

Bòrd Guide to Information

Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available;
- tell the public how to access the information and what it might cost.

Bòrd na Gàidhlig has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner (SIC). This publication scheme has been approved by the SIC and will remain in force until 31st May 2019. Details are as follows:

Our Guide to Information

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class;
- state what charges may be applied;
- explain how to find the information easily;
- provide contact details for enquiries and to get help with accessing the information; and
- explain how to request information we hold that has not been published

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this - see charges below).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or 'black out' the information before publication and explain why.

Copyright

Where Bòrd na Gàidhlig holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified.

Where Bòrd na Gàidhlig does not hold the copyright in information we publish, we will make this clear.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. There is no charge to view information on our website or at our premises.

We may charge for providing information to you, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per side of paper is shown in the tables below:

- ***Black and White Photocopying***
- A4: 10p per sheet
- ***Colour photocopying***
- A4: 20p per sheet

Information provided on CD-Rom will be charged at 50p per computer disc.

Postage costs will be recharged at the rate we paid to send the information to you. Our charge is for sending info by Royal Mail First Class.

When providing copies of pre-printed publications, we will charge no more than the cost per copy, pro rata, of the total print run.

We do not pass on any other costs to you in relation to our published information.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact our Publication Scheme Officer for assistance with any aspect of this publication scheme:

Alasdair MacKinnon,
Head of Corporate Services
Bòrd na Gàidhlig,
Leachkin Road,
Inverness
IV3 8NW
Tel: 01463 225 454
Email: oifis@gaidhlig.scot

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of the publication scheme

The classes of information that we publish

The information in our publication scheme is grouped into 8 classes, which are as follows:

Class 1: About Bòrd na Gàidhlig

Class 2: How we deliver our functions and services

Class 3: How Bòrd na Gàidhlig takes decisions and what is has

decided **Class 4:** What Bòrd na Gàidhlig spends and how it spends it

Class 5: How Bòrd na Gàidhlig manages its human, physical and information

resources **Class 6:** How Bòrd na Gàidhlig procures goods and services from external

providers **Class 7:** How Bòrd na Gàidhlig is performing

Class 8: Our commercial publications

Class 1: About Bòrd na Gàidhlig

General Information about the Authority.

Information about Bòrd na Gàidhlig: who we are, where to find us, how to contact us, how we are managed and our external relations

| Information | How to access it |
|-------------------------------|----------------------------|
| The Gaelic Language Act | Click here |
| National Gaelic Language Plan | Click here |
| Corporate Plan | Click here |
| Annual Report & Accounts | Click here |
| Board Structure | Click here |
| Staff structure | Click here |
| Complaints Procedure | Click here |
| Freedom of Information | Click here |
| Press Releases | Click here |
| Contacts | Click here |

Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users

| Information | How to access it |
|--|----------------------------|
| National Gaelic Language Plan | Click here |
| Corporate Plan | Click here |
| Executive NDPB Framework Document | Click here |
| Standing Orders | Click here |
| Gaelic Language Plans | Click here |
| Strategy for Gaelic Education – Overarching Themes | Click here |
| Strategy for Gaelic-medium Education – Early Years | Click here |
| Strategy for Gaelic-medium Teacher Education | Click here |
| Funding Schemes | Click here |
| Press Releases | Click here |

Class 3: How Bòrd na Gàidhlig takes decisions and what is has decided

Information about the decisions we take, how we make decisions and how we involve others

| Information | How to access it |
|---------------------------------------|---|
| Annual Report & Accounts | Click here |
| Minutes of Board & Committee meetings | Click here Click here |
| Research Papers | Click here |
| Funding Schemes | Click here |
| Press Releases | Click here |

Class 4: What Bòrd na Gàidhlig spends and how it spends it

Information about our strategy for, and management of, financial procedures

| Information | How to access it |
|--|----------------------------|
| Annual Report & Accounts | Click here |
| Policy & Finance Committee | Click here |
| Audit Committee | Click here |
| Public Services Reform (Scotland) Act 2010 | Click here |
| Information on Salaries over £58,000 | Click here |
| Information on Members' Salaries | Click here |
| Press Releases | Click here |

Class 5: How Bòrd na Gàidhlig manages its human, physical and information resources

| Information | How to access it |
|---|----------------------------|
| External ads and vacancies | Click here |
| Staff Handbook | Paper and electronically |
| Job Descriptions | Paper and electronically |
| HR Policies & Procedures | Paper and electronically |
| Leadership Team Terms of Reference | Click here |
| Code of Practice for Bòrd na Gàidhlig Members | Click here |
| Members Register of Interests | Click here |
| Register of financial, Business and other interests | Click here |

Class 6: How Bòrd na Gàidhlig procures goods and services from external providers

| Information | How to access it |
|-----------------------------------|----------------------------|
| Contracts Register | Click here |
| Tender doc | Paper and electronically |
| Procurement Document and guidance | Paper and electronically |
| Standard Terms and conditions | Paper and electronically |
| Procurement Policy | Paper and electronically |

Class 7: How Bòrd na Gàidhlig is performing

Information about how Bòrd na Gàidhlig performs as an organisation, and how well it delivers its functions and services.

| Information | How to access it |
|--------------------|----------------------------|
| Annual Reports | Click here |
| KPI Monitoring | Click here |
| Press Releases | Click here |

Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

We do not hold or publish any information under this class.