#### Websites for Parish & Town Councils



WCAG 2.1/2.2 Accessibility Compliant Websites .gov.uk Domain Names & Email

# James Reilly

Managing Director – Easy Web Sites Ltd

Vice Chair - Barnacre-with-Bonds Parish Council

# Agenda

- 1. Accessibility
- 2. Why use a .gov.uk domain name?
- 3. .gov.uk Email
- 4. The boring bit About us and how we can help

#### **Accessibility Compliance:**

# From October 2024, UK Government websites will be monitored for WCAG 2.2 compliance

#### Did you know...

**86% of users** with disabilities would leave a website that is not accessible

Accessible websites can engage with an additional **20%** of their community, ensuring everyone has access to information

Most frequent issues on public sector websites:

• Low-contrast text: 83%

• Missing alternative text for images: 68%

• Empty links: 58%

• Missing form input labels: 53%

• Empty buttons: 50%

**72% of users** with disabilities report that they have difficulty accessing online government services.

#### Check a website is WCAG 2.2 compliant?

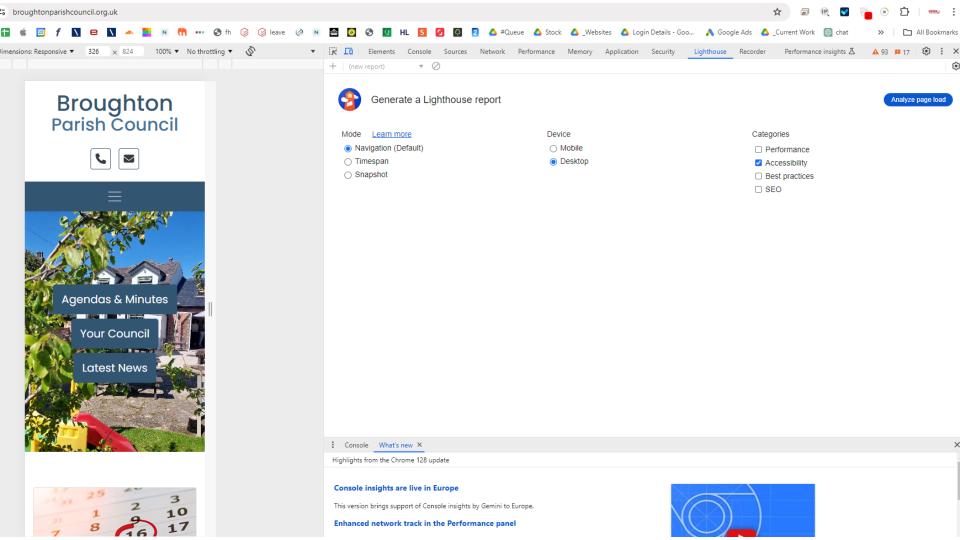
There are tools built into **Google Chrome** that you can use to check your website

