

Bòrd na Gàidhlig
Minutes of Board Meeting
The Dome, New Register House, Edinburgh
Tuesday 21 June 2016 13:30 – 17:00

Board Members

Allan MacDonald (Chair) (AD)
Elizabeth McAtear (ENS)
Donald MacLeod (DML)
Fiona O’Hanlon (FOH)
John MacLeod (IML)
Coll MacDonald (CD)
Donald MacSween (DMS)
Jim Whannel (JW)
Johan Smith (JNG)
Joy Dunlop (JD)
Mary T MacInnes (MNA)

In attendance:

Shona MacLennan (Ceannard) (SML)
Bruce Robertson (*Interim Ceannard*) (BR)
Alasdair MacKinnon (AMF)
David Boag (DB)
Steven MacIver (SMI)
Douglas Andsell (SG) (DA)
Christine Stewart
Beathag Mhoireasdan (Translator)

PRELIMINARIES

1) Welcome & Apologies

The Chair welcomed everyone to the meeting. He extended a particular welcome to Shona MacLennan attending her first meeting in her new position as Ceannard.

No apologies were recorded.

2) Minutes of Board Meeting

The Minute of the previous meeting held on 2 March 2016 was approved, but a member raised the point that one item had been omitted from the Minute – the action that BR and AMD would be writing to MSPs regarding the inclusion of Gaelic in their Manifestos. BR assured members that this action had been completed.

3) Matters Arising

The lease of the offices at *An Lèanag* was raised and AMF confirmed that he was in discussion with Scottish Government Property Division regarding the lease. The current lease has been extended until Sept 2017. A report on possible options will be presented to a future Board meeting once confirmation is received from the Scottish Government on their permission to extend the lease or offer alternative accommodation within SG owned or leased accommodation.

The full report of staff absenteeism through sickness that had been requested at the last meeting had been tabled at the Audit and Risk Committee. It was reported that the voluntary severance policy that was to have been included as part of the re-structuring process had not as yet been completed. Discussions will take place with SNH in order to draft a suitable policy.

4) Declaration of Interests

There was no declaration of interest recorded.

5) Structure & Membership of Committees

The Chair explained that the structure and membership of committees and working groups had been deferred until now in order to allow new members to complete their induction and to participate in the Board strategy day.

	<p>The Chair and BR had followed up on the previous discussions and proposed the following structure:</p> <p>There will be 3 Committees</p> <ul style="list-style-type: none"> • Audit and Risk Management Committee • Policy and Delivery Committee • Education Committee <p>It was explained that since particular expertise was required for the Audit and Risk Committee that Faye MacLeod has been appointed as a lay chair for the Committee.</p> <p>There would also be 3 working groups tasked specifically to deal with the 3 key themes of the National Gaelic Language Plan.</p> <ul style="list-style-type: none"> • Language acquisition and support for 0-30 age range (a) • Gaelic as a Social and Economic Asset (b) • Planning for Gaelic (c) <p>Members agreed to these proposals and membership was agreed as follows:</p> <p>Audit & Risk Management Committee Faye MacLeod (Lay-chair), Johan Smith and John MacLeod</p> <p>Education Committee Jim Whannel (Chair), Donald MacLeod, Fiona O Hanlon and Bruce Robertson as a Co-opted Committee member</p> <p>Policy & Delivery Committee Elizabeth McAtear (Chair), Mary T MacInnes, Joy Dunlop, Donald MacSween and John MacLeod</p> <p>NGLP Working groups:</p> <ul style="list-style-type: none"> (a) Donald MacLeod (Chair), Johan Smith (b) Joy Dunlop (Chair), Mary T MacInnes (c) Fiona O Hanlon (Chair), Jim Whannel <p>Those Board members would be joined by members of the staff and by external experts, if required, to discuss particular aspects of the National Gaelic Language Plan. They will then report back to the Policy and Delivery Committee. The working groups will allow for more open discussion and research.</p> <p>The members approved the structure and agreed the membership.</p>
6)	<p>Arms-Length External Organisation (ALEO)</p> <p>BR and SML spoke to this paper and asked Members to consider the preparation of a detailed report on potential methods of delivery. BR proposed the preparation of an independent report that would investigate various options of delivery methods. This report, at a cost of approximately £10,000, would be available for the Board's consideration at their meeting in December 2016.</p> <p>Members discussed whether an ALEO would be a valuable asset and considered that Bòrd na Gàidhlig should, having been established for 10 years, consider other methods of delivering their work.</p> <p>Members approved the proposal to commission the report into optimum delivery mechanisms.</p>
7)	<p>National Gaelic Plan (2017-22)</p>
	<p>DB gave a presentation on the framework of the National Gaelic Language Plan 2017-22.</p> <p>The strapline for the Plan would be <i>“Adhartas agus Adhartachadh” “Progress and Progression”</i></p>

