

## **Accessible documents statement for Kirk Ella & West Ella Parish Council (referred to as “The Parish Council”)**

The Council publishes documents in a range of formats, including word files, pdfs and printed material. We want as many people as possible to be able to use those documents. When we produce a document we try ensuring that we:

- provide an HTML option where possible

- tag headings and other parts of the document prop so screen readers can understand the page structure

- include alt text alongside non-decorative images, so people who cannot see them understand what they’re there for

- avoid using tables, except when we’re presenting data

- write them in plain English

New documents we publish and documents you need to download or fill in to access one of the services we provide should be fully accessible. However, we know that some of our older documents (published before 23 September 2018) are not accessible. If you need to access information in one of these document types please contact the Clerk for an alternative format.

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

The Equality and Human Rights Commission is responsible for enforcing the Public Sector Bodies Accessibility Regulations 2018. If you’re not happy with how we respond to your complaint, contact the [Equality Advisory and Support Service](https://www.equalityadvisoryservice.com) ((<https://www.equalityadvisoryservice.com>)).

The Parish Council is committed to making our documents accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications Accessibility Regulations 2018).

Documents that the Parish Council publishes are partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard, due to the non-compliances reasons listed below.

- Annual Newsletters 2019 & 2020 (pre 2018 are exempt). These are not currently issued as pdfs because tagging them would form a “disproportionate burden” to our resources

The Parish Council is working to improve accessibility. It is hoped to make Annual Reports accessible in the future.

This page was prepared and was last updated in September 2020

### ***Our Clerk’s Contact Details.***

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