

<b>Meeting</b>	<b>SPA Authority Meeting</b>
<b>Date</b>	<b>29 September 2021</b>
<b>Location</b>	<b>Video Conference</b>
<b>Title of Paper</b>	<b>Scottish Police Authority Gaelic Language Plan 2021-2026</b>
<b>Presented By</b>	<b>Lynn Brown, Chief Executive</b>
<b>Recommendation to Members</b>	<b>For Approval</b>
<b>Appendix Attached</b>	<b>Appendix A - SPA Gaelic Language Plan 2021-2026</b>

**PURPOSE**

The purpose of this paper is to update members on the development of the Scottish Police Authority's Draft Gaelic Language Plan, following feedback from stakeholders and the public.

Members are invited to approve the draft plan prior to formal submission to Bòrd na Gàidhlig by 5 October 2021.

## **1. BACKGROUND**

- 1.1 The Gaelic Language (Scotland) Act 2005 requires public bodies to prepare a Gaelic Language Plan setting out how they will contribute to creating a sustainable future for Gaelic by raising its status, profile and creating practical opportunities for its use.
- 1.2 The Authority's first Gaelic Language Plan was prepared and published in 2016. The Authority is required to submit a second draft Gaelic Language Plan to Bòrd na Gàidhlig (the public body with responsibility for promoting Gaelic development in Scotland) by 5 October 2021.
- 1.3 Engagement with Bòrd na Gàidhlig on the Authority's second plan began in late 2020 between officials. A number of high level aims were agreed with Bòrd na Gàidhlig that focus and have informed the commitments contained in the revised plan. The high level aims are:
- Establish a Gaelic language plan development and implementation group with senior representation from all SPA Corporate functions (including Forensic Services).
  - The Authority, in acting in the public interest, will encourage and include the views of Gaelic users and communities to inform its scrutiny of policing and of policing issues.
  - Integrate Gaelic awareness and language skills training into SPA Corporate and Forensic Services induction and training.
  - As part of its ongoing cycle of governance and oversight of policing, the Authority will examine policing's contribution towards delivery against the National Gaelic Language Plan in public session.
- 1.4 This edition of our draft Gaelic Language Plan supports delivery of the objectives outlined in the National Gaelic Language Plan and meets the duties laid out in the Gaelic Language (Scotland) Act 2005.

## **2. FURTHER DETAIL**

- 2.1 This draft Gaelic Language Plan has been developed to align to the objectives outlined in the Authority's Corporate Plan and annual business priorities. The commitments in the draft plan focus on enhancing understanding and use of Gaelic within our organisation

while increasing the visibility, status and use of Gaelic in the way the Authority communicates and engages with the public.

- 2.2 In developing the draft plan, the Authority and Police Scotland initiated an audit of our workforce to determine the linguistic profile of our officers and staff. Across SPA Corporate and Forensic Services there were 138 responses. The majority of respondents identified as never having used Gaelic or having no understanding of any Gaelic. Five respondents identified as having some level of Gaelic language competency. More detailed analysis of the audit is contained in Appendix 1 of the draft plan.
- 2.3 Information from the audit has informed development of this draft plan and in particular commitments to promote the Authority's Gaelic Language Plan in induction and training materials, provide Gaelic Awareness Training and in promoting opportunities for staff to learn Gaelic.

### **3. ENGAGEMENT AND CONSULTATION**

- 3.1 Between 7 July and the end of August 2021, the Authority invited feedback from members, staff, stakeholders and the public on the draft Gaelic Language Plan for 2021-26. This was hosted on the Authority's dedicated Citizen Space consultation portal. The survey contained six questions with open and closed elements inviting the views on the usage of Gaelic by the Authority and the commitments contained in the draft plan.
- 3.2 English and Gaelic versions of the draft plan and survey were produced with British Sign Language and Easy Read formats also made available.
- 3.3 The Authority promoted the draft plan and invited feedback on its intranet, website, Twitter account and encouraged wider dissemination among key networks. The Authority received a total of 34 responses. Feedback can be summarised below:
- The majority of respondents felt the current draft of the Gaelic Language Plan met the objective of the Authority to promote a positive image of Gaelic.
  - The majority of respondents felt it was a good thing for the Authority to support and encourage the use of Gaelic Language in Scotland, however this was closely followed by a number of respondents who disagreed. Some respondents questioned whether

this was a good use of money with another suggesting it was not proportionate to single out Gaelic.

- The majority of respondents thought it was important for the Authority to encourage and include the views of Gaelic users and communities in our work.
- The majority of respondents felt the Authority could increase its use of the language by making Gaelic versions of key publications available. A number also stated the Authority should be inviting and responding to written communications in Gaelic.
- The majority of respondents felt the views of Gaelic users and communities can be represented by engaging with communities and organisations that represent Gaelic speakers.

3.4 Suggestions were received to strengthen the plan further. These include:

- Training opportunities for staff to learn simple/basic phrases.
- Greater awareness training for staff on the purpose of a Gaelic Language Plan.
- Greater emphasis on the commitments and timelines for the development of a bilingual logo and website for Forensic Services.
- Promotional activities such as a Gaelic awareness/celebration day
- Inviting representative of Bòrd na Gàidhlig to address the Authority on the importance of the Gaelic Language Plan.

3.5 More detailed analysis of the findings from the consultation are contained in the draft plan at Appendix 2.

#### 4. **IMPLICATIONS FOR THE PLAN**

4.1 Feedback on the Authority's draft plan was largely positive and supportive of the approach and commitments contained within it.

4.2 Feedback to enhance staff learning and training opportunities are commitments already contained in the draft plan.

4.3 The timelines for all commitments have been reviewed with revised future target dates set for the commitments to offer awareness training, development of staff induction materials and the roll out of a bilingual logo to align with the launch of a new Authority website.

4.4 We will also work with Forensic Services to ensure timely development and roll out of bilingual branding during 2022.

## **5. FINANCIAL IMPLICATIONS**

- 5.1 There will be financial implications associated with implementing the commitments contained within the Authority's Gaelic Language Plan. Budget provision has been identified for translation services (£5000) and providing Gaelic Awareness training in the forthcoming year (£2000). These costs can be met from within the Authority's existing budget and are being factored into 2022/23 budget planning.
- 5.2 Many of the commitments contained within the plan can be delivered at no additional financial cost to the Authority. For example the provision of training and induction materials for staff and the promotion of free Gaelic Language online learning opportunities.
- 5.3 There will be costs associated with developing bilingual branding for Forensic Services. We will work with Forensic Services before the end of the existing financial year to understand indicative costs and implications for any future roll out.

## **6. PERSONNEL IMPLICATIONS**

- 6.1 Responsibility for coordination and compliance with the Authority's public body duties sits within the Authority's Strategic Business Management function. Staff within this function work with colleagues across the Authority, Forensic Services and Police Scotland to coordinating delivery of the commitments contained in this plan. Lead officials have been identified and named in the draft plan.

## **7. LEGAL IMPLICATIONS**

- 7.1 The development of the Authority's second draft Gaelic Language Plan will fulfil our responsibilities as a public body, under the Gaelic Language (Scotland) Act 2005. The Authority is required to submit a draft Gaelic Language Plan to Bòrd na Gàidhlig by 5 October 2021 for their consideration.

