

# SWALLOWFIELD PARISH COUNCIL



# ACCESSIBILITY STATEMENT

*Adopted at the  
Parish Council Meeting held on  
11<sup>th</sup> November 2025*

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## 1 INTRODUCTION

This statement applies to the website at <https://www.swallowfieldpc.gov.uk>

## 2 ACCESSIBILITY STATEMENT

### 2.1 Our commitment to accessibility

Swallowfield 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.

We aim to meet the accessibility standards set out in the Web Content Accessibility Guidelines (WCAG) 2.2 AA specification.

### 2.2 How accessible this website is

Whilst we are working to ensure broad accessibility, we recognise that there are currently some areas where the site is not fully compliant.

For example:

- Some of our older downloadable PDF documents may not meet accessibility standards (for example, they may not be fully tagged for screen-readers).
- Some link text may use phrasing such as “Click here” rather than descriptive text, which can reduce clarity for assistive-technology users.
- There may be occasional issues with keyboard navigation or focus visibility in certain parts of the site.

### 2.3 What we’re doing to improve accessibility

We have begun a comprehensive review of the site and have the following planned:

- A full audit of the website (and a sample of our documents) against WCAG 2.2 AA, to identify the highest-priority fixes.
- Conversion or replacement of older PDF files with accessible HTML versions (or properly tagged PDFs).
- A project to update link text, headings, and semantic structure to ensure better navigation and assistive-technology support.
- Improved procedures for all future content: ensuring new pages, images, links and documents are created in line with accessibility best practice.
- Regular review of our accessibility statement and monitoring progress at least annually (or sooner if major changes are made to the website).

## 2.4 Feedback and contact information

If you find any problems not listed here or believe we are not meeting our commitment to accessibility, please contact us:

- Email: [clerk@swallowfieldpc.gov.uk](mailto:clerk@swallowfieldpc.gov.uk)
- Phone: 0118 9885 929
- Address: Swallowfield Parish Council, Parish Office, Swallowfield Street, Swallowfield RG7 1QX

We will respond to your enquiry within 10 working days and will provide information in an alternative format such as large print, audio, or braille if required.

## 2.5 Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing 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).

## 2.6 Technical information about this website's accessibility

Swallowfield 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.

## 2.7 Compliance status

This website is partially compliant with WCAG 2.2 AA due to some accessibility issues (as listed).

## 2.8 Non-accessible content

- Older PDF and document downloads may not be fully accessible; this relates to WCAG 2.2 AA success criteria such as 1.3.1 (Info & Relationships), 1.4.11 (Non-text Contrast), and others.
- Some links may not have sufficiently descriptive text (WCAG 2.4.4 Link Purpose).
- The website may have areas where keyboard navigation or focus indication is inconsistent (WCAG 2.1.1 Keyboard, 2.4.7 Focus Visible).

## 2.9 Disproportionate burden

At present, we are not claiming any disproportionate burden for any of the issues listed. We will keep the burden assessment under review.

## 2.10 Content outside the scope of the regulations

Some archived PDFs and legacy documents may be outside the scope of the regulations (published before 23 September 2018) but we endeavour to make as much of our content accessible as possible.

## 2.11 How we tested this website

The site was reviewed internally using automated tools, manual keyboard navigation checks and sampling key pages. A full audit is scheduled.