Bratton Parish Council
Meeting 12ᵗʰ September 2023

Bratton Parish Council – Website Management

To: Bratton Parish Council
From: Cllr Keith Rayward, Chair

1. Background

Under the guidance of the Website Working Group, the new BPC website is up and running. Material has been moved from the old website and new material added: so, things are progressing well and an excellent team is in place to take the website forward on behalf of the Parish.

However, recent discussions have indicated that further consideration needs to be given as to how we ensure the integrity of the website, both now, and into the future.

We clearly need to prevent malefactors from compromising the site (e.g., denial of service propagation, defamatory content), ensure we meet Data Protection Regulations, and that anyone who accesses the site has the appropriate level of competence.

The Website Working Group has been given primarily a collective, editorial mandate, and I believe, from previous experience, that there needs to be a clear responsibility for the integrity of the site.
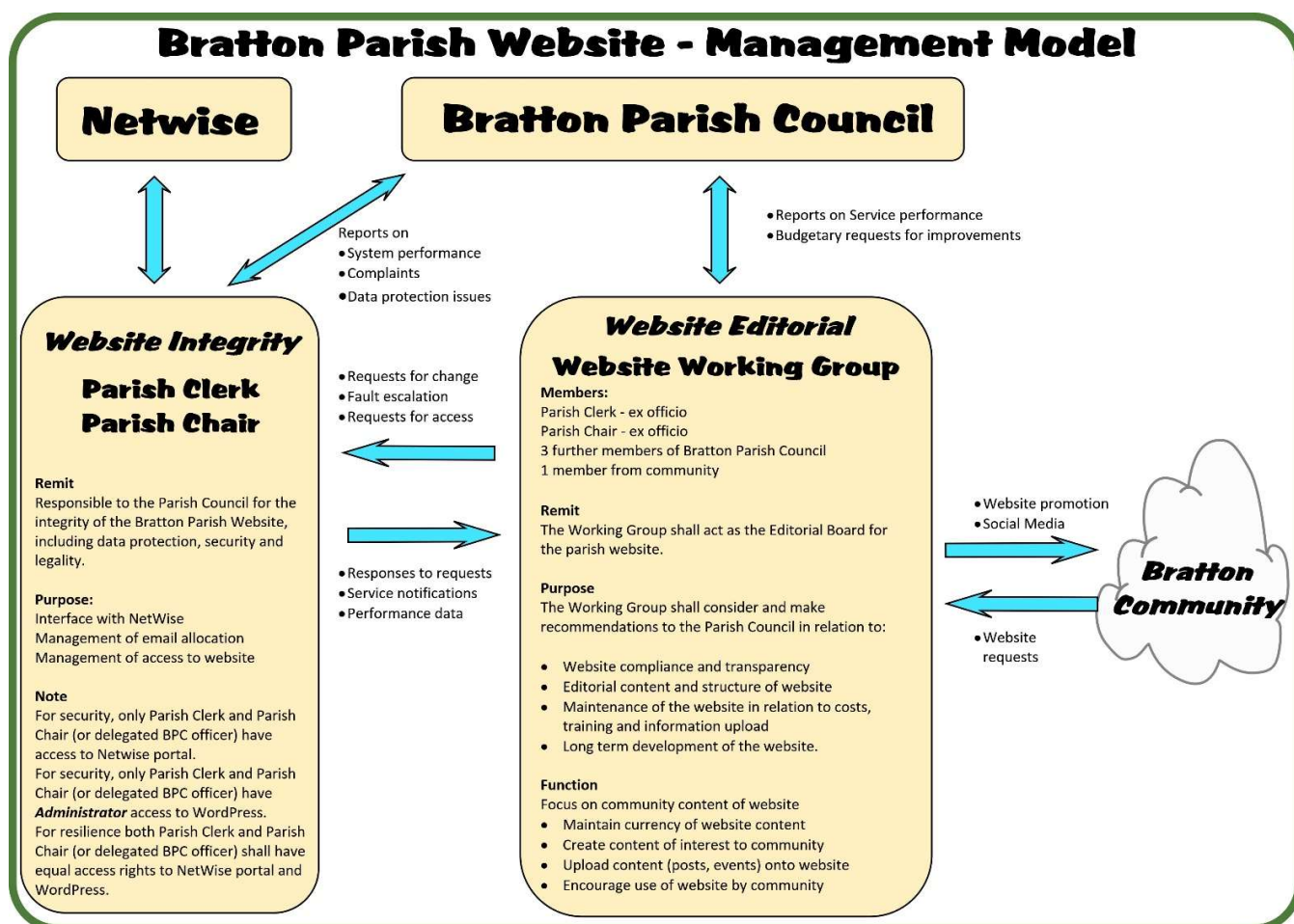
2. Proposal

I therefore commend a separation of this responsibility, and propose that, for security, the number with such responsibility is kept minimal, but to more than one (so as to avoid the access problems we had with the old site). These are responsibilities which also need to be owned by individuals, who can be held to account, and are authorised to deal with exigencies in a timely manner.

This suggests just two people should have this responsibility:

- The Parish Clerk, who already has a legal responsibility for the site, and
- The Parish Chair, who should be acting in the best interests of the Parish Council.

3. Implications

This diagram summarises how this could work (and clearly further thought needs to go into the processes so as to ensure they are slick, and do not inhibit creative content).

