

Accessibility Statement

1. Accessible documents at Temple Guiting Parish Council

This policy explains how accessible the documents Temple Guiting Parish Council publishes on its website are.

2. Using our documents

Temple Guiting Parish Council publishes documents in a range of formats, but primarily in PDF and in Word. Photographs are included, almost entirely for decorative purposes. There are no video or audio media.

You should be able to navigate most of the website using just a keyboard. TGPC website software does not currently allow you to:

- Zoom in up to 300% without the text spilling off the screen
- Change colours, contrast levels and fonts.

To make it easier for everyone to access the information on the website we will:

- tag headings and other parts of the document, so screen readers can understand the page structure
- make sure we include 'alt text' alongside non-decorative images, so people who cannot see them understand their function
- avoid using tables, except when presenting data
- write in plain English.
- provide an HTML option where possible and where the amount of effort required is appropriate to the document and its use.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

3. How accessible are our documents

Some parts of this website may not be fully accessible:

- many documents accessed via the TGPC website are in pdf format or have been scanned or photocopied to ensure they cannot be changed. This includes:
 - Agendas, Minutes and Clerks Reports
 - Annual Governance and Reporting documents

- Newsletters
- Procedures and policies

If you need to access information in one of these document types, please contact the clerk and ask for an alternative format.

4. What to do if you cannot access a document in its published format or are having accessibility problems

If you would like a document in another format, please:

- email templeguitingparishcouncil@yahoo.co.uk
- contact the Clerk by phone or letter (07736 706805 or Charlwood, Kington, GL54 5UG).

Please provide:

- the web address (URL) of the content
- your name and email address
- the format you need, for example, audio CD, braille, BSL or large print, accessible PDF.

5. Reporting accessibility problems with this website

If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact the clerk using the details above.

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

7. Technical information about the accessibility of this website

Temple Guiting Parish Council is committed to making its documents 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](#) AA standard, due to the non-compliances listed below.

8. Non accessible content

The content outlined below is non-accessible for the reasons specified.

8.1 Non compliance with the accessibility regulations

Some documents are in scanned pdf format or have been photocopied to ensure they cannot be changed or to include signatures which are a legal requirement. These include:

- Agendas, Minutes and Clerks Reports
- Annual Governance and Reporting documents (AGARs)
- Newsletters
- Procedures and policies.

Scanned PDF documents do not comply with the Accessibility Regulations 2018 but these documents can be provided in an alternative format or on alternative media on request.

A few documents include images which do not have a text alternative,.This does not meet WCAG 2.1 success criterion 1.1.1 (non-text content). However, these are purely decorative and do not form part of the information contained in the webpages.

8.2 Disproportionate burden

Temple Guiting Parish Council believes that it would be a disproportionate burden on the Council to provide all documents (post September 2018) in an accessible format as the Council has limited financial and other resources. In addition, web page access levels are very low.

8.3 Content outside the scope of the accessibility regulations

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.

9. Preparation of this accessibility statement

This statement was prepared on 18th August 2020. It is due for review at the next Parish Council meeting, currently scheduled for 2nd Decembe 2020. It will be reviewed annually along with other PC procedural documents.

Temple Guiting Parish Council

Temple Guiting Parish Council 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.

This website was last tested on 24th June 2020. The test was carried out by **it’sseeze**.