

**LOCAL GOVERNMENT BOUNDARY COMMISSION FOR WALES MEETING HELD ON
TUESDAY 11th AUGUST AND ON MONDAY 17th AUGUST 2009 AT CARADOG
HOUSE, CARDIFF.**

Commissioners

Mr P J Wood (Chairman)
Rev. H M Davies (Deputy Chairman)
Mr J Bader (Member)

Secretariat

Mr. E H Lewis (Secretary)
Mr. S Halsall
Mr. D Carr
Mrs L Brough
Mrs. A Prescott-Bird

1. DECLARATION OF INTERESTS

- 1.1 There were no new interests declared. The Chairman declared an interest in agenda item 5, Neath Port Talbot Electoral Review, as his wife was a Community Councillor for Crynant Community. **It was agreed** that it was unnecessary for the Chairman to withdraw from the discussion.

2. MINUTES OF THE COMMISSION MEETING HELD ON 15th JULY 2009

- 2.1 These were agreed.

3. MATTERS ARISING

Management Statement and Financial Memorandum

- 3.1 The Management Statement and Financial Memorandum (MSFM) had now been finalised and signed by the Secretary and Sponsor Division.

Conferences

- 3.2 The One Voice Wales conference had been booked and would take place on the 10th October 2009 at 10 am. **It was agreed** that Mr Bader would attend along with the Secretary and two Officers.

Video Conferencing

- 3.3 The Secretary had met with the National Museum for Wales who had confirmed that the Commission could use their VC facilities for a nominal fee. **It was agreed** that the Commission would use this facility on an adhoc basis as and when necessary.

Electoral Reviews Timetable

- 3.4 Cardiff City and County Council and several Community Councils had requested an extension to the deadline date for the Electoral Review Initial representations. **It was agreed** that a four week extension would be given until 8th October 2009 and that they would all be advised of the extension.

- 3.5 The presentation meeting with Merthyr Tydfil County Borough Council had been scheduled for 16th September 2009 at 5.30 pm. **It was agreed** that Mr Bader would attend with the Secretariat.
- 3.6 The presentation meeting with Bridgend County Borough Council had been scheduled for 16th September 2009 at 2 pm. **It was agreed** that the Chairman would attend with the Secretariat.
- 3.7 Dates and times for the Powys and Gwynedd presentations were to be confirmed with the Councils and that efforts be made to secure a date with Gwynedd that would allow the Deputy Chairman to attend the meeting.

Community Reviews

- 3.8 Pembrokeshire County Council had submitted their Community Review report. A requested had been received for a meeting the Commission from a Councillor and also a request for a three week extension to the representations deadline from Herbranston Community Council. **It was agreed** that a 3 week extension would be granted. **It was agreed** that the Chair and Secretary would assess the need for a meeting with the Councillor.
- 3.9 It was expected that Torfaen County Borough Council would submit their Community Report to the Commission soon.
- 3.10 Nothing further had been heard from Carmarthenshire County Council, in respect of their Community Reviews. **It was agreed** that the Chairman would write to Carmarthen County Council to inform them that it was to late for the Commission to accept any changes to their Community at this stage.

Annual Report

- 3.11 It was noted that the summary accounts could not be amended for 2008/09 as these had already been submitted to the Auditor General for Wales. **It was agreed** that the summary accounts for next year would be amended to avoid duplication of information contained within the Annual report.

4. NEWPORT ELECTORAL REVIEW – DRAFT PROPOSALS REPORT

- 4.1 As the first report to be drafted and issued several general changes to the report format were suggested and agreed. These were:
- That the names of the existing electoral divisions would be used for the headings for the proposals and that new names for the proposed electoral divisions would be suggested at the end of the text.
 - It was noted that the Welsh names used in the reports were not the Welsh place names used locally. This was because place names used by the Commission were those specified in the Welsh Assembly Orders. **It was agreed** that the secretariat would raise this issue with the sponsor division.
 - The contents page should list the Appendices.

- That the Commission would be referred to in the plural in the text of the report.
- That the Welsh Assembly Ministers letter to the Commission would be included as an appendix in the report with the following text being included in the body of the report in section three – ‘this was further clarified by a letter from the Local Government Minister dated 12th May 2009, which is attached at appendix x’.
- The appendices for the existing and proposed electoral arrangements should include the analysis of the County average variance.
- The Glossary from the Guidance hand book would be adapted and included as an appendix in the report.
- The wording of the foreword would be changed to follow legal advice received.

4.2 **It was agreed** that these changes would be actioned and would be circulated to the Commission members for approval. The report was agreed subject to changes listed at 4.1.

