
Cyngor Cymuned Pontyclun Community Council

Website Accessibility Statement

1. Using the website

Pontyclun Community Council run this website.

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 and contrast levels. You can do this by using a plug in on your computer such as [High Contrast for Chrome](#). If you have another browser then they may have other tools e.g. NoSquint for Firefox
- zoom in up to 150% without the text spilling off the screen. Alternative ways of getting **magnification** include using speed reading plug-in like [Speed for Google Chrome](#) or using page de-clutter tools like [Reader for FireFox](#) or [Mercury Reader for Chrome](#). These allow control on both text size and background colours.
- View headings on the page using a headings reader such as - [HeadingsMap \(FireFox\)](#) and [HeadingsMap \(Chrome\)](#). These extract all the headings and subheadings into a navigable list - an excellent way of seeing how the content of the whole page fits together.
- You may be able to use screen readers and plug ins which read text such as [Google Selection Reader](#)

The plug-in suggestions below are offered in good faith without liability. It is your decision if you wish to install them. The Chrome plugins have been tested and are known to work with our site.

We've also tried to make the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

2. How accessible your website is (i.e. 'things that may be a problem')

We know most parts of this website aren't fully accessible at this time:

- The website's language is not defined in the coding
- the text won't reflow in a single column when you change the size of the browser window beyond 150%
- you can't modify the line height or spacing of text

- most older PDF documents aren't fully accessible to screen reader software
- Some colour contrasts are low
- Images are not provided with Alternative text for screen readers
- You cannot always navigate by way of headings on a page
- You are not able to navigate easily by way of keyboard strokes only
- You can only change Colour, fonts and sizes by way of an external device or browser plug in.

3. What to do if you can't access parts of the website

If you need information on this website in a different format, please contact us.

We may be able to provide accessible PDFs and word documents or verbally explain what you are trying to access.

The Council Offices are normally open to the public Monday to Friday 10am to 12 noon.

- email - clerk@pontyclun-cc.gov.wales
- call – 01443 238500
- or visit at the Council Offices at the Community Centre, Heol yr Orsaf, Pontyclun CF72 9EE
 - there is parking across the road (including disabled spaces)
 - Bus routes are nearby along Cowbridge Road, Pontyclun
 - Pontyclun Train station is 200m away
 - The office has disabled access (if you struggle with the door ring the bell and we will come and help you)

We'll consider your request and get back to you in 3-5 days.

4. Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting the requirements of the accessibility regulations, contact:

Julius Roszkowski

Chief Officer

Pontyclun Community Council

Heol yr Orsaf

Pontyclun

CF72 9EE

Or call on 01443 238500

e-mail clerk@pontyclun-cc.gov.wales

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the accessibility regulations. If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

5. Technical information about this website's accessibility

This website is not compliant with the [Web Content Accessibility Guidelines version 2.1](#) AA standard. The non-accessible sections are listed below.

6. Issues with technology

Issues with Web platform

The site language is not defined in the coding

Text doesn't reflow in single column when size of browser window is changed beyond 150%

It's not possible for users to modify text spacing or line height.

Some colour contrasts across the site are too low

The ability to move across the site by way of keyboard strokes is limited and where this is possible it is difficult to view how you are progressing.

The Headings across the site do not always flow in a logical and coherent manner. Therefore, users who are navigating by way of these may not have a good experience with the site.

We've assessed the cost of fixing these issues and believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations. We will make another assessment when we next do a major redevelopment of the website, however in the meantime plan to work with our website designer to see what changes can be implemented within our operating budgets over the next few years.

Issues with text

Some link text doesn't make sense when read on its own (for example, 'click here').

We plan to fix the existing links by the end of 2019. When we publish new content, we'll make sure link text meets accessibility standards.

Issues with PDFs and other documents

Many of our older PDFs and Word documents don't meet accessibility standards - for example, they may not be marked up so they're accessible to a screen reader.

Where our PDFs and Word documents are essential to providing our services. For example, application forms for grants, we plan to fix these by the end of 2019.

The accessibility regulations [don't require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services. For example, we don't plan to fix old Council meeting agendas and minutes

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

Issues with images, video and audio

Many images on the site do not have alternative text.

We plan to add alternative text to images on the site by September 2020.

7. How we tested the website

This website was last tested on 12 July 2019. The test was carried out by us. We tested our main website platform, available at <http://pontyclun.net>

We used this approach to decide on a sample of pages to test –

1. We used Google analytics to identify the 5 most commonly used pages
2. Those pages were tested with wave.webaim.org web tester to identify issues
3. We manually reviewed a further 10 pages for obvious errors and issues
4. Testing did not include using a screen reader.

8. What we're doing to improve accessibility

We appreciate that our website is not currently compliant with web content accessibility guidelines

The Council has prepared a plan to improve the site going forward and this is our current roadmap for the next few years. Our site is moving to a WordPress platform in 2019 and once this is complete, we will review the position and update the roadmap accordingly.

Action	Planned completion date
Initial updated design, moving to WordPress platform	End 2019
Replace all links with meaningful text	End 2019
Review existing text on website for simplicity	End 2019
Review all essential documents for accessibility	End 2019
Improve colour contrasts on web pages	End Q1 2020
Provide Alternative text for all images (or mark as descriptive only)	End Q3 2020
Provide ability to magnify site to at least 300%	End of 2020
Restructure site headings to allow ease of use	Q2 2020
Improve ease of navigation by Keyboard only	End 2020



In the meantime, new documents created by us are all checked for accessibility prior to publication so as time progresses things will improve

We are also committed to adding more Welsh language content to the site and this will also be provided in accessible format.

This statement was prepared on 12 July 2019. It was last updated on 12 July 2019.