Accessibility statement for Little Waltham Parish Council website

This Accessibility statement covers the domains of *www.littlewaltham.org* and *www.littlewaltham.org.uk* and the websites hosted on those domains.

This website is run by Little Waltham Parish Council.   We want as many people as possible to be able to use this website.

Under the tab 'Accessibility' the Parish Council has published lots of information on the best ways of accessing the site and tools that are available to help you both in your browser and by way of plug ins to provide you with an optimal experience.

By way of 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 within forms using the bookmark functions
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We have also made the website text as simple as possible to understand and the appearance of the website as 'clean' as possible.

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

How accessible this website is -

We know some parts of this website aren't fully accessible: (examples)

- On some screens 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
- In order for some documents to reflow it is necessary for them to be downloaded
- Some older PDF documents may not be fully accessible to screen reader software

- (clause removed about tabs as this function has now been rectified)
- There is a limit to how far you can magnify the maps on the website but if downloaded they can be magnified further.

Feedback and Contact information

If you need information on this website in a different format like accessible PDF or large print please contact the Parish Clerk at littlewaltham@gmail.com or by telephone on 01376 331251

The Parish Council will consider your request and come back to you in 28 days

Reporting accessibility problems with this website

The Parish Council is always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements please contact the Parish Clerk either by email – littlewaltham@gmail.com or by telephone 01376 331251. The Parish Council is responsible for the overall content of the website and willing to consider all suggestions for improvements of the site subject to the resources of the Parish Council.

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).

Contacting us by telephone or visiting us in person

In the event that it is not possible to make contact as set out above arrangements may be made to meet you in person. The Parish Council does not have an office so in some circumstances it may be possible to arrange a meeting at the offices of Chelmsford City Council where there may be access to facilities to assist in our communication.

The Parish Council contacts page provides details as to how to contact the Parish Clerk or a Councillor.

Technical information about this website's accessibility
Little Waltham Parish Council 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.

Compliance Status

This website is compliant with the web content accessibility guidelines version 2.1 AA standard. (It has been possible to state this as the issue with Tab navigation has now been fixed)

Disproportionate burden

Navigation and accessing information

It's not always possible for users to change text size without some of the content overlapping or not flowing. This doesn't meet WCAG 2.1 success criterion 1.4.4 (resize text).

Some of the interactive forms are difficult to navigate using a keyboard

Interactive tools and transactions
We have assessed the cost of fixing the issues set out above and with interactive tools and transactions. We believe that doing so now would be a disproportionate burden within the meaning of the accessibility regulations. This statement will be assessed on an annual basis and consideration will be given as to whether these issues can be addressed.

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

PDFs and other documents

Many of our older PDFs and Word documents don't meet accessibility standards - for example, they may not be structured so they are accessible to a screen reader. This doesn't meet WCAG 2.1 success criterion 4.1.2 (name, role value).

The accessibility regulations [don't require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we don't plan to fix agendas, minutes or any financial information dated prior to 23rd September 2018.

PDFs and Word documents published since 23rd September 2018 and all new PDFs or Word documents we subsequently publish will be fully navigable and thus meet accessibility standards.

How we tested this website

This statement was originally prepared on 9th September 2019

It was reviewed on 7th February 2020

And updated on 1st September 2020

This website was last tested on 9th August 2020 by Myers Scott Ltd on behalf of the Parish Council and shown to be 100% accessible.

The Parish Council used the 'Siteimprove' web test to test -

- our main website platform, available at www.littlewaltham.org.uk

What the Parish Council is doing to improve Accessibility

The Parish Council has not published an accessibility roadmap, however the Parish Council will continue to keep the website under review including an annual review and will consider ways of making the site more accessible and will make changes provided this is within the resources of the Parish Council and will not present a disproportionate burden to the Parish Council.

The intention is for the website to be available to as many people as possible. Comments and input from users will be welcome and will be considered by the Parish Council when raised.