## **8. REPUTATIONAL IMPLICATIONS**

- 8.1 There are reputational risks and opportunities associated with the development of a Gaelic Language Plan. The Authority is committed to meeting its public body duties and supporting and contributing to

the delivery of the objectives outlined in the Scottish Government's National Gaelic Language Plan.

## **9. SOCIAL IMPLICATIONS**

9.1 Gaelic is an important element of Scottish culture and the Authority is committed to supporting its promotion and recognition as part of the country's heritage. We also recognise that Gaelic has the potential to contribute to social, cultural and economic wellbeing.

## **10. COMMUNITY IMPACT**

10.1 The Authority recognises that there are Gaelic users and communities across Scotland who would benefit from more engagement with the Authority. The commitments contained in this plan aim to increase engagement with Gaelic users and communities.

## **11. EQUALITIES IMPLICATIONS**

11.1 The draft Gaelic Language Plan provides an opportunity for the Authority to enhance engagement with Gaelic users and communities, thus reducing barriers for Gaelic speakers to engage and inform policing.

## **12. ENVIRONMENT IMPLICATIONS**

12.1 No implications identified.

### **RECOMMENDATIONS**

Members are invited to approve the Authority's draft Gaelic Language Plan 2021-2026, prior to onward submission to Bòrd na Gàidhlig by 5 October 2021.

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Ùghdarras Poilis na h-Alba | Scottish Police Authority

# GAELIC LANGUAGE PLAN

2021-2026

SCOTTISH POLICE  
AUTHORITY

OFFICIAL

## Foreword

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As Chief Executive of the Scottish Police Authority, I am delighted to present this draft of our second edition Gaelic Language Plan covering the period 2021 - 2026.

Gaelic is an important element of the Scottish culture and the Authority is committed to supporting its promotion and recognition as part of our country's heritage and as a living language. We also recognise that Gaelic has the potential to contribute to social, cultural and economic wellbeing.

This edition of our Gaelic Language Plan seeks to support delivery of the objectives outlined in the National Gaelic Language Plan and to meet the duties laid out in the Gaelic Language (Scotland) Act 2005. The Authority engaged and invited feedback on this draft with our stakeholders, workforce and the public during July and August 2021.

It sets achievable aims aligned to our business priorities and focused on enhancing understanding and use of Gaelic within our organisation. Our commitments focus on increasing the visibility, status and use of Gaelic in the way the Authority communicates and engage with the public. This will include, from Spring 2022, the proliferation of a new bilingual logo which will be used across all of our communication channels.

The high level aims agreed with Bòrd na Gàidhlig are:

- Establish a Gaelic language plan development and implementation group with senior representation from all SPA functions including Forensic Services.
- The Authority, in acting in the public interest, will encourage and include the views of Gaelic users and communities to inform its scrutiny of policing and of policing issues.
- Integrate Gaelic awareness and language skills training into SPA Corporate and Forensic Services induction and training.
- As part of its ongoing cycle of governance and oversight of policing, the Authority will examine policing's contribution towards delivery against the National Gaelic Language Plan in public session.

We recognise that a separate but complementary approach is required by both the Authority and Police Scotland in order to ensure our contribution to strengthening Gaelic is meaningful and has the desired impact. We are committed to working closely with Police Scotland to progress this objective.

**Lynn Brown OBE**  
**Chief Executive**  
**Scottish Police Authority**



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## 1. INTRODUCTION

### DESCRIPTION OF THE SCOTTISH POLICE AUTHORITY

The Scottish Police Authority was established on 1 April 2013 by the The Police and Fire Reform (Scotland) Act 2012. The Authority consists of a Board of up to 15 members, including a Chair, who are selected through a public appointments process and appointed by Scottish Ministers.

The Authority was set up to provide a clear separation between Scottish Ministers and the police service.

The key principles set out in the Act which underpin the policing of Scotland are:

- that the purpose of policing is to improve the safety and well-being of persons, localities and communities in Scotland;
- and that the Police Service, working in collaboration with others where appropriate, should seek to achieve that main purpose by policing in a way which;
  - (i) is accessible to, and engaged with, local communities, and
  - (ii) promotes measures to prevent crime, harm and disorder.

The Authority has five core functions set out within the Act. These are:

- to maintain the Police Service;
- to promote the policing principles set out in the 2012 Act;
- to promote and support continuous improvement in the policing of Scotland;
- to keep under review the policing of Scotland; and
- to hold the Chief Constable to account for the policing of Scotland.

These five functions demonstrate the complementary responsibilities of the Authority to oversee policing and hold the Chief Constable to account, while supporting policing to maintain and improve.

The Authority has a number of additional responsibilities in addition to the core functions set out in the act, including importantly the provision of Forensic Services to the wider criminal justice system in Scotland. The service provided in Scotland is a unique crime-scene-to-court model which ensures impartiality and independence by placing a sterile corridor between Forensic Services and Police Scotland.

The Authority employs circa 500 staff to deliver Forensic Services in Scotland, and circa 50 staff to support the Authority in delivering its oversight and governance responsibilities. The Authority is also the employer of more than 5000 police staff who are under the direction and control of the Chief Constable, and who support Police Scotland in the exercise of its functions.

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The Authority also has a statutory duty to maintain and manage an Independent Custody Visiting Scheme (ICVS) to monitor the welfare of people detained in police custody facilities throughout Scotland. The ICV scheme helps ensure that the Authority is meeting its obligations to in relation to equality and diversity and the protection of human rights. It also helps to ensure that Scotland is doing everything it can in its public services to meet international standards set by the United Nations in its Optional Protocol to the Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT).

The Authority also has an important role in considering complaints about the Authority; Authority staff, or Police Scotland officers at the rank of Assistant Chief Constable, Deputy Chief Constable or Chief Constable.

As the primary governance body for policing in Scotland, the Authority's role and responsibilities are distinct from most other public bodies. The Authority sets and monitors an annual budget of over £1.3 billion and is responsible for securing best value in relation to its functions. The Authority's Chief Executive is the Accountable Officer personally responsible to the Scottish Parliament for the entire budget.

The Authority sets strategy, scrutinises and reports on performance, supports continuous improvement activity, and listens to and takes into account of a wide range of views about the policing of Scotland. The Authority's oversight and support of policing draws on a wide range of evidence and on independent, expert opinion from a number of bodies, including inspectorates, auditors and similar organisations.

The Authority is committed to working in partnership with others at both a local and national level to deliver our responsibilities. Local authorities are an important component of the Authority's engagement work as it seeks to ensure communities are able to influence the services they receive.

The Authority's organisational priorities are set out in its [Corporate Plan 2020-2023](#). This will be reviewed in 2023 and published on the Authority's website.

## GAELIC WITHIN THE SCOTTISH POLICE AUTHORITY

### **Our People**

Although a separate public body, the Scottish Police Authority and Forensic Services receive HR and workforce related support from Police Scotland. We therefore work closely with the service to understand the use of Gaelic across the policing workforce but particularly within the Authority's Corporate team and Forensic Services.

