

# Freshford PC Web Site Requirements

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## 1. Purpose

This report is to document the progress for the renewal of the Freshford Parish Council web site.

## 2. Requirement

All public web sites have been required to meet web usability standards for some time (around 2 years), and it is now a legal requirement for public web sites, including Parish Councils, to meet the WCAG 2.1 level AA standard by September 2020.

It is acceptable to have a plan of action in place and being implemented by September 2020.

The current web site does not meet these standards, and the cost of upgrading the current web site will be significant, if anyone can be found to undertake the work, and cost of future maintenance would be prohibitive so this approach certainly will not provide a resilient future-proof solution.

It is important that none of the information on the existing platform is lost.

## 3. Progress

High-level requirements have been defined (see attached) and were reviewed by Selina and Jonelle to ensure that PC and Bulletin requirements are fully covered.

A shortlist of potential suppliers has been identified through reviewing potential local companies, recommendations from other councils and also an SLCC preferred supplier.

The shortlist comprised of:

- Yellow Peach
- Vern
- Aubergine
- Zonkey
- This Is My Engine

A number of other offerings were also considered, especially offerings specifically in the parish council arena, which were found to be wanting in terms of what Freshford PC is looking for.

Initial discussions have been undertaken with each of the 5 potential suppliers, and a copy of the Freshford PC Requirements has been supplied to each company.

## 4. Process

The responses from each of the 5 suppliers will be provided to the Parish Council, which will be a commercial-in-confidence document at this point in time.

The responses will be considered by the Parish Council at the meeting on Monday 13 July in a closed session for that item.

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There will be one of two outcomes:

- 1) A specific supplier will be selected to proceed with
- 2) A decision criterion will be agreed by the PC against which a small working group will then complete the procurement exercise consisting of:
  - John Adler
  - Selina Jobson
  - Tom Madicott

## 5. Post Contract Award

Once the supplier has been selected and the contract awarded, the first activity will be to sit down with the supplier and agree a project plan for the delivery of the web site to clearly define the key activities and timescales.

A working party will be set up for this process, consisting of:

- John Adler (Project Management)
- Selina Jobson (Clerk)
- Annabel Menheneott (Design)
- Tom Maddicott (Presentation and Communications)
- Jonelle Daniels (Bulletin and Communications)