

Bòrd na Gàidhlig
Minutes of Board Meeting Great Glen House – Inverness
Monday 17th June 2013: 14.00-18.30

Present

Board Members

Iain Campbell - *Chair* (IC)
Elizabeth McAtear (EMA)
Murdo MacLennan (MML)
John MacLeod (JML)
Shona MacLennan (SML)
June Graham (JG)
Kenneth MacKinnon (KMK)
Coll MacDonald (CMD)

Staff

John Angus MacKay - *Ceannard* (JAM)
Mairi MacMillan (MMM)
Alasdair MacKinnon (AMK)
David Boag (DB)
Steven MacIver (SMI)
Karen MacLeod **finance only** (KML)
James Munro **finance only** (JM)
Alex Graham **finance only** (AG)
Asif Haseeb **finance only** (AH)

BnG-2-1314-01	PRELIMINARIES
(a)	Welcome
	The Chair welcomed everyone to the meeting. The Members gave a warm welcome to Iain Campbell to his new role as Chair.
(b)	Present and Apologies
	Apologies were recorded from Kenneth Nicolson (KN) and Christine Allon (CA).
(c)	Declaration of Interests
	The following interests were declared by Members. Chair - BnG-2-1314-07 - d SML – BnG-2-1314-07 - d CMD – BnG-2-1314-07 - d EMA - BnG-2-1314-07- c
BnG-2-1314-02	MINUTES
(a)	Board Meeting on 04-05/03/2013 – draft
	The Minutes of the Board Meeting held on 04-05/03/2013 were approved.
(b)	Board Meeting on 17/04/2013 – draft
	The Minutes of the Board Meeting held on 17/04/2013 were approved with a recommendation which was recorded in a separate note.
(c)	Meeting of the Gaelic Usage Committee - 24-25/04/2013 - draft
	The draft Minutes of the Meetings which were held of the Gaelic Usage Committee on 24-25/04/2013 were presented and Members confirmed that officers from the Government should not formally approve the Minutes of Committee meetings.
(d)	Meeting of the Education Committee - 21/05/2013 - draft
	The draft Minutes of the Meeting of the Education Committee held on 21/05/2013 were presented and Members noted the information before them. A change to section CF-1-1314-05 was recommended, and this was recorded in a separate note.
(e)	Meeting of the Audit Committee - 28/05/2013 – draft
	The draft Minutes of the Meeting of the Audit Committee held on 28/05/2013 were presented and Members noted the information before them.

(f)	The Audit Committee's Annual Report
	The Audit Committee's Annual Report was presented to the Board and the Members noted the information before them. The Chair thanked MML for his hard work over the years as Chair of the Audit Committee. He also thanked CA for her support and knowledge which had proved very useful during her time as a member of the Committee.
BnG-2-1314-03	CHIEF EXECUTIVE'S REPORT
(a)	Chief Executive's Report
	<p>Presenting his report, the Ceannard asked Members to note that the organisation's Senior Management Team had maintained strict and effective financial control of the organisation over the preceding year.</p> <p>The Ceannard informed the meeting that Bòrd na Gàidhlig's internal auditor had confirmed that the Bòrd had fulfilled the majority of Key Performance Indicators for the financial year 2012/2013.</p> <p><u>Parliament Week:</u> The Ceannard reported that the Parliament Week which had been held in May had proved very successful, and that the Bòrd, and the language, had received a lot of support from Members of Parliament. The Chair added his praise for the event and thanked all the officers for their tremendous work in organising the event.</p> <p><u>The Referendum:</u> The Ceannard informed the meeting of the statutory situation regarding the Referendum and Members noted the information presented.</p>
BnG-2-1314-04	FINANCE AND PERFORMANCE
(a)	Report on the Budget for 2013-14
	<p>*KML, JM, AG and AH joined the meeting*</p> <p>The Chair welcomed KML, JM, AG and AH to the meeting.</p> <p>KML presented her report and Members noted the information. She confirmed that each department was working within strict financial constraints this year as the majority of funding had been committed.</p> <p>Officers confirmed that the best way to maintain control on finance was through corporate governance which would allow effective controls.</p> <p>A Member asked, was the Bòrd closely monitoring the grants which were being awarded by Bòrd na Gàidhlig? DB confirmed that the Bòrd was working to maintain control of the grants awards. AH from Audit Scotland, also confirmed this, and said that Bòrd na Gàidhlig was to be praised in terms of how they maintained accounts.</p>
(b)	Virements
	<p>KML presented this report and Members noted the information before them.</p> <p>Members approved the recommendations in the paper.</p>
(c)	New Financial System
	<p>KML reported on the New Financial System, and she explained to the Board what stage had been reached in terms of the transition to the new system and she reported on the steps which still had to be taken.</p> <p>Members noted the information and they asked questions in order to gain more clarity on the security of the new system.</p>
(d)	Information on grants agreed by the Senior Management Team (<£5k)
	Members noted and approved the information presented.
(e)	Financial review of the Gaelic organisations
	Presenting his report, JM summarised the information in his report for Members.

