

Website reporting and compliance for BIS shared service partners

This document details the services that BIS provides and the responsibilities that remain with partners, in respect of compliance with COI website standards and annual performance management reporting.

The approach differs between partners whose sites are converged onto the BIS shared hosting and content management service (with a bis.gov.uk/partner URL), those with continuing, separate sites on the BIS platform (with their own URL), and those running on separate technical platforms (with their own URL or a subdomain of BIS, e.g. partner.bis.gov.uk).

Performance management reporting takes place in April each year. Partners are responsible for keeping accurate records and providing information on time, to BIS or directly to COI as set out below.

For more detailed information on website standards and guidelines please see the COI website - <http://coi.gov.uk/guidance.php?page=188>.

REPORTING

Website standard	bis.gov.uk/partner	Own URL on BIS platform	Own URL/BIS subdomain on own platform
Measuring website costs – TG128	<p>Partner to provide information to BIS on website costs incurred by the partner. Includes charges for Eduserv set up & annual management. Also includes staff, any development of functionality and third party services from the date of go live on the BIS site</p> <p>BIS to include BIS set up and annual management charge in own report (partner must not report charges paid to BIS, to avoid double counting)</p> <p>BIS to report all the above costs to COI</p>	<p>Partner to report costs directly to COI, with commentary to indicate that it is part of the BIS shared service</p> <p>BIS to include BIS set up and annual management charge in own report (partner must not report charges paid to BIS, to avoid double counting)</p> <p>BIS to include hosting and infrastructure charges in own report</p>	<p>Partner to report costs directly to COI</p>

Measuring website quality – TG126	<p>Partner not required to provide any information</p> <p>BIS to run annual user survey across BIS corporate and all partner sites</p> <p>BIS to report results to COI</p>	<p>Partner to run own annual user survey and report to COI</p> <p>BIS can provide this service as an optional extra if required</p>	<p>Partner to run own annual user survey and report to COI</p> <p>BIS can provide this service as an optional extra if required</p>
Measuring website usage – TG116 (ABCe audit)	<p>Partner not required to provide any information. (All bis.gov.uk/partner sites carry the BIS Google Analytics tracking code, plus their own)</p> <p>BIS to register for annual ABCe audit of stats collected for all BIS sites</p> <p>BIS to report annual usage data to COI</p>	<p>Partner to register directly with ABCe for annual audit. (All 'own URL' partner sites use their own tracking code)</p> <p>Partner to report annual usage data to COI</p>	<p>Partner to register directly with ABCe for annual audit</p> <p>Partner to report annual usage data to COI</p>

COMPLIANCE

Delivering inclusive websites – TG102	<p>Partner not required to provide any information</p> <p>BIS to conduct annual accessibility audit to include sample of partner sites, and fix any platform issues arising. Issues relating to content on partner sites will be referred to partners for action</p> <p>Partner to fix any accessibility issues found with their content</p>	<p>Partner to run own annual accessibility audit and act on the findings to ensure compliance</p> <p>BIS can provide this service as an optional extra if required</p>	<p>Partner responsible for own compliance</p>
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Semantic web – TG126 XML sitemap – TG126 Valid CSS and HTML – TG126 Service availability – TG130 URL redirection- TG125	BIS to ensure compliance as on BIS platform	BIS to ensure compliance as on BIS platform	Partner responsible for own compliance
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