HAMBLE
PARISH
— COUNCIL —

Council Meeting
Agenda

Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE

Monday 14th September 2020 – 7pm virtual meeting
This meeting is open to members of the public.
If you wish to participate you must contact the Clerk at Parish Office via
clerk@hamblepc.org.uk to confirm any points you would like to raise and/or receive the
link to the meeting no later than 10am on Monday 14th September 2020.

Minute reference for the meeting will follow the following format 14092020+item number.

1. Welcome
   a. Apologies for absence
   b. Declaration of interest and approved dispensations
   c. Approve minutes of the emergency meeting of 11th August 2020

2. Public Session

3. Co-option for filling the vacancy

4. Anti-social Behaviour Review

5. Newsletter Advertising

6. Coronavirus and business continuity

7. Covid-19 Health and Safety Policy

8. Financial

   a. Reconciliations from May, June, July and August

   b. Payments

   c. Income Shortfall

   d. Earmarked Reserves

   e. Delegated Decisions

9. Accessibility Regulations

    a. Audit

    b. Policy

Exempt Business

To consider passing a resolution under Section 100A(4) of the Local Government Act 1972 in respect of the following item(s) of business on the grounds that it is/they are likely to involve the disclosure of exempt information as defined in paragraphs 1, 2, 3 of Part 1 of Schedule 12A of the Act.

The Schedule 12A categories have been amended and are now subject to the public interest test, in accordance with the Freedom of Information Act 2000. This came into effect on 1st March 2006.

It is considered that the following items are exempt from disclosure and that the public interest in not disclosing the information outweighs the public interest in disclosing the information.

10.   Recommendations from Asset Management Committee – Hamble Aerospace Ltd (HAL formerly GE Aviation) Planning Application - Heads of Terms for the Playing Pitch mitigation

Dated: 9th September 2020

Signed: Amanda Jobling, Clerk, Hamble Parish Council, Parish Office, 2 High Street, Hamble, Southampton SO31 4JE. 023 8045 3422.

UPCOMING PARISH COUNCIL MEETINGS
Personnel Committee – 22nd September 2020 – Virtual Meeting
Planning Committee – 28th September 2020 – Virtual Meeting
Council – 12th October 2020 – Virtual Meeting

Present

Councillors S. Hand (Chair), S. Cohen (Vice Chair), M Cross, T. Dann, S. Haywood, J. Nesbitt-Bell, D Rolfe, S Schofield (for agenda items 4 and 5) A. Thompson, I. Underdown

Officers : Clerk

The minute reference for each item is 10082020 + the agenda item number

1   Welcome

1a   Apologies for absence

Councillor J Dajka

1b   Declarations of interest and approved dispensations

Cllrs Hand, Cohen, Cross, Dann, Haywood and Underdown declared an interest in agenda time 3.

Cllr Cross also declared an interest in agenda item 4.

1c.   To approve the minutes of previous meetings

IT WAS RESOLVED TO approve the Minutes of 10 July 2020 subject to noting that Cllr Cross was present.

2.   Public Session

No members of the public were present and wished to speak

3   Royal Southern Yacht Club (RSrnYC) Premises Licence Variation and related issues

As both the Chairman and the Vice Chairman had declared and interest in this agenda item **IT WAS RESOLVED** that Cllr Thompson would chair the

discussion. Those members who had declared an interest took no part in the discussion relating to the RSrnYC premises. The Clerk reported the developments that had taken place since the papers had been circulated. Following discussion it was noted that, if the application proceeded, Cllrs Dann and Underdown would attend the hearing in a personal capacity.

Cllr Hand resumed as Chair.

IT WAS RESOLVED that the council would in principle oppose, in the future, any licence application for the sale of alcohol on the area of land in front of the RSrnYC premises.

IT WAS RESOLVED TO accept the proposed changes to the Terms of Reference of the Planning Committee

4   GE Aviation Appeal Application - APP/W1715/W/20/3255559

IT WAS RESOLVED that, should it be necessary, that the Clerk will represent the Council at the planning inquiry.

5   Delegated decisions

The Clerk reported that there was an additional cost of £825 for the Website Accessibility Audit. The decisions were noted.

The meeting closed at 2005.

CO-OPTION APPLICATION FORM

Name:	Michelle Nicholson
Address:	██████████████████ ██████████ ████████████████ ██████████
Telephone Number:	████████████
Email Address:	████████████████████████
Why are you applying to become a Parish Councillor?	After relocating to Hamble in May 2019, I would like to play an active role in helping the community as a new representative voice for Hamble residents. I would like to apply my 20 years of corporate experience navigating complex global organisations to help the Hamble Parish Council in their efforts to 'get things done' though the different layers of local government, including: Eastleigh Borough Council and Hampshire County Council, amongst others. My husband and I rely on public transport, walking and cycling to get around. For this reason, I would like to be a voice to speak on behalf of pedestrians, cyclists and public transport users in Hamble.
What skills and experience can you bring to the role?	My professional background is in internal communications and engagement, project management, change management and strategy. I gained 20 years of experience working in the global consulting firms, Ernst & Young (EY)and AlixPartners, where I implemented large-scale transformation, communications and business planning projects at UK, European and global levels. I now have set up my own freelance internal communications and engagement consultancy – working from my home in Hamble. I am a dual British and Canadian citizen. My husband and I had lived in London for 18 years before moving to Hamble. Prior to that, I had lived in Canada – growing up in Calgary and Vancouver and living in Toronto for one year. My interests outside of work include Pilates, sailing, paddling, history and travel. I hope my blend of professional and personal experience – including living in different cities – will bring useful skills and different perspectives to the Parish Council.
What would you like to achieve in your time on the Council?	My main goals that I would like to achieve during my time on the Council. 1. Help improve road safety to ensure roads are safe for all road users – pedestrians, cyclists and drivers. 2. Engage with the community on public transport needs. 3. Help to improve the connection and conversation between Hamble residents, the Parish Council and other local government bodies.

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Anti Social Behaviour Review

With the easing of lock down and the extended school summer holidays the issues at the Foreshore have once again been significant.

The problems have changed over the course of the summer and have not been specific to children and young people. At the start the summer the issues were about littering from the high numbers of people being outside and having rubbish to dispose of. This placed a high demand on the grounds staff and resulted in a lot of complaints across the whole village. Changes to signage were in response to this.

As the weather warmed up the issues became focused on the Foreshore with a high incidence of anti-social behaviour. This included:

- Loud and abusive language
- Dangerous behaviour linked to the bridge and pontoon
- Swimming within the exclusion area
- Trespass on private property
- Large groups, not social distancing and intimidating other users
- Inappropriate use of bikes and horses on the Foreshore and Quay
- Loud music
- Drug use and underage alcohol consumption
- Damage to property
- Late night noise

Review

Hampshire Police have made it clear that they cannot continue to police the situation with the level of resources that have been needed each year. A longer-term solution has to be found.

Council is asked to suggest how they want to proceed with this and the outcomes they would hope to achieve.

Answers to the following would be helpful:

Who do they think should be involved in the review? Parish and non parish partners?

This could include for example: other agencies, people directly affected, elected representatives, local schools?

How should the public be engaged in the discussion?

Should the public be invited to make representations, should there be some form of public forum, could a meeting be arranged in the current circumstances and be useful, if a report is produced should comments be invited on the content and recommendations

What solutions can HPC hope to bring to the review?

