

# Warwick District Council

## Accessibility Assessment Report

25<sup>th</sup> January 2020

Accessibility  
Services

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# Introduction

Shaw Trust Accessibility Services conducted an accessibility audit on the Warwick District Council website. This report documents the outcomes of the accessibility audit, identifying accessibility issues and describing their impact on users. In addition, to help solve each accessibility issue, practical solutions and best practices are provided.

The aims of this report are to firstly, identify accessibility barriers, and secondly, provide guidance on how to remove barriers to prevent older people and people with disabilities from being excluded.

## Executive Summary

This report documents the outcomes of the accessibility audit on the Warwick District Council website carried out by Shaw Trust Accessibility Services, 19 September 2019. The website was evaluated against the W3C Web Content Accessibility Guidelines (WCAG) 2.0 up to conformance level AA (see [Web Content Accessibility Guidelines](#) for details). Automated evaluation tools and manual testing by an experienced in-house pan-disabled testing team were utilised to complete a comprehensive accessibility audit (see [Methodology](#) for details).

The Warwick District Council website met 15 of the 25 (60%) applicable success criteria required for level A conformance and 15 of the 18 (83%) applicable success criteria required for level AA conformance.

Based on these results, Shaw Trust Accessibility Services is unable to award the Warwick District Council website an accessibility accreditation at this time. In order to be awarded a Shaw Trust Level AA accreditation, 100% conformance with level A success criteria and level AA must be achieved. In order to be awarded a Shaw Trust AAA accreditation, 100% conformance with level A, level AA and level AAA must be achieved.

At present, the Warwick District Council website does not conform to the minimum level of accessibility (level A). Non-conformance to the minimum level of accessibility will result in a wide range of users from being excluded from being able to access the website. However, this report also provides guidance to help achieve accessibility conformance and accreditation in the future.

# Web Content Accessibility Guidelines

The World Wide Web Consortium (W3C) is the leading standards organisation for the World Wide Web who provides guidelines and specifications for many web technologies. The Web Accessibility Initiative (WAI), a branch of the W3C, is responsible for developing the Web Content Accessibility Guidelines (WCAG). The WCAG documents explain how to make Web content more accessible to people with disabilities including people with visual, hearing, cognitive and physical conditions. WCAG is recognised as the international standard for building accessible websites and measuring web accessibility.

## Web Content Accessibility Guidelines 2.1

WCAG 2.1 was formally published on 5<sup>th</sup> June 2018, bringing web accessibility guidance up to date with modern web technologies and development techniques. As a result, the W3C WAI recommends using WCAG 2.1, instead of WCAG 1.0 or WCAG 2.0.

WCAG 2.0 is still a valid and very useful standard. WCAG 2.1 works in concert with WCAG 2.0 and is comprised of four principles: perceivable, operable, understandable, and robust. The principles are broken down into 13 guidelines consisting of success criteria. WCAG 2.0 defines three levels of success criteria:

**Level A** – Lowest success criteria

**Level AA** – Intermediate success criteria

**Level AAA** – Highest success criteria

Conformance to WCAG 2.1 is measured using the same three levels that define the success criteria:

**Level A** – Achieved when all applicable Level A success criteria are satisfied. This is considered to be the absolute minimum level of compliance.

**Level AA** – Achieved when all applicable Level A and Level AA success criteria are satisfied. This is considered to be the preferred level of compliance.

**Level AAA** – Achieved when all applicable Level A, Level AA and Level AAA success criteria are satisfied. This is considered to be the optimum level of compliance.

Learn more about the WCAG 2.1: <http://www.w3.org/TR/WCAG>

# Methodology

To conduct a thorough accessibility audit, the use of both automated evaluation tools and manual user testing with assistive technologies is essential.

Although automated tools are able to assess individual pages or entire websites much more quickly than a human counterpart, they can only test against a limited section of WCAG and are unable to analyse semantics where human judgement via user testing is imperative.

It is also crucial that users who have a disability carry out manual testing. This is because firstly, it is almost impossible to replicate conditions of disabled users and their use of assistive technologies to a realistic degree of accuracy, and secondly, because testing with disabled users provide a more accurate measurement of accessibility.

Shaw Trust Accessibility Services use a combination of automated evaluation tools and in-house pan-disability user testing with assistive technologies to conduct a comprehensive accessibility audit. Accessibility audits are conducted against WCAG 2.0 Success Criterion. Testing is performed to level AA conformance unless a different level of conformance is requested.

## Scope

In order to perform a comprehensive accessibility audit, the entire website must be tested. Although this can be achieved using automated evaluation tools, in many cases it is unfeasible to test an entire website manually. In this situation, the scope of manual testing is specified at the start of the audit.

The scope of manual testing involves establishing a representative sample of pages by employing various methods including using a list of pages common to many websites, inspecting the site for variations in layout and functionality and selecting pages at random. The sample may also include pages requested by the client.

In addition, the scope of manual testing may also include user journeys for sites that involve complex or multi-stage tasks, such as finding specific information, buying a product or completing a registration form. User journeys may be added to the scope of testing if deemed appropriate or at the request of the client.

## Technical Testing

Technical testing involves testing the entire website for underlying technical errors or issues that could cause accessibility barriers. A Technical Consultant who possesses knowledge and experience of accessibility and web technologies conducts technical testing using one or more automated tools. These tools are used to scan pages for technical accessibility issues such as HTML/CSS parsing errors. The Technical Consultant then analyses and interprets the results.

# Manual User Testing

The website is manually tested by an in-house team of experienced pan-disabled testers, many of which use assistive technologies. The team is made up of individuals with different disabilities to cover the widest range of accessibility barriers as possible. Each testing team consists of the following:

- **Keyboard Only User**

The user has a motor impairment that limits he or she to using only a keyboard to operate a computer or device. To make operation easier, the user may utilise an adaptive keyboard.

- **Voice Activation User**

The user has a motor impairment that limits him or her to using only voice commands to operate a computer or device via assistive technology such as microphone and dictation software.

- **Screen Reader User**

The user has a visual impairment that limits him or her to using assistive technology such as a screen reader to operate a computer or device via keyboard control and feedback via synthesised audible descriptions of visual elements.

- **Low Vision User**

The user has a visual impairment that limits his or her access to content presented at 100% magnification. The user utilises system/browser controls or assistive technology to increase screen magnification.

- **Colour Blind User**

The user has a visual impairment that limits his or her access to content within a certain colour spectrum. The user utilises system/browser controls or assistive technology to change the content's colour spectrum.

- **Deaf or Hard of Hearing User**

The user has a hearing impairment that limits his or her access to audio content.

- **Learning Difficulties User**

The user has a learning disability that limits his or her access to content that is presented in a way that requires a high level of literacy.

Note: Testers may have a combination of disabilities.

Manual auditing consists of each member of the team performing tests and/or completing user journeys based on criteria relevant to their individual disability and accessibility guidelines. The testers use multiple browsers, browser tools and assistive technologies in an aim to locate issues. They then report their findings and provide constructive feedback to help pinpoint and provide solutions to accessibility barriers.

# Audit Details

## Client Details

<b>Organisation</b>	Warwick District Council	
<b>Primary Contact</b>	Name	Matt Pearce
	Email	<a href="mailto:Matt.pearce@warwickdc.gov.uk">Matt.pearce@warwickdc.gov.uk</a>

## Provider Details

<b>Organisation</b>	Shaw Trust Accessibility Services	
<b>Primary Contact</b>	Name	Graham Rees-Evans
	Position	Technical Account Manager
	Email	<a href="mailto:graham.rees-evans@shaw-trust.org.uk">graham.rees-evans@shaw-trust.org.uk</a>
	Phone	0203 215 2745

## Testing Details

<b>Type</b>	Website	
<b>URL</b>	www.warwickdc.gov.uk	
<b>Name</b>	Warwick District Council Website	
<b>Description</b>	Council website	
<b>Primary Language</b>	English	
<b>Testing Type</b>	Assessment	
<b>Testing Environment</b>	Windows 7 Internet Explorer 11 / Firefox / Chrome JAWS 16 / NVDA 2011 / ZoomText 10 / Dragon Naturally Speaking 13	
<b>Testing Team</b>	Kevin James Michael Edwards Alan Sleat Darren Hardman William Treharne	Keyboard Only Voice Activation Screen Reader Deaf Hard of Hearing



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	Sam Hopkins Adam Armstrong	Low Vision & Colour Learning Difficulties
<b>Technical Account Officer</b>	David Davies	
<b>Technical Consultant</b>	Graham Rees-Evans	
<b>Quality Assurance</b>	Graham Rees-Evans	
<b>Dated Tested</b>	19/09/2019	
<b>Date Report Issued</b>	28/01/2020	

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# Audit Results

# Results Summary

# Priority A Results

Issue(s) Ref	Success Criterion	Current Results
STAS-F04/F05/F12/ F13	1.1.1 Non-text Content	FAIL
STAS-F11	1.2.1 Prerecorded Audio-only and Video-only	FAIL
STAS-F11	1.2.2 Captions (Prerecorded)	FAIL
STAS-F10/F11	1.2.3 Audio Description or Media Alternative (Prerecorded)	FAIL
STAS-F03/F04/F05/ F06/F08/F09	1.3.1 Info and Relationships	FAIL
	1.3.2 Meaningful Sequence	PASS
	1.3.3 Sensory Characteristics	PASS
	1.4.1 Use of Colour	PASS
	1.4.2 Audio Control	N/A
	2.1.1 Keyboard	PASS
	2.1.2 No Keyboard Trap	PASS
	2.1.4 Character Key Shortcuts	PASS
	2.2.1 Timing Adjustable	N/A
	2.2.2 Pause, Stop, Hide	N/A
	2.3.1 Three Flashes or Below Threshold	N/A
STAS-F01/F02/F09	2.4.1 Bypass Blocks	FAIL
	2.4.2 Page Titled	PASS
	2.4.3 Focus Order	PASS
STAS-F06/F07/F12	2.4.4 Link Purpose (In Context)	FAIL
	2.5.1 Pointer Gestures	PASS
	2.5.2 Pointer Cancellation	PASS
	2.5.3 Label in Name	PASS
	2.5.4 Motion Actuation	N/A
	3.1.1 Language of Page	PASS
	3.2.1 On Focus	PASS
	3.2.2 On Input	PASS
	3.3.1 Error Identification	PASS
STAS-F04/F05	3.3.2 Labels or Instructions	FAIL
STAS-F14/F15	4.1.1 Parsing	FAIL
STAS-F04/F05/F15	4.1.2 Name, Role, Value	FAIL
	Total	30
	Non-Applicable	05
	Compliant (Pass)	15
	Non-Compliant (Fail)	10

