**Caterham on the Hill Parish Council**

 **ACCESSIBILITY STATEMENT**

This website is run by Caterham on the Hill 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:

* zoom in 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 designed this site with accessibility in mind. Some of the general features include:

* The use of clear, simple language which is easy to understand.
* The use of common web conventions.
* Avoiding the use of blinking or flickering elements.
* The site uses cascading style sheets (CSS) for visual layout. Where possible, we’ve also made our website navigable, usable and readable if your browsing device does not support style sheets
* Navigate most of the website using just a keyboard
* Careful use of text colours, size and background colours to help people with a range of visual impairments. Our site is usable by anyone with colour deficient vision. We’ve checked the site’s font and background colour to ensure there are no combinations against the different colour blindness conditions and ensured that all information is still clear.
* We’ve designed all pages on our website so that all information that is conveyed with colour is also available without colour.
* We’ve made it possible to use our site without having to view graphics or images. All non-text elements, such as images, animations, symbols, audio, video and multimedia have text equivalents. We’ve done this by providing descriptive alt attributes for them. Purely decorative graphics or formatting images have empty alt attributes.
* We’ve made navigation links consistent between pages throughout the site
* Placed page items in a logical order and making the website easy to navigate helps people with visual impairments, motor deficiencies and cognitive disabilities.
* Our website does not use pop-up windows.
* Forms are clearly labelled to help readers to understand the content on a page and to fill in content into correct form fields.
* While we’ve used clear, legible font for all text and headings. In the Firefox browser you can select View, then Text Size, and then choose increase, or decrease the font size.  [AbilityNet](https://mcmw.abilitynet.org.uk/) also has advice on making your device easier to use if you have a disability.
* We’ve made all PDF documents released in the last year as well as all PDF documents regarding essential services fully accessible.

**How accessible this website is:**
We know that only a couple of parts of this website are not fully accessible:

* Most of our older PDF documents are not fully accessible to screen reader software.
* At high levels of zoom, a visitor will not be able to view all text without horizontal scrolling. Maximum zoom level without the need for horizontal scrolling is 200%.

**What to do if you cannot access parts of this website**
If you need information from this website in a different format: such as a hard copy, you can use our contact us form on our main menu at the top of most pages, or email clerk@caterhamhillparishcouncil.co.uk.  We will consider your request and get back to you within 10 working days.

**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, you can use our contact us form on our main menu at the top of most pages, or email clerk@caterhamhillparishcouncil.co.uk

**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)](https://www.equalityadvisoryservice.com/).

**Technical information about this website’s accessibility**
Caterham on the Hill 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 compliant with the Web Content Accessibility Guidelines version 2.1 A standard, and falls short of WCAG 2.1 AA standard due to reflow failure. Many of our older & non-essential PDF documents fall short of WCAG 2.1 A standard due to having inappropriate tagging and also lack running headers and footers, document titles and a defined native language.

**How we tested this website**
An accessibility review was performed on this site by [Kitson Consulting](https://kitson-consulting.co.uk/) and the recommendations from said review were implemented on the 28th of September 2020.

**What we’re doing to improve accessibility**
We plan to improve accessibility on this website by:

* Encouraging users to report accessibility issues.
* Making all of our new PDF documents fully accessible going forward.

Caterham on the Hill 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 and this website is compliant with the [Web Content Accessibility Guidelines version 2.1](https://www.w3.org/TR/WCAG21/) A standard.

This statement was prepared on 01/10/2020, and was last updated on 22/10/2020.