

ICT & GDPR Compliance Activities

At its September meeting (**20.09.16.1 refers**), the parish council resolved to authorise additional funding (£735 plus VAT) for Mdsign to undertake work to the parish website to meet the incoming Accessibility Regulations.

A significant amount of this work has now been completed, chargeable time having been allocated to amending and implementing the elements set out in the report by Mdsign attached as Appendix A to this report. An invoice has been submitted for £674.33 plus VAT.

Following discussions with the clerk, Mdsign has identified two key elements to be addressed:

1. Bring the rest of the content on the website (for news and those documents dated 23 September 2018 onwards) up to the same standard as the pages and content set out in the report; namely
 - a. This involves updating 25 pages, 244 posts (some of which could be deleted as old content, e.g. Trading Standards news items).
 - b. Of the 305 events listed on the website (dating back to November 2017), amend events for 2021 and delete historical events (church events may need to be excluded from our accessibility statement if we take this approach as they are imported via a Google ical Calendar).

If the Parish Council are content for the rest of the content to be brought into line at times when it can be fitted into Mdsign's work then this can be done at no cost but would be completed on an as and when basis, and the accessibility statement would need to reflect this.

2. Checking compliance with other guidelines and further testing with screen readers and keyboards. For instance a screen reader class has been added to certain labels but has not been tested. A screen reader test has been undertaken on certain content and that was found to work ok but additional tools are available to Mdsign to check this further. There also remain some outstanding issues with content such as how to display the news section in relation to the 'read more' links (which are not considered an ideal way to display accessible links). This is because screen readers will display these as a series of links which are difficult for the user to navigate. Mdsign has researched various ways to deal with this issue which is one of the items on their list of outstanding elements to address.

Mdsign anticipates that to bring the content to the same standard as set out in the report as per item 1a. above would take at least 21 hours, and has offered to undertake this at a reduced rate of £15 per hour (usual rate £35 per hour) at a total of £315 plus VAT.

In relation to the further accessibility elements (outlined at point 2 above), Mdsign has only been able to estimate this at 3 days maximum at the standard rate.

Mdsign has further suggested that once the work has been completed the Parish Council may wish to look into obtaining independent assessment of the compliance. This could be considered at the next annual audit of the Website (regulations require that the website is audited annually).

Recommendation:

To authorise additional time for Mdsign to undertake further works identified from the audit of the website, which are considered necessary proportionate changes to improve accessibility in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 at not more than £1050 plus VAT.

Hilary Workman
Clerk & RFO
February 2020

WICKHAMBROOK.ORG ACCESSIBILITY UPDATES REPORT

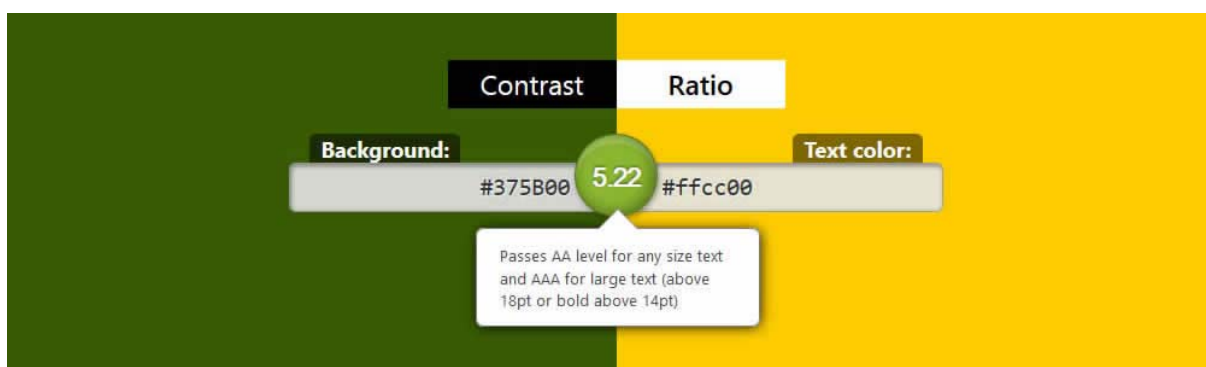
Accessibility checker tool WAVE has been used to assist with evaluating the website and to highlight areas needing attention. An additional Accessibility plugin on the website has also been used. The Accessibility plugin provides assistance by way of a contrast checker (see screenshots below), ADA checklist and Accessibility Audit. Some items on the ADA checklist are set out below and referred to under the guideline they relate to.