Could we do more to help manage the space at the foreshore to reduce problems? Would more youth engagement help? Does the existence of the bye law help or hinder the situation?

Is there more we could do?

Should we consider closing the car park at night to stop cars playing loud music late at night? If we closed it how would that work? Would railings along the front with planters reduce the likelihood of groups gathering? Could the beach area be improved to attract young people?

Could the Foreshore be used differently?

Could areas be occupied by commercial venders such as paddle boarders? Seating removed from key areas during the summer?

What measures would the council hope to see coming from the review? *- if so what?*

Who do they expect to take the action?

A meeting is due to take place on Friday 11th September. Feedback will be given at the meeting.

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Newsletter – advertising fees and feedback on the newsletter items

Advertising fees

The Council agreed at the July meeting to trial a newsletter rather than a magazine for 12 months (10 editions). To contribute to the cost of production, new advertising fees are set out in the appendix – Hamble Village News – Advertising. Current advertisers have confirmed their space requirements and from this we can assume that £632.50 of advertising can be sold per edition. Production and delivery costs are £1025,00 per edition.

Feedback from residents also indicated that advertising was seen as a useful source of information and does generate local economic activity.

Given this it is recommended that we introduce advertising at the fees set out in the October edition. The potential for sponsorship from local businesses should also be looked at.

In the last newsletter we asked for feedback on two issues:

Future management of the Telephone box in The Square.

To date three people have come forward following the article. One of the volunteers, specifically offered to paint the telephone box.

Currently the telephone box is owned by BT. The Parish can apply to buy the box for the sum £1. As The Square forms part of the Hamble Conservation Area, there are additional protections on the box which would be transferred to the new owner.

Council are asked to confirm in the light of this how they would like to proceed.

Options include:

- Do nothing and leave it with BT
- Adopt the box and manage it ourselves
- Adopt the box and seek volunteers to take over the management. Is there a critical number needed to have confidence in this approach?
- Other

Marking the pandemic

Coronavirus has changed all aspects of life and the Corona Virus Recovery Working Group were keen to involve the community in identifying a meaningful way of marking the pandemic. Previously a suggestion to link the tree planting project with this item and another suggestion is as follows:

Some kind of plaque in the shape and form of a rainbow with the colours spelling out the sentiments that people have demonstrated during the lockdown and beyond.

"Symbolism and feelings:
Violet - To do good for others.
Indigo - Devotion, service, honesty and dignity.
Blue - Loyalty, strength, wisdom and trust.
Green - Growth, nature, health and safety.
Yellow - Happiness, joy and sunshine.
Orange - stimulating and vibrant.
Red - Love, warmth and comfort.

Could be said in the form of a sculpture: For example Ruri at Keflank Airport Iceland: See below:
This to me is a wonderful sculpture, something like this (obviously on a smaller scale) would be so meaningful and a very appropriate lasting memorial as we enter our beautiful Hamble Village"

Council should consider if they wish to proceed with a public art project as it would be timely to confirm it to EBC given the potential for developer's contributions if the Hamble Aerospace Ltd application is approved on appeal.

An update will be needed in the next news letter.

Recommendations

To approve the advertising fees set out in the appendix to the report and the shape and form that it will take in future news letters

Hamble Village News – Advertising

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Below are the provisional options and rates for advertising within Hamble Village News, an A4 8-page full colour publication. Published monthly, excluding January 2021, and delivered to every home within Hamble Parish.

DOUBLE BANNER
(190mm x 75mm)
PREMIUM SPOT: BACK PAGE ONLY

BANNER
(190mm x 35mm)

HALF BANNER
(90mm x 35mm)

HALF BANNER
(90mm x 35mm)

PRICING

Advert	Price per edition (one-off)	Price per edition (when booking up to July 2021)
Double Banner	£250 (back page only)	N/A
Banner	£100	£85
Half Banner	£50 (minimum 2 editions)	£42.50

HAMBLE
P A R I S H
— C O U N C I L —

Council Meeting 14th September 2020

COVID 19 : MONITORING AND BUSINESS CONTINUITY

This paper has been informally considered by the Personnel Committee and the Council's staff have had an opportunity to comment on its content. Comments have been incorporated wherever possible.

At the July meeting of the Council the following was resolved: -

- staff should continue to work from home wherever possible
- remote working should be promoted as the new normal although office cover will need to be balanced against this
- the part time assistant should be retained (if possible) to help cope with any backlog of work resulting from staff absences
- Appointments on request – virtual or face to face but office remains closed to casual callers which reduce the work required to make it conform to changing government guidelines and provide reassurance to staff.
- all council and committee meetings continue to be held virtually
- consider areas for reduced grounds maintenance such as grass cutting, rubbish clearance
- employ contractors where necessary and possible to supplement the grounds team e.g. grass cutting to enable additional litter collection
- Clock permits: Permits issued this year should be valid until the end of 2021 (added benefit of a gift to parishioners and businesses at this difficult time)

- Dinghy park: No reallocation of spaces unless needed for operational reasons
- Priorities for staff to be agreed taking us up to the new year. New ideas or initiatives should be considered against this list – one in one out.
- Agree a strategy for communicating to residents including the magazine, social media and other options.

It was also indicated that the position would be formally reviewed in November but would be monitored in the meantime. Since these recommendations were agreed government guidelines have changed, staff have been absent with a number of issues, some work related and we have gained more experience of what has worked and, perhaps more importantly, what hasn't. Also, we are currently back to full complement, with phased returns virtually complete, so it is appropriate to assess what backlog had occurred and how workload should be managed going forward.

It is clear that the 'new normal' is going to be with us for some time and we have to ensure that the Council fulfils its obligations to the parishioners, staff are supported and there is resilience in the manner in which we operate. It would also be prudent to take into account what other parishes are doing with regard to their operations.

Clarification of existing recommendations

The resolutions agreed at the July meeting are, generally, still robust and in accordance with government guidelines. However, there are a few areas where as a result changes in government guidelines and experience in our operations some clarification would be helpful.

It has become clear that with the increase in activity following the lockdown it is necessary to have at least one person from the administrative staff in the parish office Monday to Friday. Not having an office presence reduces the Council's ability to support residents and has the potential to result in increased costs and lost productivity.

Public Access

With a more general opening up following lockdown the question of how the public access and the parish council services office, needs to be considered. Whilst this forms part of the Risk Assessment that we are required to carry out in order to use the office it may be appropriate to clarify the position with regard to conducting our business and how to promulgate the decision.

Throughout the pandemic there has been no break in service to the parish thanks to the efforts of the staff. However, parishioners are aware that staff have been present in the office and, despite notices and a locked door, seek to attract their attention and there is an issues as how this situation should be managed.

Given the concerns about a second wave of Covid in the autumn and the need to try and ensure a clear approach the following is suggested:-
- we should continue to seek that the first approach to the office should be by phone or email and ensure that parishioners are aware that they will receive a speedy response.

