

St Helen Without Parish Council (SHWPC)

Website Policy

The Website Policy was adopted by the full Council via email by consultation due to the Coronavirus pandemic restrictions on 3 August 2020.

This policy covers the management of the SHWPC Website.

1. Website Hosting Arrangements

1.1 The SHWPC website is hosted and maintained by a 3rd party provider having no other connection with SHWPC. SHWPC itself has direct control of the day-to-day editing and updating via the Parish Clerk assisted by nominated councillor(s) as required.

2. Who determines what should be on the Website?

2.1 Subject only to the requirements of English law, SHWPC determines the content of the website and what should or should not be included. The day-to-day working of the Website is subject to the control of the Clerk and is empowered by SHWPC to make routine updates to the Website without prior reference to Council to ensure it is up to date.

3. What the Website should contain

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

3.2 The Website may also contain parish history and geography, news of local events, and any other material which is appropriate for the Website of value to the parish community. The Website may also possess interactive functionality, such as questionnaires, visitor response facilities, links to other sites etc. The structure of the Website may change from time to time according to requirements and circumstances, subject to approval by SHWPC for significant changes.

3.3 The Website will 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. 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. The Website will 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.

3.4 Photographs: The photo gallery is used to store and display photographs of interest appropriate to the Parish and is editable by the Parish Clerk. Photographs of children can be used on the website without consent only where individuals cannot be identified (eg from a distance). SHWPC will obtain consent of parent/carer of children if identifiable photos are used. Personal details of children will never be shown in photographs or included in any accompanying text. Photographs showing adults

in group situations or where individuals are unidentifiable are used without seeking consent from those individuals involved. They will be removed however upon request by an individual involved.

3.5 Website Links: SHWPC website contains hyperlinks to other public and private organisation websites. External links are identified in the link text or an accompanying description. To be included external websites should meet the following criteria:

- The primary intent of the website is to educate or inform;
- The site's owner or sponsor is easily identifiable, and contact information is provided;
- The site does not charge for access;
- The site does not promote a specific political or social agenda;
- The site provides useful information on local services for the community.

Since external website content may change or disappear entirely without notice, the council cannot be held responsible for the content or accuracy of external websites.

3.6 Copyright

Any and all copyright and other intellectual property rights in any material contained in this Web site is either owned by SHWPC or has been licensed to them by the rights owners for use on these web pages.

You are only allowed to use this Web site and the material contained on this Web site for your own personal use including viewing and printing a single copy.

You may not copy, distribute or otherwise use any material from the Web site for any other purpose unless you first obtain permission in writing from SHWPC or other copyright holder.

SHWPC and other information providers have done their best to ensure the accuracy and currency of the material contained in this Web site. They make no express or implied warranties or representations about any of the content of this Web site and accept no responsibility for loss or damage which may arise from reliance on information or advice contained in this Web site.

SHWPC and other information providers shall not be liable for any typographical or other errors or omissions within the material contained on these web pages.

3.7 Accessibility

We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

We know some parts of this website aren't fully accessible:

- you can't modify the line height or spacing of text
- some PDF documents aren't fully accessible to screen reader software
- you can't skip to the main content when using a screen reader

What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or Braille contact the parish clerk.

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting the requirements of the accessibility regulations, contact the Parish Clerk.

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations. If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#)

SHWPC is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard.

With the advent of GDPR an SSL certificate is included as standard. This ensures that visitors to the SHWPC website will see a padlock and the word SECURE in the address bar. This ensures that any data that passes between the visitor and the SHWPC website is encrypted and secure.

The SHWPC includes details of any cookies that are used and gives viewers the ability to restrict cookies.

4. The Webmaster

4.1 The Parish Clerk is the Webmaster and retains overall control.

4.2 The function of the Webmaster is to manage the Website, adding or deleting material, and editing pages as required. The Webmaster can be supported by Councillor(s) as appropriate. For example, the Chairs of Parish Sub-committees and any special Working Groups set up by SHWPC. The Webmaster is empowered to update the Website as is fit without prior reference to Council and subject to section 6 below.

4.3 Other than for totally routine matters, (like uploading minutes), the Webmaster should keep the Council informed of their activities conducted on the Website.

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, not to any individual Councillor.

4.6 All correspondence to SHWPC via the website will be acknowledged within seven working days of receipt by the Parish Clerk.

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. What are the specific powers of the Webmaster in determining what can go on the Website or in 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.

6.2 Archival Material will be preserved without change to the content, but can be reorganised or re-structured as required. If the Webmaster considers other “NonArchival” material to be out of date and no longer relevant, such as advertising an event that no longer takes place, it may be deleted. However, substantial deletions should be checked with appropriate Councillors prior to making significant deletions or significant changes to existing material, for example, by creating an “update plan” that Council can approve.

6.3 Resolution of Disputes If there is a dispute about the Webmaster’s decisions or activities, the Council shall adjudicate and whose majority vote shall be considered final.

August 2020