

# Accessibility Statement

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## Accessibility statement for Frampton Cotterell Parish Council

This website is managed by Frampton Cotterell Parish Council and developed by NetWise. The aim of both parties is to make the website accessible to as many people as possible. Our website uses the UserWay (2019) accessibility widget to improve usership of the site for everyone. As a result, you should be able to effectively do the following on our website using the widget in the left-hand corner of our webpage:

1. Change colour contrasts, tones and saturation.
2. Zoom in up to 400% without distorting the text layout.
3. Explore the website using keyboard navigation.
4. Increase cursor size.
5. Use reading guides.
6. Increase font size.
7. Increase text spacing.
8. Highlight links.
9. Text to speech at various speeds.
10. Stop animation from moving on the page.
11. Skip to main content.
12. Access alternate text on relevant images (such as posters with text information on).

We also aim to make the text free from jargon and simple for all to understand.

## Technical information about this website's accessibility

The accessibility features of the site are built into one icon on the bottom left hand side of the page. Click on the icon to reveal the accessibility plug in options for the site (figure 1). This makes changing the display of the site easy, as there is no need to download multiple plug-ins to make the site accessible.

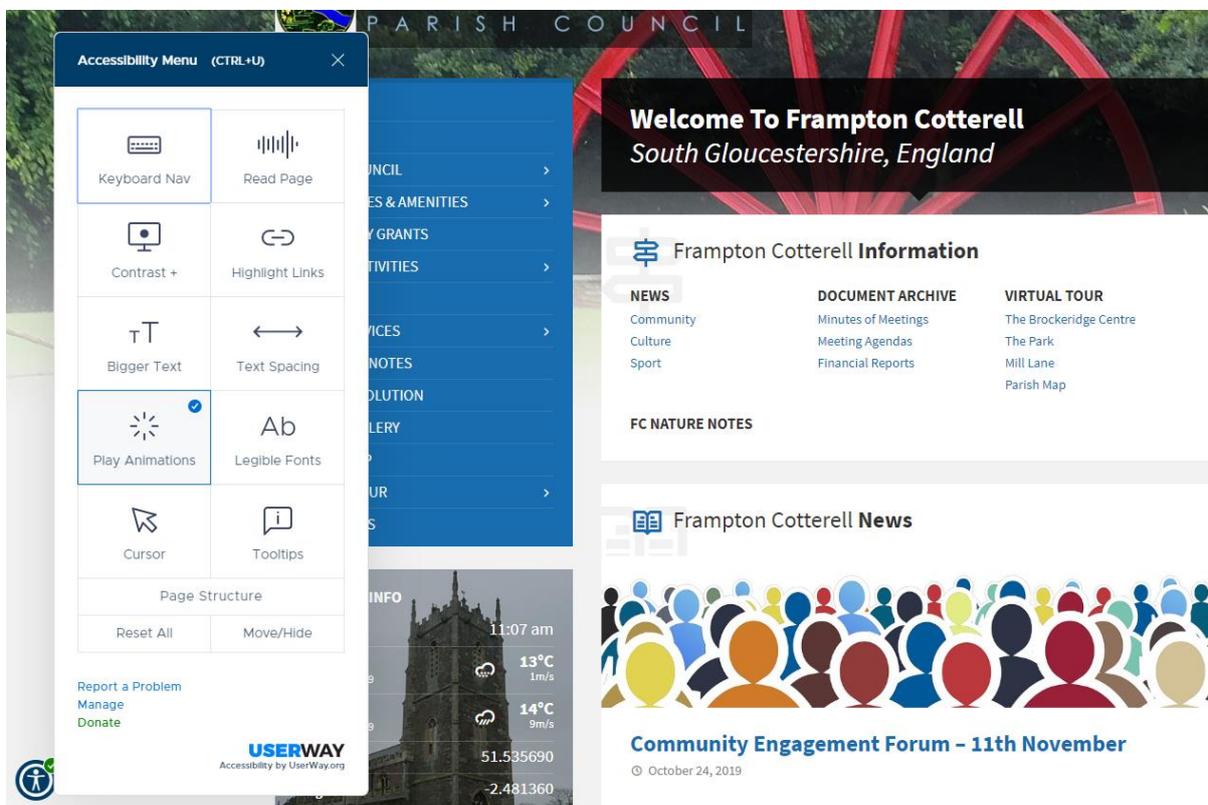


Figure 1: Image of UserWay icon with accessibility options for our website.