## Priority AA Results

Issue(s) Ref	Success Criterion	Current Results
	1.2.4 Captions (Live)	N/A
STAS-F10	1.2.5 Audio Description (Prerecorded)	FAIL
	1.3.4 Orientation	PASS
	1.3.5 Identify Input Purpose	PASS
	1.4.3 Contrast (Minimum)	PASS
	1.4.4 Resize Text	PASS
	1.4.5 Images of Text	PASS
	1.4.10 Reflow	PASS
	1.4.11 Non-text Contrast	PASS
	1.4.12 Text Spacing	PASS
	1.4.13 Content on Hover or Focus	PASS
	2.4.5 Multiple Ways	PASS
STAS-F03	2.4.6 Headings and Labels	FAIL
STAS-F16	2.4.7 Focus Visible	FAIL
	3.1.2 Language of Parts	PASS
	3.2.3 Consistent Navigation	PASS
	3.2.4 Consistent Identification	PASS
	3.3.3 Error Suggestion	PASS
	3.3.4 Error Prevention (Legal, Financial, Data)	N/A
	4.1.3 Status Messages	PASS
	Total	20
	Non-Applicable	02
	Compliant (Pass)	15
	Non-Compliant (Fail)	03

# Issues

#	Ref	Issue	Level	WCAG References
1	STAS-F01	Non-Functioning 'Skip' Navigation	A	2.4.1
2	STAS-F02	Missing 'Skip' Navigation	A	2.4.1
3	STAS-F03	Empty Headings	A	1.3.1, 2.4.6
4	STAS-F04	Unlabelled Form Fields	A	1.1.1, 1.3.1, 3.3.2, 4.1.2
5	STAS-F05	Ambiguous Form Fields	A	1.1.1, 1.3.1, 3.3.2, 4.1.2
6	STAS-F06	Non-Descriptive Link Text	A	1.3.1, 2.4.4
7	STAS-F07	Empty links	A	2.4.4
8	STAS-F08	Data tables with incorrect Markup	A	1.3.1
9	STAS-F09	Untitled Frames	A	1.3.1, 2.4.1
10	STAS-F10	Video missing Audio Description	A	1.2.3, 1.2.5
11	STAS-F11	Video and Audio missing Text Alternatives	A	1.2.1, 1.2.2, 1.2.3
12	STAS-F12	Redundant Links	A	1.1.1, 2.4.4
13	STAS-F13	Inaccessible Non-HTML Documents	A	1.1.1
14	STAS-F14	Duplicate ID's	A	4.1.1
15	STAS-F15	HTML Markup Errors	A	4.1.1, 4.1.2
16	STAS-F16	Elements not Visible in Focus	A	2.4.7

# Priority A Issues

# STAS-F01: Non-Functioning 'Skip' Navigation

## Description

The purpose of skip navigation is to provide a mechanism to bypass blocks of material that are repeated on multiple web pages by skipping directly to the main content of the web page. One of the first interactive items on a web page should be a link to the beginning of the main content. Activating the link sets focus beyond the repeated content to the main content of the page.

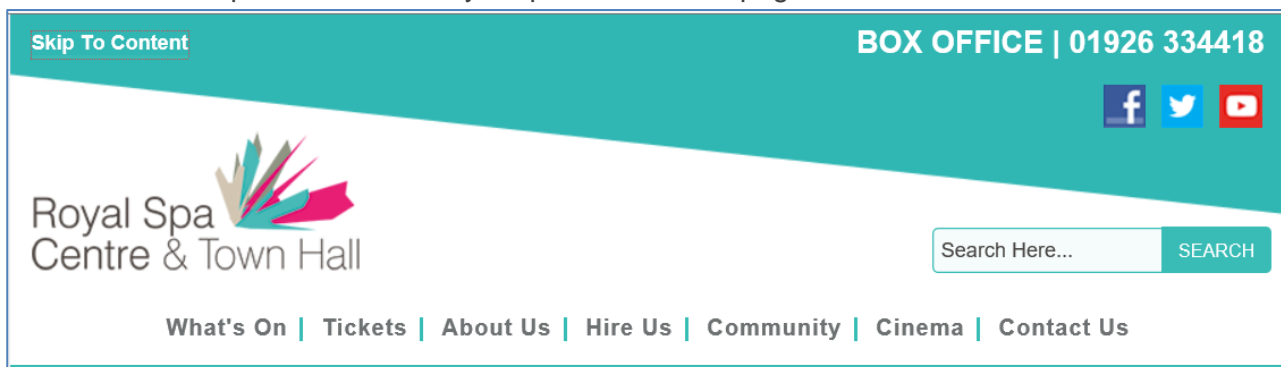
When 'Skip' Navigation is present, but not functioning correctly, screen reader users have to listen to content on pages visited on the website, and keyboard only users would have to tab through all the links until they arrive at the main content of the page. Ideally, the 'skip' to content link should take the user to just above the header of the main content at the top left hand side.

There is currently a skip to content link that does not skip the user to the main content of the site. When activated, the users focus does not move.





A similar issue is present on the Royal Spa Centre homepage.



## User Comments

“When activating the Skip to Content I found that the next tab took me back to the skip link instead of going to the main content of the page. Including a working ‘skip’ link, would enable me to move through the page in a similar fashion to that of a mouse user by passing repeated content.”

Kevin James  
Keyboard Only Tester

## Example Occurrences

<https://www.warwickdc.gov.uk/royalpumprooms/site/index.php>  
[https://www.warwickdc.gov.uk/royalspacentre/events/event/2401/the\\_story\\_of\\_guitar\\_heroes](https://www.warwickdc.gov.uk/royalspacentre/events/event/2401/the_story_of_guitar_heroes)  
<https://www.warwickdc.gov.uk/royalpumprooms/site/index.php?year=2020&month=2>  
<https://www.warwickdc.gov.uk/royalpumprooms/site/index.php?year=2019&month=4>  
<https://www.warwickdc.gov.uk/royalpumprooms/site/index.php?year=2019&month=3>  
<https://www.warwickdc.gov.uk/royalspacentre/site/index.php>

## Action Required

1. Ensure the skip navigation link functions as intended.

## WCAG References

**2.4.1 Bypass Blocks:** A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. (Level A)

# STAS-F02: Missing 'Skip' Navigation

## Description

The purpose of skip navigation is to provide a mechanism to bypass blocks of material that are repeated on multiple web pages by skipping directly to the main content of the web page. One of the first interactive items on a web page should be a link to the beginning of the main content. Activating the link sets focus beyond the repeated content to the main content of the page.

If there is no 'Skip' Navigation present, screen reader users would have to listen to content on pages visited on the website, and keyboard only users would have to tab through all the links until they arrive at the main content of the page. Ideally, the 'skip' to content link should take the user to just above the header of the main content at the top left hand side.

There is currently no evidence of a skip to content link present on the 'Committee Details' page.

## User Comments

"The 'Skip navigation' facility will prevent any difficulty in jumping to the main contents of the page; which is useful for users, especially on other pages from the 'Home' page. The information that is before the main contents has already been viewed, therefore, to get to the main information quicker and more precisely, the 'Skip navigation' will improve the experience, and encourage visitors to spend more time on the site."

Alan Sleat  
Screen Reader Assessor

## Example Occurrences

<https://estates8.warwickdc.gov.uk/cmis/Committees.aspx>

## Action Required

1. Provide a mechanism to bypass blocks of repeating links ('skip navigation link').  
For example, `<a href="#maincontent">Skip to main content</a>`

## WCAG References

**2.4.1 Bypass Blocks:** A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. (Level A)

# STAS-F03: Empty Headings

## Description

Screen reader and other assistive technology users have the ability to navigate web pages by structure. This means that the user can read or jump directly to top level elements (<h1>), next level elements (<h2>), third level elements (<h3>), and so on. Viewing or listening to this outline should give them a good idea of the contents and structure of the page. There are empty headings on some pages. This may mean that screen reader users spend time looking for content that is not there.

There were empty headings on several of the pages tested throughout the website:

The 'humans of leamington' page contained 31 empty heading tags.

<code>&lt;h1&gt; #humansofleamington</code>	
<code>&lt;h1&gt; (No heading text)</code>	<code>&lt;h2&gt; #5</code>
<code>&lt;h2&gt; About</code>	<code>&lt;h2&gt; (No heading text)</code>
<code>&lt;h2&gt; Quick Links</code>	<code>&lt;h2&gt; #6</code>
<code>&lt;h2&gt; Portraits</code>	<code>&lt;h2&gt; (No heading text)</code>
<code>&lt;h2&gt; (No heading text)</code>	<code>&lt;h2&gt; #7</code>
<code>&lt;h2&gt; #1</code>	<code>&lt;h2&gt; (No heading text)</code>
<code>&lt;h2&gt; (No heading text)</code>	<code>&lt;h2&gt; #8</code>
<code>&lt;h2&gt; #2</code>	<code>&lt;h2&gt; (No heading text)</code>
<code>&lt;h2&gt; (No heading text)</code>	<code>&lt;h2&gt; #9</code>
<code>&lt;h2&gt; #3</code>	<code>&lt;h2&gt; (No heading text)</code>
<code>&lt;h2&gt; (No heading text)</code>	<code>&lt;h2&gt; #10</code>
<code>&lt;h2&gt; #4</code>	<code>&lt;h2&gt; (No heading text)</code>
<code>&lt;h2&gt; (No heading text)</code>	<code>&lt;h2&gt; #11</code>

The 'private housing' page contained an empty heading.

**<h1> Private housing**

- <h2> (Missing heading)**
  - <h3> Private Sector Housing News**
  - <h3> Private Sector Housing Team**
  - <h3> Working with us**
- <h2> Contact us**
  - <h3> (No heading text)**
- <h2> PDF documents**
  - <h3> Share this page**
- <h2> Suppliers**

The 'Conditions of hire for sports facilities' page contained 2 empty headings.

- <h3> Floodlighting and Changing Room Allocation.**
- <h3> Use of Electrical Equipment**
- <h3> In General**
- <h3> (No heading text)**
  - <h4> (No heading text)**
- <h3> Share this page**
- <h2> Suppliers**

The 'Lifeline Service' page has 2 empty headings.

