

## **OVERVIEW & SCRUTINY COMMISSION**

### **Review of the Council Website**

**Terms of Reference:**

To thoroughly examine all aspects of the Breckland Council website, including the accuracy of information, ease of access (i.e. layout) and efficiency of navigation, use of jargon and attractiveness (content, layout and use of graphics).

**Methodology:**

A small working group comprising 3 or 4 members and the Scrutiny Officer holding one or more meetings. Or delegate to Panel as appropriate. A practical (hands on) assessment of the website is required so members should be engaged and comfortable with using internet/websites.

**Timetable:**

To bring a report to the OSC in spring/summer 2007 with recommendations as appropriate.

**Witnesses:**

Breckland Officers – ICT Manager, Web Officer, Internal Communications Officer, Marketing & Communications Manager.

**Documentation:**

Relevant technical data (including specifications) decided as appropriate to the review.

**Outcomes:**

An optimised website and intranet in all respects.