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County Hall
Rhadyr
Usk
NP15 1GA

Dydd Mercher, 5 Tachwedd 2025

Notice of meeting

Pwyllgor Gwasanaethau Democrataidd

**Dydd Iau, 13eg Tachwedd, 2025 at 2.00 pm,
Council Chamber - Council Chamber**

AGENDA

Item No	Item	Pages
1.	Ymddiheuriadau am absenoldeb	
2.	Datganiadau o Fuddiant	
3.	I gymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 4ydd Gorffennaf 2025	1 - 4
4.	Adroddiad Blynyddol Drafft ar Gydabyddiaeth Ariannol 2026/27	5 - 24
5.	Ymestyn y ddyletswydd i ddarlledu ymgynghoriadau cyfarfodydd	25 - 48
6.	Blaenraglen Waith - Fformat Newydd - Diweddariad Llafar	
7.	Dyddiad y cyfarfod nesaf – 19eg Ionawr 2026	

Paul Matthews

Chief Executive / Prif Weithredwr

**MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY**

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillor Louise Brown	Shirenewton;	Welsh Conservative Party
County Councillor Tomos Dafydd Davies	Llanfoist & Govilon;	Welsh Conservative Party
County Councillor Meirion Howells	Llanbadoc & Usk;	Independent
County Councillor David Jones	Crucorney;	Independent Group
County Councillor Tony Kear	Llanbadoc & Usk;	Welsh Conservative Party
County Councillor Su McConnel	Croesonen;	Welsh Labour/Llafur Cymru
County Councillor Peter Strong	Rogiet;	Welsh Labour/Llafur Cymru
County Councillor Armand Watts	Bulwark and Thornwell;	Welsh Labour/Llafur Cymru
County Councillor John Crook	Magor East with Undy;	Welsh Labour/Llafur Cymru
County Councillor Tudor Thomas	Park;	Welsh Labour/Llafur Cymru
County Councillor Christopher Edwards	St. Kingsmark;	Welsh Conservative Party
County Councillor Lisa Dymock	Portskewett;	Welsh Conservative Party

:

Public Information

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Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting www.monmouthshire.gov.uk or by visiting our Youtube page by searching MonmouthshireCC.

Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Aims and Values of Monmouthshire County Council

Our purpose

- to become a zero-carbon county, supporting well-being, health and dignity for everyone at every stage of life.

Objectives we are working towards

- Fair place to live where the effects of inequality and poverty have been reduced;
- Green place to live and work with reduced carbon emissions and making a positive contribution to addressing the climate and nature emergency;
- Thriving and ambitious place, where there are vibrant town centres and where businesses can grow and develop
- Safe place to live where people have a home where they feel secure in;
- Connected place where people feel part of a community and are valued;
- Learning place where everybody has the opportunity to reach their potential

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

Kindness: We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.

Public Document Pack **Agenda Item 3**

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held
on Monday, 14th July, 2025 at 2.00 pm**

PRESENT: County Councillor Lisa Dymock (Chair)
County Councillor Meirion Howells (Vice Chair)

County Councillors: Louise Brown, Tomos Davies, David Jones,
Tony Kear, Su McConnel, Peter Strong, John Crook and
Tudor Thomas

OFFICERS IN ATTENDANCE:

John Pearson	Local Democracy Manager
Nicola Perry	Senior Democracy Officer

APOLOGIES:

Councillors

1. To note the appointment of County Councillor Lisa Dymock as Chair

Noted.

2. To appoint a Vice Chair

County Councillor Meirion Howells was appointed as Vice Chair.

3. Declarations of interest

County Councillor Tomos Davies declared a personal, non-prejudicial interest relating to agenda item 6 as a member of the Welsh Government's Innovating Democracy Advisory Group.

4. To confirm the minutes of the previous meeting

The minutes of the meeting held on 7th April 2025 were approved as an accurate record.

5. Member Online Support

The Local Democracy Manager presented the report to provide the committee with an update on the changes being made to the intranet where members can access information, and the introduction of Eforms for specific tasks.

The report outlined key improvements being made to the intranet, including redesign of support packages and introduction of Eforms to streamline the common tasks such as submitting questions and motions and call-ins. The recommendation stated that the committee need to consider the changes and proposed changes to improve its use in effectiveness. The enhancements are aimed at making the digital tools more effective, reliable and accessible. Following a demonstration of the new support pages for councillors Members were invited to comment.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held on Monday, 14th July, 2025 at 2.00 pm

- There were questions around testing and how will ongoing input from councillors be gathered to ensure that the system evolves to work better for members.
- There was a question regarding officer responsibilities being up to date, and it was explained that we tend to focus on departments and roles rather than individuals.
- Questions were raised around the submission of questions and motions for Full Council and whether these could be revisited after submitting. Also to clarify that Members would receive a copy of the submission.
- With regards to call-ins it was understood that this needed input from several members.
- A question was raised if more consideration could be given to a more interactive page and if that could be evolved to help track casework.

The Chair concluded that there had been overall positive feedback from members, and it was an exciting step forward in how we support the work as councillors. The redesigned Intranet pages and introduction of Eforms were thought to be a much more streamlined user-friendly approach. The improvements would not only make it easier to access key information but also help ensure that important processes like submitting motions and questions would be handled reliably and securely. It was a clear sign of progress, and a great example of how digital solutions can enhance day-to-day roles. It was agreed to be revisited at a future meeting of the committee.

The Democratic Services Committee accepted the recommendation.

6. Council Chamber Meeting Software

The Local Democracy Manager presented the report to provide the committee with an update on the upgrade to the Council Chamber and the software used to host Council meetings.

The way we conduct our meetings has evolved significantly over recent years, and the report outlined the next steps in that journey with a new system to improve both the in-person and remote experience for councillors and the public alike. The recommendations asked that the committee to consider the advantages of the implementation of the new software and how it could be used to enhance the experience during meetings, and for residents.

Comments received during discussion:

- In terms of cost implications, the initial outlay for the software was £38,000, and on ongoing cost of £6000 a year for a licence to run the meeting software. When compared to other suppliers who run less flexible software packages the costs were significantly lower.
- WG funding had been received in 2021 which had been used to offset the installation of the current equipment in the Council. There was no additional funding,
- It was a welcome improvement that the new system would further encourage transparency and good governance, fundamental to the role of Councillors, which would allow the electorate to know exactly how votes were conducted
- An extensive training plan was welcome. One to one training sessions would be made available whenever required.

County Councillor Louise Brown left the meeting at 15:04

- Further investigation would be undertaken in terms of using phones for meetings, and the assumption was that the Council issued laptops would be used for official Council meetings.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held on Monday, 14th July, 2025 at 2.00 pm

- With regards to the ability to use time limits it was noted that there is flexibility to set up appropriate templates within the software.

The Chair welcomed the update and the positive steps the software will bring to Full Council meetings, adding that the upgrade reflected the continued commitment to improving the democratic process by making meetings more accessible, transparent and efficient for both councillors and the public. Councillor Dymock added that by integrating remote and in-person participation into a seamless environment, we will be future-proofing our Council Chamber and enhancing the quality of debate. The features such as real time voting displays, clear speaker identification, and improvements to the live stream, will elevate the experience of all involved. The investment and modernisation will support greater accountability and visibility of the Council's proceedings.

The Democratic Services Committee accepted the recommendation.

7. Date of next meeting - 13th October 2025

The date of next meeting was noted as 13th October 2025.

The Chair advised that she will be meeting with the Local Democracy Manager to establish a forward work programme.

Areas to consider included:

- Training and tools for empowering Councillors.
- Ensuring officers are supported and meet Councillor needs to effectively support our residents.
- Strengthening the democratic infrastructure.
- MyMon App
- How we engage with the planning application process and the use of the planning portal?
- How we can champion local democracy, especially with young people, elderly and vulnerable, under-represented groups and local organisations.
- Ensuring that the Council has a robust forward work plan.

The meeting ended at 15:18pm

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MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT:	Draft Annual Remuneration Report 2026-27
MEETING:	Democratic Services Committee
DATE:	13 November 2025
DIVISION/WARDS AFFECTED:	All

1. PURPOSE:

- 1.1 To consider the proposals contained in the Draft Annual Remuneration report 2026-27 and to consider whether to respond to Democracy and Boundary Commission Cymru consultation on the proposals.

