

## 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

###### *Copies and publication of documents relating to meetings of local authorities*

- 8 (1) Section 100C of the 1972 Act (inspection of minutes and other documents after meetings) is amended as follows.
- (2) In subsection (1), after “principal council” insert “in England”.
- (3) After subsection (1) insert—
- “(1A) After a meeting of a principal council in Wales the documents listed in subsection (1B) must—
- (a) be published electronically, and
  - (b) remain accessible electronically to members of the public until the expiration of the period of six years beginning with the date of the meeting.
- (1B) The documents are—
- (a) the minutes, or a copy of the minutes, of the meeting, excluding so much of the minutes of proceedings during which the meeting was not open to the public as discloses exempt information,
  - (b) where applicable, a summary under subsection (2),
  - (c) a copy of the agenda for the meeting, and
  - (d) a copy of so much of any report for the meeting as relates to any item during which the meeting was open to the public.
- (1C) As soon as reasonably practicable after a meeting of a principal council in Wales, and in any event before the end of seven working days beginning with the day on which the meeting is held, the council must publish electronically a note setting out—
- (a) the names of the members who attended the meeting, and any apologies for absence;
  - (b) any declarations of interest;
  - (c) any decision taken at the meeting, including the outcomes of any votes, but excluding anything relating to a decision taken when the meeting was not open to the public as discloses exempt information.”
- (4) In subsection (2), after “subsection (1)(a) above” insert “, or the document published under subsections (1A) and (1B)(a),”.
- (5) In the heading after “Inspection” insert “and publication”.