

Item 9 - WEBSITE UPDATE

Officers have been working closely with the Web Designer over the last four weeks to develop a robust and working draft website for review by the Working Group.

The first Working Group meeting has been called for 13th and 20th July 2pm .

The first meeting is intended for Members of the Working Group to review what officers have done so far and to arrive at a number of questions /suggestions for Officers to feedback to the Website provider who will then join the next meeting to provide feedback/consider further comments.

At that first meeting Terms of Reference will be agreed and a timetable for project completion agreed upon

Work to date has included:

- Reviewing and refining the structure of the proposed website
- Researching, writing, and collating content for the proposed website
- Meeting virtually with the Designer to discuss progress and to review in detail:
 - Solutions for website accessibility so that the site meets legal requirements
 - Solutions for presenting governance documentation in a user-friendly, accessible way to support transparency
 - Solutions for linking to community groups and outside bodies
 - Solutions for calendar function so that committee meetings and all of their associated documentation are presented in a user-friendly and visually appealing way.
 - Solutions for a private 'Members Area' accessed by Cllrs for the purpose of streamlining workflows e.g. a repository for resources and documents additional to committee papers, place in which key dates meetings and actions can be summarised to assist Cllrs in managing their Council work.
 - Solutions for incorporating social media feeds
- The use of fonts on the website which could also be adopted by the Council as a standard across all formats. The font used on the website and which is proposed for wider use is Ubuntu, a Google font which is free for use personal and commercial.

The quick brown fox jumped over the lazy dog

23 June 2020