

**Notice of Motion to Moray Council on
Wednesday 29 June 2022**

Plain English

That this Council:

1. Requires that going forward all constitutional documents, strategies, policies, guidance, reports, consultations, public documents, and any other form of communications internal or external whether written or electronic are written using the principles of Plain English, which makes the information easy to read, understand and use by avoiding convoluted and ambiguous language and jargon so that the general public are able to have full accessibility and understanding.
2. Requests that acronyms are written in full on their first occasion and request that they are used minimally and if any technical terms are used not in common usage, there will be a glossary at the end of the document or report.

Proposed: Cllr Gordon

Seconder: Cllr Mustard