	<p>There would be three key themes and targets:-</p> <ol style="list-style-type: none"> 1) Language acquisition and support in the 0-30 age range. 2) Gaelic as a social and economic asset. 3) Planning for Gaelic. <p>Meetings and consultations would commence from now and over the summer months with the draft being opened to public consultation at the Royal National Mod in October. After the term for public consultation closes in early January 2017, the working groups will consider any recommendations received and the final draft will be presented for Board approval at their Meeting in March 2017.</p> <p>When the Plan is published a summary of the full Plan will be available in an easily read/understood format that will show the correlation between what the Government wants for Scotland and what Bòrd na Gàidhlig want for Gaelic.</p> <p>Members considered that it was imperative that close consultation be kept between Scottish Government Sponsor Division and Bòrd na Gàidhlig while the Plan is being drafted, and that the Board be kept regularly apprised of progress.</p> <p>The Policy and Delivery Committee and the working groups will be progressing with the preparation of the Plan before it comes back to the Board for approval.</p>
8)	Applications for Financial Assistance
	<p>Due to the later than normal settlement of the budget for 2016-17 there was a list of applications for financial support now seeking the Board's approval. The Board considered the applications and agreed the officers' recommendations as listed.</p>
9)	Staffing & HR Update – closed session* Ceannard present
	<p>BR reported that the JEGS exercise was now completed. There are currently 5 appeals to be heard. Dates for hearings would be given for early July.</p> <p>A new Director of Gaelic Education had been appointed and would take up her position on 11 July.</p> <p>The position of Head of Finance had been advertised and the deadline for applications extended twice but no applications had been received. The Board considered some options and agreed to leave the final decision to the Ceannard.</p>
10)	CEO & Board Members' Pay Remit – closed session* Ceannard not present
	<p>BR spoke to this paper that had been circulated to Members.</p> <p>Members agreed the recommendations.</p>
11)	DISCUSSION-GME provision in Edinburgh
	<p>Members of The City of Edinburgh Council and teachers and parents involved with Gaelic education provision in Edinburgh joined Board members to discuss GME provision in the City.</p>

Bòrd na Gàidhlig
Minutes of Board Meeting
The Dome, New Register House, Edinburgh
Wednesday 22 June 2016 09:30 – 15:00

Board Members

Allan MacDonald (Chair) (AD)
Elizabeth McAtear (ENS)
Donald MacLeod (DML)
Fiona O’Hanlon (FOH)
John MacLeod (IML)
Coll MacDonald (CD)
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In attendance:

Shona MacLennan (Ceannard) (SML)
Bruce Robertson (*Interim Ceannard*) (BR)
Alasdair MacKinnon (AMF)
David Boag (DB)
Steven MacIver (SMI)
Douglas Andsell (SG) (DA)
Christine Stewart
Beathag Mhoireasdan (Translator)

PRELIMINARIES – CLOSED SESSION

1) Chairs Welcome

The Chair introduced Mona Wilson, the newly appointed Director of Gaelic Education, to the Board members and thanked her for her attendance at the Meeting.

2) Declaration of Interests

There was no declaration of interest recorded.

