

# Public Document Pack

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

### Bridgend County Borough Council

Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB / Civic Offices, Angel Street, Bridgend, CF31 4WB



*Rydym yn croesawu gohebiaeth yn Gymraeg. Rhwch wybod i ni os mai Cymraeg yw eich dewis iaith.*

*We welcome correspondence in Welsh. Please let us know if your language choice is Welsh.*



**Cyfarwyddiaeth y Prif Weithredwr / Chief Executive's Directorate**  
Deialu uniongyrchol / Direct line /: 01656 643148 / 643694 / 643513  
Gofynnwch am / Ask for: Democratic Services

Ein cyf / Our ref:  
Eich cyf / Your ref:

**Dyddiad/Date:** Monday, 17 November 2025

Dear Councillor,

#### **DEMOCRATIC SERVICES COMMITTEE**

A meeting of the Democratic Services Committee will be held Remotely via Microsoft Teams on **Thursday, 20 November 2025 at 10:00.**

#### **AGENDA**

- 1 Apologies for Absence  
To receive apologies for absence from Members.
- 2 Declarations of Interests  
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by the Council from 1 September 2008.
- 3 Approval of Minutes  
To receive for approval, the minutes of the 26/06/25 3 - 8
- 4 DBCC Draft Annual Report 2026-27 9 - 32
- 5 Member Development Programme Update 33 - 46
- 6 WG Consultation on Live Streaming meetings

**By receiving this Agenda Pack electronically you will save the Authority approx. £1.68 in printing costs**

7 **Urgent Items**

To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

**Note: This will be a Remote meeting and Members and Officers will be attending Remotely via Microsoft Teams. The meeting will be recorded for subsequent transmission via the Council's internet site which will be available as soon as practicable after the meeting. If you would like to view this meeting live, please contact [cabinet\\_committee@bridgend.gov.uk](mailto:cabinet_committee@bridgend.gov.uk) or tel. 01656 643148 / 643694 / 643513 / 643159.**

Yours faithfully

**K Watson**

Chief Officer, Legal and Regulatory Services, HR and Corporate Policy

Councillors:

S Aspey

H T Bennett

P Ford

RM Granville

D T Harrison

M L Hughes

RM James

I M Spiller

T Thomas

G Walter

E D Winstanley

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD HYBRID IN THE COUNCIL CHAMBER CIVIC OFFICES, ANGEL STREET, BRIDGEND, CF31 4WB ON THURSDAY, 26 JUNE 2025 AT 10:00

Present

Councillor T Thomas – Chairperson

E D Winstanley

Present Virtually

S Aspey  
RM James

H T Bennett  
G Walter

D T Harrison

M L Hughes

Officers:

Rachel Keepins  
Nimi Chandrasena  
Oscar Roberts

Democratic Services Manager  
Democratic Services Officer – Support  
Business Administrative Apprentice – Democratic Services

22. Apologies for Absence

Decision Made	<u>RESOLVED:</u> Apologies were received from Cllr H Bennett, Cllr I Spiller and Cllr R Granville
Date Decision Made	26 June 2025

23. Declarations of Interests

Decision Made	<u>RESOLVED:</u> There were no declarations of interest.
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This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg

Date Decision Made	26 June 2025

**24. Approval of Minutes**

Decision Made	<u>RESOLVED:</u> That the minutes of meetings of the Democratic Services Committee dated 13/06/2024 and 21/11/2024 be approved as a true and accurate record.
Date Decision Made	26 June 2025

**25. Member Development Programme Update**

Decision Made	<p>The purpose of this report, presented by the Democratic Services Manager, was to provide the Committee with an update on the delivery of the Council's Member Training and Development Programme and related activities, as well as request the Committee to identify any further topics for inclusion in the Member Development Programme. An improvement in e-learning take-up was noted as well as the availability of past remote training on the Council's Learning and Development website.</p> <p>Members posed questions on:</p> <ul style="list-style-type: none"><li>• The organisations and persons delivering certain training</li><li>• Future topics for Member Training.</li><li>• The number of Members who have not completed mandatory training, and potential consequences of failing to complete said training.</li></ul> <p>These questions were addressed by the Democratic Services Manager and the Chairperson, clarifying that regular reminders are sent to Group Leaders to chase Members up as well as to all individual members.</p> <p><u>RESOLVED:</u> The Committee:</p> <ul style="list-style-type: none"><li>a) Noted the report and appendices;</li><li>b) Identified the topics of welfare and benefits awareness for inclusion in the Member Development Programme and prioritise them accordingly.</li></ul>
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	<p>The Committee further requested that training where possible could be held on days without existing Committee meetings to fit in better with Member schedules. The Committee also requested that individual Member's training statistics be published in the future, and for reminder emails to Members to include details of exact training not completed and a request to organize any of this training if needed with Democratic Services via Teams.</p> <p>The Democratic Services Manager agreed to send further individual reminders to Elected Members not part of a group to facilitate training.</p>
Date Decision Made	26 June 2025

## **26. Research Support and Services for Elected Members – Protocol**

Decision Made	<p>The purpose of this report, presented by the Democratic Services Manager, was to provide the Democratic Services Committee with the Research Support and Service Protocol for Elected Members. The Democratic Services Manager also emphasized the resource challenges to the Democratic Services team as well as the Council as a whole as it relates to the potential resource cost of some training aspects.</p> <p>Members posed questions on:</p> <ul style="list-style-type: none"> <li>• Linking of Member Annual Reports to training undertaken over the year.</li> <li>• Members who are still receiving paper copies of agendas, and the methods by which they receive them.</li> <li>• The possible creation of new working groups within or derived from existing Committees.</li> </ul> <p>These questions were addressed by the Democratic Services Manager.</p> <p><u>RESOLVED:</u> the Committee approved the Research Support and Services for Elected Members Protocol and its subsequent distribution to all Elected Members</p> <p>The Democratic Services Manager also agreed to further investigate the distribution of the New Member's Briefing sent out via the Communications team and ensure all Members both in BCBC and in the County Borough's Town and Community Councils have access to it.</p>
Date Decision Made	26 June 2025

