East Bergholt Parish Council – Web site Accessibility Statement

The East Bergholt Parish Council supports the village website https://eastbergholt.org providing Parish Council information. This is used to publish Parish Council notices, meeting dates, agendas, minutes, reports and other public information, together with a secure area where Councillors can access private Parish Council information.

In addition there are pages on the web site where village clubs, societies and businesses can author their own information. This may include club memberships where personal information is held, in which case, all data are in compliance with GDPR requirements. In this context the Parish Council act as Data Controllers and reserve the right to remove from the website any club, society or business whose content does not comply standards required of public sector bodies.

Accessibility Policy for East Bergholt Village website as of October 2020

East Bergholt Parish Council is committed to making its website as usable and accessible as possible and to that end, follows Government guidelines and standards, such as those noted in the Web Content Accessibility Guidelines (see WCAG2.1 for details).

The website uses Microsoft .NET technology which by default ensures that basic usability and accessibility standards are met. The web site developers have overall control of the design and are continually working to improve accessibility and usability as upgrades and content changes are made to the web site. Examples of areas where accessibility improvements are being made are:

- Good **colour** contrast and fonts – for general readability
- Option for **magnification** – e.g.: ability to zoom in up to 300% without the text spilling off the screen
- Easy **navigation** - e.g.: ability to traverse the website using only mouse, keyboard, or touch
- Support for **Speech** navigation – ability to traverse the website using speech recognition software
- Support for **Screen readers** – ability to listen to website content using a screen reader such as JAWS, NVDA or VoiceOver

Some pages have web site content authored by clubs, societies or businesses and in this case individual authors need to be advised on how to improve the accessibility of the content they author.

Reporting website accessibility issues

Users who notice usability or content issues with the web site can use the direct email link (or telephone number) provided on the web site home page to notify the Parish Council. In addition it is planned to add feedback options to each web page to further simplify that process.

Enforcement procedure

Any request made through the web site to alter content will be considered carefully by the Parish Council and a response given within five working days. This is in accordance with recommendations from the Equality and Human Rights Commission (EHRC), the body responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Website Test Results

Test Scope

This website was tested by the Parish Council's "Web Ste Review Team" in Autumn 2020. A set of on-line tools was used for this, with all tests being carried out and cross referenced against WACG 2.1 checkpoints categorised as follows:

- **Accessibility** – checks used WCAG and Section 508 guidelines against many file types, looking for issues that would make the site difficult to use by the visually impaired.
- **Broken Links** - check for broken links and spelling errors
- **Compatibility** - check for HTML, script and image formats that don't work in common browsers
- **Search Engine Optimization** - check Google and Bing webmaster guidelines
- **Web Standards** - validate HTML and CSS
- **Usability** - checks used WCAG Usability guidelines to identify inconsistencies and other issues making the site difficult to use

Test Results

The following summary shows the web site to be partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

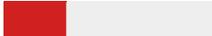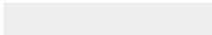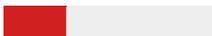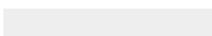The results by checklist category are summarised in table 1 below

Category	Results	
Overall Quality	▇	41 pages with quality issues
Page Errors		4 pages with broken links or other errors
Accessibility	▇	41 pages with accessibility problems
Compatibility		1 pages with browser specific issues
Search	▇▇	39 pages with search engine issues
Web Standards	▇	41 pages have W3C standards issues
Usability	▇	41 pages with usability issues
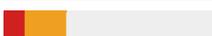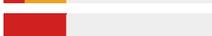
Table 1 – Summary of non-compliances by check list category

The pages with the most significant non compliances are summarised in Table 2 below:

Is-sues	Description and URL
25	https://www.eastbergholt.org/default.aspx?dyn_menu_mainmenu=3
24	https://www.eastbergholt.org/**Clubs**/Shared/ShowGenPage.aspx?page=Home&dyn_menu_mainmenu=1000093
22	https://www.eastbergholt.org/**Clubs**/ParishCouncil/Default.aspx?dyn_menu_mainmenu=1000010
22	https://www.eastbergholt.org/

Is-sues	Description and URL
13	https://www.eastbergholt.org/clubs/parishcouncil/NeighbourhoodPlan/default.aspx?dyn_menu_mainmenu=1000011
14	https://www.eastbergholt.org/**Clubs**/ClubsAndSocieties/default.aspx?dyn_menu_mainmenu=1000084

Table 2 – Summary of pages with most (>10) non-compliances

A full report on the non-compliances, detailing all issues with cause, criticality, and recommendations for correction has been produced. See the report on the web site here: EB Web Site Accessibility Report Detailed.pdf.

Tools Used

The following tools were used:

- Powermapper SortSite . A desktop testing tool for Mac or Windows which can provide detailed analysis of the above checklist for any web site. Using this tool, each page is checked against more than 1200 standards based checkpoints. It is a widely used tool commonly used for testing public and commercial web sites. This tool was used to scan the entire web site and provide the detailed report against which the web site was assessed.

- WebAim Wave. A browser extension (for Chome, Firefox and MS Edge). The tool provides interactive feedback on usability and accessibility issues on a per-page basis. This tool provides recommendations for improvements and is commonly used by developers as a part of the development process. For these tests here this tool was used on certain pages to get a more qualitative assessment of the issues involved.

- Chrome Dev Tools. This is a standard web developer tool used by developers to check screen readability when the web site is used by devices with different screen form factors , (e.g.: mobile phones , tablets, etc.)

- Freedom Scientific JAWS Screen Reader – JAWS is a commonly desktop application to convert text content to speech. This tool was used to test some of the web site pages.

Actions to Improve the Web Site Accessibility

- A copy of the detailed report has been passed to the developers for them to address in their forthcoming upgrades.

- The developers are also being asked to add "feedback" options to the footer of their pages so that users can more readily report accessibility, usability and content issues.

- Many of the non-compliancy issues have occurred in the "Club" pages where the content is not directly under control of the Parish Council. For those cases the authors will be notified with recommendations on how they could improve the accessibility of their content.

This statement was presented to East Bergholt Parish Council at its 12 November 2020 Council Meeting and will be updated regularly to reflect on-going improvements to the web site.

Clr. Rob Wombwell, Web Site Review Team, 09 November 2020