- the office should not formally re-open but procedures for dealing with ad hoc visitors should be introduced

-       signage should be reviewed to ensure that parishioners and other users of the council's services are aware of the procedures for contacting the council

-       this should include information on the website, notice boards, social media and in the next newsletter. Other forms of communication should also be considered e.g. emails to known groups

Backlog

With the increased workload as a result of Covid 19 and staff shortages there has been a backlog of work building up and a number of major issues coming forward in the next few months including: -

-       Hamble Aerostructures Ltd appeal and associated proposed mitigation at RUP
-       renewal of major leases
-       review of anti-social behaviour. This has to be done in the Autumn if we are to achieve changes for next summer
-       budgets

The backlog in day to day work has been addressed; project or one-off pieces of work have tended to suffer most with a number put on hold. Given this, the additional temporary staff should be used to support the clerk in addressing this work with the Admin Assistant and the Deputy Clerk focusing on the day to day operational issues. This will be funded from the Bank Staff budget which has £3,105 unspent to date.

In addition, it is proposed that the all committees should be asked to review priorities and projects so that workloads can be effectively managed and a workplan agreed for the next 6 months.

Business Continuity

A number of issues have arisen since lockdown concerning business continuity; these include accounting, management of flexible working, software licensing issues, holding meetings remotely and access to external systems and passwords, and it would seem an appropriate time to review our working methods, allocation of staff responsibilities and equipment provision.

In order to ensure that all views are taken into account it is proposed that the Personnel Committee (operating as a working group) set up a survey with assistance of an independent consultant to advise on process and outcomes. This would be completed anonymously by staff and councillors. In order to maintain the maximum confidentiality, the collation of this information would be carried out by the Chair of the Personnel Committee and/or the retained expert and a feedback report, together with recommendations, would be made back to Council following consideration of the collated responses by the Personnel Committee. It is envisaged that this approach would provide a wide-ranging overview of the operation of the Council which would be impartial given the involvement of an external expert who could also advise on any change plan programme arising from the outcome of the study.

So far as timescale is concerned if the Council approves the proposed way forward then an initial report could be considered by October Council and any formal recommendations included with the formal review of the position on Covid at the November Council meeting.

Recommendations

For the parish office to be staffed each weekday to ensure the efficient operation of council business.

Arrangements for members of the public needing to access services should be widely publicised, promoting the use of telephone and email as the preferred method, but with the arrangements set out for face to face appointments where necessary.

That Committees should undertake an urgent review of their priorities for the next six months so that a programme of work can be agreed with the Clerk and the staff team. If possible, the temporary member of staff should be retained and should support the Clerk in addressing the priorities agreed by Committees and the Council.

Appoint a consultant to work with the Personnel Committee to undertake a survey of staff and members which will report back to the November meeting. The costs will be confirmed at the October meeting.

COVID-19 Health & Safety Policy

Hamble Parish Council

Introduction

Hamble Parish Council is committed to ensuring the health, safety and welfare of all employees. This policy describes the measures we have put in place to protect our employees and others not in our employment from the risks of the coronavirus (COVID-19) outbreak and the duties that fall upon us.

Scope

This policy applies to all employees of Hamble Parish Council

COVID-19 Health & Safety Policy Statement

Hamble Parish Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the organisation's activities during the COVID-19 pandemic. In order to discharge its responsibilities, the organisation will:

- Bring this Policy Statement to the attention of all employees;
- Carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing the risk of COVID-19;
- Communicate and consult with our employees on matters affecting their health and safety;
- Comply fully with all relevant legal requirements and government guidance;
- Eliminate risks to health and safety, where possible;
- Encourage staff to identify and report hazards in relation to COVID-19 so that we can all contribute towards improving safety;
- Ensure that emergency procedures are in place at all locations for dealing with the virus;
- Maintain our premises, and provide and maintain safe plant and equipment;
- Only engage contractors who are able to demonstrate due regard to health and safety matters and who are effectively managing the risks from the virus;
- Provide adequate resources to control the risks arising from our work activities in relation to the virus;

- Provide adequate training and ensure that all employees are competent to do their tasks safely;
- Provide information, instruction and supervision for employees; and
- Regularly monitor and revise policies and procedures.

This policy statement will be reviewed and revised as necessary to reflect changes to the organisation's activities and any changes to legislation or government guidance. Any changes to the policy will be brought to the attention of all employees.

Signed: **Dated:**

Name:

COVID-19 responsibilities

The overall responsibility for management of the risks presented by COVID-19 rests at the highest management level; however, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

Clerk shall ensure that:

- This policy is communicated across the organisation and the control measures identified are implemented and adhered to;
- Everyone is aware of their responsibilities and has a clear understanding of their areas of accountability;
- The necessary resources are provided to introduce and maintain COVID-19 control measures;
- They lead by example and are actively committed to the successful implementation of this policy; and
- This policy is regularly reviewed and reflects current government guidance and legislation.

The organisation has identified the following as having key responsibilities for the implementation of the COVID-19 control measures:

COVID-19 appointed person (Clerk)

The COVID-19 appointed person shall ensure that:

- A COVID-19 Risk Assessment is conducted and is suitable and sufficient;
- The principles of social distancing and all risk control measures are effectively communicated to all staff;
- Safety training for staff is identified, undertaken and recorded to ensure that they are competent to carry out their work in a safe manner;
- They keep themselves up to date with developments and guidance relating to COVID-19;
- Safe systems of work are developed and implemented where needed;

- COVID-19 incidents inside and outside of work are recorded, investigated and reported where needed;
- Personal protective equipment (PPE) is available as required;
- Staff are encouraged to report hazards and raise concerns;
- A programme of regular and effective cleaning takes place;
- A procedure to deal with any diagnosed cases or instances of staff displaying symptoms of COVID-19 is implemented;
- Sufficient stocks of all materials, including soaps and hand sanitisers, are maintained; and
- Any staff who are extremely vulnerable or vulnerable are identified and appropriate action is taken to ensure their safety.

Managers/supervisors

All managers/supervisors shall ensure that:
- Staff adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;
- Employees are fully trained in COVID-19 risk control measures;
- Safe systems of work are developed and implemented as necessary;
- Appropriate monitoring and supervision is carried out to ensure adherence to COVID-19 risk control measures;
- Staff are encouraged to report hazards and raise concerns;
- Good communication is in place between management and employees, particularly where there are organisational and procedural changes; and
- Where necessary, they look to offer additional support to any employees who are experiencing additional stress outside of work, e.g. illness of family members or anxiety about the general safety of their loved ones.

Employees

All employees shall ensure that:

- They take reasonable care of their own safety and the safety of others affected by their actions;
- They adhere to the preventive measures identified in the COVID-19 Risk Assessment and work safely;

- They follow any information, training and instruction provided for their health, safety and welfare during the COVID-19 outbreak;
- They use all equipment, safety equipment, devices and protective clothing as directed;
- They remain at home and notify their line manager without delay if they or someone they live with are diagnosed or start to display symptoms of COVID-19;
- They raise any issues or concerns with their line manager or safety representative; and
- They comply with and accept the arrangements contained in our COVID-19 Health & Safety Policy.

Staff carrying out cleaning activities

All staff carrying out cleaning activities must:

- Take reasonable care of their own safety and the safety of others affected by their actions;
- Submit their health and safety policy and relevant risk assessments to us for approval if not employed by the organisation;
- Comply with and accept our COVID-19 Health & Safety Policy;
- Conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others;
- Use all equipment, safety equipment, devices and protective clothing as directed;
- Avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others; and
- Ensure that chemicals are used appropriately and that contact times are followed.