**Democratic Services Committee Annual Report**

Decision Made	<p>The purpose of the report, presented by the Democratic Services Manager, was to provide the Democratic Services Committee with the Annual Report for the period May 2024 to May 2025.</p> <p>Members posed questions on the format of the report to better reflect mandatory training participation, and whether Group Leaders receive reminders of Members who have not completed training. These questions were addressed by the Democratic Services Manager.</p> <p><u>RESOLVED:</u> The Committee received and noted the Annual Report for submission to Council for information.</p>
Date Decision Made	26 June 2025

**28. Democratic Services Committee Forward Work Programme**

Decision Made	<p>The purpose of this report, presented by the Democratic Services Manager, was to present Members with a proposed Forward Work Programme (FWP) for the Democratic Services Committee for consideration and further development.</p> <p>The Democratic Services Manager further raised with the Committee that the resumption of the Portal Working Group had been requested by Members. It was agreed that any potential items previously discussed in the meeting would be added to the Forward Work Programme following the meeting.</p> <p>Members posed questions on potential membership of the Portal Working Group</p> <p><u>RESOLVED:</u> The Committee considered the proposed draft Forward Work Programme for the Democratic Services Committee attached at Appendix A and provided comments and suggestions for further items for the Committee to consider at its future meetings. The Committee further agreed to reconstitute the Portal Working Group.</p>
Date Decision Made	26 June 2025

**29. Urgent Items**

**This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg**

Decision Made	<u>RESOLVED</u> : None.
Date Decision Made	26 June 2025

To observe further debate that took place on the above items, please click this [link](#)

The meeting closed at 10:55.

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<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>20 NOVEMBER 2025</b>
<b>Report Title:</b>	<b>DEMOCRACY AND BOUNDARY COMMISSION CYMRU (DBCC) DRAFT ANNUAL REMUNERATION REPORT 2026/27</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the policy framework and procedure rules in respect of this report.</b>
<b>Executive Summary:</b>	<p><b>This report sets out the Democracy and Boundary Commission Cymru (DBCC) Draft Annual Report for the municipal year 2026/27.</b></p> <p><b>The DBCC have taken on the responsibility of 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.</b></p> <p><b>For its Draft Annual Report for 2026/27 the main elements of change affecting the Authority include:</b></p> <ul style="list-style-type: none"> <li><b>• Basic Salary for Elected Members of Principal Councils – Determination 1;</b></li> <li><b>• Salaries paid to Senior, Civic and Presiding members of Principal Councils – Determination 2;</b></li> <li><b>• Salaries for Joint Overview and Scrutiny Committees (JOSC) – Determination 3;</b></li> <li><b>• Payments to Fire and Rescue Authorities – Determination 4;</b></li> <li><b>• Payments made to Co-opted members of principal councils, Fire and Rescue Authorities and lay members of Corporate Joint Committees - Determination 5</b></li> </ul>

	<p><b>The report also refers to areas that are being reviewed by the Commission for future consideration:</b></p> <ul style="list-style-type: none"> <li>• <b>Resettlement payments for councillors who are unsuccessful when seeking re-election;</b></li> <li>• <b>The remuneration framework for senior roles in principal councils and corporate joint committees;</b></li> <li>• <b>The methodology for annual uprating, including considering whether the Annual Survey of Hours and Earnings remains the most appropriate measure;</b></li> </ul> <p><b>The Committee is asked to note the report (Appendix A) and provide any comments to be submitted to the DBCC for consideration in their final report for February 2026.</b></p>
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## **1. Purpose of Report**

- 1.1 The purpose of this report is to present the Democracy and Boundary Commission Cymru (DBCC) Draft Annual Remuneration Report 2026/27 to the Committee (**Appendix A**), for Members to provide views on its content as part of the consultation process.

## **2. Background**

- 2.1 Following an independent ten-year review of the Independent Remuneration Panel Wales in 2021, and as a result of the Elections and Elected Bodies (Wales) Act 2024 being passed in July 2024, the Panel's functions transferred over to the DBCC on 1 April 2025.
- 2.2 As the Panel was required, and in accordance with the requirements of Section 147 of the Local Government (Wales) Measure 2011, the DBCC 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 sets out the proposed 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.
- 2.3 The report highlights that substantive changes to the remuneration framework will only be made once in each electoral cycle, prior to each local government election, with those in between focusing on annual uprating. Consequently, this draft report for 2026-27 considers uprating amounts where appropriate but leaves the framework unchanged. The next report, for 2027-28, which is required to be published by the end of February 2027, will update the framework for those members who will be elected at the May 2027 local elections.
- 2.4 In order to meet the requirement of the Measure to publish its final report in Spring 2026 the DBCC has requested that any representations or comments about this report should be received no later than 18 November 2025. However, allowance has been provided to extend this deadline slightly to enable this Committee to meet to discuss the report and still submit any comments to be taken into consideration.

### **3. Current situation / proposal**

3.1 The draft DBCC Report is attached at **Appendix A** and proposes some changes to the current remuneration prescribed for Elected Members at Principal (County Borough) and Town and Community Council levels. The following paragraphs summarise the key elements of the report for the Authority.

#### **3.2 Basic Salary for Elected Members of Principal Councils – Determination 1**

3.2.1 The Commission has reviewed the time commitment for Councillors in relation to their responsibility of community representation and participation in the scrutiny, regulatory and related functions of local governance. No changes are proposed for 2026-27 with the Commission agreeing the average work commitment of an elected councillor of a principal council as a full time equivalent of three working days a week.

