

Accessibility Statement for Graffham Parish Council

Graffham Parish Council's website is currently under review to ensure that it will comply with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

We want as many people as possible to be able to use this website so we will need to make changes so that you can:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the site using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using the screen reader
- change colours, contrast levels and font

'AbilityNet' has advice on making your device easier to use if you have a disability.

[How accessible is this website?](#)

We know some parts of this website may not be fully accessible:

- PDF documents may not be fully accessible to screen reader software unless they are downloaded from the site.
- Some documents contain scanned content which is not fully accessible to screen reader software.
- Some older documents have been scanned in and are not therefore fully accessible.

[What to do if you cannot access parts of this website](#)

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email_graffhampc@gmx.co.uk
We will do our best to respond within seven working days but much sooner whenever possible.

[Reporting accessibility problems with this website](#)

We are taking steps to improve the accessibility of this website. In the meantime if your accessibility requirements are not being met, please let us know– email_graffhampc@gmx.co.uk.

[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 the Equality Advisory and Support Service (EASS).

[Technical information about the accessibility of this website](#)

Graffham Parish Council is committed to making its website accessible, in accordance with Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is not compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

[Content that's outside the scope of the accessibility regulations](#)

The following types of content are exempt from the accessibility regulations, although the content does not necessarily appear on the Council's website:

- pre-recorded audio and video published before 23 September 2020
- live audio and video
- heritage collections like scanned manuscripts
- PDFs or other documents published before 23 September 2018 – unless users need them to use a service, for example a form that lets you request school meal preferences
- maps – although essential information must be provided in an accessible format like an address
- third party content that's under someone else's control that the Council did not pay for or develop – for example, social media 'like' buttons
- content on intranets or extranets published before 23 September 2019 (unless a major revision is made after this date)
- archived websites if they're not needed for services the organisation provides and they are not updated

[Navigation and accessing information](#)

It's not always possible to change the device orientation from horizontal to vertical without making it more difficult to view the content.

It's not possible for users to change text size without some of the content overlapping.

Non-compliance with the accessibility regulations

The Council's website uses an old build of WordPress.

It is not WCAG 2.1AA compliant because there are some framework problems, issues with heading structure as well as some contrast and also file link titles.

A scan with Tenon (which is a pro tool) identifies many errors including pages where the content areas have missing heading styles and they are not sequential.

Content which was published after 23 September 2018 may not be accessible.

We will endeavour to ensure any new documents we publish meet accessibility standards although PDF files may still not be suitable for users of assistive technology.

What we're doing to improve accessibility

We have not identified any areas that we believe constitute a disproportionate burden.

The Council is taken steps to comply with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 which will be either by upgrading or replacing its website.

We will try to make the website text as easy as possible to understand.

The Clerk has undertaken research on meeting accessibility requirements and has undertaken training through the Society of Local Council Clerks on how to prepare accessible documents in Word, PDF and Excel formats.

Members of the Council understand the importance of compliance with accessibility regulations to ensure that all users can access information easily.

When we publish new content we will use the free Microsoft Accessibility Checker and the online reader service to try and make it accessible. When word documents are converted to PDF documents, we will use a free online PDF checker such as Tingtun Checker.

If issues are identified to us or requests made for documents in an alternative format these will be prioritised for resolution.

Draft for approval meeting 12.3.21

How we test this site

The Clerk will run online testing on the upgraded/new website each month and undertake some manual checks to identify and try to fix any accessibility issues.

Visiting us in person

We do not have a public office to visit so please contact the Clerk if you have difficulties accessing the council meetings to discuss your requirements. At the moment Council meetings are held virtually.

This statement was provided by the Clerk on 1 March 2021.