

Bòrd na Gàidhlig
Minute of Board Meeting
Teacher Building, St Enoch's Square, Glasgow
Tuesday 06/12/2016 10.00 - 16.45

Members

Allan MacDonald (Chairman) (AMD)
 Elizabeth McAtear (EMA)
 Donald MacLeod (DML)
 Fiona O'Hanlon (FOH)
 John MacLeod (JML)
 Jim Whannel (JW)
 Johan Smith (JS)
 Joy Dunlop (JD)
 Mary T MacInnes (MMI)
 Donald MacSween (by phone) (DMS)

In Attendance:

Shona MacLennan (Ceannard) (SML)
 Daibhidh Boag (DB)
 Mona Wilson (MW)
 Andrew Grace (AG)
 Steven MacIver (SMI)
 Bruce Robertson (BR)
 Stewart Pescodd (SG) (SP)
 Ruaraidh MacIntyre (SG) (RMI)
 Carol Johnson (Secretariat)
 Beathag Mhoireasdan (translation)

Opening Items

1) Welcome & Apologies

Chair welcomed everyone to the meeting. There were no apologies to record.

2) Declarations of Interest

No notes of interest for 06/12 agenda items.

3) Minute

Minute of last meeting held on 05 & 06/10/2016 was approved.

4) Matters arising

SML took Members through actions from previous meeting, referring related budget actions to Agenda item 8 - Budget 2017-19 paper.

5) AOCB – none to note.

6) Committee Updates

Audit & Risk Management Committee – draft minute (verified by Faye MacLeod, Chair of Committee) was noted by Members.

Education Committee – Committee Chair JW briefed Members on the recent meeting.

Policy & Delivery Committee – Committee Chair EMA briefed Members on the recent meeting where the Terms of Reference were updated to clarify responsibilities. HR Policies were amended with minor changes, and are being referred to full Board for final approval, along with Gaelic Language Plans and High Level Aims for Plans.

7) Statutory Guidance for Gaelic Education

Chair welcomed Bruce Robertson (BR) to the meeting, to present the post consultation draft of the Education Guidance, along with AG and RMI who had been assisting with monitoring and summarising of the consultation feedback. BR noted that this is an important milestone for Gaelic Education. A detailed discussion on the Guidance followed. FOH had represented Bòrd na Gàidhlig on the Core Group overseeing the preparation of the Guidance and BR thanked her for her valuable contribution.

BR noted Members feedback, with the following improvements recommended prior to submission to SG Legal Department for checking, and Ministers for approval:

- Clarification on the definition of *Assessment Area* and *Catchment Area* required – to be added to the Glossary of Terms.

Other actions agreed were:

- Options for funding to be detailed clearly. SG Specific Grant could be utilised, with priority given to new applications.

	<ul style="list-style-type: none"> – Working Group to be set up to evaluate enquiries and the initial process to support applications. The Education Committee to be represented and to report back to the Board. Education Committee to receive BR’s Impact Assessment Report from the Core Group. – BR to prepare a post-consultation report for submission with the Draft Guidance, which will be circulated to Members for information. <p>Noted that both Part 1 and Part 2 have legislative impact for both Bòrd na Gàidhlig and Local Authorities.</p> <p>Agreed that a plan for implementation be developed, with training events for all parties involved, including parental groups. A seminar for Local Authority Education Departments with main national education advisory and regulatory bodies is planned for the New Year, in readiness for the Guidance going live on 01/02/2016. Details of the Toolkit available to be circulated.</p> <p>Agreed that a comprehensive communications strategy be developed by end January which maps out each step in communicating about the Guidance and key events to achieve this.</p> <p>Chair thanked BR on behalf of the Board for the work he and his team have put into getting the Guidance prepared. Bòrd na Gàidhlig will fully support the implementation and look forward to the positive impact it will bring, and the increase in GME provision.</p>
	Chair thanked everyone for the contribution and brought the meeting to a close.