3.2.2 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 Annual Survey of Hours and Earnings (ASHE), the latest figure available at the time of writing. The basic salary will be £21,044, an increase of 6.4% on 2025-26.

#### **3.3 Salaries paid to Senior, Civic and Presiding members of Principal Councils – Determination 2**

3.3.1 The number of senior salaries available to this Authority remains unchanged at 18 based on a review undertaken in 2021 of differentials and market comparators. No changes to the banding have been proposed. The Senior salaries will therefore be increased at the same rate as basic salaries.

3.3.2 The ASHE related uplift will also apply to the role element of the Leader, Deputy Leader, Executive Members, Committee Chairs (if paid), the Leader of the largest opposition group and the Leader of other political groups (if paid), (Bands 1, 2, 3, 4 and 5).

3.3.3 The senior salaries for 2026-27 are summarised in Table 1 of **Appendix A**.

#### **3.4 Salaries for Joint Overview and Scrutiny Committees (JOSC) – Determination 3**

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

#### **3.5 Payments to Fire and Rescue Authorities – Determination 4**

3.5.1 The three Fire and Rescue Authorities (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.

- 3.5.2 In line with the Panel's decision to increase the basic salary of elected members of principal councils, the remuneration level for ordinary members of FRAs is also increased in line with ASHE.
- 3.5.3 The remuneration for Chairs will remain linked to a Band 3 senior salary of principal councils, therefore, there will be a small increase to the role element of their pay. Deputy Chairs, Committee Chairs and other senior roles will remain linked to Band 5. Further details of this are provided below:

**Fire and Rescue Authorities**

Basic salary for ordinary member	£2,968
Chair	£13,490
Deputy Chair (where appointed)	£7,177
Committee Chair or other senior post	£7,177

3.6 Co-opted members of principal councils, Fire and Rescue Authorities and lay members of Corporate Joint Committees (CJC) - Determination 5

- 3.6.1 The Commission state that Principal council and FRAs must pay their co-opted members who have voting rights fees at the rates as outlined in Table 4 of the report. It also states that these payments equally apply to CJC lay members with voting rights from 31 July 2024.
- 3.6.2 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. 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.
- 3.6.3 The Commission report states that all other determinations from previous years are unchanged and are incorporated into the report for completeness. These include:
- The limit (known as the cap) for the number of salaries payable to senior, civic and presiding members of Principal Councils
  - Restrictions on senior post remuneration
  - Restrictions on payment for posts outside the principal council
  - Support to elected members of principal councils
  - Specific or additional senior salaries and assistants to the executive
  - Local Government Pension Scheme
  - Family absence provisions for elected members of principal councils
  - Sickness absence payments for senior salary holders of principal councils
  - Corporate Joint Committees (CJCs) travel and subsistence
  - Payments to Fire and Rescue Authorities – restrictions
  - Co-opted members of principal councils, Fire and Rescue Authorities and lay members of Corporate Joint Committees - Travel and subsistence, support, meeting preparation time, care and personal assistance.
  - Travel and subsistence expenses
  - Costs of Care and Personal Assistance Payments

3.7 Further to the above, the report also highlights further areas that are being reviewed for future consideration:

- Resettlement payments for councillors who are unsuccessful when seeking re-election;
- The remuneration framework for senior roles in principal councils and corporate joint committees;
- The methodology for annual uprating, including considering whether the Annual Survey of Hours and Earnings remains the most appropriate measure.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

#### **5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives**

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

#### **6. Climate Change and Nature Implications**

6.1 There are no Climate Change or Nature implications as a result of this report.

#### **7. Safeguarding and Corporate Parent Implications**

7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

#### **8. Financial Implications**

8.1 The proposed changes to the remuneration of Elected Members for the 2026-27 financial year will potentially increase the financial commitment required from this Authority.

8.2 A full assessment of the financial impact to the Council in respect of Elected Members' remuneration will be required. Any additional costs will be a pay pressure for Democratic Services in 2026-27 and will need to be considered when finalising the Medium-Term Financial Strategy and addressed as part of the budget setting process for that year.

#### **9. Recommendations**

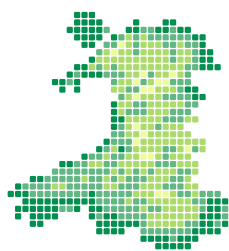
9.1 It is recommended that the Committee:

- a) Note the content of the report;

- b) Provide any response in respect of the DBCC Draft Annual Remuneration Report 2026/27;
- c) Approve that any response of the Committee be submitted to the DBCC in order to inform its final report for February 2026.

**Background documents**

None



Comisiwn  
Democratiaeth a  
Ffiniau Cymru

Democracy  
and Boundary  
Commission Cymru

# Draft annual remuneration report

## 2026 - 2027

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

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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  
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## 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 report<sup>1</sup>.
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.

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<sup>1</sup> [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 report<sup>2</sup> and included lay members of corporate joint committees (CJC) in its 2024 supplementary report<sup>3</sup>. 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.

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

<sup>3</sup> [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 ASHE<sup>4</sup>, 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.