COVID-19 health and safety rules

The organisation shall make every reasonable effort to enable our staff to work from home as a first option. Where working from home is not possible, we shall make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people two metres apart wherever possible). To support this working practice, all staff must:

- Adhere to the control measures identified in the COVID-19 Risk Assessment;
- Maintain high standards of personal hygiene in the workplace, including increasing the frequency of handwashing in line with company guidelines and instruction;
- Report any diagnosis of COVID-19 or symptoms (including that of members of their household) to their line manager and refrain from attending work until further instruction; and
- Make use of any PPE deemed necessary for their protection from COVID-19.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, the organisation will consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between employees and other staff in accordance with the measures prescribed in the organisation's COVID-19 Risk Assessment.

Business status

Our current business status will determine the measures we need to put in place to manage the risks presented by COVID-19. We will complete the COVID-19 Initial Audit Form to determine the action we need to take depending on the status of the business (i.e. whether we are closed, partially closed or open).

Premises and activities closed

Although some of our business activities have been temporarily suspended and our premises have been unoccupied (or partially occupied) during the COVID-19 pandemic, the organisation recognises that there are important checks that we still need to perform. As such, we shall ensure that our premises and buildings are checked periodically so that they remain safe and ready to be reoccupied when the government announcement is made. We shall ensure that prior to reoccupation, reopening checks are undertaken to ensure all necessary COVID-19 risk control measures can be implemented.

Working from home

The organisation recognises its duty of care to its employees and shall make every reasonable effort to enable working from home as a first option to reduce the transmission of COVID-19. In doing so, we will assess the suitability of the role for homeworking and undertake a Homeworking Risk Assessment where it is agreed.

Returning to work

Prior to returning to work at our premises after lockdown, the organisation will consider the following:

- Are there any staff who can continue to work from home?
- Which staff cannot work from home and must therefore return to work?

This will then inform the organisation on who is at risk when we reoccupy our premises and what risk controls to implement. We shall ensure that prior to reoccupation, reopening checks are undertaken to ensure all necessary COVID-19 risk control measures can be implemented.

Arrangements

The following sections sets out the arrangements the organisation has put in place to fulfil its commitment to controlling the risks presented by COVID-19 at work.

COVID-19 Risk Assessment

The organisation shall make a suitable and sufficient assessment of the risks presented by COVID-19 in the workplace. The assessment will be documented, and a record made of all significant findings. Results of the risk assessment will be shared with all staff. The assessment will be reviewed periodically and/or when circumstances change to ensure it remains suitable and sufficient.

Vulnerable Persons Risk Assessment

The organisation recognises that certain people may be at increased risk of severe illness from COVID-19. Clinically extremely vulnerable individuals are advised not to attend work. Clinically vulnerable individuals who are at higher risk of severe illness should work from home where possible. If clinically vulnerable (but not clinically extremely vulnerable) individuals cannot work from home, they will be offered the safest available on-site role to ensure that they can stay two metres away from others wherever possible. If they have to spend time within two metres of other people, we will carefully assess and discuss with them whether this involves an acceptable level of risk.

Employees who are living with a shielded or clinically vulnerable person can attend the workplace. If an employee lives in a household with someone who is extremely clinically vulnerable, it is advised that they only attend the workplace if stringent social distancing can be adhered to. If this is not possible, we do not expect those individuals to attend and they will be supported to work from home.

The organisation will undertake an individual risk assessment for the above categories to identify appropriate controls to ensure their health and safety.

Social distancing

The organisation will assess all work activities to ensure that they meet social distancing measures. To achieve this, the organisation will avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least two metres (three steps) between individuals wherever possible. This advice applies both to inside the workplace and to where staff may need to interact with customers, contractors or visitors.

The organisation will ensure that:

- Where it is possible to maintain two metres between persons, floor markings are used to indicate appropriate distancing (particularly in crowded areas);
- Where it is not possible to maintain two metres between persons, staff work side-by-side, or facing away from each other, rather than face-to-face (if possible);

- Where face-to-face contact is essential, it is kept to 15 minutes or less (wherever possible);
- Signage is used to direct movement into lanes (whilst maintaining a two-metre distance);
- Entry is controlled so that the premises do not become overcrowded;
- Additional signage is used to ask customers not to enter the premises if they have symptoms;
- If feasible, plexiglass barriers are placed at points of regular interaction (i.e. payment points) as an additional element of protection for workers and customers. Where bodily contact is likely, we will ensure that this plexiglass is cleaned and disinfected as often as is feasible in line with standard cleaning procedures.
- The use of digital and remote transfers of material is encouraged where possible (rather than paper format);
- As much as possible, teams of workers are kept together (cohorting) and these teams are kept small as possible; and
- Regular announcements are conducted to remind staff/customers to follow social distancing advice and to wash their hands regularly.

Infection control and effective hygiene

There are important actions that employees can take to help prevent the spread of COVID-19. The organisation will promote:

- Regular and thorough handwashing by employees and cleaning hands more often than usual;
- Good respiratory hygiene (the 'catch it, bin it, kill it' approach); and
- No handshaking or physical contact.

The organisation will also:

- Place sanitising hand rub dispensers in prominent places around the workplace and make sure that they are refilled regularly;
- Make tissues available in the workplace for those who develop a runny nose or cough at work, along with closed bins for hygienically disposing of them;
- Minimise contact with individuals who are unwell by ensuring that those who are diagnosed with or displaying symptoms of COVID-19 do not attend the workplace; and
- Minimise contact with other employees by altering, as much as possible, the environment (such as office layout) and eating areas (such as staggered break times).

Notices and posters promoting infection control best practice will be displayed throughout our buildings. The 'Staying COVID-19 Secure in 2020' poster will be displayed in reception.

IMPORTANT NOTE

Wash hands thoroughly and in particular:

- After coughing or sneezing;
- After going to the toilet; and
- Before eating and drinking.

Cleaning regime

It is possible that COVID-19 can be spread by touching contaminated surfaces and then touching your eyes, nose and mouth. Cleaning an area with normal household disinfectant will reduce the risk of passing the infection on to other people. The organisation recognises the importance of a thorough and effective cleaning regime and will introduce cleaning of regularly-used hand contact points throughout the working day. These include:

- Door handles;
- Banisters;
- Window handles; and
- Regularly-touched items.

Food

Staff are encouraged to bring in their own food to work each day and staff canteens and distributors should move to takeaway(s). Where no practical alternatives exist, workplace canteens may remain open to provide food to staff with appropriate adjustments for social distancing and subject to the following:

- Staff wash their hands using soap and water for 20 seconds before and after eating;
- Areas are kept clean and tidy and dirty dishes are put in the dishwasher (where applicable);
- A frequent clean and disinfect regime of regularly-touched surfaces is in place, using standard cleaning products; and
- Meal times are extended/staggered to avoid crowding.

Personal protective equipment (PPE)

The organisation will carry out a risk assessment to determine whether PPE is required to be worn in the workplace and for particular activities. However, changing our habits, cleaning and hygiene are the most effective measures in controlling the spread of the virus. Current guidance is that wearing a respirator in non-clinical settings is not required; however, the organisation will remain alert to guidance and modify its policy accordingly. It will not object to staff wishing to wear face protection.

Site visitors and contractors

The organisation will need to take the necessary measures to protect staff from the risks of COVID-19 through visitors, contractors and others coming to site. Unless absolutely essential, the organisation will aim to limit visitors and contractors to the workplace in order to reduce the risk of transmission. If visitors attend our site, we shall seek assurances that all visitors have implemented their own COVID-19 arrangements to include the protection of others. All visitors shall be inducted by their host and:

- Will be made aware of our COVID-19 arrangements;
- Will be given adequate information to ensure their safety, including emergency information;
- Must adhere to applicable health and safety instructions and rules during their visit; and
- Must wear any protective clothing as required.

