

WEBSITE DEVELOPMENT PROJECT SPECIFICATION

SPECIFICATION OF REQUIREMENTS

Roxburgh Federation of Village & Community Halls are seeking to develop an interactive website to meet and potentially exceed the current needs of our organisation in supporting our 32 member halls. Crucially we require the site to be flexible enough to expand and develop in an organic way and once created be simple enough to be managed by a wide range of people on an ongoing basis.

The functionality will include the following:

- A light fresh visual appeal with easy navigation to different sections which are likely to encompass e.g. centralised events facility (including booking), promotion of activities, individual hall information, general updates e.g. insurance, health & safety etc
- Online registration to enable individual halls to update their own information
- Open Sections (accessible to all) and Closed Sections (accessible by password only this could be e.g. to enable the Roxburgh Federation Management Committee to manage their business such as reviewing applications from member halls for funding. Other closed sections could enable individual member halls to manage their own day to day activities
- Databases with analysis functionality
 - > Some halls may wish all of their committee to be notified of specific topics others may choose for a select few to be notified – the database would identify the needs and notify selected people accordingly.
- Automation of certain activities
 - > When certain aspects e.g. events are updated a notification would go out to appropriate pre-identified contacts
 - > If e.g. a course is made available people should be able to sign up online and receive an automated response
 - > The system should be able to co-ordinate response and notify the administrator or other designated contact
- Reporting required from databases and automated activities
 - > Where data is gathered reports will be required. The designated administrators should be able to choose the type of report and content based on the fields in the databases
 - > When an automated activity is carried out then the system should be able to report on the responses

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- Surveys and analysis of responses
> As above
- Forums for discussion with designated groups e.g. management committees only (therefore password protected) and forums for general discussion with wider community (visible to all).
- Post agendas minutes of Federation and individual Village/Community Hall meetings etc
- Project progress sections (where a project has been started track its progress)
- News Updates
- Templates for gathering specific data before uploading to site
- Links to other relevant websites
- Varying level of controls e.g. overall administrator control, delegated controls to specific individuals for individual hall sections of the site as required.

Background

Roxburgh Federation of Village & Community Halls acts as an “umbrella body for the rural village and community halls in the former Roxburgh district of the Scottish Borders, [currently] known as the Cheviot and Teviot & Liddesdale areas”. It comprises 32 member halls spread over 600 square miles, all of which provide a vital facility for their local communities. The majority of the member halls are owned by the local community, and all are run by volunteers.

The Federation is run by a management committee who are elected annually by the membership. The committee have a wealth of experience in running village halls within their own communities, bringing their knowledge and experience to the organisation. The Federation seeks to share best practise amongst its members and undertakes joint projects aimed at supporting its member halls with e.g. electrical surveys, training events (Food Hygiene & First Aid) and hosting forums with specific speakers on topics such as renewable energy and supporting resilient communities. Other benefits include:

- Maintaining a local network of individuals active in their communities;
- Administering the annual support grant from Scottish Borders Council for member halls;
- Maintaining an emergency repair fund and small grants fund for our members;
- Acting as the focal point for consultation and action on issues of common concern for example water charges;
- Being the channel of communication for outside organisations/individuals.

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We are seeking to improve and develop all of our communication methods in line with the modern world of social media and interactive websites. A survey of our Member Halls has identified a wish list. This brief seeks to bring these requirements to the fore to enable the appropriate communication tools to be put in place to address them. Our member halls have requested the following:

1. An Improved Federation Website: to allow halls to provide information, hints and tips, and share success stories; and enabling communication to avoid activity/event saturation and competition. This would include:
 - > A page listing the events and activities offered by the halls;
 - > Hall profile pages providing hyperlinks to individual websites/Facebook pages, if these are available, and a private messaging service. All accessed through an interactive map;
 - > A forum page that allows halls to easily communicate and network, providing information, hints and tips, and asking questions;
 - > A searchable information page on available funding, current standards, rules and regulations, and information on local tutors, speakers, entertainment providers, tradesmen etc.

