

Audit

A disproportionate burden was carried out as to whether the Council should have the website professionally audited, the result found it would be too costly for the Council.

This Audit was carried out by Tracy Simmons, Deputy Clerk of Cranbrook Town Council on 14/06/2019.

The pages were selected as follows, firstly the three pages on the website most visited were tested and secondly, two were picked at random by Council employees.

The pages were tested using several techniques these were;

- General website accessibility viewer Wave found at:
<http://wave.webaim.org/>
- A using speed reading plug-in Spreed found at:
<https://chrome.google.com/webstore/detail/spread-speed-read-the-web/ipikiaejblmdopojhpejjmbedhlibno>
- A contrast browser plugin found at:
<https://chrome.google.com/webstore/detail/high-contrast/djcfdncoelnlbdjfhinnjldjlikmph?hl=en>
- A headings mapping browser plugin found at:
<https://chrome.google.com/webstore/detail/headingsmap/flbjommegcjonpdmenkdiocclhjacmbi?hl=en>
- A page reader browser plugin Goole Selection Reader found at:
<https://chrome.google.com/webstore/detail/selection-reader-text-to/fdffijlhedcdiblingmagmdnokokgbi>
- Screen reader browser plugin Goole ChromeVox found at:
<https://chrome.google.com/webstore/detail/chromevox/kgejglhpjiefppelpmljglcjbhoiplfn>
- A tab focus visual indicator found at:
<https://chrome.google.com/webstore/detail/focus-indicator/heeoeadndnhebmfcbjccbhmcmaoedlf>
- Colour contrast analyser from Paciello group found at:
<https://developer.paciellogroup.com/resources/contrastanalyser/>

Page	Page titles	Meaningful hyperlink text	Text alternatives for images (where needed),	Transcripts for video	Colour contrast	Captions for video	Heading structure for pages
Front Page	<ul style="list-style-type: none"> Page titled correctly and clearly 	<ul style="list-style-type: none"> Says – ‘read more’ on grants Unspecified link on ‘what’s on’ and says news three times Phone number needs to be linked X2. 	<ul style="list-style-type: none"> The Top banner needs Alt text in all the images – home page, twitter, Facebook etc Alt text needed for all pictures – decorative 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> The colour contrast in the bottom banner is not high enough Low contrast errors on grants policy and Facebook links 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> There is a blank header on the first image needs removal Says news 3 times (see unspecified links). Other headers correct
	Reflow and magnification	Skip links for keyboard users	Keyboard accessibility for menus, video controls etc.	Scene description for video	Screen reader accessible forms and interactivities	Screen reader error trapping	Additional issues found
Front Page	<ul style="list-style-type: none"> Can reflow up to 400% magnification 	<ul style="list-style-type: none"> No skip to main content button 	<ul style="list-style-type: none"> Tabbing through does not open the dropdown menus Tabbing does not take you to all the information on the screen 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Not all the tabs get read out see next list. Forms N/A Search function works, but is read out twice which may be confusing 	<ul style="list-style-type: none"> Not read out Needs alterations Home Your council About us Public information Finance Your community Grants policy It says search twice Estate rent charge link reads the whole link, only need the important part to be link text What on It just says read more on the grant's info – 	<ul style="list-style-type: none">

						<p>should say read more about grants information</p> <ul style="list-style-type: none"> • contact us • Phone number • Your council • Phone number again 	
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Page	Page titles	Meaningful hyperlink text	Text alternatives for images (where needed),	Transcripts for video	Colour contrast	Captions for video	Heading structure for pages
Your Council	<ul style="list-style-type: none"> • Page titled correctly and clearly 	<ul style="list-style-type: none"> • most hyperlinks are correct • says read more 3 times, needs clarification 	<ul style="list-style-type: none"> • The Top banner needs alt text in the images – home page, twitter, Facebook etc • 3 images need Alt text - decorative 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • The colour contrast in the bottom banner is not high enough 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Headers are correct
	Reflow and magnification	Skip links for keyboard users	Keyboard accessibility for menus, video controls etc.	Scene description for video	Screen reader accessible forms and interactivities	Screen reader error trapping	Additional issues found
Your Council	<ul style="list-style-type: none"> • Can reflow up to 400% magnification 	<ul style="list-style-type: none"> • No skip to main content button 	<ul style="list-style-type: none"> • Tabbing through does not open the dropdown menus • Tabbing does not take you to all the information on the screen 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Not all the tabs get read out see next list. • Forms N/A • Search function works, but is read out twice which may be confusing 	<ul style="list-style-type: none"> • Same as above 	<ul style="list-style-type: none"> •

