.1. Consideration was given to the Report dated 15 April 2019 by the Review Officer
- 9.2. The Report was **agreed**.

10. Denbighshire Electoral Review – Equality Impact Assessment

- 10.1. Consideration was given to the Report dated 15 April 2019 by the Review Officer
- 10.2. The Report was **agreed** subject to minor amendments to be made by the Review Officer.

11. Denbighshire Electoral Review – Welsh Language Impact Assessment

- 11.1. Consideration was given to the Report dated 15 April 2019 by the Review Officer
- 11.2. The Report was **agreed**.

12. Risk Management – Risk Register

- 12.1. Consideration was given to the Report dated 15 April 2019 by the Finance Manager.
- 12.2. The Commission **agreed** to add new mitigating actions to risk CR5, regarding the timeliness in Welsh Government in appointing a new Chair to the Commission, which were the Deputy Chair standing in for the Chair if necessary following his departure and the ability to use skype for members to remotely attend meetings and maintain a quorate number of attending members. It was noted that the risk status of Risk CR5 should be amber not red on the Risk Radar to reflect the level of the risk in the Risk Register.
- 12.3. The Commission **agreed** to amend the Business Continuity Plan to reflect the Skype IT upgrade and the ability to hold meetings virtually as of the end of May 2019.
- 12.4. The report was **agreed**.

13. Budget Report

- 13.1. Consideration was given to the Report dated 18 April 2019 by the Finance Manager.
- 13.2. The Commission noted and agreed the virements between budget heads to address shortfalls as set out in the report. The position at the year end was noted as an underspend of £51.6K, of which £13.8K was Cabinet

Office Parliamentary BCW funds. This left an underspend on Welsh Government LDBCW Grant in Aid of £38K.

13.3. The report was **noted**.

14. Annual Accounts 2018-19 – Impact of Accounting Standards not yet Effective

14.1. Consideration was given to the Report dated 15 April 2019 by the Finance Manager.

14.2. It was noted that the only Accounting Standard to be implemented which would impact on the Commission's annual accounts was IFRS16 which dealt with leases. This standard was not due to be implemented until 2019-20 and therefore there were no new accounting standards which currently needed to be adopted for the 2018-19 annual accounts. It was **agreed** that the wording of the note within the 2018-19 annual accounts on accounting standards not yet effective should remain the same as the previous year.

14.3. The Commission **noted** the report.

15. ICT Transformation Project Progress Report

15.1. Consideration was given to the Report by the Business Support Manager.

15.2. It was **agreed** that the ICT Transformation Project Progress Report would no longer be a standing item on the agenda and that a lesson learnt report would be presented to the Commission in due course.

15.3. 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. It was **agreed** to make a minor amendment to the table in appendix A to reflect the Draft Proposals for Swansea.

16.3. It was **agreed** to add the dates of the six-week period for representations to Welsh Government where applicable to reviews where Final Recommendations had been submitted.

16.4. No changes to the existing risks were raised.

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

17. Welsh Language QA Process

17.1. Consideration was given to the Report dated 18 April 2019 by the Chief Executive

17.2. It was **agreed** that staff carry out a formatting check for the Welsh Language versions of Reports and the Welsh Language QA is deleted from the review process and checklist.

17.3. It was **agreed** the addition of the statement – *The translation of this Report was provided by Trosol* in the index page of review reports.

18. Calendar of Events

18.1. It was **agreed** to add the dates of Chief Executive briefings and other review meetings to the Calendar where possible.

18.2. It was **agreed** to amend the calendar to reflect the December Commission meeting will be held on Tuesday the 19th of December.

18.3. The Commission **noted** the calendar.

19. Any Other Business

19.1. The Commission discussed the upcoming meeting with the Minister for Housing and Local Government.

19.2. The Commission discussed the vacancy for the independent member of the ARAC board and that the closing date for applications was 30th April.

19.3. The Commission agreed to publish the Analysis of the Extension of the Electoral Franchise on the Electoral Review Programme 2017 report on the Commission website.

19.4. It was agreed that the CE would explore options in relation to the accessibility of Review reports objective within the Remit letter and prepare a preliminary paper for the next meeting.

Date of Next Meeting: 29 May 2019