Accessibility Statement for www.bourn.org.uk website

This accessibility statement applies to www.bourn.org.uk. This website is run by Bourn Parish Council. We want as many people as possible to be able to use it. For example, that means you should be able to:

- zoom in up to 300% without the 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 (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

AbilityNet has advice on making your device easier to use if you have a disability.

How accessible is this website?

We have made the site as accessible as we reasonably can. However, we know some parts of this website are not fully accessible:

- the text will not reflow in a single column when you change the size of the browser window
- you cannot modify the line height or spacing of text
- most older PDF documents are not fully accessible to screen reader software
- live video streams do not have captions
- some of our online forms are difficult to navigate using just a keyboard
- you cannot skip to the main content when using a screen reader

Feedback and contact information

If you need information on this website in a different format like accessible PDF, large print, large print, easy read, audio recording or braille – please contact the Parish Clerk.

We will consider your request and get back to you within 20 working days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact the Parish Clerk.

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 this website's accessibility

Bourn Parish Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to [insert one of the following: 'the non-compliances', 'the exemptions' or 'the non-compliances and exemptions'] listed below.

Non-accessible content

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

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).

There's no way to skip the repeated content in the page header (for example, a 'skip to main content' option). This fails WCAG 2.1 success criterion 2.4.1 (bypass blocks).

It's not always possible to change the device orientation from horizontal to vertical without making it more difficult to view the content. This fails WCAG 2.1 success criterion 1.3.4 (orientation).

It's not possible for users to change text size without some of the content overlapping. This fails WCAG 2.1 success criterion 1.4.4 (resize text).

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 are accessible to a screen reader. 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 don't plan to fix the documents dated before 23 September 2018 in the parish council archive.

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 December 2020, we plan to either fix these or replace them with accessible HTML pages.

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

How we tested this website

This website was last tested in September 2020. The test was carried out by our web development partner Yowly Creative.

We used an accessibility testing tool (*name*) and decided on a sample of pages to test with static content, links and pictures.

What we're doing to improve accessibility

We will ensure new content conforms to the guidelines where this does not pose an unreasonable burden and we will respond to reasonable requests from users who approach us through the contact details provided in this statement.

This statement was prepared on 20 September 2020.