`<h3>` Cair belt clip adaptor

`<h3>` Vibby fall detector

`<h3>` Safe socket

`<h3>` (No heading text)

`<h3>` Footprint GPS Device

`<h3>` (No heading text)

`<h3>` OwnFone

`<h2>` Pages in Lifeline Service

On the 'green\_spaces\_newsletter' page there is a empty heading.

`<h1>` Green Spaces newsletter

`<h2>` (Missing heading)

`<h3>` Subscribe

`<h3>` Privacy notice

`<h3>` (No heading text)

`<h3>` Share this page

`<h2>` Suppliers

## User Comments

“There were several pages where ‘empty headings’ were found. Not all screen reader software will ignore empty headings, if the heading tags are empty, this can cause confusion for screen reader users. “

Alan Sleat  
Screen Reader Tester

# Occurrences

This issue occurs throughout the site.

## Example Occurrences

<https://www.warwickdc.gov.uk/royalpumprooms/info/24/exhibitions/9/humansofleamington>

[https://www.warwickdc.gov.uk/info/20163/private\\_housing](https://www.warwickdc.gov.uk/info/20163/private_housing)

[https://www.warwickdc.gov.uk/info/20244/outdoor\\_sports/486/conditions\\_of\\_hire\\_for\\_sports\\_facilities](https://www.warwickdc.gov.uk/info/20244/outdoor_sports/486/conditions_of_hire_for_sports_facilities)

[https://www.warwickdc.gov.uk/info/20162/housing\\_help\\_and\\_advice/126/lifeline\\_service/2](https://www.warwickdc.gov.uk/info/20162/housing_help_and_advice/126/lifeline_service/2)

[https://www.warwickdc.gov.uk/info/20245/parks/1275/green\\_spaces\\_newsletter](https://www.warwickdc.gov.uk/info/20245/parks/1275/green_spaces_newsletter)

## Action Required

1. Ensure that all headings contain content.

## WCAG References

**1.3.1 Info and Relationships:** Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)

**2.4.6 Headings and Labels:** Headings and labels describe topic or purpose. (Level AA)

## Further Information

Give all headings meaningful content so users can find what they are looking for and not waste their time searching for areas that do not exist. A code example can be seen below:

`<h1>Disaster preparation</h1>` Correct

`<h1> </h1>` Incorrect

# STAS-F04: Unlabelled Form Fields

## Description

Providing a descriptive form field label will allow users to know what information to enter in a form field. Where a series of form fields relate to similar information, the context of the form fields needs to be included in the field description.

There are numerous form fields that do not have an associating label tag, making it difficult for certain users to understand the purpose of a field.

On several 'events' pages, the Month and Location filter boxes are unlabelled.

### The Big Victorian Picnic

[Home](#) > [Events](#) > The Big Victorian Picnic

**Missing form label**  
A form control does not have a corresponding label.

REFERENCE CODE

27th Jul 2019

**Location:** Pump Room Gardens, Leamington Spa

**Time:** 11:00 - 15:00

Bring a picnic and a blanket and take a step back in time to the Pump Room Gardens in its Victorian heyday!

**Cost:** Free

**Take a step back in time to the Pump Room Gardens in its Victorian heyday!**

Join us on Saturday 27 July 2019 from 11am to 3pm at the Pump Room Gardens in Royal Leamington Spa for The Big Victorian Picnic!

Bring a picnic and a blanket to enjoy:

**Location**





All

On the 'Green space newsletter sign up page, there are unlabelled check boxes

For full details of your rights and our privacy policy, please visit [www.warwickdc.gov.uk/privacy](http://www.warwickdc.gov.uk/privacy).

On the 'email alters' sign up form, there are several form fields without correctly coded labels.


## Newsletters


<input type="checkbox"/>	
Warwick District Council News	
<input type="checkbox"/>	
Job vacancies	
<input type="checkbox"/>	
Green Spaces newsletter	
<input type="checkbox"/>	
Apprenticeships	


On the 'Finance and Audit Scrutiny Committee' page, there are unlabelled date boxes.

## Meetings

Display meetings in date range

From: ⓘ  

To: ⓘ  





# User Comments

"If there is insufficient labelling to fields, it is very difficult, or even impossible to complete any tasks that needs a form to be successfully filled in. All form fields should be clearly labelled, allowing a screen reader user to have all the information needed to complete any process.

Clearly labelled fields direct people to the appropriate dialogue boxes, and to what information is needed.

If all form fields are clearly labelled, it is not only beneficial to the person filling them in, but also for the site; as any information will get to them, along with it being correct."

Alan Sleat  
Screen Reader Assessor

## Occurrences

This issue occurs throughout the site.

## Example Occurrences

<https://www.warwickdc.gov.uk/bigvictorianpicnic>

[https://www.warwickdc.gov.uk/events/event/164/storytelling\\_sessions](https://www.warwickdc.gov.uk/events/event/164/storytelling_sessions)

[https://www.warwickdc.gov.uk/events/event/22/ovo\\_energy\\_womens\\_tour\\_-\\_stage\\_4](https://www.warwickdc.gov.uk/events/event/22/ovo_energy_womens_tour_-_stage_4)

[https://www.warwickdc.gov.uk/info/20245/parks/1275/green\\_spaces\\_newsletter](https://www.warwickdc.gov.uk/info/20245/parks/1275/green_spaces_newsletter)

<https://www.warwickdc.gov.uk/emailalerts>

[https://estates8.warwickdc.gov.uk/cmIS/Committees/tabid/103/ctl/ViewCMIS\\_CommitteeDetails/mid/529/id/44/Default.aspx](https://estates8.warwickdc.gov.uk/cmIS/Committees/tabid/103/ctl/ViewCMIS_CommitteeDetails/mid/529/id/44/Default.aspx)

## Action Required

1. Ensure that all forms are labelled clearly and have correctly associated label tags.
2. Ensure fieldsets and legends are used correctly where appropriate.

## WCAG References

**1.1.1 Non-text Content:** All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below. (Level A)

- **Controls, Input:** If non-text content is a control or accepts user input, then it has a name that describes its purpose. (Refer to Guideline 4.1 for additional requirements for controls and content that accepts user input.)

**1.3.1 Info and Relationships:** Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)

**3.3.2 Labels or Instructions:** Labels or instructions are provided when content requires user input. (Level A)

**4.1.2 Name, Role, Value:** For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies. (Level A)

*Note:* This success criterion is primarily for Web authors who develop or script their own user interface components. For example, standard HTML controls already meet this success criterion when used according to specification.

## Further Information

Providing the correct label tag is important to indicate to users the purpose of the form field. An example of a form with correct label tags can be seen below:

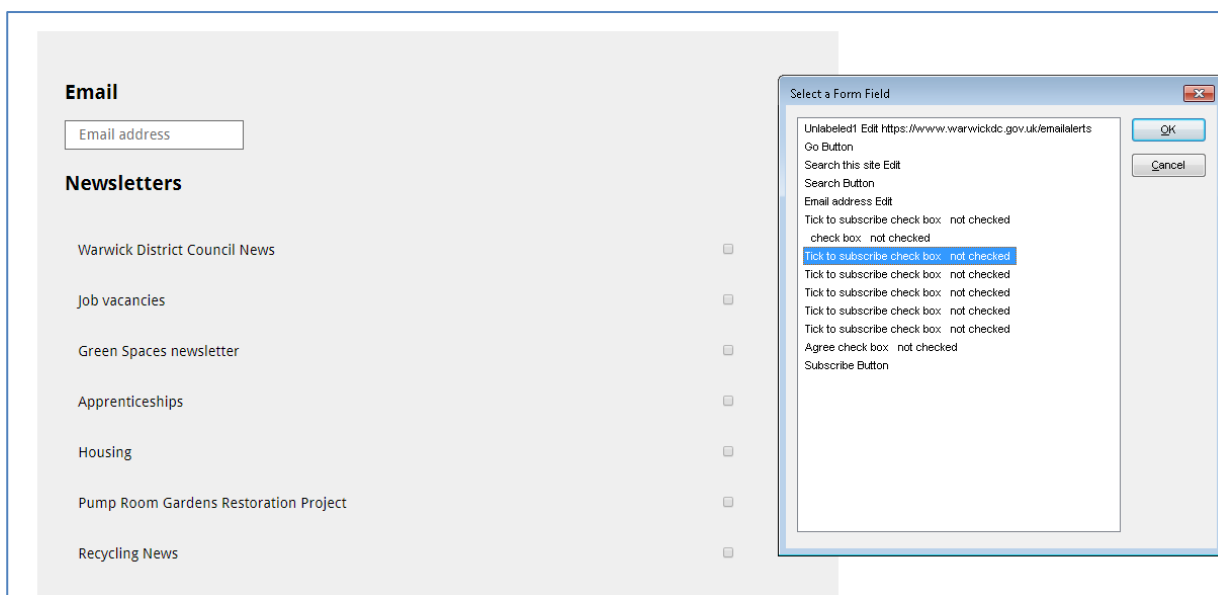
```
<form action="demo_form.asp">
  <label for="male">Male</label>
  <input type="radio" name="gender" id="male" value="male"><br>
  <label for="female">Female</label>
  <input type="radio" name="gender" id="female" value="female"><br>
  <label for="other">Other</label>
  <input type="radio" name="gender" id="other" value="other"><br><br>
  <input type="submit" value="Submit">
</form>
```

# STAS-F05: Ambiguous Form Fields

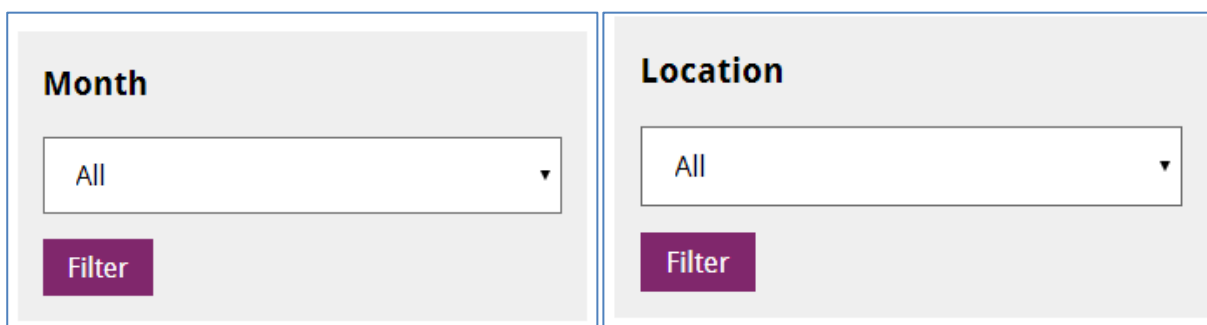
## Description

Providing a descriptive form field label will allow users to know what information to enter in a form field. Where a series of form fields relate to similar information, the context of the form fields needs to be included in the field description. The form field label should also show how it relates to other items in the form.

