# ALL SAINTS PARISH COUNCIL

**Accessible document statement for All Saints Parish Council**

This policy explains how accessible the documents that All Saints Parish Council have published on our website are. It covers PDF's, Word documents, Excel spreadsheets, presentations and other types of document. It does not cover content published on GOV.UK as HTML: the main GOV.UK accessibility statement will cover that.

**Using our documents**

All Saints Parish Council publishes documents in a range of formats, including Word documents, Excel spreadsheets and PDF documents.

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

- provide an HTML option where possible
- 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 are our documents?**

New documents we publish and documents you need to download or fill in to access one of the services we provide should be fully accessible.

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

- are just photocopies 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 transparency documents, financial reports, meeting agendas, reports and minutes, annual reports, policies and publications. 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: aspc.clerk@gmail.com
- call: 07711 9292227
- write to us: **Clerk to Council, Plumtree, North Street, Axminster, EX13 5QF**

We'll consider the request and get back to you in 10 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 us at the address / email 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).

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

All Saints 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 that All Saints Parish Council publish are partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to the non-compliances listed below.

**Non accessible content**

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

**Non-compliance with the accessibility regulations**

A few of our documents have diagrams. These images do not have a text alternative, so the information in them is not available to people using a screen reader. This does not meet WCAG 2.1 success criterion 1.1.1 (non-text content).

We plan to add text alternatives for all diagrams included in new documents published after September 2018. When we publish new documents, we'll make sure our use of diagrams meets accessibility standards.

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

Many of our older PDF's and Word documents do 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 (name, role value).

Some of our PDF's and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. By September 2020, we plan to either fix these or replace them with accessible HTML pages.

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 meeting agendas, reports and minutes published prior to this date. Any new PDFs or Word documents we publish will meet accessibility standards.

**How we tested our documents**

We last tested a sample of our documents in February 2020. The test was carried out by All Saints Council.

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

We are currently undergoing staff training to ensure that new documents we produce and publish meet accessibility guidelines and legislation.

We also run reports, at least quarterly, to identify and address any accessibility issues on our website.