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<sup>4</sup> [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
<b>Group A</b>	
Band 1 leader	£78,917
Band 1 deputy leader	£55,242
Band 2 executive member	£47,350
<b>Group B</b>	
Band 1 leader	£71,025
Band 1 deputy leader	£49,717
Band 2 executive member	£42,615
<b>Group C</b>	
Band 1 leader	£67,079
Band 1 deputy leader	£46,955
Band 2 executive member	£40,247
<b>All principal councils</b>	
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**

<b>NPAs</b>	<b>Amount</b>
Basic salary for ordinary member	£5,936
Chair	£16,458
Deputy chair (where appointed)	£10,144
Committee chair or other senior post	£10,144
<b>FRAs</b>	<b>Amount</b>
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.<sup>5</sup>

### 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

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<sup>5</sup> [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 Foundation<sup>6</sup> 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)

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<sup>6</sup> [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](mailto: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](http://www.dbcc.gov.wales)



<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>20 NOVEMBER 2025</b>
<b>Report Title:</b>	<b>MEMBER DEVELOPMENT PROGRAMME UPDATE</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon Policy Framework and Procedure Rules</b>
<b>Executive Summary:</b>	<ul style="list-style-type: none"> <li>• It is the role of the Democratic Services Committee to develop a Member Learning and Development Strategy and ensure Members have access to a reasonable level of training and development and sufficient budget to do so.</li> <li>• This report provides an update on the Member Development Programme since June 2025 and sets out the process for informing and planning the future programme.</li> <li>• Members are asked to put forward suggestions for inclusion in the programme and prioritise accordingly.</li> <li>• The report also proposes establishing a small Working Group from this Committee to review the Member Development Strategy and begin preparations for the Member Induction 2027.</li> </ul>

## 1. Purpose of Report

### 1.1 The purpose of this report is to:

- Provide the Committee with an update on the delivery of the Council's Member Training and Development Programme and related activities;
- Request the Committee to identify any further topics for inclusion in the Member Development Programme.

## 2. Background

- 2.1 Following the Local Government (Wales) Measure 2011, local authorities were directed to place more emphasis on Member Development. Members are encouraged to identify their own development needs and participate fully in learning and development activities.
- 2.2 Under the Council's Constitution part of the role description of a Member on the Democratic Services Committee is:
- developing the Authority's member learning and development strategy;
  - ensuring that members have access to a reasonable level of training and development as described in the member development strategy and the Wales Charter for Member Support and Development;
  - ensuring that the budget for member development is sufficient;
  - ensuring that members have access to personal development planning and annual personal development reviews.

### **3. Current situation / proposal**

- 3.1 **Appendix A** details the training and development sessions that have taken place as part of the Member Development Programme since last reported to the Democratic Services Committee on 26 June 2025.
- 3.2 Training requests are generally forthcoming from both Members and Officers which has been extremely welcomed and encouraged as it enables the programme to be specifically targeted to needs. Examples of this include Social Media training, which Members have specifically requested, as well as Governance and Audit (GAC) refresher training, which was useful for both new and existing GAC Members.

#### **Development Control Committee Training Sessions**

- 3.3 The following Development Control Committee training sessions have been provided since the last update to the Committee:
- 10 July 2025 – Planning Committee Protocol and Procedures
  - 20 August 2025 - Mining Remediation Authority "Risk assessment and management of the environmental impacts of coal mining"
  - 21 August 2025 – Houses in Multiple Occupancy Supplementary Planning Guidance Note Briefing for Members
  - 12 October 2025 - Training Refresher Session and Update

#### **Council Briefings**

- 3.4 The following Local Authority partners have also attended Full Council meetings to provide update briefings to all Members on the services they deliver:
- 25 September 2025 – Presentation by the Police and Crime Commissioner

#### **Council Debate**

- 3.5 At the October 2025 Council meeting, members also participated in a 'State of the County Borough Debate' on the subject of extreme weather, its impact and the resilience of the Local Authority in adapting and responding to these events.

### **Future Member Development**

- 3.6 Attached at **Appendix B** is a schedule for continued training over the next few months, many of which are still awaiting dates to be confirmed, including some from external providers.

### **E-Learning**

- 3.7 In addition to Member Development sessions Members are also asked to undertake several e-learning modules via the online Learning and Development website. These e-learning courses have been devised by the Council for all staff and Members to support their learning and development needs and gives Members the opportunity to undertake this learning remotely at a convenient time at their own pace.

- 3.8 The following mandatory courses below have been previously provided:

- Corporate Induction
- UK General Data Protection Regulation (GDPR)
- Display Screen Equipment
- Fire Safety Awareness (Annual refresher)
- ICT Code of Conduct
- Safeguarding Children and Adults (3 yearly refresher)
- Violence Against Women, Domestic Abuse and Sexual Violence
- Introduction to Equality and Diversity
- Welsh Language Awareness

- 3.9 Since last reported, two more mandatory e-learning modules have been added, these are:

- Health and Safety (3 yearly refresher)
- Climate Change

- 3.10 At the time of drafting this report, 50 Members have accessed the Learning and Development site and commenced their e-learning modules but only 32 Members have completed all eleven mandatory modules, including the two new modules. At the request of this Committee at its last meeting in June 2025, the details for all Members and their e-learning modules are provided at **Appendix C**.

- 3.11 It is worth noting that, following an internal Elected Members Audit undertaken in 2022/23, one of the recommendations from the report which was subsequently reported to the Governance and Audit Committee stated:

***'All elected Members are encouraged and reminded to complete their Code of conduct and mandatory e-learning modules training.'***

- 3.12 Members are therefore encouraged to re-visit the e-learning website and undertake the new additional modules if not yet completed, as well as any refreshers or outstanding modules.

