



## Lenham Parish Council website – style guide

**Adopted 5 February 2020**

### Introduction

This style guide is offered to those wishing to have articles published on the Council's website in order that all contributions comply with the current Accessibility Requirements for all publicly owned website and media outlets.

### Style guide requirements

To meet government accessibility requirements, digital services must:

- meet level AA of the Web Content Accessibility Guidelines (WCAG 2.1) as a minimum
- work on the most commonly used assistive technologies - including screen magnifiers, screen readers and speech recognition tools
- include people with disabilities in user research
- have an accompanying accessibility page that explains how accessible the service is - the date you need to publish this depends on the date the service moves into public domain

The Council's web host is Hugo Fox which meets all the basic requirements under the Regulations, however, at a local level the Council is required to ensure that locally generated articles continue to meet the requirements. In order to do this all articles and items presented for publishing on the Council's website must comply with the following:

- all items must be in easy to read fonts such as Arial or Calibri
- the font size should be no smaller than 12
- items should be aligned left. This is the recognised standard and makes items easier to read for people with limited vision and those using screen readers
- there should be no pictures or images alongside or interwoven with text. Pictures can be included at the beginning or the end of a text section but text and picture or images must not be mixed

Those are the basic technical requirements. In addition, the Council will require all items to meet its local standards:



- all items for publication should be presented as PDF files of no more than 10mb in size. Anything larger will be rejected as the space on the Council's website has limitations with which all postings must complete
- the item should detail what the article is about, if it is an event then the item should clearly state when it will be held, where it will take place and who should be contacted for further information. The Council cannot be responsible for answering enquiries about events which it is not sponsoring or delivering itself
- all items must be dated
- if the item relates to an event the provider must let the Council know who to refer to in the case that more information is required. This may, or may not be, the same contact details as published in the article
- if the item is a news related post then this will remain on the Council's web site for a maximum of one-month dependant on the length of time the article has currency, for example if the article relates to a six-week campaign about something then the article will remain visible for that length of time
- while the Council will endeavour to ensure that all items are uploaded and eventually removed in a timely way, it can take no responsibility for short-notice requests. The minimum lead-in time for an item to be published will be one week

**All items for posting should be sent to:**

[hello@lenhamparish.org.uk](mailto:hello@lenhamparish.org.uk)

Items will be acknowledged as being received within the lead-in time and if any further discussion about the content or source of the content is required then it will be referred to the Council's Finance and General Purposes Committee (F&GP) for discussion. The F&GP committee meets monthly.

If the item relates to a commercial activity for which there will be a nominal charge, the item will not be posted until the charge has been paid.

The maximum length of time an item can remain on the website, whether from a community group or a commercial provider, will be three months after which time the originator will be required to confirm that all of the content remains relevant.

**Lenham Parish Council  
February 2020**

