

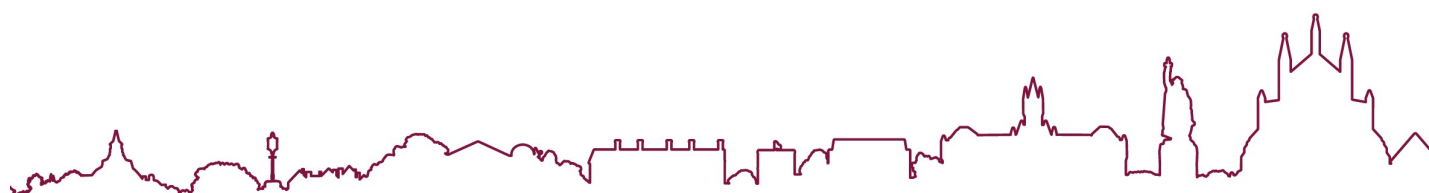
FOI REF:	17355
RESPONSE SENT:	02/07/2026

Request

I would like to request information relating to any recent intranet, staff portal, digital workplace, or internal communications platform redesign or implementation carried out by your organisation.

Please provide the following information, where held:

1. A copy of any project brief, business case, project initiation document, or project plan relating to the intranet/staff portal project.
2. Any design documents, wireframes, user journey documents, information architecture diagrams, sitemap documents, or content structure documents created as part of the project.
3. Screenshots, mock-ups, prototype images, or design visuals showing the intranet/staff portal layout, homepage, navigation, or key internal service pages.
4. Any evaluation, lessons learned report, benefits realisation report, or post-implementation review produced after the project went live.
5. The name of the platform or technology used, for example SharePoint, Viva Connections, Sitecore, Umbraco, Drupal, WordPress, GOSS, Invotra, or another system.
6. The name of any external supplier, agency, consultancy, or implementation partner involved in the project.
7. The approximate project cost or budget, including supplier costs where available.
8. The implementation date or go-live date.



Response

- 1. A copy of any project brief, business case, project initiation document, or project plan relating to the intranet/staff portal project.**

Not applicable. Work took place as part of a wider project of implementing M365 in the organisation. There is no separate project information related to the intranet/ staff portal/ digital workplace/ internal communications platform.

- 2. Any design documents, wireframes, user journey documents, information architecture diagrams, sitemap documents, or content structure documents created as part of the project.**

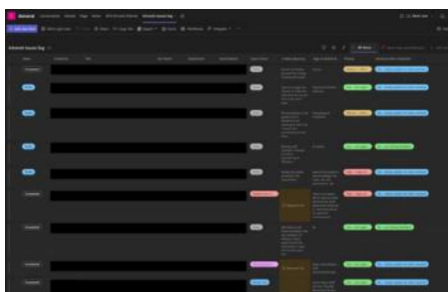
The intranet/staff portal was developed internally using Microsoft SharePoint. The structure, navigation and page layouts were developed directly within SharePoint using Microsoft templates. There are no formal design or information architecture documents.

- 3. Screenshots, mock-ups, prototype images, or design visuals showing the intranet/staff portal layout, homepage, navigation, or key internal service pages.**

This is an internal business platform and not subject to public domain viewing therefore we are not at liberty to share any information due to data protection.

- 4. Any evaluation, lessons learned report, benefits realisation report, or post-implementation review produced after the project went live.**

Feedback and updates have been managed as part of ongoing business-as-usual intranet/ content improvement work. Due to a risk of disclosing confidential information aspects of the screenshot must be redacted.



5. The name of the platform or technology used, for example SharePoint, Viva Connections, Sitecore, Umbraco, Drupal, WordPress, GOSS, Invotra, or another system.

The intranet/staff portal uses Microsoft SharePoint, part of the council's Microsoft 365 environment.

6. The name of any external supplier, agency, consultancy, or implementation partner involved in the project.

No external supplier, agency, consultancy or implementation partner was used for the design and implementation of the intranet/staff portal.

7. The approximate project cost or budget, including supplier costs where available.

No separate project budget or supplier implementation cost are held. The project was delivered using existing Microsoft 365/SharePoint licensing and internal staff time as part of their day-to-day responsibilities.

8. The implementation date or go-live date.

The intranet went live in November 2025.