## **Our Gaelic / bilingual materials**

Since 2016, the Scottish Police Authority and Police Scotland have published Gaelic versions of our Strategic Police Plans.

2016: [Policing 2026](#)<sup>1</sup>

2020: [Joint Strategic Police Plan](#)<sup>2</sup>

The Authority has developed documentation in Gaelic related to its Independent Custody Visiting Scheme for use with detainees who choose to liaise with our visitors in Gaelic.

The Authority has also developed a dedicated Gaelic language area on its intranet for staff working within SPA Corporate and Forensic Services which promotes the Authority's support and commitment to creating a sustainable place for Gaelic in Scotland.

Through the lifetime of this plan, we will increase the number of core publications we produce bilingually, and in Gaelic, and establish an inventory of our existing Gaelic and bilingual materials, including publications, stationery, forms and online content.

## **Our signage**

The Authority has Gaelic logo/signage within its HQ at Pacific Quay Glasgow and Forensic Services office at Rushton Court, Dundee.

The Authority also has bilingual logo/marketing materials which is used for physical meetings of its Authority meetings. These materials increase the visibility of the Authority's Gaelic logo with meetings streamed live and recordings available via a dedicated livestream channel.

The Authority will launch a new corporate logo. This will deliver on our commitment to produce a bilingual logo which will be rolled out as part of a wider piece of work to improve the Authority's digital presence.

During the lifetime of the plan, we will develop a bilingual logo and enhance our bilingual signage for Forensic Services.

We will also create an inventory of all existing Gaelic and bilingual internal and external signs.

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<sup>1</sup> [policing-2026-strategy-gaelic-201709.pdf \(spa.police.uk\)](#)

<sup>2</sup> [https://www.spa.police.uk/spa-media/2ejfuysh/joint-strategy-for-policing-2020-v9\\_gla.pdf](https://www.spa.police.uk/spa-media/2ejfuysh/joint-strategy-for-policing-2020-v9_gla.pdf)

## Gaelic in Scotland

At the time of the 2011 census (currently the most up-to-date), 87,100 people aged three and over in Scotland (1.7% of the population) had some Gaelic language skills. Of these 87,100 people:

- 32,400 (37%) had full skills in Gaelic, that is could understand, speak, read and write Gaelic
- 57,600 (66%) could speak Gaelic
- 6,100 (7%) were able to read and/or write but not speak Gaelic
- 23,400 (27%) were able to understand Gaelic but could not speak, read or write it.

Highland, Eilean Siar and Glasgow City are the local authority areas with the largest numbers of people with some Gaelic language ability; home to almost half (49%) of those with some Gaelic language skills nationally, and 70.3% of people who used Gaelic at home.

The proportion of people aged three and over with some Gaelic language skills was highest in Eilean Siar (61%), Highland (7%) and Argyll & Bute (6%). In Glasgow City it was 1.7%, while this is the same as the national average, it represents a high density of Gaelic speakers within one geographic location. Of the people who were Gaelic speakers, 40% reported using Gaelic at home nationally, although the proportion varies geographically from 22.1% up to 79.2% according to how widely Gaelic is used in the local community.

Within households that had adults with some Gaelic skills, the incidence of Gaelic-speaking ability among children was 37.8% for children aged three to four, 48.6% at ages five to 11 and 46.3% at ages 12 to 17. However, at both the primary school and the secondary school stage the largest group of Gaelic speakers lived in households where no adult had any Gaelic skills (36.1% at ages five to 11 and 39.3% at ages 12 to 17).

## The Gaelic Language (Scotland) Act 2005

The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language.

One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig to require a public authority to prepare a Gaelic language plan. This provision was designed to ensure that the public sector in Scotland plays its part in creating a sustainable future for Gaelic by raising the status and profile of the language and creating practical opportunities for its use.

This is the second edition of the Scottish Police Authority's Gaelic Language Plan, prepared within the framework of the Gaelic Language (Scotland) Act 2005. It sets out how we will use, promote, enable and develop Gaelic in the delivery of our functions.

The Authority's Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the 2005 Act and having regard to the National Gaelic Language Plan and the Guidance on the Development of Gaelic Language Plans.

## THE NATIONAL GAELIC LANGUAGE PLAN

The Scottish Police Authority supports the aim set out in the National Gaelic Language Plan 2018-23 that “Gaelic is used more often, by more people and in a wider range of situations.”

We are committed to the achieving this aim by focussing our efforts on the following key areas;

- Promoting a positive image of Gaelic whenever we can as part of our day-to-day operations as an organisation.
- Increasing the use of Gaelic within our organisation and encouraging more people to use Gaelic more often when they interact with us;
- Offering opportunities for our staff to learn about Gaelic;

## INTERNAL GAELIC CAPACITY AUDIT

Following an audit of the Authority’s workforce in 2018 (circa 550 staff), 6 individuals working across both SPA Corporate and Forensic Services identified themselves as being able to speak, read, write or understand Gaelic.

The Authority worked in conjunction with Police Scotland to conduct a current audit of the entire policing workforce. The survey during April/May 2021 is focused on officers and staff under the direction and control of the Chief Constable, as well as the SPA’s Corporate Team and those working across Forensic Services. Through the survey, we aim to determine the linguistic profile of the entire policing workforce, including:

- The number of employees who speak, read, write or understand Gaelic and the level of their language skills.
- The number of Gaelic speaking staff able to support delivery of the Plan and in which capacity they may do this.
- The departments and/or working locations of identified individuals.
- The number of posts where Gaelic is a desirable skill.
- Any services or internal processes conducted through the medium of Gaelic.

The results of the audit are included at Appendix 1 and will enable us to consider how to use and enhance the skills of our current staff.

We will also ensure this data is captured on our national SCOPE HR system and commit to audit it every 5 years.

CONSULTATION ON THE DRAFT GAELIC LANGUAGE PLAN

The 2005 Act requires that public authorities consult on their draft Gaelic language plan before submitting it to Bòrd na Gàidhlig.

This draft version of the Scottish Police Authority's second edition Gaelic Language Plan was published for engagement and consultation during July and August 2021. The results of the consultation are outlined at Appendix 2 and have informed this draft.

## 2. KEY PRINCIPLES

This draft Plan documents the Scottish Police Authority's programme of activity for the period 2021-26 and demonstrates a commitment to the key principles of the National Gaelic Language Plan.

### EQUAL RESPECT

Under the terms of the 2005 Act, Bòrd na Gàidhlig works with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language and the Bòrd in turn expects that public authorities will demonstrate in their plans how the principle will be achieved and maintained in practice.

Where Gaelic is utilised within the Authority business, we will strive to ensure it is of an equal standard and quality as anything provided in English.

### ACTIVE OFFER

The Scottish Police Authority will ensure that where Gaelic publications and content are made available by us, Gaelic users are made aware of their existence, and are actively encouraged to access them.

This will take the responsibility away from the individual to ask for these and will give Gaelic users the confidence to know that their needs will be met if that is their choice.

We will also seek to ensure that our Gaelic language publications and content are as accessible as our publications and content produced in English.

