

# Foxton Parish Council Accessibility Statement

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## Summary

This accessibility statement applies to Foxton Parish Council's website [www.foxtonparishcouncil.gov.uk](http://www.foxtonparishcouncil.gov.uk).

This website is run by Foxton Parish Council. We want as many people as possible to be able to use this website, however we know that this website and some of the published documents on it, are currently not accessible to everyone. The website has a number of in-built accessibility issues and therefore the Parish Council will be moving to a fully accessible website shortly.

An accessible website should allow you 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)

The website allows:

- magnification to 175% with reflow
- screen reading and speech recognition (although there may be some issues which are highlighted later in the statement)
- use of browser plugs ins to improve accessibility by changing colour and contrast for example

## Feedback and contact information

If you need information on this website in a different format, please [contact us by email \(clerk@foxtonparishcouncil.gov.uk\)](mailto:clerk@foxtonparishcouncil.gov.uk) or telephone 01763 838 430.

We'll consider your request and get back to you as soon as possible.

## 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, please [contact us by email \(clerk@foxtonparishcouncil.gov.uk\)](mailto:clerk@foxtonparishcouncil.gov.uk) or telephone 01763 838 430.

## 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 \(EASS\)](#).

## View the site your way

There are a number of customisation options for your browser and device that could help you use this website and other websites more effectively, for example by changing colours and contrast and converting text to speech. We have tested a number of browser plug ins (for example chrome plugins), that are compatible with our website, however, emphasise that the Parish Council takes no responsibility for any risk associated with using browser plug ins. Please make sure you are confident that any browser logins you do use are safe.

[AbilityNet](#) and [My Computer My Way](#) provide advice on making your device easier to use if you have a disability.

## Technical information about this website's accessibility

Foxton 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 and exemptions listed below.

## Non-accessible content

Some parts of the website may not work for everyone. Below are known issues that we either need to fix, cannot fix, or do not need to fix right now.

If you find something that does not work that we missed, please [contact us](#).

The content listed below is non-accessible for the following reasons.

## Non-compliance with the accessibility regulations

1. The website has only one heading label available and heading labels are inconsistent and not always used making navigation difficult. Headings labels have been updated to be more consistent throughout the website. Headings within the main body text can be navigated with a screen reader.
2. Headings in pdf and word documents are not labelled and formatting will need to be adjusted (non justified text for example)– the documents can be edited but this will take considerable time resource and will include agendas, minutes, reports published after 23 September 2018

and active policies (pdf docs cannot be edited so original word documents will need to be edited before converting to pdf)

3. There are no skip links for keyboard users. Tabs scroll through the many links and website tabs available rather than skipping to the main content. Keyboard tabs do not navigate the drop down menus – these would be invisible to someone who does not have the use of a mouse.
4. Images are missing alternative text – it is not clear how these can be added to the code on the current website
5. Text is justified or underlined in places – text has been unjustified
6. Some links on the website don't have descriptions or say click here – these have been updated with descriptive links
7. Some images in the website header do not have text description – it is not clear how to mark these as decorative (null alt text) in the website code. Alternative text descriptions have been provided to maps within the main body text.
8. PDF and word documents do not incorporate a navigable heading structure. This mostly applies to our meeting agendas, reports and minutes, audit reports and policies. Documents published after 23 September 2018, any active documents and new documents we publish should be fully accessible from 23 September 2020.
9. Chrome narrator only reads out the first block of text selected. Subsequent paragraphs where there is spacing in between is not recognised and has to be selected separately. This seems to be an inherent issue with the current website.
10. The contact form on the contact page is not labelled so that it would be picked up by a screen reader, however other contact methods are provided (by email, phone and post).

The Parish Council has updated the existing website where possible and will provide a new website as soon as reasonably practicable in light of the disproportionate burden described below.

## **Disproportionate burden**

The Parish Council is in the process of obtaining a new, fully accessible website for free with the help of the Parish Clerk and a Parish Councillor.

It is a disproportionate burden for the Parish Council to make the current website fully accessible by the deadline of 23 September 2020 for the following reasons:

1. The website service provider is no longer available to alter the design of the current website
2. Foxton Parish Council is a small parish council (approx. 1000 electors) with limited resources and one employee
3. The Parish Council does not have the funds in this year's precept to cover the cost of a website developer to procure a new website or to cover the disproportionate clerk time required to update the current website and published documents. A new website is being looked into with the help of a parish councillor

4. The Parish Council has a duty to represent the whole community, including those with disabilities, however, contact via the Parish Council website is very infrequent which should be taken into consideration when balancing the cost and benefit to the community

Inherent problems with the website's design which cannot be remedied in the current website:

1. The text will not reflow in a single column when you change the size of the browser window after magnification of 175%
2. Tab navigation does not take you to the main headings and is time consuming (may be partly resolved with use of limited heading structure)
3. Drop down subheadings do not show with tab navigation
4. Colour contrast is insufficient in places
5. You cannot modify the line height or spacing of text
6. PDF documents are not fully accessible to screen reader software
7. Our online contact form is difficult to navigate using just a keyboard as some form controls are missing a label tag

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

Documents edited prior to 23 September 2018 and not required for administrative processes are exempt from the regulations, so we do not currently have any plans to make them accessible. If you need to access information in one of these document types, you can contact us and ask for an alternative format.

## Third party content

Our website contains links to third-party content. We do not have control over and are not responsible for the accessibility of this content.

## What we're doing to improve accessibility

We plan to improve accessibility on this website by updating the design, formatting and descriptions, where this is possible, by 23 September 2020.

Due to the disproportionate burden of updating all word and pdf documents published since 23 September 2018 we will aim to have these documents updated as soon as reasonably practicable. If there is a particular document that you require in a more accessible format please contact us.

The Parish Council plans to set up a new, fully accessible website with WIX in the next 6 months using a WIX accessible template. Wix's accessibility features comply with World Content Accessibility Guidelines (WCAG 2.0), the highest global standards.

## Preparation of this accessibility statement

This statement was prepared 1 September 2020. It was last reviewed on 7 September 2020 and will be reviewed on an annual basis.

This website was last tested on 1 September 2020. The test was carried out by the Foxton Parish Council clerk.

We reviewed a selection of website pages against the requirements set out in the accessibility regulations and used the [Wave](#) and [Lighthouse](#) plugin to alert us to any accessibility issues.