



Audlem Parish Council Website Management Policy

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1. Policy Summary

Audlem Parish Council is committed to maintaining a website (www.audlempc.co.uk) that serves as a transparent, accessible, and secure platform for communicating with residents, businesses, and stakeholders. This policy outlines the management, content, and compliance requirements for the Council's website, ensuring adherence to UK laws, including the Local Government Transparency Code 2015, Freedom of Information Act 2000 (FOIA), UK GDPR, DPA 2018, and Accessibility Regulations 2018. The policy supports the Council's governance framework, including the CCTV Policy, Information & Data Protection Policy, and Transparency Code Policy, and promotes public engagement and accountability.

2. Introduction

The Audlem Parish Council website is a key tool for delivering information about Council services, activities, and decisions. It ensures compliance with statutory transparency obligations, provides access to public information, and meets accessibility standards to serve all users, including those with disabilities. This policy governs the website's content, maintenance, security, and compliance with legal and regulatory requirements, ensuring it remains a reliable and user-friendly resource for the Audlem community.

3. Scope

This policy applies to:

- The management and content of the Council's website (www.audlempc.co.uk) and any associated subdomains or platforms.
 - All staff, Councillors, volunteers, and contractors involved in website content creation, publication, or maintenance.
 - Information published on the website, including mandatory datasets under the Local Government Transparency Code 2015, policies (e.g., CCTV Policy, Information & Data Protection Policy), and responses to Freedom of Information (FOI) requests.
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4. Legal and Regulatory Framework

The website is managed in compliance with:

- Local Government Transparency Code 2015: Mandates publication of financial, governance, and asset information for councils with turnover over £25,000, with recommendations for smaller councils.
- Smaller Authorities' Transparency Requirements 2015: Applies to councils with turnover under £25,000, requiring publication of expenditure over £100 and other key data.
- Freedom of Information Act 2000 (FOIA): Requires a Publication Scheme and access to information on request.
- UK GDPR and Data Protection Act 2018 (DPA 2018): Governs the processing and publication of personal data.
- Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018: Mandates compliance with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA for public sector websites.
- Openness of Local Government Bodies Regulations 2014: Requires publication of meeting records and officer decisions.

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- Local Audit and Accountability Act 2014: Underpins financial transparency and audit requirements.

The Council is registered with the Information Commissioner's Office (ICO) as a data controller (Registration number: ZA105006). Note: Comprehensive legal framework ensures alignment with transparency, data protection, and accessibility requirements.

5. Website Purpose and Content

The website serves to:

- Provide information about Council services, events, and community initiatives.
- Meet statutory transparency obligations by publishing mandatory datasets.
- Facilitate public access to governance documents, policies, and meeting records.
- Enable residents to contact the Council, submit requests (e.g., SARs, FOI requests), or make complaints.
- Promote Audlem's economic and social well-being (e.g., through news, events, or tourism information).

Content includes:

- Mandatory Information: As outlined in Section 6.
 - Policies: E.g., CCTV Policy, Information & Data Protection Policy, Transparency Code Policy, Complaints Procedure, and Financial Regulations.
 - Community Information: News, events, and local resources.
 - Contact Details: For the Parish Clerk and Councillors.
 - Forms: For SARs, FOI requests, or complaints.
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6. Mandatory Information Publication

Audlem Parish Council will publish the following information on its website, as required by the Local Government Transparency Code 2015 (for turnover over £25,000) or Smaller Authorities' Transparency Requirements 2015 (if turnover is under £25,000): Annual Publications (by 1 July following financial year-end, 31 March)

- Expenditure over £500 (or £100 for smaller councils): Date, purpose, amount, and VAT details.
- End-of-Year Accounts: Annual Governance and Accountability Return (AGAR), governance statement, internal audit report, and external auditor report (if applicable).

- Public Land and Building Assets: Descriptions, locations, and valuations of Council-owned assets.
- Councillor Details: Names, roles, responsibilities, and registers of interest (per Localism Act 2011).
- Minutes, Agendas, and Papers: For all formal Council and committee meetings, excluding confidential items.
- Location and Contact Details: E.g., Town Clerk, 3 Church View, Audlem, Cheshire CW3 0HN; clerk@audlempc.co.uk.

Quarterly Publications (within one month of quarter-end)

- Contracts and Tenders over £5,000: Invitations to tender, contract details, and awarded contracts (e.g., CCTV maintenance).
- Grants Awarded: Recipient, amount, and purpose of financial assistance.

Note: If turnover is under £25,000, only expenditure over £100 and AGAR-related documents are mandatory, but full Code adoption is encouraged. Clarified turnover-specific requirements.

7. Accessibility Compliance

The Council will ensure the website complies with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018, meeting WCAG 2.1 Level AA standards. This includes:

- Accessible Design: Text alternatives for images, keyboard navigation, and clear fonts/colours.
- Accessibility Statement: Published on the website, detailing compliance status, non-accessible content, and how to report issues (required by 23 September 2020 for existing websites).
- Testing and Monitoring: Regular accessibility audits using tools like WAVE or Site improve, with issues addressed promptly.
- Support for Users: Provision for alternative formats (e.g., large print, audio) upon request, particularly for users with disabilities.

