

## **Council Meeting – 26 November 2020**

### **Agenda Item CC2147/20**

#### **Council Website Replacement Working Group**

##### **Introduction**

To create a new working group to investigate creating a new Council Website that is compliant with website content accessibility guidelines.

##### **Discussion**

The current Council Website does not comply with website content accessibility guidelines and Croxley Green Parish Council does not meet the requirements to be exempt from the regulations. Due to the high cost of making the current website accessible, Councillors agreed at the 352<sup>nd</sup> Council Meeting on 24 September 2020, to investigate building a new compliant website.

By creating a new working group, formed with Councillors and Office Staff, it will facilitate the creation of a new Council website that meets website content accessibility guidelines, is engaging for residents and is easy to update by the administrators.

##### **Recommendations:**

The Council is invited to approve:

- A new working group to investigate the creation of a new Council Website that is compliant with website content accessibility guidelines.
- That the Working Group is comprised of 3 members with input from Council staff.
- The draft terms of reference (at Annex A)

Councillors are invited to join the working group.

**Ryan Bennett**  
**Clerk to the Council**  
**November 2020**

## ANNEX A – DRAFT TERMS OF REFERENCE

### CROXLEY GREEN PARISH COUNCIL

#### NEW COUNCIL WEBSITE WORKING GROUP

##### **1. Membership**

Members of the working group will be appointed by the Parish Council and membership will be reviewed annually.

Members of the public may also be members of the working group, subject to agreement by the Parish Council.

##### **2. Leader**

The leader of the working group must be an elected Member and will be chosen by the working group and agreed by the Parish Council. This will be subject to review annually.

The leader will be the working group's main point of contact for Council staff, Council members and members of the public.

##### **3. Responsibility and powers**

Working groups cannot make decisions on behalf of the Parish Council.

The working group will report its recommendations to the Council for approval.

The working group will report progress to the Finance and Administration Committee.

##### **4. Purpose**

The purpose of the working group is to develop proposals to create a new compliant Council Website along with a draft plan for putting it into effect including (but not limited to):

- Determine the look, feel and content of a new Council Website
- Create tender document for potential suppliers
- Review completed tenders from potential suppliers
- Provide supplier recommendations and costs to Council
- Work with the chosen supplier to implement the new Council Website

##### **5. Meeting Schedule**

The working group is to meet on a monthly basis at a time convenient to Members.