2. Development of 'How to...' Packs: for example, 'How to set up a Library Café'. These would be produced in conjunction with member halls that have successfully developed and implemented these activities/events, and also provide information on the relevant rules and regulations, licenses, and any equipment needed. How to packs should include the following topics:

Attracting Young People/Families		New heating systems
Music Nights		Installing disabled facilities
Physical Activities		Kitchen refurbishment
Arts and Crafts		New windows/glazing
Film Nights		Increasing private/user group lets
Library Café		Networking
Theatre/Performances		Encouraging community involvement/participation
Quiz Nights		Finding a niche

3. A Federation Newsletter: produced quarterly and distributed automatically from the website (also available as a hardcopy). Aimed at keeping halls up to date with events and activities, meetings, funding and regulation news, and enable individual halls to raise their profile.

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4. *Cross Federation Lectures and Courses*: Through the website be able to identify the need for specific speakers on a broad range of subjects including IT and website design; how to undertake community research and surveys; and information on funding or rules and regulations. Encourage guest speakers to attend from relevant organisations, or even other halls and Federations from across the country;
5. *Hall Visits*: Through the website be able to identify and track progress of member halls that have recently undertaken certain works or refurbishment that would be of interest to other halls, such as a new heating system or energy efficiency measures. This would enable members to see what is happening in other halls to enable them to obtain ideas and inspiration, and seek advice;
6. *Develop Networks*: as well as consolidating the Federation network, the website or appropriate social media could establish networks with other Federations, halls and community groups across the country. This would allow the halls to exchange ideas, information and advice, and broaden the Federation's knowledge base.

Current Functionality

The Federation currently has an online presence on Online Borders which has the following functionality and we are able to update contents within the generic framework provided e.g. we can;

- Create & edit new web pages
- Decide the parent and child relationship of pages
- Create & edit events pages
- Create & edit blogs
- Create & edit news items
- Edit the style of the site
- Add photographs with or without text
- Add attachments
- All parts of the site can be edited by any person who has the password

Future Functionality

The future functionality should **include all of the above** and develop this further by incorporating the following:

- Provide reports of current users (with address and contact details)
- Provide reports of requests from member halls and general users
- Map of geographic area identifying the member halls and providing directions
- Capture requests for advice and track progress of these requests
- Create and manage rotas – e.g. some halls may have cleaning rotas or bar/kitchen rotas
- Hall Hire Bookings – for member halls – including an easy view of bookings to enable hall committees to manage their bookings effectively
- News Updates or blogs or links to social media e.g. Facebook
- Forums whereby threads of conversations can be started and monitored and where appropriate have a voting mechanism based on the topic of discussion
- Surveys tailored to requirements at any given time for either the Federation or for Member Halls and include analysis of responses

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- Management Committee data exchanges (Federation or Individual Halls)
- Newsletter preparation and circulation – mechanism to archive but retain copies
- How To Section – which can be modified on an ongoing basis – created and uploaded from a central source or created on a template by users. The details would, in this case, have to be approved by an administrator before being uploaded to the website
- Training manual required to be available online and as a printable copy
- Database of entertainment providers
- Database of maintenance contractors
- Database of trainers/speakers
- Events Booking – for the Federation
- Events Booking – for member halls as required
- The events section would provide hyperlinks to a private messaging service, have an interactive map and link to member halls and other federations across the country.
- Some halls do not have their own websites so these would be hosted on the Federation site.

Site Management & Controls

- a) Ownership of the site, domain names etc would belong to Roxburgh Federation of Village and Community Halls
- b) Once the site is set up and operational we would expect to manage it ourselves
- d) All functionality will require to be tested and signed off (which would be done at various stages of the project development).
- e) Amending general content would be limited to a restricted number of people.

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