Any accidents/incidents involving visitors are reported through the accident reporting arrangements.

Employees visiting other premises

The organisation will carry out a risk assessment of all employees who undertake visits to other places as part of their work and shall appraise them of the measures they need to take to protect themselves from contracting COVID-19. The assessment will consider the safest form of transport.

When driving to a client/customer's site, employees should ensure that they have adequate alcohol hand rub with them in order to clean their

hands before onward travel. The interior of the car and door handles will need to be regularly cleaned.

Getting to work

The organisation encourages employees to use their own car, cycle or walk to work and to maintain good social distancing and follow the hand hygiene guidance. Where employees are required as part of their employment to share a vehicle, they shall ensure, where possible, that this is with the same persons (i.e. working in cohorts). Windows should be kept open where possible. Employees should wash their hands after being in the vehicle and ensure that the internal areas are regularly cleaned with a disinfectant.

Public transport

When using public transport, employees should attempt to avoid rush hour times and aim to social distance (where possible). If there is a need to sneeze, they should sneeze into tissues or the upper part of the sleeve. Employees should wash their hands for 20 seconds after to using public transport or at least use alcohol hand rub.

First aid

The organisation will undertake a first aid risk determine the level of first aid provision required on site. The assessment will take into account:

- The status of the business (open or partially open);
- The activities that continue and the level of risk they present; and
- The number of staff on site and the availability of trained first aiders and training of other persons who can respond to an incident.

The risk assessment will be reviewed regularly to ensure such arrangements are adequate.

Accidents and incidents

Certain COVID-19 incidents are RIDDOR reportable. The organisation shall ensure that a report is made under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) in relation to COVID-19 when:

- An unintended incident at work has led to someone's possible or actual exposure to COVID-19. This must be reported as a dangerous occurrence.
- A worker has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- A worker dies as a result of occupational exposure to COVID-19.

Statutory checks

The organisation will ensure that statutory inspections as required under health and safety legislation continue to be undertaken. Checks on such items as lifting equipment and pressure systems will be undertaken in accordance with the inspection schedule for as long as they continue to be used. If difficulty is encountered trying to arrange for the inspection and the due date expires, the organisation will undertake and document a separate risk assessment if it wishes to continue using the equipment. The assessment will demonstrate whether it is safe to continue to use the equipment and reasons for arriving at that decision.

Fire safety

The organisation recognises it is likely that our fire risk has changed during the lockdown. As such, we will review our Fire Risk Assessment to ensure it remains compliant with the Regulatory Reform (Fire Safety) Order 2005 and are effective and communicate findings to all staff. Prior to reoccupying the workplace, we shall ensure that fire alarms and emergency lighting functions properly, all fire extinguishers are in their correct location, and fire doors are robust. We will also ensure that we have a sufficient number of fire marshals in place to undertake proactive checks and respond in the event of an emergency situation.

Dealing with emergencies

The organisation will develop an effective COVID-19 Emergency Plan outlining how it will deal with a suspected case of COVID-19 in the workplace. The plan will be communicated across the business so that everyone understands what action will need to be taken should someone experience symptoms or be confirmed as having the virus. In

the event of a suspected case of COVID-19 where the person potentially could have spread this to others, we will communicate all relevant findings and necessary actions to those affected, including employees and other relevant parties.

Staff information and training

The organisation will provide clear instructions and information and adequate training to its employees on COVID-19. We will ensure that everyone has the right level of information and training on:

- The hazards and risks they may face, if any;
- The measures in place to deal with those hazards and risks, if necessary; and
- How to follow any emergency procedures.

Employees will also be reminded that they also have responsibilities under health and safety law to:

- Take care of their own health and safety and that of others;
- Co-operate with their employer to help us comply with health and safety legislation;
- Follow any instructions or health and safety training provided;
- Tell us about any work situations that present a serious and imminent risk; and
- Let us know about any other failings they identify in our health and safety arrangements.

The organisation will select the most appropriate means of effectively providing information and training on COVID-19.

Monitoring

The organisation recognises the importance of checking that we are managing COVID-19 risks in the workplace. Such checks provide the confidence that the control measures and other arrangements we have implemented are working properly or, if not, how we could do things better in the future.

We will set up an effective COVID-19 monitoring system in which we will proactively manage the risk through a programme of workplace checks performed at suitable intervals. We will also monitor the health of employees on entry and during the working day to ensure no risks are introduced.

Review

The organisation will review this policy on a regular basis to ensure it remains effective and aligns with current government guidance and legislation. We will work with staff to assess what is and isn't working and continually refine our controls so that they offer the best possible protection against COVID-19.

HAMBLE
P A R I S H
— C O U N C I L —

Report to: Council
Website Accessibility: Audit and Policy
14th September 2020

<u>AUDIT</u>

Background:

Following a change in regulations for Public Sector Bodies in relation to accessibility requirements for websites, an audit has been undertaken to asses our current accessibility and any areas where further work is needed.

As our website was published prior to 23rd September 2018, it should be compliant by 23rd September 2020.

Hugo Fox (HF) – our website provider who provide the template and are responsible for technical aspects in relation to coding.

Zoonou – the company who were commissioned to carry out the website accessibility audit and have advised on resolutions and practices to meet accessibility requirements.

The following types of content are exempt from the accessibility regulations:

- pre-recorded audio and video published before 23 September 2020
- live audio and video
- heritage collections like scanned manuscripts
- PDFs or other documents published before 23 September 2018 - unless users need them to use a service, for example a form that lets you request school meal preferences
- maps - but you'll need to provide essential information in an accessible format like an address
- third party content that's under someone else's control if you did not pay for it or develop it yourself - for example, social media 'like' buttons
- content on intranets or extranets published before 23 September 2019 (unless you make a major revision after that date)
- archived websites if they're not needed for services your organisation provides and they are not updated

Ahead of this, an accessibility audit on the current website to determine areas that need adjusting to become compliant was commissioned and completed in August 2020.

Report:

The audit has highlighted a number of issues that broadly fall in to two areas – those that can be rectified in-house, and those that can only be rectified by the website provider, Hugo Fox with some minor overlap between the two.

<u>In-House Adjustments</u>

These will include ensuring all PDFs and other documents that are needed to access or use a service are updated and compliant by 23rd September 2020.

How to resolve:

PDFs and documents that are needed to access or use services will need to be reviewed and tested for compliance. Adobe and Microsoft Word both have built-in checker tools that can assist with this. Any documents not compliant with then either need to be adjusted in their current form or alternative formats could be considered (such as Google Forms for bookings).

Other PDFs and documents published since 23rd September 2018 will also need to be compliant, regardless of their use; this includes all council and committee papers published after this date.

How to resolve:

As with the above, the checker tools can be used to assist with reviewing their compliance. Any falling below this will then need to be adjusted, some may be able to be adjust in the appropriate programme (Adobe/Word); agenda packs are likely to be the more time-consuming areas of work and may need re-producing from source documents in some instances.

All links to documents must be descriptive, for example links should not just say 'Agenda' even if under the heading of the relevant meeting, it should say for example 'Council Agenda for 14th September 2020 meeting'.

