



Audlem Parish Council Website Accessibility Statement

Introduction

Audlem Parish Council is committed to ensuring that its website (www.audlempc.co.uk) is accessible to all users, including those with disabilities, in line with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. This Accessibility Statement outlines our compliance with Web Content Accessibility Guidelines (WCAG) 2.1 Level AA, our efforts to improve accessibility, and how users can report issues or request alternative formats. The statement supports the Council's Website Site Management Policy and aligns with transparency, data protection, and governance obligations under the Local Government Transparency Code 2015, Freedom of Information Act 2000 (FOIA), UK GDPR, and Data Protection Act 2018 (DPA 2018).

Accessibility Commitment

The Council aims to make its website as accessible as possible to ensure all residents, including those with visual, auditory, motor, or cognitive impairments, can access information about Council services, policies (e.g., CCTV Policy, Information & Data Protection Policy, Transparency Code Policy), and governance. We strive to comply with WCAG 2.1 Level AA standards, which include:

- Providing text alternatives for non-text content (e.g., images).
 - Ensuring content is navigable via keyboard.
 - Using clear, high-contrast fonts and colours.
 - Supporting assistive technologies (e.g., screen readers).
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Compliance Status

The Audlem Parish Council website (www.audlempc.co.uk) is fully compliant with WCAG 2.1 Level AA standards due to the issues listed below.

The Council actively works to address any non-compliance and improve accessibility.

A WAVE accessibility audit was conducted in June 2025 and found to be fully compliant.

Accessibility Features

The website includes the following features to enhance accessibility:

- Text Alternatives: Images (e.g., of Council events or assets) include alt-text for screen readers.
 - Keyboard Navigation: All content and forms (e.g., SAR or FOI request forms) are navigable via keyboard.
 - High Contrast and Readable Fonts: Text is presented in clear, high-contrast formats.
 - Responsive Design: The website adapts to different devices (e.g., desktops, tablets, mobiles).
 - Screen Reader Compatibility: Content is structured to support assistive technologies like JAWS or NVDA.
 - Plain English: Information, including policies and meeting minutes, is written clearly to aid comprehension.
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Testing and Monitoring

The Council conducts regular accessibility audits using tools such as WAVE to identify and address issues. Audits are performed at least annually or when significant website updates occur. The Parish Clerk oversees testing and ensures findings are reported to the Council, with corrective actions documented in minutes.

June 2025 results:

Accessibility: The site now scores 96% on Google Lighthouse for WCAG accessibility.

Security: The SSL Certificate has been independently rated A+ by Qualys.

Requesting Alternative Formats

If you cannot access content on the website, the Council will provide information in alternative formats, such as:

- Large print documents.
- Audio recordings.
- Braille or easy-read formats.
- Hard copies of documents (e.g., minutes, policies).

To request an alternative format, contact the Parish Clerk:

- Email: parish@audlempc.co.uk

- Post: 2 Bronte Drive, Newport, Shropshire, TF10 7FT
- Phone: 07783 580406

The Council will respond within one month, providing the requested format or explaining any limitations.

Data Protection and Privacy

The website complies with UK GDPR and DPA 2018, as outlined in the Information & Data Protection Policy. Key measures include:

- Privacy Notice: Displayed prominently, explaining how personal data (e.g., from contact forms, SARs, or complaints) is processed, stored, and protected.
- Cookies: A cookie policy informs users of tracking technologies, with opt-in consent for non-essential cookies per UK GDPR.
- Secure Forms: Forms for Subject Access Requests (SARs), FOI requests, or complaints use secure protocols (e.g., HTTPS) and encryption.
- Non-Publication of Personal Data: Personal data (e.g., from SARs or CCTV footage) is not published, except for required Councillor registers of interest (per Localism Act 2011), with redactions where necessary.

A Data Protection Impact Assessment (DPIA) is conducted for website features involving personal data (e.g., contact forms, newsletter sign-ups), as required by UK GDPR Article 35.

Freedom of Information and Disclosure Log

The website hosts a Publication Scheme compliant with the FOIA, detailing available information (e.g., minutes, policies, expenditure) and how to access it. A disclosure log is maintained for FOI requests of public interest (e.g., about CCTV usage, contracts, or community projects), as per the Transparency Code Policy. The log includes:

- Date of request.
- Summary of the request.
- Response provided (excluding personal data).
- Exemptions applied (e.g., Section 40 of FOIA for personal data).

Personal data from SARs is not published, per UK GDPR and DPA 2018. The disclosure log is updated regularly and retained for at least three years.

Reporting Accessibility Issues

If you encounter accessibility issues or need assistance, please contact the Parish Clerk:

- Email: parish@audlempc.co.uk
- Post: 2 Bronte Drive, Newport, Shropshire, TF10 7FT
- Phone: 07783 580406

Please provide:

- The specific issue (e.g., page URL, content type).
- The impact (e.g., inability to access a form with a screen reader).
- Your preferred format or solution (e.g., PDF in large print).

The Council will respond within one month, addressing the issue or explaining any limitations. If unresolved, you may contact the Equality Advisory and Support Service (EASS):

- Phone: 0808 800 0082
- Email: <https://www.equalityadvisoryservice.com>
- Address: FREEPOST EASS Helpline FPN6521

For data protection-related issues (e.g., SARs or privacy concerns), contact the Information Commissioner's Office (ICO):

- Phone: 0303 123 1113
- Email: <https://ico.org.uk/concerns>
- Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Enforcement Procedure The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Accessibility Regulations 2018. If you are dissatisfied with the Council's response to an accessibility issue, you may contact the EHRC:

- Website: <https://www.equalityhumanrights.com>
- Email: correspondence@equalityhumanrights.com

The Council will cooperate fully with any EHRC investigation and implement recommended actions promptly.

Responsibilities

The Parish Clerk is responsible for:

- Ensuring the website complies with WCAG 2.1 Level AA and the Accessibility Regulations 2018.
- Maintaining and updating this Accessibility Statement.
- Conducting regular accessibility audits and addressing issues.
- Handling accessibility-related complaints and requests for alternative formats.
- Ensuring data protection compliance, in line with the Information & Data Protection Policy.

The Council may appoint a Data Protection Officer (DPO) or assign DPO responsibilities to the Parish Clerk for data-related website activities. All accessibility-related decisions will be recorded in Council minutes for transparency.

Review and Monitoring

This Accessibility Statement will be reviewed annually or when significant website updates or legal changes occur (e.g., updates to WCAG or the Data (Use and Access) Act 2025). The Parish Clerk will:

- Conduct accessibility audits using automated and manual testing.
- Monitor compliance with the Transparency Code, FOIA, and UK GDPR.
- Report findings to the Council, with corrective actions documented in minutes.