

Accessibility Statement for Alwoodley Parish Council

Scope

Alwoodley Parish Council is committed to ensuring digital accessibility for people with disabilities.

We are actively working to improve the user experience for everyone and to meet the requirements of the **Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018**, which are based on the **Web Content Accessibility Guidelines (WCAG) 2.2**.

We know that some parts of this website are not yet fully accessible, and we have set out below the actions we will take during 2025 to make improvements.

Measures to Support Accessibility

Alwoodley Parish Council will take the following steps during 2025 to ensure its website becomes more accessible:

- Add descriptive **alt text** for all meaningful images and remove or hide decorative ones.
- Ensure all **PDFs, agendas, and minutes** are uploaded in accessible formats.
- Review and update **page headings** for logical structure and clear navigation.
- Improve **colour contrast** and font readability where needed.
- Review and simplify the **newsletter sign-up form** to ensure it can be used by screen readers.
- Add a new **Accessibility Statement** and **Privacy & Cookies Policy** written in plain English.
- Publish an internal **Accessibility Action Plan** and review progress quarterly.
- Provide a contact option for users to request documents in alternative formats.
- Carry out a full **accessibility check** using WAVE and Lighthouse tools before December 2025.

Conformance Status

This website aims to meet **WCAG 2.2 Level AA** standards.

Currently, it is **partially compliant**, meaning some content does not yet fully meet

accessibility requirements.
Work is underway during 2025 to address the areas listed above.

Feedback and Contact Information

We welcome feedback on the accessibility of Alwoodley Parish Council’s website.
If you experience any difficulty accessing information or using this site, please contact:

Clerk:
Email: clerk@alwoodleyparishcouncil.gov.uk
Post: Alwoodley Parish Council, [insert postal address]

We aim to respond to feedback within **five working days** and will provide information in an alternative format upon request (for example, large print or plain text email).

Assessment Approach

Alwoodley Parish Council assesses the accessibility of this website by:

- **Self-evaluation** using free accessibility tools (WAVE, Lighthouse, and Word’s Accessibility Checker).
- **Ongoing review** of new content uploaded by the Clerk.
- **External check** by the website provider following major updates.

Keyboard Shortcuts (Access Keys)

The following standard access keys may be used on this website:

Access Key Page / Function

1	Home page
3	Site map
9	Contact form
0	Accessibility information (this page)

How to use these keys:

- **Windows (Chrome, Edge, Firefox):** press Alt + access key
- **Mac:** press Control + access key

Accessibility Help

If you find it hard to use a mouse or read text on screen, you can make your device easier to use:

- [Make your mouse easier to use](#)
- [Keyboard shortcuts](#)
- [Make text larger or change colours](#)
- [Magnify the screen](#)

Review and Version Control

This statement was prepared on [insert date] and will be reviewed every six months.

Next planned review: December 2025

Version 2.0 – Alwoodley Parish Council