Ruth
Food companies
Legal teams / companies
Internal searches
General public

Functional over pretty
Page templates like squarespace

Search functionality goes back to FSA
Search needs to bring back pdf's
A good guidance manual is necessary (DHL example)
Images, right place, right time
Members election is staggered 4 re-elected every three years, maximum of 10 years. Can we look at modern.gov. To update pages not site or pdf's (brighton councillors used as an example)

What pdf's can become html

Admin tasks are completed infrequently - so forget right process
No spell check or profanity checker
Hidden pages are needed - leave as draft until ready to publish
Don't make me think

Has an archive of info that needs to be available
Reduce FOI - publish don't answer

Visits to the website are generally around specific single issues - not general searches

Anticipate future needs (what does brexit change - is the structure going to be the same etc

Committee - meetings, when and why - need to search all unless you know which meeting you want. Potentially needs summary and then the actual page.

Not worried about colours/branding etc

Richard
Admin team each looking after multiple sites
6 meetings a year
Has amended site as best he can - but is clunky
More design control
Does it need a private area for some members and papers - does that make it look secret?
No good preview, very back and forth

Have to notify commes of making changes - normally related to meetings so an auto alert would be useful for meeting dates - 3 months out
Has some examples of sites he likes - EAVSO and Nestle
Members profiles could be more professional
No consultation feedback on website - have to email - could do a feedback form
No spell check

Olivia
Search non-existent - doesn't bring back relevant articles, meetings, agendas pdf's
Use google and 'cot' 'coffee' to get to right page
Meetings too difficult to navigate unless you know what meeting you are looking for
Member profiles, too many click throughs
Use past papers a lot internally
Finding historical info difficult
COT meetings only every 5-6 weeks - all papers are emailed to members they have no real need to access site
Agenda names are 'TOX20' therefore difficult to search what's in them
Maybe add pictures to profiles
Sister committees link is needed but sister committee page is just a gov.uk site
Maybe a news banner - entice people
Vacancies should be some sort of Hub are more visible
Some meeting papers are held back and not published
Website used as an internal document management system - docs not held on sharepoint etc
Guidance manual would be really good
Don't have an archive
Functionality is key over all else

Paul
Have an open meeting every six months - want to be able to engage better with the public to improve attendees. Currently less than five.
Agenda goes on the website 6 weeks to a month before meeting but then has no real way of promoting unless someone is watching the website for dates.
Have no integration to social media
The working groups work on a longer two year cycle so updated rarely.
No web forms, has to be emailed if you want to ask questions at the open meeting and can't attend. Wants a more inclusive consultative approach.
May want to do blogs in the future - give them the option
Are trying to use Teams with committee members for papers.
Public docs from meetings go on the website. Closed meeting notes don't.
Want to get more businesses engaged with their work
Work is high level and esoteric and broader than most other committees
Want to engage with not-for-profits
Would like more photos

Would like option of photos, videos and written blogs
More of a salesy website

Jane
Works in Alicia's team
Main aim to be transparent about their work
Search function is poor
Used for finding member info and checking profiles up to date. Register of interests updated annually and normally recorded in annual meeting papers. Could be on website. Currently duplicated.
ToR and Code of Practice should be clear and more consistent and more consistent on the micro sites.
Used as an intranet so they have one version of the truth.
Uses google to search rather than the site search.
Likes idea of summary box for agendas - keywords
Wants to future proof for things they may want to do in the future without revisiting website
Better recruitment pages, more transparent and to use social media to promote applications.

Beth Rendle
CMS of current Drupal is appalling - sections don't make sense
Need to use html rather than pdf's
Need templates
Need a guidance manual

Freddie Lachhman
Already takes wording from agenda and adds as text
Creating a page is difficult
The training was poor
Needs a form component - COT meeting application form si word and pdf and needs filling in and emailing back currently
They have two meetings sections - reduce to one
Can there be hover text (not sure why this is needed) - but clearer homepage text on who they are
Can the agenda items link to the docs - they currently name the doc but then you have to scroll down regardless and find the right one
Older docs are often mentioned in meetings and need quick links back to them. Older docs have to stay related to the older agenda and meeting but could be found quicker
Can they engage customers more by pushing relevant related articles (tags) - amazon style - you liked this so you might be interested in this…. Or our members are also working on...
Rolling news feed of next meeting etc?
Members should have a picture - liked modern.gov (some pictures and info are in the annual report only - needs replicating on web)

COT recruitment is 3 years out of date - might be best to be able to hide pages quickly and easily if not in use

Comments boxes on meetings and feedback etc might help engage - maybe twitter feeds

In related media - likes the strapline and subtext model

Sharing papers needs to be easier - tried to use teams - currently all pdfs emailed - could send web page link (papers get updated so a Box style approach might work)

Google maps link to location of meetings

Maybe list who attended meeting clearly

Options for forms - expenses etc

Adekunle
Likes meetings being on a single page as quicker to find
Potential to archive anything over ten years old as long as still easy to find
Needs to be functional
ACMSF meetings menu is a mess - no logic to the site

Amie Adkin
Likes ANSES search functionality (opinions/reports/publications)
BFR germany more technical which also liked
Have ACNFP, COT and ACMSF as one site - or at least single front page
3 JEGs can sit under parent committee
Don't clash with FSA branding
Standardise sites - same logo type, same text fonts used etc
ACSS and Science COuncil could be separate sites and more standalone as not-statutory
ACAF may die, but not gernal knowledge yet
Can they review content in stages like sprints when updating? Rather than reviewing whole site in one go
Guidance manual

Francisco
There's no clear plan for why they have the sites or where they are going
Level of info and detail provided is important - public / academics
Need to be transparent but in a useable way
There to educate people and gain trust
Can there be more infographics etc - cut down on words, explain how committees work
Need to be consistent

Bethan
Back end is poor - upload and edit
Needs to be more professional and more up to date
Single homepage is a good idea
Archiving old stuff easily would be good but needs to be searchable still

Needs a more logical way of finding things
Back end is not intuitive
Training is owned by Comms and not very good
Make it obvious so comms so don't need to to help
Information is hard to find
Better science artwork
Make it more visual - it's very dry!

Rebecca Gillespie
Are they missing a trick and not using website enough
Used just for meetings and papers
Can they do doodle polls etc?
Templates would be good
Science council has more admin users
Guidance manual needed
Likes the idea of show and tells

Catherine - Head of Marketing FSA
Presentationally needs to be better
Journalists use the sites
Notification of approval for stories / papers - can we automate
Does it need to be user centric or repository based?
*Governance of sites - who owns
RSA / News feed of some type
Subscribe to consultations - tick list of interests (agendas/committees etc)

Michael
Has seperate logins for committee and FSA