### MAINSTREAMING

The Scottish Police Authority will seek to ensure that opportunities for the public and our staff to use Gaelic are normalised, in support of the National Gaelic Language Plan 2018-23 aim that Gaelic is used more often, by more people and in a wider range of situations.



### 3. PLAN COMMITMENTS

#### HIGH-LEVEL AIMS

#### OVERARCHING AIM

**High Level Aim: Establish a Gaelic language plan development and implementation group with senior representation from all SPA departments.**

**Desired Outcome:** To support and drive progress against the commitments contained in this Gaelic Language Plan with involvement of senior staff from all business areas to ensure collective ownership across the organisation.

**Current Practice** - Responsibility for promoting and coordinating compliance and progress across the organisation lies with one individual, the Head of Strategic Business Management.

Actions Required		Target Date	Responsibility
1.1	Creation of steering group.	Development Group established March 2021	Authority's Head of Strategic Business Management. Responsibility for progress shared across all Authority functions including Forensic Services with coordination, secretariat and monitoring provided by Authority's Corporate Management Team.
1.2	Single points of contact to be established across SPA Corporate and Forensic Services.		
1.3	Regular meeting structure and secretariat established.		
1.4	Coordination with Police Scotland.		

**INCREASING THE USE OF GAELIC**

<b>High Level Aim: The Authority, in acting in the public interest, will encourage and include the views of Gaelic users and communities to inform its scrutiny of policing and of policing issues.</b>			
<b>Desired Outcome:</b> To increase opportunities for Gaelic users to contribute their views to inform the work of the Authority and to be represented in the scrutiny of policing and of policing issues. To increase the number of core publications and content produce bilingually, and/or in Gaelic.			
<b>Current Practice</b> - The Authority publishes Gaelic versions of the Strategic Police Plan on our website and has developed documentation in Gaelic related to its Independent Custody Visiting Scheme for use with detainees who choose to liaise with our visitors in Gaelic.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
2.1	Proactively inviting the views of Gaelic speakers and communities to inform Authority business.	Cummulative throughout the lifetime of the Plan	Authority Head of Strategic Business Management with shared responsibility across Authority functions, including Forensic Services.
2.2	Identify more core publications/documentation for bilingual/Gaelic translation.		
2.3	Ensure interpreting and translation support is in place to assist with translation, consultations and digital/media content.		
2.4	Establish an inventory of our existing Gaelic and bilingual materials, including publications, stationery, forms and online content.		

**INCREASING THE LEARNING OF GAELIC**

<b>High Level Aim:</b> Integrate Gaelic awareness and Gaelic language skills training into SPA Corporate and Forensic Services induction and training.			
<b>Desired Outcome:</b> To raise awareness of Gaelic and Gaelic language skills amongst the Authority’s Corporate and Forensic Services staff and promote opportunities to develop and use Gaelic language skills.			
<b>Current Practice</b> - The Authority has a dedicated section on the staff intranet with links to and promotion of Gaelic. We also promote opportunities to the workforce to learn Gaelic, such as the Learn Gaelic website.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
3.1	Internal capacity audit of Authority’s Corporate and Forensic Services staff.	May 2021 and May 2026	Authority’s Head of Strategic Business Management / Director of Forensic Services.
3.2	Circulate the SPA’s 2021-26 Gaelic Language Plan to all staff to raise awareness of the Plan and the commitments within.	End 2021	
3.3	Development and inclusion of information on Gaelic Language Plan in staff induction programme (Moodle module).	Summer 2022	
3.4	Commission Gaelic Awareness Training for Authority members, SPA Corporate and Forensic Services Management team.	Autumn 2021	
3.5	Promote opportunities to learn Gaelic language skills to staff.	Throughout lifetime of the Plan	

PROMOTING A POSITIVE IMAGE OF GAELIC

<p><b>High Level Aim:</b> As part of its ongoing cycle of governance and oversight of policing, the Authority will examine policing’s contribution towards delivery against the National Gaelic Language Plan in public session.</p>			
<p><b>Desired Outcome:</b> To oversee the level and nature of policing’s contribution towards the National Gaelic Language Plan in an open and transparent forum. Increased visibility of policing’s contribution towards delivery of National Gaelic Language Plan objectives.</p>			
<p><b>Current Practice</b> - Scottish Police Authority and Police Scotland Gaelic Language Plans considered and endorsed by Board at full Authority meetings held in public session.</p>			
Actions Required		Target Date	Responsibility
4.1	Schedule Board oversight of Scottish Police Authority and Police Scotland’s contribution towards National Gaelic Language Plan at least twice in the lifetime of the Plan.	September 2023 and September 2026	Authority’s Head of Strategic Business Management in consultation with Police Scotland and Forensic Services.
4.2	Publish Annual monitoring reports on progress against Gaelic Language Plan.	Annually on submission to BNG	

**CORPORATE SERVICE AIMS**

**STATUS**

<b>Logo and brand:</b> Desired outcome - Aim to render the corporate logo and branding in both Gaelic and English at the first opportunity and as part of any renewal process. The logo should demonstrate equal prominence for both languages.			
<b>Current Practice</b> - The Scottish Police Authority continues to use the separate English and Gaelic logo where possible (i.e. Displayed in our corporate office equal in size and prominence). A bilingual logo for the Authority has been developed and will be rolled out during 2021. Forensic Services does not currently have a dedicated bilingual logo. It will develop a bilingual logo and roll out bilingual signage for Forensic Services on a phased basis during the lifetime of the plan.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
1.1	Roll out of Authority's bilingual logo, corporate identity and guidelines.	Spring 2022	Authority's Governance and External Relations Lead / Forensic Services Communication and Engagement Specialist.
1.2	Develop bilingual logo for Forensic Services.	End 2022	

<b>Signage:</b> Desired outcome - Prominent signage will include Gaelic and English as part of any renewal process.			
<b>Current Practice:</b> The Authority continues to use the separate English and Gaelic logo where possible (i.e. Displayed in our corporate Office equal in size and prominence). A bilingual logo has been developed and will be rolled out by Spring 2022.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
2.1	Roll out new corporate identity and guidelines for the Scottish Police Authority.	Spring 2022	Authority's Governance and External Relations Lead / Forensic Services Communication and Engagement Specialist.
2.2	Roll out (on a replacement basis) Forensic Services bilingual signage.	End 2023	
2.3	Create an inventory of all existing Gaelic and bilingual internal and external signs.	End 2021	

**COMMUNICATING WITH THE PUBLIC**

<b>Promotion:</b> Desired Outcome - Positive message that communication from the public in Gaelic is always welcome.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
3.1	Contact us page of the Authority website to be updated to promote the receipt of written communication in Gaelic.	End 2022	Authority's Governance and External Relations lead.
3.2	Authority's communication and engagement approach to incorporate opportunities to encourage communication from the public in Gaelic.	Throughout lifetime of Plan	
3.3	Ensure interpreting and translation support is in place to assist with translation, consultations and digital/media content.	As required	

<b>Written Communication:</b> Desired outcome - Written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with the general policy.			
<b>Current Practice</b> - The Authority is committed to accepting communications in Gaelic and replying in Gaelic where possible. To date there has been no communications received by the Authority in Gaelic.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
4.1	Update Correspondence policy to explicitly reference Gaelic language communication are accepted and responses will be translated and replied in Gaelic.	By Summer 2022	Authority's Corporate Management Lead
4.2	Ensure interpreting and translation support is in place to assist with translation.		
4.3	Regular reminders to issued to Authority Corporate and Forensic Services staff on the use of a bilingual email signature.		

