BRERETON & RAVENHILL PARISH COUNCIL

Parish Hall, Ravenhill Park, Main Road, Brereton, Rugeley, WS15 1DU

ACCESSIBILITY STATEMENT

This accessibility statement applies to Brereton and Ravenhill Parish Council (known as "the Parish Council")

This website is run by Digital Services (Staffordshire.gov.uk) and Brereton and Ravenhill Parish Council. We want as many people as possible to use this website. For example, that means you should be able to:

- Change colours, contract levels and fonts.
- Zoom in up to 300% without 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.

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

How accessible this website is.

- We know some parts of this website are not fully accessible.

- most older PDF documents are not fully accessible to screen reader software.
- live video streams do not have captions.
- you may not be able to skip to the main content when using a screen reader.
- documents supplied by third parties that the Council has no control over

Accessibility of the Council website relies on the following technologies to work with the combination of web browser and any assistive technologies or plugins installed on your computer:

- HTML
- CSS
- JavaScript
- there's always a limit to how far you can magnify embedded maps

These technologies are relied upon for conformance with the accessibility standards used and we cannot guarantee that the site will work fully on older versions of assistive technology.

Feedback and contact information.
We welcome your feedback on the accessibility of the Council website. Please let us know if you encounter accessibility barriers on the Council website:

- Phone: 01889 223227
- E-mail: breandravpc@gmail.com
- Contact Form: https://breretonandravenhill.org.uk/contact-us/
- Postal address: Parish Hall, Ravenhill Park, Main Road, Brereton, Rugeley. WS151DU

We try to respond to feedback within 7 business days.

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, contact the Parish Council Clerk via
email: breandravpc@gmail.com   or
contact form: https://breretonandravenhill.org.uk/contact-us/ or
telephone – 01889 223227.

Enforcement procedure.
The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (websites and Mobile Applications) (No2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you are 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
Brereton and Ravenhill 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.
The Web Content Accessibility Guidelines (WCAG) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level A, Level AA, and Level AAA. The Council website is partially conformant with WCAG 2.1 level AA. Partially

conformant means that some parts of the content do not fully conform to the accessibility standard (detailed below).

Non-Accessible Content.
The content listed below is non-accessible for the following reasons.
Despite our best efforts to ensure accessibility of the Council website, there may be some limitations. Below is a description of known limitations, and potential solutions. Please contact us if you observe an issue not listed below.

Non-compliance with the accessibility regulations.
The content listed below is non-accessible for the following reasons.

- Uploaded images may not have text alternatives because we cannot ensure the quality of contributions.
- Some older PDFs may not comply.
- Some of our online forms might be difficult to navigate using just a
- keyboard.
- Some form elements do not contain a title attribute.
- Some links do not contain text when used for navigation purposes (e.g. mobile menu uses and icon)

Disproportionate burden.
At the present time, we have only identified one specific issue that would be of disproportionate burden.

- There's no way to skip the repeated content in the page header (for example, a 'skip to content' option) This fails WCAG 2.1 success criterion 2.4.1

Navigation and accessing information
We believe most tools should work with this site, but this maybe dependant on the version you are using.

<u>Website Accessibility Dos and Don'ts – a pictorial guide</u>

Click on the images for a larger version

Designing for users on the autistic spectrum

Do...		Don't...	
use simple colours		use bright contrasting colours	
write in plain English	Do this.	use figures of speech and idioms	
use simple sentences and bullets		create a wall of text	
make buttons descriptive	Attach files	make buttons vague and unpredictable	Click here!
build simple and consistent layouts		build complex and cluttered layouts	

For more information, contact accessibility@digital.homeoffice.gov.uk

Designing for users who are Deaf or hard of hearing

Do...		Don't...	
write in plain English	Do this.	use complicated words or figures of speech	
use subtitles or provide transcripts for videos	CC	put content in audio or video only	
use a linear, logical layout		make complex layouts and menus	
break up content with sub-headings, images and videos		make users read long blocks of content	
let users ask for an interpreter when booking appointments		don't make telephone the only means of contact for users	

For more information, contact accessibility@digital.homeoffice.gov.uk

Designing for users with dyslexia

Do...		Don't...	
use images and diagrams to support text		use large blocks of heavy text	
align text to the left and keep a consistent layout		underline words, use italics or write in capitals	DON'T DO THIS
consider producing materials in other formats (for example, audio or video)		force users to remember things from previous pages - give reminders and prompts	
keep content short, clear and simple		rely on accurate spelling - use autocorrect or provide suggestions	dsyle
let users change the contrast between background and text		put too much information in one place	

For more information, contact accessibility@digital.homeoffice.gov.uk

Designing for users with physical or motor disabilities

Do...		Don't...	
make large clickable actions	Yes	demand precision	No
give form fields space		bunch interactions together	
design for keyboard or speech only use	Tab	make dynamic content that requires a lot of mouse movement	1 2 3 2a 2b 2c
design with mobile and touchscreen in mind		have short time out windows	Your session has timed out
provide shortcuts	Postcode	tire users with lots of typing and scrolling	Address

