

**BÒRD NA GÀIDHLIG****MINUTES OF BOARD MEETING****13 September 2011 at 09.30am****Darach, Inverness****Present****Members**

Arthur Cormack **Chairperson**  
 Annie MacSween **Vice-Chairperson**  
 Murdo MacLennan  
 Kenneth MacKinnon  
 Michael Foxley  
 Rob Dunbar  
 Christina Allon  
 Alasdair MacLeod  
 John Campbell  
 John MacLeod  
 Elizabeth McAteer

**Staff**

(AC) John Angus MacKay (IAM)  
 (ANS) Daibhidh Boag (DB)  
 (MML) Mary MacMillan (MNM)  
 (CMF) Alex Graham (finance only) (AG)  
 (MF) Alasdair MacKinnon (AMF)  
 (RD) Christine Stewart (CS)  
 (CA) Steven MacIver (SMI)  
 (AML)  
 (IC)  
 (IML)  
 (ENS)

**Interpreting:** Seonag Sutherland, Alasdair MacLeod**MINUTES**

<b>BnG-3-2011-01</b>	<b>INITIAL BUSINESS</b>	
<b>(a)</b>	<b>Welcome</b>	
	The Chairperson welcomed everyone to the meeting. He explained that a meeting had taken place with the Minister for Gaelic and that advertising for new Board members would take place before the end of September.  The Chairperson agreed to circulate a copy of the paper "Scotland's Finances" to Members for their comments, and also a paper on administration ahead of an appraisal, which would be carried out on the Members.	
<b>(b)</b>	<b>Apologies</b>	
	There were no apologies.	
<b>(c)</b>	<b>Declaration of Interest</b>	
	<ul style="list-style-type: none"> <li>• AC declared interest in BnG-3-2011-07 (f)</li> <li>• MF and AML in BnG-3-2011 (e)</li> </ul>	
<b>BnG-3-2011-02</b>	<b>MINUTES</b>	
<b>(a)</b>	<b>Board Meeting – 21/06/11 - and matters arising</b>	
	The minutes of the Board Meeting on 21/06/11 were approved and adopted by CA with support from ENS.	
<b>(b)</b>	<b>Audit Committee Meeting – 30/08/11</b>	
	Reference was made to the minutes of the Audit Committee Meeting on 30/08/11 I.  Referring to advice from the Auditor CA recommended that the Procurement	

	situation ought to be clarified with regard to the provision of contracts to the Gaelic organisations and who had access to these contracts. AMF undertook to examine this and give some guidance to the Board.	
<b>(c)</b>	<b>Education Committee – 02/08/11</b>	
	Reference was made to the minutes of the Education Committee Meeting on 02/08/11 and the members noted the information.	
<b>(d)</b>	<b>Gaelic Usage Committee – 16/08/11</b>	
	Reference was made to the minutes of the Gaelic Usage Committee Meeting on 16/08/11.  DB reported that Edinburgh City Council had not as yet come to a decision about their Gaelic Plan. It was agreed that a report on education both in primary and secondary school, should be in the Plan when it appears.	
<b>(e)</b>	<b>Salaries' Committee – 16/08/11 – Draft</b>	
	Reference was made to the minutes of the Salaries Committee on 16/08/11 and the members noted the information.	
<b>BnG-3-2011-03</b>	<b>CHIEF EXECUTIVE'S REPORT</b>	
	Referring to the report, the Chief Executive thanked the Chairperson for his support during the course of the year since he took up his post.  He explained about the extra money that the Bòrd would require to add to budgets for IT in order to make the system secure. He recommended that this budget be expanded by remaining money from other administrative budgets.  The Bòrd confirmed the decision reached by meetings, that remaining monies from the previous year be set aside for the National Gaelic Language Plan.  The Chairperson recommended that the Bòrd ought to be in on talks with COSLA regarding capital funding for Gaelic projects, and he praised the Chief Executive for the work he had fulfilled in enhancing links with COSLA.	
<b>Bng-3-2011-04</b>	<b>FINANCE MATTERS</b>	
<b>(a)</b>	<b>Finance Report</b>	
	AG spoke to the finance report which the Members had been given.  It was agreed to plan costs at least three years ahead, especially to include costs for new technology and the National Gaelic Language Plan which would not be appearing every year.  A question was raised as to whether travelling costs ought to be increased to 45p per mile as Government policy recommends, and it was agreed that this will be looked at in December when a policy on travelling expenses will be presented to the Board.  The Members accepted the finance report.	

