

Accessibility Statement for Mary Tavy Parish Council

Mary Tavy Parish Council is committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone and applying the relevant accessibility standards.

Measures to support accessibility

Mary Tavy Parish Council has installed the UserWay Accessibility Widget to improve the accessibility of the parish council's website.

This widget offers a broad selection of functions that users can mix and match to meet their individual accessibility needs. Each of the functions can be turned on or off or set at an interim value. Furthermore, settings for each user are automatically saved for future site visits. The functions include:

- Keyboard Navigation: Navigate most of the website using just a keyboard.
- Read Page: Listen to most of the website.
- Contrast: Change contrast levels. Choose from the following: normal contrast, invert colours, dark contrast, light contrast and desaturate.
- Highlight Links
- Bigger Text: Choose from four increasing font sizes without the text spilling off the screen.
- Text Spacing: Modify line spacing for improved readability for dyslexic and visually impaired users.
- Stop Animations
- Legible Fonts
- Reading Guide: Converts the cursor into a high contrast horizontal reading guide. Focuses and guides the eyes to reduce eye strain for users who are visually impaired, dyslexic and users with Presbyopia.
- Tooltips: Shows alternative text and aria labels for on-screen elements with a simple mouse hover. Tooltips are prominent, high contrast and easy to read for low-vision users with accessibility needs.

We've also made the website text as simple as possible to understand.

AbilityNet (<https://mcmw.abilitynet.org.uk/>) has advice on making your device easier to use if you have a disability.

What to do if you cannot access parts of this website

If you need information on this website in a different format, please contact Katherine Anness (Clerk):

- email: parishclerk@marytavyparishcouncil.co.uk
- call: (01822) 616047
- write: Mary Tavy Parish Council, c/o Katherine Anness (Clerk), 32 Oak Road, Tavistock, PL19 9EZ

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

Reporting accessibility problems with the website

We're always looking to improve the accessibility of this website. If you find any problems not listed in this statement, or think we're not meeting accessibility requirements, please contact Katherine Anness (Clerk) using the contact details provided above.

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) (<https://www.equalityadvisoryservice.com/>).

Technical information about this website's accessibility

Mary Tavy 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.

This website is 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.

Non-accessible content

Non-compliance with the accessibility regulations

We recently, on 7th November 2022, conducted a self-evaluation of the accessibility of our website using the WAVE Web Accessibility Evaluation Tool. No errors were found to be present at the time of the check.

However, we know that the content listed below is non-accessible for the following reasons:

PDF documents published after 23rd September 2018 may not meet accessibility standards, for example, they may not be structured so they're accessible to a screen reader, or do not contain headings, and some are scanned documents. This fails WCAG 2.1 success criterion 4.1.2 (name, role, value). By November 2024, we plan to have converted these into accessible PDFs as far as possible.

We have already begun work converting older non-accessible PDFs to accessible PDFs but have not yet completed this task (see 'what we're doing, and we've done in the last twelve months, to improve accessibility' below), with the exception of PDFs created from scanned documents (see 'disproportionate burden' below).

Disproportionate burden

At the present time, we do not intend to fix PDFs published after 23rd September 2018 that were created from scanned documents (for example, Annual Governance and Accountability Returns). This fails WCAG 2.1 success criterion 4.1.2 (name, role, value).

We've assessed the cost and time involved in fixing this issue and we believe that doing so now would be a disproportionate burden within the meaning of the accessibility regulations.

Content that is not within the scope of accessibility regulations

PDFs and other documents

The accessibility regulations do not require us to fix PDFs or other documents published **before** 23rd September 2018 (<http://www.legislation.gov.uk/uksi/2018/952/regulation/4/made>) if they are not essential to providing our services. For example, we do not plan to fix minute PDFs that were published **before** 23rd September 2018.

How we tested this website

Mary Tavy Parish Council assess the accessibility of its website by the self-evaluation approach utilising the free WAVE Web Accessibility Evaluation Tool (<https://wave.webaim.org>).

Last tested on 7th November 2022 by the clerk, Katherine Anness, no errors present.

What we're doing, and what we've done in the last twelve months, to improve accessibility

To the best of our knowledge, we have now added text alternatives to all of the images on our website. This complies with WCAG success criterion 1.1.1 (non-text content). However, if you find an image without alternative text then please let us know so that we can fix this. When we publish new content, we'll make sure our use of images meets accessibility standards as far as possible.

We have already begun work converting older non-accessible PDFs to accessible PDFs. For example, all minute PDFs published between September 2018 and September 2020 have now been converted to accessible PDFs. This is what we have been working on for the last twelve months.

Over the next twelve months, we intend to convert the PDFs in our documents drop-down menu (e.g., policy, councillor and cemetery documents) to accessible PDFs. However, we will not convert the PDFs created from scanned documents in the documents drop-down menu (for example, Annual Governance and Accountability

Returns, see 'disproportionate burden' above). Any new PDFs we publish will meet accessibility standards as far as possible.

We have worked with our website provider to attach corresponding text labels to form controls. To the best of our knowledge, all form controls on the website now have properly associated text labels so that the function or purpose of the form control is presented to screen reader users. This complies with elements of WCAG success criteria 1.1.1 (non-text content), 1.3.1 (info and relationships) and 2.4.6 (headings and labels).

We have also worked with our website provider to remove empty links. To the best of our knowledge, there are now no empty links on the website. This complies with elements of WCAG success criterion 2.4.4 (link purpose in context).

It is not always possible for all our content to be accessible, however, we will always strive to ensure that it is. If we have failed to ensure an element is accessible, please let us know (see 'what to do if you cannot access parts of our website' above for contact details).

Preparation and formal approval of this accessibility statement

This statement was first prepared by the clerk, Katherine Anness, and Cllr. Reid on 3rd August 2020.

It was last updated on 7th November 2022 by the clerk, Katherine Anness, and was last reviewed and approved by:

Mary Tavy Parish Council at the Meeting held on Tuesday 8th November 2022

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Next review due: November 2023