



## Accessible documents at St Martha Parish Council

St Martha Parish Council publishes documents in a range of formats, including web pages and PDFs. No images are included in the PDFs.

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 not tagged up properly - for example, they do not contain proper headings.

This mostly applies to our meeting agenda and minutes, 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@stmarthaparishcouncil.co.uk](mailto:clerk@stmarthaparishcouncil.co.uk)

We'll consider the request and get back to you in 60 days or less.

### 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 our Clerk - [clerk@stmarthaparishcouncil.co.uk](mailto:clerk@stmarthaparishcouncil.co.uk).

### 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

St Martha 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 St Martha Parish Council publishes are fully compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

Many of our older PDFs, Excel and Word documents do not meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader.

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.

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

## Technical information about the accessibility of our website pages

Our web pages are all accessible HTML pages.

NB The Newsletter page has a Mailchimp sign up which has a hidden field to avoid bot sign ups. This hidden field does not have a label as it is not meant to be viewed by human users.

## How we tested our documents

We last tested all of our website pages and a sample of our documents on 29th September. The test was carried out by Cow-Shed Business Services.

We tested all website pages, all PDFs and some Excel spreadsheets.

## What we're doing to improve accessibility

Unfortunately our PDFs do not meet accessibility standards for 3 reasons :

- Page Titles are not created when the PDF is generated from a word document.
- There is no mechanism to bypass headings or blocks of text (although keyboard navigation is set up)
- No language is defined

Unfortunately our Excel Spreadsheets do not meet accessibility standards

We have carried out a 'disproportionate burden' assessment and decided that making some of our older documents accessible right away would be a disproportionate burden for St Martha Parish Council.

This page was prepared on 29th September 2020. It was last updated on 29th September 2020.

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