How to Resolve:

Each link will need to be adjusted manually one by one to meet this criterion. Meeting pages are likely to be the ones that take more time given the number of links on each of these.

Already resolved in-house:
Contrast issues between background and foreground colours – a majority of these have been able to be adjusted within the settings we have control over. However, some elements currently do not have the option to adjust, so will be down to Hugo Fox to do so (such as in side bars and footer).

Adjustments Required by Hugo Fox

A majority of the adjustments required are those that can only be adjusted by Hugo Fox (HF) as the website developers and fall much more within the coding elements of the website. The report has been shared with HF and they've said the outstanding issues under their remit will be resolved before the deadline.

Forward Planning

To ensure future documents are compliant, Zoonou have recommended items such as agenda packs are produced digitally by combining source documents - rather than being scanned from multiple different hard copy documents - into one PDF. The Adobe Pro package we have allows for this. It may take more time initially while adjusting to this method, but that time should reduce with practice.

Accessibility Statement

Each page of the website will need to carry a link to an accessibility statement. Zoonou will provide a statement based on their audit of the website; this can then either be updated as amendments are made or Zoonou can be commissioned to carry out further work to amend the statement but that will be for an additional cost.

POLICY

The Council will need to publish an accessibility policy. This will cover how the Council will ensure that our work is available for scrutiny to everyone and that where this is not achievable via technical solutions the other services we will support to facilitate this.

It is unlikely that this will be available before the deadline but work to bring the policy to the next Council meeting is underway.

Recommendation: To note progress with the work, what remains outstanding and the process for completing the work

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Accessibility Review

Date:	18/08/2020
Client:	Hamble Parish Council
Project Name:	Hamble Parish Council
Project Lead:	William Bunch - 01323 433707
Testers:	Haydn Crellin

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Summary

A high-level accessibility review on 5 pages of the Hamble Parish Council website has been carried out, testing the websites compliance with the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018. The website has been observed to be relatively inaccessible, with users unable to interact with all content using only a keyboard. Additionally, users with blindness or motor impairments may struggle with the website.

There has been a total of 13 general issues and 8 page specific issues identified during testing. Of note, the site does not have a 'Skip to main content' CTA or something similar, meaning users must tab through all the navigation header before reaching the main page content of each page. This may prove frustrating to users of assistive technology or users who navigate using tabbing, as there are 15 tabs required to reach the main page content after accepting the cookie notice. This could also prove to be painful for those with motor impairments.

In addition, multiple contrast issues were observed regarding text, user interface elements and graphical objects. Numerous global text elements did not have the required 4.5:1 contrast ratio, such as the cookie notice, 'Latest News' heading and the 'Privacy Policy' footer link. Global user interface components that lack contrast include the cookie notice's 'Ok, I Understand' CTA when both selected and not selected, and global header navigation elements lack contrast when in a selected state. These user interface components do not meet the minimum required contrast ratio of 3:1, additionally arrow graphical objects observed on the site also do not meet this minimum required contrast ratio. This can negatively impact users with colour blindness or other visual impairments.

Page specific issues were also identified such as, multiple instances of linked elements on the 'Full Council' page, repeated links included 'Minutes', 'Agenda', 'Agenda Pack' and 'Additional Papers'. Likewise, on the 'Your Parish Councilors' page, multiple 'Register of Interests' links are observed, both cases could cause confusion to users of assistive technologies such as screen readers as the repeated links have no context of their destination.

Additionally, heading levels are skipped on the 'Homepage', 'Contact' and 'Get an Allotment' pages. Ensuring that headings are correctly nested prevents screen reader users who navigate using headings from missing content that is on the page. The skipped heading levels can confuse the screen reader users who primarily navigate using headings.

The Work

A review of the Hamble Parish Council website was undertaken on 18/08/2020. The review has focused on the site's adherence to WCAG 2.1 AA and issues present when navigating the site with assistive technologies. The site was reviewed manually with the additional use of NVDA.

Please note, this work is delivered in an advisory capacity and does not constitute legal advice.

Results

General Issues

General issues are issues present across the entire site or present across all implementation of a component or technology.

G1.0 No Focus Indicator Present When Tabbing Navigation Header

2.4.7 Focus Visible

It is observed that when tabbing the navigation header, that there is no visible focus indicator present to show where the user is tabbing to. This may be confusing to users who use tabbing as their way to navigate the website. Please see attached evidence in the link below.

Evidence – G1.0 Focus Visible

G1.0 Recommendation:

Add a focus indicator for all elements that receive focus, allowing users to understand where they are on the page when navigating using tabbing.

G1.1 Copy Has Insufficient Contrast Against Background

1.4.3 Contrast Minimum

When viewing the pages under test, a few global text elements lack sufficient contrast against the background. These include the cookie notice 'Ok, I understand' CTA, the 'Latest News' menu header item and the 'Privacy Policy' link in the footer. Additionally, some pages had text contrast issues specific to their page, such as form placeholder copy on the 'Get an Allotment' and 'Contact' pages. Please see attached evidence in the link below.

Evidence – G1.1 Contrast Minimum

G1.1 Recommendation:

It is expected that the contrast of copy should meet the minimum required contrast ration of 4.5:1 when viewed against the websites background.

G1.2 User Interface Components Lack Contrast

1.4.11 Non-text Contrast

Currently it is observed across the website that on all pages, the 'Ok, I Understand' CTA in the header lacks contrast against all parts of the image background. In addition, the arrow components to scroll through councilors on the 'Your Parish Councilors' page, lack the sufficient contrast for UI components. Please see attached evidence in the link below.

Evidence – G1.2 Non-text Contrast

G1.2 Recommendation:

Ensure that user interface components meet the minimum contrast requirement of 3:1.

G1.3 User Interface Components Lack Contrast When Selected

1.4.11 Non-text Contrast

It is observed that the 'Ok, I understand' CTA also lacks contrast against the image background in a selected state. Additionally, global header navigation elements also lack the sufficient contrast in a selected state, with only one page specific issue being found on the 'Full Council Page' where download CTAs lacked contrast when selected. Please see attached evidence in the link below.

Evidence – G1.3 Non-text Contrast

G1.3 Recommendation:

Ensure that when user interface components are in a selected state that they meet the minimum contrast requirement of 3:1.

G1.4 Skip to Main Content CTA Not Present

2.4.1 Bypass Blocks

Currently it is observed that there is no 'Skip to main content' CTA or similar element present. This forces the user to tab through the entirety of the navigation header to reach the main page content. This may be frustrating as the navigation header is very large. Please see attached evidence in the link below.

Evidence - G1.4 Bypass Blocks

G1.4 Recommendation:

Implement a 'Skip to Main Content' CTA or similar so users can skip to the main page content instead of navigating through the header navigation on each page.

G1.5 Tabbing Order is Illogical

2.4.3 Focus Order

While on any page, the user observes that they are forced to tab through the social media icon panel before reaching main page content. There is no skip to main content CTA, potentially frustrating users as it may be time consuming to reach main content. Please see attached evidence in the link below.

Evidence - G1.5 Focus Order

G1.5 Recommendation:

Review the tabbing order of the page, to allow users to reach main content before the social media icon panel on the right hand side.

G1.6 HTML Validation Issues Present

4.1.1 Parsing

Multiple issues have been observed when running a HTML validator such as 'Stray doctype' and 'Stray start tag'. Please see attached evidence in the link below.