On the email alerts sign up form, there are several tick boxes marked 'Tick to subscribe'. It is very difficult to tell which tick box relates to which newsletter.



There are 2 'Filter' buttons on the events pages. This may cause confusion as they are performing different functions.



On the 'conservation' page there are 2 'post code' text boxes and 2 'Go' buttons.

**Check conservation area and listed building status**  
or [Search by street](#)

**Check if an Article 4 Direction applies**  
or [Search by street](#)

## User Comments

"If there is insufficient labelling to fields, it is very difficult, or even impossible to complete any tasks that needs a form to be successfully filled in. All form fields should be clearly labelled, allowing a screen reader user to have all the information needed to complete any process.

Clearly labelled fields direct people to the appropriate dialogue boxes, and to what information is needed.

If all form fields are clearly labelled, it is not only beneficial to the person filling them in, but also for the site; as any information will get to them, along with it being correct."

Alan Sleat  
Screen Reader Assessor

## Example Occurrences

<https://www.warwickdc.gov.uk/emailalerts>

[https://www.warwickdc.gov.uk/royalpumprooms/events/2/leamington\\_spa\\_art\\_gallery\\_and\\_museum?year=2019&month=8](https://www.warwickdc.gov.uk/royalpumprooms/events/2/leamington_spa_art_gallery_and_museum?year=2019&month=8)

<https://www.warwickdc.gov.uk/info/20377/conservation>

## Action Required

1. Ensure that all forms are labelled clearly.
2. Ensure fieldsets and legends are used correctly where appropriate.

## WCAG References

**1.1.1 Non-text Content:** All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below. (Level A)

- **Controls, Input:** If non-text content is a control or accepts user input, then it has a name that describes its purpose. (Refer to Guideline 4.1 for additional requirements for controls and content that accepts user input.)

**1.3.1 Info and Relationships:** Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)

**3.3.2 Labels or Instructions:** Labels or instructions are provided when content requires user input. (Level A)

**4.1.2 Name, Role, Value:** For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies. (Level A)

*Note:* This success criterion is primarily for Web authors who develop or script their own user interface components. For example, standard HTML controls already meet this success criterion when used according to specification.

# STAS-F06: Non-Descriptive Link Text

## Description

The text of a link should describe the destination of the link and the link's purpose. Providing a descriptive link text will allow users to easily determine the function of the link and make educated decisions to click the link or not.

If it is not possible to identify the purpose of the link from the link text itself, then this information should be provided in context.

Link text needs to be descriptive even when read out of context. Screen reader users will also listen to lists of links to quickly navigate a page. Links should make sense to users even when read out of context.

On the 'major parks' page there is a link called 'Read More'. This may leave the users wondering what they are reading more about.

### **The future of Newbold Comyn - survey**

A new survey has been launched on the future of Newbold Comyn.

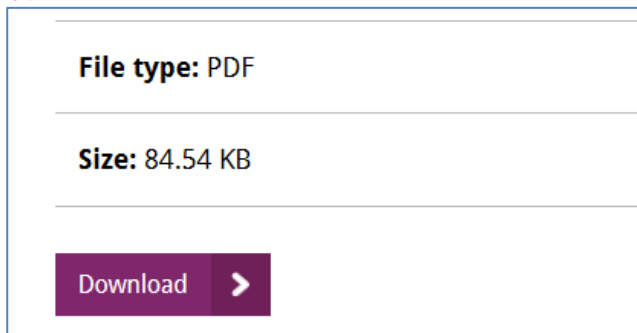
[Read more.](#)

On the 'Kenilworth neighbourhood plan' page, there is a link called 'here', which does not describe its purpose.

The made version of the plan, and the adoption statement are available below:

- [Adoption Statement](#)
- [Kenilworth Neighbourhood Plan and maps, September 2018](#) (higher resolution versions of sections of the plan and the maps have been uploaded separately [here](#))
- [Evidence Paper](#)

On the 'risk\_management\_strategy' page there is a 'download' link that doesn't tell the user what type of file it is or the size. This information is available, but not as part of the link itself.



## User Comments

"A link that is labelled with no description, makes it hard to determine whether to activate it, or not. A well labelled, non-duplicated working link will assist all users to locate a page, or start the process to finding the information they are searching for. A poorly labelled link will leave the user wondering where the link will take them; or asking the question, 'Is this the right page?' Also, a link that has a duplicate will leave the user wondering which one will take them to the correct page; or even whether the links will take them to the same page. The correct labelling of links will give the user a quick and easy journey to the required information; in addition, they will look for what else the site can offer them."

Alan Sleat  
Screen Reader Assessor

## Example Occurrences

[https://www.warwickdc.gov.uk/info/20311/major\\_parks](https://www.warwickdc.gov.uk/info/20311/major_parks)

[https://www.warwickdc.gov.uk/info/20444/neighbourhood\\_plans/1006/kenilworth\\_neighbourhood\\_p  
lan](https://www.warwickdc.gov.uk/info/20444/neighbourhood_plans/1006/kenilworth_neighbourhood_plan)

[https://www.warwickdc.gov.uk/downloads/file/669/risk\\_management\\_strategy](https://www.warwickdc.gov.uk/downloads/file/669/risk_management_strategy)

## Action Required

1. Ensure the purpose of links can be determined from context (programmatically determinable).

## WCAG References

**1.3.1 Info and Relationships:** Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)

**2.4.4 Link Purpose (In Context):** The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general. (Level A)

## Further Information

Link text should be a clear description to the destination of the link. It should avoid vague content such as 'click here' and 'more information'. More information on how to display links can be found on <http://www.w3.org/TR/UNDERSTANDING-WCAG20/navigation-mechanisms-refs.html>



# STAS-F07: Empty links

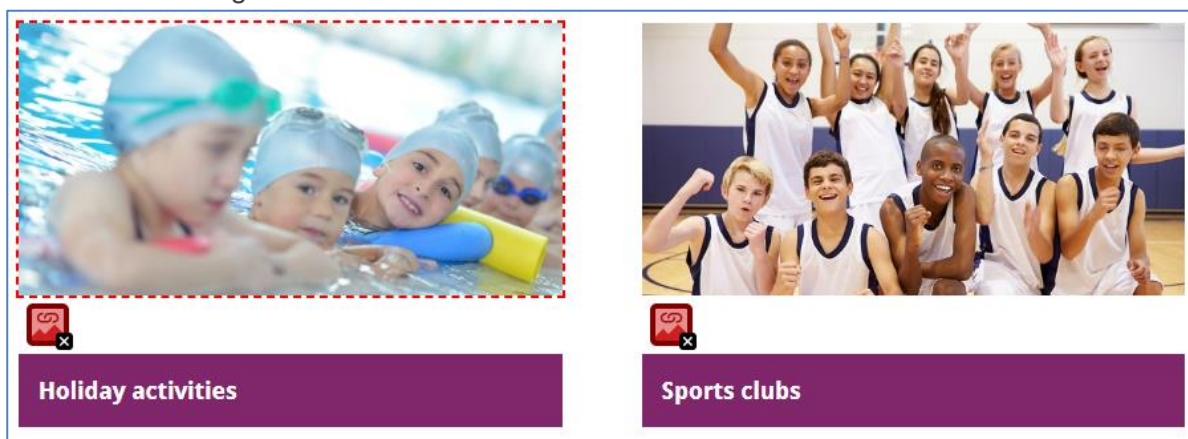
## Description

The text of a link should provide a clear description of the link and the link's purpose. Providing descriptive link text will allow users to easily determine the function of the link and make educated decisions to click the link or not. When a link is empty, screen readers will create the text of a link from the URL. This is not always understandable by a user.

On the 'royalpumprooms creative\_partners' page, there are several image links with no alt text. This results in a link tag with no content.



On the 'Active community and wellbeing' page, there are several image links with no alt text. This results in a link tag with no content.



On the 'neighbourhood plans' page there is a empty link. This is believed to be a CMS authoring error.

## Neighbourhood Plans under preparation



A summary of the progress of each neighbourhood plan under preparation allows an overview at district level, and indicates the material weight that may be afforded in the decision making process on planning applications in that area. The [neighbourhood areas are set out on a map](#). Further detail in relation to the evolution of each neighbourhood plan is available via the appropriate link below.

- [Bishop's Tachbrook](#)



On the Royal Pump Rooms 'self\_guided\_trails' page, there is a PDF icon that should be part of the text link, but seems to be a separet link on its own, giving no context to the icon.

## Self guided trails

- [Discover Old Leamington and Taking the Waters](#)   (PDF)  
Size: 479.95 KB  
Estimated download time: (56k = 1 mins 11 secs)

A similar issue is present on the 'Town Hall Hire Information 2018/2019' page.

## Town Hall Hire Information 2018/2019

Hire information about spaces available at the Town Hall

- [Town Hall hire information 2018/2019](#)   (PDF)  
Size: 691.69 KB  
Estimated download time: (56k = 1 mins 42 secs)

## User Comments

"There are several pages that have empty links on the page. This can be confusing when tabbing my way through the page, because when I tab away from a link, I lose focus because I expect to be taken to the next visual link on a page."

Kevin James  
Keyboard Only Tester

## Occurrences

This issue occurs throughout the site.

## Example Occurrences

[https://www.warwickdc.gov.uk/royalpumprooms/info/37/creative\\_partners](https://www.warwickdc.gov.uk/royalpumprooms/info/37/creative_partners)

[https://www.warwickdc.gov.uk/info/20810/active\\_community\\_and\\_wellbeing](https://www.warwickdc.gov.uk/info/20810/active_community_and_wellbeing)

<https://www.warwickdc.gov.uk/neighbourhoodplans>

[https://www.warwickdc.gov.uk/royalpumprooms/downloads/download/16/self\\_guided\\_trails](https://www.warwickdc.gov.uk/royalpumprooms/downloads/download/16/self_guided_trails)

[https://www.warwickdc.gov.uk/royalspacentre/downloads/download/34/town\\_hall\\_hire\\_information\\_20182019](https://www.warwickdc.gov.uk/royalspacentre/downloads/download/34/town_hall_hire_information_20182019)

## Action Required

1. Remove empty links

## WCAG References

**2.4.4 Link Purpose (In Context):** The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general. (Level A)

# STAS-F08: Data tables with incorrect Markup

## Description

When using tables to convey data, it is important to mark-up the tables correctly to allow screen reader users to interpret the data. Column and row header mark-up should be added to data tables as they provide the necessary context that enable screen readers to understand the information.