## **Welsh Local Government Association (WLGA) Training**

- 3.13 The WLGA have run a series of 'Progressive Community Leadership' Training for Councillor programmes throughout 2023/2024 and 2024/2025 aimed at exploring the barriers to successfully leading communities and offering strategies for overcoming them. It includes practical methods and techniques for public engagement, participation, and empowerment with a step-by-step framework to build sustainable and resilient communities. These places have been generally limited to 2 places per Local Authority for each set of sessions with extra spare places sometimes offered. So far 10 Bridgend Councillors have signed up and completed this training over 2023/24 and 2024/25. This training has been revised for 2025 with it now being specifically designed to be more accessible for Councillors with limited availability. The key difference is that it will take place on a single day, offering a more concentrated format compared to the previous three separate dates. Unfortunately no Bridgend Members expressed an interest in attending June's workshop but hopefully further dates will be available and advertised soon.
- 3.14 Some Members have also attended the WLGA Leadership Programme which is the flagship leadership development support for Councillors in Wales. It also provides the WLGA with intelligence on the key issues facing local government. Recently feedback from participants has focused on the need to build resilience within the local government leadership and the need to succession plan for developing new leaders. As a result of this, and the restricted places per Local Authority, for 2024 and 2025 the WLGA has tried to encourage a focus on Executive Members or potential future Executive Members. 8 of our current Members have attended this training and 3 more are booked in for the upcoming Programme in 2026 as well as one reserve.

## **Learning and Development Website**

- 3.15 All Members have been provided with the link to the Learning and Development (L&D) website with instructions on how to access the e-learning training. Members can now also click directly onto the icon for the L&D page from their homepage when they open Microsoft Edge on their laptops which should make access much easier.
- 3.16 In addition to accessing e-learning modules, all recordings and associated power point presentations of hybrid or remote training have been uploaded to this site, available either as refresher training for Members or simply for those who may have been unable to make the session.

## **Member Development Strategy and Member Induction 2027**

- 3.17 Part of the role of the Democratic Services Committee (DSC) is developing the Authority's member support and development strategy. The Welsh Local Government Association are already undertaking preparations for their training programme for 2027, therefore it seems timely to review our own strategy and commence plans for the Member Induction 2027.

- 3.18 It is therefore proposed to establish a small working group from Members who sit on the DSC to undertake some of this detailed work on the strategy, using their own knowledge and experiences, as well as those from other Members expressed via the Member survey that was undertaken last year. The purpose of this group will be to propose amendments and suggested improvements to the strategy and the Member Induction programme, for the Committee's final approval.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

#### **5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives**

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

#### **6. Climate Change and Nature Implications**

- 6.1 There are no climate change and nature implications as a result of this report.

#### **7. Safeguarding and Corporate Parent Implications**

- 7.1 There are no safeguarding or corporate parent implications as a result of this report.

#### **8. Financial Implications**

- 8.1 Elected Member learning and development is resourced from the allocated Member Development budget. Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Head of Democratic Services will monitor appropriate spend on the budget. In-house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget.

#### **9. Recommendations**

- 9.1 The Committee is recommended to:

- a) Note the report and appendices;
- b) Identify any additional Member development topics or briefings for inclusion in the Member Development Programme and prioritise them accordingly;
- c) Consider and agree the proposal set out in paragraph 3.18 regarding establishing a Working Group from this Committee to review the Member Learning and Development Strategy and begin preparations for the new Member Induction Programme for 2027.

**Background documents**

None

## BRIDGEND COUNTY BOROUGH COUNCIL

### MEMBER INDUCTION AND DEVELOPMENT PROGRAMME JUNE-NOVEMBER 2025

Date and Time	Delivery	Facilitator	Development Session
<b>26/06/25</b>  <b>10:00-12:00</b> <b>(Cab)</b> <b>13:30-15:30 (All members)</b>	In Person	External Provider	Social Media Training
<b>19/08/25</b> <b>10:00-13:00</b>	In Person	Bridgend County Borough Officers	New Member Licensing Committee Training
<b>05/09/25</b> <b>10:00-11:30</b>	Hybrid	External Provider	Proposed 'Last Energy UK' Project in the Llynfi Valley
<b>08/09/25</b> <b>10:00-12:30</b>	In Person	Bridgend County Borough Officers and External Provider	Governance and Audit Committee Training
<b>10/09/25</b> <b>10:00-11:30</b>	Remote	Bridgend County Borough Officers	Fraud, Tax Evasion and Money Laundering

<b>23/09/25</b> <b>10:00-12:00</b>	Hybrid	<b>Bridgend County Borough</b> <b>Officers</b>	<b>UK Shared Prosperity Fund</b>
<b>28/10/25</b> <b>14:00-16:00</b>	Hybrid	<b>External Provider</b>	<b>Proposed 'Last Energy UK' Project in</b> <b>the Llynfi Valley</b>



**BRIDGEND COUNTY BOROUGH COUNCIL**

**MEMBER INDUCTION AND DEVELOPMENT PROGRAMME**

<b>Tuesday 18 November 2025, 2.00pm-3.30pm</b>	Online	<b>Local Government Association</b>	<b>Building effective member and officer relationships</b>
<b>December 2025 (Date TBC)</b>	TBC	<b>Citizens Advice Bridgend</b>	<b>Presentation by Citizens Advice Bridgend</b>
<b>TBC</b>	Hybrid	<b>Bridgend County Borough Officers</b>	<b>Medium Term Financial Strategy - Budget Briefing</b>
<b>9/12/2025, 2.00pm-3.40pm</b>	Online Webinar	<b>Local Government Association</b>	<b>Personal Safety for Councillors</b>
<b>11 December 2025, 2.00pm- 3.30pm</b>	Online Webinar	<b>Local Government Association</b>	<b>Handling online abuse and intimidation for councillors</b>
<b>TBC</b>	TBC	<b>Bridgend County Borough Officers</b>	<b>ICT- Phishing Training</b>

TBC	Hybrid	Bridgend County Borough Officers	Bridgemaps
TBC	TBC	Welsh Local Government Association	Questioning Skills Refresher
TBC	TBC	Corporate Joint Committee Representatives	Corporate Joint Committees/ Regional Responsibilities
Ongoing – online training/webinars etc	Online	Welsh Local Government Association /Local Government Association	Member Safety (WLGA/LGA) All Members
TBC	Hybrid	Bridgend County Borough Officers	Member Briefing - Governing Body Support and Funding (Invitation to be extended to representatives and the Governors Association)
TBC	TBC	Bridgend County Borough Officers	Welfare and Benefits Awareness
TBC	TBC	Potential External Provider	Climate Change/Net Zero Challenge

