

ANGUS COUNCIL

RESOURCES AND CENTRAL SERVICES COMMITTEE – 17 JUNE 2004

PUBLIC INFORMATION LEAFLETS: CRYSTAL MARK STATUS

REPORT BY DIRECTOR OF LAW AND ADMINISTRATION

**ABSTRACT**

This Report advises the Committee that the public information leaflets within the Committee Services Section of the Law and Administration Department have achieved Crystal Mark Status for Plain English.

**1. RECOMMENDATIONS**

It is recommended that the Committee:-

- (i) notes the content of the Report and the information leaflets, copies of which are attached; and
- (ii) notes the achievement of gaining Crystal Mark Status from the Plain English Campaign for the public information leaflets currently produced by the Committee Services Section of the Law and Administration Department.

**2. INTRODUCTION**

Reference is made to Article 11 of the minute of meeting of the Policy and Resources Committee of 4 September 2001 when the Committee was advised of the production of a number of "user friendly" leaflets to be used for public attendance, as part of the Department's commitment towards promoting active citizenship.

Whilst the response to date from users of the leaflets, especially those used for Development Control Committee, has been very positive, a review was undertaken of the existing family of leaflets, in light of the Council's increased emphasis on Customer Care and Plain English.

The leaflets reviewed were:-

- Procedure For Deputations
- Guide to a Council Meeting
- Civic Licensing Committee
- Development Control Committee

Work has now been completed on revisions to these leaflets and approval has been given by the Plain English Campaign for the Crystal Mark to be used. Copies of the leaflets are attached to the Report for information. In line with current practice, copies will be made available at ACCESS offices, libraries, and Council main buildings. Copies will also be available electronically on the Council's website.

**3. FINANCIAL IMPLICATIONS**

The editorial charges and fees from the Plain English Campaign will be contained within the revenue budget for the Department.

**4. HUMAN RIGHTS IMPLICATIONS**

There are no human rights implications arising from the recommendations contained in this Report.

**5. CONSULTATION**

The Chief Executive and the Director of Finance have been consulted in the preparation of this Report.

CATHERINE A COULL  
Director of Law and Administration

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.