

## Accessibility Statement for <https://www.overstoweyparishcouncil.co.uk>

This website is run by Over Stowey Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- 1) Zoom in up to 300% without the text spilling off the page and having to use the left and right tabs to view
- 2) Navigate most of the website using just a keyboard
- 3) Navigate most of the website using speech recognition software
- 4) Listen to most of the website using a screen reader (including most recent versions of JAWS, NVDA and VoiceOver)
- 5) Understand the website text
- 6) Change colours, contrast levels and fonts

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

We know that there are parts of this website and its content that are not fully accessible.

### **How accessible this website is - 'things that work well'**

- 1) The website magnifies to 300% and reflows so no need to tab left and right
- 2) Contrast ratio tested automatically and is at 8.59:1
- 3) Contrast responds well to plugin [HighContrast](#) for Chrome or [NoSquint](#) for Firefox
- 4) Text to speech works with [Google Selection Reader](#) – although work needs to be undertaken on the text to ensure a better flow of words and sentences, for example, where there are commas or full stops
- 5) Images are pictures alone and do not have any links
- 6) [Googles Chrome Vox](#) indicates that a screen reader would work, however this has not been tested. This includes the contact page
- 7) Most hyperlinks are all in relevant and understandable text. There are only a small number that need to be amended from CLICK HERE

***Please note that plugins are offered on a good faith basis without liability. It is your own responsibility to decide whether to install them.***

### **How accessible this website is - 'things that may be a problem'**

- 1) PDF documents magnify to 150% but then do not reflow and you have to scroll left and right
- 2) Tabs work but the headings are not highlighted and can only be identified in the bottom left hand corner, this include the sub-menus and additionally you cannot skip content
- 3) Heading levels have not been set up and cannot be accessed when using the keyboard
- 4) Hyperlink texts are as shown in colour and need to be underlined. A small number need to be amended from CLICK HERE to relevant and understandable text
- 5) [Googles Chrome Vox](#) indicates that the tab issues and lack of 'skip links' would not help a screen reader user
- 6) Readability has been tested and is averaging the reading level of 18 to 19-year olds

## What to do if you can't access parts of the website

This website has been tested using basic online and manual accessibility checks. If you have any additional problems in accessing content which has been tested, the Clerk will be able to discuss alternative options with you if necessary.

## Feedback and contact information

Clerks Name: Amanda McMurren  
Email: [clerk@overstoweyparishcouncil.co.uk](mailto:clerk@overstoweyparishcouncil.co.uk)  
Call: 01278 734689  
Write to us at: Over Stowey Parish Council, Jasmine Cottage, 66 Keenthorne, Nether Stowey, Somerset, TA5 1HZ

## Reporting accessibility problems

If you have any issues with accessing the website content (that have not already been identified) or think that we are not meeting accessibility requirements, please contact:

The Clerk: Amanda McMurren  
Email: [clerk@overstoweyparishcouncil.co.uk](mailto:clerk@overstoweyparishcouncil.co.uk)  
Call: 01278 734689  
Write to us at: Over Stowey Parish Council, Jasmine Cottage, 66 Keenthorne, Nether Stowey, Somerset, TA5 1HZ

The Clerk will contact you within three working days to see how this can be addressed and what options are available.

**"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)."**

## Contacting us by phone or visiting us in person

The Clerk is home based and the best way to contact is by phone, email or in writing – see above contact information.

## Technical information about this website's accessibility

This website is not compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard.

The non-accessible sections are listed on the next page:

## Non accessible content

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

- 1) Reflow and magnification of content, to ensure that the page reflows up to 300% without having to tab left and right to read content – **needs to be fixed by the developer**
- 2) Many documents are not fully accessible and need to be re-written to enable this – **can be fixed by the author**
- 3) Heading structure for pages, to ensure the flow of the pages make sense and are easily navigated – **some can be fixed by the author; others need to be fixed by the developer**
- 4) Heading order, needs to be in the correct hierarchy to ensure the website is easily navigated and headings need to be highlighted when using the tabs– **needs to be fixed by the developer**
- 5) Skip links needed to ensure that keyboard users are able to navigate the website and individual pages easily without have to go through the whole menu each time – **needs to be fixed by the developer**
- 6) Hyperlink text needs to be underlined to ensure users are able to easily recognise as links. A small number need to be amended from CLICK HERE to relevant and understandable text – **can be fixed by the author**
- 7) Keyboard accessibility for menus (must be easy to navigate for those who are unable to use a mouse) – **needs to be fixed by the developer**
- 8) Screenreader error trapping is not known, if there are any problems, contact the Clerk - **would need to be fixed by the developer**
- 9) Readability has been tested and content is averaging the reading level of 18 to 19-year olds which is above the average reading level in the UK – **can be fixed by the author**

