(CCC) Template management and WCAG

I am conduction research for all the county and district councils to find out what the state of automation is in document use. Underneath the questions that will help me to complete my research.

Who is responsible for the communication? Can you provide a name of the person?

Who is responsible for house style? And who is the person who maintains it?

How do you make sure you comply to the WCAG guidelines documents and who is responsible for this?

What Software Systems are currently used by the Council (please identify each system if more than one is used) for:
• Document assembly/generation?
• Document template management?

Who is the person responsible for the identified Software Systems? Please provide full name, title and contact information.

Response

Who is responsible for the communication? Can you provide a name of the person? Officers create documents. The Web and Democratic Services teams publish them online.

Who is responsible for house style? And who is the person who maintains it? Officers are responsible for following our house style.

How do you make sure you comply to the WCAG guidelines documents and who is responsible for this? All officers are responsible for complying with WCAG guidelines. We have internal guidance and use in-built software accessibility checkers. We also use a website monitoring software that highlights documents accessibility issues.

What Software Systems are currently used by the Council (please identify each system if more than one is used) for:
• Document assembly/generation? Microsoft Word (365)

• Document template management? Microsoft Word (365)

Who is the person responsible for the identified Software Systems? Please provide full name, title and contact information. No single individual is responsible.

Further queries on this matter should be directed to foi@cambridge.gov.uk