The updates set out below refer to various areas that are affected by the changes sitewide but specifically to the following pages :

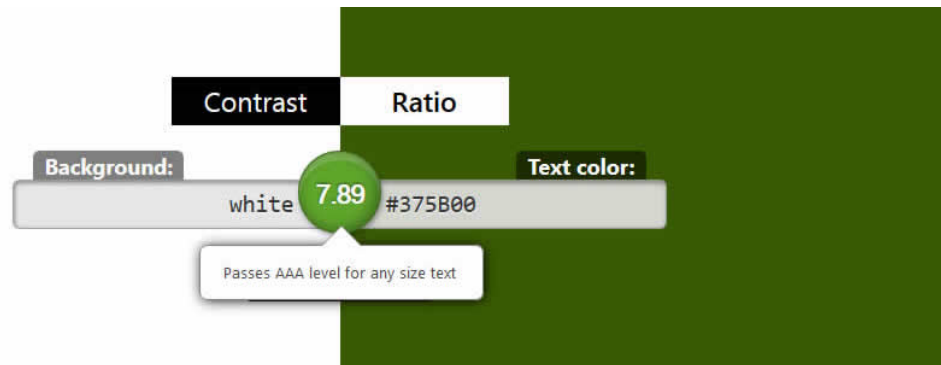
- Homepage
- Seven Parish Council pages listed under the navigation menu
- The Cemetery
- Wickhambrook Together
- Play Area
- Send us info
- Privacy Policy and Cookie Policy
- Individual news pages have had the layout changed overall but currently not every page checked individually and so may contain elements that require further adjustment.
- Parish Council Events
- Churches
- Methodist Church
- Zipwire

COLOUR CONTRAST

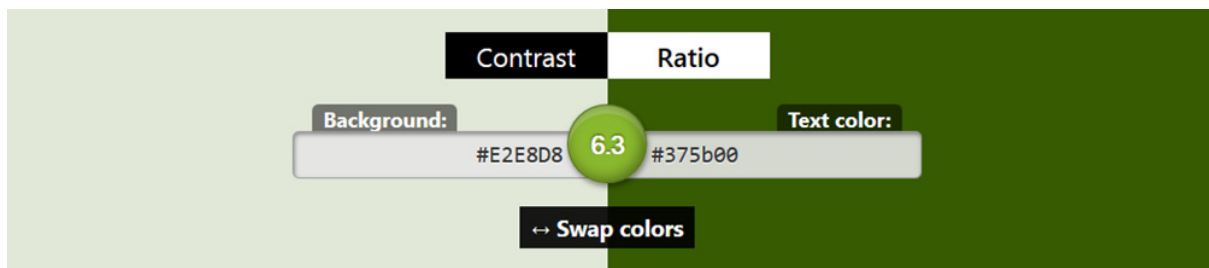
Main colours changed to provide a greater contrast and comply with Level AA minimum at any text size and AAA for large text (above 18pt or bold above 14pt). Reverse testing of the colours (ie yellow/green) reaches the same compliance (score 5.22)



In the majority of instances the contrast passes AAA level (score 7.89).



News and Events posts use the following colours plus black text on light green which gives a score of 16.76:



TEXT AND LINKS

Shadows removed from text to make them clearer (although not stipulated as a requirement)

Heading text sizes increased and changed to bold

Event colours amended to improve contrast. Code changed to increase size of date and time on posterboard events displayed on pages. Text generated dynamically onto individual event pages by the plugin have been adjusted in size to meet compliance. **Please note** there are still areas that need to be considered in relation to the events section and this will be revisited. It may be that other elements of the events plugin will be too difficult to adjust and can be considered part of the excluded third party content (see below). We have also previously identified that we wish to replace this plugin with another as the plugin has been replaced with a version that is considerably more expensive. Efforts have been made already to find a suitable replacement and is to be implemented prior to the date the current license expires.

Background gradients removed and/or replaced with a solid colour to avoid any possible lack of contrast.

Links have had the focus element added.

A bottom border (displays similar to underline) added to clearer indicate linked text.

Active and hover links states have had outline added.

