

WOLVERTON AND GREENLEYS TOWN COUNCIL



Accessibility Documents Policy

Date Ratified: 23rd January 2024

Meeting Full Council 23rd January 2024 Minute ref: TC23/264Ciii

Next review Date: May 2025

Wolverton and Greenleys Town Council Accessible Documents Policy

This policy explains how accessible the documents Wolverton and Greenleys Town Council published on www.wolvertonandgreenleystowncouncil.gov.uk are. It covers PDFs, spreadsheets, presentations and other types of documents.

Using our documents

Wolverton and Greenleys Town Council publishes documents in a range of formats, including Word documents, Excel spreadsheets and PDF documents.

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 an HTML option where possible
- 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're there for
- avoid using tables, except when we're presenting data
- write in plain English

How accessible our documents are

New documents we publish and documents you need to download or fill in to access one of the services we provide should be fully accessible.

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

- are just photocopies 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 transparency documents, financial reports, meeting agendas, reports and minutes, annual reports, policies and publications. 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 we've published in a different format:

- Email: office@wolvertonandgreenleystowncouncil.gov.uk
- Telephone: 01908 326800
- Visit or write to us: Wolverton and Greenleys Town Council, Town Hall, Wolverton, Buckinghamshire, MK12 5LY.

We'll consider the request and get back to you in 10 days.

Reporting accessibility problems with one of our documents

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

Town Clerk
Wolverton and Greenleys Town Council
Town Hall
Creed Street
Wolverton
Buckinghamshire
MK12 5LY

Telephone: 01908 326800

Email: office@wolvertonandgreenleystowncouncil.gov.uk

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're 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

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

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.2](#) AA standard, due to the non-compliances and exemptions listed below.

Non-accessible content

The content listed below is non-accessible

- Older PDF files such as Meeting Minutes and Agendas published before 23 September 2018.
- Content produced by third parties or using third party software.

Content that's not within the scope of the accessibility regulations

Not all documents on this website are created by us. Some documents and content may be created by third parties or using third party software. Where this is the case we will endeavour, on request, to obtain an accessible copy from the original source or to convey the information contained in the document in an accessible way.

Many of our older PDFs and Word documents do not meet accessibility standards – for example, they may not be structured so they're accessible to a screen reader. The accessibility regulations do not 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 do not plan to fix meeting agendas or minutes for meetings which were published prior to 23 September 2018.

Some of our PDFs and Word documents are essential to providing our services. For example, we have PDFs with information on how users can access our services, and forms published as Word documents. Any new PDFs or Word documents created by us will meet accessibility standards.

[How we tested our documents](#)

We last tested a sample of our documents in January 2024. The test was carried out by Wolverton and Greenleys Town Council.

We tested:

- a meeting agenda
- a financial report

[What we're doing to improve accessibility](#)

All new staff undergo training to ensure that new documents we produce and publish meet accessibility guidelines.

We will also run reports to identify and address any accessibility issues.

This statement was prepared on 12 December 2023. It was last reviewed on 16 January 2024.

https://wolvertonandgreenley.sharepoint.com/sites/Operations/Shared Documents/Council/Adopted policies/Current/_Accessible Documents Policy 12.12_V1 Adopted 23.01.24.docx