Evidence - G1.6 Parsing

G1.6 Recommendation:

Review by a site developer to remediate any issues caused by their platform, resulting in potential fixes that can be completed internally.

G1.7 Unable to Expand Sub-Menus Using Keyboard

2.1.1 Keyboard

When tabbing through the navigation header, it is observed that users are unable to expand drop down sub menus within the header. As a result, users who navigate using tabbing are unable to access the content within the sub menus. Please see attached evidence in the link below.

Evidence - G1.7 Keyboard

G1.7 Recommendation:

Review the implementation of sub-menus within the header, allowing all users to access the sub menu.

G1.8 Links Lack Additional Styling

1.4.1 Use of Colour

It is observed that when viewing links that are amongst other text, that they are only styled with colour and lack any additional styling. This may confuse users with visual impairments as they may be unable to see linked elements clearly. Please see attached evidence in the link below.

Evidence - G1.8 Use of Colour

G1.8 Recommendation:

Apply additional styling to linked elements such as underlining so it is clear to all users that a link is present.

G1.9 Related Links Not Grouped Using Nav Element

1.3.1 Info and Relationships

When viewing the navigational links present across the pages under test it is observed that the links are not grouped using the <nav> element. Please see attached evidence in the link below.

Evidence - G1.9 Info and Relationships

G1.9 Recommendation:

Group any related links within the <nav> element.

G1.10 Rendering Issue Observed Zooming Text Only

1.4.4 Resize Text

When viewing the website at 200 percent zoom using the browsers in-built zoom, it is observed that two text elements in the 'Community Information' render off screen. Please see attached evidence in the link below.

Evidence - G1.10 Resize Text

G1.10 Recommendation:

Ensure that text can be resized without assistive technology up to 200 percent without loss of content or functionality. Contrast and font size should be reasonable by default and coded in such a way that users can adjust with their user agent, as required.

G1.11 Cannot Dismiss Navigation Dropdown Menus with Keyboard Only

1.4.13 Content on Hover or Focus

It is observed that the navigation dropdowns that appear on hover cannot be dismissed using the 'escape' key. Please see attached evidence in the link below.

Evidence - G1.11 Content on Hover or Focus

G1.11 Recommendation:

Enable any elements that appear on hover to be dismissed using only a keyboard, for example the 'escape' key.

G1.12 PDFs Are Not Accessible

As part of the accessibility regulations impacting Public Sector Bodies, PDF documents (and all other digital documents) created since September 2018 should be accessible. On review of the 3 PDFs to be tested, it is observed that the PDFs created since September 2018 are not accessible. The issues in the PDFs vary from an illogical reading order, figures not having alternative text, tables not having headers as well as title issues.

G1.12 Recommendation:

Issues can be rectified using Adobe Acrobat Pro, which can provide a step by step guide to making a PDF accessible. If the source files are available, it will greatly speed up the process of remediation.

Specific Issues

Specific issues are observed on defined pages only. Page affected will be defined in the description.

S1.0 Graphical Objects Lack Contrast

1.4.11 Non-text Contrast

A single graphical object lacks contrast is observed on the 'Contact' page. In the 'Opening Hours' section, multiple grey triangles are used to show opening hours, these all fail the minimum required contrast ratio of 3:1, with these elements only having a ratio of 2.8:1. Please see attached evidence in the link below.

Evidence – S1.0 Non-text Contrast

S1.0 Recommendation:

Ensure that graphical objects meet the minimum contrast requirement of 3:1.

S1.1 Multiple Instances of Linked Elements

2.4.4 Link Purpose (In Context)

There are two induvial pages that have multiple instances of identical linked elements. On the 'Full Council' page, the following links are repeated across the page 'Minutes', 'Agenda', 'Agenda Pack' and 'Additional Papers'. Likewise, on the 'Your Parish Councilors' page there are multiple 'Register of Interests' links observed. These links are confusing to users of screen readers as the repeated links have no context of their destination. Please see attached evidence in the link below.

Evidence – S1.1 Link Purpose (In Context)

S1.1 Recommendation:

Modify repeated links to include contextual information as to where they are navigating the user to.

S1.2 Form Inputs Lack a Label or Title Value

1.1.1 Non-Text Content

It is observed that on both pages that contain forms, that there are missing labels. On the 'Contact' page both the 'Email' field and 'Message field lack labels and on the 'Get an Allotment' page the 'First Name' and 'Surname' fields lack labels. Please see attached evidence in the link below.

Evidence – S1.2 Non-Text Content

S1.2 Recommendation:

All input fields should have an associated title attribute or a label attribute.

S1.3 Skipped Heading Levels Present

2.4.1 Bypass Blocks

It is observed that a heading level is skipped on the following pages: 'Homepage', 'Contact' and 'Get an Allotment'. Skipped heading levels can be confusing for screen reader users who primarily navigate using headings. Please see attached evidence in the link below.

Evidence - S1.3 Bypass Block

S1.3 Recommendation:

Make sure that headings are correctly nested preventing screen reader users who navigate using headings from missing content that is on the page.

S1.4 Autocomplete Attribute Not Present on Contact Page

1.3.5 Identify Input Purpose

Where email fields are present, it is observed that the HTML autocomplete attribute is not present. This is observed on the 'Contact' page and the 'Get an Allotment' page. Please see attached evidence in the link below.

Evidence - S1.4 Identify Input Purpose

S1.4 Recommendation:

It is expected that input fields utilise the HTML autocomplete attribute. Ensure these attributes are used to reduce the amount of effort required by users to complete forms.

S1.5 No Suggestion Provided for Error in Email Field

3.3.3 Error Suggestion

It is observed that on the 'Contact' page when entering an incorrect email address that no suggestion is provided to the user to correct the error, instead the user observes a 'The Email is not valid' message. Please see attached evidence in the link below.

Evidence - S1.5 Error Suggestion

S1.5 Recommendation:

Provide a suggestion to correct the email address issue to the user as is seen on the 'Get an Allotment' page.

S1.6 Unseen Linked Elements Announced by Screen Reader

4.1.2 Name, Role, Value

When using a screen reader, the user observes an unseen link on the 'Homepage' announced as 'link', similarly on the 'Contact' page there is an unseen link announced as 'clickable'. Please see attached evidence in the link below.

Evidence - S1.6 Name, Role, Value

S1.6 Recommendation:

If the user should not be able to select a hidden element, add aria-hidden.

S1.7 PDF Content Not Tagged

As part of the accessibility regulations impacting Public Sector Bodies, PDF documents (and all other digital documents) created since September 2018 should be accessible. On review of the 3 PDFs to be tested, it is observed that the PDFs created since September 2018 are not accessible. On the 'Grant Application Form' and 'Hamble March Agenda' PDFs it is observed that they do not contain tagged content

S1.7 Recommendation:

Issues can be rectified using Adobe Acrobat Pro, which can provide a step by step guide to making a PDF accessible. If the source files are available, it will greatly speed up the process of remediation.

