



HENSTRIDGE PARISH COUNCIL

Clerk: Emma Curtis, 14 Everlanes Close, Milborne Port, SHERBORNE, DT9 5FT

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www.henstridgeparishcouncil.org.uk

Accessible Documents Statement for Henstridge Parish Council

www.henstridgeparishcouncil.org.uk

This policy explains how accessible the documents Henstridge Parish Council publishes on www.henstridgeparishcouncil.org.uk are. It covers PDFs, spreadsheets, presentations and other types of document. It does not cover content published on www.henstridgeparishcouncil.org.uk as HTML: the main website Accessibility Statement will cover that.

Using our documents

Henstridge Parish Council publishes documents in a range of formats, including:

- Microsoft Word
- PDF Files
- HTML
- Microsoft Excel
- JPEG
- Microsoft Powerpoint

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 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 our documents are

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

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@henstridgeparishcouncil.org.uk
- call: 01963 250015 or 07745 270285

We'll consider the request and get back to you within 10 working 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:

Emma Curtis – Parish Clerk & RFO
Henstridge Parish Council
14 Everlanes Close
Milborne Port
Sherborne
Dorset
DT9 5FT
Mob: 07745 270285
Tel: 01963 250015

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

Henstridge 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 [insert department name] publishes 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:

- The main menu bar and header image is not compliant; however, this has been mitigated by producing a text only menu at the bottom.

Non compliance with the accessibility regulations

Some images do not have a text alternative, so people using a screen reader cannot access the information. This fails WCAG 2.1 success criterion 1.1.1 (non-text content). We will add text alternatives for all images by September 2020. When we publish new content, we'll make sure our use of images meets accessibility standards.

Some older documents are not helpfully named: Since 2018 all documents have been named to reflect their content, but we have no plan to retrospectively change anything before 2018.

Disproportionate burden

We've assessed the cost of fixing the above issues with navigation and accessing information, and with interactive tools and transactions. We believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations.

We will make another assessment annually and in the light of technology developments we will continue to change what we can. We welcome any comment on how we might better present ourselves.

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

Many of our older PDFs 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 PDFs 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 any of the minutes or agendas.

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

How we tested our documents

This website was last tested on 28th October 2021. The test was carried out by Jimmy Flynn of Jimmy Flynn Web Services and Emma Curtis, Parish Clerk.

We used this approach to test the whole website [WAVE Web Accessibility Evaluation Tool](#) & [AMP Level Access](#)

We tested:

- All pages of our main website platform, available at henstridgeparishcouncil.org.uk

This statement was prepared on 17th November 2021. It was adopted on 6th December 2021.