

Kings Hill Parish Council  
 Website Accessibility – Meeting WCAG 2.1 Standards

No.	Action Required	By Whom	By When	Complete?
•	Publish An Accessibility Statement	GJ		
•	Make sure fellow employees and the council as a whole is aware of the regulations and the guidance	Clerk		
•	Officer to go on training in accessibility		05/08/20	
•	Are the dates under the meetings page read as a heading?	Ask Vision	Changed page	
•	Are the title strips read as a heading by a reader?	Ask Vision		
•	The following pages need to be changed to make the links relevant in isolation:-	GJ		
•	• Committee meetings.	GJ		
•	• Who's Who Cllrs	GJ		
•	• Policies and grants	GJ		
•	• Finance	GJ		
•	• Planning applications.	GJ		
•	• Liberty Property Trust Planning Appeals.	GJ		
•	• S106 Obligations	GJ		
•	• Local Plan	GJ		
•	• Allotments	GJ		
•	<u>Rules for linking to external websites</u>			

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	<p><i>Users must be able to access the content without having to pay or register to see it.</i></p> <p><i>You can link to commercial websites, but GOV.UK must be impartial. You must have reason for linking to one commercial website instead of another if they provide similar information. Linking to one commercial website instead of another can look like endorsement, or give one company an advantage over the other.</i></p> <p><i>Check if the site is usable and accessible (especially on mobile) and if it's a safe place to send a user. Read the site's privacy and cookie policies.</i></p> <p><i>Plan how you're going to maintain the link. The content on the website can stop being useful. Links break and the design, content and privacy can change without warning.</i></p> <p>There are lots of links under community pages – the council has to make a decision if they are happy with advertising these in line with the above policy.</p>	FHR		
•	Check titles on contact us page.	GJ		
•	Retitle S106 obligations page.	GJ		
•	Retitle to phase 3 planning obligations.	GJ		
•	All images are to have a description.	GJ		
•	<b>Check pages are useable when style sheets are disabled</b> – Checked on Wave Tool and pages are visible but disappear shortly after opening.	Vision		

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	<p><b>Check it's clear what information users need to provide</b></p> <p>As you go through your sample forms, you'll need to check you're using field labels in a way that makes clear what information the user needs to enter.</p> <ul style="list-style-type: none"> <li>As a general rule, these labels should be specific. Look at your forms and make an assessment as to whether they're clear. Common mistakes include not labelling fields at all, or using vague labels like 'Name' which do not make clear whose name the user needs to enter (for example, it could be a partner or child's name, rather than the user's own name). – Check all manual forms i.e. allotment forms.</li> </ul>	GJ		
	<p><b>Check form elements are consistent across your website</b></p> <p>When you're checking through your forms, you'll need to check that form labels are used consistently. These are the labels that describe the information a user needs to enter into a particular field.</p> <ul style="list-style-type: none"> <li>Check your sample to see how you're labelling the navigational elements. For instance, are you using 'Submit' on one form and then using 'Go' or 'Complete' on another?</li> </ul> <p>Are you asking for users' names and addresses in a consistent manner, or does it vary from form to form? Check manual forms.</p>	GJ		
•	<p><b>Clearheart Lane Public Consultation could have more meaningful titles.</b> Change titles to be obvious if read in isolation of the heading.</p>	GJ		
•	<p><b>Allotment Forms could have more meaningful titles.</b> Change titles to be obvious if read in isolation of the heading.</p>	GJ		
•	<p><b>Check for headings</b></p> <p>For this test, you'll need to open a few of the documents in a document editor. You could use something like Google Docs or Microsoft Word for this if you do not have PDF editing software.</p>	GJ		

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	<p>The first thing to check is that the document is broken up into sections - and that those sections all have descriptive headings. This will allow people using screen readers to scan the document and jump to the section that's relevant to them.</p> <p>You'll also need to check that the headings are tagged properly - for instance, they've been created using the styles gallery in Microsoft Word or something similar. That way, a screen reader will recognise them as headings and will let users scan through them to find the content they need.</p> <p>If the headings are just styled using bold, the screen reader will not know they're headings. All documents to be altered accordingly.</p>			
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Check that any link text makes sense.</b> Check all links on all pages.</p>	GJ		
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Check nothing unexpected happens when tabbing through a page.</b> I can tab across the pages but cannot tab into a page and look at any links on that page – liase with Vision ICT</p>	Vision		
	<p><b>Check users can skip to the main content on a page</b></p> <p>Lots of websites contain several links and navigational elements in the header at the top of the page. Users need to be able to skip past these links straight to the main page content if they want to, so they're not forced to tab through each item individually every time they open a new page.</p> <ul style="list-style-type: none"> <li>• Some websites give users the chance to skip these header blocks. For instance, if you hit 'Tab' when you arrive at the GOV.UK home page, you'll see the option to 'Skip to main content'. If you hit 'Enter', the page will refocus past the header block down to where the actual page content begins.</li> </ul> <p>See if the same thing happens when you hit 'Tab' after refreshing a page on your website.</p>	Vision		
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Zooming</b> - Did a test on a 400% zoom using the cog in the top right hand corner of internet and website was readable.</p>	Vision		

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	Need to check that there does not need to be a zoom option available on parish council website – speak to Vision.			
	<p><b>Search and other forms of navigation.</b></p> <ul style="list-style-type: none"> <li>There is a search bar but on three attempts to search different items this did not work.</li> <li>There is no site map.</li> <li>Speak to Vision ICT</li> </ul>	Vision		