



St Asaph City Council Website Working Party
Thursday 19th September 2019, 6.30 pm at the Meeting Room

Present: Cllrs Scott, Hodgkinson, Thomas and Ellison

1. Apologies:

- None

2. Declarations of Interest:

- None

3. Chair of the Committee

Resolved to elect Cllr Scott as Chair of the Website Working Party.

4. Publication Scheme

The Committee discussed the statutory information requirements for the website – list circulated to those present. Agreed that the City Council's website is compliant.

Resolved the following:

- Agendas to be placed on the website for a period of six months. Not all local councils have agendas on their site.
- Minutes to be placed on the website for a period of two years.
- Privacy Policy to be put on the website.

There was a discussion of the local information on the website. It was agreed that this needs to be updated. Cllr Thomas will make a list of headings on the website and sections will be allocated for updating at next Full Council. For photographs we need to ask for permission from the subjects.

Resolved that there should be a link to the new City Times website as this would be of interest to local residents.

Recommended that any amendments or additions to the website should be passed to the Website Working Party for approval before updating.

The exception to this is information to fulfil statutory requirements which can continue to be updated by the Clerk.

Resolved to continue to use the services of Sandra Pierce to action the website updates.

5. GDPR/Training

There was a discussion around GDPR/Cyber security training for councillors. It was agreed that there was no requirement at present.

6. Website Accessibility

The Committee considered a report from the Clerk to address the requirements on new legislation requiring all Public Bodies to ensure their website is accessible to disabled users. The City Council's website must be accessible by 23rd September 2020.

- There are a number of solutions available to disabled users. The first step is to test the website to assess whether these solutions or software will work on our site.
- Documents on the website also need to be reviewed to check that they are accessible. If not they should be taken down, converted and re-posted. Documents posted before September 2018 do not need to comply.
- When the results of testing are known, we need to draw up a prioritised list of work to be done on the website. Completion of this work may be over a number of years and a budget will need to be allocated.
- By September 2020 the City Council need to post an "Accessibility Statement" explaining
 - a. whether the website is fully compliant, partially compliant or not compliant.
 - b. Which parts of the website are compliant.
 - c. What the Council have done to improve the user's experience and what we are going to do.
 - d. What users can do (e.g. download plug-ins).
 - e. What won't work.
 - f. Options – who to contact if the user needs the information in a different way.
 - g. How to report a problem (through the Clerk or direct to the website host).
 - h. How we tested the website.
 - i. If we use "unreasonable burden", we need evidence and justification.
- There will be annual testing and Public Bodies who do not comply will be named and shamed. We can be referred to the Equality Human rights Commission.

The Clerk has carried out a basic review and there are some issues for example no reflow when text is enlarged to 300%.

The Clerk had provided Designweb with copies of legislation and government requirements for consideration and requested recommendations and costings. Unfortunately, Designweb's report and website traffic statistics were not available to the Committee.

- I. On receipt of Designweb's report the Committee can draw up a prioritised and costed action plan for recommendation to Council.

- II. The Committee can also make recommendations re website testing.
- III. Once Full Council has made resolutions, the proposals can be included in the draft budget for approval.

7. Broadband

The Committee considered whether the Council should have Broadband installed at the Meeting Room. Advantages would be:

- If councillors have suitable portable devices, they can access meeting packs electronically during meetings, thus saving paper and printing costs (for Council and members).
- Committees, especially the Website Working Party will function more efficiently if Broadband is available during meetings. This Committee, in particular, will find it difficult to work without live access to the Council's website.
- The Clerk will be able to check e-mails after working in the Library on Wednesdays [where access to e-mails is not available]. This is especially relevant before Full Council meetings.
- Hire of the Meeting Room would be more attractive if Broadband was available. We should therefore be able to increase income from this source.

Resolved the Clerk should obtain a quotation from BT for installation of Broadband and monthly usage charges.

Meeting Closed at 7.30 pm.