# PERTON PARISH COUNCIL

# WEBSITE POLICY

## INTRODUCTION

1.1 This policy covers the management of the Perton parish Council website.

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2.1 The council is committed to operating a website hosted by a third party provider. The current system is a ‘content management system’ where the Council itself has direct control of day–to-day editing and updating.

2.2 The Parish Council has the right to determine what should or should not be included on the website. The Clerk, Assistant Clerk and Admin Assistant having access to the maintenance pages.

## WEBSITE CONTENT

3.1 The website shall contain material that arises from Council business such as agenda, minutes, policies, information about the Council and Councilors’. Also items relevant to the operation of Perton Civic Centre. It may also include any material that has been commissioned by the Council, such as reports or surveys or material that is directly from these.

3.2 The Website may 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 which 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, subject to approval by Council for significant changes.

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. Additionally it can happen that 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.

## WEBSITE ADMINISTRATOR

4.1 The Parish Clerk is the main administrator and will manage the content of the Website. Adding or deleting content or editing pages as required will be completed together with the Admin Assistant and Assistant Clerk.

4.2 Other than for totally routine matters, (like uploading minutes or replacing out of date material) the Council will be informed of activities that may have been conducted on the Website.

4.3 The Administrator 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.

4.4 The Administrator is accountable to the Council as a whole, not to any individual Councillor. Where the website has been managed in a manner contrary to the will of the Council, the Council may require any deficiencies to be corrected.

## ADDING MATERIAL

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.

5.2 The Administrator is empowered to edit or exclude any material submitted for uploading to the Website, without explanation to any Councillor or to the person submitting the material. Nevertheless it would be normal for the Administrator to attempt to explain outright refusal to upload or major editing actions, and, in order to retain the confidence of the Council, but must be prepared to answer for their actions in a Full Council meeting.

5.3 The Administrator may upload material to the Website subject to the provisions of section 3 above. However, they should be prepared to answer for their actions in Council and be prepared to delete the material should Council pass a motion to that effect. Where it is anticipated that there might be disagreement, it is advisable for the Administrator to obtain the prior approval of Council.

## PRESERVATION OF ARCHIVE MATERIAL

6.1 It is understood that Archival Material should be preserved without change to the content, but can be re-organised or re-structured as required. If the Administrator considers other “NonArchival” 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, it would be advisable to check with Councillors prior to making significant deletions or significant changes to existing material, for example, by creating an “update plan” that Council can approve

## RESOLUTION OF DISPUTES

7.1 If there is a dispute about the Administrators decisions or activities, the Council shall adjudicate and the majority vote shall be considered final.

## REVIEW

8.1 This policy to be reviewed every four year term, or earlier if there are any material changes.