

CHIDDINGFOLD PARISH COUNCIL

WEBSITE ACCESSIBILITY STATEMENT

Introduction

This website is run by Chiddingfold Parish Council (CPC). The council wants as many people as possible to be able to use the website. For example, that means you should be able to:

- change colours, contrast levels and fonts;
- zoom in up to 300% without the text spilling off the screen;
- navigate most of the website using just a keyboard;
- navigate most of the website using speech recognition software; and
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver).

CPC has made the website text as simple as possible to understand.

[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 aren't fully accessible, including:

- the text won't reflow in a single column when you change the size of the browser window;
- you can't modify the line height or spacing of text;
- you can't skip to the main content when using a screen reader;
- if an image does not load, there is no alternative text;
- it is not possible to navigate, using only the keyboard;
- the website does not support navigation by touch-screen; and
- there are no general or 'per page' help options.

All the information contained in the website (and all of the documents available from the website) are also held by CPC in alternative formats. If you cannot immediately navigate to or obtain the information you need from the website directly or using your assistive technology, please contact us rather than waste time and effort trying to make it work.

What to do if you can't access parts of this website

If you need information on this website in a different format, such as accessible PDF or large print please contact CPC:

Call the Parish Clerk on – 07557 344499; or

Email the Parish Clerk – clerk@chiddingfold-pc.gov.uk

Visit the parish office – by arrangement with the Parish Clerk as the office is not always manned.

Your request will be considered and we will get back to you within 4 working days to discuss options.

Reporting accessibility problems with this website

CPC is always looking to improve the accessibility of its website. If you find any problems that aren't listed on this page or think the council is not adequately meeting accessibility requirements, contact the Parish Clerk by phone or email as detailed under the previous heading.

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 this website's accessibility

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

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

Non accessible content

The content listed below is non-accessible for the following reasons.

Non compliance with the accessibility regulations

<u>Test</u>	<u>Reason for failure</u>	<u>Fix by</u>
Vision	Text does not reflow on max zoom, scrolling is required.	Sep-20
	Skip to main text (tabs move from link to link and focus unclear).	Sep-20
	Not all images have subtitles or a text alternative if they fail to load.	Feb-20
	Not all links are first introduced with fully descriptive text.	Feb-20
Mobility	Navigation with keyboard only is not possible.	Sep-20
	Large buttons for touch screens is not supported.	Sep-20
Learning difficulties	There are no general or 'per page' help functions.	Sep-20
Mental Health	Some information posters are not supported with text.	Feb-20
	There is no search function on the website.	No fix required

Disproportionate burden

<u>Test</u>	<u>Reason for failure</u>
Hearing	The website has no videos so the use of subtitles cannot be tested and is not relevant at this time.
	The website has no voice option so subtitles for voice options cannot be tested and is not relevant at this time.
Mobility	Minimal use of links is not possible, as they are used to access archive data in line with transparency requirements (alternative formats can be requested).
Learning Difficulties	Use of diagrams with text. The website is a static 'shop-window' and does not provide a 'shop counter' for goods or services. There are no diagrams explaining, for example, how to take a photo of yourself and submit it to obtain an ID card. (DVLO, Passport Office, etc.)

Navigation and accessing information

There is no way to skip the repeated content in the page header (for example, a 'skip to main content' option). Therefore, this doesn't meet the WCAG 2.1 success criterion 2.4.1 (use of bypass blocks).

It is not always possible to change the device orientation from horizontal to vertical without making it more difficult to view the content. This doesn't meet WCAG 2.1 success criterion 1.3.4 (orientation).

It is not possible for users to change text size other than by increasing the page size, when scrolling is required. This doesn't meet WCAG 2.1 success criterion 1.4.4 (resize text).

Interactive tools and transactions

We've assessed the cost of fixing the issues with navigation and accessing information, and with interactive tools and transactions. We believe that doing so now would be a disproportionate burden within the meaning of the accessibility regulations. We will make another assessment when purchasing a new website which is planned and budgeted for 2020-2021.

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

PDFs and other documents

The content contained in the sections: 'Meetings & Minutes', 'Neighbourhood Plan', 'Documents and Archive' and 'Parish Plan' are not required for any active administrative processes, but are offered as a convenient archive. All data contained in the website archive are available in alternative formats upon request.

Live video

There is no live video on the website. Live video is anyway exempt from meeting the accessibility regulations.

How we tested this website

All the pages on the CPC website – www.chiddingfold-pc.gov.uk - were tested during October and November 2019. The testing was carried out in-house and you can read the full accessibility test report appended to this statement.

What we're doing to improve accessibility

A number of minor non-compliance issues can be fixed relatively quickly in-house, or will be the subject of a change of publishing procedure over a period of time (for example, items on the 'News' page will, from here on, only be published in compliant format).

This Statement was published on 13 December 2019. It was last updated on 29 November 2019 and was approved by Chiddingfold Parish Council at Item Number 7.00 at its December 2019 meeting.