There are a number of instances where data tables do not have the correct column mark-up, using 'td' elements instead of 'th' elements making it difficult for screen reader users to understand the content.

When data tables have more than one level of row or column headers, markup should be used to associate the data cells and the header cells. Including unique ID attributes in the 'th' cells and 'Header' attributes in the associated 'td' cells or including 'Scope' attributes in the 'th' cells would resolve this issue.

On the 'Housing allocations policy changes 2018' page, there is a table that contains merged cells and heading the span across multiple rows and columns.

<th>& Priority	<th>& Preferred band			
	<th>& Transfer	<th>& Band one	<th>& Band two	<th>& Band three
<td> First	<td> Transfer	<td> Band one	<td> Band two	<td> Band three
<td> Second	<td> Band one	<td> Band two	<td> Band three	<td> Band one
<td> Third	<td> Band two	<td> Band three	<td> Band one	<td> Band two
<td> Fourth	<td> Band three	<td> Transfer	<td> Transfer	<td> Transfer
<td> Fifth	<td> Band four	<td> Band four	<td> Band four	<td> Band four

The 'local\_list\_of\_heritage\_assets' page has several tables that look like layout tables, but are not marked up correctly.

<td>	
<td>	<b>Architectural, aesthetic, and artistic merit:</b>
A 1	the asset has importance due to its architectural design, decoration, construction or craftsmanship either on its own or as part of a group, demonstrating important local architectural styles, types of buildings, materials, building techniques, or local human artistic endeavour.
<td>	<td>
A 2	<b>Historic merit:</b> the asset illustrates an important element of the area's history, development, and/or can be associated with an important local historic figure or event.
<td>	<td>
A 3	<b>Landmark status:</b> the asset is a key element in a valued local scene, contributes significantly to the positive aesthetic of an area, and is a geographical or cultural orientation point

On the 'emailalerts' page, there is a table that doesn't have the correct markup.

<code>&lt;td&gt;</code> Warwick District Council News	<code>&lt;td&gt;</code> <input type="checkbox"/>
<code>&lt;td&gt;</code> Job vacancies	<code>&lt;td&gt;</code> <input type="checkbox"/>
<code>&lt;td&gt;</code> Green Spaces newsletter	<code>&lt;td&gt;</code> <input type="checkbox"/>
<code>&lt;td&gt;</code> Apprenticeships	<code>&lt;td&gt;</code> <input type="checkbox"/>
<code>&lt;td&gt;</code> Housing	<code>&lt;td&gt;</code> <input type="checkbox"/>
<code>&lt;td&gt;</code> Pump Room Gardens Restoration Project	<code>&lt;td&gt;</code> <input type="checkbox"/>
<code>&lt;td&gt;</code> Recycling News	<code>&lt;td&gt;</code> <input type="checkbox"/>

## User Comments

"I found that there were several data tables on the website that were incorrectly marked up. It is important for screen reader users that the table headings etc. contain the correct markup structure. When data tables are correctly marked up, it makes it easier for a screen reader to understand the table."

Alan Sleat  
Screen Reader Tester

## Occurrences

This issue occurs throughout the site.

## Example Occurrences

[https://www.warwickdc.gov.uk/info/20167/housing\\_allocations/1249/housing\\_allocations\\_policy\\_changes\\_2018](https://www.warwickdc.gov.uk/info/20167/housing_allocations/1249/housing_allocations_policy_changes_2018)

[https://www.warwickdc.gov.uk/info/20377/conservation/706/local\\_list\\_of\\_heritage\\_assets](https://www.warwickdc.gov.uk/info/20377/conservation/706/local_list_of_heritage_assets)

<https://www.warwickdc.gov.uk/emailalerts>

## Action Required

1. Create a descriptive caption for all data tables.

2. Ensure data tables have column or row heading markup where appropriate.
3. If a table is used for layout, add role="presentation" to the TABLE element.

## WCAG References

**1.3.1 Info and Relationships:** Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)



# STAS-F09: Untitled Frames

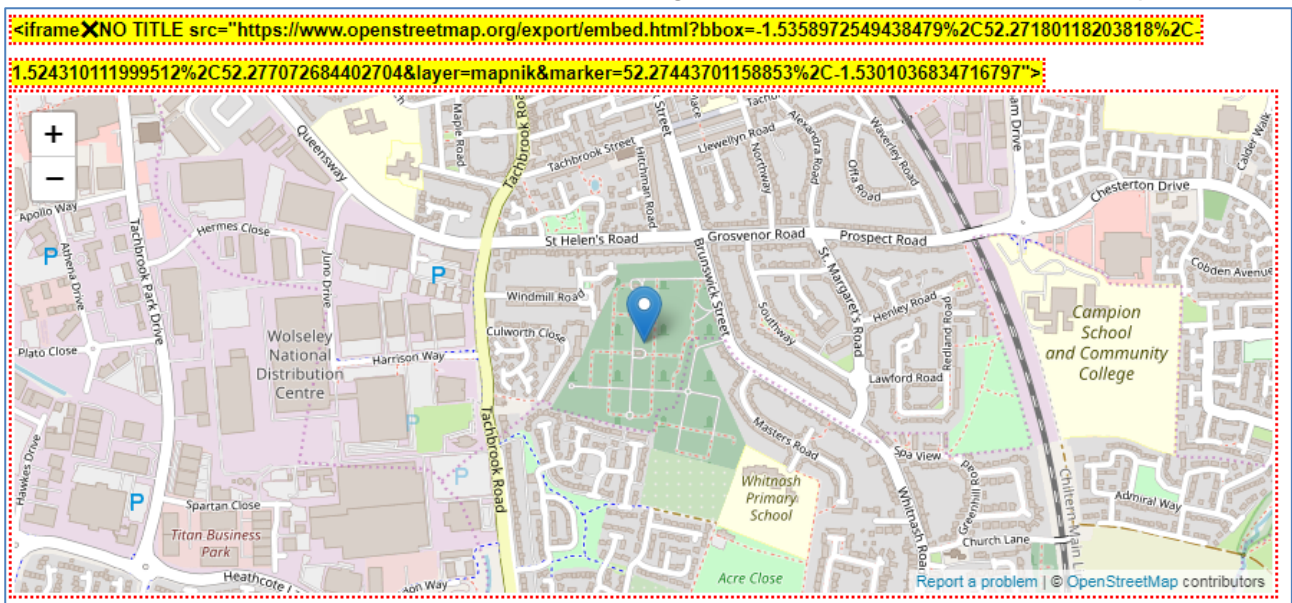
## Description

There is a frame present on the site that does not contain a descriptive title. When a screen reader user hears a list of frames, the user needs to know the purpose of each one. When frame titles are not present, screen readers look for other sources of information, such as the frame's name attribute or file name. Sometimes these other sources of information are not very helpful at all. If a frame is given a name or filename of "default.htm" (or something equally non-descriptive), there is really no way to know what each frame contains, other than by having the screen reader read through the content.

Alternative content must also be provided for browsers that do not support frames. For example `<iframe src='file.htm'>Alternative content</iframe>`

Note: Shaw Trust Accessibility Services realise that the content of frames are usually provided by a third party and are very difficult to alter. However, there should be some form of labelling within the frame to display some content to users or browsers that cannot display the frames' content.

There is map content added on the 'cemeteries' page. This map frames needs a descriptive title.



Throughout the site YouTube videos are added. These frames needs a descriptive title



## User Comments

“I found that there was a frame present on the website, that did not have a title. Including a frame title would assist screen reader users in understanding what the frame content will be.”

Alan Sleat  
Screen Reader Tester

## Occurrences

This issue occurs throughout the site.

## Example Occurrences

<https://www.warwickdc.gov.uk/info/20639/deaths/429/cemeteries>

[https://www.warwickdc.gov.uk/info/20375/building\\_regulations/584/building\\_control - what we do](https://www.warwickdc.gov.uk/info/20375/building_regulations/584/building_control_-_what_we_do)

[https://www.warwickdc.gov.uk/info/20245/parks/228/model\\_aircraft\\_flying](https://www.warwickdc.gov.uk/info/20245/parks/228/model_aircraft_flying)

## Action Required

1. Ensure all frames are clearly labelled.
2. Place some alternative text in the IFRAME tag.



# WCAG References

**1.3.1 Info and Relationships:** Information, structure, and relationships conveyed through presentation can be programmatically determined or are available in text. (Level A)

**2.4.1 Bypass Blocks:** A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. (Level A)

# STAS-F10: Video missing Audio Description

## Description

The website contained embedded videos on a number of pages. To enable users who have limited or no sight understand content in videos that have no sound, they should have an audio description.

However, there are videos contained on the website that failed to provide an audio description.

The video on the 'What happens to your recycling?' contains visual content that is not explained to a screen reader user.



## User Comments

"There are some videos on the site where there is no sound present. As there is no audio on the video I am unaware if I am missing any information."

Alan sleat  
Screen Reader Tester

## Occurrences

This issue occurs throughout the site.

# Example Occurrences

[https://www.warwickdc.gov.uk/info/20470/recycling/593/what\\_happens\\_to\\_your\\_recycling](https://www.warwickdc.gov.uk/info/20470/recycling/593/what_happens_to_your_recycling)  
<https://www.warwickdc.gov.uk/walkingforhealth>

## Action Required

1. Ensure that all audio and video content has an audio description if required

## WCAG References

**1.2.3 Audio Description or Media Alternative (Prerecorded):** An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such. (Level A)

**1.2.5 Audio Description (Prerecorded):** Audio description is provided for all prerecorded videocontent in synchronized media. (Level AA)

# STAS-F11: Video and Audio missing Text Alternatives

## Description

The website contained embedded videos on a number of pages. To enable users who have hearing impairments understand content in videos, they must have a text alternative. Transcripts or subtitles can be used to convey the information within the video to hearing impaired users.

However, there are videos contained on the website failed to provide a text alternative.

The videos on the 'Building Control - what we do' page use YouTube's automatic captioning to provide a text alternative, but there is no transcript available.

