

# Hargrave Parish Council

## Accessible Document Policy

This policy explains how accessible the documents Hargrave Parish Council publishes on [parish-council.com/Hargrave](http://parish-council.com/Hargrave) are.

### Using our documents

Hargrave Parish Council can publish documents in a range of formats but primarily uses pdf.

We want as many people as possible to be able to use those documents. For example, when we produce a document, we make sure to:

- provide a pdf as all browsers can display and download it, they are small and so make accessibility over slow service offerings possible and Acrobat reader is free of charge
- tag headings and other parts of the document properly, 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 what they're there for
- avoid using tables, except when we're presenting data
- write in plain English

### How accessible our documents are

New documents we publish and documents you need to download should be fully accessible. We do not offer any services requiring an online submission.

However, we know that some of our older documents (published before 23 September 2018) are not accessible. For example, some of them:

- are just scans of documents and are not marked up in a way that allows screen reader users to understand them
- are not tagged up properly - for example, they do not contain proper headings
- are not written in plain English

This mostly applies to our external audit and accounting documents that have been issued by another organisation and to documents in office file formats, such as Microsoft Office, that are presented as PDF files. These types of documents are exempt from the [regulations](#), so we do not currently have any plans to make them accessible.

But if you need to access information in one of these document types, you can contact us and ask for an alternative format.

### What to do if you cannot use one of our documents

If you need a document we've published in a different format:

email [clerk.hargravepc@outlook.com](mailto:clerk.hargravepc@outlook.com)

call 01933 461868

We'll consider the request and get back to you in 5 days.

## **Reporting accessibility problems with one of our documents**

We're always looking to improve the accessibility of our documents. If you find any problems not listed on this page or you think we're not meeting accessibility requirements, contact:

Ms J Hodgson, Clerk to the Council

Email: [Clerk.hargravepc@outlook.com](mailto:Clerk.hargravepc@outlook.com)

Call: 01933 625616

## **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).

## **Technical information about the accessibility of our documents**

Hargrave Parish Council is committed to making our documents accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The documents Hargrave Parish Council publishes are fully compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard.

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

Many of our older PDFs and Word documents may not meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

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. For example, we do not plan to fix Minutes, agendas and associated reports, accounting documents and other forms of historical information.

Any new PDFs or Word documents we publish will meet accessibility standards.

The accessibility regulations do not require us to fix third party content that's under someone else's control as we did not pay for it or develop it. For example, newsletters, information or guidance prepared by other organisations that we include on our website to share the information with the wider public.

## **How we tested our documents**

We last tested a sample of our documents in April 2020. The test was carried out by ourselves.

We tested:

Policy documents

Agenda documents

Minutes

All new documents are created with the Microsoft Accessibility checker running in tandem to ensure that all new documents meet Accessibility Standards. These documents are converted to pdf format before uploading to the website. A random selection are tested using the Adobe ‘Read Out Loud’ tool.

**What we’re doing to improve accessibility**

Policy documents, downloadable forms and information documents created before September 2018 and are held on our website are being checked for compliance and replaced with a more accessible version if required.

This page was prepared on 01.08.2020. It was last updated on [not yet updated].

Version	Date adopted	Minute ref	Reviewed
1			