**Check list to work towards accessibility requirements for the Local Offer**

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| **Task** | **Comments/detail** | **Lead** | **Date to be completed** | **Date completed** |
| Alternative text for all photos in Local Offer | Local Offer team to Future Gov if it is possible, to have list of those that do not have Alt text | Local Offer Officer | October 2020 |  |
| All videos will have subtitles | Step 1 – with subtitles on Facebook  Step 2 – subtitles checked and corrected  Removal of old videos that are no longer relevant or watched. | Local Offer Officer | Sept 2020  Jan 2021 |  |
| Terms wording updated to reflect accessibility changes | To also address issues with services on Local Offer not meeting any quality assurance checks. | Local Offer Strategic Lead | Sept 2020 |  |
| Local Offer has the ability to notify user with screen reader that link has opened up in a new tab. | KM to chase Dom/Alex on this requirement.  This is not a requirement under WCAG that council is using now but highly likely to be at some point. | Future Gov | During next available development sprint |  |
| Information Content Review | Content review, most pages have been checked by members of SENDIAS team. Some changes have been made.  All pages still need to be checked for screen reader functionality as well as visibility. | Local Offer Officer |  | As of 22/09/20 24 pages out of 302 have been fully checked and made accessible. |
| Inaccessible Temporary content during COVID-19 | All of this will be removed before September or made accessible where appropriate. | Local Offer Officer | October 2020 |  |
| Future Gov to extend word limits on service cards and ensure that html works across all areas of events and services so they can be accessible. | Most likely to be part of a development sprint. | Future Gov | During next available development sprint |  |
| Guidance for service and event creators on how to make content accessible. | Create a video showing this. | Local Offer Officer | December 2020 |  |
| Service Pages accessibility check | All Service summary cards should be reviewed, some old/ not updated summary cards are not compliant.  Some service providers will do this but likely most won’t. | Local Offer Officer | February 2021 |  |
| PDF files need removing from the site. Any that are accessible can remain or published before September 2018 and are vital for service deliverey. | Remove/ request accessible PDF’s unless they meet criteria stated. Ensure any PDF’s generated by the Local Offer for the Local Offer are accessible. | Local Offer Officer | Removal/ new formats by December 2020 |  |