TBC	TBC	External Provider	Equalities & Unconscious Bias/anti-racism training
TBC	TBC	Welsh Local Government Association	Scrutiny Self-Assessment
TBC	TBC	External Provider	Public Engagement (Cabinet/All Members)
TBC	TBC	External Provider	Presentation Skills (Cabinet)

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Forename	Surname	Corporate Induction	DSE	ICT Code of Conduct	GDPR	Fire Safety Awareness	Fire Safety - Compliant?	Equality and Diversity	Safeguarding	Safeguarding - Compliant?	Violence against Women	Welsh Language	Health and Safety	Health and Safety -	Climate Change
John	Williams	07/12/22	16/02/2023	14/02/2023	30/11/2022	01/07/2025	Compliant	27/06/2024	27/06/2024	Compliant	14/02/2023	27/06/2024	24/09/2025	Compliant	24/09/25
Paul	Davies	07/06/24	07/06/2024	09/06/2024	26/11/2018	08/07/2025	Compliant	12/06/2024	09/06/2024	Compliant	02/02/2018	12/06/2024	24/09/2025	Compliant	24/09/25
Martin	Hughes	12/12/23	19/06/2023	14/12/2023	15/12/2023	01/07/2025	Compliant	13/12/2023	13/12/2023	Compliant	22/07/2024	15/12/2023	27/09/2025	Compliant	28/09/25
William	Goode	31/01/23	31/01/2023	31/01/2023	03/02/2023	02/07/2025	Compliant	10/07/2024	17/09/2025	Compliant	10/07/2024	10/07/2024	15/09/2025	Compliant	15/09/25
Eugene	Caparros	31/01/23	31/01/2023	31/01/2023	23/11/2022	31/10/2024	Compliant	25/06/2024	31/10/2024	Compliant	24/11/2022	25/06/2024	22/09/2025	Compliant	24/09/25
William	Kendall	08/07/24	09/07/2024	09/07/2024	08/07/2024	01/07/2025	Compliant	29/09/2025	15/07/2024	Compliant	15/07/2024	18/07/2024	26/09/2025	Compliant	29/09/25
Melanie	Evans	20/06/22	23/05/2022	23/11/2022	24/05/2022	31/10/2024	Compliant	26/06/2024	31/10/2024	Compliant	26/05/2022	26/06/2024	08/10/2025	Compliant	08/10/25
Gary	Haines	22/07/24	22/07/2024	24/07/2024	01/11/2024	01/07/2025	Compliant	02/07/2025	01/11/2024	Compliant	22/07/2024	01/07/2025	07/10/2025	Compliant	07/10/25
Richard	Granville	15/10/19	15/10/2019	15/10/2019	15/10/2019	14/10/2025	Compliant	02/04/2024	14/10/2025	Compliant	23/10/2019	09/10/2024	14/10/2025	Compliant	14/10/25
Norah	Clarke	16/01/20	02/07/2024	07/01/2024	03/07/2024	05/10/2025	Compliant	05/07/2024	07/01/2024	Compliant	11/12/2024	03/07/2024	06/10/2025	Compliant	10/11/25
Della	Hughes	01/02/23	01/02/2023	08/07/2024	08/07/2024	03/11/2025	Compliant	08/07/2024	08/07/2024	Compliant	08/07/2024	09/07/2024	03/11/25	Compliant	03/11/25
Elaine	Winstanley	20/06/24	04/11/2024	12/06/2024	13/08/2024	26/06/2025	Compliant	21/07/2024	04/11/2024	Compliant	11/12/2024	12/06/2024	04/11/25	Compliant	11/11/25
Amanda	Williams	08/02/24	08/02/2024	08/02/2024	08/02/2024	11/11/2025	Compliant	08/02/2024	08/02/2024	Compliant	08/02/2024	08/02/2024	11/11/25	Compliant	11/11/25
Freya	Bletsoe	11/11/25	10/11/2025	10/11/2025	11/11/2025	10/11/2025	Compliant	10/11/2025	13/02/2024	Compliant	11/11/25	11/11/25	10/11/25	Compliant	10/11/25
Steven	Bletsoe	03/02/23	03/02/2023	05/02/2023	03/02/2023	10/11/2025	Compliant	14/02/2024	20/02/2024	Compliant	06/02/2023	13/02/2024	10/11/25	Compliant	11/11/25
Richard	Williams	23/11/22	20/02/2023	20/02/2023	04/12/2022	10/11/2025	Compliant	13/01/2024	28/08/2024	Compliant	22/01/2024	14/01/2024	30/09/2025	Compliant	11/11/25
Steven	Easterbrook	08/02/23	12/02/2024	23/02/2024	09/11/25	07/07/2025	Compliant	11/11/2025	23/02/2024	Compliant	11/11/25	16/02/2024	11/11/25	Compliant	07/10/25
John	Spanswick	23/06/24	23/06/2024	23/06/2024	31/10/2024	07/07/2025	Compliant	31/10/2024	07/06/2024	Compliant	31/10/2024	23/06/2024	11/11/25	Compliant	11/11/25
Alan	Wathan	05/02/23	09/02/2023	05/02/2023	03/02/2023	04/11/2025	Compliant	06/11/2025	03/02/2023	Compliant	11/11/25	05/11/25	06/11/25	Compliant	06/11/25
Heidi	Bennett	04/07/22	04/07/2022	04/07/2022	26/09/2022	02/07/2025	Compliant	16/04/2024	16/04/2024	Compliant	11/12/2024	16/04/2024	03/11/25	Compliant	12/11/25
David	Harrison	20/02/24	21/02/2024	21/02/2024	14/01/2025	07/10/2025	Compliant	07/07/2025	20/02/2024	Compliant	10/11/25	21/02/2024	07/10/2025	Compliant	07/10/25
Timothy	Thomas	05/02/23	05/02/2023	05/02/2023	02/11/25	30/12/2024	Compliant	10/11/2025	30/12/2024	Compliant	05/02/2023	10/11/25	08/11/25	Compliant	12/11/25
Ian	Spiller	01/02/23	02/02/2023	02/02/2023	04/02/2023	12/11/2025	Compliant	24/02/2024	24/02/2024	Compliant	04/02/2023	24/02/2024	12/11/25	Compliant	12/11/25
