

SPCB LANGUAGE POLICY

Executive summary

1. The SPCB Language Policy was first agreed by the SPCB in November 2004. It is reviewed and amended periodically.
2. The Language Policy is written primarily for MSPs, their staff and Scottish Parliament staff. Another practical document 'Language assistance provided by the Scottish Parliament' is written for the public and is available in different languages.
3. The SPCB is invited to approve the policy in general, as well as specifically to agree to move all decision making on routine operational matters to officials except in exceptional cases when an SPCB ruling will be sought.

Issues and Options

4. Currently permission to translate committee reports lies with Clerk/Chief Executive while permission to translate bills lies with the SPCB. A consistent approach would be preferable and SPCB is invited to consider delegating such requests routinely to the Clerk/Chief Executive. Any contentious issues would be escalated to SPCB.

Resource Implications

5. The amendments to the policy will not result in any additional resource implications.

Governance issues

6. Routine requests from SPCB staff and from Scottish citizens wishing to engage with the Scottish Parliament are dealt with by Public Information and Publications.

Publication Scheme

7. The paper can be published.

Next steps

8. If the amendments to the Language Policy are agreed, the policy will be published as an amended document on the website.

Decision

9. The SPCB is invited to approve the amended Language Policy.