Button text and background colours have been changed to meet the colour contrast set out above.

[Level A] 2.3.1 Make sure nothing flashes more than three times per second unless the flash is below the general red flash threshold.

I am not aware of any content that flashes on the website.

STRUCTURE

The pages stipulated above have been checked for structural layout to ensure the heading levels are in a sequential order.

Level A] 1.3.3 – Make sure that instructions are not conveyed only through sound, shape, size, or visual orientation.

I believe we comply with this guideline, I cannot recall any content that could be affected by it.

[Level AA] 1.3.4 – Make sure the content does not restrict its view or operation to a single display orientation, such as portrait or landscape unless a specific display orientation is essential.

The website is responsive and should be viewable on all devices regardless of orientation.

MAPS

We have a number of maps throughout the website. The Play Areas page has been updated to comply by adding addresses for the parks.

According to the guidelines given on <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps> > Meeting Accessibility requirement - Your web team should use the <https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>

You do not need to fix the following types of content because they're exempt from the accessibility regulations: maps - but you'll need to provide essential information in an accessible format like an address

IMAGES

[Level A] 1.1.1 – Provide text alternatives (Alt Text) for images and other non-text content, including user interface components.

The site complies with this guideline.

[Level AA] 1.4.5 – Use actual text and do not use images of text.

We do not comply with this guideline. Although few and far between please see below screenshots of examples.



Found on this news item (provided by Trading Standards) <https://wickhambrook.org/helping-one-person/>

STAY HOME > PROTECT THE NHS > SAVE LIVES

UK COVID-19 Alert Level	Description
5	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially and there is a material risk of healthcare services being overwhelmed
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially
3	A COVID-19 epidemic is in general circulation
2	COVID-19 is present in the UK, but the number of cases and transmission is low
1	COVID-19 is not known to be present in the UK

We provided a small number of infographics and text shots on the Wickhambrook Together page and other associated news items. These could be identified and removed if required.

ELEMENTS ADDED

A new search bar has been added to the top of the site. Work has been completed to ensure the accessibility labels are present. Labels missing or incorrectly assigned to their corresponding inputs have been fixed.

Various ARIA attributes added to theme where missing. *[Accessible Rich Internet Applications (ARIA) is a set of attributes that define ways to make web content and web applications more accessible to people with disabilities.]*

Skip navigation link added (allows user to skip over navigation when using keyboard and go straight to content).

THIRD PARTY CONTENT

According to the guidelines given on <https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps> > Meeting Accessibility requirement - Your web team should use the <https://www.gov.uk/guidance/make-your-website-or-app-accessible-and-publish-an-accessibility-statement>

You do not need to fix the following types of content because they're exempt from the accessibility regulations: third party content that's under someone else's control if you did not pay for it or develop it yourself - for example, social media 'like' buttons.

Twitter Feed

The Twitter feeds we have embedded on our site come under this category as the content is published on the social media platform and then displayed on our site so the majority of elements are not possible to change. Elements that are able to be controlled have been adjusted for colour contrast and text size. It is also possible for this third party content to include for instance videos which may not be accessible. As this content is continually changing it is not possible to monitor the content and so should be earmarked as exempt.

Events Plugin

Some elements of the events plugin are difficult to adjust, such as the arrows moving left to right either side of the calendar months button. The calendar months button has the relevant accessibility elements added by the developer but the individual arrows do not. It could be considered that the calendar button is the indicator as to what the arrows do, but when running automated tests the arrows display an error. This could be one of the instances where automated tests can only do so much and manual checks can override the results? However, this is a judgement I am unable to make and so am bringing it to your attention. This plugin is already mentioned above and identified as a possible exclusion with a view to being replaced in due course.



ELEMENTS REMOVED

The social sharing bar has been removed from pages and widget from posts. This does not provide accessibility compliance and the developer has said that although it is something they will be addressing there is no date available. The links fail compliance due to not having a discernible name as follows:

Link text that is discernible, unique, and focusable improves the navigation experience for users of screen readers and other assistive technologies

Although guidance does say we can add third party content that has not been developed by us to excluded, I think as we do not rely on social media and this has a number of elements that are not compliant, we should remove it for now and perhaps consider adding it at a later date when it suits our needs better.

If a social media bar is required, an accessible one has since been sourced and can be implemented if required.