TASK	DESCRIPTION OF TASK	BY WHOM	BY WHEN	PROGRESS	BY	DATE COMPLETED
TESTING/REPORTING	Test a sample selection of TTC Web pages – Home Page	Internal	End August 2020	Home Page tested Re-tested	SW SW	17/07/20 14/08/20
	Report of tested pages and Compliance issues- Home Page	Internal	End August 2020	Report on Home Pg. Report updated	SW SW	20/07/20 14/08/20
	Pannier Market Page	Internal	End Sept. 2020	Pannier Market Page tested & Report completed	SW	14/08/20
	Town Hall Page	Internal	End Sept. 2020	Town Hall Page tested & Report completed	SW	14/08/20
ERRORS	Rectifying errors identified	Cosmic	End August 2020	Home Pg. & Header/Footer's Errors	Cosmic	07/08/20
LINKS	Change ALL Links to Clear/Underline/Italics	Internal	End 2020	Started	SW	
	TTC videos of Meetings – removal of recordings after next scheduled Meeting from 23/09/2020	Internal	Ongoing	**TBA**	JS/LR/SW	Ongoing
DOCUMENTS	Ensure documents since Sept 2018 are accessible where possible	Internal	Sept 2021	**TBA**		
	Future documents upload to Website	Internal	23/09/20	Creating Accessible Templates/Process notes for Reports/Agendas/Minutes	SW	13/08/20

IMAGES	Add description/title to images where possible	Internal	Sept 2021	**TBA**		
PROCESS NOTES	Write process notes for website uploads	Internal	End 2020	**TBA**		
TRAINING	SLCC Training Website Compliance	SLCC	ASAP	Completed	JS/SW	24/06/20
	SLCC Accessible PDF's/Word Docs.	SLCC	ASAP	Completed	JS/SW	24/07/20
	SLCC Accessible EXCEL. Docs.	SLCC	ASAP		JS/SW	
COMPLIANCE STATEMENT	Create a TTC Compliance Statement	Internal	23/09/20		SW	
AUDIT	Ongoing audit of website compliance	Internal	Annually	**TBA**		

Tavistock Town Council – On-Going Road Map – Website Compliance

The TTC website has some 90 pages