

BÒRD NA GÀIDHLIG
Minutes of the Board Meeting
Wednesday 05/12/2018 12.30 – 17.00
ST KILDA, Great Glen House, Inverness

Board Members present :

Allan MacDonald (Chair) (AMD)
Allan Campbell (AC)
Donald MacLeod (DML)
Donald MacSween (phone) (DMS)
Fiona Dunn (FD)
Jennifer Gilmour (JG)
Johan Smith (JS)
Joy Dunlop (JD)
Mairi T MacInnes (MMI)
Mary Ann Kennedy (MAK)
Jim Whannel (JW)

In attendance :

Shona MacLennan, Ceannard (SML)
David Boag (DB)
Alasdair MacKinnon (AMK)
Louise MacLean (*Paper 1*)
Steven Kellow (*Paper 4*)
Christine Stewart (Minutes)
Observer:
Douglas Ansdell, Scottish Government (DA)

1.0 PRELIMINARIES & MINUTES

1.1 Welcome and Apologies

The Chair welcomed Members and others present to the meeting. There were no apologies to record.

1.2 Declarations of Interest

DMS - 2 PT2: Lews Castle College

JG - 2 PT3 City of Edinburgh Council

Declarations of interest in matters to be discussed in Paper 4 were recorded under Item 3 below.

1.3 Minutes and List of Actions

In the Minutes from 12-09-18, the word “items” to be changed to “item”.

In the Minutes from 24-09-18, Jennifer Gilmour’s name to be removed from those marked present and at Item 2.1 “Glasgow Life” to be changed to “Glaschu Beò” in Gaelic copy.

Following those changes, the Board approved the Minutes of the Board Meeting which was held on 5 and 6 June 2018.

Actions:

- In the Minutes from 12-09-18, the word “items” to be changed to “item”.
- In the Minutes from 24-09-18, Jennifer Gilmour’s name to be removed from those marked present and at Item 2.1 “Glasgow Life” to be changed to “Glaschu Beò” in Gaelic copy.

1.4 Matters arising from the meeting which do not appear under another item on the agenda

The Ceannard spoke on the progress that had been made with various matters since the last meeting. A paper with a strategy for progress for the 5 groups that had been established in Perth in August had not yet been prepared, but there had been progress in the meantime. BnG had been working closely with HIE and Skills Development Scotland on a plan for the economy and Gaelic careers and they have a clear plan for that in place.

Furthermore, Gillian Campbell-Thow and the Development Officer for Teachers had held discussions with Skills Development Scotland and the Scottish Funding Council. The Government has arranged a meeting to be held in Edinburgh on 17 January 2019 to review progress to date. DA said that he intended to write to those leading each group to explain to them what kind of information was expected to measure progress.

Members asked that a progress report be presented to the Board at their meeting in February.

The Chair said that the Catholic Church had indicated that they wished to work in partnership with other Churches, and that they wanted to meet with a representative from BnG. The Church of Scotland also wishes to work in partnership with other Churches.

ACTIONS:

- The Ceannard will prepare a progress report on “A Faster Rate of Progress” for the Board Meeting in February 2019.
- Hold discussions with the Bishop of Argyll and the Isles on partnership working with the Catholic Church.

1.5 Recording matters to be raised under AOCB

Election of Interim Chair

2.0 GAELIC LANGUAGE PLANS (Paper 1)

LML joined the meeting

PT1: Scottish Land Commission High Level Aims

LML gave a summary of the process to date for the High Level Aims. This organisation is involved in reviewing policies and laws relating to land use in Scotland. She said that they were supportive of Gaelic, with Gaelic appearing on their website and that they had an excellent Plan.

Members **approved** the High Level Aims.

MMI/DMS left the meeting

PT2: Draft Gaelic Language Plan: Lews Castle College (2nd Iteration)

LML spoke about the Plan and she talked of the progress about the profile of Gaelic on the website and communication with students. Members said that it would be useful, if training that was being provided for staff in the College was also open to other organisations in the community. They also requested more evidence of cooperation with UHI and Sabhal Mòr Ostaig. LML will raise these points with the College.