Page	Page titles	Meaningful hyperlink text	Text alternatives for images (where needed),	Transcripts for video	Colour contrast	Captions for video	Heading structure for pages
About us	<ul style="list-style-type: none"> Page titled correctly and clearly 	<ul style="list-style-type: none"> 5-year business plan just says 'download' needs expanding Empty link under vacancy All other hyperlinks are correct 	<ul style="list-style-type: none"> The Top banner needs alt text in the images – home page, twitter, Facebook etc Images all need hypertext to say 'picture of Cllr ...' Top picture needs - decorative 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> The colour contrast in the bottom banner is not high enough 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> The heading structure is correct
	Reflow and magnification	Skip links for keyboard users	Keyboard accessibility for menus, video controls etc.	Scene description for video	Screen reader accessible forms and interactivities	Screen reader error trapping	Additional issues found
About us	<ul style="list-style-type: none"> Can reflow up to 400% magnification 	<ul style="list-style-type: none"> No skip to main content button 	<ul style="list-style-type: none"> Tabbing through does not open the dropdown menus 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Not all the tabs get read out see next list. Forms N/A Search function works, but is read out twice which may be confusing 	<ul style="list-style-type: none"> Same as above 	<ul style="list-style-type: none">

Page	Page titles	Meaningful hyperlink text	Text alternatives for images (where needed),	Transcripts for video	Colour contrast	Captions for video	Heading structure for pages
Community organisations	<ul style="list-style-type: none"> Page titled correctly and clearly 	<ul style="list-style-type: none"> All hyperlinks are meaningful All hyperlinks are duplicated in the image and the writing, can remove from the image 	<ul style="list-style-type: none"> The Top banner needs alt text in the images – home page, twitter, Facebook etc All pictures need Alt text, either decorative or organisation logo. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> The colour contrast in the bottom banner is not high enough The colour contrast on all descriptions are not high enough 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Does not show the organisation names in the headers list
	Reflow and magnification	Skip links for keyboard users	Keyboard accessibility for menus, video controls etc.	Scene description for video	Screen reader accessible forms and interactivities	Screen reader error trapping	Additional issues found
Community organisations	<ul style="list-style-type: none"> Can reflow up to 400% magnification 	<ul style="list-style-type: none"> No skip to main content button 	<ul style="list-style-type: none"> Tabbing through does not open the dropdown menus Rest of the page tabs work, apart from double hyperlinks – to be deleted. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Not all the tabs get read out see next list. Forms N/A Search function works, but is read out twice which may be confusing 	<ul style="list-style-type: none"> Same as above 	<ul style="list-style-type: none">

Page	Page titles	Meaningful hyperlink text	Text alternatives for images (where needed),	Transcripts for video	Colour contrast	Captions for video	Heading structure for pages
news	<ul style="list-style-type: none"> Page titled correctly and clearly 	<ul style="list-style-type: none"> Each news item has the same hyperlink 3 times not needed Read more used repeatedly 	<ul style="list-style-type: none"> The Top banner needs alt text in the images – home page, twitter, Facebook etc The hyperlinks need removal from the images and either decorative of logo Alt text put in 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> The colour contrast in the bottom banner is not high enough 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> The headings are all showing correctly
	Reflow and magnification	Skip links for keyboard users	Keyboard accessibility for menus, video controls etc.	Scene description for video	Screen reader accessible forms and interactivities	Screen reader error trapping	Additional issues found
news	<ul style="list-style-type: none"> Can reflow up to 400% magnification 	<ul style="list-style-type: none"> No skip to main content button 	<ul style="list-style-type: none"> Tabbing through does not open the dropdown menus Must tab 3 times through each news item due to duplication of hyperlinks 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Not all the tabs get read out see next list. Forms N/A Search function works, but is read out twice which may be confusing Duplicate hyperlinks, reader only reads the read more which is not helpful 	<ul style="list-style-type: none"> Same as above 	<ul style="list-style-type: none">

Help changing the way a page is displayed:

Alternative ways of getting **magnification** include using speed reading plug-in like [Speed for Google Chrome](#) or using page de-clutter tools like [Reader for FireFox](#) or [Mercury Reader for Chrome](#). These allow control on both text size and background colours.

You can **change colours** instantly using [HighContrast](#) for Chrome or [NoSquint](#) for FireFox.

Read more effectively

Skim read a page via headings - [HeadingsMap \(FireFox\)](#) and [HeadingsMap \(Chrome\)](#) extract all the headings and subheadings into a navigable list - an excellent way of seeing how the content of the whole page fits together.

Listen to content

Listen to a page using a plugin like the excellent [Google Selection Reader](#)

Simulating a screenreader user

Try [Google's ChromeVox](#) - but recognise that to enable or disable it you need to go into Chrome > More Tools > Extensions to switch on/off. Finding the [Tab focus](#) when the visual indicator is hard to see.

Free, Portable Tools

For colour tinting and text to speech use a clipboard reader like the [ATbar for Windows](#) from the University of Southampton. For checking colour contrast try the Paciello group [Colour Contrast Analyser](#). Windows user will need to click the Download button then from the list that appears, choose CCA-Portable-1.1.1.exe as shown in the image below.

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Date of Review: July 2020