2. RECOMMENDATIONS:

- 2.1 That the committee consider whether a response to The Commission is required as part of their consultation.

3. REASONS:

- 3.1 As a result of the Elections and Elected Bodies (Wales) Act, the responsibility for the preparation of the annual remuneration report transferred from the Independent Remuneration Panel for Wales to the Democracy and Boundary Commission Cymru.
- 3.2 The Commission is expected to produce a draft annual report for consultation and take account of responses prior to publishing a final report by 28 February each year. The report will set out its determination about remuneration levels for the following financial year.
- 3.3 The Commission published its draft report for 2026/27 on the 23 September 2025 and details its proposals for the remuneration for councillors in 2026/27 taking effect from the 1st April 2026.
- 3.4 The draft report for 2026/27, which is the first the Commission has produced since responsibility for the function switched to them, proposes little substantive changes to the remuneration levels that are in place for 2025/26. The draft report does propose a 6.4% increase in level of remuneration for all roles that members of the principal council hold.
- 3.5 The Commission welcome feedback on their report and the consultation period will end on the 18 November 2025.
- 3.6 The Welsh Government have tasked the Commission with specific objectives for future remuneration reports that include:

- To assess the potential need for resettlement payments and support officials with briefing materials for any related regulatory considerations.
- To revisit the Framework and Methodology for Remuneration of Senior Roles across Principal Councils and Corporate Joint Committees.
- To examine the current benchmark linked to the Annual Survey of Hourly Earnings, alongside an evaluation of members' workloads.

Further details on those proposals are included in the consultation document and will likely take effect at the 2027/28 annual report ahead of the 2027 local elections.

4. RESOURCE IMPLICATIONS:

- 4.1 The draft remuneration report proposes an additional increase of 6.4% on members current levels of remuneration. Details of the implications on the service budget will be shared once the final proposals from the Commission are confirmed and will be presented to this Committee at that time but will place additional pressures on the service budget to meet the increase. There are also future financial implications that are unknown ahead of the 2027/28 annual report, particularly with regards to resettlement payments for unsuccessfully re-elected councillors in how that will be introduced. The Commission have confirmed that it will be for local authorities to meet the costs of the resettlement payments should they be implemented.

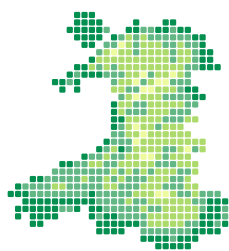
5. CONSULTATION:

Political Group Leaders

6. BACKGROUND PAPERS:

Draft Annual Remuneration Report 2026/27

7. **AUTHOR:** John Pearson, Local Democracy Manager
johnpearson@monmouthshire.gov.uk



Comisiwn
Democratiaeth a
Ffiniau Cymru

Democracy
and Boundary
Commission Cymru

Draft annual remuneration report

2026 - 2027

dbcc.gov.wales
remuneration@dbcc.gov.wales

Contents

Foreword	3
Chapter 1. Introduction	4
Resettlement payments.....	4
Senior roles.....	4
Community and town councils (CTC)	4
Corporate Joint Committees (CJC)	5
Co-opted and lay members	5
Link with the Annual Survey of Hours and Earnings (ASHE)	5
Engagement.....	5
Chapter 2. Determinations for 2026-27	6
Determination 1/2026: Basic salary for elected members of principal councils.....	6
Determination 2/2026: Salaries paid to senior, civic and presiding members of principal councils	6
Determination 3/2026: Salaries for Joint Overview and Scrutiny Committee (JOSC) members	8
Determination 4/2026: Payments to NPA and FRA members	8
Determination 5/2026: Co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees.....	8
Determination 6/2026: Payments to community and town council (CTC) members.....	9
Chapter 3. Summary of determinations for 2026-27	11
Chapter 4. Current determinations from previous years.....	12
What happens next	18

The Commission welcomes correspondence and telephone calls in Welsh or English.

Mae'r ddogfen ar hon ar gael yn y Gymraeg.

This document has been translated into Welsh by Calan.

Democracy and Boundary Commission Cymru
4th Floor
Welsh Government Building
Cathays Park
CARDIFF
CF10 3NQ

Foreword

Welcome to the Draft Annual Remuneration Report of the Democracy and Boundary Commission Cymru, setting the determinations on pay, expenses and benefits for members of principal councils, community and town councils, fire and rescue authorities and national park authorities from 1 April 2026. It is important that we recognise the contribution of those who represent us. This area of work contributes to the wider role of the Commission in supporting the democratic health of Wales.

You can find more about the Commission on our website [Democracy and Boundary Commission Cymru | DBCC](#).

This is the first draft report since this important area of work was added to our remit. This role previously resided with the Independent Remuneration Panel for Wales. I would like to thank the Panel members for handing over a robust remuneration framework and to also thank them and the Welsh Government for their support in the transfer of the work to the Commission.

My thanks also go to the secretariat to the Commission who have supported this work area, and the production of the draft report.

The coming year will see us looking at some significant topics in addition to our annual uprating:

The [Democracy and Boundary Commission Cymru etc. Act 2013](#) requires the Commission to consider resettlement payments for those elected members who lose their seats at an election, and brief colleagues in the Welsh Government on what we think would be an appropriate payment scheme.

We will be reviewing the framework for how senior roles are remunerated in principal councils and corporate joint committees to ensure that it remains fit for purpose and make changes where appropriate.

We will be looking at the measure we use to decide the annual uprating of remuneration levels to assess whether or not it remains the most relevant index for us to use, and to reassess members workloads.

In all of these things, we will consult with and take account of the views of the Welsh Local Government Association and other stakeholders before making any decisions.

This draft report is now published for consultation. We welcome any comments on either the detail of our proposed determinations or any other relevant areas you think we should consider.

The consultation period ends on 18 November 2025. You can send us your comments in writing or by email. Your views are important to us, and everything you send us will be considered as we shape our final determinations, which we aim to publish in our annual report by the end of 2025.

Beverley Smith

Chair

Chapter 1. Introduction

1. The Commission has taken on the functions of the Independent Remuneration Panel for Wales (IRPW). We are mindful of the past work of the IRPW and thank them for their legacy report¹.
2. We plan to make substantive changes to the remuneration framework only once in each electoral cycle. The report prior to each local government election will give consideration to major changes to the framework, with those in between focusing on annual uprating. This means that this draft report for 2026-27 considers uprating amounts where appropriate but leaves the framework unchanged. The next report, for 2027-28, which we are required to publish by the end of February 2027, will update the framework for those members who will be elected at the May 2027 local elections.
3. The Welsh Government's remit letter for 2025–26 outlines several key objectives for the Commission regarding remuneration:
 - To assess the potential need for resettlement payments and support officials with briefing materials for any related regulatory considerations.
 - To revisit the Framework and Methodology for Remuneration of Senior Roles across Principal Councils and Corporate Joint Committees.
 - To examine the current benchmark linked to the Annual Survey of Hourly Earnings, alongside an evaluation of members' workloads.

Resettlement payments

4. The Welsh Government has asked us to consider what payments, if any, principal councils should make to councillors who stand for re-election but are unsuccessful. We will need to balance the needs of elected members as they move away from being a councillor against the budgets of councils, taking account if appropriate of those receiving sums from senior roles within their council.
5. If the Commission determines that a resettlement payment scheme should be established, it is anticipated that the Welsh Government would lay regulations for this to be in place for the 2027 local elections.

Senior roles

6. The Commission will be surveying authorities, their members and representative bodies to ascertain whether the current framework of remuneration for those with senior roles appropriately recognises the time commitment and responsibilities of those roles. We will include any determination to follow from this research in our annual report for 2027-28.

Community and town councils (CTC)

7. The IRPW had previously simplified the reporting requirements for CTCs to encourage members to accept allowances to which they are entitled, and work will continue to monitor the impact of this.

