

## Accessibility Statement for Documents

This policy explains how accessible the documents published by Llanferres Community Council are. It covers PDFs, spreadsheets and other types of documents. It does not cover content provided by third parties or by a link to other organisations.

### Using our documents

Llanferres Community Council publishes information in a range of formats, including Word and PDF documents, Excel spreadsheets, photocopies, scans, photographs and artwork. We want as many people as possible to be able to use these documents so when we produce a document, wherever possible we:

- tag headings and other parts of the document properly, so screen readers can understand the page structure
- make sure we include alt text alongside non-decorative images, so people who cannot see them understand what they are there for
- avoid using tables, except when we are presenting data
- write in plain English

### Accessibility of our documents

Most documents produced and published by Llanferres Community Council since April 2020 should be fully accessible.

However, almost all the documents produced and published prior to April 2020 are not, as are some produced and published afterwards. Non accessible documents include:

- photocopies that cannot be marked up in a way that allows screen reader users to understand them
- documents from third parties that are not tagged up properly i.e. they do not contain proper headings
- information not written in plain English

This mostly applies to our transparency documents, financial reports, policy documents and third-party publications. These types of documents are exempt from the regulations, so we do not currently have any plans to make them accessible.

If you need to access information in one of these document types, you can contact us and we will try to provide the information in an alternative format.

### What to do if you cannot use one of our documents

If you need a document we have published in a different format contact us by:

- email: [clerk.llanferres@gmail.com](mailto:clerk.llanferres@gmail.com)
- phone: 01352 810735
- post to: The Clerk, Maesawelon, Village Road, Maeshafn, Denbighshire CH7 5LU

We will consider the request and get back to you in as soon as is practicable.

### Reporting accessibility problems with one of our documents

We are always looking to improve the accessibility of our documents. If you find any problems not listed on this page or you think we are not meeting accessibility requirements, contact:

The Clerk, Llanferres Community Council

Maesawelon

Village Road

Maeshafn

Denbighshire CH7 5LU

Tel. 01352 810735

Email: [clerk.llanferres@gmail.com](mailto:clerk.llanferres@gmail.com)

## 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 \(EASS\)](#).

## Technical information about the accessibility of our documents

Llanferres Community Council is committed to making its documents Accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

## Non accessible content

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

### Non-compliance with the accessibility regulations

A few of our documents have diagrams. These images do not have a text alternative, so the information in them is not available to people using a screen reader. This does not meet WCAG 2.1 success criterion 1.1.1 (non-text content).

We plan to add text alternatives for all diagrams included in new documents published after April 2020. When we publish new documents, we will make sure our use of diagrams meets Accessibility standards.

### Content that is not within the scope of the Accessibility regulations

Not all documents on this website are created by us. Some documents and content may be created by third parties or using third party software. Where this is the case we will endeavour, on request, to obtain an accessible copy from the original source or to convey the information contained in the document in an accessible way.

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they are accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2 (name, role value).

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 meeting agendas or minutes of meetings which were published prior to April 2020.

Any new PDFs or Word documents created by us will meet accessibility standards.

## How we tested our documents

We last tested a sample of our documents in September 2020. The test was carried out by Llanferres Community Council and Aubergine 265

We tested:

- a Public Notice
- the Minutes of a Meeting
- our Biodiversity report

## What we are doing to improve accessibility

We are currently undergoing staff training to ensure that new documents we produce and publish meet accessibility guidelines.

We also run quarterly reports to identify and address any accessibility issues.