

Accessibility Statement

This website is run by Bingley Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to: -

- Change colours, contrast levels and fonts
- zoom in up to 200% without the text spilling off the screen
- Navigate the website using just a keyboard
- Navigate the website using speech recognition software
- Listen to the website using a screen reader
- The text and pictures will reflow when you change the size of the browser window or use a mobile device

We've also made the website 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 website?

We know some parts of this website are not fully accessible: –

- most older PDF documents are not fully accessible to screen reader software
- some forms are difficult to navigate using just a keyboard
- there's a limit to how far you can magnify the map on our 'contact us' page

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille please email townclerk@bingleytowncouncil.gov.uk or call [07703 188660](tel:07703188660).

We'll consider your request and get back to you promptly.

If you cannot view the map on our 'contact us' page, [call or email us](#) for directions.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, please complete the [accessibility help form](#).

These reports will go to the Town Clerk.

If you are unable to access the help form, or have another query please **contact the Town Council Clerk** via phone, email or appointment.

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

Bingley 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.

This website is partially compliant with the **Web Content Accessibility Guidelines version 2.1** AA standard, due to the non-compliances listed below.

The website is developed using the WordPress Content Management System (CMS). WordPress powers over 1/3rd of the top 10 million sites on the web (**source**).

As such, software components from a number of different developers are used to provide the design and functionality of the site.

The website uses a templating 'theme' developed by **Elegant Themes**. The theme code is regularly updated by the developer. Whilst changes to style sheets have been made the core code is not altered.

The website also uses a number of 'plugin' components to provide additional functionality.

Whilst every effort has been taken to utilise premium components, it is possible that some code may not be fully compliant with the **Web Content Accessibility Guidelines version 2.1** AA standard.

Making corrections to any such code would not be viable as they would be overwritten when new versions of the software components were released.

Disproportionate burden

Some accessibility issues would be a disproportionate burden to fix. This is because the Town Council is a relatively small public sector organisation, with a limited budget. We do not have the resources available to district, county or metropolitan authorities.

- **Navigation and accessing information**

It's not always possible for users to change text size without some of the content overlapping. This fails WCAG 2.1 success criterion 1.4.4 (resize text).

- **Interactive tools and transactions**

Some of our forms are difficult to navigate using a keyboard. For example, because some form controls are missing a 'label' tag.

We've assessed the cost of fixing the issues with navigation and accessing information, and with interactive tools and transactions. We believe that doing so would be a **disproportionate burden** within the meaning of the accessibility regulations.

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

Some accessibility problems fall outside the scope of the accessibility regulations.

- **PDFs and other documents**

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

In the future, new documents added to the site e.g. meeting minutes, will meet accessibility standards or we will provide content on accessible HTML pages instead of using downloadable documents.

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 our archive of Council and Committee minutes.

Content that is essential to providing our services is accessible.

Website Testing

This website was last tested by Digital Nomads Limited in May, 2020.

This statement was prepared on xxxx, 2020.

You can read the full accessibility test report.