For more information, contact accessibility@digital.homeoffice.gov.uk

Designing for users with low vision

Do...		Don't...	
use good colour contrasts and a readable font size	Aa	use low colour contrasts and small font size	Aa
publish all information on web pages		bury information in downloads	
use a combination of colour, shapes and text	Start >	only use colour to convey meaning	
follow a linear, logical layout	200% magnification	spread content all over a page	200% magnification
put buttons and notifications in context		separate actions from their context	

For more information, contact accessibility@digital.homeoffice.gov.uk

Designing for users of screen readers

Do...		Don't...	
describe images and provide transcripts for video	<alt>	only show information in an image or video	
follow a linear, logical layout		spread content all over a page	
structure content using HTML5	<h1> <nav> <label>	rely on text size and placement for structure	36pt, bold Header
build for keyboard use only		force mouse or screen use	
write descriptive links and headings	Contact us	write uninformative links and headings	Click here

For more information, contact accessibility@digital.homeoffice.gov.uk

What the posters say:

Designing for users on the autistic spectrum

Do

- use simple colours
- write in plain English
- use simple sentences and bullets
- make buttons descriptive – for example, Attach files
- build simple and consistent layouts

Don't

- use bright contrasting colours
- use figures of speech and idioms
- create a wall of text
- make buttons vague and unpredictable – for example, Click here
- build complex and cluttered layouts

Designing for users of screen readers

Do

- describe images and provide transcripts for video
- follow a linear, logical layout
- structure content using HTML5
- build for keyboard use only
- write descriptive links and heading – for example, Contact us

Don't

- only show information in an image or video
- spread content all over a page
- rely on text size and placement for structure
- force mouse or screen use
- write uninformative links and heading – for example, Click here

Designing for users with low vision

Do

- use good contrasts and a readable font size
- publish all information on web pages (HTML)
- use a combination of colour, shapes and text
- follow a linear, logical layout -and ensure text flows and is visible when text is magnified to 200%
- put buttons and notifications in context

Don't

- use low colour contrasts and small font size
- bury information in downloads
- only use colour to convey meaning
- spread content all over a page -and force user to scroll horizontally when text is magnified to 200%
- separate actions from their context

Designing for users with physical or motor disabilities

Do

- make large clickable actions
- give form fields space
- design for keyboard or speech only use
- design with mobile and touch screen in mind
- provide shortcuts

Don't

- demand precision
- bunch interactions together
- make dynamic content that requires a lot of mouse movement
- have short time out windows
- tire users with lots of typing and scrolling

Designing for users who are D/deaf or hard of hearing

Do

- write in plain English
- use subtitles or provide transcripts for video
- use a linear, logical layout
- break up content with sub-headings, images and videos
- let users ask for their preferred communication support when booking appointments

Don't

- use complicated words or figures of speech
- put content in audio or video only
- make complex layouts and menus
- make users read long blocks of content
- don't make telephone the only means of contact for users

Designing for users with dyslexia

Do

- use images and diagrams to support text
- align text to the left and keep a consistent layout
- consider producing materials in other formats (for example, audio and video)
- keep content short, clear and simple

- let users change the contrast between background and text

Don't

- use large blocks of heavy text
- underline words, use italics or write capitals
- force users to remember things from previous pages – give reminders and prompts
- rely on accurate spelling – use autocorrect or provide suggestions
- put too much information in one place

Content not within the Scope of the accessibility regulations.
The following is exempt from the Accessibility regulations.

- pre-recorded audio and video published before 23 September 2020
- live audio and video
- heritage collections such as scanned manuscripts
- PDFs or other documents published before 23 September 2018 – unless needed to use a service.
- maps – information may be available in address format.
- third party content under someone else's control (such as Hall booking systems)
- third party content under someone else's control (such Annual Audit information)
- content on intranets or extranets published before 23 September 2019
- archived websites if not needed for services and they are not updated.

Documents, including PDF's, relating to the Annual Governance and Accountability Return (AGAR) are provided by an external source and are outside the control of the Council. These documents are not covered by the regulations (Part 1 – Section 4(2)(e)).These items may contain interactive forms and scanned images and may not work with screen readers. We will continue to request that these documents are made accessible, even though they are from a third party.

Preparation of this accessibility statement.
This statement was prepared 11th February 2024. It was last reviewed on 13th February 2024. This website was last tested on 14th February 2024. The test was carried out by the Clerk to the Council on a self-evaluation basis.
We test a few pages within the site and test those documents most likely to be used by visitors to the website such as Agendas and Minutes.

Some links were found to be broken and although meeting papers could be uploaded and accessed, the gateway for 2024 had been omitted. The keeper of the site (Digital Services) has been contacted and these issues will be addressed.