Members **approved** the Plan.

The Ceannard suggested to Members that a representative from UHI could give a presentation to Members on how the University works and on the ways in which they contribute to Gaelic. Members approved the suggestion.

ACTION:

- Invite a representative from the University of the Highlands and Islands (UHI) to attend a Board Meeting to give a presentation on the work of the University and their contribution to Gaelic.

MMI and DMS rejoined the meeting
LML and JG left the meeting

PT3: Draft Gaelic Language Plan: City of Edinburgh Council (2nd Iteration)

The Director of Language Planning and Community Developments gave a summary of the Plan. He informed Members that a very supportive letter had been received from Councillor Alison Dickie who is the City of Edinburgh Council's Gaelic Champion. It was a strong Plan with clear aims.

Members **approved** the Plan.

JG rejoined the meeting
DML left the meeting

2.1 Model for a Community Charter (Paper 2)

The Ceannard explained the reasons for the proposed charter. It would support Gaelic and provide a means to develop the language further in the communities. This model was being recommended for the Western Isles in the first instance, but it was anticipated that it would be used in other areas in the Highlands and Argyll in the future.

Members noted the information in the paper and a discussion was held. It was recommended that it may be helpful to look at the situation in Ireland where a similar initiative had been implemented.

DML rejoined the meeting

2.2 Stakeholders Charter (Paper 3)

The Ceannard explained that the charter would make it easier for the Bòrd's stakeholders to engage with and communicate with the Bòrd. They would gain a better understanding of the principles, systems and timescales relating to Bòrd support and funding. Members agreed that this would be a useful means of providing information to stakeholders on what the Bòrd can offer. They requested that a paper be prepared on a model for the stakeholder charter for the Board meeting in February.

ACTION:

- Paper to be prepared with a model for the stakeholder charter for the Board meeting in February 2019.

3.0 SERVICE DELIVERY PARTNERS

3.1 Main Partner Organisation Contracts

****Members left the meeting when an organisation in which they had declared an interest was being considered, as recorded below****

JS, MAK – Gaelic Books Council
DMS, JD, MAK – Fèisean nan Gàidheal
AC, JD, MAK, DML – An Comunn Gàidhealach
FD - Dictionary of the Scottish Gaelic Language
MMI – Ceòlas
JS, MAK – Acair
JG – Comunn na Gàidhlig
DMS – Stòrlann

Members were presented with the information below and asked to approve the sums listed for the organisations shown. The funding amounts for 2020-21 and 2021-22 were to be approved in principle only and would be dependent on satisfactory progress and the Bòrd's financial situation. Each organisation was discussed, and the sums were approved as written.

A recommendation was made that Rob O Maolalaigh from Glasgow University be invited to give a presentation to Members and the main Gaelic organisations on the work of DASG, as this would be both interesting and useful.

Members **approved** the recommendation.

ACTION:

- Rob O Maolalaigh from Glasgow University to be invited to give a presentation to Members and the main Gaelic organisations on the work of DASG.

		2019-20	2020-21	2021-22	IOMLAN
PT1	Gaelic Books Council	£179,000	£179,000	£179,000	£537,000
PT2	Fèisean nan Gàidheal	£140,000	£145,000	£145,000	£430,000
PT3	An Comunn Gàidhealach	£100,000	£100,000	£100,000	£300,000
PT4	Dictionary of the Scottish Gaelic Language	£75,000	£75,000	£75,000	£225,000
PT5	Ceòlas Uibhist	£69,000	£69,000	£69,000	£207,000
PT6	Gaelic Place-Names of Scotland	£60,000	£60,000	£60,000	£180,000
PT7	Acair	£57,000	£57,000	£57,000	£171,000
	IOMLAN	£680,000	£685,000	£685,000	£2.05m

There were four organisations for which the team could not prepare a draft contract due to their having provided insufficient information. The Director of Language Planning and Community Developments gave a summary to Members of the situation for each organisation.

