



ACCESSIBILITY ROADMAP

Background

Cranbrook Town Council is committed to ensuring that its programs and services are accessible to everyone. As part of this commitment, the Council will update its website to ensure it is as accessible as possible.

Instructions

Cranbrook Town Council recognises that producing an accessible website may require a significant commitment of resources and that accessibility remediation may require time to accomplish. Therefore the Council has developed this template to indicate their plans for addressing these gaps in the future.

- **Issue Description:**
- **Current Status:**
 1. Open: The issue has not yet been resolved
 2. Closed: The issue has already been resolved
 3. I/P: The issue is currently under investigation
 4. Other
- **Disposition:**
 1. Planned: The issue will be resolved
 2. Deferred: The issue will not be resolved
 3. I/P: The issue is currently under investigation
 4. Other
- **Remediation Timeline:**
- **Additional Information:**

Accessibility Roadmap Plan

Specific Issues

Issue Description	Current Status (Open, Closed, I/P)	Disposition (Planned, Deferred, I/P)	Remediation Timeline	Comments
Keyboard Navigation	I/P	I/P	September 2019	The menus will be corrected so tabbing through opens them correctly.
No skip to main content	I/P	I/P	September 2019	'Button' will be installed by website designers.
Documents not all accesible	I/P	I/P	September 2019	See note below in additional information.
Images on the home page lack equivalent alternate text	Open	Planned	September 2020	Functional images will receive descriptive alternate text; decorative images will receive null alternate text.
Unmeaningful hyperlinks	Open	Planned	September 2020	All current hyperlinks will be altered to be more meaningful. All future hyperlinks will be correct.
Unspecified links	Open	Planned	September 2020	All current links will be altered to be more meaningful. All future links will be correct.
Headers	I/P	I/P	September 2020	All blank headers will be removed. Any future pages will be headed correctly.
Duplicate headders & hyperlinks	Open	Planned	September 2020	All duplicate headders and hyperlinks will be removed. Any new headders and hyperlinks will be correct.
Menu hyperlinks	Open	Planned	September 2020	All menu hyperlinks will be corrected so screen readers are more effective.
Colour contrast is not high enough on error messages	Open	Planned	September 2020	The colour contrast of the website will be altered to be higher.

Cannot modify text spacing or line height	Open	Deferred		See note below in additional information.
Issues with interactive forms	Open	Deferred		See note below in additional information.

Additional Information

Documentation - Many of our older PDFs and Word documents do not meet accessibility standards - for example, they may not be marked up so they are accessible to a screen reader.

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. By September 2020, we plan to either fix these or replace them with accessible HTML pages.

The accessibility regulations do not require us to fix PDFs or other documents published before 23 September 2018 if they are not essential to providing our services. For example, we do not plan to fix 2018-19 Year-End Budget Monitoring Report or any other previous Budget reports. Any new PDFs or Word documents we publish will meet accessibility standards.

Text spacing or line height – We have assessed the cost of fixing these issues and believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations. We will make another assessment when we next do a major redevelopment of the website.

Issues with interactive forms - Some of our interactive forms are difficult to navigate using a keyboard. We have assessed the cost of fixing the issues with navigating the forms using a keyboard and believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations. We will make another assessment after September 2021.

Cranbrook Town Council

Date of Approval: 15 July 2019

Date of Review: May 2020