<b>Reception and phone:</b> Desired outcome - Where Gaelic speaking staff can provide this service, they are supported to do so, and the service is promoted to the public.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
5.1	Consider results of internal audit to identify whether there are staff with skills in roles to offer this service.	Autumn 2021	Authority's Corporate Management Lead

**OFFICIAL**

**INFORMATION**

<b>News releases:</b> Desired outcome - High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
6.1	The Authority will produce Gaelic versions of its most high profile news releases (publication of the Strategic Police Plan).	Throughout lifetime of Plan	Authority's Governance and External Relations Lead / Forensic Services Communication and Engagement Specialist.
6.2	Consideration to be given to identifying additional news releases and social media content to be produced in Gaelic.		

<b>Social Media:</b> Desired outcome - Gaelic content distributed regularly through social media, guided by the level of actual and potential users			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
7.1	Issues and content will be identified to increase the use of Gaelic on the Authority's digital channels and promote Gaelic content produced by the Authority.	Throughout lifetime of Plan	Authority's Governance and External Relations Lead / Forensic Services Communication and Engagement Specialist.

<b>Website:</b> Desired outcome - Gaelic content should be available on the public authority's website, with emphasis given to the pages with the highest potential reach.			
<b>Current Practice</b> - The Authority publishes its Gaelic Language Plan on its website.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
8.1	Review of SPA's digital channels to identify content for Gaelic.	By April 2022	Authority's Governance and External Relations Lead
8.2	All of the Authority's Gaelic content to be made available on a section of Authority website dedicated to Gaelic publications/content/information.		

**OFFICIAL**

<b>Corporate Publications:</b> Desired outcome - Produced in Gaelic and English, with priority given to those with the highest potential reach.			
<b>Current Practice</b> - The Authority publishes its Strategic Police Plan in both Gaelic and English.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
9.1	Consideration to be given to identifying additional publications to be produced in Gaelic.	Throughout lifetime of Plan	Authority's Governance and External Relations Lead

<b>Language utility:</b> Desired outcome - A process is in place to ensure that the quality and accessibility of Gaelic language in all corporate information is high.			
<b>Current Practice</b> - The Authority utilises translation services for the production of Gaelic publications. Translation is commissioned in line with the most recent Gaelic Orthographic Conventions and as per information provided by Ainmean-Àite na h-Alba.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
10.1	Publications provided in Gaelic to be compliant with the most recent Gaelic Orthographic Conventions.	Throughout lifetime of Plan	Authority's Governance and External Relations Lead



**OFFICIAL**

**STAFF**

<b>Internal audit:</b> Desired outcome - Conduct an internal audit of Gaelic skills and training needs through the life of each plan.			
<b>Current Practice</b> - An internal capacity audit has been undertaken to build an accurate picture of Gaelic skills and interest in training.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
11.1	Gaelic capacity audit to be completed.	May 2021 and May 2026	Authority's Head of Strategic Business Management in collaboration with Police Scotland.

<b>Induction / Awareness Training:</b> Desired outcome - Knowledge of the public authority's Gaelic language plan included in new staff inductions and Awareness Training offered.			
<b>Current Practice</b> - This is not currently incorporated into the induction plan for new starts.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
12.1	Develop a module which can be accessed by Police Scotland and SPA staff via the Police Scotland on-line learning platform.	By Summer 2022	Authority's Head of Strategic Business Management
12.2	Commission Gaelic Awareness Training for Authority members, SPA Corporate and Forensic Services Management team.		

**GAELIC LANGUAGE CORPUS**

<b>Gaelic Orthographic Conventions:</b> Desired outcome - The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority.			
<b>Current Practice</b> - The Authority utilises translation services for the production of Gaelic publications. Translation is commissioned in line with the most recent Gaelic Orthographic Conventions.			
<b>Actions Required</b>		<b>Target Date</b>	<b>Responsibility</b>
13.1	Ensure interpreting and translation support is in place to assist with translation, consultations and digital/media content.	Throughout lifetime of Plan	Authority's Governance and External Relations Lead.
13.2	Translation requests to be compliant with Gaelic Orthographic Conventions.		

## 4. LINKS TO THE NATIONAL PERFORMANCE FRAMEWORK

The Authority's Gaelic Language Plan contributes towards the following outcomes of the National Performance Framework:

- **people grow up loved, safe and respected so that they realise their full potential**  
The plan aims to promote the Gaelic medium and afford it equal respect. For Gaelic speakers this translates to respect for their culture, heritage and community.
- **people live in communities that are inclusive, empowered, resilient and safe**  
The plan sets out an ambitious programme for community messaging to reach Gaelic communities across Scotland alongside the provision for further engagement at a local level. This will contribute towards inclusivity and empowerment of Gaelic communities.

## 5. PUBLICATION

### PUBLISHING AND PUBLICISING THE PLAN

#### INTERNAL

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The Scottish Police Authority's Gaelic Language Plan will be published in Gaelic and in English and be available to all staff via our intranet.

Communications regarding the plan will be sent to all staff by senior management.

#### EXTERNAL

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The Scottish Police Authority's Gaelic Language Plan will be published in Gaelic and in English on our website. In addition, we will:

- issue a bilingual press release announcing the plan
- publicise the plan through a variety of social media platforms
- distribute copies of the plan to key stakeholders in the public, private and third sectors
- distribute copies of the plan to relevant Gaelic organisations and other interested bodies
- make hard copies available on request

## 6. RESOURCING THE PLAN

The Authority's Strategic Business Management team will coordinate delivery of the commitments contained in this plan working closely with Police Scotland, Forensic Services and the wider Corporate team.

The costs associated with delivery of commitments will be mainstreamed within existing budgets and/or as part of on-going renewal processes.

## 7. MONITORING THE PLAN

The Scottish Police Authority will publish its annual progress report provided to Bòrd na Gàidhlig in relation to the implementation of the Gaelic Language Plan on our website.

## 8. THE GAELIC LANGUAGE PLAN IN THE PUBLIC AUTHORITY

### OVERALL RESPONSIBILITY FOR THE PLAN

The Chief Executive and Accountable Officer has overall responsibility for preparation, delivery and monitoring of the Scottish Police Authority's Gaelic Language Plan. They can be contacted as follows: -

Lynn Brown OBE  
Chief Executive  
Scottish Police Authority  
1 Pacific Quay  
Glasgow  
G51 1DZ

[SPAChiefExecutive@spa.pnn.police.uk](mailto:SPAChiefExecutive@spa.pnn.police.uk)

**DAY-TO-DAY RESPONSIBILITY FOR THE PLAN**

The Senior Corporate Support Officer has day-to-day responsibility for the delivery and monitoring of the Scottish Police Authority's Gaelic Language Plan. Queries regarding the day-to-day operation of the plan should be addressed to:

Aimie McGuinness  
Senior Corporate Support Officer  
Scottish Police Authority  
1 Pacific Quay  
Glasgow  
G51 1DZ

[Aimie.McGuinness@spa.pnn.police.Uuk](mailto:Aimie.McGuinness@spa.pnn.police.Uuk)

**GAELIC LANGUAGE PLAN IMPLEMENTATION AND MONITORING GROUP**

The Scottish Police Authority will establish a Gaelic language plan implementation and monitoring group in line with the high level aims agreed. This group will be joint between the Authority and Police Scotland and involve staff and officers from both organisations and corporate functions including Corporate Communications and Estates. It will also include Forensic Services.