Comunn na Gàidhlig

The Director said that they were seeking approval in principle from the Board to recommendations which would form the basis of discussions with Comunn na Gàidhlig. They will be asked to focus on working with young people through the “iomairtean”, on a development programme for the “iomairtean” based on the recommendations from the independent study carried out recently and on developing an expanded programme for the “iomairtean” (additional funding from other sources would need to be secured for this) with the aim that every GME pupil in Scotland would have the opportunity to take part in the “iomairtean”. They will also be asked to work in partnership with Comhairle nan Eilean Siar on the community charter and to establish clear targets for Comann nam Pàrant’s Parental Advisory Scheme.

Members discussed the matter and approved the recommendations, and information on the contract will be presented to the Board at their meeting in February.

Stòrlann

This organisation had not provided the Bòrd with enough information and so it had not been possible to draw up a draft contract. The Board agreed that the Director of Language Planning and Community Developments would write to the organisation, with a copy of the letter sent to the Chair, explaining why they had not been offered a draft contract at this stage and informing them that they would have to provide the information requested as soon as possible. An update will be given at the Board meeting in February 2019.

Ionad Chalum Chille Ìle

This organisation had not provided all the information required – they had not prepared a budget or a forecast for costs. Members requested that a letter be sent to the Chief

Executive, with a copy sent to their Chair, explaining to them that it was very important that we receive this information. An update will be given at the Board meeting in February 2019.

Tobar an Dualchais

This organisation was carrying out excellent work, but they had made no progress in developing a stronger technical foundation for their work. Members requested that a supportive letter be sent which would also explain how important it was that the organisation draft a plan and budget as quickly as possible and that they should focus on a programme of transcription to add more material to the Gaelic Corpus and which would be part of the Dictionary of the Scottish Gaelic Language project. An update will be given at the Board meeting in February 2019.

ACTIONS:

- Drafts of contracts and letters to be sent to some of the Main Gaelic Organisations.
- Meeting to be arranged with Comunn na Gàidhlig

3.2 Gaelic Collaboration Fund

The Director of Language Planning and Community Developments presented the paper to Members. The paper sought the Members' approval to establish a new budget line, with a value of £100,000, for new collaborative projects between organisations. Members **approved** the recommendation.

4.0 CORPORATE GOVERNANCE

4.1 Members noted the recommendation before them concerning the Terms of Reference for the People Committee.

Members **APPROVED** the Terms of Reference.

5.0 AOCB

AMK distributed a paper to Members explaining the process for electing an Interim Chair. AMK gave envelopes with voting papers to each Member, apart from the Chair, and he asked them to return the voting papers to him in closed envelopes the next day.

BÒRD NA GÀIDHLIG
Minutes of the Board Meeting
Thursday 06/12/2018 09.30-12.30
St Kilda, Great Glen House, Inverness

Board Members present :

Allan MacDonald (Chair) (AMD)
Allan Campbell (AC)
Donald MacLeod (DML)
Donald MacSween (phone) (DMS)
Jennifer Gilmour (JG)
Johan Smith (JS)
Joy Dunlop (JD)
Mairi T MacInnes (MMI)
Mary Ann Kennedy (MAK)
Jim Whannel (JW)

In attendance :

Shona MacLennan, Ceannard (SML)
David Boag (DB)
Alasdair MacKinnon (AMK)

Observer:

Douglas Ansdell, Scottish Government (DA)

4.2 Recommendations from the People Committee to the Board

Members considered this subject in private.

On commencement of the meeting Members approved the paper as submitted by Chair of the Peoples Committee.

Staff and DA joined the meeting

1. Welcome and Apologies

The Chair welcomed Members and others present to the meeting. There were no apologies to record.

1.2. Ceannard's Report

The Ceannard presented Members with information on the steps that had been taken about various matters. She informed Members of the intention to re-establish the National Gaelic Education Steering Group with Boyd Robertson as Chair. Consideration had been given to communication matters and a paper with recommendations was to be presented to the Promoting Gaelic Working Group in the afternoon. Letters were sent to the leaders of the Regional Improvement Collaboratives with information on the commitments that councils in their areas have made in their Gaelic Language Plans about Gaelic education.

