**Westbury Sub Mendip Website Change Control Policy and Procedure**

Introduction

This Policy is intended for changes to the village website’s ( http://westburysubmendip-pc.gov.uk ) structure and functionality, and to the Roles of Administrator or Editor assigned to people.

The Parish Council always retains final say over website content, but would not normally need to exercise change control, so long as content is honest, legal, and decent.

The Parish Council will consider for approval all website functional/structural change, and the assignment of Administrator/Editor Roles to users. This Policy was agreed at the Parish Council meeting of 16/04/20.

The PC Chair will supervise change. The Website Administrator reviews all proposed changes with the Chair, who either agrees that change may proceed, or who decides that the change needs discussion at a Parish Council meeting.

**e.g.** If a new Community Group wanted a new Page in the website’s ‘Community’ section, that might not need Parish Council discussion and could be given a quick go-ahead.

But a more complex change, like adding a Cookie Banner to the website, might need Parish Council meeting discussion.

This Change Control policy will be published on the website, and all those currently assigned Website ‘Administrator’ or ‘Editor’ Roles will be made aware of it.

Website Change Control Policy

1. Administrators/Editors may make immediate changes to the content of existing website pages or create News Posts, so long as all content is honest, legal and decent.

2. Any proposed structural website change (e.g. a new web page) or proposed functional website change (e.g. new menus or search features), or any assignment of a Role to a user, should first be discussed with the Website Administrator, who will then consult with the PC Chairto gain agreement for the change.

3. A Register of Changes will be maintained by the Website Administrator:

‘Change\_Register\_WsMPC\_Website.xlsx’

<https://westburysubmendip-pc.gov.uk/wp-content/uploads/2020/06/Change_Register_WsMPC_Website.xlsx>

Mark H. Smith, Website Administrator

Sue Isherwood, Parish Council Chairman

17/04/20