All features can be accessed by clicking on the UserWay (2019) icon (blue circular icon with a white figure within it). By clicking on this, all the accessibility features pop up in on box, allowing the user to navigate the website in a way tailored to them.

For more information on how to use the UserWay icon, you can visit <https://userway.org/> or contact us at the Brockeridge Centre for help on the office email address [office@framptoncotterell-pc.gov.uk](mailto:office@framptoncotterell-pc.gov.uk).

Microsoft have launched [this helpful Windows keyboard navigation shortcuts guide](#), which can help you to navigate the site using just your keyboard. (Ctrl + Click to follow the link).

If you use Apple, [this Apple keyboard navigation guide](#) can help you use this feature on our site. (Ctrl + Click to follow the link).

## Non accessible content

At this stage, not all our PDFs are accessible due to being scanned copies. We are working towards replacing these with accessible PDFs. This is particularly the case for agendas and

signed minutes, which are currently manually scanned into the computer, making the accessibility features redundant on these documents.

Not all images currently have alt. text descriptions. We are working towards adding alt text to any images that have information or relevant text on them.

### How we tested this website

This website was tested initially by the Parish Council's Project Officer during an SLCC website accessibility training course on the 10<sup>th</sup> October 2019. The ability to change the following were tested:

1. Contrast using Contrast plugin.
2. Text size modification.
3. Text to speech using Google Vox.
4. Keyboard navigation using shift + tab
5. Alt text descriptions using text to speech.

After this test, it was evident that the accessibility of the site was not as robust as it could be. The website provider, NetWise, was then contacted and a request to install the UserWay plugin was made. This was installed on 23<sup>rd</sup> October 2019. This plug in was tested in-house and found to drastically improve the previously existing accessibility issues.

### What we're doing to improve accessibility

We have recently installed the UserWay widget to improve the accessibility of the website.

We are working towards training staff members to create agendas and minutes electronically to reduce the need for scanned, inaccessible PDFs to be placed on our website.

We are working through the site to remove inaccessible hyperlinks that are not descriptive, such as "click here". We are replacing these with hyperlinks with longer descriptions.

We are working towards adding alt. descriptions to images and are in the process of training staff to do this.

### Contacting us about website accessibility

If there are areas of the website that you are finding are not accessible or failing to meet your needs, you can contact us for support and to make suggestions by phone, email or in person.

You can contact the Parish Council office by phone on 01454 864442.

You can contact the office by email on [office@framptoncotterell-pc.gov.uk](mailto:office@framptoncotterell-pc.gov.uk)

We are available Monday to Friday 9am to 2pm to visit in person. Our address is:

The Bockeridge Centre  
Woodend Road

Frampton Cotterell  
BS37 2LQ

### Feedback

We always welcome feedback and would love to hear from you if you have any comments relating to the accessibility of our website. We strive to make our site as accessible as possible and would like to know if any areas of our website fall short. If you are experiencing any problems with our website, please get in touch and we will aim to resolve the issue promptly. We are also very open to suggestions on how we can improve the overall accessibility of our website, so please feel free to send us your thoughts.

### Enforcement regulations

Website accessibility regulations are enforced by the Equality and Human Rights Commission (EHRC). If you are unsatisfied with how Frampton Cotterell Parish Council respond to you complaints relating to website accessibility, please contact EHRC on the [Advisory and Support Service \(EASS\) website](#). (Ctrl + Click to follow link).

**Approved at council 30/10/2019.**