

# *Swaffham Prior Parish Council*

## **ACCESSIBILITY AND ACCESSIBLE DOCUMENT STATEMENT**

### **Accessible documents**

This policy explains how accessible the documents Swaffham Prior Parish Council publishes on it's website are. It does not cover content published as HTML: the website accessibility section will cover that later.

### **Using our documents**

Swaffham Prior Parish Council publishes documents in PDF format.

We want as many people as possible to be able to use those documents. For example, when we produce a document we make sure to:

- tag headings and other parts of the document properly, so screen readers can understand the page structure
- make sure we include alt text alongside non-decorative images, so people who cannot see them understand what they're there for
- avoid using tables, except when we're presenting data
- write in plain English

### **How accessible our documents are**

New documents we publish are fully accessible.

However, we know that some of our older documents (published before 23 September 2018) are not accessible. For example, some of them are not marked up in a way that allows screen reader users to understand them and some are not tagged up properly - for example, they do not contain proper headings, and some are not written in plain English

This mostly applies to our regulations documents. These types of documents are exempt from the regulations, so we do not currently have any plans to make them accessible; but if you need to access information in one of these document types, you can contact us and ask for an alternative format.

### **What to do if you cannot use one of our documents**

If you need a document we've published in a different format, email [swaffhampriorclerk@gmail.com](mailto:swaffhampriorclerk@gmail.com) or leave a message on 01638 745106.

We'll consider the request and get back to you in 5 working days.

### **Reporting accessibility problems with one of our documents**

We're always looking to improve the accessibility of our documents. If you find any problems not listed on this page or you think we're not meeting accessibility requirements, email [swaffhampriorclerk@gmail.com](mailto:swaffhampriorclerk@gmail.com) and we will endeavour to correct the problem.

## **Enforcement procedure**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact [www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com).

## **Technical information about the accessibility of our documents**

Swaffham Prior Parish Council is committed to making our documents accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The documents Swaffham Prior Parish Council publishes are fully compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

## **Non accessible content**

There is no non-accessible content.

## **Non compliance with the accessibility regulations**

There is no non-accessible content.

## **Disproportionate burden**

There is no disproportionate burden.

## **Content that's not within the scope of the accessibility regulations**

Many of our older PDFs do not meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018. For example, we do not plan to fix old minutes.

Any new PDFs we publish will meet accessibility standards. We will not publish any other formats.

## **How we tested our documents**

We last tested a sample of our documents on 16 November 2022. The test was carried out by PC member Steve Kent-Phillips.

We tested PDFs of recent minutes, the last financial year end and statutory regulations.

# WEBSITE ACCESSIBILITY STATEMENT

## Measures to support accessibility

Swaffham Prior Parish Council takes the following measures to ensure accessibility of the website:

- Include accessibility throughout our internal policies.
- Employ formal accessibility quality assurance methods.

## Conformance status

The [Web Content Accessibility Guidelines \(WCAG\)](#) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. The Swaffham Prior PC Website is fully conformant with WCAG 2.1 level AA. Fully conformant means that the content fully conforms to the accessibility standard without any exceptions.

## Feedback

We welcome your feedback on the accessibility of the website. Please let us know if you encounter accessibility barriers on the website:

- Phone: 01638 745106
- E-mail: [swaffhampriorclerk@gmail.com](mailto:swaffhampriorclerk@gmail.com)
- Postal Address: 12 Tothill Road, Swaffham Prior CB25 0JX

We try to respond to feedback within 5 working days.

## Compatibility with browsers and assistive technology

The Swaffham Prior PC website is designed to be compatible with all browsers on all platforms, but it is not compatible with browsers older than 3 major versions.

## Technical specifications

Accessibility of the Swaffham Prior PC website relies on the following technologies to work with the particular combination of web browser and any assistive technologies or plugins installed on your computer:

- HTML
- CSS
- JavaScript

These technologies are relied upon for conformance with the accessibility standards used.

## Assessment approach

Swaffham Prior Parish Council has assessed the accessibility of the website by self-evaluation.

## Formal complaints

By email to [swaffhampriorclerk@gmail.com](mailto:swaffhampriorclerk@gmail.com).

## **What we're doing to improve accessibility**

We are engaging in annual audits to identify any more accessibility requirements.

## **Formal approval of this accessibility statement**

This Accessibility Statement was approved by Swaffham Prior Parish Council on 8 December 2022.

*This document was prepared on 16 November 2022.*

*It is Version 1.1 and was last updated on 8 December 2022.*