

**Changes to legislation:** There are currently no known outstanding effects for the Local Government and Elections (Wales) Act 2021, Cross Heading: Notices of local authority meetings. (See end of Document for details)

## SCHEDULE 4

### NOTICE OF LOCAL AUTHORITY MEETINGS, ACCESS TO DOCUMENTS AND ATTENDANCE AT MEETINGS

#### PART 1

##### NOTICE OF LOCAL AUTHORITY MEETINGS AND ACCESS TO DOCUMENTS

###### *Notices of local authority meetings*

- 1 In section 100A of the 1972 Act (admission to meetings of principal councils)—
- (a) in subsection (6)—
    - (i) in paragraph (a), at the beginning insert “ in relation to a principal council in England, ”;
    - (ii) after paragraph (a) insert—
      - “(aa) in relation to a principal council in Wales, public notice of the meeting must be given—
        - (i) in accordance with subsection (6A), and
        - (ii) by publishing the notice electronically, at least three clear days before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened;”;
  - (b) after subsection (6) insert—
    - “(6A) The notice given under subsection (6)(aa) must—
      - (a) where the meeting or part of the meeting is open to the public and is held through remote means only, give details of the time of the meeting and how to access it;
      - (b) where the meeting or part of the meeting is open to the public and is held partly through remote means or is not held through remote means, give details of the time and place of the meeting and how to access it;
      - (c) where the meeting is not open to the public and is held partly through remote means or is not held through remote means, give details of the time and place of the meeting and the fact that it is not open to the public;
      - (d) where the meeting is not open to the public and is held through remote means only, give details of the time of the meeting, and the fact that it is being held through remote means only and is not open to the public.”

#### Commencement Information

- II** Sch. 4 para. 1 in force at 1.5.2021 by [S.I. 2021/354](#), [art. 2\(c\)](#)

- 2 In section 100K of the 1972 Act (interpretation and application of Part 5A), in subsection (3) after “sections 100A(6)(a)” insert “ and (aa) ”.

**Changes to legislation:** *There are currently no known outstanding effects for the Local Government and Elections (Wales) Act 2021, Cross Heading: Notices of local authority meetings. (See end of Document for details)*

**Commencement Information**

**I2** Sch. 4 para. 2 in force at 1.5.2021 by [S.I. 2021/354](#), [art. 2\(c\)](#)

3 In paragraph 4 of Schedule 12 to the 1972 Act (notices of meetings of principal councils)—

- (a) in sub-paragraph (2), after “in Wales” insert “ or, if the meeting is convened at shorter notice, then at the time it is convened ”;
- (b) in sub-paragraph (2)(a)—
  - (i) for “of the time and place of the intended meeting shall be published at the council's offices” substitute “ of the intended meeting containing the information required by sub-paragraph (2A) must be published electronically ”, and
  - (ii) for “be signed by” substitute “ set out the names of ”;
- (c) after sub-paragraph (2) insert—

“(2A) The information required to be in a notice under sub-paragraph (2)

(a) consists of—

- (a) where the meeting or part of the meeting is open to the public and is held through remote means only, details of the time of the meeting and how to access it;
- (b) where the meeting or part of the meeting is open to the public and is held partly through remote means or is not held through remote means, details of the time and place of the meeting and how to access it;
- (c) where the meeting is not open to the public and is held partly through remote means or is not held through remote means, details of the time and place of the meeting and the fact that it is not open to the public;
- (d) where the meeting is not open to the public and is held through remote means only, details of the time of the meeting and the fact that it is being held through remote means only and is not open to the public.

(2B) In sub-paragraph (2A), references to a meeting held through remote means are to a meeting held by means of any equipment or other facility which enables persons who are not in the same place to speak to and be heard by each other (whether or not the equipment or facility enables those persons to see and be seen by each other).”

**Commencement Information**

**I3** Sch. 4 para. 3 in force at 1.5.2021 by [S.I. 2021/354](#), [art. 2\(c\)](#)

4 In paragraph 26 of Schedule 12 to the 1972 Act (notices of meetings of community councils)—

- (a) in sub-paragraph (2), after “community council” insert “ or, if the meeting is convened at shorter notice, then at the time it is convened ”;
- (b) in sub-paragraph (2)(a)—

**Changes to legislation:** There are currently no known outstanding effects for the Local Government and Elections (Wales) Act 2021, Cross Heading: Notices of local authority meetings. (See end of Document for details)

- (i) for “of the time and place of the intended meeting” substitute “ of the meeting containing the information required by sub-paragraph (2ZA) ”, and
  - (ii) for “be signed by” substitute “ set out the names of”;
- (c) after sub-paragraph (2) insert—
- “(2ZA) The information required to be in a notice under sub-paragraph (2) (a) consists of—
- (a) where the meeting or part of the meeting is open to the public and is held through remote means only, details of the time of the meeting and how to access it;
  - (b) where the meeting or part of the meeting is open to the public and is held partly through remote means or is not held through remote means, details of the time and place of the meeting and how to access it;
  - (c) where the meeting is not open to the public and is held partly through remote means or is not held through remote means, details of the time and place of the meeting and the fact that it is not open to the public;
  - (d) where the meeting is not open to the public and is held through remote means only, details of the time of the meeting and the fact that it is being held through remote means only and is not open to the public.
- (2ZB) In sub-paragraph (2ZA), references to a meeting held through remote means are to a meeting held by means of any equipment or other facility which enables persons who are not in the same place to speak to and be heard by each other (whether or not the equipment or facility enables those persons to see and be seen by each other).”

#### Commencement Information

**I4** Sch. 4 para. 4 in force at 1.5.2021 by [S.I. 2021/354](#), [art. 2\(c\)](#)

- 5 In section 1 of the Public Bodies (Admission to Meetings) Act 1960 (c. 67) (admission of public to meetings)—
- (a) in subsection (4)(a), at the end insert “ (but see subsections (4ZA) to (4ZC) for further provision in relation to notices of meetings of certain bodies in Wales) ”;
  - (b) after subsection (4), insert—
- “(4ZA) Subsection (4ZB) applies to community councils and joint boards or joint committees which discharge functions of community councils or of community councils and of a principal council in Wales within the meaning of the Local Government Act 1972.
- (4ZB) In the case of a meeting of a body to which this subsection applies—
- (a) a copy of the notice mentioned in subsection (4)(a) must also be published electronically at least three clear days

---

**Changes to legislation:** There are currently no known outstanding effects for the Local Government and Elections (Wales) Act 2021, Cross Heading: Notices of local authority meetings. (See end of Document for details)

---

- before the meeting or, if the meeting is convened at shorter notice, then at the time it is convened;
- (b) if the meeting is held partly through remote means, the notice under subsection (4)(a) must give details of how to access the meeting (as well as its time and place);
  - (c) if the meeting is held through remote means only, the notice under subsection (4)(a) must give details of how to access the meeting as well as its time, but not its place.

(4ZC) In subsection (4ZB)—

- (a) references to a meeting held through remote means are to a meeting held by means of any equipment or other facility which enables persons who are not in the same place to speak to and be heard by each other (whether or not the equipment or facility enables those persons to see and be seen by each other);
- (b) the requirement imposed on a body to publish a notice electronically is, where the body has its own website, a requirement to publish on that website.”

---

**Commencement Information**

**I5** Sch. 4 para. 5 in force at 1.5.2021 by [S.I. 2021/354](#), [art. 2\(c\)](#) (with [art. 3](#))

**Changes to legislation:**

There are currently no known outstanding effects for the Local Government and Elections (Wales) Act 2021, Cross Heading: Notices of local authority meetings.