

# Accessibility Standards and this Website

## Accessibility

We are committed to making our site accessible to all.

## Accessibility Standards

This website is being monitored and improved to ensure that it meets the Web Content Accessibility Guidelines issued by the Web Accessibility Initiative (WAI). The WAI website content guidelines, published in 2008 by the World Wide Web Consortium (W3C), are the globally used and accepted standard for website accessibility, by both the corporate and public sector.

<https://www.w3.org/WAI/standards-guidelines/wcag/>

We are committed to ensure the website is being continually improved to facilitate access to all.

## Accessibility Help – Change the way this website looks – Using tools on your computer

Depending on your computer settings, you can monitor the look and function of this website.

As several organisations have already produced lots of very good content about how to make computers and websites more accessible, we have linked to these sites rather than duplicate their content.

[My Web My Way](#) produced by the BBC is a comprehensive site with loads of useful information and a wealth of [accessibility links](#)

If you're a regular computer user then in Windows – Click on the 'Start' button, then 'Programs', then 'Accessories', then 'Accessibility', or search for 'Ease of Access' settings.

Your browser will usually have controls which you can use to enlarge the text on your screen.

To alter the font type and size for improved visibility, our website allows you to increase (or decrease) the size of text and alter the choice of font, to suit your preferences.

Our website also allows most of it to be navigated using just a keyboard and speech recognition software.

## **Hearing Impaired Users**

Our website is also designed so that you can listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

## **Downloadable files**

Files have been made available to download in a variety of formats – the most common are Adobe Acrobat (.pdf), Microsoft Word (.doc and .docx) and Microsoft Excel (.xls and .xlsx). Reasonable adjustments have been made to ensure that digital publications available on our website are as accessible as possible. If you need any document in a different format please contact us.

You may need to download [Adobe Reader](#) to view files in PDF format. The latest version of Adobe Acrobat Reader has incorporated accessibility features. For example, you can hear a PDF document read aloud or scroll a PDF document automatically. You can access these features in the Edit Preferences menu.

Find out more about the [free Adobe online conversion tool](#) which converts the content of PDF files to HTML or text which can be understood by most screen reader applications.

## **Let us know if you have difficulties using this site**

If you find anything on the site difficult to use please contact us.

There is advice at '[Contacting Organisations about inaccessible Websites](#)'.

All constructive feedback regarding the accessibility or usability of this website is welcome and will be carefully considered.

## **Feedback**

If you experience any problems with our pages, please contact us and we will try to provide you with the information you need. Please let us know which page (if possible including the page address/URL) you experienced problems with, and if you have any suggestions for how we could improve this page.

Our contact details:

### **Marilyn Strand – Town Clerk**

Address: The Walter Gidney Pavilion, Fountain Lane, Soham, CB7 5ED.

Email: [clerk@soham-tc.gov.uk](mailto:clerk@soham-tc.gov.uk)

## **Technical Information about this Website's Accessibility**

Soham Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is currently compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

Some of our older PDF documents may not meet accessibility standards -for example, they may not be structured so they're accessible to a screen reader. See WCAG 2.1 Success Criterion 4.1.2 (name, role value).

## **How we Tested this Website**

This website was tested both manually and automatically prior to the writing of this statement. The tests were carried out using Wave, a Basic Accessibility Test (BAT) application.

Reviewed 8<sup>th</sup> July 2024