



*Longwick-cum-Ilmer
Parish Council*

LONGWICK CUM ILMER PARISH COUNCIL

WEBSITE WORKING GROUP – TERMS OF REFERENCE

1. Purpose

The Website Review Working Group is established to assess and improve the Parish Council's website, ensuring it remains accessible, relevant, and compliant with necessary regulations. The group will provide recommendations for updates, enhancements, and overall usability.

2. Membership

- The Working Group shall consist of two members, appointed by the Parish Council.
- Members may include councillors and, where appropriate, external advisors or residents with relevant expertise.
- The group operates in an advisory capacity and does not have delegated decision-making authority.

3. Responsibilities

- Conduct regular reviews of the website's content, structure, and functionality.
- Ensure the website complies with relevant accessibility and transparency requirements.
- Identify areas for improvement, including layout, security, user experience, and content updates.
- Gather feedback from residents and council members regarding the website's effectiveness.
- Provide recommendations to the Parish Council for necessary updates or redesigns.
- Maintain confidentiality where required, particularly regarding sensitive council information.

4. Meetings

- The Working Group shall meet as required, to review the website and discuss potential improvements.
- Notes from discussions shall be recorded and reported to the Parish Council.

5. Reporting & Decision-Making

- The Working Group shall submit recommendations to the Parish Council for review and approval.
- No financial or contractual commitments shall be made independently by the Working Group.

6. Review

- These Terms of Reference shall be reviewed annually and updated as required with the approval of the Parish Council.

Adopted at a Parish Council meeting held on 17th June 2025