

Hazlemere Parish Council Accessibility Statement

This Accessibility Statement applies to Hazlemere Parish Council at:

<https://www.hazlemereparishcouncil.org.uk/>

Website Content Accessibility Guidance (WCAG) 2.1 requires public sectors to produce an Accessibility Statement for the Parish Council's website by September 2020. The Public Sector Bodies (Website and Mobile Applications) Accessibility Regulations 2018 requires Public Bodies to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities, including:

Impaired Vision

Motor Difficulties

Cognitive impairments

Deafness or impaired hearing

The model statement can be found at:

<https://www.gov.uk/government/publications/sample-accessibility-statement/sample-accessibility-statement-for-a-fictional-public-sector-website>.

Partially Compliant

The Parish Council's website is partially compliant with the Website Content Accessibility Guidance (WCAG) 2.1 AA Standard due to non-compliance of:

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

From September 2020 the Parish Council will ensure that all images have a text alternative.

Disproportionate Burden

The Parish Council under navigation and accessing information from non-readable PDF's prior to September 2020 will be unable to change these documents due to an unreasonable burden to change these documents as most of the Parish Council's minutes and agendas are produced in this format.

Contents not within the scope of accessibility regulations

Some PDFs, Word and maps documents are essential to the Parish Council e.g. Minutes and agendas prior to 2018, land in Hazlemere. The Accessibility regulations do not require the Parish Council to fix them.

Most used documents on the Parish Council's website:

- Minutes
- Agenda
- Future Meeting dates
- On line forms for booking the halls
- Parish Council Policies

Method of Testing

- A random sample of 10% of the website pages to include text, PDFs, movement around the website with keyboards, pictures, font, colour, size, contrast, text to sound, consistency were tested by the Clerk, to look at:
- Text content
- Images
- Interactive tools e.g Hyperlinks
- PDF's and other documents
- Test has been done on a Samsung phone

Exemptions

- PDF's and other documents produced before 23 September 2018
- Maps

Accessibility

This website is run by Hazlemere Parish Council, who wish as many people as possible to be able to use the website. A user should be able to:

- Change colour and contrast levels
- Zoom up to 300% without the text spilling off the screen
- Navigate the website using just the keyboard
- Navigate most of the website using speech recognition software
- Listen to most of the website using a screen reader

Website Pages that are not fully accessible

- All PDF's prior to September 2020
- ? magnify maps
- ? forms for Cedar Barn
- Further testing is required on non-Samsung phones by Councillors by December 2020

Feedback and Contact Information

If you need information from the website in a different format like accessible PDFs:

Email: clerk@hazlemereparishcouncil.org.uk

Call: 01494 715548 or 07923 606484

Visit Office: By appointment

The Parish Council will aim to look at your request within 30 working days.

The Parish Council does not have a text relay service or an audio induction loop.

Reporting Accessibility Problems

The Parish Council is always looking at ways to improve the accessibility of the website, if you find any problems not listed on this page, or think the Parish Council is not meeting the accessibility requirements contact the Parish Council by the above means.

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. IF

you are not happy with how the Parish Council respond to an accessibility complaint, please contact the Equality Advisory and Support Services (EASS).

Useful Accessibility Information

My Computer My Way at <https://mcmw.abilitynet.org.uk/> is a step-by-step guide to individual adjustments that can be made to a computer, laptop, tablet or smart phone to make it easier to use.

Scope at <https://www.scope.org.uk/advice-and-support/phone-accessibility-features-for-mobile-android-iphone/> provides mobile phone accessibility features advice.

**This statement was prepared on 27 July 2020 when it was first published.
It will be reviewed in July 2021.**

Test Report 27 July 2020

To ensure the website is perceivable, operable, understandable and robust for vision, hearing, mobility, dexterity, learning difficulties, memory and mental health.

Hazlemere Parish Council Website Home Page

This page was tested extensively and the following applications were present:

- Icons on the top right of the website provides easy access to magnifying text and changing the contrast
- Zooming with reflow (To magnify Ctr and +)
- Keyboard-only navigation at all levels and on menus and drop downs
- Changing colours
- The tab and arrows keys can be used to maximise movement around the website
- The location is highlighted so that you know where you are on the web page
- The add on to test for text to speech etc has been tested to use with text to speech etc

Mobile Phone

- The website is accessible to a Samsung Mobile Phone, no other brands have been tested

PDFs

- Most PDFs with tables do not read text to speech
- All other PDFs do read text to speech

Pictures

- The pictures tested did have a description

Key Board Access

- The keyboard access to submenus and pop up information are available
- Visibility of keyboard and tab focus are available

Heading structure

- The headings on different pages are consistent

Hyperlinks

All links are in a description format to take you to the hyperlink