



## BODMIN TOWN COUNCIL

### OPERATION LONDON BRIDGE WEB SITE POLICY

Document Name & Version: Operation London Bridge Web Site Policy
Responsible Officer: IT/Office Administration and Projects Officer
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#### 1. PURPOSE

To ensure Bodmin Town Council comply with Government guidance concerning Operation London Bridge and remain consistent with other Local Authorities.

#### 2. SCOPE

This policy has particular relevance to Staff administering the Bodmin Town Council web site.

#### 3. POLICY STATEMENT

Bodmin Town Council recognises the benefits of implementing Operation London Bridge, but requires members of staff with access to these resources to adhere to the guidelines detailed in this policy.

#### 4. BODMIN TOWN COUNCIL WEB SITE PREPARATION

- 4.1 Local council websites will be expected to go into mourning mode. This means that a single respectful page will need to be added as the main entry point of the website. The page will have a black background and a picture of the Queen, along with her dates of birth and death.
- 4.2 Appropriate condolences are to be put on the Bodmin Town Council web site from the Mayor/Deputy Mayor of the Council.
- 4.3 Prepare a web page, unpublished/password protected, ready to activate.

#### 5. BODMIN TOWN COUNCIL WEB SITE ACTION REQUIRED

- 5.1 Upon instruction from the Town Clerk begin and follow through the process below by updating the web page with the message from the Mayor/Deputy Mayor.

5.2 Add information and links as required:

- Check flags are at half-mast
- Placing of flowers
- Book of condolence
- Local civic and religious services
- Events cancelled or postponed

5.3 Publish the page in place of Bodmin Town Council's standard home page.

5.4 Once the period of mourning has finished the Town Clerk will initiate the reversal of this procedure and Bodmin Town Council's web site will revert back to the standard home page.