MEETING PAPER
Subject: Website Accessibility
Meeting: Finance and Governance
Date: 8 August 2019
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NOT CONFIDENTIAL

Background/Introduction
Accessibility legislation came into effect on the 23rd September 2018 that requires all public sector websites and mobile applications are accessible to as many people as possible, particularly persons with disabilities, to the extent that this does not impose a disproportionate burden (The Public Sector Bodies (Websites and Mobile Applications)(No.2) Accessibility Regulations 2019 which replace the 2018 Regulations). These regulations apply to town and parish councils. A failure to comply constitutes a failure to make 'reasonable adjustments'.

Details
Currently, our concern is our website as we have no mobile applications. The overarching requirement of the regulations is that our website and all of our related documents are *Perceivable*, *Operable*, *Understandable* and *Robust*. From a legal viewpoint our website has to meet 2 requirements after 22nd September 2020; it has to have an accessibility statement and it has to meet the AA standard of the WCAG 2.1. There are 55 standards that we have to meet to be at the AA level, but some of these such as audio and video related standards will not apply to us.

The main area that we need to update is making sure all of our documents are in an accessible format, meaning that they are properly structured using headings and ensuring they zoom and reflow correctly. This involves updating all of our past agendas, minutes and associated documents as well as all of our policies and procedures. The other main area that still needs updating is to make sure hyperlinks on our website and in documents have both descriptive text and a "title". This means that instead of links saying "click here" we need to include a description of where the link is for as part of the link. SLCC advises to check the below list as a starting point:

Page titles – All of our pages currently have 2 titles, we need to speak to Suffolk Cloud to explore this.
Meaningful hyperlink text - We need to go through each webpage and document and check each link
Text alternatives for images (where needed). Mark as decorative or add null alt text for eyecandy. – We need to go through each webpage and document and check each image
Transcripts for video – We do not currently have any videos but this may be relevant in the future
Colour contrast – Our current colour contrast is up to standard but there may be individual areas that need changing
Captions for video – We do not currently have any videos but this may be relevant in the future
Heading structure for pages – All of our pages with a lot of text will need headings adding

Reflow and magnification – Our website reflows and magnifies correctly
Skip links for keyboard users – This is something that will enable users who need to tab to links to skip the 10 links at the start of the page for the menu, facebook, search etc. We need to talk to Suffolk Cloud about getting this added
Keyboard accessibility for menus, video controls etc. – Our menu and forms are keyboard accessible
Scene description for video – We do not currently have any videos but this may be relevant in the future
Sign language for videos– We do not currently have any videos but this may be relevant in the future
Screenreader accessible forms and interactivities – We need to download a screenreader to check this
Screenreader error trapping – We need to download a screenreader to check this

Important notes:
1. James Cox and Shona Bendix have received training on this.
2. The work on compliance is underway and newly produced documents are compliant so they can be uploaded safely.
3. Suffolk Cloud (our website provider) has confirmed that they are in the process of checking sites to meet the accessibility standards required and they made some changes to the template early in July. This has not caused us any technical issues and James Cox will be advising them of any outstanding issues which affect our ability to comply.
4. Shona Bendix accessed a free assessment of the homepage and passed this to Suffolk Cloud and to James Cox to consider and we are awaiting feedback.
5. Shona Bendix will progress an Accessibility Statement and ensure compliance by the Council in time for the compliance deadline in September 2020 in conjunction with support from James Cox, Suffolk Cloud and, if necessary, ECCH IT support.

Further information
Useful Links
WCAG2.1: https://www.w3.org/TR/WCAG21/
Legislation: https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps
Sample accessibility statement: https://www.gov.uk/government/publications/sample-accessibility-statement/sample-accessibility-statement-for-a-fictional-public-sector-website

Recommendations
That Finance and Governance Committee note this report and the actions that are being undertaken to ensure compliance.