¹ [Independent Remuneration Panel for Wales: legacy report | GOV.WALES](#)

Corporate Joint Committees (CJC)

8. CJs are a relatively new type of body. Each of the four committees are made up the leaders of the principal councils within its area and the chair of any national park authority that lies wholly or partly within its boundary. These leaders are in receipt of remuneration for their role within their respective bodies.
9. Each committee has established a number of sub-committees to deal with specialist areas and in one instance a Joint Overview and Scrutiny Committee. These are made up of councillors and co-opted members.
10. The Commission will consult on whether any additional remuneration is appropriate to reflect the additional time commitment and responsibilities relating to CJs, and include any determination in its 2027-28 annual report.

Co-opted and lay members

11. The IRPW last uprated the remuneration of co-opted members of principal councils, national park authorities (NPA) and fire and rescue authorities (FRA) in its 2022 annual report² and included lay members of corporate joint committees (CJC) in its 2024 supplementary report³. The rates were linked to the public appointment rates paid by Welsh Government, which have not been uprated in some years.
12. Welsh Government have begun a review of these rates and the Commission will consider the outcome of that review before making any determination in respect of co-opted and lay members of relevant authorities.

Link with the Annual Survey of Hours and Earnings (ASHE)

13. The Commission will consider whether it continues to be appropriate for remuneration to be linked with the Office for National Statistics data from the Welsh element of their Annual Survey of Hours and Earnings.

Engagement

14. We will continue the Panel's engagement with the Welsh Local Government Association, One Voice Wales, the Society of Local Council Clerks, and the North & Mid Wales Association of Local Councils as the representative bodies across the local government family, as well as individual authorities, and consider their views in reaching our determinations, whilst continuing to take account of the impact of our decisions on the budgets of authorities.

² [Independent Remuneration Panel for Wales: annual report 2021 to 2022 | GOV.WALES](#)

³ [Independent Remuneration Panel for Wales: review of remuneration for lay members of corporate joint committees | GOV.WALES](#)

Chapter 2. Determinations for 2026-27

Determination 1/2026: Basic salary for elected members of principal councils

15. The basic salary, paid to all elected members, is remuneration for the responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. It is based on a full time equivalent of 3 days a week. The Commission has reviewed this time commitment, and no changes are proposed for 2026-27.
16. The Commission is fully aware of the current constraints on public funding and the impact its decisions will have on the budgets of principal councils. The Commission is also mindful of our aims and objectives to provide a fair and reasonable remuneration package to support elected members and to encourage diversity of representation.
17. The Commission has determined that for the financial year 1 April 2026 to 31 March 2027 it is right to retain the link between the basic salary of councillors and the average salaries of their constituents. The basic salary will be aligned with three fifths of the all-Wales 2024 ASHE⁴, the latest figure available at the time of writing. The basic salary will be £21,044, an increase of 6.4% on 2025-26.

Determination 2/2026: Salaries paid to senior, civic and presiding members of principal councils

18. All senior salaries include the basic salary payment. The different levels of additional responsibility of and between each role is recognised in a banded framework. No changes to banding are proposed this year.
19. The basic pay element will be uplifted in line with ASHE and the same uplift will also apply to the role element of Bands 1, 2, 3, 4 and 5, giving all roles a 6.4% increase.
20. The salary of a leader of the largest (Group A) council will therefore be £78,917. All other payments have been determined with reference to this and are set out in Tables 1 and 2 below.

⁴ [Annual survey of hours and earnings: 2024 \[HTML\]](#) | [GOV.WALES](#)

Table 1: salaries payable to basic, senior, civic and presiding members of principal councils

Description	Amount
Group A	
Band 1 leader	£78,917
Band 1 deputy leader	£55,242
Band 2 executive member	£47,350
Group B	
Band 1 leader	£71,025
Band 1 deputy leader	£49,717
Band 2 executive member	£42,615
Group C	
Band 1 leader	£67,079
Band 1 deputy leader	£46,955
Band 2 executive member	£40,247
All principal councils	
Basic salary	£21,044
Band 3 committee chair (if paid)	£31,567
Band 4 leader of the largest opposition group	£31,567
Band 5 leader of other political groups (if paid) and deputy civic head	£25,253
Civic head (if paid)	£31,567
Deputy civic head (if paid)	£25,253
Presiding member (if paid)	£31,567
Deputy presiding member (basic only)	£21,044

Table 2: Council groups by population

Group A Population over 200,000	Group B Population 100,000 to 200,000	Group C Population up to 100,000
Cardiff Rhondda Cynon Taf Swansea	Bridgend Caerphilly Carmarthenshire Conwy Flintshire Gwynedd Newport Neath Port Talbot Pembrokeshire Powys Vale of Glamorgan Wrexham	Blaenau Gwent Ceredigion Denbighshire Isle of Anglesey Merthyr Tydfil Monmouthshire Torfaen

There are no further changes to the payments and benefits paid to elected members.

Determination 3/2026: Salaries for Joint Overview and Scrutiny Committee (JOSC) members

21. The salary of a chair of a JOSC will continue to be aligned to Band 3 and will be set at £10,522.
22. The salary of a vice-chair is set at 50% of the Chair and will be £5,261.
23. There are no other changes in this area.

Determination 4/2026: Payments to NPA and FRA members

24. The 3 national parks in Wales; Eryri, Pembrokeshire Coast and Bannau Brycheiniog, were formed to protect spectacular landscapes and provide recreation opportunities for the public. The Environment Act 1995 led to the creation of a NPA for each park. NPAs comprise members who are either elected members nominated by the principal councils within the national park area or are members appointed by the Welsh Government through the public appointments process. Welsh Government appointed and council nominated members are treated equally in relation to remuneration.
25. The three FRAs in Wales; Mid and West Wales, North Wales and South Wales were formed as part of Local Government re-organisation in 1996. FRAs comprise elected members who are nominated by the principal councils within each fire and rescue service area.
26. In line with the Commission's decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of both NPAs and FRAs is also increased in line with ASHE.
27. The remuneration for chairs will remain linked to a principal council Band 3 senior salary. Their role element will increase accordingly. Deputy chairs, committee chairs and other paid senior posts will remain linked to a Band 5. Full details of the levels of remuneration for members of NPAs and FRAs is set out in Table 3.

Table 3: Payments to NPA and FRA members

NPAs	Amount
Basic salary for ordinary member	£5,936
Chair	£16,458
Deputy chair (where appointed)	£10,144
Committee chair or other senior post	£10,144
FRAs	Amount
Basic salary for ordinary member	£2,968
Chair	£13,490
Deputy chair (where appointed)	£7,177
Committee chair or other senior post	£7,177

28. Other than the above increases, there are no changes proposed this year.

Determination 5/2026: Co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees

29. Principal councils, NPAs and FRAs must pay their co-opted members who have voting rights fees at the rates in Table 4 below.

30. All determinations in this section that relate to co-opted members will apply equally to CJC lay members with voting rights from 31 July 2024.
31. The appropriate officer within the authority must set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day, the fee will be paid on this basis even if the meeting finishes within 4 hours.
32. The Commission has determined there should be local flexibility for the appropriate officer to decide when it will be appropriate to apply a day or a half day rate or to use an hourly rate where it is sensible to aggregate a number of short meetings.

Table 4: Fees for co-opted and lay members (with voting rights)

Role	Hourly rate payment	Up to 4 hours payment rate	4 hours and over payment rate
Chairs of standards, and audit committees	£33.50	£134	£268
Lay chairs of CJs	£33.50	£134	£268
Ordinary Members of Standards Committees who also chair Standards Committees for Community and Town Councils	£29.75	£119	£238
Ordinary lay members of CJs	£29.75	£119	£238
Ordinary Members of Standards Committees; Education Scrutiny Committee; Crime and Disorder Scrutiny Committee and Audit Committee	£26.25	£105	£210
Community and Town Councillors sitting on Principal Council Standards Committees	£26.25	£105	£210

Determination 6/2026: Payments to community and town council (CTC) members

33. CTCs can opt to pay financial loss compensation to their members, where such loss has occurred for attending approved duties. The Commission has determined to maintain the alignment with the daily rate of ASHE as follows:
- Up to £67.45 for each period not exceeding 4 hours.
 - Up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours.
34. Other than this change to the financial loss compensation, no changes are made to payments to CTC members. Remuneration is due as set out in Tables 5 and 6 below.

