

## Accessibility statement for LuxulyanPC.co.uk

This website is run by Luxulyan Parish 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.

Any links to external websites and PDF documents will open in another window.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

### How accessible this website is

[Note: use this section to provide information that a disabled user can act on - for example, avoid a particular section of the website, or request an alternative version rather than waste time trying to make it work with their assistive technology. Try to list in order of most impact to least impact.]

We know some parts of this website are not fully accessible:

- most older PDF documents are not fully accessible to screen reader software
- you cannot skip to the main content when using a screen reader

## What to do if you cannot 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: [clerk@luxulyanpc.co.uk](mailto:clerk@luxulyanpc.co.uk)
- Call: 01208 831 283

We'll consider your request and get back to you in 5 working days.

If you cannot view the map on our 'contact us' page, call or email us for directions: [Contact Us page](#).

## 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. Please note that the parish clerk works part time.

- Email: [Clerk@luxulyanpc.co.uk](mailto:Clerk@luxulyanpc.co.uk)
- Call: 01208 831 283

We'll get back to you in 5 working days.

## 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**

Luxulyan Parish Council does not have an office. You may contact the Parish Council through the Council's Clerk:

- Email: [Clerk@luxulyanpc.co.uk](mailto:Clerk@luxulyanpc.co.uk)
- Call: 01208 831 283
- You can also find the Clerk's postal address on our website: [Contact Us webpage](#)

Luxulyan Parish Council meets every month and each meeting has a Public Session when people are allowed to speak to the council about issues they want to bring up.

The Parish Council usually meets on the second Thursday of the month at 6.00 pm, though occasionally this can change. Luxulyan Parish Council's meeting schedule is on our website: [Meetings, Agendas & Minutes](#).

## **Technical information about this website's accessibility**

Luxulyan 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 the non-compliances and exemptions listed below.

## Non accessible content

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

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

#### PDFs and other documents

PDFs and Word documents before May 2020 do not meet accessibility standards - for example, they may not be structured so they're accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

Some of our PDFs are essential to providing our services. For example, our Policies on the *Parish Council Policies* webpage. By September 2020, we plan to either fix these or replace them with accessible HTML pages.

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 do not plan to fix the Agendas & Minutes available on the *Parish Council Meetings, Agendas & Minutes* webpage.

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

## How we tested this website

This website was last tested on [date]. The test was carried out by [add name of organisation that carried out test, or indicate that you did your own testing].

**We tested all webpages on our website.**

We tested:

- our main website platform and all its webpages, available at [www.luxulyanpc.co.uk](http://www.luxulyanpc.co.uk)

You can read the full accessibility test report [\[add link to report\]](#).

## **What we're doing to improve accessibility**

We invite all users of our website to [contact us](#) if they have a problem with accessibility or if they have suggestions for improved accessibility.

- From May 2020 all Word documents will use Headings, Lists and Bullet Points easily read by screen readers.
- From May 2020 all PDF documents generated from Word documents will be formatted so a screen reader can read Headings, Lists and Bullet points.
- Excel documents. The Clerk is receiving training in accessible Excel documents so that future accounts documents are up to accessibility standards.

This statement was prepared on September 2020. It has not yet been updated.

APPROVED BY LUXULYAN PARISH COUNCIL

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