YouTube does provide automatic captioning for videos but this is no substitute for prepared captions as they are not as accurate. The captions on the video do not correctly reflect the content in the video and can be confusing for hearing impaired users.



## User Comments

"There are some videos on the site that do not have a transcript or subtitle. As I cannot hear the audio on the video I am unaware if I am missing any information."

Darren Hardman  
Hard of Hearing and Deaf Tester

## Occurrences

This issue occurs throughout the site.

# Example Occurrences

[https://www.warwickdc.gov.uk/info/20375/building\\_regulations/584/building\\_control - what we do](https://www.warwickdc.gov.uk/info/20375/building_regulations/584/building_control_-_what_we_do)

<https://www.warwickdc.gov.uk/ringgo>

<https://www.warwickdc.gov.uk/walkingforhealth>

<https://www.warwickdc.gov.uk/universalcredit>

## Action Required

1. Ensure that all audio and video content has a text alternative (transcript or subtitles)

## WCAG References

**1.2.1 Audio-only and Video-only (Prerecorded):** For prerecorded audio-only and prerecorded video-only media, the following are true, except when the audio or video is a media alternative for text and is clearly labeled as such: (Level A)

- **Prerecorded Audio-only:** An alternative for time-based media is provided that presents equivalent information for prerecorded audio-only content.
- **Prerecorded Video-only:** Either an alternative for time-based media or an audio track is provided that presents equivalent information for prerecorded video-only content.

**1.2.2 Captions (Prerecorded):** Captions are provided for all prerecorded audio content in synchronized media, except when the media is a media alternative for text and is clearly labeled as such. (Level A)

**1.2.3 Audio Description or Media Alternative (Prerecorded):** An alternative for time-based media or audio description of the prerecorded video content is provided for synchronized media, except when the media is a media alternative for text and is clearly labeled as such. (Level A)

# STAS-F12: Redundant Links


## Description

When adjacent links go to the same location (such as a linked product image and an adjacent linked product name that go to the same product page) this results in additional navigation and repetition for keyboard and screen reader users.

If possible, combine the redundant links into one link and remove any redundant text or alternative text (for example, if a product image and product name are in the same link, the image can usually be given alt="").

When testing the website, it was found that there are instances where there are links and image links present in close proximity; this can cause problems for screen reader users.

Each performance on the Royal Spa Centre homepage contained an image and link to the same destination.

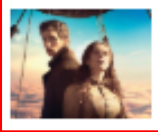


**Snow White**

7th Dec 2019 - 5th Jan 2020

MAIN STAGE, ROYAL SPA CENTRE | TICKETS FROM £16  
Join us for our 2019 magical family pantomime!

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**The Aeronauts**

6th Dec 2019 - 12th Dec 2019

CINEMA, ROYAL SPA CENTRE | TICKETS EVENING - £6.50/£5.50.  
MATINEE - £4.50/£3.50 PARENT AND BABY £4  
Eddie Redmayne & Felicity Jones reunite in this biographical  
adventure film directed by Tom Harper.

---









**Sorry We Missed You**



13th Dec 2019 - 19th Dec 2019

CINEMA, ROYAL SPA CENTRE | TICKETS EVE FULL: £6.50 EVE CONC:  
£5.50 MAT FULL: £4.50 MAT CONC: 3.50  
Directed by Ken Loach. An examination of lives lived on zero-  
hour contracts.

On the 'Outdoor sports' page, there are 2 links for each venue (1 image and 1 text link). Ideally these should be combined to avoid duplication.

  <b>*Football 1*</b> <b>Football pitches</b> 	  <b>*Tennis court 1*</b> <b>Tennis courts</b> 
---	---

On the 'news' page, wherever a article has a header image, the header image and link text are duplicated.

<p><b>500 games jobs to be created within the Leamington Spa Games Hub</b></p>  <b>Published:</b> Wednesday, 29th January 2020 <p>The vibrant Leamington Spa Games Hub in Warwickshire is set to create 500 new game development jobs over the next two years, opening up huge opportunities for young people and graduates.</p>	
--	--

## User Comments

“When navigating through the royal spa centre page, there were two links that were duplicated within a paragraph which can be confusing.”

Alan Sleat  
Screen Reader User

## Example Occurrences

<https://www.warwickdc.gov.uk/royalspacentre/site/index.php>  
[https://www.warwickdc.gov.uk/info/20244/outdoor\\_sports](https://www.warwickdc.gov.uk/info/20244/outdoor_sports)  
<https://www.warwickdc.gov.uk/news/20604/news>

## Action Required

1. Combine the text and image links into one hyperlink
2. Use ALT=" " when the image is part of a link containing text, or change the redundant ALT text if the links are separate

## WCAG References

**1.1.1 Non-text Content:** All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below. (Level A)

**2.4.4 Link Purpose (In Context):** The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general. (Level A)

## Further Information

To avoid duplicate link text you can create linked images. Code for this can be seen below:

```
<a href="BBC.co.uk">  
    
</a>
```



# STAS-F13: Inaccessible Non-HTML Documents

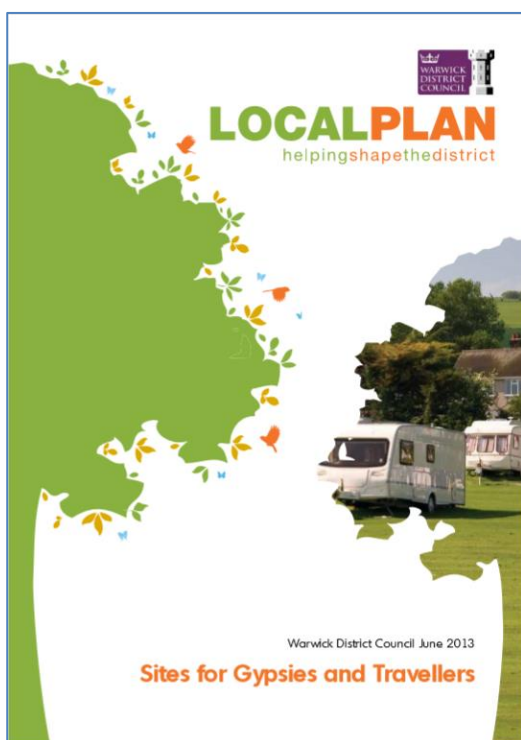
## Description

A number of non-HTML documents, such as Adobe Acrobat (PDF) files, were encountered. In order for users to access the content contained within non-HTML documents, these documents should be accessible or have an accessible alternative.

The PDF documents examined had issues that prevented certain users from being able to access the content. A number of PDFs did not contain a headings structure, making it difficult for screen reader users to understand and navigate the structure of the document.

Several PDF and word documents contain a number of different issues.

The gypsy\_and\_traveller\_booklet:



Checkpoint	Passed	Warned	Failed
PDF Syntax	119	0	0
Fonts	22	0	0
Content	1360	0	15424
Embedded Files	0	0	0
Natural Language	0	0	1452
Structure Elements	0	0	0
Structure Tree	0	0	0
Role Mapping	0	0	0
Alternate Descriptions	0	0	0
Metadata	2	0	4
Document Settings	2	0	4

The Kenilworth Conservation Area :

## A Guide to Conservation Areas

Kenilworth Conservation Area

Conservation Areas: Are designated under Section 69 of the 1990 Planning Act which defines Conservation Areas as "Areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance."

There are many different kinds ranging from whole town centres to squares, terraces and village centres as is evident from the different characteristics of each conservation area within Warwick District.

Conservation areas may be designated by Local Authorities, the Secretary of State and English Heritage in London. Local residents can apply to local planning authorities to have their areas designated.

The designation of a conservation area has several formal consequences as set out below. These are designed to protect the local qualities of the Conservation Area for the benefit and enjoyment of everyone.

The demolition of most buildings is controlled, requiring conservation area consent from the local authority. It is always preferable to consult the Local Authority before carrying out demolition in a Conservation Area. Partial demolition is not always controlled and advice can be given on this by a Planning Officer at the local authority.

- Notification of Trees Works. Notification must be made to a local authority if works are proposed on a tree with a trunk of 75 mm diameter, or greater, at a height of 1.5 metres from the ground. If tree removal for treeing purposes is proposed then the diameter rises to 100 mm. The Act does refer to trees and not shrubs as this applies to timber which is 1.5 metres high with the requisite diameter trunks. All shrubs and hedges lower than 1.5 metres can be cut back without the requirement to make a notification. Any overhanging branches or hedges onto a highway can be cut back under the Highway Act without the requirement for notification. Pruning fruit trees within the bounds of good horticultural practice is permitted without the need for notification.
- Once notification has been made the Local Planning Authority may do one of three things, make a tree preservation order in the interests of the amenity of the area, decide to do nothing within a six week period after which the proposed works may be carried out or decide not to make a tree preservation order and inform the applicant.

It is an offence to carry out works to trees which fall within the category of notification without first going through this process.

- The amount of "Permitted Development" which can be built without Planning Permission is more limited, although some minor extensions are still permissible without planning approval. The Local Authority Planning Department should always be contacted before carrying out any development.

Article 4 Directions gives the local planning authority the power to restrict, selectively, certain permitted development rights in conservation areas and could cover: the painting of external facades, replacement of roofs, replacement of rainwater goods, replacement of windows, replacement of doors, external boundary treatment. Where Article 4 Directions have been designated Planning Permission will be required to carry out works covered by the designation.

- A Local Authority may apply to the Secretary of State, to designate a conservation area as an area of special control of advertisements. Which largely effects commercial properties in the conservation areas.
- A Local Authority Planning Department must give special consideration to any new developments or alterations to existing buildings or requests to demolish a building, to ensure that the proposal will enhance and not detract from the quality of the Conservation Area.

Various guidance leaflets relating to Conservation Areas are available on request from Warwick District Council and some are available on the Council's website [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk) and Planning Officers at the District Council are always happy to discuss any issues relating to Conservation Areas in the District.

Further information concerning land uses within the Conservation Area is available within Warwick District Councils Local Plan which is also available on the Council's website.