Maxine	Lewis	02/07/25	02/07/2025	11/11/25	10/07/2025	02/07/2025	Compliant	10/07/2025	02/07/2025	Compliant	11/11/25	11/11/25	12/11/25	Compliant	11/11/25
Ross	Thomas	03/11/25	12/11/25	09/11/25	09/11/25	09/11/25	Compliant	11/11/2025	09/11/25	Compliant	11/11/25	09/11/25	09/11/25	Compliant	09/11/25
Jane	Gebbie	17/06/24	27/06/2024	29/11/2017	09/10/2024	04/11/2025	Compliant	20/06/2024	20/06/2024	Compliant	20/07/2024	09/10/2024	12/11/25	Compliant	12/11/25
Jon-Paul	Blundell	11/12/23	31/10/2024	01/07/2025	01/07/2025	31/10/2024	Compliant	01/07/2025	31/10/2024	Compliant	03/07/2025	01/07/2025	11/11/25	Compliant	12/11/25
Huw	David	06/01/25	09/01/2025	06/01/2025	16/04/2025	09/01/2025	Compliant	09/01/2025	09/01/2025	Compliant	24/07/2024	09/01/2025	12/11/25	Compliant	12/11/25
Martin	Williams	08/02/24	08/02/2024	06/02/2023	06/02/2023	01/07/25	Compliant	08/02/2024	05/02/2024	Compliant	12/02/24	08/02/2024	11/11/25	Compliant	11/11/25
Robert	James	06/12/24	06/12/2024	12/12/2023	06/12/2024	28/02/2025	Compliant	06/12/2024	12/12/2023	Compliant	12/11/25	12/12/2024	29/09/2025	Compliant	29/09/25
Sean	Aspey	26/06/25	26/06/2025	26/06/2025	26/06/2025	26/06/2025	Compliant	26/06/2025	26/06/2025	Compliant	26/06/2025	26/06/2025	27/10/25	Compliant	13/11/25
Richard	Collins	08/07/25	12/11/25	13/11/25	21/07/2025	08/07/2025	Compliant	13/11/25	08/07/2025	Compliant	12/11/25	13/11/25	12/11/25	Compliant	13/11/25
Graham	Walter	22/07/24	22/07/2024	23/02/2023	22/07/2024	01/07/2025	Compliant	22/07/2024	22/07/2024	Compliant	22/07/2024	22/07/2024	22/10/25	Compliant	Not Completed
Paula	Ford	16/02/24	05/07/2025	05/07/2025	16/02/2024	07/07/2025	Compliant	07/07/2025	16/02/2024	Compliant	16/07/2024	No	No	Not Completed	Not Completed
Neelo	Farr	03/02/23	20/03/2023	28/02/2023	03/02/2023	23/07/2024	Not Compliant	22/07/2024	20/06/2024	Compliant	23/07/2024	22/07/2024	24/09/2025	Compliant	24/09/25
Heather	Griffiths	07/07/25	07/07/2025	09/07/2025	10/07/2025	07/07/2025	Compliant	No	09/07/2025	Compliant	12/11/25	11/11/25	11/11/25	Compliant	11/11/25
Ian	Williams	13/02/24	13/02/2024	14/02/2024	No	11/11/2025	Compliant	15/02/2024	15/01/2025	Compliant	15/02/2024	14/02/2024	10/11/25	Compliant	12/11/25
Johanna	Llewellyn-Hopkins	07/07/25	07/07/2025	07/07/2025	07/07/2025	31/03/2025	Compliant	07/07/2025	07/04/2025	Compliant	07/07/2025	07/07/2025	No	Not Completed	Not Completed
Jonathan	Pratt	06/03/24	05/12/2024	05/12/2024	06/12/2024	06/03/2024	Not Compliant	05/12/2024	06/03/2024	Compliant	06/12/2024	06/12/2024	No	Not Completed	Not Completed
Robert	Smith	01/12/22	12/11/25	12/11/25	28/07/2025	28/07/2025	Compliant	No	28/07/2025	Compliant	No	12/11/25	28/07/2025	Compliant	12/11/25
Timothy	Wood	11/11/25	12/11/25	08/11/25	11/11/25	10/11/25	Compliant	No	10/11/25	Compliant	13/11/25	No	10/11/25	Compliant	11/11/25
Simon	Griffiths	20/06/24	24/06/2024	24/06/2024	24/06/2024	01/07/25	Compliant	24/06/2024	28/06/2024	Compliant	28/07/2024	28/06/2024	11/11/25	Compliant	Not Completed
Mark	John	19/02/24	19/02/2024	22/02/2024	19/02/2024	19/02/2024	Not Compliant	19/02/2024	19/02/2024	Compliant	19/02/2024	19/02/2024	No	Not Completed	Not Completed
Philip	Jenkins	25/07/24	31/07/2024	31/07/2024	31/07/2024	25/07/2024	Not Compliant	22/07/2024	31/07/2024	Compliant	22/07/2024	22/07/2024	No	Not Completed	Not Completed
Colin	Davies	07/07/25	07/07/2025	07/07/2025	08/07/2025	20/06/2025	Compliant	07/07/2025	07/07/2025	Compliant	08/07/2025	07/07/2025	No	Not Completed	13/11/25
Owain	Clatworthy	05/11/25	05/11/25	05/11/25	05/11/25	05/11/25	Compliant	No	05/11/25	Compliant	No	05/11/25	05/11/25	Compliant	Not Completed
Anthony	Berrow	07/02/23	10/12/2024	12/02/2023	17/02/2023	12/02/2023	Not Compliant	22/07/2024	12/02/2023	Compliant	12/02/2023	18/08/2024	No	Not Completed	Not Completed
Jefferson	Tildesley	No	No	No	No	No	Not Completed	No	No	Not Completed	No	No	No	Not Completed	Not Completed
Hywel	Williams	24/04/25	24/04/2025	07/07/2025	07/07/2025	25/04/2025	Compliant	08/07/2025	07/07/2025	Compliant	07/07/2025	08/07/2025	No	Not Completed	Not Completed
Christopher	Davies	13/02/18	13/02/2018	13/02/2018	05/07/2025	05/07/2025	Compliant	No	05/07/2025	Compliant	13/02/2018	No	07/11/25	Compliant	Not Completed
Martyn	Jones	01/07/25	No	10/11/25	No	01/07/2025	Compliant	03/07/2024	03/07/2024	Compliant	11/11/25	No	10/11/25	Compliant	11/11/25

