KILMINGTON PARISH COUNCIL

Accessible document statement for Kilmington Parish Council

This policy explains how accessible the documents that Kilmington Parish Council have published on our website (https://www.kilmingtonvillage.com/) 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

Kilmington 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:

Please contact, the Clerk to the Council:

Tim Leat
5 Morton Way
Axminster
Devon EX13 5LE
Email: clerk@kilmingtondevon-pc.gov.uk

We'll consider your request and get back to you in 14 days.

Also contact us if you find any problems or if you think we are not meeting accessibility requirements.

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

Kilmington 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 Kilmington Parish Council publish are partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to the noncompliances listed below.

Non accessible content

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

Non-compliance with the accessibility regulations

A small amount of information is presented as map or diagram data. 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.

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.
Some 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 does not meet WCAG 2.1 success criterion 4.1.2 (name, role value).
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.

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

Preparation of this Accessibility statement

This statement was prepared on 31.01.2021

This website was last tested on 31.01.2021. The test was carried out by the Clerk to Kilmington Parish Council. All documents, photographs and maps were sampled