

## **Lowick & Slipton Parish Council Website Management Policy**

This policy covers the management of the Lowick & Slipton Parish Council website, and in particular the scope of the website, the management of the website, the Parish Clerk, and the Webmaster, criteria and procedures for amending or making additions to the website.

### **Definitions**

Council – Lowick & Slipton Parish Council (L&SPC)

Councillor - L&SPC Councillor

Parish – Lowick & Slipton

Parish Clerk – Clerk to L&SPC

Website – L&SPC Website

Webmaster – Person who works directly on the website

Archive or Archival Material – material that is a record of L&SPC business, e.g. meetings, reports, surveys, plans or correspondence referred to in the Minutes, official correspondence received or sent out by L&SPC.

### **1. Website Hosting Arrangements**

1.1 L&SPC is committed to operating a website hosted by a third-party provider, having no other connection with L&SPC. The present host is a company who in addition provides website hosting services to other businesses. The current system is a 'Content Management System' where the Parish Clerk and Webmaster have direct control of day-to-day editing and updating.

### **2. Who determines what should be on the Website**

2.1 Subject only to the requirements of the law, L&SPC has the right to determine what should or should not be included on the Website.

### **3. What the Website should contain**

3.1 The Website shall contain material that arises from L&SPC business such as agendas and minutes, policies, factual information about the Council and Councillors. It should also include any material that has been commissioned by L&SPC, such as reports or surveys or material that is directly derived from these.

3.2 The Website should also contain other material, such as history and geography of the Parish, news of local events, or any other material of a non-controversial nature that is appropriate for the Website on a 'custom and practice' basis. The Website may also possess interactive functionality, customary for such local authority websites (such as questionnaires, visitor response facilities, links to other sites etc.). The footprint of the Website may change from time to time according to requirements and circumstances.

3.3 The Website shall in principle not contain material of a deliberately contentious, offensive or disputatious nature, or material that criticises or implies criticism of one or more members of the public, individual Councillors, groups of Councillors or the Council as a whole. However, Council meetings can be disputatious, and this is recorded in the Minutes and, once passed, this material may appear on the Website in the minutes or otherwise. Additionally, it can happen that the Council may approve material for inclusion on the Website that not everybody necessarily agrees with.

3.4 Regardless of what has been voted on by Council, the Website shall not contain any material that is libellous or defamatory or in any way against the law or which could expose the Council to legal challenge.

### **4. The Webmaster**

4.1 It is expected that the Clerk will take on the role of the Webmaster but the Council may appoint a Councillor to carry out this role.

4.2 The function of the Webmaster, is to manage the Website, adding or deleting material, and editing pages as required. As long as they enjoy the confidence of the Council, the Webmaster shall be empowered to update the Website as he sees fit without prior reference to Council and subject to Section 7 below.

4.3 Other than for totally routine matters, like uploading minutes, the Webmaster should keep the Clerk informed of activities he may have conducted on the Website. This is in case Councillors make enquiries at Council meetings about changes on the Website when it would be helpful to have more than one person who can explain what the Webmaster has been doing. The Webmaster shall be under direct supervision by the Clerk.

4.4 The Webmaster may ask for professional help as necessary, subject to reasonable cost limits and prior agreement with the Council. Such expenditure should normally be planned and budgeted for the year ahead.

4.5 The Webmaster is accountable to the Council as a whole. If the Webmaster is unable or unwilling to implement a decision or wish of the Council, the Council may engage further help to execute its wishes as necessary, without otherwise prejudicing the role of the Webmaster or that of the Clerk.

4.6 Where the Webmaster has managed the Website in a manner contrary to the will of the Council, the Council may require the Webmaster to make good any deficiencies, or in extreme cases, pass a motion of 'No Confidence' in the Webmaster and relieve them from their role on the Website. In that case, the Clerk should take back control of the Website password and block any further activities by the Webmaster.

4.7 L&SPC may appoint a non-councillor external consultant to operate as Webmaster, provided that the external consultant has no conflicting interest nor is part of any identifiable pressure group or political party where those activities and interests might be relevant to the business of the Council.

## **5. Procedure for adding new material to the Website.**

5.1 Any Councillor may submit material for inclusion on the website provided that it is consistent with the general policies in Section 3, and also falls within any limits of technical feasibility to upload.

## **6. Specific powers of the Webmaster in determining what can go on the Website and editing what is already there**

6.1 The Webmaster may make routine updates to the Website without prior reference to Council. Examples of routine updates could be:

- Correcting errors of spelling, syntax or grammar and factual errors.
- Repairing and restoring links that have ceased to work properly.
- Routine structural changes where this improves the organisation of the Website.
- Replacing out of date documents with current versions.
- Uploading of agendas, minutes and other parish documents as required.

6.2 Preservation of Archival Material - It is understood that Archival Material (as in the 'Definitions' section above) should be preserved without change to the content but can be reorganised or restructured as required. If the Webmaster considers other 'Non-Archival' material to be out of date and no longer relevant, such as advertising an event that no longer takes place; they may consider it for deletion. If the deletions are substantial, the Webmaster must check with the Clerk prior to making significant deletions or significant changes to existing material, for example, by creating an 'update plan' that L&SPC can approve.

### **6.3 Webmaster uploading material**

The Webmaster may upload material to the Website with prior agreement with the Clerk, subject to the provisions of Section 3 above. However, the Webmaster should be prepared to answer for his actions in Council and be prepared to delete the material should L&SPC pass a motion to that effect. Where it is anticipated that there might be disagreement, it is advisable for the Webmaster to obtain the prior approval of the Council.

### **6.4 Resolution of Disputes**

If there is a dispute about the Webmaster's decisions or activities the matter shall be referred to the full Council whose majority vote shall be considered final.

## **7. Allocation of tasks between the Webmaster and the Parish Clerk**

### 7.1 Parish Clerk

Contact Us /Your Comments /Council Business

Council Events /Diary

Agendas and Minutes

Council Elections

County and District Councillors Committees, Policies /freedom of info Accounts /Budgets /Elections /Casual

Vacancies Staffing /all vacancies. Highways /local issues

Parish Planning

Grants

Social Media Channels

### 7.2 The Webmaster

Work as directed by the Clerk, including but not limited to-

Home Page

History

Local Business Directory

Parish Maps

Parish Footpath Map

Photos of the Parish

Parish Councillors

Parish Map

Planning Application updates

Playing Fields Info

Police contact details

Local Events

Social Media Channels

Surveys /Reports

Useful Links

Useful Information

Useful telephone numbers

## **8. Webmaster working relationship with Parish Clerk**

8.1 The Webmaster and the Clerk should operate co-operatively on the management of the Website. The Clerk or the Webmaster may from time to time help in each other's areas, but in the interests of good and harmonious practice, changes (other than trivial typographical corrections) to each other's areas should be done with some kind of consultation with the other party. In case of disagreement, the normal rules governing the relationship of the Clerk with individual Councillors and with the Council as a whole shall apply.

Policy adopted by the Parish Council at a meeting on 19th July 2023

To be reviewed annually