

BROADCLYST PARISH COUNCIL ACCESSIBILITY STATEMENT IN RELATION TO THE NEIGHBOURHOOD PLAN DOCUMENTS.

This statement was prepared on 20th June 2022.

These documents are produced by Broadclyst Parish Council. We want as many people as possible to be able to use this documentation. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in when viewed digitally by up to 300% without the text spilling off the screen
- navigate online most of the document using just a keyboard
- navigate most of the document using speech recognition software
- listen to most of the document using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)
- find information contained in difficult to navigate tables within a text block or other accessible format on the same page

We've also made the document text as simple as possible to understand.

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

How accessible is this documentation?

We acknowledge that some parts of documents are not fully accessible. These issues are however minor and not limited to:

- **Colour Contrast – although this was not passed automatically, we carried out visual checks and can confirm that all colours used within the document meet accessibility standards**
- **Logical reading order: manual checks have been undertaken that the document structure provides a logical reading order**
- **Tables regularity: whilst tables contain the same number of columns in each row and rows in each column, there are issues with table titles and descriptors.**

What to do if you cannot access parts of this documentation

If you need information on this document in a different format such as large print, easy read, audio recording or braille:

- email clerk@broadclyst.org
- call 01392 360269

We'll consider your request and get back to you in 10 working days.

Reporting accessibility problems with this documentation

We're always looking to improve the accessibility of documentation. If you find any problems not listed on this page or think we're not meeting accessibility requirements, contact: clerk@broadclyst.org giving the page title and the nature of the problem.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Documents 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 documentation accessibility

Broadclyst Parish Council is committed to making its documents as accessible as possible, in accordance with the Public Sector Bodies (Documents and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This documentation is partially compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard, due to the non-compliances listed below.

Non-accessible content

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

Non-compliance with the accessibility regulations

- **minor issues**

Content that's not within the scope of the accessibility regulations

- **External Documents**

Some of our documents were produced by external organisations, and as such may not meet the standards that our own publications meet.

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.

Combined file PDF's including external organisation documentation may not meet the standards that our own publications meet.

How we tested this documentation

This documentation was last tested on 22nd June 2022. The test was carried out internally.

We used the MS Word and the Adobe Acrobat Accessibility Tools to review the document.

We tested:

- The accessibility and readability of the entire documents.

What we're doing to improve accessibility

We will review the documentation on an annual basis, or whenever the documents are updated.