3) Statutory Guidance on Gaelic Education

BR spoke to this paper and provided Members with an update of the current position regarding the Statutory Guidance on Gaelic Education. He thanked colleagues from the sponsor division of Scottish Government for their assistance with progressing the work.

He explained the requirement of a 3 month Public Consultation – this would commence on 1st August and end on 1 November. The Core Group would then meet and analyse responses from the consultation before submission to Ministers for approval.

Guidance would then be published by Bòrd na Gàidhlig in mid January with assessment process going live on 1 February. Members noted this information.

A special meeting of the Board to discuss this item will require to be held early January 2017. Members agreed to this. The Ceannard will liaise with Members regarding a suitable date.

4) Audit and Risk Management Committee Annual Report to Board

CMD spoke to this paper and he was pleased to report that no critical or high priority recommendations had been raised by the internal auditor or Audit Scotland over the period cover by the report. The Accounts and external auditor’s report for 2015/16 were considered and approved by the Audit Committee at their meeting on 8th June 2016. He thanked Tir Ard MacKenzie and Audit Scotland for their assistance over the years and for the successful handover of future audit responsibilities to other parties.

**Another item was discussed in private by Board Members only, with the Ceannard, AMF & AH also present **

5) Financial Accounts for year to 31 March 2016

AMF presented the Annual Report & Accounts. Members discussed the level of attainment of the KPIs and the effect of external circumstances on these. It was agreed that care must be taken when setting future KPIs, that they were achievable and not

	<p>dependent on a third party's performance.</p> <p>It was agreed that the Ceannard look at presentation changes to that section of the Report, and that the Ceannard would liaise with the Chair and the Chair of the Policy & Delivery Committee who were authorised to sign off the Annual Report & Accounts on behalf of the Board.</p>
6)	Finance Report
	<p>BR spoke to this report and explained to Members the problems facing Bòrd na Gàidhlig in the face of budget restraints. He explained that it would be prudent that a budget be drawn up assuming a 7.5% lowering in our budget from 2017/18 onwards. The Chair and the Ceannard would be arranging a meeting with the Minister for Gaelic to discuss Bòrd na Gàidhlig's financial requirements.</p> <p>Members noted the information in the paper.</p>
7)	Strategic Risk Register
	<p>The Strategic Risk Register was discussed and it was noted that extra pressure on current staff due to low staffing levels remained a high risk on the register. It was agreed that it should remain high until new staff were in place.</p> <p>There was general agreement that the risk register should appear earlier on agenda at future meetings. It was agreed that members should receive training on what risks mean to a public organisation.</p> <p>Members agreed that a new risk be added to the register – the risk that the National Gaelic Language Plan could not be completed by the due date.</p>
8)	Gaelic Language Plans
	<p>DB spoke to this paper and reported to members that the two plans submitted showed a high level of commitment to Gaelic. Members held a short discussion of the plans and on the impact of Plans in general. DB will produce a short paper for the next meeting to show 10 favourable results arising from the Gaelic plans and 10 problems identified by the Gaelic plans.</p> <p>Members agreed to approve the plans of Scottish Natural Heritage and North Lanarkshire Council as submitted by Bòrd na Gàidhlig's officers. They also agreed that a letter be sent to them commending them on their commitment to Gaelic development.</p>
9)	ANY OTHER COMPETENT BUSINESS
	<p>The Chair reported that he had received a letter from the Chair of Comann na Gàidhlig raising concerns about the future financial relationship between themselves and Bòrd na Gàidhlig and seeking clarity on the situation. After a short discussion it was agreed that the Chair and the Ceannard would meet with the Chair and CEO of Comann na Gaidhlig to discuss the situation. Members would receive an update on the outcome of the meeting by e-mail.</p> <p>The Chair thanked Coll MacDonald, who was attending the Board for his last Meeting, for his assistance over the years and, on behalf of the Board, presented him with a gift in appreciation.</p> <p>The Meeting was closed at 15.00.</p>