## Non-compliance with accessibility regulations (legally required)

Details about what we are doing to rectify the issues:

- 1) Reflow and magnification of content, to ensure that the page reflows up to 300% without having to tab left and right to read content – **have contacted the developer and awaiting costings and a timescale for the fix**
- 2) Many active documents are not fully accessible and need to be re-written to enable this – **can be fixed by the author. Training will be undertaken in September 2020 to ensure all new documents are accessible. Work will take place on all active documents currently on the website to ensure accessibility by September 2021**
- 3) Heading structure for pages, to ensure the flow of the pages make sense and are easily navigated – **some can be fixed by the author (would need to request assistance from the developer to understand the process); others need to be fixed by the developer. Awaiting costings and timescales for this fix**

- 4) Heading order, needs to be in the correct hierarchy to ensure the website is easily navigated and headings need to be highlighted when using the tabs so that the user knows where they are on the page – **needs to be fixed by the developer. Awaiting costings and timescales for this fix**
- 5) Skip links needed to ensure that keyboard users are able to navigate the website and individual pages easily without have to go through the whole menu each time – **needs to be fixed by the developer. Awaiting costings and timescales for the fix**
- 6) Hyperlink text needs to be underlined to ensure users are able to easily recognise as links. A small number need to be amended from CLICK HERE to relevant and understandable text so that they are easily understood by users – **will be fixed by the author with a deadline for the fix of April 2021**
- 7) Keyboard accessibility for menus (must be easy to navigate for those who are unable to use a mouse) – **needs to be fixed by the developer. Awaiting costings and timescales for the fix**
- 8) Screenreader error trapping is not known, if there are any problems, contact the Clerk - **would need to be fixed by the developer. This will be addressed by the developer and details on any fix required will be discussed with the Clerk**
- 9) Readability has been tested and content is averaging the reading level of 18 to 19-year olds which is above the average reading level in the UK – **can be fixed by the author. Training will be undertaken in September 2020 to ensure all new documents are accessible. Work will take place on all active documents currently on the website to ensure accessibility by September 2021**

## Disproportionate burden

We have not identified any areas that we believe constitute a disproportionate burden. The Clerk is able to undertake most of the work of the author and realistic timescales to complete the tasks required have been given.

We are awaiting the costings from the developer for the fixes that they will undertake. Timescales will be based on the total costs and whether they can be completed in the financial year 2020/2021 or 2021/2022.

It is anticipated that the work needed will be completed by December 2021. This will be confirmed at a Parish Council meeting once the full breakdown of what is required is available.

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

Many of our older documents do not meet the required accessibility standards, for example, they do not zoom more than 150% without having to scroll left and right and they may not be accessible to a screen reader.

There is no requirement to fix non active documents published before September 23<sup>rd</sup> 2018, for example, agendas and minutes published before this date.

Training will be undertaken on how to produce accessible Word and PDF documents by the Clerk to ensure all documents comply with the WCAG 2.1 success criterion 4.1.2

## How we tested

The website was tested in September 2020, with basic manual and online testing by the Clerk. This was undertaken before, during and after the training sessions attended on the 9<sup>th</sup> and the 11<sup>th</sup> of September to ensure the results were as accurate as possible within the context of the tests available.

Pages tested included:

Main Menus:

- 1) Welcome Page
- 2) Coronavirus Information
- 3) Meetings
- 4) Related documents
- 5) Contact page

Sub Menus including documents:

- 1) Agendas
- 2) Minutes
- 3) Standing Orders
- 4) Code of Conduct

## What we're doing to improve accessibility

The Clerk has attended training on how to test the website and identify the fixes that are required.

The Clerk will be attending training on September 28<sup>th</sup> 2020 to enable accessible documents to be produced.

The Clerk will be undertaking any author fixes to ensure that the website accessible.

This statement was prepared on September 18<sup>th</sup> 2020

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## Further references

View the [legislation in full](#)