

## Accessibility Statement for Sawston Parish Council

This accessibility statement applies to <https://sawstonparishcouncil.gov.uk/>

This website is managed by Sawston 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 JAWS, NVDA and VoiceOver)

We have made the website text as simple as possible to understand.

[Abilitynet.org.uk](https://abilitynet.org.uk) has guidance on making your device easier to use if you have a disability.

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### How accessible this website is

While most of this website is accessible, we know some parts are not fully compliant:

- many older PDF documents are not fully accessible to screen readers
- scanned documents (for example, signed audit notices) cannot be made fully accessible
- some third-party content or embedded tools may not fully meet WCAG 2.2 AA standards

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### Feedback and contact information

If you need information on this website in a different format such as accessible PDF, large print, audio recording or braille, please contact:

- Email: [clerk@sawstonparishcouncil.gov.uk](mailto:clerk@sawstonparishcouncil.gov.uk)
- Telephone: 01223 832470

We will consider your request and respond within 15 working days.

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### Reporting accessibility problems with this website

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

- Jo Keeler, Clerk to the Council
- Email: [clerk@sawstonparishcouncil.gov.uk](mailto:clerk@sawstonparishcouncil.gov.uk)

- Phone: 01223 832470
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### **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. If you are not happy with how we respond to your complaint, please contact the [Equality Advisory and Support Service \(EASS\)](#) (opens in new window).

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### **Technical information about this website's accessibility**

Sawston 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.

### **Compliance status**

This website aims to meet the [Web Content Accessibility Guidelines \(WCAG\) 2.2 AA](#) (opens in new window) standard. It is broadly compliant overall, with a small number of known issues relating mainly to:

- older and scanned PDF documents
- content produced by third parties or embedded tools

These issues will be addressed where possible. For content that cannot be fully remediated, alternative contact methods are provided.

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### **Disproportionate burden**

We are not currently claiming disproportionate burden for any accessibility issues.

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### **Content that's 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 accessible to a screen reader.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) (opens in new window) if they are not essential to providing our services.

Some documents must legally be signed and published as scanned PDFs (such as the annual audit). These are inherently not fully accessible, but we will provide alternative formats on request.

Any new documents we publish will aim to meet accessibility standards unless this is not possible.

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### **What we are doing to improve accessibility**

We carry out regular accessibility reviews and ensure that new content added to this website meets WCAG 2.2 AA standards wherever possible.