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PAC 3 - PDF Accessibility Checker 3
Version: 3.0.7.0

## PDF Accessibility Checker 3

**Title**  
Urban Conservation Areas kenilworth and whitnash

**Filename**  
UrbanConservationAreas\_KENILWORTH.pdf

Language	Tags	Pages	Size
(no language)	450	26	5 MB

Zugang für alle  
Accès pour tous  
Accesso per tutti  
Access for all

**Summary Report**

**✗ This PDF file is not PDF/UA compliant.**

Checkpoint	Passed	Warned	Failed
PDF Syntax	506	0	0
Fonts	14	0	16
Content	64456	0	0
Embedded Files	0	0	0
Natural Language	0	0	18444
Structure Elements	224	0	0
Structure Tree	838	20	0
Role Mapping	912	0	0
Alternate Descriptions	1772	0	52
Metadata	4	0	2
Document Settings	28	0	2

**Sponsors**

Schweizerischer Zentralverein für das Blindenwesen

CONLLIT

Zugang für alle  
Accès pour tous  
Accesso per tutti  
Access for all

DRUCKVORSTUFEN

Accessible documents for everyone

**Results in Detail** | **Summary Report as PDF**

**Screen Reader Preview** | **Logical Structure**

**Document Statistics**

### The Freedom of Information Act 2000:

**WARWICK DISTRICT COUNCIL**

**FREEDOM OF INFORMATION ACT 2000**

**PUBLICATION SCHEME**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

**Classes of information**

**Who we are and what we do.**  
Organisational information, locations and contacts, constitutional and legal governance.

**What we spend and how we spend it.**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

**What our priorities are and how we are doing.**  
Strategy and performance information, plans, assessments, inspections and reviews.

**How we make decisions.**  
Policy proposals and decisions, Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**  
Current written protocols for delivering our functions and responsibilities.

**Lists and registers.**  
Information held in registers required by law and other lists and registers relating to the functions of the Council.

PAC 3 - PDF Accessibility Checker 3
Version: 3.0.7.0

## PDF Accessibility Checker 3

**Title**  
FreedomofInformationNewPublicationSchemeAPPEI

**Filename**  
FreedomofInformationNewPublicationSchemeAPPEI

Language	Tags	Pages	Size
en-GB	97	3	23 KB

Zugang für alle  
Accès pour tous  
Accesso per tutti  
Access for all

**Summary Report**

**✗ This PDF file is not PDF/UA compliant.**

Checkpoint	Passed	Warned	Failed
PDF Syntax	106	0	0
Fonts	0	0	6
Content	14304	0	0
Embedded Files	0	0	0
Natural Language	7098	0	0
Structure Elements	24	0	4
Structure Tree	166	2	0
Role Mapping	194	0	0
Alternate Descriptions	388	0	0
Metadata	4	0	2
Document Settings	4	0	2

**Sponsors**

Zugang für alle  
Accès pour tous  
Accesso per tutti  
Access for all

Schweizerischer Zentralverein für das Blindenwesen

Accessible documents for everyone

CONLLIT

DRUCKVORSTUFEN

**Results in Detail** | **Summary Report as PDF**

**Screen Reader Preview** | **Logical Structure**

**Document Statistics**

The premise\_licence\_application.docx :

**I** Application for a premises licence to be granted under the Licensing Act 2003

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We  (insert name(s) of applicant)  
**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003**

**Part 1 – Premises details:**

Postal address of premises or, if none, Ordnance Survey map reference or description

Post town  Postcode

Telephone number at premises (if any)

Non-domestic rateable value of premises £

**Part 2 – Applicant details:**

Please state whether you are applying for a premises licence as **Please tick as appropriate**

a) an individual or individuals \*  please complete section (A)

b) a person other than an individual \*

i as a limited company/limited liability partnership  please complete section (B)

ii as a partnership (other than limited liability)  please complete section (B)

iii as an unincorporated association or  please complete section (B)

iv other (for example a statutory corporation)  please complete section (B)

c) a recognised club  please complete section (B)

d) a charity  please complete section (B)

**Accessibility** [dropdown] [close]

Inspection Results


**Errors**

- > **Missing alternative text (7)**
- > **Image or object not inline (7)**

**Warnings**

- > **Check reading order (47)**

The application\_form\_to\_vary\_a\_premises\_licence.docx :

 **WARWICK DISTRICT COUNCIL**

Application to vary a premises licence under the Licensing Act 2003

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We  (insert name(s) of applicant)  
**being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below**

**Premises licence number**

**Part 1 – Premises Details**

Postal address of premises or, if none, Ordnance Survey map reference or description

Post town  Postcode

Telephone number at premises (if any)

Non-domestic rateable value of premises £

**Part 2 – Applicant details**

Daytime contact telephone number

E-mail address (optional)

Current postal address if different from premises address

Post town  Postcode

**Accessibility** [dropdown] [close]

Inspection Results

**Errors**

- > **Missing alternative text (8)**
- > **Image or object not inline (9)**

**Warnings**

- > **Check reading order (36)**

## User Comments

“When viewing several PDF documents, I found no evidence of a headings structure, and some graphics did not contain a clear label I am also unsure if some graphics are used for decoration or to convey specific information I also noticed a table that did not contain a clear header, and some of the columns and rows were not clearly labelled for screen reader users

All documents should contain a clear and logical headings structure, and all elements that are used to convey information such as tables, graphics, and links should be tagged to provide easier and accessible navigation, this will promote a positive user experience as a result.”

Alan Sleat  
Screen Reader Tester

## Occurrences

This issue occurs throughout the site.

## Example Occurrences

Figures and images in PDF documents should have non blank ALT text, except for decorative images which should be marked as artifacts.

[https://www.warwickdc.gov.uk/download/downloads/id/1589/gypsy\\_and\\_traveller\\_booklet](https://www.warwickdc.gov.uk/download/downloads/id/1589/gypsy_and_traveller_booklet)  
<https://www.warwickdc.gov.uk/download/downloads/id/3080/www.warwickdc.gov.uk>  
[https://www.warwickdc.gov.uk/download/downloads/id/651/foi\\_publication\\_scheme](https://www.warwickdc.gov.uk/download/downloads/id/651/foi_publication_scheme)  
[https://www.warwickdc.gov.uk/download/downloads/id/500/supplementary\\_guidance](https://www.warwickdc.gov.uk/download/downloads/id/500/supplementary_guidance)

PDFs must be tagged to be accessible by screen readers.

[https://www.warwickdc.gov.uk/download/downloads/id/410/prior\\_approval\\_of\\_proposed\\_change\\_of\\_use\\_of\\_state\\_funded\\_school](https://www.warwickdc.gov.uk/download/downloads/id/410/prior_approval_of_proposed_change_of_use_of_state_funded_school)  
[https://www.warwickdc.gov.uk/download/downloads/id/2075/stratford\\_road\\_gypsy\\_and\\_traveller\\_consultation\\_document\\_with\\_cover](https://www.warwickdc.gov.uk/download/downloads/id/2075/stratford_road_gypsy_and_traveller_consultation_document_with_cover)  
[https://www.warwickdc.gov.uk/download/downloads/id/411/notification\\_of\\_a\\_proposed\\_change\\_of\\_use\\_to\\_dwelling](https://www.warwickdc.gov.uk/download/downloads/id/411/notification_of_a_proposed_change_of_use_to_dwelling)

Word document contains a graphic without ALT text.

[https://www.warwickdc.gov.uk/download/downloads/id/86/premise\\_licence\\_application.docx](https://www.warwickdc.gov.uk/download/downloads/id/86/premise_licence_application.docx)  
[https://www.warwickdc.gov.uk/download/downloads/id/87/application\\_form\\_to\\_vary\\_a\\_premises\\_licence.docx](https://www.warwickdc.gov.uk/download/downloads/id/87/application_form_to_vary_a_premises_licence.docx)  
[https://www.warwickdc.gov.uk/download/downloads/id/95/club\\_premises\\_certificate\\_variation\\_application\\_form.docx](https://www.warwickdc.gov.uk/download/downloads/id/95/club_premises_certificate_variation_application_form.docx)

## Action Required

1. Ensure all non-HTML documents are accessible.
2. Provide accessible alternatives to inaccessible non-HTML documents where applicable.

Note: The Shaw Trust Accessibility Services recognises that it may be impractical to make all non-HTML documents accessible due to volume and complexity. In this scenario, only proof of policy to make all future non-HTML documents accessible is required for conformance.

## WCAG References

**1.1.1 Non-text Content:** All non-text content that is presented to the user has a text alternative that serves the equivalent purpose, except for the situations listed below. (Level A)

- **Controls, Input:** If non-text content is a control or accepts user input, then it has a name that describes its purpose. (Refer to *Guideline 4.1* for additional requirements for controls and content that accepts user input.)
- **Time-Based Media:** If non-text content is time-based media, then text alternatives at least provide descriptive identification of the non-text content. (Refer to *Guideline 1.2* for additional requirements for media.)
- **Test:** If non-text content is a test or exercise that would be invalid if presented in text, then text alternatives at least provide descriptive identification of the non-text content.
- **Sensory:** If non-text content is primarily intended to create a specific sensory experience, then text alternatives at least provide descriptive identification of the non-text content.
- **CAPTCHA:** If the purpose of non-text content is to confirm that content is being accessed by a person rather than a computer, then text alternatives that identify and describe the purpose of the non-text content are provided, and alternative forms of CAPTCHA using output modes for different types of sensory perception are provided to accommodate different disabilities.
- **Decoration, Formatting, Invisible:** If non-text content is pure decoration, is used only for visual formatting, or is not presented to users, then it is implemented in a way that it can be ignored by assistive technology.

# STAS-F14: Duplicate ID's

## Description

Duplicate ID errors are known to cause problems for assistive technologies when they are trying to interact with content. Duplicate values of type ID can be problematic for screen reader users that rely on this attribute to accurately convey relationships between different parts of content to users.

For example, a screen reader may use ID values to identify the applicable header content for a data cell within a data table, or an input control to which a given label applies. If these values are not unique, the screen reader will be unable to programmatically determine which headers are associated with the data cell or which control is associated with which label or name.

The following example issues have been found that may cause issues for assistive technology.