The group will meet quarterly to review the implementation and monitoring of different aspects of the plan and will facilitate communications between organisations and the workforce.

## APPENDIX 1 – INTERNAL GAELIC CAPACITY AUDIT

In total there were 138 respondents from SPA Corporate and Forensic Services. In general, the majority of respondents never used Gaelic in the workplace or with members of the public, and did not understand any Gaelic.

Regarding knowledge of Gaelic, the majority (n=117) did not understand any Gaelic, were not able to write anything in Gaelic (n=125), did not yet speak any Gaelic (n=120), or could not yet read any Gaelic (n=113).

In communicating with the public, the majority of staff never used Gaelic when speaking with members of the public (n=120), never had members of the public initiating phone calls with them in Gaelic (n=118), never initiated phone conversations in Gaelic (n=121), never replied to members of the public on the phone in Gaelic (n=117) or never received written correspondence by email in Gaelic from members of the public (n=117). The second most common response was 'Not Applicable'.

In relation to communication in the workplace, the majority never spoke Gaelic informally with colleagues (n=122), never used Gaelic with colleagues in meetings (n=123), never used Gaelic when speaking with their manager (n=123), never speak Gaelic with staff who they manage (n=120), or never write internal emails in Gaelic (n=123). While some had experience of using Gaelic in some of the aforementioned situations (e.g. informal conversations and writing internal emails), this was very low and the second most common response was either 'Not applicable' or the field was blank.

Perhaps due to the volume of staff who did not use Gaelic, the majority selected 'No' (n=130) in response to the question if Gaelic speaking employees would be interested in assisting with the delivery of the Gaelic Language Plan. Eight staff said 'Yes' – of this five previously mentioned having some level of Gaelic language competency.

Regarding assisting, in the quantitative questions one noted they would like to 'deliver inputs in Gaelic at community and educational establishments'. Another noted they could assist with 'social media messaging in Gaelic (Facebook, Twitter etc.)'. No respondents were interested in 'assisting with mainstream media messaging in Gaelic (TV, radio etc.)', and four selected 'Other'. Of those who selected 'Other' and the two aforementioned responses, all had some degree of knowledge of Gaelic.

While those who selected 'Other' were asked to comment, five responses were received. Of the four who selected 'Other', one highlighted that they wanted to help but did not have "the level of understanding of confidence in Gaelic to be much use", and another noted that they did not think their level of Gaelic was "sufficient" yet but they were trying to learn. A respondent who did not respond to the assisting questions also highlighted that they wanted to learn.

Another respondent who selected 'Other' offered to speak with Gaelic speakers who did not speak English. One also said they knew basic greetings and could recognise other Gaelic being spoken.

## APPENDIX 2 – PUBLIC CONSULTATION

### Context

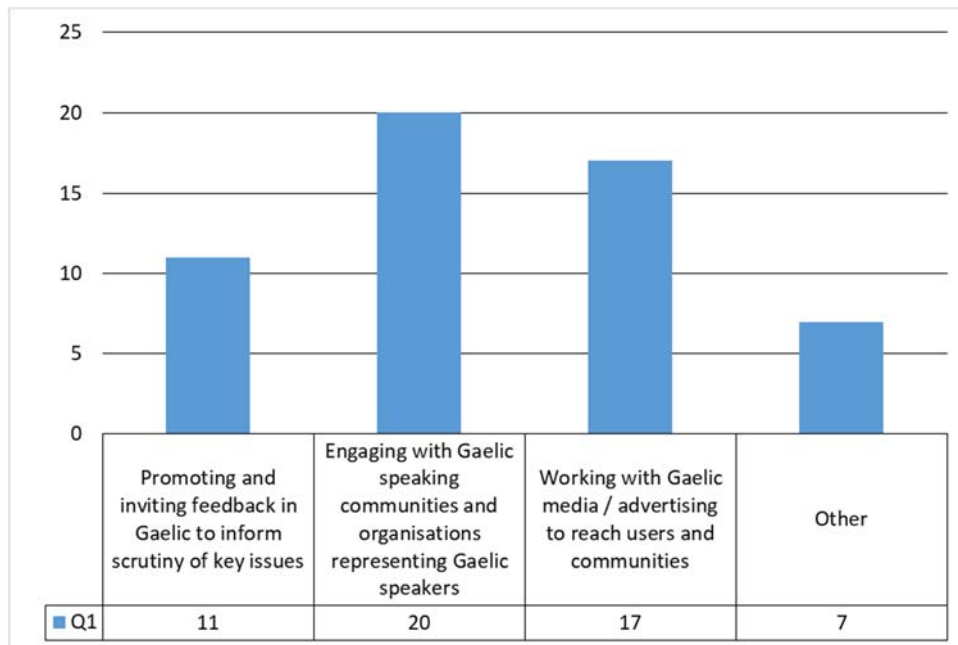
Between July and August 2021, the Authority ran a survey on its draft Gaelic Language Plan 2021-26. The survey contained six questions with open and closed elements focusing on views on the usage of Gaelic by the Authority and the draft Plan. There were 34 responses received in total.

This paper outlines the key points and trends from each of the six questions asked.

### Q1: Ways to encourage Gaelic Users and communities to share their views

As shown in **Figure 1**, in response to the multiple choice question on how the Authority could encourage Gaelic users and communities to share their views on policing, the majority of respondents felt this could be achieved by engaging with communities and organisations that represent Gaelic speakers (n=20). This was followed by working with Gaelic media/advertising to reach users and communities (n=16) and promoting and inviting feedback in Gaelic (n=10).

**Figure 1: Q1 - What do you think are the main ways we could encourage Gaelic users and communities to share their views to inform scrutiny of policing and of policing issues?**



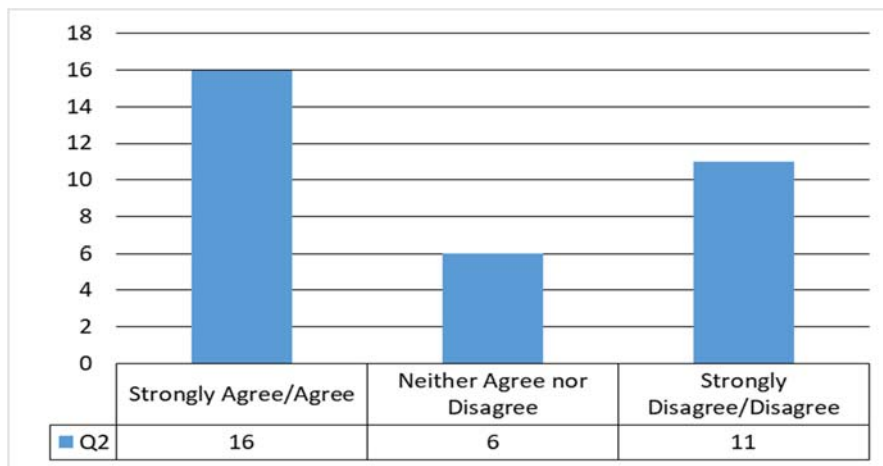
Notably, seven respondents also selected ‘Other’ and were invited to submit their suggestions – although 10 free text responses were received. The majority of these comments were largely negative, including not thinking/querying why it was required, thinking it was a waste of resources/money, or commenting on a lack of Gaelic speakers in their area.