Bòrd na Gàidhlig Minute of Board Meeting Teacher Building, St Enoch’s Square, Glasgow Wednesday 07/12/2016 09.30 – 15.30	
Members Allan MacDonald (Chairman) (AMD) Elizabeth McAtear (EMA) Donald MacLeod (DML) Fiona O’Hanlon (FOH) John MacLeod (JML) Jim Whannel (JW) Johan Smith (JS) Mary T MacInnes (MMI) Donald MacSween (by phone) (DMS)	In Attendance: Shona MacLennan (Ceannard) (SML) Daibhidh Boag (DB) Mona Wilson (MW) Graham Nisbet (Items 12-14 only) (GN) Douglas Ansdell (DA) Carol Johnson (Secretariat) Beathag Mhoireasdan (translation)
Agenda continued from previous afternoon:	
8)	Welcome & Apologies
a)	Chair welcomed everyone and apologies were recorded from Joy Dunlop.
b)	Declaration of Interest DML – Paper 10 An Comunn Gàidhealach IML – Paper 10 An Comunn Gàidhealach MMI – Paper 10 Ceòlas DMS – Stòrlann

9)	National Gaelic Language Plan (2017-22)
	<p>SML summarised the amendments to the draft, highlighting the renewed priorities. Discussion took place, with the following suggested improvements prior to legal checks and final Ministerial sign off:</p> <ul style="list-style-type: none"> – Consistency in referring to the Plan as Bòrd na Gàidhlig’s during the preparation process, then altering to universal ownership on publication. – Positive attitudes to both Gaelic speakers and non-Gaelic speakers – New media to be highlighted and prioritised due to anticipated changes in this field over the 5 years covered by the Plan period – Targets clarified to state “year on year” increase, to show progression and growth – Young connections strengthened to incorporate workforce initiatives – Stronger messages on the positive impact of bilingualism for children and value of Gaelic to be included <p>Members to send feedback directly to SML. Timetable for final preparation to be circulated by email to Members by SML along with the amended draft.</p> <p>Members approved the plan, subject to noted amendments.</p> <p>This will now be prepared for the launch of the Public Consultation. A Working Group to be set up for an ongoing monitoring of responses, with Board being kept aware of progress with regular reporting.</p> <p>Analysis of consultation responses will affect final changes to the Plan, with a special Board meeting to be convened to specifically look at / consider the amended Plan, ahead of its launch in June 2017.</p>
10)	Board Standing Orders
	Members discussed the draft Standing Orders, with the conclusion that some process clarification was required. Once completed, and necessary legal checks re-done the renewed draft, including process for setting aside standing orders, to be circulated to Members by email, for final approval.
11)	Delegated Authority
	<p>This paper is to be revised, updated to take account of changes in staff positions and circulated to the Board.</p> <p style="text-align: right;"><i>GN joined the meeting</i></p>
12)	Management Finance Report to 30/11/2016
	<p>GN spoke to the paper. Discussion on the options available for budget lines took place. Noted amendments to the year’s final quarter spend and options to offset this in future years to be considered, amongst other Leadership Team actions to mitigate the pressure towards the financial year end in March. Discussion on how to alleviate Running Cost budgeting problems, with suggestion that any approvals required outwith normal Board business be done by email, with ratification at the following meeting of the Board. It was also decided that a sub-committee be convened to look more closely at the method of allocating key stakeholder funding and contracts, along with any other major project spending. SML will circulate a paper to Members on the proposals for allocation of year end monies. Sponsor Division to be asked to provide a report on how their own finance arrangements are timetabled to assist us with future planning of budget decisions.</p> <p>Chair thanked GN for the information given in the report.</p>
13)	Closure of the Bòrd na Gàidhlig RBS Liquidity Account
	Members approved the closure of the RBS Liquidity Account, as advised by Internal Audit.
14)	Budgets 2017-2020
	Discussion on the Budget paper took place. A cap on travel costs to be investigated, with GN to report back with a suggested action plan for this. Assessment of various delivery mechanism options to be made in order to identify possible savings, whilst safeguarding delivery of service. Policy and Delivery Committee to consider any such possible Running Cost efficiencies.