4.3 CORPORATE GOVERNANCE (Paper 8)

HR Policies

The Head of Corporate Services presented five HR policies to the Members for approval. They were approved as follows:

PT1 Dignity at Work Policy – Approved

PT2 Social Media Policy

Approved, however, it was recommended that a training session be arranged for staff to provide them with clear guidance on how they should use social media.

PT3 Training & Development Policy - Approved

PT4 Grievance Policy - Approved

PT5 Pay and Benefits Policy

Approved – however, agreed that accountability would be monitored by the People Committee.

The Head of Corporate Services said that it was anticipated that a new Portal would be in place early in the new year which would deal with the majority of HR matters – holidays, travel, time off etc.

ACTION:

- Social media training session to be arranged to give staff appropriate guidance.

4.4 Health and Safety Report (Paper 9)

Members **noted** the information.

4.5 Implementation of the Operational Plan (Paper 10)

The Head of Corporate Services presented the paper on the Implementation of the Operational Plan to Members.

Members raised concerns about the shortage of staff, particularly in high-level positions. The situation regarding communications and the communication strategy will be considered at the meeting of the Promoting Gaelic Working Group in the afternoon. However, Members requested that a paper be prepared for the February Board meeting with a structure for the vacant positions in Education and Communications.

ACTION:

- Paper to be prepared for the Board meeting in February 2019 with a structure for the vacant positions in Education and Communications.

5 RISK MANAGEMENT (Paper 11)

Risk Management

The Head of Corporate Services presented the risk register to Members. He informed them of the changes to the risk levels that the Senior Management Team were recommending. Members noted the information, but they recommended that the level of risk for OR5 (staff shortage) should be higher.

Members also proposed that it would be useful if a hard copy of the this paper was sent to them before each Board Meeting.

ACTION

- Hard copy of the Risk Register to be sent to Members before each Board Meeting.

6 LEARNING

Development of Adult Learning (Paper 12)

The Ceannard explained the plans for this project. The intention was for a Learning Manager to be based at Sabhal Mòr Ostaig who would take forward the recommendations from “Our Path to Fluency” and who would further develop LearnGaelic.scot.

There was a discussion on the paper and questions from Members, and they said that more information was required before they would be able to approve the paper. They requested that the paper be presented to the Board again at their February meeting with more information concerning the questions that had been raised.

Members **did not approve** the paper.

ACTION

- Paper with more information to be submitted for the February Board meeting.

7 FINANCE

Finance Report to 31-10-2018 (Paper 13)

The Ceannard presented the Finance Report to Members. She said that the format of report had changed to show expenditure for the budgets and to show any instances where expenditure was not in line with the budget.

Members **noted** the information in the report.

8 COMMUNICATION REPORT (Paper 14)

Members **noted** the information.

9 DRAFT MINUTES FOR COMMITTEES AND WORKING GROUPS

PT1 Audit and Risk Management Committee

PT2 Learning Committee

PT3 The Use of Gaelic Committee

PT4 People Committee

PT5 Promoting Gaelic Working Group

Members **noted** the information in the Minutes.

10 Date of next meeting

20&21 February 2019 – Inverness

AOCB

Electing an Interim Chair

The Head of Corporate Services spoke about the paper that he had circulated to Members explaining the process for electing an Interim Chair, and he explained that the Gaelic Language (Scotland) Act 2005 places a responsibility on the Board to elect an Interim Chair from among the Members of the Board.

Members **approved** the election process as described in the paper presented by AMK.

The one candidate who had agreed to put their name forward for election was asked to say a few words to the other Members.

AMK,SML,DB,DA,CS left the meeting

After MMI had spoken, AMK returned to the room and the Members gave him their envelopes with their votes enclosed which showed whether they had supported the candidate or not. After the votes had been counted in the presence of the Internal Auditor, AMK and the Internal Auditor, Alex Graham, returned to the meeting and AMK confirmed to the Board that the candidate, MMI, had received support from a majority of Members, and

so she would be appointed Interim Chair from 1 January 2019. Members congratulated MMI.

The Meeting was closed at 12.15.