## Example Occurrences

``id=one`` appears twice on:

- <https://www.warwickdc.gov.uk/electionsprivacy>
- [https://www.warwickdc.gov.uk/info/20802/privacy\\_notices/1384/electoral\\_services\\_elections\\_and\\_electoral\\_registration\\_privacy\\_notice](https://www.warwickdc.gov.uk/info/20802/privacy_notices/1384/electoral_services_elections_and_electoral_registration_privacy_notice) Line 388 389

``id=content`` appears twice on:

- [https://www.warwickdc.gov.uk/info/20375/building\\_regulations/1140/renovating\\_your\\_home](https://www.warwickdc.gov.uk/info/20375/building_regulations/1140/renovating_your_home) Line
- [https://www.warwickdc.gov.uk/info/20530/parking/326/contact\\_parking](https://www.warwickdc.gov.uk/info/20530/parking/326/contact_parking) Line
- [https://www.warwickdc.gov.uk/info/20530/parking/326/contact\\_parking\\_services](https://www.warwickdc.gov.uk/info/20530/parking/326/contact_parking_services) Line
- <https://www.warwickdc.gov.uk/info/20596/elections/417/voting> Line
- [https://www.warwickdc.gov.uk/info/20596/elections/417/voting\\_in\\_elections](https://www.warwickdc.gov.uk/info/20596/elections/417/voting_in_elections) Line
- [https://www.warwickdc.gov.uk/info/20685/apply\\_for\\_council\\_tax\\_reduction\\_and\\_benefits/674/eligibility](https://www.warwickdc.gov.uk/info/20685/apply_for_council_tax_reduction_and_benefits/674/eligibility)

## Action Required

1. Ensure that all values of type ID are unique in the Web page

# WCAG References

**4.1.1 Parsing:** In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features. (Level A)

*Note:* Start and end tags that are missing a critical character in their formation, such as a closing angle bracket or a mismatched attribute value quotation mark are not complete.

# STAS-F15: HTML Markup Errors

## Description

Some pages have markup errors and parsing errors that may impact on assistive technologies and may cause screen readers to miss content. Markup errors like missing end tags mean screen readers may skip important content.

Element br not allowed as child element in this context.

[https://www.warwickdc.gov.uk/news/article/292/warwick\\_district\\_council\\_s\\_new\\_administration\\_announced](https://www.warwickdc.gov.uk/news/article/292/warwick_district_council_s_new_administration_announced)

Element colgroup not allowed as child element in this context.

[https://www.warwickdc.gov.uk/info/20593/council\\_tax/371/parish\\_council\\_precepts](https://www.warwickdc.gov.uk/info/20593/council_tax/371/parish_council_precepts)

Element legend not allowed as child element in this context.

<https://www.warwickdc.gov.uk/royalpumprooms/faqs/ask>  
<https://www.warwickdc.gov.uk/royalspacentre/faqs/ask>

Element p not allowed as child element in this context.

[https://www.warwickdc.gov.uk/faqs/faq/56/i\\_have\\_started\\_work\\_after\\_being\\_on\\_benefit\\_is\\_there\\_any\\_more\\_help\\_available](https://www.warwickdc.gov.uk/faqs/faq/56/i_have_started_work_after_being_on_benefit_is_there_any_more_help_available)  
[https://www.warwickdc.gov.uk/faqs/faq/380/why\\_can\\_t\\_you\\_prune\\_the\\_tree\\_outside\\_my\\_house](https://www.warwickdc.gov.uk/faqs/faq/380/why_can_t_you_prune_the_tree_outside_my_house)

Element searchresults-only not allowed as child element in this context.

[https://www.warwickdc.gov.uk/royalpumprooms/site\\_search/results/?q=palette](https://www.warwickdc.gov.uk/royalpumprooms/site_search/results/?q=palette)

Element style not allowed as child element in this context.

[https://www.warwickdc.gov.uk/info/20160/council\\_housing](https://www.warwickdc.gov.uk/info/20160/council_housing)  
[https://www.warwickdc.gov.uk/info/20108/food\\_safety](https://www.warwickdc.gov.uk/info/20108/food_safety)

Element title not allowed as child element in this context.

<https://www.warwickdc.gov.uk/site/>

Quote ' in attribute name. Probable cause: Matching quote missing somewhere earlier.

<https://www.warwickdc.gov.uk/newsletters>  
<https://www.warwickdc.gov.uk/emailalerts>

Start tag body seen but an element of the same type was already open.

<https://www.warwickdc.gov.uk/site/>

Stray end tag head.

<https://www.warwickdc.gov.uk/site/>



Stray end tag noscript.

<https://www.warwickdc.gov.uk/site/>

Stray end tag span.

<https://www.warwickdc.gov.uk/emailalerts>

<https://www.warwickdc.gov.uk/info/20604/news/1280/newsletters>

Unclosed element span.

<https://www.warwickdc.gov.uk/emailalerts>

<https://www.warwickdc.gov.uk/info/20604/news/1280/newsletters>

## Example Occurrences

[https://www.warwickdc.gov.uk/news/article/292/warwick\\_district\\_council\\_s\\_new\\_administration\\_announced](https://www.warwickdc.gov.uk/news/article/292/warwick_district_council_s_new_administration_announced)

[https://www.warwickdc.gov.uk/info/20593/council\\_tax/371/parish\\_council\\_precepts](https://www.warwickdc.gov.uk/info/20593/council_tax/371/parish_council_precepts)

<https://www.warwickdc.gov.uk/royalpumprooms/faqs/ask>

<https://www.warwickdc.gov.uk/royalspacentre/faqs/ask>

[https://www.warwickdc.gov.uk/faqs/faq/56/i\\_have\\_started\\_work\\_after\\_being\\_on\\_benefit\\_is\\_there\\_any\\_more\\_help\\_available](https://www.warwickdc.gov.uk/faqs/faq/56/i_have_started_work_after_being_on_benefit_is_there_any_more_help_available)

## Action Required

1. Ensure that no HTML parsing errors exist and that can impact use of assistive technologies.

## WCAG References

**4.1.1 Parsing:** In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features. (Level A)

*Note:* Start and end tags that are missing a critical character in their formation, such as a closing angle bracket or a mismatched attribute value quotation mark are not complete.

**4.1.2 Name, Role, Value:** For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies. (Level A)

*Note:* This success criterion is primarily for Web authors who develop or script their own user interface components. For example, standard HTML controls already meet this success criterion when used according to specification.

# Priority AA Issues

# STAS-F16: Elements not Visible in Focus

## Description

Users who are reliant on a keyboard to navigate the website use the tab key to cycle through the links on a page. A visual cue is required to highlight which link is currently in focus so that the user can identify where they are within the set of links on a page. Not having link highlighting can make it more difficult and confusing for keyboard only users to navigate a site.

There were a number of instances where certain links in focus were not highlighted to the users.

## User Comments

“ “

## Occurrences

This issue occurs throughout the site.

## Example Occurrences

#URL#

## Action Required

1. Provide a strong visual cue on focus for elements that can receive keyboard focus.

## WCAG References

**2.4.7 Focus Visible:** Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible. (Level AA)

# Advisories

# STAS-A01: Broken ARIA Reference

## Description

When used appropriately, ARIA can be beneficial to screen reader users when navigating a webpage. Correct labelling or a description should be used for the 'aria-labelledby' or 'aria-describedby' attribute value.

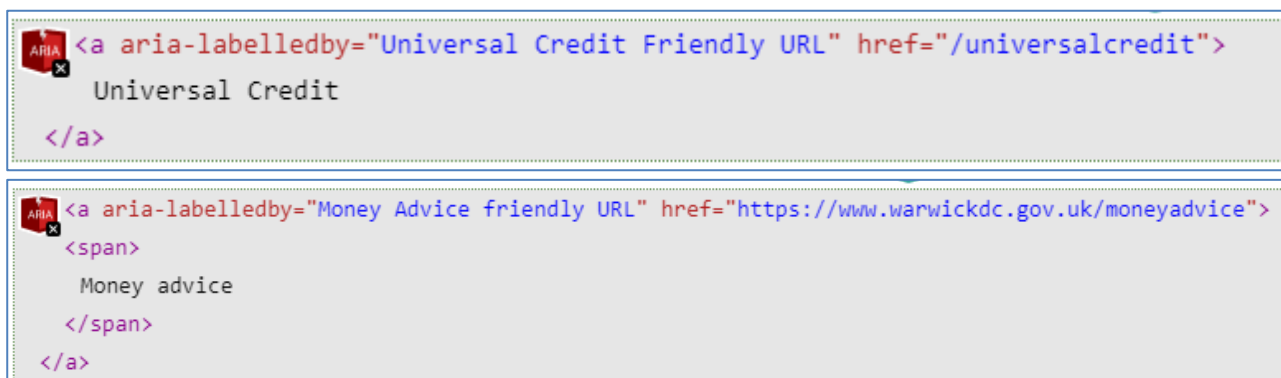
ARIA is used on this website; however, the reference is broken. This could cause problems for users of assistive technology such as screen reader users.

Ensuring that all ARIA references are correct will assist users of assistive technology to navigate the website in a similar way to that of a sighted person.

When testing the website, it was found that there were pages that contained a broken ARIA reference.

Ensuring that all ARIA references are correct will assist users of assistive technology navigate the website in a similar way to that of a sighted person.

On the 'Housing benefits and rents' page, there are 2 ARIA labelling issues where 2 links are trying to be described by an element 'friendly URL' that doesn't exist on the page.



```
<a aria-labelledby="Universal Credit Friendly URL" href="/universalcredit">
  Universal Credit
</a>

<a aria-labelledby="Money Advice friendly URL" href="https://www.warwickdc.gov.uk/moneyadvice">
  <span>
    Money advice
  </span>
</a>
```

## Example Occurrences

<https://www.warwickdc.gov.uk/benefitsandrents>

[https://www.warwickdc.gov.uk/info/20161/housing\\_benefits\\_and\\_rents](https://www.warwickdc.gov.uk/info/20161/housing_benefits_and_rents)

## Recommendations

1. Ensure that all aria references are coded correctly Ensure the target for the reference exists

**Shaw Trust is a charity which was founded in the village of Shaw, Wiltshire in 1982.**

**Our Vision:**

**Shaw Trust believes that everyone has the right to employment, inclusion and independence.**

**Our Purpose is to:**

**Focus on people who experience barriers related to disability, health and other disadvantages, providing personalised support to enable them to work, gain independence and control and contribute to family and community life.**

**Influence policy and improve the lives of disabled and disadvantaged people.**

**By working with businesses, commissioners and partner organisations, we've helped over 450,000 people achieve employment, inclusion and independence.**

If you would like to know more about Shaw Trust please contact us today.  
Call: 01225 716300  
Email: [info@shaw-trust.org.uk](mailto:info@shaw-trust.org.uk)  
Web: [www.shaw-trust.org.uk](http://www.shaw-trust.org.uk)

A Company Limited by Guarantee. Registered Number 1744121  
Registered Charity Number in England & Wales 287785  
Registered Charity Number in Scotland SC039856