Bratton Parish Website - Management Model

Netwise

Bratton Parish Council

Reports on
- System performance
- Complaints
- Data protection issues

- Reports on Service performance
- Budgetary requests for improvements

Website Integrity

Parish Clerk
Parish Chair

Remit
Responsible to the Parish Council for the integrity of the Bratton Parish Website, including data protection, security and legality.

Purpose:
Interface with NetWise
Management of email allocation
Management of access to website

Note
For security, only Parish Clerk and Parish Chair (or delegated BPC officer) have access to Netwise portal.
For security, only Parish Clerk and Parish Chair (or delegated BPC officer) have *Administrator* access to WordPress.
For resilience both Parish Clerk and Parish Chair (or delegated BPC officer) shall have equal access rights to NetWise portal and WordPress.

- Requests for change
- Fault escalation
- Requests for access

- Responses to requests
- Service notifications
- Performance data

Website Editorial
Website Working Group

Members:
Parish Clerk - ex officio
Parish Chair - ex officio
3 further members of Bratton Parish Council
1 member from community

Remit
The Working Group shall act as the Editorial Board for the parish website.

Purpose
The Working Group shall consider and make recommendations to the Parish Council in relation to:

- Website compliance and transparency
- Editorial content and structure of website
- Maintenance of the website in relation to costs, training and information upload
- Long term development of the website.

Function
Focus on community content of website
- Maintain currency of website content
- Create content of interest to community
- Upload content (posts, events) onto website
- Encourage use of website by community

- Website promotion
- Social Media

Bratton Community

- Website requests

1. Only the Parish Clerk and Parish Chair (or his/her delegated representative) to have access rights to WordPress and the Netwise Portal that affect who can access the service.
2. The Parish Clerk or Parish Chair (or his/her delegated representative) to ensure that anyone given editorial access to the website has appropriate level of competence with WordPress.

The responsibilities of the Website Working Group are given in its Terms of Reference, which can be found at:

https://brattonparishcouncil.gov.uk/wp-content/uploads/2023/04/Website-Working-Grop-ToR.pdf

4. Access Rights

WordPress provide a range of defined roles that give different levels of access rights to the website.

In their role, the Parish Clerk and Parish Chair (or delegated representative) only shall have 'Administrator' rights, which includes responsibility for the setting up of the roles for all others accessing the website.

Day-to-day management of the Bratton Parish Council website can be achieved using the WordPress 'Editor' access rights.

A summary of the descriptions of the different WordPress roles and their associated access rights are attached for information. Much more detailed information can be found at the following… https://wordpress.org/documentation/article/roles-and-capabilities/ .

Should there be requirements for website changes that are beyond 'Editor' access rights, then the Parish Clerk and Parish Chair (or his/her delegated representative) should be able to sort this out on behalf of the Editors in a timely manner.

It is also proposed that contributors from the Parish shall be given, at the discretion of the Website Working Group, 'Contributor' access rights which will afford them the ability to upload material for publication by members of the Website Working Group.

5. Conclusion

Bratton Parish Council are invited to support this approach, or recommend a better way forward, so as to ensure the continuing integrity of our Parish website.

Cllr Keith C. Rayward

2nd November 2023

Annex - WordPress Management Roles

A1. Summary of Roles

- **Super Admin** – somebody with access to the site network administration features and all other features.
  - Netwise only!
- **Administrator** – somebody who has access to all the administration features within a single site.
  - *Currently Nikki and Keith*
- **Editor** – somebody who can publish and manage posts including the posts of other users.
- **Author** – somebody who can publish and manage their own posts.
- **Contributor** – somebody who can write and manage their own posts but cannot publish them.
- **Subscriber** – somebody who can only manage their profile.

A2. Administrator Role

On a regular WordPress website, the administrator role is the most powerful user role. Users with the administrator role can add new posts, edit posts by any users, and delete those posts.

Plus, they can install, edit, and delete plugins and themes.

Most importantly, admin users can add and delete users and change information about existing users, including their passwords.

A3. Editor Role

Users with the editor role in WordPress have complete control over the content sections of your website.

They can add, edit, publish, and delete any posts on the site, including the ones written by others. An editor can moderate, edit, and delete comments as well.

Editors cannot change site settings, install plugins and themes, or add new users.

A4. Author Role

Users with the author role can write, edit, and publish their own posts. They can also delete their own posts, even if they are already published.

When writing posts, authors cannot create new categories, but they can choose from existing ones. They can also add tags to their posts.

Authors can view comments, even those that are pending review, but they cannot moderate, approve, or delete any comments.

They do not have access to site settings, plugins, or themes, so it is a relatively low-risk user role. The only exception is the ability to delete their own published posts.

A5. Contributor Role

Users with the contributor role can add new posts and edit their own posts, but they cannot publish any posts.

When writing posts, they can choose from existing categories and create their own tags.

The biggest disadvantage of the contributor role is they cannot upload files, so they can't add images to their posts.

Contributors can also view all website comments, but they cannot approve or delete comments.

Finally, they don't have access to website settings, plugins, or themes, so they cannot change any settings on your site.

A6. Subscriber Role

Users with the subscriber role can log in to your WordPress site, update their user profiles, and change their passwords.

They can't write posts, view comments, or do anything else inside your WordPress admin area.

This user role is particularly useful if you have a membership site, online store, or another site where users can register and log in.