Accessibility Statement

This website is run by Stapeley & District Parish 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 300% 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 (including the most recent versions of JAWS, NVDA and VoiceOver)

We have 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. https://abilitynet.org.uk/

How accessible this website is

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

- most older PDF documents are not fully accessible to screen reader software
- some scanned documents may not include text recognition
- some online forms may be difficult to navigate using only a keyboard

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What to do if you cannot access parts of this website

If you need information on this website in a different format, for example accessible PDF, large print or easy read, please contact us:

- Email: clerk@stapeleyparishcouncil.gov.uk
- Telephone: 07449 457136

We will consider your request and respond within 14 days.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we are not meeting accessibility requirements, please contact the Clerk using the contact details 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 are not happy with how we respond to your complaint, you can contact the Equality Advisory and Support Service (EASS).

Contacting us by phone or visiting us in person

Find out how to contact us here: https://stapeleyparishcouncil.gov.uk/contact-us/

Technical information about this website's accessibility

Stapeley & District Parish 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 2.2 AA standard, due to the non-compliances listed below.

Non-accessible content

The content listed below is not fully accessible for the following reasons:

- some documents, including signed policies or statutory returns, may be published as scanned images where a signed version is required
- some documents supplied by external organisations may not be fully accessible because they are provided in fixed formats
- some older PDF files have not been structured for screen readers or saved in an accessible format

Document types affected may include agendas, minutes, reports and supporting documents.

We aim to replace or remediate documents where reasonably practicable when they are reviewed or updated.

Content that is not within 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 are fully accessible to a screen reader.

The accessibility regulations do not require us to fix PDFs or other documents published before 23rd September 2018 if they are not essential to providing our services. For example, we do not plan to update agendas, minutes or reports published before this date.

Any new PDFs or Word documents we publish will aim to meet accessibility standards.

What we are doing to improve accessibility

We review our website for accessibility improvements on a twice-yearly basis and will make updates where required. This includes:

- reviewing documents before publication
- improving document formatting and heading structures
- replacing older non-accessible documents when updated
- using website provider tools and accessibility scans to monitor compliance

As a small local authority, the Parish Council seeks to take a proportionate and practical approach to accessibility improvements. Where immediate remediation of historic content is not feasible, improvements are prioritised based on public need, statutory requirements and available resources, while ensuring that information can still be provided in an accessible format on request.

Preparation of this accessibility statement

This statement was prepared on 9th March 2026.
It was last reviewed on 9th March 2026.
This website was last tested on 9th March 2026 using basic manual checks, website provider accessibility tools, and the WAVE Web Accessibility Evaluation Tool.
This statement was adopted by Council at the meeting held on the 16th March 2026.