Accessibility Statement for Cwmbran Community Council
www.cwmbran.gov.uk

This website is run by Cwmbran Community Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- 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 this website is

We know some parts of this website aren't fully accessible, for example:
- the text won't reflow in a single column when you change the size of the browser window
- you can't modify the line height or spacing of text
- most older PDF documents aren't fully accessible to screen reader software
- live video streams don't have captions
- some of our online forms are difficult to navigate using just a keyboard
- you can't skip to the main content when using a screen reader
- there's a limit to how far you can magnify the map on our 'contact us' page

What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:
- email david@cwmbran.gov.uk
- call 01633 849073

We'll consider your request and get back to you in 10 days.

If you can't view the map on our contact us page, call or email us for directions.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact: David Collins, Clerk to the Council (contact details as above)

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).
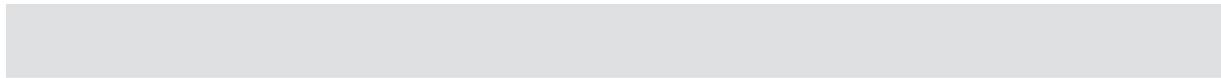
Contacting us by phone or visiting us in person

Our offices have audio induction loops, or if you contact us before your visit we can arrange a British Sign Language (BSL) interpreter. Find out how to contact us

Technical information about this website's accessibility

Cwmbran Community 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 the non-compliances listed below.

Non accessible content

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

Non compliance with the accessibility regulations

Some images don't have a text alternative, so the information in them isn't available to people using a screen reader. This doesn't meet WCAG 2.1 success criterion 1.1.1 (non-text content).

We plan to add text alternatives for all images by September 2020. When we publish new content we'll make sure our use of images meets accessibility standards.

Disproportionate burden

There are currently 3 distinct issues the website fails on, these fall in the Disproportionate burden as they the cost of addressing the issues on the existing site would not be economically sound

Adaptable

Information and relationships, landmarks not used as the original template was built before these were necessarily brought in to use.

Distinguishable

Contrast on navigation menu, cannot not be changed as it will make the menu appear highlighted when not necessary. This is due to how the website navigation exists from the original design.

Navigable

The option to skip related blocks fails due to the bad way the template has been re-built.

Link purpose in context - Link text is too generic ("Read more"). This however cannot be changed due to this being an external plugin.

Navigation and accessing information

There's no way to skip the repeated content in the page header (for example, a 'skip to main content' option). This doesn't meet 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 doesn't meet WCAG 2.1 success criterion 1.3.4 (orientation).

Interactive tools and transactions

Some of our interactive forms are difficult to navigate using a keyboard. For example, because some form controls are missing a 'label' tag.
Our forms are built and hosted through third party software and 'skinned' to look like our website. This doesn't meet WCAG 2.1 success criterion 1.3.1 (information and relationships).

We've assessed the cost of fixing the issues with navigation and accessing information, and with interactive tools and transactions. We believe that doing so now would be a disproportionate burden within the meaning of the accessibility regulations. We will make another assessment when the supplier contract is up for renewal, likely to be in 2021.

Content that's not within the scope of the accessibility regulations

PDFs and other documents

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

This doesn't meet WCAG 2.1 success criterion 4.1.2 (name, role value).
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. Accessible versions are available from the Clerk.

The accessibility regulations <u>don't require us to fix PDFs or other documents published before 23 September 2018</u> if they're not essential to providing our services. For example, we don't plan to fix outdated information or historical information such as details of past Chairs.

If new PDFs or Word documents we publish do not meet accessibility standards, accessible versions may be obtained from the Clerk.

Live video

Live video streams don't have captions. This doesn't meet WCAG 2.1 success criterion 1.2.4 (captions - live).

We don't plan to add captions to live video streams because live video is [exempt from meeting the accessibility regulations](#).

Preparation of this accessibility statement

This statement was prepared on 16 September 2020. It was last reviewed on 16 September 2020.

This website was last tested on 14 September 2020. The test was carried out by Webjects via

https://www.gov.uk/service-manual/helping-people-to-use-your-service/testing-for-accessibility using siteimprove.com which allows instant testing.

Tested pages are

- https://www.cwmbran.gov.uk/ - Homepage Template

- https://www.cwmbran.gov.uk/category/chairmansblog/ - Archive Template

- https://www.cwmbran.gov.uk/cwmbran-community-council-chairman-re-appointed/ - Single Post Template

- https://www.cwmbran.gov.uk/introduction-to-the-council/ - Page Template