

**LOCAL GOVERNMENT BOUNDARY COMMISSION FOR WALES MEETING HELD ON
13th MARCH 2008 AT CARADOG HOUSE, CARDIFF**

Commissioners

Mrs. S G Smith (Chair)
Mr. D H Roberts (Deputy Chair)
Rev. H M Davies (Member)

Secretariat

Mr. E H Lewis (Secretary)
Mr. S R Halsall
Mr. D Carr
Mrs. Liza Brough
Mr. Robert Griffiths

The Commission welcomed Mr Robert Griffiths who had recently joined the Secretariat.

1. DECLARATION OF INTERESTS

1.1 There were no new interests declared.

2. MINUTES OF THE COMMISSION MEETING HELD ON 18th DECEMBER 2007

2.1 These were agreed.

3. MATTERS ARISING

Audit Arrangements

3.1 The Secretary informed the Commission that he had written to the Auditor General for Wales as agreed at the last meeting but no reply had been received to date. **It was agreed** that the Secretary would draft a letter for the Chair to send to the Auditor General for Wales.

Inter-Commission Meeting

3.2 It was reported that the Inter-Commission meeting had been a success. The Chair wished to pass on her thanks to the Secretariat for organising the event.

Wrexham

3.3 It was noted that a response was still outstanding from the Minister.

Caerphilly

3.4 It was reported that that the Secretariat were still awaiting responses from the majority of those bodies who were contacted in respect of the changes to the community boundaries. It was hoped that all responses would be received before the next Commission meeting.

Duffryn Clydach

- 3.5 The Secretary advised that he had written to the Clerk Dyffryn Clydach Community Council as agreed at the last meeting but there had been no further correspondence.

The Style Guide

- 3.6 Commissioners were informed that the Secretariat had introduced print changes to their letters, documents templates and website. All printable or viewable material published by the Commission was now in Arial font. An option had also been introduced on to the website for users to change the font size. **It was agreed** that a statement would be included on the website to this effect.

Anglesey Community Review

- 3.7 It was reported that a pro-forma, which had been prepared by the Deputy Chair, had been sent to the Translators in order for them to amend the Anglesey Community review report.

4. REVIEW OF COMMUNITY BOUNDARIES IN THE COUNTY BOROUGH OF CONWY – DRAFT REPORT

- 4.1 It was reported that the electoral figures requested from the Council had still not yet been received due to the absence of the appropriate member of staff. The Commission discussed the appropriate level of representation for the amalgamated Communities of Dolgarrog and Trefriw. **It was agreed** that the Commission would propose that the amalgamated Communities would not be warded, that there would be 10 councillors representing the community. **It was also agreed** that the Commission would write informally to those concerned seeking their views on the proposals. **It was agreed that** the letter should include the Commissions concerns around over-representations in a small geographical area and dispersal of the electors.

5. REVIEW OF RISK REGISTER

- 5.1 The Commission noted the updated risk register which was agreed subject to the following amendments:

... Risk D should be reclassified as 3,4
... Risk G should be reclassified as 1,2

- 5.2 In respect of risk A, the Secretary reported that he had not yet received a response to his email to Emyr Roberts concerning the urgency of transformation of the Commissions IT system. This situation had recently escalated due to new members of staff joining the Commission. **It was agreed** that the Commission would wait until the next meeting and if no response had been received by then Risk A would be upgraded to 4,4. **It was agreed** that Risk F would be considered at the new risk register review.

6. ELECTIONS TO WELSH LOCAL AUTHORITIES

- 6.1 The Commissioners considered the WAG guidance. **It was agreed** legal advice would be sought in respect of whether the Commission could start a review during the pre election period. It was agreed that, subject to legal advice, if reviews were commenced, an additional four weeks would be added to the initial consultation period.

7. PERIODIC REVIEW

- 7.1 The Commission noted this development.

8. ANY OTHER BUSINESS

- 8.1 The Commission noted the AGSB remit letter guidance issued by WAG. Once the remit letter had been finalised the Commission agreed that they would adopt the principles contained within the Sustainable Procurement Assessment Framework.
- 8.2 The Commission considered the joint agreement on Child Poverty. It was agreed that the Commission would take into account the objectives where relevant when carrying out their duties.

9. DATE OF NEXT MEETING

- 9.1 Dates for future meetings were as agreed as follows:

Thursday 24th April 2008 at 10:45
Thursday 12th June 2008 at 10:45