	<p>The Chair asked for an explanation regarding the links between Comhairle nan Leabhraichean and Acair Ltd. He was then given an explanation.</p> <p>The Members welcomed the reviews and congratulated JM on his work.</p>
(f)	Progress Reports on Corporate Performance 2013-14
	AG explained the information contained in his report. Members noted the information that was presented.
(g)	Annual Report & Accounts
	<p>Members noted Bòrd na Gàidhlig's Annual Report 2012-13 and gave approval for the Report to be published. A Member asked that the quality of the Annual Report be recorded: it was easy to understand and the design was attractive.</p> <p>*KML, JM, AG and AH left the meeting*</p>
BnG-2-1314-05	CORPORATE MATTERS
(a)	Progress Report on Matters relating to Corporate Services
	<p>AMK presented his report and Members noted the information.</p> <p>The Chair requested confirmation on whether there had been any progress with the media project which the government was overseeing. It was indicated that the report on the matter had not been received as of yet.</p> <p>Members agreed to invite MG ALBA to attend the Board Meeting in September to give a presentation on BBC ALBA.</p>
(b)	Model Framework for Non-departmental Public Body
	<p>Members noted the information presented.</p> <p>Members agreed that the paper provided confirmation that there was a need to change the relationship that had existed between the Bòrd and the Government's sponsor department.</p>
(c)	Membership of Committees
	Members noted the information that was presented and agreed to the draft which was recommended.
(d)	Timetable fo Meetings for 2014
	Members noted the information and agreed that they would send any feedback to the Corporate Department so that the approved timetable could be distributed before September's Board Meeting.
(e)	Information and Records Management Policy - draft
	<p>Presenting Liz Talyor's report, AMK recommended that Members approve the draft policy.</p> <p>Members noted the information that was presented. They also noted the time that officers were spending preparing policies and on administrative tasks.</p> <p>Members approved the Information and Records Management Policy.</p>
(f)	Risk Register
	The Ceannard asked Members to note that the Risk Register was in need of a review, and Members agreed to consider creating a new version at the Board's development session on 18/06/2013.
(g)	Gaelic Awards Scheme
	SMI presented the paper and Members approved the recommendation in the paper to support the Gaelic Awards Scheme 2013.
BnG-2-1314-06	EDUCATION
(a)	Progress Report on Matters relating to Education
	MMM presented the Progress Report on Education and Members noted the information.
(b)	Gaelic for Adults – Research Project
	Members approved the recommendation in the paper after receiving information from MMM.

BnG-2-1314-07	GAELIC USAGE
(a)	Progress Report on Matters relating to Gaelic Usage
	Members noted the information presented and thanked the officers for the work they had done.
(b)	Membership in the Outer Hebrides Community Planning Partnership
	Members noted the information presented. It was agreed that EMA would represent the Bòrd in the Outer Hebrides Community Planning Partnership. The Ceannard reminded DB to send a letter with formal confirmation so that EMA could be confirmed as the Bòrd's representative.
(c)	PT1 Draft of Comhairle nan Eilean Siar's Gaelic Language Plan
	Presenting the paper, DB recommended that the Board agree to the two recommendations in this section. Members noted the information and recommended that the Plan be returned to the Comhairle so that the section highlighted could be confirmed.
	PT2 Draft of the University of Edinburgh's Gaelic Language Plan
	Members welcomed the draft of the University of Edinburgh's Gaelic Language Plan and approved it. Members noted that it was a non-statutory plan although they still consider the University of Edinburgh to be a statutory body. They raised a question, should the University of Edinburgh be able to apply for GLAIF support if they maintain that they are a non-statutory body?
(d)	New grants > £5k.
	Members noted the information that was presented.
	PT1 GLAIF Scheme Recommendations 13-14
	Members noted the recommendations for GLAIF 2013/2014 and agreed to the recommendations before them, apart from application 1314/001, on the understanding that the Government would have to agree that funding could go to voluntary groups, and if this was not obtained, then those applications would have to be revisited.
	PT2 Clì Gàidhlig – LearnGaelic.net Officer
	The application from Clì Gàidhlig was approved.
	PT3 Comunn na Gàidhlig – Sradagan Camp II
	The application from Comunn na Gàidhlig was approved.
	PT4 Sabhal Mòr Ostaig
	The application from Sabhal Mòr Ostaig was approved.

(e)	Gaelic organisation Progress Reports 2012-13
	Members noted the information that was presented.
BnG-2-1314-08	ANY OTHER BUSINESS

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Chair
Iain Campbell