

Chelmsford Garden Community Council Accessible Documents Policy

Contents

1. Accessible documents at Chelmsford Garden Community Council.....	1
2. Using our documents.....	1
3. How accessible our documents are	2
4. What to do if you cannot access one of our documents	2
5. Reporting accessibility problems with one of our documents	2
6. Enforcement procedure.....	2
7. Technical information about the accessibility of our documents	2
8. Non-Accessible Content.....	3
9. How we tested our documents.....	3
10. How we intend to improve accessibility	3

1. Accessible documents at Chelmsford Garden Community Council

This document explains how accessible the documents published by Chelmsford Garden Community Council on its website www.chelmsfordgardencommunitycouncil.gov.uk are. It covers PDFs spreadsheets, presentations, and other types of documents. It does not cover content published on the website as HTML the main accessibility website statement will cover that.

2. Using our documents

Chelmsford Garden Community Council publishes documents in a range of formats including PDF, Word, Excel and 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 if possible
- Tag headings and other parts of the document if possible, 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 are for.
- Avoid using tables except when presenting data

- Write in plain English
- Use a clear font
- Use contents pages for longer documents

3. How accessible our documents are

New documents we publish and documents you need to download or fill in should be fully accessible.

Documents published prior to 23rd September 2018 are exempt from the regulations, however the Council has not published such documents at it came into existence on 1st April 2023. Thus all documentation on the website will be fully accessible.

4. What to do if you cannot access one of our documents

If you need a document that we have published in another format please contact us as follows –

Email – clerk@chelmsfordgardencommunitycouncil.gov.uk

Telephone – 07495 473240

We will consider your request and get back to you within 28 working days of your request.

5. Reporting accessibility problems with one of our documents

We are always looking to improve the accessibility of our documents. If you find any problems not listed on this page or you think we are not meeting accessibility requirements please contact the Executive Officer at clerk@chelmsfordgardencommunitycouncil.gov.uk

6. Enforcement procedure

The Equality and Human Rights Commission (EHCR) is responsible for enforcing the Public Sector Bodies (Websites and Mobile applications) (No 2) Accessibility Regulations 2018 (the accessibility regulations) If you are not happy about how we respond to your complaint contact the Equality Advisor and Support Service (EASS) www.equalityadvisoryservice.com

7. Technical information about the accessibility of our documents

Chelmsford Garden Community Council is committed to making our documents accessible in accordance with the Public Sector Bodies (Website and Mobile applications) (No 2) Accessibility Regulations 2018

The documents that Chelmsford Garden Community Council publishes are partially compliant with the Web Content Accessibility Guidelines version 2.1

(<https://www.w3.org/TR/WCAG21>) AA standard due to the non-compliances listed below.

8. Non-Accessible Content

The documentation listed below does not meet accessibility standards but it would be a disproportionate burden for the Council to resolve the issues.

Disproportionate burden

The following documents are provided by the external auditor for completion with the requirement that copies of the documents are scanned onto the Council website to be displayed in accordance with legal requirements. As they are photocopy documents, they do not meet WCAG success criteria 2.1 keyboard accessibility and 2.4.6 headings

Annual Governance and Accountability Review documentation for each financial year end.

Notice of conclusion of audit for each year end.

They are not accessibility as they do not meet WCAG success criteria 2.1 keyboard accessibility and 2.4.6 headings and criteria 4.1.2 name and role value

It would be a disproportionate burden to the Council to make these documents accessible.

9. How we tested our documents

We last tested a sample of our documents on 28th March 2024. The test was carried out by the Council. We carried out a sample testing of different types of documents on the site. In particular word documents that may be downloaded and used to engage with the Council were tested together with a representative sample of PDF documents being those most frequently accessed such as recent minutes.

10. How we intend to improve accessibility

The Council is committed to the website being accessible for all sections of the Community and will review the documentation on a periodic basis including sample testing of documents. Consideration will be given as to the means of making the financial documents accessible with reference to whether it will continue to be a disproportionate burden for the Council. The Executive Officer has undertaken CPD training regarding the means of making both the website and documentation accessible and will cascade such information to Councillors. The Council is willing to listen to any accessibility issues that are raised and consider whether it is possible to rectify the same.

This policy was agreed and adopted by Chelmsford Garden Community Council on 28th March 2024

Date of review: May 2025