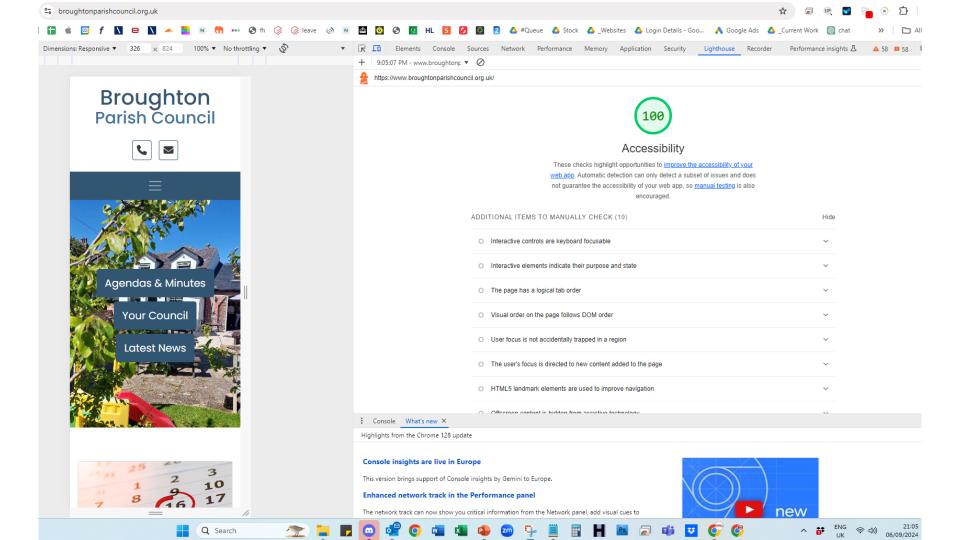
Press f12 on a Windows keyboard

Navigate to Lighthouse

#### Let's look at an example

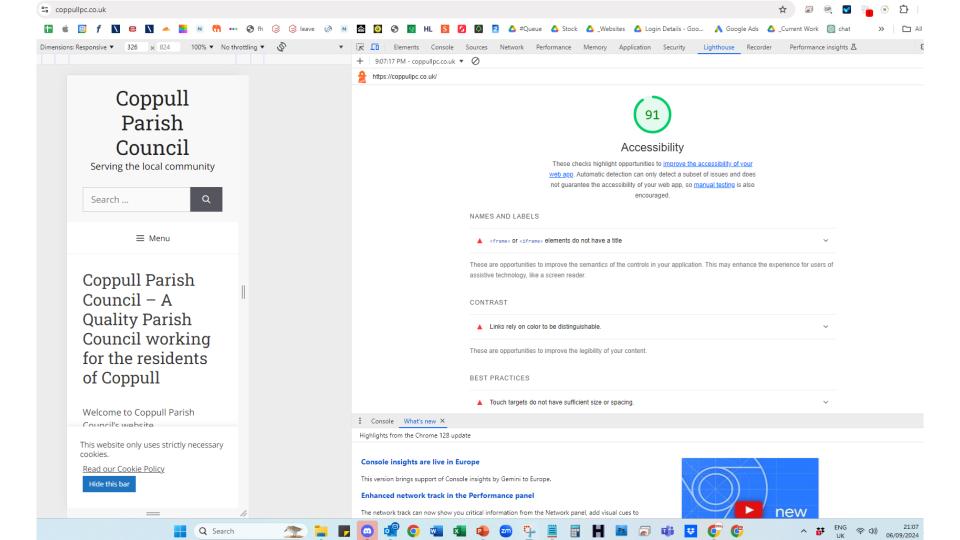
# Broughton



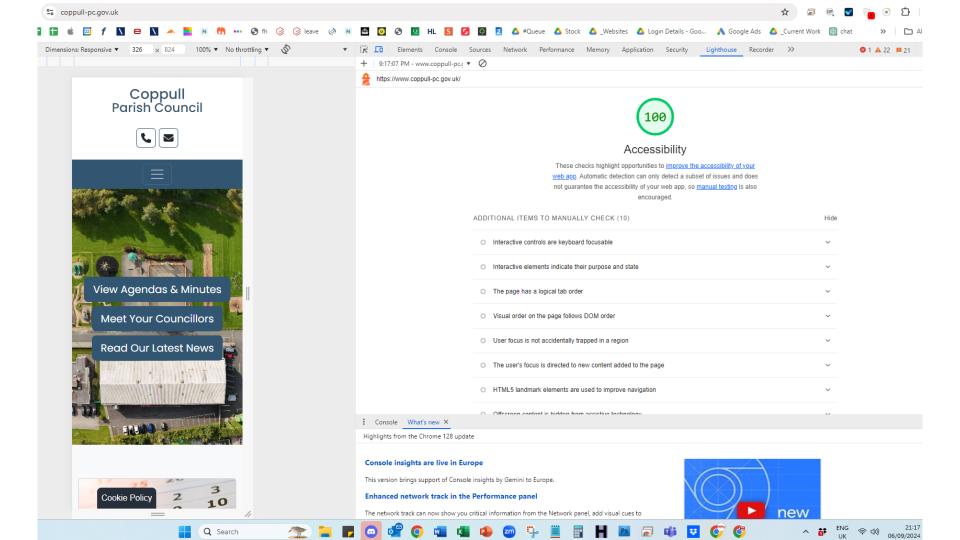


# Let's look at a couple of before and afters

# Coppull **Before** (national supplier)

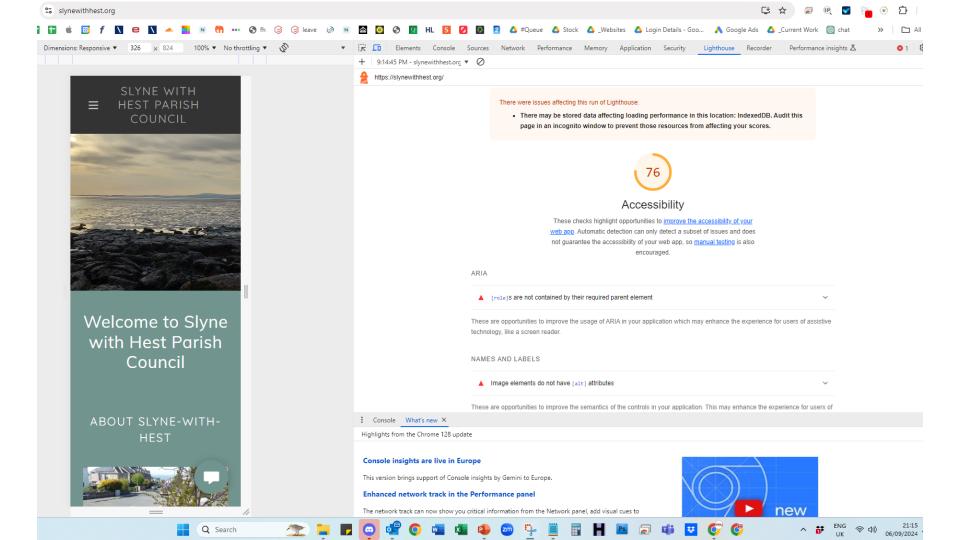


# Coppull After

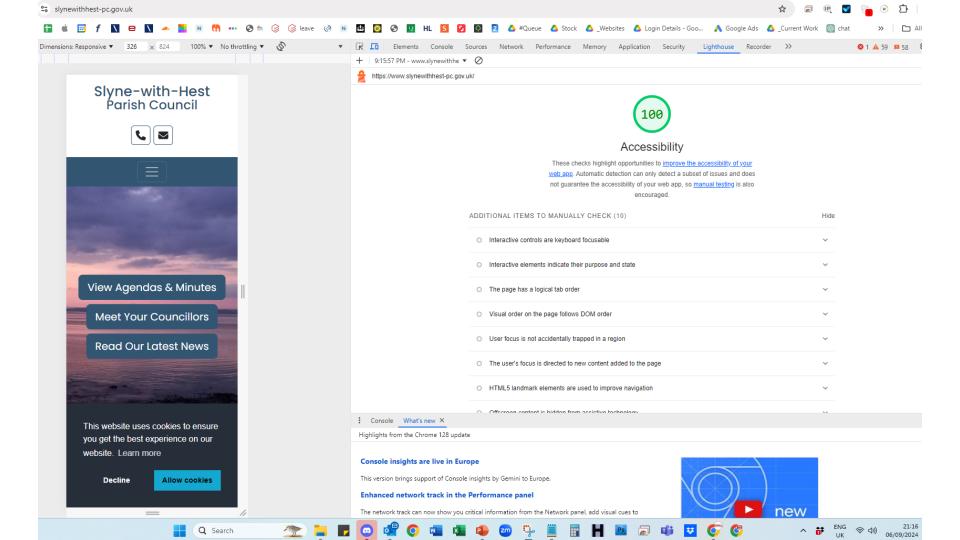


# Slyne-with-Hest

Before (inhouse)



# Slyne-with-Hest After



#### How to be more accessible...

#### 1. Follow WCAG Guidelines

The Web Content Accessibility
Guidelines (WCAG) provide a
comprehensive set of standards for
making web content more accessible

#### 2. Provide Text Alternatives

Ensure all non-text content (images, videos, infographics) has text alternatives

#### **3.Provide Clear Navigation**

Use clear and consistent navigation menus

#### 4. Colour Contrast and Text Size

Ensure sufficient colour contrast between text and background to make content readable for users with visual impairments

#### 5. Responsive Design

Design your website to be fully responsive, ensuring it works well on all devices, including mobile phones and tablets

#### 6. Regular Audits

Regular accessibility audits and keep your website updated with the latest accessibility standards and practices

## .gov.uk Domain Names

2024 edition of the Practitioners' Guide

5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name.

