

**LOCAL DEMOCRACY AND BOUNDARY COMMISSION FOR WALES  
MEETING**

**HELD ON 31 MARCH 2020 VIA SKYPE**

*This document is available in Welsh*

**Present:** Mrs Debra Williams (Chair) Mr Ceri Stradling (Deputy Chair); Mr David Powell; Mrs Julie May; Mr Theodore Joloza.

**LDBCW Officers attending:** Mrs Shereen Williams (Chief Executive); Mr Dave Carr (Finance Manager); Mr David Burley (Business Manager); Mr Tom Jenkins (Review Manager); Mr Huw Blacker (Review Officer); Mr Nathan Sweetman (Business Support Officer); Mrs Cath Thomas (Business Support Officer).

**Time Started:** 09:30

**Time Finished:** 12:45

**Apologies:** Not applicable

**1. Declarations of Interest**

Ceri Stradling declared an arms length interest in Anglesey as a property owner.

**2. Chair's Briefing**

- 2.1. CE provided an update from the meeting with Lisa James. Welsh Government were informed that the consultation periods for Caerphilly, Cardiff, Wrexham and Vale of Glamorgan have been suspended until 15 June 2020.
- 2.2. It was confirmed that there were no plans to delay Local Government elections at this point in time.
- 2.3. **Action** - CE to contact the four councils, prior to 15 June 2020, to review current suspensions of review consultation periods.
- 2.4. Josh Lovell (Review Officer) has been assigned to complete the Newport Electoral Review currently with Cher Cooke (Review Officer). Cher Cooke to finish her reviews in September, in preparation for BCW work.
- 2.5. The WG Local Government team have the first draft of the Monmouthshire order. If the 15 June 2020 date is suitable, the pre-initial consultation on boundaries will be carried out Monmouthshire Council and TCCs.
- 2.6. **Action** - CE to contact Monmouthshire CE in relation to letter from One Voice Wales.

### 3. Minutes of the Commission meeting held on 03 March 2020

- 3.1. It was **Resolved** to approve the minutes of the meeting as a correct record of the matters considered subject to some minor amendments.

### 4. Issues Arising

Consideration was given to the report dated 24 March by the Chief Executive and progress was noted on the following:

- 4.1. **Issue 1** - The People's Survey closes 31 March and 80% of staff have responded so far.
- 4.2. **Issue 2** – Post Review Questionnaires are to be paused due to the Coronavirus situation.
- 4.3. **Issue 3** – The ICT Lessons Learned Report was updated after the last meeting and the final version is to be circulated to Commissioners.
- 4.4. **Issue 4** – Framework Agreement. This is ongoing and is being led by the Head of Business.

### 5. Flintshire Electoral Review – Final Report

- 5.1. Consideration was given to the Report dated 13 March 2020 by the Review Officer.
- 5.2. The Commission considered the content of the report, and proposed names for electoral wards.
- 5.3. The Report was **agreed** subject to minor amendments to be made by the Review Officer before beginning the Quality Assurance process.

#### **Overall total members – 66**

- 5.4. Names:

The Commission considered the proposed names for the electoral wards. Below is a list of the agreed names in both English and Welsh.

English Name	Welsh Name
Argoed and New Brighton	Argoed a New Brighton

Hawarden Aston	Penarlag: Aston
Bagillt	Bagillt
Broughton North East	Gogledd-ddwyrain Brychdyn
Broughton South	De Brychdyn
Brynford and Halkyn	Brynffordd a Helygain
Buckley Bistre East	Bwcle: Dwyrain Bistre
Buckley Bistre West	Bwcle: Gorllewin Bistre
Buckley Mountain	Bwcle: Mynydd
Buckley Pentrobin	Bwcle: Pentrobin
Caergwrle, Llanfynydd and Treuddyn	Caergwrle, Llanfynydd a Treuddyn
Caerwys	Caerwys
Cilcain	Cilcain
Connah's Quay Central	Canol Cei Connah
Connah's Quay Golftyn	Cei Connah Golftyn
Connah's Quay South	De Cei Connah
Connah's Quay Wepre	Cei Connah Gwepra
Ewloe	Ewloe
Flint Castle	Y Fflint: Castell
Flint Coleshill	Y Fflint: Cynswllt
Flint Oakenholt	Y Fflint: Oakenholt
Flint Trelawny	Y Fflint: Trelawny
Greenfield	Maes Glas
Gwernaffield and Gwernymynydd	Gwernaffield a Gwerymynydd
Higher Kinnerton and Hope	Kinnerton Uchaf a'r Hob
Holywell Central	Canol Treffynnon
Holywell East	Dwyrain Treffynnon
Holywell West	Gorllewin Treffynnon
Leeswood	Coed-llai
Llanasa and Trelawnyd	Llanasa a Trelawnyd
Hawarden Mancot	Penarlag: Mancot
Mold Broncoed	Yr Wyddgrug Broncoed
Mold East	Dwyrain Yr Wyddgrug
Mold South	De'r Wyddgrug
Mold West	Gorllewin Yr Wyddgrug
Mostyn	Mostyn
Northop	Llaneurgain
Penyffordd	Penyffordd
Saltney Ferry	Saltney Ferry
Sealand and Queensferry	Sealand a Queensferry
Shotton East and Higher	Dwyrain ac Uwch Shotton
Shotton West	Gorllewin Shotton
Whitford	Chwitffordd

## 6. Isle of Anglesey Electoral Review – Draft Report

- 6.1. Consideration was given to the Report dated 24 March 2020 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.

### **Overall total members - 35**

- 6.4. Names:

The Commission considered the proposed names for the electoral wards. Below is a list of the agreed names in both English and Welsh.

