

## Proposal Agenda Template

Date	5 / 3 /2024	
Agenda No		
Title	Creation of a Content Manager role for Web and Social Media	
B a c k g r o u n d	Currently there is only Webmaster role for the digital presence of the Hartlebury Parish Council. As the social media accounts come online and more content is generated it is too much for one person to manage.	
C o n s i d e r a t i o n s	<p>The Content Manager would have no access to be able to edit the website itself or change its structure in any way.</p> <p>The Content Manager would have access to the Council's Social Media. This access would use a separate council email address created for this purpose.</p> <p>The Webmaster would continue to do all structural changes/modifications to the website and be responsible for training the Content Manager.</p>	
P r o p o s a l s	Resolve to allow the Digital Comms & Data Protection group to appoint a councillor to the role of Content Manager.	
Risk	Low	
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Date	21 / 2 /2024	