

1. Contract

The PC decided to select Zonkey, a local company, to create a new standards compliant website for Freshford PC.

The contract with Zonkey has been signed and the initial stage payment made to enable development activities to begin.

2. Progress

There has been progress on the preparations to creating the new website.

Zonkey have provided an initial view on the website structure, which has been reviewed and comments passed back to Zonkey.

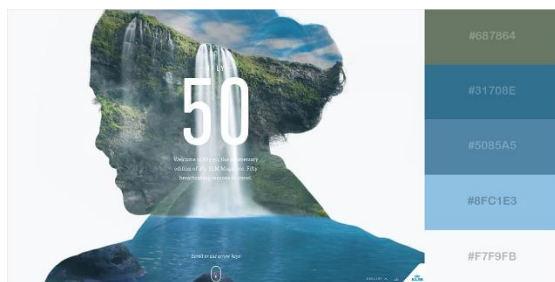
The structure of the current website has been reviewed and how the existing PC content is to be managed has been defined in draft - whether to Archive, Migrate, Replace or Ignore.

The Archive approach needs to be defined. The information will be retained and will be available on request.

The approach is that initially (phase 1) the PC content will Go Live, and then at a later date (Phase 2) the Community content will Go Live. This will allow a more controlled migration to the new website rather than attempting to get everything done in a short space of time in one go.

The Community information (Phase 2) will require liaison with a number of parties which will be undertaken over time therefore enabling the PC to meet the statutory requirements more easily in Phase 1. The statutory requirement is to be standards compliant by 22 September 2020 but given recent events having a working plan in place will be acceptable.

The initial set of colours proposed are:



Potential logos have been investigated, and the preferred logo is the second option in the accompanying PDF file – it is simple, coloured and will scale onto hand-held devices such as tablets and mobile phones. The advice from Zonkey is that this will work best overall:



3. Next Steps

Zonkey will build a demo website using the initial view on the website structure and it should be available the week after next. The demo site will be reviewed by Freshford PC to identify the changes required which will then clarify the detail of the next steps and timescales.

It is important to understand that as the website is easily configurable, the initial structure is not cast in stone and is easily amended. It becomes more difficult to change after the website is live due to the potential impact on users rather than technical constraints.

There are underlying details that need to be defined, such as Domain Name and email addresses for the new environment.

A photo of each councillor is needed.

There are some policies and procedures need to be created, including:

- Archive process
- Access to Information Process
- Accessibility Policy
- Freedom of Information
- Privacy Policy
- Data Retention Policy