The Council will ensure content is accessible to all users, including those with visual, auditory, or motor impairments, and provide contact details for accessibility-related queries (parish@audlempc.co.uk). Note: Added accessibility requirements to comply with 2018 Regulations, mandatory for public sector websites.

8. Data Protection and Privacy

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The website will comply with UK GDPR and DPA 2018 when processing or publishing personal data, as outlined in the Information & Data Protection Policy. Key measures include:

- Personal Data: Not published unless required by law (e.g., Councillor registers of interest) or anonymised (e.g., for diversity monitoring).
- CCTV Data: Information about CCTV usage (per CCTV Policy) will be published, but footage or personal data from SARs will remain confidential.
- Privacy Notice: A clear Privacy Notice will be displayed on the website, detailing how personal data (e.g., from contact forms, SARs, or complaints) is processed, stored, and protected.
- Cookies: A cookie policy will inform users of any tracking technologies, with opt-in consent for non-essential cookies per UK GDPR.
- Secure Forms: Online forms (e.g., for SARs or FOI requests) will use secure protocols (e.g., HTTPS) and be encrypted to protect data.

A Data Protection Impact Assessment (DPIA) will be conducted for website features involving personal data (e.g., contact forms, newsletter sign-ups) to ensure compliance. Note: Integrated with your CCTV and Data Protection queries, emphasizing protection of personal data and secure website features.

9. Website Management and Responsibilities

The Parish Clerk is responsible for overseeing website management, with support from designated staff or contractors (e.g., website developers). Responsibilities include:

- Content Updates: Ensuring information is accurate, current, and published on time (e.g., by 1 July for annual data, within one month for quarterly data).
- Technical Maintenance: Regular checks for functionality, broken links, and security updates.
- Training: Providing Councillors and staff with training on content management and data protection obligations.
- Approval Process: All content, especially policies and financial data, must be approved by the Council or a designated committee, with decisions recorded in minutes.
- Third-Party Providers: If a third-party provider manages the website, contracts will specify compliance with UK GDPR, DPA 2018, and Accessibility Regulations 2018, with data processing agreements in place.

The Council has appointed a Data Protection Officer (DPO) or assign DPO responsibilities to the Parish Clerk for data-related website activities.

Contact Details:

- Parish Clerk: parish@audlempc.co.uk

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- Address: 2 Bronte Drive, Newport, TF10 7FT
 - Phone: 07783 580406
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10. Security Measures The website will be protected against unauthorised access, data breaches, and cyber threats through:

- Secure Hosting: Use of UK-based or UK GDPR-compliant hosting providers with robust security measures (e.g., encryption, firewalls).
 - HTTPS Protocol: Ensuring all website traffic is encrypted.
 - Regular Updates: Applying software patches and updates to content management systems (e.g., WordPress).
 - Access Controls: Password-protected access for content editors, with multi-factor authentication where possible.
 - Data Breach Response: Any suspected breach will be investigated and reported to the ICO within 72 hours if required, per UK GDPR Article 33, with affected users notified if there is a high risk to their rights (per Article 34).
 - Audlem Parish Council has a Data Breach team which consists of the Chair, Vice Chair, Clerk and three Councillors.
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11. Freedom of Information and Disclosure Log

The website will host a Publication Scheme compliant with the FOIA, detailing available information and how to access it. A disclosure log will be maintained for FOI requests of public interest (e.g., about expenditure, contracts, or CCTV usage), including:

- Date of request.
- Summary of the request.
- Response provided (excluding personal data).
- Exemptions applied (e.g., Section 40 of FOIA for personal data).

Personal data from Subject Access Requests (SARs) will not be published, as per UK GDPR and DPA 2018. The disclosure log will be updated regularly and retained for at least three years. FOI requests should be submitted to the Parish Clerk at clerk@audlempc.co.uk (<mailto:cparish@audlempc.co.uk>), with responses provided within 20 working days, per FOIA.

12. Complaints Procedure

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Complaints about website content, accessibility, or compliance with transparency or data protection requirements should be directed to the Parish Clerk at parish@audlempc.co.uk.

Complaints will be handled under:

- The Complaints Procedure for general issues (available on the website).
- The Information & Data Protection Policy for data-related concerns (e.g., SARs, privacy breaches), with a response within one month.

If unresolved, complainants may contact the ICO:

- Phone: 0303 123 1113
 - Email: <https://ico.org.uk/concerns>
 - Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF
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13. Review and Monitoring

This policy will be reviewed annually or when significant legal or operational changes occur (e.g., updates to the Data (Use and Access) Act 2025 or Accessibility Regulations). The Parish Clerk will:

- Monitor website compliance with the Transparency Code, FOIA, UK GDPR, and Accessibility Regulations.
- Conduct accessibility audits and security reviews at least annually.
- Report compliance status to the Council, with decisions recorded in minutes.
- Address non-compliance promptly, with corrective actions documented.