

Minutes – Business Committee: Procedural Work

Meeting Venue:

Committee Room 1 – Senedd

Meeting date: 18 September 2025

Meeting time: 09.42 – 11.06

Private, Hybrid

Attendance

Category	Names
Committee Members:	Elin Jones MS, Llywydd (Chair) Paul Davies MS Heledd Fychan Jane Hutt MS
Committee Staff:	Adam Vaughan, Clerk Steffan Lewis, Deputy Clerk
Others in attendance	David Rees MS, Deputy Presiding Officer Bethan Davies, Head of Chamber and Committee Service Graeme Francis, Head of Chamber Secretariat and Clerk to the Business Committee Helen Finlayson, Clerk for Legislative Procedural Review Lisa Griffiths, Procedures Clerk Gruffydd Owen, Legal Adviser Sophie Brighouse, Welsh Government Anthony Cooper, Welsh Labour Jennifer Ramsay, Welsh Conservatives



1 Introductions, apologies and substitutions

The Llywydd welcomed Members to the meeting. No apologies were received.

2 Minutes of the previous meeting held on 9 July 2025

The minutes of the previous meeting were agreed, subject to requested amendments.

The Committee noted an update regarding item 5 (Miscellaneous issues arising from the review of the legislative scrutiny processes), following its agreement on 9 July 2025 that further discussions should take place between Senedd Commission and Welsh Government officials regarding mechanisms for consideration of technical issues relating to Bills. The Committee agreed that no further action was required.

3 Registration of interests

The Committee considered the paper and agreed to return to the issues at the meeting on 9 October 2025, once Members have consulted with their groups.

Members requested further information in relation to recommendation 11 of the Standard of Conduct Committee's report.

Members indicated their interest in the progress of the Standards of Conduct Committee's inquiry into the Registration and Declaration of Interests.

4 Review of the legislative scrutiny processes for Public Bills and Member Bills: Explanatory materials for Bills

Members noted the comparison of requirements in other legislatures, considered the paper and agreed:

- Matters of principle regarding explanatory memoranda for Bills, including the purpose and value of such memoranda and that all Bills introduced under SO 26 should be subject to the same explanatory memoranda requirements;
- To propose a change to Standing Orders to require that emergency Bills that the Senedd agrees may be introduced without an explanatory memorandum must nevertheless be accompanied by a justice impact assessment;
- To return to the outstanding issues raised in the paper (including whether to propose any additional requirements for inclusion in SO 26.6) at the meeting on 9 October 2025, once Members have consulted with their groups;
- That further discussions should take place between Senedd Commission and Welsh Government officials in respect of specific proposals, including those relating to the estimation of financial implications and assessment of human rights implications.

4.1 Explanatory materials

4.2 Comparison of explanatory material requirements

5 Standing Order Thresholds (excluding the threshold for political groups)

Members considered and agreed the draft Standing Orders report.

5.1 Amending Standing Orders: Standing Order Thresholds

6 Committee chair job sharing

Members considered and agreed the draft Standing Orders report, subject to requested amendments.

7 Review of the legislative scrutiny processes for Public Bills and Member Bills: Virtual participation, and voting in committees (proposed changes to Standing Orders, and draft guidance for consultation with the Chairs' Forum)

Members considered and agreed the draft Standing Orders report.

Members provisionally agreed the proposed revisions to the guidance on virtual and hybrid proceedings, and that these changes should come into effect in the Sixth Senedd, subject to consultation with the Chairs' Forum at its next meeting.

7.1 Virtual participation in proceedings, and means of voting in committees

7.2 Annex 1 – Draft report (English only)

7.3 Annex 2 – Draft revised guidance (English only)