<b>(b)</b>	<b>Efficiency Delivery Plan</b>	
	The Members approved the Efficiency Delivery Plan after some detail from AG.	
	<b>CORPORATE MATTERS</b>	
<b>(a)</b>	<b>Annual Report 2010-11</b>	
	Board Members were pleased with the form of the Annual Report 2010-11 and pleased that it was being delivered earlier than required. It was recommended that information detail should accompany the pictures.	
<b>(b)</b>	<b>Corporate Plan 2011/12 – progress reports</b>	
	<p>New quarterly reports were presented to the Members showing how progress was being made in delivering the Corporate Plan for the year. These reports were praised and seen to be very useful.</p> <p>It was announced that a report would be sent to the next meeting of the Board on the progress made by the Language Initiatives, and it was recommended that a presentation be given that afternoon to supply information to the Board on progress made by the initiatives.</p>	
<b>(c)</b>	<b>Risk Register</b>	
	Reference was made to the Risk Register. It was agreed that preparation ought to be made to deal with the results of the Census when published in the summer.	
<b>(d)</b>	<b>Table of Meetings 2012</b>	
	Dates were recommended to the Board with regard to meetings in 2012. The Members accepted the dates, apart from the meeting of the Gaelic Usage Committee which was to take place on 28/02/2012 but changed to 24/01/2012.	
<b>(e)</b>	<b>Audit Committee</b>	
	<p>The Members were presented with a paper recommending amendments to the Reporting Conditions of the Audit Committee. This was approved.</p> <p>MML, CA and AML agreed to continue as Members of the Audit Committee and MML was given the post of Chairperson of the Committee.</p>	
<b>BnG-3-2011-06</b>	<b>EDUCATION MATTERS</b>	
<b>(a)</b>	<b>Update on education</b>	
	<p>MNM spoke to the report giving an update on education. It was proposed that this report be now included with the quarterly education report which will be required for the Corporate Plan.</p> <p>It was agreed that it would be useful for Bòrd na Gàidhlig to have a record of the number of teachers who are teaching through the medium of Gaelic.</p>	

<b>(b)</b>	<b>Education Recommendations</b>	
	<p>Papers on the following were presented to the Members:</p> <ul style="list-style-type: none"> <li>- Early Years Resources</li> <li>- Recruitment of Teachers</li> <li>- Thig a Theagasg advertising and Registration of Pupils</li> <li>- Educational Research</li> <li>- Extending Early Years' 0-3 provision</li> </ul> <p>The recommendations in the papers were approved.</p>	
<b>BnG-3-2011-07</b>	<b>GAELIC USAGE MATTERS</b>	
<b>(a)</b>	<b>Gaelic Plans – update</b>	
	DB gave an account of the situation with Edinburgh University and that they are willing to prepare a Gaelic Plan.	
<b>(b)</b>	<b>Gaelic Plans – Visit Scotland</b>	
	Recommendations were made to points which ought to be sent to Visit Scotland in order to enhance their Gaelic Plan.	
<b>(c)</b>	<b>Gaelic Plans – High-level Aims</b>	
	<p>With regard to declaration of interest, both AML and MF left the room.</p> <p>It was agreed that the High-level Aims ought to be more robust.</p>	
<b>(d)</b>	<b>GLAIF 2011/12 – Update</b>	
	<p>AML returned to the meeting.</p> <p>DB spoke to the paper which the members had been given giving an update on the funding support scheme GLAIF 2011-12, and the members noted the information.</p>	
<b>(e)</b>	<b>New Grants</b>	
	<p>Reference was made to the paper presented to the Members with recommendations regarding new grants.</p> <p>The recommendations in the paper were approved.</p>	
<b>(f)</b>	<b>Colmcille Grants</b>	
	<p>The Chairperson left the room in respect of reasons of interest.</p> <p>There was a paper presented to the Members regarding new grants under the Colmcille scheme. The Bòrd agreed with the recommendations that were in the paper.</p>	
<b>(g)</b>	<b>Presentation – Corpus Planning and the Gaelic Academy</b>	
	Peadar Morgan gave a presentation to the Board on the Gaelic Academy.	

<b>BnG-3-2011-08</b>	<b>COMMUNICATION AND PUBLISHING MATTERS</b>	
<b>(a)</b>	<b>Table of invitations</b>	
	There was a paper presented to the Members regarding the invitations received by the Bòrd.	
<b>(b)</b>	<b>Communication Plan</b>	
	SMI spoke about the new Communications Plan which had been circulated to the Board. The Members praised the Plan and it was approved.	
<b>(c)</b>	<b>Update on Freedom of Information</b>	
	AMF announced that an application had come in requesting Board papers from 2003 onwards up to the present day. It was agreed to hand them over in digital form.	
	<b>The National Gaelic Language Plan</b>	
	<p>The manner in which the National Gaelic Language Plan had been prepared was commended. The Plan was particularly commended with regard to how easy the Plan is to read and understand. It was agreed that the Plan would go to consultation on 4 October after some amendments.</p> <p>The Board agreed to set up a Working Committee to work on the Guidelines for Gaelic Language Plans. AC, IC, IML, MML, RD and DA agreed to be members of the Committee.</p>	
<b>BnG-3-2011-09</b>	<b>AOCB</b>	
	There was no other business	

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 Arthur Cormack  
 Chairperson

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 Date

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 Steven MacIver  
 Bòrd Secretariat

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 Date