## .gov.uk – Why is this important?

The Joint Panel on Accountability and Governance (JPAG) provides clear guidance on the use of .gov.uk domains for parish, town, and community councils. Here's a summary of the key points from sections 5.210 and 5.211:

#### Section 5.210

**Eligibility and Advice**: All parish, town, and community councils are <u>eligible and advised</u> to use a .gov.uk domain for their websites and email communications.

**Expectations**: It is now reasonably expected by the community, suppliers, and partners such as external auditors that local councils will have a .gov.uk domain name.

This guidance emphasizes the importance of using a .gov.uk domain to enhance credibility, security, and compliance with legal requirements, particularly GDPR.

### .gov.uk Emails

2024 edition of the Practitioners' Guide

5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

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**GDPR Compliance**: To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors

**Usage**: These email accounts should be used exclusively for official council business.

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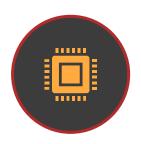
#### How big is the opportunity to improve

Looked at 16 Parish and Town Councils in one 'Borough' in Lancashire

- Only 2 were .gov.uk
- 8 non-compliant domain names (.co.uk, .com. .uk)

9 non-compliant email addresses for the Clerk (Hotmail, yahoo etc)

## About Easy Web Sites



**24 years of experience,** limited company since 2007

Over 620 clients

Including Lancashire Association of Local Councils (LALC) and 71 Parish & Town Councils



6 full-time employees and 3 part-time employees, all dedicated to delivering the highest standards of customer service

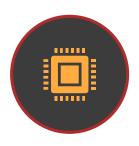


Our Managing Director, who also serves as the Vice Chair on his Parish Council, brings a wealth of experience and a deep understanding of local governance to our operations



We are committed to providing exceptional service and support to our clients, helping them achieve their digital goals with ease and efficiency

#### Some adde value we offer...



We will upload the first draft of the website including uploading 7 years documents, populate the Councillo



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At Easy Websites, we are committed to providing exceptional service and support to our clients, helping them achieve their digital goals with ease and efficiency.

## Key Features and Services:

- Accessibility: Websites meet WCAG 2.1/2.2 accessibility standards
- Responsive Design: Websites are fully responsive and mobile-friendly
- Email: We provide dedicated email services for Parish and Town Councillors with remote support (or me attending the Parish Council meeting to set up Councillor emails on phone, iPads, laptops)

- Local Development: All development work is done in Lancashire, supporting local talent and businesses
- Operation 'Menai Bridge' Ready: We do it and it's included FREE
- Added Value: Supply a bank of over 100 images for use on 'News'. Working on a way to publish 'News' from LCC and Police directly onto all the websites in Lancashire (that we do)
- Training: CMS (Content Management System)

#### **Compliance and Insurance:**

- VAT Registered: We are VAT registered, ensuring transparency in our financial dealings
- Insurance: We hold Employers Liability Insurance and IT Contractors Professional Risk Insurance, providing peace of mind to our clients

## Websites for Parish & Town Councils

Thank you

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# Use of personal email – Cllr Smith's Email Dilemma

**Background**: Councillor Smith, a member of the Greenfield Parish Council, prefers to use his personal email address for all communications. He finds it more convenient as he checks it regularly and doesn't want to manage multiple email accounts.

**Incident**: One day, Councillor Smith receives an email from a resident, Mrs. Johnson, who is concerned about a new housing development proposal. The email contains sensitive personal information, including Mrs. Johnson's address and health details, which she shares to explain her opposition to the development.

#### **Problems that arise...**

Data Security: Councillor Smith's personal email account is not as secure as a .gov.uk account. His personal email lacks advanced security features, making it more vulnerable to hacking. If his account is compromised, Mrs. Johnson's sensitive information could be exposed.

