

Beaworthy Parish Council - Accessible Document Policy

Adopted October 2020

MIN0092020

To be reviewed every 2 years.

Last reviewed 16 Oct 2025 MIN0082025

This policy explains how accessible the documents are that Beaworthy Parish Council publishes on beaworthyparish.com

Using our documents

Beaworthy Parish Council can publish documents in a range of formats but primarily uses pdf.

We want as many people as possible to be able to use those documents. For example, when we produce a document, we make sure to:

- provide a pdf as all browsers can display and download it, they are small and so make accessibility over slow service offerings possible and Acrobat reader is free of charge
- tag headings and other parts of the document properly, so screen readers can understand the page structure
- make sure we include alt text alongside non-decorative images, so people who cannot see them understand what they are there for
- avoid using tables, except when we are presenting data
- write in plain English

How accessible are our documents?

New documents we publish and documents you need to download should be fully accessible. We do not offer any services requiring an online submission.

However, we know that some of our older documents (published before 23 September 2018) are not accessible. For example, some of them:

- are just scans of documents and are not marked up in a way that allows screen reader users to understand them
- are not tagged up properly - for example, they do not contain proper headings
- are not written in plain English

This mostly applies to our audit and accounting documents that have been issued by another organisation and to documents in office file formats, such as Microsoft Office, that are presented as PDF files. These types of documents are exempt from the regulations, so we do not currently have any plans to make them accessible.

But if you need to access information in one of these document types, you can contact us and ask for an alternative format.

What to do if you cannot use one of our documents

If you need a document in a different format:

Email: beaworthyparishclerk@gmail.com

call 07990712484

We will consider the request and get back to you in 5 days.

Reporting accessibility problems with one of our documents

We are constantly looking to improve the accessibility of our documents. If you find any problems not listed on this page or think we are not meeting accessibility requirements, please contact:

Angela Braidwood, Clerk to the Council

Email: beaworthyparishclerk@gmail.com

Call: 07990712484

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, contact the Equality Advisory and Support Service (EASS).

Technical information about the accessibility of our documents

Beaworthy Parish Council is committed to making our documents accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

The documents Beaworthy Parish Council publishes should be fully compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

Content that is not within the scope of the accessibility regulations

Many of our older PDFs and Word documents may not meet accessibility standards - for example, they may not be structured so they are accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they are not essential to providing our services. For example, we do not plan to fix Minutes, agendas and associated reports, accounting documents and other forms of historical information.

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

The accessibility regulations do not require us to fix third party content that is under someone else’s control as we did not pay for it or develop it. For example, newsletters, information, or guidance prepared by other organisations that we include on our website to share the information with the wider public.

How we test our documents

A test is carried out by us.

We test:

Policy documents

Agenda documents

Minutes

All new documents are created with the Microsoft Accessibility checker running in tandem to ensure that all new documents meet Accessibility Standards. These documents are converted to ‘Read Out Loud’ tool.

What we’re doing to improve accessibility

Policy documents, downloadable forms and information documents created before September 2018 and are held on our website are checked for compliance and will be replaced with a more accessible version if required.