

**RECORD OF DECISION BY CITY MAYOR OR INDIVIDUAL
EXECUTIVE MEMBER**

1.	DECISION TITLE	Interpretation and translation policy for Leicester City Council
2.	DECLARATIONS OF INTEREST	None .
3.	DATE OF DECISION	1 st March 2013
4.	DECISION MAKER	Cllr Sood - Assistant City Mayor for Equalities, Partnerships and Community Involvement
5.	DECISION TAKEN	To agree the interpretation and translation policy for Leicester City Council.
6.	REASON FOR DECISION	<p>The council is experiencing an increase in the number of linguistic language requests. Currently there is no guidance or policy in place that informs Council staff when they should provide interpretation and translation, and therefore inconsistency across the Council in the way these are provided. Inconsistent practice and providing translation as a matter of course is costly too – and these costs are not being controlled or managed. This is particularly true for translation services.</p> <p>The department for communities and local government and the commission on integration and cohesion's reports both recommend that local authorities and their partners should consider moving from a position of automatic translation of all documents into community languages, towards a more selective approach – driven by need, and set firmly in the context of communications strategies for all residents.</p> <p>The policy provides a framework to help individual service areas determine when it is appropriate to provide interpretation and translation, and encourages the use of English as the city's main language.</p>
7.	a) KEY DECISION Y/N? b) If yes, was it published 5 clear days in advance? y/n	a) Yes b) Yes
8.	OPTIONS CONSIDERED	To not have a policy, which would lead to inconsistencies in service delivery.
9.	DEADLINE FOR CALL-IN <ul style="list-style-type: none"> • 5 Councillors not on Cabinet can ask for the decision to be called-in. • Notification of Call-In with reasons must be made to the Monitoring 	8 March 2013

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	Officer	
10.	SIGNATURE OF DECISION MAKER (City Mayor or where delegated by the City Mayor, name of Executive Member)	<i>M. Sood</i>