



ECCLESFIELD PARISH COUNCIL

Serving the Community since 1894

WEBSITE POLICY

Website Hosting Arrangements

Ecclesfield Parish Council ('the Council') is committed to operating a website hosted by a third-party provider, having no other connection with the Council. The host company is Netwise UK. The current website design is Word Press and the Council has direct control of the day-to-day editing updating and maintenance of the site.

What should be on the website

Subject only to the requirement of law including the Accessibility Regulations 2018, the Transparency Code 2015, Accounts and Audit Regulations 2015, Council has the right to determine what should or should not be included on the website.

The type of information the website usually contains includes:

- Information about the Council
- Details of Full Council and Committee meetings including public notices, agendas and minutes
- Parish Councillor details including contact details and declarations of interest
- Council policies and procedures
- Details of Council surveys and consultations
- Annual Governance and Accountability Returns, internal and external auditors reports and associated documents
- Budgets, land and buildings it owns and a list of expenditure over £500
- Grants Policy and application forms
- Job vacancies
- Local news and events, including the Parish newsletter
- Information about Council projects and initiatives

The website will not contain any material that it is considered to be 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. Also, any material that is considered to be libellous or defamatory or in any way, or generally unlawful or which could expose the Council to legal challenge.

The day-to-day management of the website is delegated to the Parish Clerk or the Council's Community Involvement Officer in their absence. They have the delegated power to administer and update the website accordingly. They may consult with the Chairman of the Council as appropriate in exercising this delegated power.

It is the responsibility of the Clerk to ensure the website complies with the law at all times.

Routine updates include:

- Correcting errors of spelling, grammar or factual inaccuracies
- Updating and adding links
- Replacing out of date documents with current versions
- Adding new agendas, minutes and public reports etc.
- Updating information about events, photographs etc.

Should external assistance be required to update the website which entails financial expenditure this will be done in accordance with the Council's Standing Orders and Financial Regulations by the Clerk.

The Council will endeavour to ensure the website is up to date and accurate, however, there may be occasions when the information is out of date due to workload of officers of the Council. Council staff will complete the updates within 1 month of new information being received.

Adopted by Council September 2024

Review date: September 2026