



## ACCESSIBILITY STATEMENT

This website, <https://biddulph.cov.uk>, is run by Biddulph Town Council to provide key information for residents, visitors and businesses.

We're committed to making our website accessible to all users regardless of ability or technology used.

Our website accessibility statement describes the conformance of our website against the international WCAG 2.1 AA accessibility standard.

### [Using our documents](#)

We publish documents in a range of formats, including Word documents, Excel spreadsheets and PDF's (portable document format).

We want as many people as possible to be able to use this website and our documents. That means you should be able to:

- change colours, contrast levels and fonts without losing clarity
- 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

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

### [Accessibility of our website](#)

We know some parts of our website are not fully accessible to screen reader software, such as older PDF documents which aren't structured so they're accessible to a screen reader. This mostly applies to our meeting agendas, reports and minutes. These types of documents created before the 23<sup>rd</sup> September 2018 and not used for active administrative use are exempt from the WCAG 2.1 AA accessibility regulations. Therefore, we don't currently have any plans to make them accessible.

## What to do if you cannot access parts of our website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille, email us at [office@biddulph-tc.gov.uk](mailto:office@biddulph-tc.gov.uk), call us on 01782 498480 or write to us at Biddulph Town Council, Town Hall, Biddulph, Staffordshire Moorlands ST8 6AR.

We'll consider your request and do our best to help.

## 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, please contact us. Our email, telephone number and address are listed above.

## 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 this website's accessibility

Biddulph Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

## Compliance status

We've tested a sample of our documents. Our website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

## Areas of WCAG 2.1 AA Non Compliance

Some of our PDF's, Word and Excel documents do not meet accessibility standards.

The accessibility regulations do not require us to fix PDF's or other documents published before 23<sup>rd</sup> September 2018 if they're not essential to providing our services.

Local events may be promoted with posters/images which aren't accessible. Some parts of our website link to or use content provided by other websites and these are not always accessible.

### What we're doing to improve accessibility

- defining document standards and introducing governance to ensure no new documents are added that don't meet accessibility standards
- delivering accessibility training to raise awareness and improve skills to ensure new documents we produce and publish meet accessibility guidelines
- adding header structure so screen readers can understand our pages
- removing unnecessary images and adding alternative text descriptions to non-decorative images so people who can't see them understand what they're there for
- avoiding using tables, except when we're presenting numerical data
- fixing or replacing Word and PDF documents essential to providing our services
- writing in plain English

### Preparation of this accessibility statement

This statement was prepared on 8<sup>th</sup> February 2021. We'll review and update our accessibility statement regularly, at least every 12 months.