

Parwich Parish Council website. Accessibility plan August 2020.

This document records observations and proposed actions based on an assessment of Parwich Parish Council's website.

Website provider content.

Observation.

The website is provided by 2Commune who have provided an Accessibility Statement. This covers content and formatting provided by themselves. It states that they

"used the methodology described in "Website Accessibility Requirements" produced by NALC. This website was tested using the Microsoft Accessibility Insights for Web tool recommended in that publication."

Actions.

1. Continue to use a website provider offering at least this level of control over compliance with accessibility legislation.
2. Separately assess
 - 2.1. Content created by the site editor using editing tools provided by 2Commune.
 - 2.2. Content uploaded by the Site Administrator.

COMPLETED AUGUST 2020.

Site Administrator content

Observation.

Based on a sample of content configured using site editing tools, this was compliant with the accessibility requirements in all but a few minor aspects which have been corrected.

Actions.

1. New pages, links, forms and other elements created with site editing tools to reflect accessibility requirements.
2. Additional headings to be added on Home page.

COMPLETED AUGUST 2020.

3. Naming of links on Agenda and Minutes pages to be extended include title as well as date.

COMPLETED AUGUST 2020.

Observation.

Based on a sample of downloaded documents these are not compliant as they cannot easily be navigated using a screen reader. They are all in PDF format.

Actions.

1. Creation.
 - 1.1. Documents created in MS word for MAC
 - 1.2. Documents saved as PDF after selecting “best for accessibility”.
2. Minutes. Create new styling to include
 - 2.1. Screen reader recognisable headings for each minuted item
 - 2.2. Columns of data created with tabs (e.g. items of account) replaced by tables.
 - 2.3. Bulleted lists replaced by numbered lists.
 - 2.4. Use from July 2020.
3. Agendas.
 - 3.1. Improved labelling of links where used (e.g. Zoom details)
 - 3.2. Use from September 2020.
4. Polices.
 - 4.1. Assess and redraft as required when re written or subject to significant change.
These documents are rarely downloaded by members of the public so time consuming revision is considered a disproportionate burden that would not be an appropriate use of public resources.
5. Annual reports
 - 5.1. Produce future reports in compliant format.
6. Existing documents
 - 6.1. Rewrite other documents created since September 2018 only where a demand is identified. These documents are rarely downloaded by members of the public other than shortly after publication so time consuming revision is considered a disproportionate burden that would not be an appropriate use of public resources.
7. Testing
Revised document formatting to be tested using the following approach
 - 7.1. Access document using Apple Safari browser.
 - 7.2. Download PDF.
 - 7.3. Open document using Apple preview.
 - 7.4. Test for accessibility using Apple iOS “voice over” screen reader.
 - 7.5. Note that here is no guarantee that other browser, PDF reader or screen reader software will behave in exactly the same manner but it is considered unreasonable to test additional products.

A.Martin. August 2020