

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

Approved: -3<sup>rd</sup> May 2023

### 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.

The Parish Council supervises the changes. The Website Administrator reviews all proposed changes with the Council and this is discussed at a Parish Council meeting.

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 Parish Council to gain agreement for the change.

The Village Website Administrator is Mark Smith, the Parish Council nominated Webmaster is the Parish Clerk