



## Little Waltham Parish Council Accessible Documents Policy

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### 1. Accessible documents at Little Waltham Parish Council

This document explains how accessible the documents published by Little Waltham Parish Council on its website [www.littlewaltham.org.uk](http://www.littlewaltham.org.uk) are. It covers PDFs, spreadsheets, presentations, and other types of documents. It does not cover content published on the website as HTML the main accessibility website statement will cover that.

### 2. Using our documents

Little Waltham Parish Council publishes documents in a range of formats including PDF, Word, Excel and PowerPoint. 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

- Provide an HTML option if possible

- Tag headings and other parts of the document if possible, 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 are for.
- Avoid using tables except when presenting data
- Write in plain English
- Use a clear font
- Use contents pages for longer documents

### **3. How accessible our documents are**

New documents we publish and documents you need to download or fill in should be fully accessible.

However, we know that some of our older documents (published prior to 23<sup>rd</sup> September 2018) are not accessible. For example, some of them –

- Are just photocopies and are not marked up in any way that allows screen reader users to understand them
- Are not tagged up properly – for example do not contain proper headings.

This mostly applies to Financial information published prior to 23 September 2018. These documents are exempt from the regulations so we do not have plans to make them accessible but if you need to access information in one of those documents you can contact us and ask for an alternative format.

### **4. What to do if you cannot access one of our documents**

If you need a document that we have published in another format please contact us as follows –

Email – [clerk@littlewaltham.org.uk](mailto:clerk@littlewaltham.org.uk)

Telephone - 01376 331251

We will consider your request and get back to you within 28 working days of your request.

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

We are always looking to improve the accessibility of our documents. If you find any problems not listed on this page or you think we are not meeting accessibility requirements please contact the Parish Clerk at [clerk@littlewaltham.org.uk](mailto:clerk@littlewaltham.org.uk) or by phone on 01376 331251

## **6. Enforcement procedure**

The Equality and Human Rights Commission (EHCR) is responsible for enforcing the Public Sector Bodies (Websites and Mobile applications) (No 2) Accessibility Regulations 2018 (the accessibility regulations) If you are not happy about how we respond to your complaint contact the Equality Advisor and Support Service (EASS) [www.equalityadvisoryservice.com](http://www.equalityadvisoryservice.com)

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

Little Waltham Parish Council is committed to making our documents accessible in accordance with the Public Sector Bodies (Website and Mobile applications) (No 2) Accessibility Regulations 2018

The documents that Little Waltham Parish Council publishes are partially compliant with the Web Content Accessibility Guidelines version 2.1 (<https://www.w3.org/TR/WCAG21>) AA standard due to the non-compliances listed below.

## **8. Non-Accessible Content**

The documentation listed below does not meet accessibility standards but it would be a disproportionate burden for the Parish Council to resolve the issues.

### **Disproportionate burden**

The following documents are provided by the external auditor for completion with the requirement that copies of the documents are scanned onto the Parish Council website to be displayed in accordance with legal requirements. As they are photocopy documents, they do not meet WCAG success criteria 2.1 keyboard accessibility and 2.4.6 headings

Annual Governance and Accountability Review documentation for each financial year end.

Notice of conclusion of audit for each year end.

In addition, the Parish Council publishes a PDF of the Parish Council magazine on the website which does not include headings but is effectively a photocopy of the hard copy publication. They are not accessibility as they do not meet WCAG

success criteria 2.1 keyboard accessibility and 2.4.6 headings and criteria 4.1.2 name and role value

It would be a disproportionate burden to the Parish Council to make these documents accessible.

### **Content that is not within the scope of the Accessibility regulations**

Many of our older PDF and Word documents do not meet accessibility criteria – for example they may not be accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2 name and role value.

The Accessibility regulations do not require us to fix PDFs or other documents published prior to 23<sup>rd</sup> September 2018 if they are not essential to providing our services. We do not plan to fix financial documentation on the website published prior to 2018.

Any new PDF or Word documents will meet accessibility standards.

### **9. How we tested our documents**

We last tested a sample of our documents on 11<sup>th</sup> February 2021. The test was carried out by the Parish Council. We carried out a sample testing of different types of documents on the site. In particular word documents that may be downloaded and used to engage with the Parish Council were tested together with a representative sample of PDF documents being those most frequently accessed such as recent minutes.

### **10. How we intend to improve accessibility**

The Parish Council is committed to the website being accessible for all sections of the Community and will review the documentation on a periodic basis including sample testing of documents. Consideration will be given as to the means of making the financial documents accessible with reference to whether it will continue to be a disproportionate burden for the Parish Council. The Clerk has undertaken CPD training regarding the means of making both the website and documentation accessible and will cascade such information to Councillors. The Parish Council is willing to listen to any accessibility issues that are raised and consider whether it is possible to rectify the same.

This page was prepared on 2 March 2021 and it was last updated on 2 March 2021