Table 5: Extra costs payment (per group) for all members of CTCs

Type of payment	Group 1	Group 2 and 3	Group 4 and 5
Extra costs payment	Mandatory £156 for all members	Mandatory £156 for all members	Mandatory £156 for all members
Senior role	Mandatory £500 for 1 member; optional for up to 7	Mandatory £500 for 1 member; optional up to 5	Optional up to 3 members
Mayor or chair	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500	Optional up to a maximum of £1,500
Deputy mayor or chair	Optional up to a maximum of £500	Optional up to a maximum of £500	Optional up to a maximum of £500

Attendance allowance	Optional up to a maximum of £30	Optional up to a maximum of £30	Optional up to a maximum of £30
Financial loss	Optional	Optional	Optional
Travel and subsistence	Optional	Optional	Optional
Costs of care or personal assistance	Mandatory	Mandatory	Mandatory
Office consumables	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members	Mandatory £52 or full reimbursement for all members

Table 6: CTC groups by electorate

Group	Electorate
1	over 14,000
2	10,000 to 13,999
3	5,000 to 9,999
4	1,000 to 4,999
5	below 1,000

If the annual income or expenditure of a community or town council permanently exceeds £200,000, they will be moved to the next largest group.

Chapter 3. Summary of determinations for 2026-27

1/2026

35. The basic salary for elected members of principal councils is set at £21,044.

2/2026

36. The salary of a leader of the largest (Group A) council will be £78,917. All other payments have been determined with reference to this and are set out in Table 1.

3/2026

37. The salary of a chair of a JOSC will be set at £10,522. The salary of a vice-chair will be £5,261.

4/2026

38. The basic pay of NPA and FRA members has been increased as set out in Table 3.

5/2026

39. The fees for co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees are set out in Table 4.

6/2026

40. The optional financial loss compensation for CTC members is increased to:

- up to £67.45 for each period not exceeding 4 hours
- up to £134.90 for each period exceeding 4 hours but not exceeding 24 hours

41. All other payments to members of CTCs are unchanged from previous years.

Chapter 4. Current determinations from previous years

42. The following determinations are unchanged from previous years, but are restated here for completeness.

Salaries payable to senior, civic and presiding members of Principal Councils

43. The limit on the number of senior salaries payable, known as the cap, remains in place. This is set out in Table 7 below.

Table 7: Maximum numbers of council membership eligible for payment of a senior salary

Council	Group	Number of councillors	Maximum senior salaries payable
Cardiff	A	79	19
Rhondda Cynon Taf	A	75	19
Swansea	A	75	19
Bridgend	B	51	18
Caerphilly	B	69	18
Carmarthenshire	B	75	18
Conwy	B	55	18
Flintshire	B	67	18
Gwynedd	B	69	18
Neath Port Talbot	B	60	18
Newport	B	51	18
Pembrokeshire	B	60	18
Powys	B	68	18
Vale of Glamorgan	B	54	18
Wrexham	B	56	18
Blaenau Gwent	C	33	16
Ceredigion	C	38	17
Denbighshire	C	48	17
Isle of Anglesey	C	35	17
Merthyr Tydfil	C	30	15
Monmouthshire	C	46	17
Torfaen	C	40	17

Group A councils: population over 200,000

Group B councils: population 100,000 to 200,000

Group C councils: population up to 100,000

Restrictions on senior post remuneration

44. Posts within the principal council (Determination 7 of 2022)

- An elected member must not be remunerated for more than 1 senior post within their authority.
- An elected member must not be paid a senior salary and a civic salary.
- All senior and civic salaries are paid inclusive of basic salary.
- If a council chooses to have more than 1 remunerated deputy leader, the difference between the senior salary for the deputy leader and other executive members should be

divided by the number of deputy leaders and added to the senior salary for other executive members in order to calculate the senior salary payable to each deputy leader.

Restrictions on payment for posts outside the principal council

- 45. Members in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA or FRA to which they have been appointed.
- 46. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the NPA or FRA. (Determination 8 of 2022)
- 47. Members in receipt of a Band 1 or Band 2 salary cannot receive any payment from a community or town council of which they are a member. They remain eligible to claim travel and subsistence expenses and contribution towards costs of care and personal assistance from the community or town council. Where this situation applies, it is the responsibility of the individual member to comply. (Determination 9 of 2022)

Support to elected members of principal councils

- 48. Each authority, through its Democratic Services Committee, must ensure that all its elected members are given as much support as is necessary to enable them to fulfil their duties effectively. All elected members should be provided with adequate telephone, email and internet facilities giving electronic access to appropriate information. (Determination 10 of 2022)
- 49. Such support should be without cost to the individual member. Deductions must not be made from members' salaries by the respective authority as a contribution towards the cost of support which the authority has decided necessary for the effectiveness and or efficiency of members. (Determination 11 of 2022)

Specific or additional senior salaries and assistants to the executive

- 50. Principal councils can apply for specific or additional senior salaries that do not fall within the current Framework (Determination 12 of 2022).
- 51. The Commission will decide on a case-by-case basis the appropriate senior salary, if any, for assistants to the executive (Determination 13 of 2022).
- 52. Guidance to local authorities on the application process was issued in April 2014.

Local Government Pension Scheme

- 53. The entitlement to join the Local Government Pension Scheme shall apply to all eligible elected members of principal councils (Determination 16 of 2022).

Family absence provisions for elected members of principal councils

- 54. In this section, "family absence" refers to maternity, newborn, adoption and parental absences from official business.
- 55. These different categories are defined in [The Family Absence for Members of Local Authorities \(Wales\) Regulations 2013](#). The Welsh Government has published guidance on the different kinds of absence at [Absence from local authority meetings: family absence \[HTML\] | GOV.WALES](#).
- 56. An elected member is entitled to retain a basic salary when taking family absence under the original regulations or any amendment to the regulations irrespective of the attendance

record immediately preceding the commencement of the family absence. (Determination 17 of 2022)

57. When a senior salary holder is eligible for family absence, they will continue to receive the salary for the duration of the absence. (Determination 18 of 2022)
58. It is a matter for the authority to decide whether to make a substitute appointment. The elected member substituting for a senior salary holder taking family absence will be eligible to be paid a senior salary if the authority so decides. (Determination 19 of 2022)
59. If the paid substitution results in the authority exceeding the maximum number of senior salaries which relates to it, as set out in the IRPW's Annual Report, an addition to the maximum will be allowed for the duration of the substitution. However, this will not apply to Merthyr Tydfil County Borough Council if it would result in the number of senior salaries exceeding fifty percent of the Council membership. Specific approval of Welsh Ministers is required in such circumstances. (Determination 20 of 2022)
60. Isle of Anglesey County Council was included in Determination 20 of 2022, but subsequent changes to the number of councillors for Isle of Anglesey County Council made its inclusion in this exception unnecessary.
61. When a council agrees a paid substitution for family absence the Commission must be informed within 14 days of the date of the decision, of the details including the particular post and the duration of the substitution (Determination 21 of 2022).
62. The council's schedule of remuneration must be amended to reflect the implication of the family absence (Determination 22 of 2022).

Sickness absence payments for senior salary holders of principal councils

63. The framework provides arrangements for long term sickness absence for senior salary holders. These arrangements are set out in the Annex to this report.

Corporate Joint Committees (CJCs)

64. The payment of contribution to costs of care and travel and subsistence for CJC related activities has applied to all members of CJCs since 2022.
65. Payments to CJC co-opted lay members are covered below under the heading Co-opted Members of Principal councils, NPA and Fire and Rescue Authorities and lay members of Corporate Joint Committees.

