

Cyngor Dinas Llanellwly St Asaph City Council

Website Working Group: Terms of Reference 2026-2027

Composition: Elected Members - 4

Meetings: Called as and when required from within Full Council

Chairman: Elected by the Working Group

Quorum: 3 (one third of total membership)

Purpose of the Working Group

The Working Group is established to manage, maintain and improve St Asaph City Council's website on behalf of the Council and this shall include the following responsibilities.

Delegations are:

1. Keeping under review the policies and resources of the Council in relation to this Working Group and to advise the Council on the future developments of existing or introduction of new services under this responsibility.
2. Advising the Council on strategic website management by reviewing the website image, functionality, content, and accessibility for the residents of St Asaph.
3. Making recommendations to the Council on IT service provision. To include website hosting, e-mail hosting, website development, software packages and providers and arrangements for updating the website.
4. Developing and keeping under review a formal Publication Scheme for the Council, which sets out the Council's commitment to make certain information routinely available.
5. Considering and agreeing any links to other organisations closely associated with St Asaph City Council.
6. Considering the use of social media platforms such as Facebook and Twitter and making recommendations to Council.

Website TOR

7. Ensuring accessibility to enable all users to have ready access to the information on the website even if they have communications difficulties.
8. Agreeing all non-statutory content to be placed or updated on the website so that information is current and relevant and promotes the City Council and St Asaph.
9. Making recommendations to Council with regard to IT training for members.