

# Hixon Parish Council

15<sup>th</sup> October 2019

IT Working Group- Website Design Update - Item Ref 055/15

## 1 Purpose of Report

- 1.1 To recommend approval on the update of the Website Design Tender in accordance with this report.

## 2 Background Information and Key Issues.

- 2.1 An IT report on the Website design Tender and recommendation was presented at the Council meeting 17<sup>th</sup> September 2019. Refer to the report on file.
- 2.2 On the 19<sup>th</sup> September 2019 Hixon Parish Council (HPC) received a bulletin from Staffordshire Parish Council Association (SPCA). Contained within the bulletin was an offer by Staffordshire County Council (SCC) to provide local parish councils with website design templates. There are a several of options available.
- 2.3 The IT working group agreed (via email communications) to contact SCC with a view to discussing options available and how they could accommodate HPC's requirements.
- 2.4 The templates offered are described in 5.1 of this report.
- 2.5 The IT working group met on Thursday 3<sup>rd</sup> October 2019 and agreed to take up the offer from SCC for the 'Gold Package' template. It was also agreed to start talks with SCC as soon as possible regarding design and time scale for implementation.

## 3 Financial, Resource and legal Implications

- 3.1 Financial: See 5.1 below. If HPC were to appoint SCC to be its partner in creating a new HPC website, the costs will be £500 for the design & transfer of data, and £150 per year thereafter. The costs over a projected seven-year period would be £1,550 (£500 + 7x £150). This overall figure is lower than all other Tenders received by HPC to date.

3.2 Resources: HPC team will need to be set up to produce a website design and content. The amount of time required by HPC will be assessed following further dialogue with SCC.

3.3 Legal: HPC will need to enter into an agreement with SCC for the above works.

#### **4 Report produced by:**

4.1 Susan McKeown on behalf of the IT working group.

#### **5 Appendices**

5.1 See below extract from SPCA bulletin 19<sup>th</sup> September 2019.

##### **The Offer**

*All work undertaken by the Digital Team will:*

- *Comply with Website Accessibility Standards (WCAG2.1)*
- *Be mobile responsive and multi device tested*
- *Enable Parish Councils to keep their existing website's URL*

##### **Bronze Pack (£100 per year)**

- *A dedicated WordPress site hosted by Staffordshire County Council, using the [template](#)*
- *Initial website setup*
- *Set up for user account for the clerk*
- *Training/Guidance document with third party video content and a best practice guidance document*

##### **Silver Pack (£125 per year)**

- *All Bronze elements*
- *Monthly security and plugin updates to the site*
- *Set up of additional user accounts where required*

##### **Gold Pack – Limited and subject to available resource (Upfront cost of £500 then £150 per year thereafter)**

- *All Bronze and Silver elements*
- *Transfer of existing information on current website to the new site*
- *Fortnightly security and plugin updates to the site*
- *Google analytics set up for site and configuration of standard report for users to access*
- *On-site training at SP1 with a member of the digital team*

*Additional design work add on for all packages would be charged at £50 per hour with all work agreed prior. Example of this might be a poster for the village fete or a new logo.*

*Service Level Agreement offer: problems with the site should be reported to [digital@staffordshire.gov.uk](mailto:digital@staffordshire.gov.uk) we will respond to a request within 2 working days and will detail the proposed resolution, including timescales within that response.*

*Password reset requests will need to be submitted using an online form and will be actioned within 1 working day.*

*Parish Councils will retain responsibility for any content that they upload or edit on the website*