Payments to National Parks Authorities and Fire and Rescue Authorities

66. Members must not receive more than one NPA senior salary (Determination 27 of 2022).
67. A NPA senior salary is paid inclusive of the NPA basic salary (Determination 28 of 2022).
68. Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any NPA to which they have been appointed. Where this situation applies, it is the responsibility of the individual member to comply (Determination 29 of 2022).
69. Members must not receive more than one FRA senior salary (Determination 34 of 2022).
70. An FRA senior salary is paid inclusive of the FRA basic salary and must reflect significant and sustained responsibility (Determination 35 of 2022).
71. Members of a principal council in receipt of a Band 1 or Band 2 senior salary cannot receive a salary from any FRA to which they have been nominated. Where this situation applies, it is the responsibility of the individual member to comply (Determination 36 of 2022).

Co-opted members of principal councils, National Park Authorities and Fire and Rescue Authorities and lay members of Corporate Joint Committees

72. Travelling time to and from the place of the meeting is to be included in the claims for payments made by co-opted members (up to the maximum of the daily rate). (Determination 39, 2022)
73. Fees must be paid for meetings and other activities including other committees and working groups (including task and finish groups), pre meetings with officers, training and attendance at conferences or any other formal meeting to which co-opted members are requested to attend. (Determination 41 of 2022)
74. Reasonable time for pre meeting preparation is to be included in claims made by co-opted members the extent of which can be determined by the appropriate officer in advance of the meeting (Determination 5 of 2023).
75. Each authority, through its Democratic Services Committee or other appropriate committee, must ensure that all voting co-opted members are given as much support as is necessary to enable them to fulfil their duties effectively. Such support should be without cost to the individual member (Determination 42 of 2022).
76. Co-opted and lay members of relevant authorities with voting rights are also able to claim travel, subsistence, care and personal assistance payments as set out in the sections below.

Travel and subsistence expenses

77. The rates of reimbursement of mileage, other travel costs and subsistence costs that can be claimed by members of principal councils, NPAs, FRAs, and their co-opted members, and to members of CJsCs and their lay members is set out below.
78. Community and Town Councils can opt to reimburse travel and or subsistence costs. Where the option to reimburse has been made, this must be as specified in the Travel and subsistence guidance.

Mileage costs

79. Reimbursement must be at the current HM Revenue and Customs (HMRC) rates.⁵

Other travel costs

80. All other claims for travel, including by taxi if this is the only or most appropriate method of transport, must only be reimbursed on actual cost as shown on receipts.

Subsistence costs

81. The maximum rates for subsistence payments are set out below on the basis of receipted claims:
 - £28 per 24-hour period allowance for meals, including breakfast where not provided
 - £200 London overnight
 - £95 elsewhere overnight
 - £30 staying with friends and or family overnight

⁵ [Travel — mileage and fuel rates and allowances - GOV.UK](#)

Costs of Care and Personal Assistance Payments

82. All relevant authorities must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:
- formal (registered with Care Inspectorate Wales or equivalent) care costs to be paid as evidenced
 - informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation⁶ at the time the costs are incurred
83. This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. Each authority must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider (Determination 43 of 2022).

Community and town councils

84. The Panel has determined that from September 2024, reporting returns due from all community and town councils need only show the total amounts paid in respect of the mandatory payments mentioned above. That is the £156 contribution to the costs of working from home and the £52 set rate consumables allowance and the travel and subsistence expenses paid. This brings these in line with the reporting of the costs of care and personal assistance allowances. (Determination 8 of 2024)
85. Members in receipt of a Band 1 or Band 2 senior salary from a principal council (that is leader, deputy leader or executive member) cannot receive any payment from any community or town council, other than travel and subsistence expenses and contribution towards costs of care and personal assistance. (Determination 53 of 2022)
86. Community and town councils can decide to reimburse their members in respect of travel and or subsistence costs for attending approved duties. Where the option to reimburse has been made, the Travel and subsistence expenses guidance must be applied. (Determination 46 and 47 of 2022)

⁶ [What is the real Living Wage? | Living Wage Foundation](#)

Annex: sickness absence payments for senior salary holders of principal councils

The Commission's framework provides arrangements for long term sickness absence for senior salary holders as follows:

- Long term sickness is defined as certified absences in excess of 4 weeks.
- The maximum length of sickness absence within these proposals is 26 weeks or until the individual's term of office ends, whichever is sooner (but if reappointed any remaining balance of the 26 weeks will be included).
- Within these parameters a senior salary holder on long term sickness can, if the authority decides, continue to receive remuneration for the post held.
- It is a decision of the authority whether to make a substitute appointment, but the substitute will be eligible to be paid the senior salary appropriate to the post.
- If the paid substitution results in the authority exceeding the maximum number of senior salaries payable for that authority, as set out in the Annual Report, an addition will be allowed for the duration of the substitution. (However, this would not apply to Merthyr Tydfil County Borough Council if it would result in more than 50% of the membership receiving a senior salary. It would also not apply in respect of a council executive member if it would result in the cabinet exceeding 10 posts, the statutory maximum).
- When an authority agrees a paid substitution, the Commission must be informed within 14 days of the decision of the details including the specific post and the estimated length of the substitution. The authorities' Schedule of Remuneration must be amended accordingly.
- It does not apply to elected members of principal councils who are not senior post holders as they continue to receive basic salary for at least 6 months irrespective of attendance and any extension beyond this timescale is a matter for the authority.

What happens next

All observations on these draft determinations should be sent to:

Democracy and Boundary Commission Cymru
4th Floor
Welsh Government Building
Cathays Park
Cardiff
CF10 3NQ

Or by email to:

remuneration@dbcc.gov.wales

no later than 18 November 2025.

For further information on remuneration and the determination process please refer to the Commission webpage: www.dbcc.gov.wales



MONMOUTHSHIRE COUNTY COUNCIL REPORT

SUBJECT: Extending the duty to broadcast local authority meetings
MEETING: Democratic Services Committee
DATE: 13 November 2025
DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 To consider the Welsh Government consultation which aims to determine;
- Whether the duty on a principal council to broadcast meetings should be extended to include meetings other than that of the full council
 - Whether there should be a duty imposed upon Fire and Rescue Authorities and/or National Park Authorities to broadcast their meetings
 - Whether there should be a retention period for recordings of broadcast meetings

2. RECOMMENDATIONS:

- 2.1 That the committee note the consultation and consider whether a response to it is required.

3. REASONS:

- 3.1 The Local Government and Elections (Wales) Act 2021 requires a principal council to make arrangements for its full council meetings to be broadcast electronically so that members of the public who are not in physical attendance at the meeting can see and hear the proceedings.
- 3.2 The legislation currently only requires meetings of Full Council to be broadcast with any additional broadcasts being subject to the discretion of the local authority. The consultation considers whether the requirement to broadcast meetings should be extended beyond just Full Council meetings.
- 3.3 The requirement to broadcast meetings does not currently extend to National Park or Fire and Rescue Authorities and the consultation asks whether it should become a requirement for them to do so.
- 3.4 Whilst all local authorities in Wales comply with the minimum requirement of the Act, the extent to which each authority goes beyond the minimum requirement varies significantly. Reasons for the variance largely depend on the local arrangements that are in place for broadcasting local authority meetings and the costs associated with it. Some authorities for example will only broadcast Full Council and then only other committees that the authority has determined has the most public interest such as planning committee.

- 3.5 Largely, the consultation in relation to Monmouthshire is not relevant given the extent to which the authority has gone above and beyond the legal requirement of the Act. By default, Monmouthshire already broadcasts all meetings of the council that are classed as committee meetings within the constitution. Additionally, this has been a long standing practice that pre dates the 2021 Act by a number of years and has become standard practice for the authority.
- 3.6 Due to the way Monmouthshire has introduced the technology to enable the Council to broadcast all meetings, there are no costs associated with the broadcasting of meetings and with the retention of the recordings of broadcasts and all are available online via the councils youtube channel going back a number of years.
- 3.7 Whilst the consultation may not be applicable to the Council given the extent to which Monmouthshire has gone beyond the minimum requirements of the legislation, it is worthwhile for the Council to be aware the requirements and acknowledge the openness and transparency that exists throughout the governance structure of the Council to encourage engagement with the democratic process.

4. RESOURCE IMPLICATIONS:

- 4.1 Not applicable given the standard practice of already broadcasting all committee meetings.

