



Llywodraeth Cymru
Welsh Government

Eich Cyf/Your Ref:
Ein Cyf/Our Ref: ATISN 13791

20 February 2020

Dear ,

ATISN 13791: Adoption of Model Standing Orders by Community and Town Councils

Thank you for your request received on 17 February 2020. You asked for information held by the Welsh Government in relation to the standing orders adopted by community and town councils.

My understanding of your request is that you want information about the number of community and town councils that have adopted the model standing orders provided by One Voice Wales, and of these, how many councils' standing orders include a clause prohibiting photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means without the Council's prior written consent.

Following a search of our paper and electronic records, I have established that the information you require is not held by the Welsh Government.

The Welsh Government does not hold information about the number of community and town councils that have adopted standing orders, whether or not the standing orders are based on the models available from One Voice Wales for its members. We also do not hold information about the number of councils that have adopted specific clauses within their standing orders in relation to prohibiting photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means without the Council's prior written consent. Those councils that have adopted the model standing orders made available by One Voice Wales, or created their own, have discretion to modify them to suit the local circumstances of the council.

For clarification on the issue your request relates to, there is no requirement for community and town councils to adopt standing orders, apart from making standing orders with respect to contracts for the supply of goods and materials or the execution of works. However, publications such as the "The Good Councillor's Guide" and making available model standing orders, actively encourages adoption of standing orders to help councils operate smoothly

Rydym yn croesawu derbyn gohebiaeth yn Gymraeg. Byddwn yn ateb gohebiaeth a dderbynnir yn Gymraeg yn Gymraeg ac ni fydd gohebu yn Gymraeg yn arwain at oedi.

We welcome receiving correspondence in Welsh. Any correspondence received in Welsh will be answered in Welsh and corresponding in Welsh will not lead to a delay in responding.



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Current legislation does not expressly permit or prohibit photographing, recording, broadcasting or transmitting the proceedings of a community or town council meeting. The council meetings must be open to the public, the press and public have a right to observe how community and town councils operate, unless sensitive issues are being discussed such as legal, contractual or personnel matters. Again, councils are encouraged to set out the format for public participation in its standing orders, but it is a matter for each council, at its discretion, to decide the details of such arrangements, which could take account of any data protection or other security matters that may arise as a consequence.

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at: Information Rights Unit, Welsh Government, Cathays Park, Cardiff, CF10 3NQ or Email: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely