

ACCESSIBILITY STATEMENT
for
Horrabridge Parish Council

This website is run by Horrabridge Parish Council. We want as many people as possible to be able to use this 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
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also 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 this website is

We know some parts of this website are not fully accessible:

- the text will not reflow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- live video streams do not have captions
- some of our online forms are difficult to navigate using just a keyboard
- you cannot skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page

What to do if you cannot access parts of this website

If you need information on this website in a different format:

- email clerk@horrabridge-pc.gov.uk
- call 01822 884045

We'll consider your request and get back to you in 14 days.

If you cannot view the map on our 'contact us' page, call or email us <http://www.horrabridge-pc.gov.uk/contact-us.php> for directions.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact:

- The Parish Clerk, Shane Honey via email at clerk@horrabridge-pc.gov.uk
- Call the Parish Clerk, Shane Honey on 01822 884045
- Via our contact form; <http://www.horrabridge-pc.gov.uk/contact-us.php>

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

Horrabridge 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.

Compliance Status

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.

Google Maps

The Google Maps that are embedded on a number of pages throughout the website are not accessible for screen readers. The pages on which these maps appear include the Contact page. The maps do not meet WCAG 2.1 success criterion 1.1.1 (non-text content). However, to reduce the impact of these maps being inaccessible to some readers, we have provided a written address for each event venue location on the individual event pages and a written address.

Google reCAPTCHA

The reCAPTCHA anti-spam software used for the online forms on the Contact page does not meet WCAG 2.1 success criterion 2.4.6 (headings and labels). Users who are unable to use these online forms are encouraged to contact the Parish Council Clerk clerk@horrabridge-pc.gov.uk outlining the subject-matter of their query, and the Clerk can forward their query on to the appropriate person.

Non-compliance with the accessibility regulations

Some images do not have a text alternative, so people using a screen reader cannot access the information. This fails WCAG 2.1 success criterion 1.1.1 (non-text content).

We plan to add text alternatives for all images by December 2020. When we publish new content, we'll make sure our use of images meets accessibility standards.

Disproportionate Burden

Navigation and accessing information

There's no way to skip the repeated content in the page header (for example, a 'skip to main content' option).

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.

Interactive tools and transactions

Some of our interactive forms are difficult to navigate using a keyboard. For example, because some form controls are missing a 'label' tag.

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 the supplier contract is up for renewal, likely to be in 2025.

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

PDFs and other documents

Many of our older PDFs and Word documents 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 (name, role value).
- WCAG 2.0 success criterion 2.4.5 Multiple Ways
- WCAG 2.0 success criterion 2.4.8 Location

The accessibility regulations do not 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 do not plan to fix documents such as agendas, minutes and financial documents prior to 2018.

We are required, by law, to upload a number of documents that have been approved and signed (the end of year audit for example), we do so by scanning the document and uploading as a PDF filetype. The very nature of a scanned document is not accessible and

often OCR conversion of the document is not perfect. We will review this, likely in 2025 to see if technology or regulations have changed.

Any new PDFs or Word documents we publish will meet accessibility standards, unless these documents are scanned documents. If you wish to obtain a copy of any document on this website, please contact the clerk via the methods mentioned above.

What we're doing to improve accessibility

We will be running regular accessibility checks and ensure that new content added to the website meets accessibility requirements where possible.

Preparation of this accessibility statement

This statement was prepared on 15th July 2020. It was last reviewed on 2nd September 2020.

This website was last tested on 2nd September 2020. The test was carried out via Horrabridge Parish Council (self-evaluation) on representative pages following the Government accessibility checklist and using the Wave Accessibility Evaluation Tool.

We focussed on the most popular website pages to test, including the [homepage](#) and [meeting documents page](#).