5. CONSULTATION:
n/a

6. BACKGROUND PAPERS:

Consultation – Extending the Duty to Broadcast Meetings

- 7. AUTHOR:** John Pearson, Local Democracy Manager
johnpearson@monmouthshire.gov.uk



Llywodraeth Cymru
Welsh Government

OPEN CONSULTATION, DOCUMENT

Consultation on extending the duty on local authorities to broadcast meetings

We want your views on whether the duty to broadcast meetings should be extended.

First published: 14 July 2025

Last updated: 12 August 2025

Contents

Overview (<https://www.gov.wales/pdf-optimised/node/67800#169708>)

Context (<https://www.gov.wales/pdf-optimised/node/67800#169710>)

Background (<https://www.gov.wales/pdf-optimised/node/67800#169712>)

Principal councils (<https://www.gov.wales/pdf-optimised/node/67800#169714>)

Extension of broadcasting requirement to NPAs and FRAs

(<https://www.gov.wales/pdf-optimised/node/67800#169716>)

Next steps (<https://www.gov.wales/pdf-optimised/node/67800#169718>)

Consultation questions (<https://www.gov.wales/pdf-optimised/node/67800#169720>)

How to respond (<https://www.gov.wales/pdf-optimised/node/67800#169755>)

Your rights (<https://www.gov.wales/pdf-optimised/node/67800#169757>)

Further information and related documents (<https://www.gov.wales/pdf-optimised/node/67800#169759>)

Overview

Section 46(1) and (2)(a) of the Local Government and Elections (Wales) Act 2021 (“the 2021 Act”) places a duty on principal councils (county councils and county borough councils) to put in place arrangements for the broadcasting of full council meetings so that members of the public who are unable to attend in person at the meeting can see and hear proceedings as they happen.

Section 46(2)(b) and (4) of the 2021 Act gives Welsh Ministers the power to require a principal council to broadcast other meetings it holds.

Section 46(8) and (9) of the 2021 Act gives Welsh Ministers the power to require fire and rescue authorities (“FRAs”) and National Park authorities (“NPAs”) to broadcast their meetings.

This consultation is to consider:

- whether the duty on a principal council to broadcast meetings should be extended to include meetings other than that of the full council
- whether there should be a duty imposed upon FRAs and/or NPAs to broadcast their meetings
- whether there should be a retention period for recordings of broadcast meetings

Context

The 2021 Act provides principal councils (meaning county councils and county borough councils), FRAs and NPAs with new ways to support and serve their communities with a strong emphasis on the principles of democracy, transparency, and accountability to the citizens of Wales. The 2021 Act contains a number of provisions which create greater transparency and openness between principal councils, FRAs, NPAs and communities.

Welsh Ministers are keen to maximum the potential of digital technology to achieve greater transparency, collaboration, and accountability between principal councils and the citizens of Wales. However, Welsh Ministers also recognise that it is important not to disenfranchise individuals who do not have access to, or are unable to engage with, digital technology.

Background

Meetings of principal councils, FRAs and NPAs have the potential to reach and engage a wide audience from the local community and further afield. There is potential at these meetings to share information, and for discussions to take place as well as increasing awareness of local issues with those in attendance. They can also be an ongoing means of engaging public involvement in local issues.

Section 46(1) and (2)(a) of the 2021 Act requires a principal council to make arrangements for its full council meetings to be broadcast electronically so that members of the public who are not in physical attendance at the meeting can see and hear the proceedings. This is sometimes referred to as the 'broadcasting duty'. Under section 46(1), proceedings must be broadcast as they take place, subject to any specified exceptions and the broadcast must be available electronically for a specified period after the meeting.

Section 47(1) of the 2021 Act also requires principal councils to make arrangements for their meetings to be held remotely. This is sometimes referred to as 'multi-location meetings duty'.

Whilst these are 2 separate duties, they have both provided the public with greater opportunities to access discussions about the issues principal councils deal with, and what factors they consider when making decisions which impact on people's daily lives.

Currently, there are no similar duties in legislation requiring FRAs or NPAs to broadcast their meetings, but they are required to hold multi-location meetings.

Principal councils

Current position

The original intention was for all principal council meetings to be broadcast live, not just the full council meeting. However, principal councils raised concerns about their capacity to comply with this requirement and the infrastructure needed to support this approach. The suggestion of a more staged implementation was accepted, and consequently principal councils are, at present, only required to broadcast meetings of their full council. There is currently no legal requirement to broadcast any other meeting held by a principal council.

It was agreed the experience of broadcasting full council meetings would inform the approach to the future expansion of broadcasting requirements, to other meetings of principal councils.

At present it is a matter for principal councils to decide the approach they take in terms of whether to broadcast any meetings in addition to the full council meeting. Should a principal council wish to broadcast some or all of its other meetings, then it can do so, as many do in practice. The existing provisions do not limit the number, or type of meetings principal councils are able to broadcast live on a voluntary basis.

Support to facilitate multi location meetings and broadcasting

To assist with the implementation of sections 46 and 47 of the 2021 Act, and to respond to some of the concerns raised by local government, Welsh Ministers provided more than £850,000 to principal councils to support the implementation of multi-location meetings and broadcasting enabling a variety of platforms and approaches to be taken based upon the circumstances of each principal council.

The broadcasting arrangements are now well established in principal councils,

which has enabled a greater opportunity for wider access to their full council meetings by local communities and Welsh citizens.

The Welsh Government has undertaken an analysis of principal council compliance with the broadcasting duty under section 46(1) and (2)(a) of the 2021 Act. The analysis showed that all principal councils are broadcasting their full council meetings live, and retaining a copy of the recording online, for members of the public to access.

Many have gone beyond the mandatory requirements of the 2021 Act and are broadcasting live or providing an online recording of other meetings. These include meetings of Cabinet, Overview and Scrutiny Committees and Planning Committees.

The Welsh Ministers are currently considering how the agreed staged approach to expansion of the mandatory requirements to broadcast meetings might be taken forward.

Welsh Government has engaged with representatives of principal councils and discussions have focussed on a number of issues including:

- Whether expansion of mandatory broadcasting to other principal council meetings is required.
- What type of meetings should any expansion include?
- How long should recordings of meetings be retained?

Technology continues to advance

Digital and Artificial Intelligence (AI) approaches, such as Copilot, can significantly enhance the efficiency and effectiveness of local authorities in Wales when organising and broadcasting multi-location meetings. By leveraging AI-powered tools, authorities can streamline the scheduling process, ensuring that all participants are available and that meetings are set up with the necessary resources. AI can also assist in real-time transcription and translation.

In addition, AI can enhance the broadcasting of these meetings by providing

automated camera control, ensuring the focus is always on the active speaker. This creates a more engaging and professional viewing experience for remote attendees. AI can also help in archiving and indexing meeting recordings, making it easier to retrieve and review past discussions. This not only improves transparency but also aids in better decision-making by providing easy access to historical data. Overall, digital and AI solutions like Copilot can transform the way local authorities in Wales conduct and broadcast their meetings, making them more efficient, inclusive, and transparent.

It is, of course a matter for local authorities across Wales to determine how they embrace and exploit this technology to maximise the potential benefits.

Extension of mandatory broadcasting for principal councils

Discussions with principal councils about extending the range of meetings to be broadcast in the future has provided a mixed response. There is recognition that broadcasting has resulted in greater openness and transparency, but as costs rise, concerns have been raised that an expansion of live broadcasts will have resource implications for principal councils. These costs include (but are not limited to):

- increased resources to support digital platforms and management of meetings
- cost of storing videos as well as official papers and minutes of meetings (video storage is more expensive as it takes up more space)
- translation costs for live streaming
- adaptation of meeting rooms

Whilst Welsh Ministers recognise there are resource implications associated with expanding the number of meetings required to be broadcast live, it is also the case that this can be minimised through careful planning of the timing of meetings. Welsh Ministers consider a pragmatic approach which focusses on broadcasting a number of committee meetings which have broader public interest, would be a proportionate next step in the approach.

Welsh Ministers consider it important that individuals across Wales should be provided with similar levels of accessibility to the democratic process regardless of where they live and this is generally more easily, or in some cases, only achievable using digital technology to broadcast meetings.