However, some respondents suggested further engagement activities such as having a Gaelic awareness/celebration day, inviting a member of Bòrd na Gàidhlig to address Authority members at a public meeting on the importance of the Gaelic Language Plan, more publications in Gaelic (including the website and phone communication), and via local policing in areas where Gaelic is the main language.

**Q2: Level of agreement in supporting and encouraging use of Gaelic in Scotland**

As shown in **Figure 2**, the majority ‘Strongly Agreed’ or ‘Agreed’ that it was a good thing to support and encourage the use of Gaelic language in Scotland (n=16). However, this was closely followed by those who ‘Disagreed’ or ‘Strongly Disagreed’ (n=11), while six respondents selected ‘Neither Agree nor Disagree’. Subsequently, while the majority were supportive, this is something that should continue to be monitored.

**Figure 2: Q2 - Thinking about our aim to encourage and include the views of Gaelic users and communities, to what extent do you agree or disagree that this is a good thing to do to support and encourage the use of Gaelic language in Scotland?**



There were 19 comments from this question detailing why respondents felt this way. For those who disagreed, the comments included viewing the focus as “more political than practical” although this respondent went on to comment that it “deserves the focus where it is needed [...] in the communities that it is prevalent”. Others noted it had no relevance to them or their area, or felt it was a waste of money.

Of those who selected ‘Neither Agree nor Disagree’ one responded noted that as Scotland is a multicultural country public sector bodies need to consider how accessible they are to “a diverse range of communities” and it was not proportionate to single Gaelic out. It was also observed that if someone felt strongly enough to provide a view on the scrutiny of policing or other policing issues they would find a way to communicate it and that contact directly with Authority was rare and more likely done via local representation e.g. councillors.

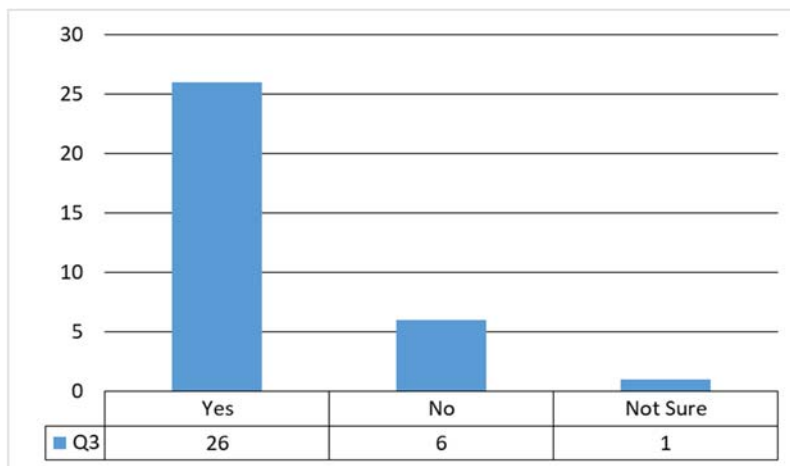
Those who agreed noted it was in a public body’s interest to support Gaelic and those who speak Gaelic; and that Police Scotland and the Authority serve all diverse communities and for policing by consent the consent of all communities is needed. It was also commented

that it was widely spoken in their area, it is an important part of national identity, and that Gaelic is a 'home' language and many countries use English internationally while having a home language. However, chiming with the previous 'Neither Agree nor Disagree' response, it was highlighted by one respondent that while preserving Gaelic language was a good idea, some staff felt uncomfortable promoting it specifically whilst aiming to develop and more diverse workforce.

**Q3: Importance of SPA encouraging and including the views of Gaelic users and communities**

Despite the answers in Q2, in Q3 the majority (n26) felt that it was important to encourage and include the views of Gaelic users and communities – see **Figure 3**. Six respondents selected 'No' and one answered 'Not Sure'.

**Figure 3: Q3 - Do you feel it is important for us to encourage and include the views of Gaelic users and communities?**



15 respondents left a comment as to why they felt this way.

For the respondent who selected 'Not sure', they noted they were "always up for inclusion" but that it was a large response for a small population. Those who selected 'No' felt that it was a waste of public resources, it was not a core function of the police, and that there were no Gaelic language speakers in their area.

Of those who selected 'Yes' and left a comment, the majority noted that the views of all communities and groups (e.g. BAME communities, young people, people with disabilities etc.) should be encouraged and included. Others did not understand why it had to be in Gaelic, felt it would "normalise" Gaelic and improve its visibility, or gave similar/the same answers to Q2 around it being important in winning their support and consent and it being a 'home' language.

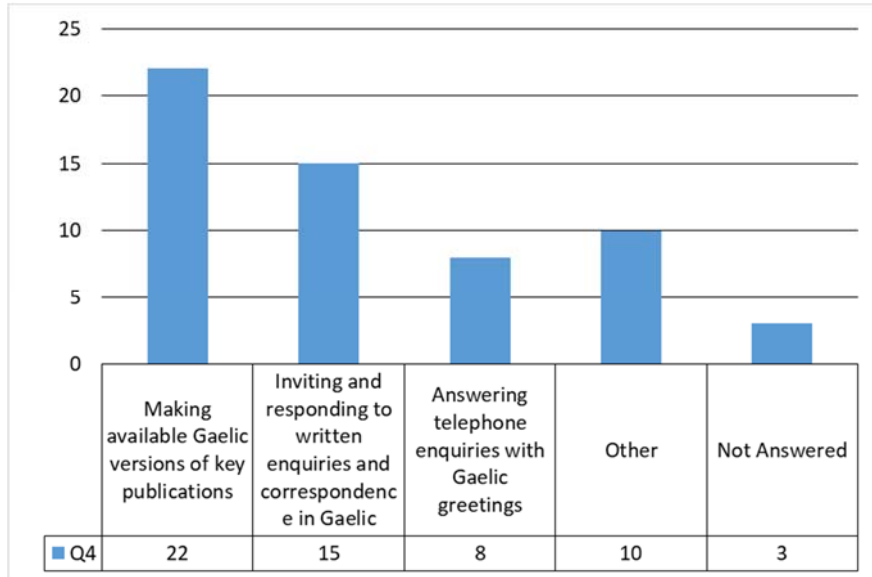
**Q4: Expectations on the Authority's use of Gaelic**

**Figure 4** shows the majority of respondents expected the Authority to make Gaelic versions of key publications available (n=22). 15 felt it should be by inviting and responding to



written enquiries and correspondence in Gaelic and eight that it should be via answering telephone enquiries with greetings in Gaelic. 10 respondents selected other and three did not answer.

