

Ninfield Parish Council

Accessibility Statement

## Technical Information about this website's accessibility

Ninfield Parish Council (known as "the Council") is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. From October 2024 websites are required to meet the new WCAG2.2AA standard. We have a duty of care to provide people with disabilities with an online environment that suits their needs and are continually improving the user experience for everyone and applying the relevant accessibility standards.

### Measures to support accessibility.

We remain dedicated to the ongoing enhancement of the accessibility of its website and services. This commitment is rooted in the belief that ensuring a smooth, inclusive, and unrestricted experience for individuals with disabilities is a shared ethical responsibility.

We are always striving to enhance the accessibility of all pages and materials on our website, it is possible that some content has not yet been fully aligned with accessibility standards. This could be attributed to the fact that we may not have identified the most suitable fix to improve a user's experience.

The Council takes the following measures to ensure accessibility of the Council website:

- Regular reviews of the website are undertaken.

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

Ability Net has advice on making your device easier to use on their website - [link to Ability Net Website](#)

We know that parts of our website are not fully accessible to screen reader software, such as older PDF, word or other downloadable documents which are not structured so that they are accessible to a screen reader. This mostly applies to our meeting agendas, reports and minutes, heritage collections like scanned manuscripts.

These types of documents created before 23 September 2018 and not used for active administration use are exempt from the WCAG2.2AA accessibility regulations and therefore, we do not currently plan to make them accessible. The Council is obliged to publish third party documents which may have been scanned in and will therefore not be accessible, for example the Annual Governance and Accountability Report (AGAR).

You should be able to:

Zoom 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.

### Translation Tools

If you or someone you know needs information in a different language, browsers like Edge, Chrome and Safari can translate pages into over 100 languages. Find out how to change languages and translate web pages in:

Google Chrome

Microsoft Edge

Safari on Mac

You could also download the Microsoft Translator app to have real-time translated conversations.

What to do if you cannot access parts of our website.

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille, contact us at

- Phone: 07725 843505
- E-mail [clerk@ninfieldpc.co.uk](mailto:clerk@ninfieldpc.co.uk) or through our [Contact](#) page on the website.
- Postal address: The Red House, Lower Street, Ninfield, East Sussex, TN33 9ED
- We do not have a public office to visit but can arrange for the clerk and a councillor to visit you if you would like to discuss and difficulties in person.

We will do our best to help.

## Compatibility with browsers and assistive technology

The Council website is designed to be compatible with the following assistive technologies:

- Mobile Phones
- PC and Mac Computers
- All Tablet devices

- All known Browsers
- Screen Readers

## Technical specifications

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

- HTML
- CSS
- JavaScript

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.

## Assessment Approach

The Council assessed the accessibility of the website by the following approaches:

- Self-evaluation
- We tested all our pages using software that highlights WCAG 2.2AA errors and alerts, based on the WebAIM system.

What we are doing to improve accessibility.

- defining document standards and introducing governance to ensure no new documents are added that do not meet accessibility standards.
- delivering accessibility training to raise awareness and improve skills to ensure new documents we produce and publish meet accessibility guidelines.
- adding header structure so screen readers can understand our pages.
- removing unnecessary images and adding alternative text descriptions to non-decorative images so people who cannot see them understand what they are there for. avoiding embedding words into images, even with the addition of alternative text descriptions; access to information in an image must not be exclusive to those with sight.
- avoiding using tables, except when we are presenting numerical data.
- ensuring link text is descriptive; avoiding the use of 'click here' and making it descriptive, such as 'Annual Meeting of the Parish Council' so

the user knows what they are going to open. The same applies to links to websites.

- fixing or replacing Word and PDF documents essential to providing our services. ensured the combination of text and background colour is set to create an easy-to-read website. There is also a toggle button on the top right-hand side of the page that allows users to choose a high contrast colour theme.
- writing in plain English and avoiding jargon. If you do not understand something, please let us know.
- working with our website supplier to audit our website using an automated accessibility tool software and manual sampling and then investigating and fixing any potential issues.

### **Disproportionate burden**

At the present time, we have not identified any specific issues that would be of disproportionate burden.

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 \(EASS\)](#).

Our accessibility journey is continuing. We regularly review our website and its content to identify and fix known issues.

### Complaints Process

If you have reported a problem with our website, but you are not happy with our response, use our complaints process to register your difficulty. This helps us to improve our processes.

### **Feedback**

We welcome your feedback on the accessibility of the Council website. Please let us know if you meet accessibility barriers on the Council website:

Telephone: 07725 843505

E-Mail : [clerk@ninfieldpc.co.uk](mailto:clerk@ninfieldpc.co.uk) or use the [Contact page](#) on our website.

Write to: The Red House, Lower Street, Ninfield, East Sussex, TN33 9ED.

We will try and respond to feedback within fifteen working days if a response is requested.

Adopted	Reviewed	Next Review
14 November 2023	March 2026	March 2027