

		Policy Name: Accessibility Statement Policy Number: Version 3.0		
Author:		Mark Scarborough (Communication and Projects Officer)		
Approved By and Date:		Chair Cllr Justin Gilbody 18/11/2025		
Responsible Committee:		Full Council		
Version No	Date Ratified / Amended	Date Implemented	Next Review Date	Reason for Change (e.g full rewrite, amendment following a change of law etc)
3.0	18/11/2025	19/11/2025	Nov - 2027	Amendment following WCAG 2.2

Accessibility Statement

Tibshelf Parish Council

This accessibility statement applies to Tibshelf Parish Council’s website.

This website is run by the Communication and Projects Officer of Tibshelf Parish Council, and is hosted by AML Midlands Ltd. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver). We’ve also made the website text as simple as possible to understand.

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

How accessible is this website?

We know some parts of this website are not fully accessible:

- you cannot modify the line height or spacing of text
- you cannot skip to the main content when using a screen reader

- some of our online forms are difficult to navigate using just a keyboard
- there's a limit to how far you can magnify the map on our 'contact us' page

What to do if you can't access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- Email theclerk@tibshelfparishcouncil.gov.uk
- Call the Parish Office on 01773 875093
- We'll consider your request and get back to you in 5 working days.
- Please note the office is open 9am – 1pm Monday to Thursday, and the Clerk contactable by phone and email on Fridays.

Reporting accessibility problems with this website

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

- Email theclerk@tibshelfparishcouncil.gov.uk
- Call the Parish Office on 01773 875093
- We'll consider your request and get back to you in 5 working days.
- Please note the office is open 9am – 1pm Monday to Thursday, and the Clerk contactable by phone and email on Fridays.

or the Communication and Projects Officer:

- Email cpo@tibshelfparishcouncil.gov.uk
- Call 01773 875093 (office) or 07388 457836 (work mobile)

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 this website's accessibility

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

Compliance status

This website is compliant with the [Web Content Accessibility Guidelines \(WCAG\) 2.2](#) AA standard.

The following statement has now been added to those pages where downloads are available.

'If you find that you are having difficulty reading or accessing any of the resources in the formats they are currently in, you can order copies that are more accessible by emailing theclerk@tibshelfparishcouncil.gov.uk. Please make sure you state your preferred accessible format and which resource it is you would like to receive, and we'll get back to you as soon as possible.

If you are unsure of your preferred accessible format, please add details of what you need to do with the document in your correspondence.'

Non-accessible content

The content listed below is non-accessible for the following reasons.

We know a small number of older documents (published before 23 September 2020) are not accessible. For example, some of them:

- are not tagged properly - for example, they do not contain heading structure
- are online forms that are difficult to navigate using just a keyboard
- include complex tables

This mostly applies to these document types:

- contact forms
- timetables
- newsletters

Non-compliance with the accessibility regulations

Not applicable.

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

PDFs and other documents

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.

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 our PDF version of our newsletter.

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

Preparation of this accessibility statement

This statement was prepared on 21/09/2020. It was last reviewed on 05/11/2025 by the Communication and Projects Officer.

This website was last tested on 21/09/2020. The test was carried out by AML Midland Ltd.

We sampled pages from each of the main headings on the home page.

We tested our main website platform, available at www.tibshelfparishcouncil.gov.uk

We plan to improve accessibility on this website on each and every update which takes place on a daily basis.