

# Millington cum Givendale Parish Council

## Website Management Policy

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### 1. Introduction

The council has a web site hosted by East Riding of Yorkshire Council. This contains documents relating to council business, including those required by the Transparency Code, as well as pages of a more general council, or Parish nature.

There is a need to ensure the content of the web site is managed properly. This should ensure the content remains appropriate and complies with any relevant regulations. The aim is for this policy not to impose an overly-bureaucratic burden on the council or clerk.

Unpublished items on the web site can only be seen by people with a username/password. Published items can be seen by any member of the public accessing the web site.

### 2. Responsibilities

#### 2.1 Council

- appoint a website content team as a sub-committee of the council.
- identify specific pages, or general areas of content that should be included in the web site;
- approve content for publishing (apart from Transparency Code items as identified in this Policy, which do not need council approval);
- formally delegate responsibility for publishing Transparency Code-related items to the clerk.

#### 2.2 Web site development sub-committee

- produce draft content based on council requirements;
- produce/gather content, including words, images, etc. and formulate pages as required;
- publish content once approved by the council.

#### 2.3 Clerk

- assist and advise council on web site content;
- ensure all items required by Transparency Code, or other regulatory requirements, are included in the web site in a timely manner;
- publish Transparency Code-related items (without the need for council approval)

### 3. Transparency Code

#### 3.1 Introduction

The Local Audit and Accountability Act 2014 requires councils to publish specific data on a web site.

Councils will not be required to publish information that is exempted by the Data Protection Act 1998; the Freedom of Information Act 2000; or even the Environmental Information Regulations 2004. These normal exemptions will continue to apply, e.g. there will be no publication of personal data about employees.

#### 3.2 Annually published information

- All items of expenditure above £100 (i.e. net of VAT), including
  - The date that expenditure was incurred

- A summary of the purpose of that expenditure
- Any VAT which cannot be recovered (this would be very unusual for a parish council)
- End of year accounts in the form of the Annual Return, with
  - A copy of the bank reconciliation
  - An explanation of significant variances (10% to 15% variances)
  - Explanation of differences between “balances carried forward” and “total cash and investments
- Annual Governance Statement
  - In the form of the Annual Return
  - Signed by the Chairman and RFO
  - Full written explanation of negative responses
- Internal Audit report
  - In the form of the Annual Return
  - Signed by the Internal Auditor
  - Full written explanation of any negative responses
- Councillors’ responsibilities
- Names of all councillors
- Chairman of the Council and Vice-Chairman shown
- Committee memberships (if any), with Chairman and Vice-Chairman shown
- Representation on external public bodies
- Details of land, buildings and assets held. Publication of the Asset Register will suffice and must include:
  - Description (and size or acreage of land)
  - Location
  - Whether Council is owner or custodian
  - Date of acquisition
  - Cost at acquisition (or proxy value)
  - Present value

### *3.3 Monthly published information*

- Minutes, agendas and supporting papers
- Draft minutes of all meetings published within one month of the meeting
- “Full and informative” agendas and supporting papers published three clear days before the meeting

## **References**

ERNLLCA - Advisory Note 047 - Transparency Code