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<b>Meeting of:</b>	<b>DEMOCRATIC SERVICES COMMITTEE</b>
<b>Date of Meeting:</b>	<b>20 NOVEMBER 2025</b>
<b>Report Title:</b>	<b>CONSULTATION ON EXTENDING THE DUTY ON LOCAL AUTHORITIES TO BROADCAST MEETINGS</b>
<b>Report Owner: Responsible Chief Officer / Cabinet Member</b>	<b>HEAD OF DEMOCRATIC SERVICES</b>
<b>Responsible Officer:</b>	<b>RACHEL KEEPINS DEMOCRATIC SERVICES MANAGER</b>
<b>Policy Framework and Procedure Rules:</b>	<b>There is no effect upon the policy framework and procedure rules in respect of this report.</b>
<b>Executive Summary:</b>	<p><b>This report presents the Welsh Government ‘Consultation on extending the duty on Local Authorities to broadcast meetings’, requesting that the Committee consider and provide comment on the proposals, and agree a response to be submitted to Welsh Government as part of the consultation process.</b></p> <p><b>The consultation is to consider:</b></p> <ul style="list-style-type: none"> <li><b>whether the duty on a Principal Council to broadcast meetings should be extended to include meetings other than that of the full council</b></li> <li><b>whether there should be a duty imposed upon Fire and Rescue Authorities (FRAs) and/or National Park Authorities (NPAs) to broadcast their meetings</b></li> <li><b>whether there should be a retention period for recordings of broadcast meetings</b></li> </ul>

## 1. Purpose of Report

1.1 The purpose of the report is to consider the Welsh Government consultation on extending the duty on local authorities to broadcast meetings, specifically:

- 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 (FRAs) and/or National Park Authorities (NPAs) to broadcast their meetings
- whether there should be a retention period for recordings of broadcast meetings

## **2. Background**

- 2.1 Section 46(1) and (2)(a) of 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. 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.
- 2.2 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'.
- 2.3 Whilst these are two 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.
- 2.4 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.

## **3. Current situation / proposal**

- 3.1 Currently this Authority live streams all meetings of full Council with the recordings then saved and available online indefinitely via our YouTube Channel. Other committee meetings are recorded and uploaded after the meeting for the public to view, again available indefinitely.
- 3.2 There have been instances, however, when there has been a high interest item going to a particular meeting such as the Development Control Committee for example, and the decision was made to live stream the meeting, to enable greater accessibility to those who might not be able to attend in person. Alternatively, any member of the public is able to contact Democratic Services and request a Microsoft Teams link to view any public meeting remotely.

### **Consultation**

- 3.3 Attached at **Appendix A** is the Welsh Government document: 'Consultation on extending the duty on local authorities to broadcast meetings'.
- 3.4 In considering the proposed changes to the arrangements for broadcasting Council meetings, the consultation seeks views about the following:
- 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.

3.5 There are also the following questions that are posed:

**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:

3.6 It is proposed that the Committee provide any relevant comments or suggestions for submission to Welsh Government by 28<sup>th</sup> November 2025.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

- 4.1 The protected characteristics identified within the Equality Act, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

#### **5. Well-being of Future Generations Implications and Connection to Corporate Well-being Objectives**

- 5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

#### **6. Climate Change and Nature Implications**

- 6.1 There are no Climate Change and Nature implications as a result of this report.

#### **7. Safeguarding and Corporate Parent Implications**

- 7.1 There are no Safeguarding or Corporate Parent implications as a result of this report.

#### **8. Financial Implications**

- 8.1 Whilst there are no direct financial implications arising from this report and the consultation, any future changes and extension to the broadcasting duty of meetings may involve additional resource and costs which would need to be met from existing budgets or an identified funding source.

#### **9. Recommendations**

- 9.1 It is recommended that the Committee:
- a) consider the information contained within the report and **Appendix A** and identify any appropriate feedback to the Consultation on Extending the Duty on Local Authorities to Broadcast Meetings;
  - b) Approve that any response of the Committee be submitted by the Democratic Services Manager to the Welsh Government on behalf of the Authority.

#### **Background documents**

None



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](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](https://www.designingbuildings.co.uk/wiki/Planning_conditions)) or **planning obligations** ([https://www.designingbuildings.co.uk/wiki/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)  
(<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/) (<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>).