Accessible Development Top Tips

Here are our top tips to help you ensure you're generating accessible content:

1	All non-decorative images, particularly any that have a functional use (e.g. a button), must have an appropriate alt attribute that describes the image and its use.
2	Images that do not convey content, are decorative, or with content that is already conveyed in text are given null alternative text or implemented as CSS backgrounds.
3	Ensure no information on the page is conveyed solely by colour.
4	The user should be able to control (pause, stop, hide, etc.) any moving content on the page that persists for longer than 5 seconds.
5	Ensure no page content flashes more than 3 times per second, unless the content is sufficiently small and the flashes are of a low contrast and do not contain too much red.
6	Keep visual and auditory impairments in mind when it comes to video and audio content and provide appropriate alternate media.
7	Ensure the page can be resized to 200% using the browser's in-built zoom functionality and no loss of functionality or content occurs.
8	Instructions on the page should not rely on shape, size or visual location (e.g. 'Click the square icon to continue').
9	Define differing languages on the page appropriately in the HTML.
10	Form inputs should have associated text labels or, if labels cannot be used, a descriptive title attribute.

Appendix A: Guideline Results

Test Area	Overall Result		Level A Result	Level AA Result
Text Alternatives	Fail		Fail	N/A
Time-Based Media	N/A		N/A	N/A
Adaptable	Fail		Fail	Fail
Distinguishable	Fail		Fail	Fail
Keyboard Accessible	Fail		Fail	N/A
Enough Time	N/A		N/A	N/A
Seizures	Pass		Pass	N/A
Navigable	Fail		Fail	Fail
Input Modalities	Pass		Pass	Pass
Readable	Pass		Pass	N/A
Predictable	Pass		Pass	Pass
Input Assistance	Fail		Pass	Fail
Compatible	Fail		Fail	N/A

Appendix B: Guideline Breakdown

Test Area	Requirement	Test Case	Overall Result	Issue Reference
Text Alternatives	Frames, images, multimedia, etc. are considered accessible through the use of alternative text, values, labels and titles.	**A:** 1.1.1 Non-Text Content	Fail	S 1.2
Time-Based Media	Video and audio elements are accessible and alternative audio and/or visual aids have been provided.	**A:** 1.2.1 Pre-Recorded Audio-Only and Video-Only	N/A	
		A: 1.2.2 Captions (Pre-Recorded)	N/A	
		A: 1.2.3 Audio Description or Media Alternative (Pre-Recorded)	N/A	
		AA: 1.2.4 Captions (Live)	N/A	
		AA: 1.2.5 Audio Description (Pre-Recorded)	N/A	
Adaptable	Markup is used semantically and promotes accessibility. Content is ordered logically with stylesheets disabled and instructional content on the page does not rely upon shape, size, visual location, or sound.	**A:** 1.3.1 Info and Relationships	Fail	G1.9
		A: 1.3.2 Meaningful Sequence	Pass	
		A: 1.3.3 Sensory Characteristics	Pass	
		AA: 1.3.4 Orientation	N/A	

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		AA: 1.3.5 Identify Input Purpose	Fail	S1.4
Distinguishable	Information - including clickable links - are not solely conveyed by colour. Mechanisms are provided to stop, pause, mute or adjust the volume for audio that automatically plays on a page for more than 3 seconds, and contrast between elements is of an acceptable standard as defined by the W3C. Additionally, the size of the text on the page can be resized to 400% without loss of content or functionality and images of text are avoided, or accessible if necessary.	**A:** 1.4.1 Use of Colour	Fail	G1.8
		A: 1.4.2 Audio Control	N/A	
		AA: 1.4.3 Contrast (Minimum)	Fail	G1.1
		AA: 1.4.4 Resize Text	Fail	G1.10
		AA: 1.4.5 Images of Text	Pass	
		AA: 1.4.10 Reflow	Pass	
		AA: 1.4.11 Non-text Contrast	Fail	G1.2, G1.3, S1.0
		AA: 1.4.12 Text Spacing	Pass	
		AA: 1.4.13 Content on Hover or Focus	Fail	G1.11
Keyboard Accessible	The website is accessible as a keyboard-only user, not requiring the use of a mouse unless the functionality cannot be accomplished in any known way using only the keyboard (e.g. freehand drawing). Shortcut and accesskeys do not conflict with existing browser and screen reader shortcuts and focus is never locked or trapped at one particular element on navigating the website using the keyboard.	**A:** 2.1.1 Keyboard	Fail	G1.7
		A: 2.1.2 No Keyboard Trap	Pass	
		A: 2.1.4 Character Key Shortcuts	Pass	
Enough Time	If a page or application has a time limit, the user is given options to turn off, adjust, or extend that	**A:** 2.2.1 Timing Adjustable	N/A	

	time limit. Furthermore, the user has control over automatically moving, blinking, scrolling or updating content on the page.	**A:** 2.2.2 Pause, Stop, Hide	N/A	
Seizures	Flashes do not occur more than 3 times per second, unless that flashing content is sufficiently small, and the flashes are of a low contrast and do not contain too much red.	**A:** 2.3.1 Three Flashes or Below Threshold	Pass	
Navigable	The user is able to skip repeated elements on the page through the use of a CTA or appropriately structured heading hierarchy. Titles are used where appropriate and the purpose of links, buttons and map hotspots can be determined and are readily distinguishable. More than one way is available to locate a webpage within a set of pages (except where the webpage is a result of, or a step in a process).	**A:** 2.4.1 Bypass Blocks	Fail	G1.4, S1.3
		A: 2.4.2 Page Titled	Pass	
		A: 2.4.3 Focus Order	Fail	G1.5
		A: 2.4.4 Link Purpose (In Context)	Fail	S1.1
		AA: 2.4.5 Multiple Ways	N/A	
		AA: 2.4.6 Headings and Labels	N/A	
		AA: 2.4.7 Focus Visible	Fail	G1.0
Input Modalities	All functionality that uses multipoint or path-based gestures for operation can be operated with a single pointer without a path-based gesture, unless a multipoint or path-based gesture is essential.

This requirement applies to web content that interprets pointer actions (i.e. this does not apply to actions that are required to operate the user agent or assistive technology). | **A:** 2.5.1 Pointer Gestures | Pass | |
		A: 2.5.2 Pointer Cancellation	Pass	
		A: 2.5.3 Label in Name	N/A	
		A: 2.5.4 Motion Actuation	N/A	

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Readable	The language of the page or each passage or phrase in the content can be programmatically determined.	**A:** 3.1.1 Language of Page	Pass	
		AA: 3.1.2 Language of Parts	N/A	
Predictable	Interaction with the elements on the page does not result in a change of context or substantial change to the page. Navigation is consistent throughout the website and components that have the same functionality within a set of webpages (e.g. a 'Save' button) are identified consistently.	**A:** 3.2.1 On Focus	Pass	
		A: 3.2.2 On Input	Pass	
		AA: 3.2.3 Consistent Navigation	Pass	
		AA: 3.2.4 Consistent Identification	Pass	
Input Assistance	The user is made aware of when an input has been entered incorrectly or left. blank, and the user is able to reverse, check or confirm in a process that causes a legal or financial commitment.	**A:** 3.3.1 Error Identification	Pass	
		A: 3.3.2 Labels or Instructions	Pass	
		AA: 3.3.3 Error Suggestion	Fail	S1.5
		AA: 3.3.4 Error Prevention (Legal, Financial, Data)	Pass	
Compatible	The code behind the page does not produce any errors when run against the W3C validator, and markup is written in a way that facilitates accessibility.	**A:** 4.1.1 Parsing	Fail	G1.6
		A: 4.1.2 Name, Role, Value	Fail	S1.6
		AA: 4.1.3 Status Messages	N/A	

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