

Digital Content Accessibility Committee

1. Constitution

- 1.1 The Vice-Chancellor has established a Digital Content Accessibility Committee (DCAC), which reports to the IT Management Board (ITMB).
- 1.2 DCAC will liaise with the Capital Programmes Board and Estates Management Board, when necessary, to ensure they support each other and do not duplicate efforts.

2. Scope

- 2.1 DCAC leads the development of the University's digital content accessibility strategy, oversees the accessibility programme and ensures good practice in digital content accessibility across the University.
- 2.2 DCAC oversees the University's digital content accessibility responsibilities, including but not limited to compliance with the Web Content Accessibility Guidelines (WCAG).

3. Membership

- 3.1 The membership shall be as follows:

Ex Officio

- University Secretary (VCO) (*Chair*)
- Executive Director and Chief Information Officer (ILS) (*Vice-Chair*)
- Legal Advisor (Information Compliance and Contracts) (VCO)
- Information Compliance and Accessibility Officer (VCO)
- Digital Services Manager (ILS)
- Assistant Head of Student Wellbeing Service (Disability and Dyslexia) (SAS)
- Senior Lecturer in HE Learning and Teaching (ILS)
- Academic Systems Officer (ILS)
- Chair of Staff Disability Network

Other Members

- Member from Human Resources
- 1 x representative from each Faculty
- Greenwich Students Union sabbatical officer

The Other Members of the Committee shall normally be appointed annually to the Committee by the Chair.

4. Attendance at meetings

- 4.1 At the discretion of the Chair, other staff who are not members of the Committee may be invited to attend on an ad hoc basis for specific items where their attendance can inform and support the Committee.

5. Delegated Authority

The Committee is authorised by the Vice Chancellor to approve the following:

- 5.1 Plans to improve Digital Content Accessibility;
- 5.2 Regularly review key risks within the Committee's remit. Approve action plans to take advantage of opportunities and mitigate risk;
- 5.3 Good practice and procedures, ensuring adherence to legal and regulatory requirements and best practice;
- 5.4 Definition of the University's baseline accessibility requirements. Implement measurements to ensure these baselines are reliably met across the University;
- 5.5 Exemptions to compliance with WCAG. Maintain and regularly review the list of exemptions and ensure that alternative options are provided and documented;
- 5.6 Procedures for the removal of web content which does not comply with WCAG and does not have an authorised exemption from the committee; and
- 5.7 Monitor and audit compliance with Digital Content Accessibility policies, procedures and statutory requirements and take steps to address significant non-compliance issues.

6. Other Duties

The other duties of the Committee shall be to:

- 6.1 Oversee the implementation of the University's Digital Content Accessibility programme.
- 6.2 Improve accessibility support capabilities through initiatives that are reflective of best practice. Make recommendations to ITMB for resources to enhance support;
- 6.3 Recommend projects to enhance digital content accessibility to ITMB in accordance with the University Delegation Framework and assist ITMB in implementation as required;
- 6.4 Review digital content accessibility requirements for projects undertaken by the Capital Programmes Board and any other Board charged with delivery of a University sub-strategy or enabling strategy;
- 6.5 Ensure regular audits of WCAG compliance are completed and demonstrated through updated Web Accessibility statements on all relevant websites;
- 6.6 Review and develop policies related to the University's Digital Content Accessibility. Ensure adherence to legal and regulatory requirements and best practice. Make recommendations to ITMB for approval;
- 6.7 Review relevant new legislative requirements and regulation, assess their implications and where necessary consider changes to or new policies and procedures;

- 6.8 Consider user feedback on digital content accessibility and make recommendations or take action, as necessary;
- 6.9 Regularly scan the HE sector and other organisations for trends, issues, best practice and innovation, which are worth considering for implementation.
- 6.10 Promote a culture whereby students and staff are aware of digital content accessibility and where to get necessary information. Ensure good communications to achieve this;
- 6.11 Provide a forum for sharing good practice about Digital Content Accessibility across the University;
- 6.12 Ensure active consideration of equality, diversity, inclusion and sustainability in the conduct of the Committee's business

7. Standing Orders

- 7.1 The Committee must adhere to the [Standing Orders](#) for Academic and Executive Committees.

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