Discussions with principal councils suggest an appropriate next step would be to extend the requirement to broadcast meetings live to include most of the statutory committees which principal councils are required to hold, together with meetings of the Cabinet.

Much of local government business in Wales is conducted through committees established by principal councils. Legislation provides that a principal council must establish a committee for certain statutory functions and may establish committees for other functions, to discharge its statutory duties.

As the decisions taken by these committees influence and affect the lives of citizens and communities across Wales, it is important that individuals are able to understand what issues their local representatives are considering on their behalf, and how they are taking into account their views and interests.

Rationale for change

There is an outstanding commitment to consider how the duty to broadcast meetings should be extended to include other meetings of principal councils. This is in line with the iterative approach agreed with local government.

Increasing the range of meetings to be broadcast could provide the public with greater knowledge of how principal councils carry out their functions; how the views of the public are being considered; and how decisions are made.

Welsh Ministers' proposal is to require the meetings of the following principal council statutory committees to be broadcast: Democratic Services, Governance and Audit, Licensing, Planning, Overview and Scrutiny, and Standards Committees, plus Cabinet meetings.

These additional meetings cover the main statutory functions of a principal

council. The Welsh Government would welcome views on whether there is an appetite to change current broadcasting arrangements and if so, what specific changes would you like to see to the current arrangements?

There is no proposal at this time to extend the duty to cover sub committees and joint committees of a principal council because of the demands on resources of local authorities and the agreed iterative approach to expansion.

Principal councils will need to consider how these additional meetings will be managed and how members of the public can continue to access meetings in order to maintain clear, transparent and accessible meetings.

The statutory committees of a principal council

Democratic Services Committee

A Democratic Services Committee is a statutory committee of a principal council established under section 11(1) of the Local Government (Wales) Measure 2011. Its purpose is to appoint a Head of Democratic Services; review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions and to make reports and recommendations to the authority in relation to such provision. It also reviews, at the request of Full Council, any matter relevant to the support and advice available to Members of the council and the terms and conditions of office of those Members and must make reports and recommendations to the council following such a review.

Governance and Audit Committee

A Governance and Audit Committee is a statutory committee of a principal council established under section 81 of the Local Government (Wales) Measure 2011. It has functions set out in law which it must carry out, which include reviewing and scrutinising the council's financial affairs and financial statements; reviewing and assessing the council's risk management; performance

assessment; and the council's ability to handle complaints effectively; and overseeing the council's internal and external audit arrangements. It can make reports and recommendations about all of the things it is tasked with reviewing and assessing. Councils can also ask these committees to undertake other suitable functions.

Licensing Committee

A Licensing Committee is a statutory committee of a licensing authority (principal council), established under section 6 of the Licensing Act 2003. It determines all matters regulated by the Licensing Act 2003 and the Gambling Act 2005. It is responsible for considering and proposing the authority's licensing policy. It can make decisions about individual licence applications submitted to a council, revoke existing licences, or add conditions to licences through hearings and policies of the council. Cases considered by the committee include applications for taxi licences, for temporary events such as fetes and fairgrounds and for permission to sell alcohol and sex establishment licences.

Planning Committee

A Planning Committee is a statutory committee of a principal council, established under section 319ZA of the Town and Country Planning Act 1990. It decides whether **planning applications** (https://www.designingbuildings.co.uk/wiki/Planning_application) should be **approved** (<https://www.designingbuildings.co.uk/wiki/Approved>) or rejected and whether approved applications should have **planning conditions** (https://www.designingbuildings.co.uk/wiki/Planning_conditions) or **planning obligations** (https://www.designingbuildings.co.uk/wiki/Planning_obligations) attached to them. The proposals it considers can be development ideas for the benefit of the local economy and community and are usually large, complex, or controversial and can sometimes attract significant public interest.

Overview and Scrutiny Committee

An Overview and Scrutiny Committee (sometimes known as a Scrutiny Committee) is a statutory committee of a principal council established under section 21 of the Local Government Act 2000. Its purpose is to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive; and to review or scrutinise decisions made, or action taken, in connection with the discharge of any functions which are not the responsibility of the executive. Scrutiny is an important part of a council's own systems for improving its performance as it holds the executive to account for the decisions it makes. Scrutiny Committees can publish reports and recommendations for improvement which should be considered by the executive and responded to as well as making reports or recommendations on matters which affect the principal council's area or the inhabitants of that area.

Standards Committee

A Standards Committee is a statutory committee of a relevant authority (which includes principal councils) established under section 53 of the Local Government Act 2000. Its purpose is to promote and maintain high standards of conduct by its members and the co-opted members of a relevant principal council; and to assist them to observe the code of conduct. Its role has specific functions in law, which is to advise the principal council on the adoption or revision of a code of conduct; monitor the operation of the principal council's code of conduct; to advise and train members and co-opted members of the principal council on matters relating to its code of conduct; to monitor compliance by leaders of political groups on the council with their duties to take reasonable steps to promote and maintain high standards of conduct by the members of the group and advising and training leaders of political groups on the council about matters relating to these duties.

Cabinet meetings

The Cabinet, otherwise known as ‘the Executive’, of a principal council is established under section 11 of the Local Government Act 2000. It is made up of a number of councillors chosen by the elected Leader to work together to undertake decisions which are outlined in law. For example, it is responsible for setting the budget, policy making in its principal council area and for taking many of the major decisions on the way a Council serves its residents. Each Cabinet member has a specific responsibility, known as a portfolio, covering areas such as health and social care, transport, education and leisure and recreation.

Exemptions

As with all committees and meetings, there will be items that require closed sessions where public attendance is not allowed. Councils will not be expected to broadcast aspects of their meetings which are normally held in private, for example, principal councils would not be required to broadcast proceedings of a standards committee where confidential matters are being discussed. It is proposed that these items can be accommodated through procedural rules about proceedings.

Extension of broadcasting requirement to NPAs and FRAs

Background

There are currently 3 NPAs in Wales: Bannau Brecheiniog, Pembrokeshire Coast and Eryri. In its Programme for Government (2021 to 2026), the Welsh Government sets out its intention to designate a new National Park in Wales based on the existing Clwydian Range and Dee Valley Area of Outstanding Natural Beauty or AONB (Now known as a ‘National Landscape’). If established, it would be the fourth NPA in Wales.

There are currently 3 FRAs in Wales, North Wales fire and rescue authority, Mid and West Wales fire and rescue authority and South Wales fire and rescue authority.

Section 46(8) and (9) of the 2021 Act allows Welsh Ministers to require specified bodies to broadcast their meetings, including NPAs and FRAs.

Due to the large geographical areas covered by each NPA and FRA it can be difficult for people to attend their meetings and as a result their meetings are often held either fully online or on a hybrid basis. Welsh Ministers are keen to explore views about extending the requirement to broadcast meetings to FRAs and NPAs in Wales.

Current position

NPAs

NPAs oversee the protection and conservation of the areas within the park authority area and have the following 2 purposes:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park.
- To promote opportunities for the understanding and enjoyment of the special qualities (of the Park) by the public.

In undertaking this role NPAs may do anything which, in their opinion, may facilitate or is conducive to the accomplishment of the park purposes. They also have a duty to seek to foster the economic and social prosperity of local communities within their area but must do so without incurring significant additional expenditure.

Each NPA consists of members appointed to serve on the authority by principal councils that have land within the park boundary. They make up two-thirds of the membership of an authority. The remaining members are appointed by the Welsh Government.

Each NPA in Wales is currently able to decide whether to broadcast its meetings on a voluntary basis. Full authority meetings are currently broadcast live by all of the NPAs at their discretion. Following the meeting a recording is available online. Specific arrangements about the retention of recordings of meetings are set by each NPA, currently all NPAs make recordings available online for a minimum of 6 months.

FRAs

FRAs have statutory obligations to oversee the provision of fire and rescue services in their areas. The powers and duties of fire and rescue authorities are set out in Part 2 of the Fire and Rescue Services Act 2004. Their core functions are:

- promoting fire safety
- firefighting
- responding to road traffic accidents
- dealing with other prescribed emergencies

FRAs serve areas which are combinations of local authority areas and consist of nominated elected members representing those authorities. A full FRA meeting takes place 3 to 4 times a year and typically covers a range of strategic, operational and resourcing matters.