**Figure 4: Q4 - The Authority will integrate Gaelic language awareness training for our staff. How would you expect the Authority to use Gaelic in its activities?**



There were 18 responses to the request for comment if ‘Other’ was selected – despite only 10 selecting ‘Other’. Again some felt it was unnecessary, a waste of public resources, or should be minimal. Whereas others felt it had to be proportionate or when needed/necessary. One added that it had to meet the expectations of Gaelic speakers and suggested asking Gaelic speakers what their expectations are. Another commented that “inviting, responding and greeting in Gaelic does not seem proportionate” before noting making publications available in Gaelic and other languages should be routine if requested.

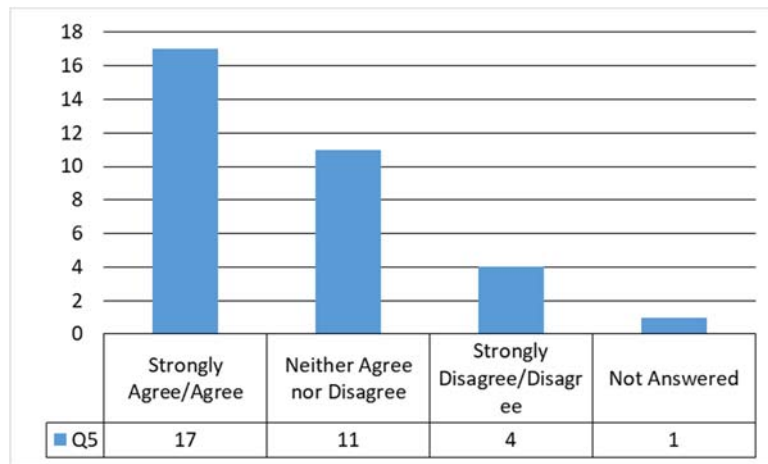
There was the suggestion to introduce simple/basic phrases during training opportunities for staff to be able to greet/acknowledge members of the Gaelic community and show respect as this could foster greater respect and co-operation from Gaelic speakers.

Some respondents singled out the answering telephone option, stating that it was not a good idea or risked alienating other communities. Whereas others felt all suggestions should be implemented – with one suggesting a bilingual website and answering the telephone in Gaelic. Bilingual signage, email signatures and social media posts were also suggested.

**Q5: Current Gaelic Language Plan draft promoting a positive image of Gaelic**

In response to Question 5, the majority (n=17) either ‘Strongly Agreed’ or ‘Agreed’ that the current draft of the Gaelic Language Plan met the objective of the Authority to promote a positive image of Gaelic – see **Figure 5**. This was followed by 11 who selected ‘Neither Agree nor Disagree’, four who ‘Disagreed’ or ‘Strongly Disagreed’ and one who did not answer.

**Figure 5: Q5 - The Authority has a responsibility to promote a positive image of Gaelic, to what extent do you agree or disagree that the current draft meets that objective?**



14 respondents left a comment as to why they felt that way.

Of those who disagreed and commented, some highlighted that there were few Gaelic language speakers, with one suggesting that staff should have the opportunity to learn Gaelic prior to utilising it in the workplace. They noted that they had seen no evidence of this despite an interest being expressed when the previous plan was launched. The respondent who did not answer also commented that the Authority had no responsibility to promote any language and suggested that policing should be promoted.

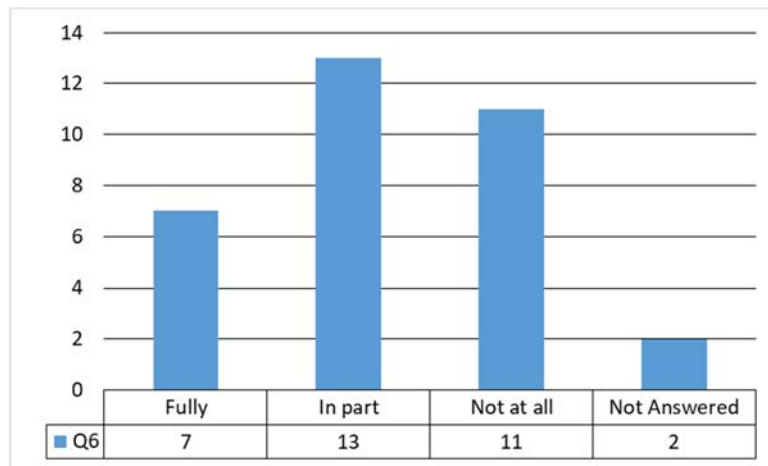
For those who selected ‘Neither Agree nor Disagree’ and commented, views included not believing it should be something the Authority should be accountable for, that the objective should be removed, and that it should not be high on the agenda during a pandemic. One respondent also mentioned that the Gaelic language speaking community should be treated like all which may use English as a second language and that we “should not single such a minority language out for special treatment in a multi-cultural Scotland”.

Respondents who ‘Strongly Agreed’ or ‘Agreed’ and commented observed that while they agreed the Authority had failed to enact most of the measures in the previous plan, with one suggesting timescales needed to be more robust and enforced. One noted it went further than they would have expected for a public body, but another noted it seemed proportionate to meet the requirements and queried if we should not look to exceed the requirements.

**Q6: Does the Gaelic Language Plan commitments meet expectations**

As shown in **Figure 6**, there were mixed views on whether the Gaelic Language Plan commitments met respondents’ expectations. Seven felt it fully met their expectations, 13 in part, 11 not at all, and two did not answer.

Figure 6: Q6 - Do you feel the commitments in the Authority’s draft Gaelic Language Plan meet your expectations?



Those who selected ‘In part’ or ‘Not at all’ were asked what more could be done by the Authority to improve the Gaelic Language Plan. 18 responses were received – including one from a respondent who did not answer.

Of those who selected ‘In part’ and commented, one felt the Forensic Services bilingual logo being produced and rolled out a year later showed the Authority’s “half-hearted commitment to the Gaelic language” and stressed the Authority must do better. Another highlighted that a bi-lingual logo, Forensic services logo and a bilingual website should be produced as soon as possible and that all correspondence and telephone answering should be in Gaelic. Offering Gaelic language learning to staff was also mentioned, and another noted there should be more engagement with the Gaelic speaking community so their expectations could be understood better.

Of those who commented and selected ‘Not at all’ contributions included that they did not think it is a priority or that they did not know any Gaelic users in their area, feeling that it wasn’t needed (e.g. “stop it”) or that only a single language should be used, and that staff should be encouraged to learn some Gaelic first.

One commented that use and promotion of British Sign Language would have a greater impact and they were disappointed time was being spent on this rather than “promoting the ways that basic IT skills can be improved so that personnel can get the most out of the applications that are in use in the organisation”. Another said it had not been explained why it was necessary. One respondent also noted that the efforts of the plan should be focused on the areas that really need it and making it a national drive would “water it down”.

As with the previous question, a respondent who did not answer also commented that the Authority had no responsibility to promote any language and suggested that policing should be promoted.