

Accessibility statement

This accessibility statement relates to all web content of the Business Bulletin website located at <https://bb.parliament.scot>.

The Business Bulletin site is run by the Scottish Parliament Corporate Body (SPCB). We are committed to ensuring digital accessibility for people with disabilities. We are continually improving the user experience for everyone, and applying the relevant accessibility standards.

We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We've also made the website text as simple as possible to understand.

AbilityNet has [advice on making your device easier to use](#) if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- **Element Description:** Lack of alt text, titles, markups, labels and names on several elements that make difficult for screen readers to navigate across the content.

- **Visual elements:** Some colours do not have enough contrast.
- **Keyboard:** There are features I cannot use because they do not work with a keyboard (tabbing through or navigation shortcuts not supported) and some elements do not have the focus attribute to identify the position of the navigation.
- **Links:** Some links do not provide an accessible name for an image which is the only content in a link or the link context is not related to the content.
- **Language:** Some parts of the website contain too much text, sentences are too long, usage of jargon or acronyms, or the language is not fully understandable for the general audience.
- **Navigation:** Some parts of the website are not consistent in how it works, not easing to predict what's coming next (items change order, navigation items change name, labels or headings change).

What to do if you cannot access parts of this website

Get content in other formats

We will do our best to provide you with the content you need in a format that is suitable for you. Please get in touch.

1. Contact business.team@parliament.scot.
2. Add the web address (URL) of the page the content's on.
3. Describe the format you need, for example audio CD, braille, BSL or large print.
4. Enter your name and email address.

We'll aim to reply within 2 working days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems that are not listed on this page or think we're not meeting accessibility requirements, please contact us by doing the following:

1. Contact webteam@parliament.scot.
2. Add the web address (URL) of the page the content's on or choose the whole site.
3. Let us know your issue.
4. Enter your name and email address if you want a response, or leave this blank if you want to remain anonymous.

If you request a response, we'll aim to reply within 2 working days.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Technical information about this website's accessibility

The SPCB is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Conformance status

The [Web Content Accessibility Guidelines \(WCAG\)](#) defines requirements for designers and developers to improve accessibility for people with disabilities. It defines three levels of conformance: Level

A, Level AA, and Level AAA. Business Bulletins is partially conformant with WCAG 2.1 level AA, due to the non-compliances listed below.

Partially conformant means that some parts of the content do not fully conform to the accessibility standard.

Non-accessible content

The content listed below is non-accessible for the following reasons.

Non-compliance with the accessibility regulations

Most of the issues flagged in regards to accessibility are connected to the navigation. This fails WCAG 2.1 AA Success Criteria 1.1.1, 1.3.1, 2.1.1, 2.4.2, 2.4.4, 2.4.7, 3.2.3, 3.2.4, 4.1.1, 4.1.2 when identifying alt text, titles, markups, labels and names, keyboard navigation, and links issues.

Some pages contain content that is hard to understand due to its length and usage. This fails WCAG 2.1 AA success criterion 3.1.2.

We'll fix this as part of the continuous-improvement work we're committed to as part of our new web operating model. Due to the legacy systems where some of the information in the Business Bulletin is created, this is not something that we can solve in the short-term.

You may also find some visual presentations of text and images of text that have a contrast ratio below 4.5:1, failing WCAG 2.1 AA success criterion 1.4.3.

We'll fix this through the development of a new Scottish Parliament website. We intend to close down most of the current website by March 2021 but it is possible that some issues with the Business Bulletin will not be fixed by this time.

Content that's not within the scope of the accessibility regulations

Some articles may have uploaded files in PDF format. Older PDFs documents may not meet accessibility standards. For example, they may not be structured to be accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2.

However, it passed on manual and automated tests, presenting a good level of accessibility with bookmarks, tab support, and reading order.

The accessibility regulations [do not require us to fix PDFs or other documents published before 23 September 2018](#) if they're not essential to providing our services.

Any new PDFs we publish will meet accessibility standards.

How we tested this website

This website was last tested in March 2020. The test was carried out by accessibility Passion4Social CIC (third-party), not involved in the design and development process.

We used this approach to test:

- Automated tests: We used 6 software tools to identify accessibility and navigation issues across the entire website;
- The web pages with most issues were added to the manual testing;
- Using Google Analytics, we selected the pages most accessed by the users since January 2020 and added to manual testing;
- Manual tests: performed by three people with disabilities (blindness, global learning disabilities, and motor disabilities)

and one professional web developer who run 3 simulation tools for dyslexia, low or partial vision, colour blindness, trembling movements, and keyboard navigation;

We tested the following pages:

- **Home Page and Navigation:** <https://bb.parliament.scot/>
- **Motions Page:** <https://bb.parliament.scot/Motions>
- **Questions Page:** <https://bb.parliament.scot/Questions>
- **FAQs Page:** <https://bb.parliament.scot/FAQs.pdf>
- **Sitemap More Page:** <https://bb.parliament.scot/Sitemap>
- **Custom BB functionality:** <https://bb.parliament.scot/CustomBB>
- **Archive Page:** <https://bb.parliament.scot/Archive>
- **Legislation Page:** <https://bb.parliament.scot/Legislation>

As all pages are based on the same platform and template, they have not been tested individually but some samples have been selected from all of them.

Compatibility with browsers and assistive technology

Business Bulletins is designed to be compatible with the following assistive technologies:

- JAWS Screen Reader
- NVDA Screen Reader
- VoiceOver Screen Reader
- Internet Explorer
- Opera
- Chrome
- Microsoft Edge

Technical specifications

Accessibility of Business Bulletins relies on the following technologies to work with the particular combination of web browser and any assistive technologies or plugins installed on your computer:

- HTML
- WAI-ARIA
- CSS
- JavaScript

These technologies are relied upon for conformance with the accessibility standards used.

[Check out the full evaluation report](#)

This statement was prepared on 03 August 2020.