<b>English Name</b>	<b>Welsh Name</b>
Aethwy	Aethwy
Braint	Braint
Bro Aberffraw	Bro Aberffraw
Bro'r Llynnoedd	Bro'r Llynnoedd
Canolbarth Môn	Canolbarth Môn
Cefni	Cefni
Crigyll	Crigyll
Lligwy	Lligwy
Parc a'r Mynydd	Parc a'r Mynydd
Seiriol	Seiriol
Talybolion	Talybolion
Tref Cybi	Tref Cybi
Twrcelyn	Twrcelyn
Ynys Gybi	Ynys Gybi

## 7. Reviews Progress Report

- 7.1. Consideration was given to the report dated 23 March 2020 by the Head of Policy and Programmes.
- 7.2. It was reported that the Rhondda Cynon Taf Final Report was published on 25 March 2020 following a meeting with the CEO of the Council on 19

March. It was discussed whether there could be a relaxation of the six-week Welsh Government response period due to COVID-19.

- 7.3. It was reported that the Draft consultations for Wrexham, Caerphilly, the Vale of Glamorgan and Cardiff had been paused due to COVID-19 but the Newport Draft consultation is continuing. There will be no options for these areas until consultations have closed. However, recommendations for Newport will be put to the next Commission meeting on 12 May.
- 7.4. Assurance was given to Commissioners that Review Officers were provided with steps to facilitate homeworking, effectively. The Commissioners said they would prefer to receive hard copies of maps and representations if possible. It was **agreed** that the CEO will discuss at the next Management Meeting whether some staff could be allowed to work in the office in order to send out hard copies and she will report back to the Commissioners.
- 7.5. It was **agreed** that, due to COVID-19, publication of the Draft Report for the Anglesey Electoral Review would have to be held back until the paused reviews had been completed. Currently, the aim is for publication in June.
- 7.6. It was reported that we are aiming to publish the Final Report for the Flintshire Electoral Review in the middle of June.

## **8. Risk Management – Risk Register**

- 8.1. Consideration was given to the report dated 12 March 2020 by the Finance Manager. It was **noted** that the changes agreed at the last meeting had been implemented.
- 8.2. It was **agreed** that a new emerging risk should be added to take account of the current restrictions in place as a result of the COVID-19 pandemic. Mitigating actions would include staff working from home and the holding of meetings via Skype etc. The Finance Manager **agreed** to draft a new corporate risk to cover this.
- 8.3. It was **agreed** that all mitigating actions relating to the Monmouthshire review should be transferred to risk CR6.

## **9. Budget Report**

- 9.1. Consideration was given to the report dated March 2020 by the Finance Manager and the current budget position was **noted**.

- 9.2. It was **noted** that the year-end cash underspend would be approximately £12,000 (or £14,000 depending on whether an extra £2,000 was received from the Welsh Government). This was the lowest underspend for some years and was mainly due to the timely procurement of a new plotter and database.
- 9.3. A possible extension of the accounting timetable due to COVID-19 was discussed and the Finance Manager **agreed** to look at this. He reported that the Wales Audit Office was already having to make changes to their timetable but the Welsh Government was unlikely to make changes as its timetable has a later deadline of August.

## **10. Report of ARAC Meeting 26 February 2020**

- 10.1. Consideration was given to the report by the Finance Manager dated 12 March and its contents were **noted**.
- 10.2. It was reported that, following a query from the ARAC Chair, Deloitte had agreed to review the Commission's audit rating for risk management as it had dropped to 'moderate' having been 'substantial' in previous years. It was **agreed** that the Finance Manager would contact Ian Howse of Deloitte to follow up this issue. After consideration, Deloitte have decided to remain with the original, moderate rating.
- 10.3. The matter of deadlines was raised. The CEO **agreed** to discuss this at the next Management Meeting and report back to Commissioners.

## **11. Governance Statement 2019-20**

- 11.1. Consideration was given to the report by the Finance Manager dated 12 March and its contents were **noted**.
- 11.2. Regarding paragraph 3.3, the CEO **agreed** to add a sentence explaining the review of the Commission's staff structure and resulting changes.
- 11.3. Regarding paragraph 3.8, the CEO **agreed** to add the following challenges to which the Commission also responded positively, which were the staff restructure, the Commission's response to the delay to the Monmouthshire Electoral Review and the ICT project implementation following the installation of a new phone system.
- 11.4. The Commission **agreed** the Governance Statement subject to the changes agreed above.

## **12. Operational Plan 2020/2021**

- 12.1. Consideration was given to the report by the CEO dated 24 March.
- 12.2. It was **agreed** that the Commissioners would email the CEO with any amendments and she would create a Version 2 and email it to the Commissioners, Welsh Government and Julie James/ARAC for comments.

## **13. Current Business Continuity Arrangements**

- 13.1. It was **noted** that these had already been discussed throughout the meeting.
- 13.2. The Head of Policy and Programmes **agreed** to look again at the paused reviews.

## **14. Calendar of Events**

- 14.1. The contents of the Calendar were **noted**. There were no changes.

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

- 15.1. Temporary arrangements regarding Commissioners expenses were discussed. Commissioners should now email expense claims to the Finance Manager but also send hard copies in the post and the Finance Manager will email encrypted payslips back. David Powell requested an electronic copy of the claim form.
- 15.2. News on Commissioners fees was discussed as the deadline is 31 March. Julie May is to email the CEO regarding this.
- 15.3. Theo Joloza requested that David Powell and Julie May be added to the new operational arrangements as they live locally and have offered to come to the office if needed. The Head of Policy and Programmes **agreed** to look at this.
- 15.4. It was agreed that if both Welsh Government and The Welsh Language agree on a place name, in Welsh, then this should be followed.

## **16. Date of Next Meeting: 12 May 2020**