GDPR Compliance: By using his personal email, Councillor Smith becomes a data controller. This means he is responsible for ensuring the confidentiality, integrity, and availability of the personal data he processes.

Freedom of Information Requests: If a Freedom of Information (FOI) request is made, it becomes challenging to retrieve all relevant communications. Councillor Smith's personal emails are mixed with his private correspondence, making it difficult to ensure all council-related emails are included in the response

**Record Keeping**: Important council communications are scattered across different platforms, making it hard to maintain accurate records.

Professionalism: When Councillor Smith replies to Mrs. Johnson using his personal email, it may appear less professional.

#### What they say about us...

Brilliant service, as ever. No wonder I keep recommending you. Teresa Taylor Mellor Parish Council

Easy Web Sites provide a consistently excellent service to this Parish Council. James is very approachable and supportive, and no question is too crazy or too much trouble to deal with. It is very good value for money to have this connection with the company for a modest monthly fee. I would highly recommend.

Deborah Susan Groves Ribchester Parish Council

Thanks for all the hard work and support in getting the website up and running in record time.

Mandy Richardson Barrow Parish Council My admin is now straight forward, and takes minimal time and effort, plus I know I have a team of experts to back me up whenever I need them. Excuse my French, but its bloody brilliant. I would highly recommend James and his team.

Lisa Pickering

Whittle-le-Woods Parish Council

Before contacting Easy Web Sites, my website admin was a total nightmare, however within just a few weeks of getting in touch with James, we have a wonderfully simple, and hugely suitable website

I would just like to thank you for all your help with the website, you have a fantastic product, and I will certainly be recommending it in future.

Yvonne Colverson Glapwell Parish Council

We are incredibly pleased with James and the team at Easy Websites, James has done a great job in designing our Town council website. From the initial consultation to the final launch, their professionalism, expertise, and attention to detail have been exceptional.

Jessica Dibble Longridge Town Council

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	70 Clients (in	icluding L
Blackburn with Darwen - 4  1. Livesey 2. North Turton* 3. Pleasington** 4. Yate and Pickup Bank**  Bolsover - 1 1. Glapwell  Burnley - 1 1. Briercliffe*  Cheshire East - 1 1. Bunbury  Cheshire West and Chester - 1 1. Capenhurst and Ledsham  Cumbria - 1 1. West Linton  Lancaster - 3 1. Caton-with-Littledale 2. Slyne-with-Hest^ 3. Whittington  North Yorkshire - 2 1. Wintringham	Preston - 6  1. Barton 2. Broughton-in-Amounderness 3. Goosnargh 4. Ingol & Tanterton 5. Whittingham* 6. Woodplumpton  Chorley - 15 1. Astley Village* 2. Brindle 3. Clayton-le-Woods* 4. Coppull* 5. Croston 6. Cuerden 7. Eccleston 8. Euxton* 9. Heapey* 10. Hoghton 11. Mawdesley 12. Rivington* 13. Wheelton 14. Whittle-le-Woods*	Pendle - 1  1. Kelbrook and Oldham - 1  1. Saddleworth Ribble Valley - 14  1. Aighton, Baile 2. Barrow*  3. Bolton by Boy Forest and Sa 4. Dutton  5. Longridge*  6. Mellor  7. Pendleton  8. Ramsgreave*  9. Ribchester  10. Sabden  11. Simonstone*  12. Waddington  13. Whalley*  14. Wiswell*  South Ribble - 3  1. Little Hoole
2. Scagglethorpe	15. Ulnes Walton Norfolk - 1	<ol> <li>Much Hoole</li> <li>Samlesbury a</li> </ol>

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Samlesbury and Cuerdale\*

West Lancashire - 2 1. Hilldale 2. Rufford Wyre - <u>12</u> 1. Barnacre-with-Bonds 2. Catterall Claughton on Brock 4. Fleetwood\* 5. Forton Garstang Hambleton\*\* 8. Kirkland 9. Myerscough & Bilsborrow 10. Pilling 11. Preesall\* 12. Stalmine\* + LALC (Lancashire Association of Local Councils) \* Additional email addresses for all councillors (additional cost)

\*\* Domain name and email only

^ Website only