	<p>Budget for 17/18 was approved as submitted. An assessment of delivery of services was requested and consideration of other options on funding. Next year's budgeting to be brought forward to alleviate year-end weighting. A Policy and Delivery sub-Committee to be set up to examine Budgetary Planning for 2018-19.</p> <p>The Board requested that they be given a presentation of Gaelic funding by SG Sponsor Team which DA agreed to do. This presentation to be expanded to include information on how the Bòrd uses its funding, including the various funding streams delivered by the Bòrd.</p> <p>Chair thanked GN for his contribution to the paper.</p> <p style="text-align: right;"><i>GN left the meeting.</i></p>
15)	Risk Management
	<p>SML to circulate notes from the Risk Management Training event by email. The Strategic Risk Register will be updated and considered by the February meeting of Audit and Risk Management Committee.</p> <p>DML asked for the inclusion of the GME resource issues discussed at the Board meeting in October as well as timescales for action points.</p>
16)	Service Agreements for Main Funded Gaelic Organisations 2017/18
	<p>Members discussed the paper, detailing proposed levels of funding for 2017/18, and the invitation to main funded groups to bid for additional project funding.</p> <p>Members approved funding in principle as presented in the paper, with the addition that Comunn na Gàidhlig be asked to submit a business plan detailing their proposals for the forthcoming year prior to their funding being finalised.</p> <p>Chair noted that next year consideration should be given to any new priorities from the National Gaelic Language Plan 2017-22 and the Statutory Guidance for Gaelic Education. The Corporate Plan will identify required services, with this sub-committee tasked with identifying the best ways in which to offer these to interested parties, possibly through Public Scotland Tender portal.</p> <p>IML asked that funding contracts strongly reflect that Gaelic should be at the heart of each of the projects we support and that these organisations keep us fully apprised of progress. This information should lead to positive publicity.</p>
17)	Community Development
	<p>DB summarised the paper. Members decided to defer this item for further consideration at a day workshop in June next year, considering the issue in more depth, in line with fresh priorities from the National Plan and subsequent Corporate Plan, looking at:</p> <ul style="list-style-type: none"> – Community – Finance – Main Gaelic Organisations
18)	Gaelic Language Plans
	<p>The Gaelic Language Plans recommended for approval by Policy and Delivery Committee were presented for final approval as follows:</p> <p>PT 1. The Scottish Ambulance Service - approved</p> <p>PT 2. Aberdeenshire Council – approved</p> <p>PT 3. Caledonian Maritime Assets Ltd - approved</p> <p>PT 4. Stirling Council – approved with the recommendation that Officers work closely with Stirling Council representatives to find ways of strengthening areas that require increased commitment, particularly in Education. A meeting to be convened with officers to ensure the Council's Education Department is ready for the impact of the new Statutory Guidance for Gaelic Education.</p> <p>PT 5. Dumfries & Galloway Council – approved.</p>

19)	High Level Aims
	This item had been discussed and recommended to the Board for approval by Policy and Delivery Committee, and was given full Members' approval.
20)	Guidance Note for Gaelic Job Adverts – Gaelic Essential/Gaelic Desirable
	This item is being deferred to the next meeting of the Board.
21)	Policy & Delivery Committee – Updated Terms of Reference
	To be referred back to Head of Corporate Services until Standing Orders are finalised and submitted at the next Board.
22)	Board and Committee Membership
	The information in the paper was noted by Members.
23)	HR Policies
	In discussion, it was noted that it should be clear in the policies that the Chair is the Ceannard's line manager for the life of any policy. Members approved the paper recommending the following HR policies: PT1. Disciplinary Policy PT2. Performance Improvement Policy PT3. Absence Management Policy PT4. Flexible Working Policy
24)	Recommendations for Voluntary Severance Scheme
	It was explained that the process for introducing a voluntary severance scheme would involve a number of stages, the first being the Board's agreement in principle. Following that, consultation with unions and staff was required and approval from SG. Members discussed the implications of the proposed Voluntary Severance Scheme, which has been drawn up with advice from Scottish Government HR advisors. DA noted that the clause related to the pensionable age bracket is entirely at the discretion of the organisation. <i>Members recommended that the list of restrictions should be amended to show anyone with at least 2 years service. Each case will be evaluated individually by Leadership team.</i> Some details of the proposed scheme require to be clarified. Members approved the Scheme in principle.
25)	AOCB
	Paper on holding open meetings to be submitted to the Board. Chair took the opportunity to thank John MacLeod, Elizabeth McAtear and Fiona O'Hanlon for their dedicated work for the Board, ahead of them completing their terms as Bòrd na Gàidhlig Members at the end of February 2017. Each have contributed greatly to the various committees and working groups over the years, and were warmly thanked and commended for their commitment.
26)	Date of next Board meeting
	08 & 09/03/2017 in Inverness Chair thanked everyone for their contribution and brought the meeting to a close at 15.35.