Impairment	Implications for website	Tested?	Pass/Fail	Comments	Fix in-house	External fix	By?
			<input type="checkbox"/>				
Vision	Ability to zoom to 200%-300%	ü	ü	Zooms to 300%.			
	Text reflows on max zoom	ü	ü	Text does not reflow, scrolling is required.	No	? Developer	Sep-20
	Best typeface for clarity	ü	ü	Website uses sans serif fonts throughout.			
	Speaking tools available	ü	ü	Add-in for user's browser (Firefox SVR) works well.			
	Background colour	ü	ü	White with text in black or dark blue. Links in dark blue.			
	Contrast	ü	ü ü	Usually very good, some text (especially links) are rather weak contrast when highlighted. Ensure use of strong contrast colours for text.	Yes		Dec-19
	Skip to main text	ü	ü	This does not work, tabs from link to link. Tab focus is not obvious.	No	? Developer	Sep-20
	Use of images	ü	ü	Not many images are used. Some picture images need to be subtitled or made available as pure text.	Yes		Dec-19
	Text as images	ü	ü	Plain text needs to be incorporated in text image properties, in case they don't load.	Yes		Dec-19
	Links described in text	ü	ü	Some are, some are not. Easy to fix.	Yes		Dec-19
	Text alternatives for images that won't load	ü	ü	Only 1 image has alternative text applied.	No	? Developer	Sep-20
			<input type="checkbox"/>				
Hearing	Subtitles for videos	n/a	n/a	There are no videos on the website, untested so should not be introduced on this website.	n/a		
	Subtitles for any voice options	n/a	n/a	There is no voice option functionality on the website, untested so should not be introduced on this website.	n/a		
			<input type="checkbox"/>				
Mobility & Dexterity	Speech controlled navigation	ü	ü	This is not included in the website, this is available as an Add-In to the users' browsers, eg. Firefox, which works across all websites viewed in Firefox. Test passed when used with the add-in.			
	Navigation using keyboard only	ü	ü	This is not possible.	No	? Developer	Sep-20
	Mouse navigation	ü	ü	Normal use of mouse is supported... adjustments to mouse speed and cursor size can be made through users' PC settings.			

Impairment	Implications for website	Tested?	Pass/Fail	Comments	Fix in-house	External fix	By?
Mobility & Dexterity (contd)	Minimal use of links	ü	ü	There are lots of links, especially to archived files, one of the main places users are likely to go. As these files are all available in alternative formats for the impaired it is unreasonable to reduce the links available to the majority of users. Add text to offer documents in other formats on application to the Clerk.	Yes		Dec-20
	Minimal need to scroll	ü	ü	Usually only if max zoom (200%-300%) is set by the user; sometimes on a 100% zoom page but most are short pages.			
	Easy navigation using links	ü	ü	Tab to move through, Shift+Tab to move back.			
	Skip to main text - (when using keyboard shortcuts)	ü	ü	Not controlled by the website but by the browser. Firefox, for example, gives a list of shortcuts for disabled users: https://support.mozilla.org/en-US/kb/accessibility-features-firefox-make-firefox-and-we			
	Large buttons for touch screens	ü	ü	The website does not especially support navigation by touch-screen.	No	? Developer	Sep-20
		□	□				
Learning Difficulties	Use of colours	ü	ü	Colours are consistent and logical and only two + black are used outside of images. (Black text; dark blue main heads, light blue sub heads; blue links, orange buttons for News).			
	Use of diagrams with text	n/a	n/a	No diagrams have been used. If a diagram were required it would be contained in a poster and described or contained in a downloadable document, so outside the scope of Web Accessibility Regulations.	n/a		
	Language used (keep it simple)	ü	ü				
	Use of symbols not text	ü	ü	Not many are used: PDF symbol; magnifying glass; RSS feeds and logos for Facebook. When introduced these symbols should be accompanied by the full text as an introduction, link name or and/or a screen tip.	No	? Developer	Sep-20
	Frequent help functions	ü	ü	There are no general or per page 'Help' options.	No	? Developer	Sep-20

Impairment	Implications for website	Tested?	Pass/Fail	Comments	Fix in-house	External fix	By?
	Reading-age appropriate	ü	ü	The site is a window on the Parish Council upcoming events and offers users the ability to download Agendas, Minutes, Council Working Papers and other documents specific to the work of the Council. The language used on the website is plain, grammatically correct and appropriate for the expected reading age of people requiring this type of information.			
	No jargon	ü	ü	No jargon is used, just plain English			
	No abbreviations	ü	ü	Common abbreviations are rarely used (eg, FAQs) without explanation. Acronyms are bracketed after the full title when first mentioned - as in 'Community Infrastructure Levy (CIL)'. <input type="checkbox"/>			
Mental Health	Plain English	ü	ü	Yes, but the level of plain English is directed at the majority of users, being those wishing to read about Council business, agendas, minutes or working papers.			
	Speech as well as text	ü	ü	Available through the users' browsers, tested on Firefox, which has a very thorough selection of Add-Ins and Shortcuts. Users with issues should be directed to their Browser provider or their PC provider to learn of all the Add-Ins available to them (or change their browser for one that specifically addresses their particular need).			
	Clear indication of press buttons	ü	ü	There is usually text that introduces a link or text that describes and is the link. If users cannot understand a two or three word title for a link, then it is reasonable to expect they would not be able to read the full briefing or information behind the link.			
	Lots of pictures	ü	ü	There is a main banner image which is irrelevant to the content of the website. A Parish Council website does not need to convey its business using pictures but does, on occasion, publish a poster or flyer for some event in the parish. The information on such a poster needs to also be provided in pure text.	Yes		Ongoing

Impairment	Implications for website	Tested?	Pass/Fail	Comments	Fix in-house	External fix	By?
	Easy search	ü	ü	There is no search function on our website. Some browsers (eg Firefox) have a 'Search on this page' function, however, all websites should have their own 'Search' function so you can search the whole site from the Home page.	No	? Developer	Sep-20