

# Web site design Working Group – Terms of Ref.

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## Objectives and scope

The objective of the Web Site Design Working Group is to make recommendations to the Council regarding the design and procurement of a new Parish Council and Wendover Tourism web-site.

This includes recommendations for:

1. Identification of the necessary user facilities for the web-site
2. Structure
3. Requirements for the running of the web-site
4. Technical requirements
5. Specification for the supplier
6. Selection of the supplier
7. Funding, costs and budgets for the web-site

This Working Group will oversee the project to establish the web-site up until it's launch.

## Membership and structure

The Working Group shall report to and provide recommendations to the Council

As the key Users, the Clerk and the Tourist Information Office Manager (Deputy Clerk) shall be permanent members of the Working Group. TIO staff will be invited as appropriate.

Relationship to other WG: The Communications Group will make recommendations on the specific content and style on the web-site. A member of the Communications WG should be a member of this WG.

The clerk remains responsible for all publications by the Council

## Appendix - A

### Working Groups Role and General Operation

#### *Role*

To tackle issues as directed by the Council or Committee

To examine an issue in detail- read reports and related materials, examine options, get advise for the council

To act as experts, liaison with experts,

To make recommendations to Council or Committee based on expertise

To explain the recommendations, reasons, options to the Council or Committee

To answer questions from the Council or Committee

#### *Committee and Working Group relationship*

- The Council or Committee must direct the WG and sets clear terms of Ref for them regarding objectives, scope and outcome.
- The role of the Council or Committee is to question and challenge the recommendations, in order to be satisfied of the correct decision.

It relies on the Council or Committee to ensure it is not just a rubber stamp and demand clarity and justification of recommendations

#### *General Operation*

Leader appointed by the Council or Committee

Minimum 2 Councillors as members of the WG

Work priorities and Co-option of experts is agreed by the Council or Committee

The WG will organise themselves for meetings

- Notes of meetings will be prepared to inform the Council or Committee of activity and progress
- Working Groups do not meet in public, SO are not applicable

Examine options and make recommendations

A Working Group has no Budget, and may take no decisions on behalf of the Council