

# **Accessible Documents Statement for Kirk Ella & West Ella Parish Council**

The Council publishes documents in a range of formats, including Word files, PDFs and printed material. We want as many people as possible to be able to use those documents.

## **What we do when producing new documents**

When we produce a new document, we aim to:

- use proper heading structure so screen readers can understand the page layout
- include meaningful alternative text alongside non-decorative images
- avoid using colour alone to convey information
- write in plain English
- avoid using tables except when presenting data
- provide an HTML version where possible

## **Documents you need to access our services**

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.

## **Older documents**

Some of our older documents may not be fully accessible. These are exempt under the Public Sector Bodies Accessibility Regulations 2018.

If you need to access information in one of these documents and cannot, please contact the Clerk who will provide an alternative format.

## **Contact us**

If you find any accessibility problems with our documents, or need information in a different format, please contact the Clerk:

- Name: Mandy Pickering
- Email: [clerk@kirkella-westella-pc.gov.uk](mailto:clerk@kirkella-westella-pc.gov.uk)

## **Enforcement**

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies Accessibility Regulations 2018. If you are not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS):

<https://www.equalityadvisoryservice.com>

## **Compliance status**

Documents that the Parish Council publishes are substantially compliant with the Web Content Accessibility Guidelines (WCAG) version 2.2 AA standard. Older documents are exempt.

## **Statement details**

This statement was prepared on 19 March 2026 and will be reviewed annually.