5. **NEATH PORT TALBOT ELECTORAL REVIEW – DRAFT PROPOSALS REPORT**

5.1 The Commission agreed the draft proposals report, subject to the changes listed at 4.1.

6. **DENBIGHSHIRE ELECTORAL REVIEW – DRAFT PROPOSALS REPORT**

6.1 The Commission agreed the draft proposals report, subject to the changes listed at 4.1.

7. **FLINTSHIRE ELECTORAL REVIEW – CONSIDERATION OF FURTHER SCHEMES**

7.1 The Commission considered the schemes for Flintshire and decided that scheme 5 gave the best overall level of representation. However, it was felt that there was possible scope for improvement in terms of combining Communities with similar ties. **It was agreed** that two sets of proposals would be considered for the next meeting, the first being based on scheme 5 and the second being based on the suggested amendment to scheme 5.

8. **RHONDDA CYNON TAFF ELECTORAL REVIEW – CONSIDERATION OF INITIAL REPRESENTATIONS AND SCHEMES**

8.1 The Commission considered the schemes for Rhondda Cynon Taff and decided that scheme 1 gave the best overall level of representation. However, it was felt that there was possible scope for improvement in terms of a better democratic fit.

9. ISLE OF ANGLESEY ELECTORAL REVIEW – CONSIDERATION OF INITIAL REPRESENTATIONS AND SCHEMES

- 9.1 The Commission considered the schemes for Anglesey and decided that scheme 2 gave the best Community and cultural fit. However, it was felt that there was possible scope for improvement in terms of a better democratic fit. After discussion further proposals were suggested and **it was agreed** that the Secretariat would produce a further scheme based on these.

[Meeting adjourned at this point until 17 August.]

10. REVIEWS TIMETABLE

- 10.1 The updated reviews timetable was noted. It was considered that there may be more pressure on the reviews timetable as it was likely that the Draft Reports for the first tranche of reviews would produce a large number of representations. There had also been some slippage due to additional schemes being required for the reviews and community review orders being awaited from the Welsh Assembly. It was considered that fortnightly interim meetings could speed up the review process. **It was agreed** that the Commission would hold interim meetings between the monthly meetings as required and that these interim meetings would only be used for making specific review decisions. **It was agreed** that the practice of holding interim meetings would start in November 2009 and be reviewed in January 2010. **It was agreed** that video conferencing would be considered as a means of holding the interim meetings.

11. WALES AUDIT OFFICE (WAO) REPORT – IMPLEMENTATION PROGRESS

- 11.1 The Secretary advised that most of the recommendations made by the WAO had been completed or were in progress. However, the recommendation in respect of implementing a management information system may require external assistance and thought would need to be given to the possibility of employing consultants to draw up a system for this purpose. **It was agreed** that a progress report on the implementation of the recommendations would be provided to the WAO through the Commission's Sponsor Division by the end of the year.

12. ANNUAL REPORT AND WORKSHOP EVENT INVITATION

- 12.1 The Commission considered the workshop invitation and made some amendments to the wording.

13. FINANCE REPORT – FIRST QUARTER 2009-10

- 13.1 The Commission noted the position at the end of the first quarter of 2009-10 which showed a modest underspend.

14. DRAFT PRESS STATEMENT

- 14.1 The Commission noted the Draft Press Statement which had been drawn up by the Secretary after seeking advice from communications officers from the National Museum Wales. The Secretary said that the officers at the National Museum Wales had made several suggestions regarding the content of the statements and had advised him that the use of the internet was becoming more important than newspapers and had suggested that the Commission should make full use of that medium.
- 14.2 It was considered that local radio stations could be approached when the Commission published proposals and that national media could be briefed on the Commission's overall objectives for the reviews. **It was agreed** that a meeting should be held with representatives from the main media bodies in Wales in order to brief them on the Commission's objectives for the reviews.
- 14.2 Members considered that using a consultant may assist the process. **It was agreed** that the Secretariat would investigate whether there were any suitable Public Relations consultants based in Wales who would be able to cover the whole of Wales and ascertain the cost of their services.

15. ANY OTHER BUSINESS

- 15.1 The Commission congratulated the Secretariat on their success in their application for the Investors in People certificate.

16. DATE OF NEXT MEETING

- 16.1 The dates of the next meeting were set at:

Thursday 17th September 2009

Wednesday 7th / 8th October 2009 (following the Workshop)

Tuesday 24th November 2009 (following the Workshop)

Wednesday 16th December 2009 (following the Workshop).