ACCESSIBILITY POLICY   CP01

Authorised & Adopted: GRENDON UNDERWOOD PARISH COUNCIL

Authorisation & last review as shown in the Policy Review Record CD08A

CHANGE LOG	
April 2020	Developed template to reflect new legislation making accessibility mandatory statutory requirement.
26th May 2020	Adopted by resolution of full Council at a properly constituted general meeting held 26th May 2020

I   PURPOSE

This Policy describes how Grendon Underwood Parish Council will manage and conduct its administrative arrangements in relation the requirements of the relevant legislation such as to regulate the efficient and timely compliance with relevant statutory obligations and to deliver its duties in regard to the expectations of the residents of the Parish. It lays out how Councillors and council employees are expected to abide by these requirements.

Council has made every effort to ensure all relevant statutory requirements to which a council is subject are encompassed in this Policy but confirm that, in any event, those requirements apply whether or not they are incorporated herein.

The Council has made every effort to ensure this Policy is consistent with other Council Policies where relevant.

NOTES:

- Where the word "councillor" is used, unless the context suggests otherwise, the meaning is intended to include non-councillors, with or without voting rights, and council employees.
- A 'co-opted member' is a person who is not an elected member of the Council but who has been co-opted onto the Council, or a committee or sub-committee properly constituted by Council, by a majority of elected Councillors at a properly constituted meeting of Council and who is entitled to vote on any question that falls to be decided at any meeting of Council or that committee or sub-committee.
- A 'meeting' is a properly constituted meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.
- Unless otherwise expressed, a reference to a Member of the Council includes a co-opted member of the Council.
- Where gender specific wording is used, meaning is intended to be gender neutral.

II   SCOPE

There are two legally mandated methods in which council must communicate with the residents of the Parish – a free to use open web site and noticeboards within the Parish Boundary.
NALC advice is that social media should not be considered as a reliable, secure means of transmitting formal information regarding Council business.
The Policy covers these methods in so far as it is practicable for each and Council will constantly work to make the website as accessible and usable as possible.

III   POLICY

The Council has specified that conformity with the legislation be a mandatory requirement in the development of its website and from the basis of this Policy. The elements so covered are as follows with links to AbilityNet for more information.:

i)   Requirements

- make your mouse easier to use (opens in new window)
- use your keyboard instead of a mouse (opens in new window)
- talk to your device (opens in new window)
- make your device talk to you (opens in new window)
- make text larger (opens in new window)
- change your colours (opens in new window)
- magnify the screen (opens in new window)

ii)   Development.

The Council website has been developed to best practice coding conventions following World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines 2.1 (WCAG 2.1) and successfully XHTML 1.0 strict valid.

iii)   Consistent page headings and titles

A consistent heading structure has been used so that page information is compatible with access technology across all common devices.

iv)   Browsers

The following browsers have been tested for compatibility:

Microsoft Edge

Microsoft Internet Explorer (Windows) v7.0 to 9.0

Google Chrome

Firefox (Windows and Mac) v2.0 and 12.0

Safari (Mac) v4.v5

Opera v9 - 11

v)   Alternative formats

There are options for publications in alternative format please contact on request to the Parish Clerk using the general enquiries form on the web site.

vi)   Leave feedback

Council will welcome any constructive feedback. Please use the online feedback form on the web site or email the Parish Clerk on parishclerk@gupc.org.uk

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Dated: 26th May 2020