As with NPAs, each FRA in Wales is currently able to decide whether to broadcast its meetings on a voluntary basis. There is currently no standard approach by FRAs to broadcasting their meetings. Full authority meetings are broadcast live by FRAs at their discretion with a recording made available online. Specific arrangements about the retention of recordings of meetings are set by each FRA.

Section 53 of the Local Government Act 2000 requires NPAs and FRAs to establish a standards committee. These committees play a crucial role in promoting high standards of conduct among members. Currently there is no duty to broadcast these meetings

Extension of mandatory broadcasting duty

Both FRAs and NPAs are part of the local government family in Wales and are responsible for overseeing vital public services in which there is wider public interest. FRAs work to prevent fires, respond swiftly to emergencies, and contribute to a decline in incidents. Meanwhile, NPAs protect Wales' natural beauty, offer recreational opportunities, and engage communities in shaping policies. Both directly impact safety, quality of life, and the environment.

Welsh Ministers consider that, as with principal councils, there is merit in the public being able to follow the proceedings of the FRAs and NPAs, that is the full meetings and standards committees, either as they happen, or for those unable to do so, to have access to recordings of the meetings. Welsh Ministers therefore consider there is benefit in ensuring individuals and organisations in Wales have the same level of access to these proceedings regardless of where they live.

As with the proposals for meetings of principal councils, NPAs and FRAs will not be expected to broadcast aspects of their meetings which are normally held in private e.g the proceedings of a standards committee where confidential matters are being discussed. It is proposed that these items can be accommodated through procedural rules about proceedings.

Rationale for change

As with principal councils the rationale for change is to open up democracy to a wider audience and improve transparency.

Retention periods

Section 100C(1A) and (1B) of the Local Government Act 1972 ("the 1972 Act") requires principal councils to have minutes open for inspection for 6 years.

Some minutes may be subject to different retention periods, such as those which

are relevant to ongoing legal proceedings or investigations; those which hold exceptional historical value or those of local significance to archival institutions.

Whilst written minutes are required to be kept to provide an official record of the meeting, it is recognised that they may not preserve the full detail of events in the same way as a recording of the meeting itself does.

The 2021 Act states that in relation to the broadcast of full meetings of principal councils, the recording of the broadcast must be available electronically for a specified period after the meeting. The term 'specified period' has not been defined in law and as such is open to each principal council to determine. As a result, practices differ across Wales.

An NPA and FRA is a 'principal council' for the purposes of section 100C of the 1972 Act and so are subject to the requirement to keep minutes for 6 years.

As there is no current requirement in legislation for FRAs or NPAs to broadcast their meetings, there is no requirement in legislation to make these available electronically after the meeting.

Welsh Ministers are interested in views about the period of retention for the recording of broadcast meetings for principal councils, FRAs and NPAs and whether this should be the same and as is currently in place for written records (minutes) of meeting i.e 6 years, or for a different period of time.

Next steps

In considering proposed changes to the arrangements for broadcasting council meetings in this consultation, it is important to consider that any changes improve local democracy and informed decision making.

This consultation seeks views about:

- What meetings of principal councils other than full council meetings should be broadcast in the future?
- Whether broadcasting provision should be extended to include meetings of

FRAs and NPAs?

- The retention period for recordings of broadcast meetings.

Consultation questions

Question 1

Do you agree the duty to broadcast meetings live should be extended to additional meetings of a principal council?

Question 2

Are there other committees' meetings of a principal council you think the duty should be extended?

Question 3

Do you agree the requirement to broadcast meetings should be extended to NPAs and FRAs?

Question 4

Should the broadcasting of NPA and FRA meetings be extended to meetings beyond that of the full authority, e.g standards committees?

Question 5

In relation to principal councils, NPAs and FRAs, do you agree that recordings of meetings required to be broadcast should be retained?

Question 6

What, in your opinion, would be the likely effects of extending the duty to broadcast meetings on the Welsh language?

We are particularly interested in any likely effects on opportunities to use the Welsh language and on not treating the Welsh language less favourably than English.

Do you think that there are opportunities to promote any positive effects?

Do you think that there are opportunities to mitigate any adverse effects?

Question 7

In your opinion, could extending the duty to broadcast meetings be formulated or changed so as to:

- have positive effects or more positive effects on using the Welsh language and on not treating the Welsh language less favourably than English; or
- mitigate any negative effects on using the Welsh language and on not treating the Welsh language less favourably than English?

Question 8

Please explain how you think broadcasting of council meetings impacts different social, economic and cultural groups, both positively and negatively and what measures can be undertaken to ensure equitable access and representation.

Question 9

We have asked a number of specific questions. If you have any related issues which we have not specifically addressed, please use this space to report them:

How to respond

Submit your comments by 28 November 2025, in any of the following ways:

- complete our **online form** (<https://www.gov.wales/node/67799/respond-online>)
- download, complete our **response form** (<https://www.gov.wales/sites/default/files/consultations/2025-06/wg49993-response-form.docx>) and email **LGPolicy.Correspondence@gov.wales** (<mailto:LGPolicy.Correspondence@gov.wales>)
- download, complete our **response form** (<https://www.gov.wales/sites/default/files/consultations/2025-06/wg49993-response-form.docx>) and post to:

Local Government Policy Division
Welsh Government
Cardiff
CF10 3NQ

Additional information

The closing date for this consultation has been extended to 28 November 2025 to allow more time for responses following the summer period.

Your rights

Under the data protection legislation, you have the right:

- to be informed of the personal data held about you and to access it
- to require us to rectify inaccuracies in that data
- to (in certain circumstances) object to or restrict processing
- for (in certain circumstances) your data to be 'erased'
- to (in certain circumstances) data portability
- to lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection

Responses to consultations are likely to be made public, on the internet or in a report. If you would prefer your response to remain anonymous, please **tell us** (<https://www.gov.wales/extending-duty-local-authorities-broadcast-meetings>).

For further details about the information the Welsh Government holds and its use, or if you want to exercise your rights under the GDPR, please see contact details below:

Data Protection Officer

Data Protection Officer
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

E-mail: data.protectionofficer@gov.wales
(<mailto:data.protectionofficer@gov.wales>)

Information Commissioner's Office

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 01625 545 745 or 0303 123 1113

Website: ico.org.uk (<https://ico.org.uk/>)

UK General Data Protection Regulation (UK GDPR)

The Welsh Government will be data controller for Welsh Government consultations and for any personal data you provide as part of your response to the consultation.

Welsh Ministers have statutory powers they will rely on to process this personal data which will enable them to make informed decisions about how they exercise their public functions. The lawful basis for processing information in this data collection exercise is our public task; that is, exercising our official authority to undertake the core role and functions of the Welsh Government. (Art 6(1)(e))

Any response you send us will be seen in full by Welsh Government staff dealing with the issues which this consultation is about or planning future consultations. In the case of joint consultations this may also include other public authorities. Where the Welsh Government undertakes further analysis of consultation responses then this work may be commissioned to be carried out by an accredited third party (e.g. a research organisation or a consultancy company). Any such work will only be undertaken under contract. Welsh Government's standard terms and conditions for such contracts set out strict requirements for the processing and safekeeping of personal data.

In order to show that the consultation was carried out properly, the Welsh Government intends to publish a summary of the responses to this document. We may also publish responses in full. Normally, the name and address (or part of the address) of the person or organisation who sent the response are published with the response. If you do not want your name or address published, please tell us this in writing when you send your response. We will then redact them before publishing.

You should also be aware of our responsibilities under Freedom of Information legislation and that the Welsh Government may be under a legal obligation to disclose some information.

If your details are published as part of the consultation response, then these published reports will be retained indefinitely. Any of your data held otherwise by

Welsh Government will be kept for no more than 3 years.

Further information and related documents

Number: WG49993

You can view this document in **alternative languages**. (<https://gov.wales/alternative-languages>) If you need it in a different format, please **contact us** (<https://gov.wales/contact-welsh-government>).

This document may not be fully accessible.

For more information refer to our **accessibility statement** (</accessibility-statement-govwales>).