

# BÒRD NA GÀIDHLIG

## Minute of the Bòrd na Gàidhlig Board Meeting held on Wednesday 12 September 2018 in The Lighthouse, Glasgow 13.30 – 17.30

### Board Members Present:

Allan MacDonald (Chair)

Allan Campbell)

Joy Dunlop

Fiona Dunn

Jennifer Gilmour

Mary Ann Kennedy

Donald MacLeod)

Donald MacSween

Johan Smith

Jim Whannel

AMD

AC

JD

FD

JG

MAK

DML

DMS

JS

JW

### In attendance (Staff):

Shona MacLennan, Ceannard (*Items 1 - 3.1*)

David Boag (*Items 1 - 2*)

Alasdair MacKinnon (*Items 1 - 3.1*)

### Contributors:

James Corrigan, Deloitte (*Item 2.2*)

James Munro, Independent Financial Adviser (*Item 2.2*)

Andrea Sillars, HIAL (*Items 3.1 & 3.2*)

Douglas Ansdell, Scottish Government (all items)

SML

DB

AMK

JC

JM

AS

DA

## 1. OPENING ITEMS & MINUTE

### 1.1. Welcome and Apologies

The Chair welcomed Members and attendees to the meeting. There were no apologies.

### 1.2. Declarations of Interest

No declarations were made.

### 1.3. Minute and Rolling Action Log

The Ceannard presented the rolling action log. A discussion on Gaelic Plans highlighted the challenges faced by the Gaelic Plans Panel when members gave limited notice of not being able to attend panel meetings.

The Board **NOTED** the action log from the Board meeting held on 5 & 6 June 2018, and agreed the following actions.

- A copy of the Corporate Plan and the Operation Plan to be sent to all Board Members.
- The Director of Language Planning and Community Developments to give a report to the Chair on attendance at Gaelic Plans Committee meetings.
- Membership of the Gaelic Plans Panel to be increased to five members.
- Information on Plans being considered by the Gaelic Plans Panel to be circulated to all Board Members in advance of Panel meeting so that they have an opportunity to feed into that process if they so wish.

The Board **APPROVED** the minute from the Board meeting held on 5 & 6 June 2018.

### 1.4. Decision on Taking Business in Private

The Board **AGREED** to consider item 3.2 on the agenda in private.

## 2. ANNUAL REPORT 2017/18

### **2.1. ARMC Annual Report to the Board (Paper 1)**

JS, Chair of the Audit & Risk Management Committee, presented her report to the Board. She drew members attention to the work of the Committee over the last year, and spoke of the positive feedback from auditors when the Committee meet them in private in August. The Board **NOTED** the Audit & Risk Management Committee's Annual Report to the Board.

### **2.2. Annual Report and Accounts 2017/18 (Paper 2)**

SNL presented a paper giving information notes on the 2017/18 Annual Report & Accounts. The Chair welcomed to the meeting James Corrigan from external auditors Deloitte, and James Munro who gives independent financial support to Bòrd na Gàidhlig. SML and JM answered questions from members regarding the pension deficit and sickness absences.

James Corrigan presented the external Audit Report and gave an overview of the audit and the agreed actions arising from that. He confirmed that, where appropriate, follow up work would be discussed when planning next year's audit. He confirmed that the accounts will be officially signed at a date yet to be agreed with the Accountable Officer. Members agree that it was a positive report, and the Chair thanked Deloitte for their work.

The Chair said that the Annual Report highlighted the good work that was going on at Bòrd na Gàidhlig and thanked all the staff for their hard work throughout the year.

The Board **NOTED** the external auditor's annual report on the 2017/18 audit;

The Board **APPROVED** the letter of representation.

The Board **APPROVED** the 2017/18 Annual Report & Accounts.

## **3. STAFFING ITEMS**

### **3.1. Report on Staff Survey (Paper 3)**

SML presented the staff survey to the Board and in highlighting some of the key messages from the survey she spoke of the ongoing programme of work to support organisational development within Bòrd na Gàidhlig

The Board **NOTED** the report.

*The following agenda items were taken in private.*

### **3.2. Presentation from Andrea Sillars**

Andrea Sillars presented her independent review on staffing issues following a period of consultation with staff. Members discussed the report.

The Board agreed to continue with the closed session discussion at 09.00 the following morning and that discussion on other items on the agenda for Thursday be delayed until after 10.00.

The Chair thanked everyone for their attendance and the meeting ended at 17:30.

# BÒRD NA GÀIDHLIG

## Minute of the Bòrd na Gàidhlig Board Meeting held on Thursday 13 September 2018 in The Lighthouse, Glasgow 09.30 – 12.30

Board Members Present:		In attendance (Staff):	
Allan MacDonald (Chair)	AMD	Shona MacLennan, Ceannard ( <i>Items 7.1,7.2.&amp;8</i> )	SML
Allan Campbell)	AC	David Boag ( <i>7.1,7.2 &amp;8</i> )	DB
Joy Dunlop	JD	Alasdair MacKinnon ( <i>7.1,7.2.&amp;8</i> )	AMK
Fiona Dunn	FD	Contributors:	
Jennifer Gilmour	JG	Bernard Chisholm	BC
Mary Ann Kennedy	MAK		
Donald MacLeod	DML		
Donald MacSween)	DMS	Douglas Ansdell, Scottish Government (Item 7.2)	DA
Johan Smith	JS		
Jim Whannel	JW		

### 5. OPENING ITEMS & MINUTE

#### 5.1 Welcome and Apologies

The Chair welcomed Members and attendees to the meeting. There were apologies from Fiona Dunn.

#### 5.2. Declarations of Interest

Allan Campbell declared an interest in Item 8.

#### 5.3 Agenda order

The Chair adjusted the order of the agenda at this point. The remainder of this minute records the order in which the items were taken.

#### 5.4 Decision on Taking Business in Private

The Board **AGREED** to continue with the discussion from previous evening in private.

### 3.2 STAFFING ITEMS (Cont,)

Board members continued with their discussion the previous evening on the recent staff survey and the independent report prepared by Andrea Sillars. Members acknowledged the urgent need to enhance the support given to management and staff, and agreed to a set of actions which would be outlined in a letter from the Chair to all staff that afternoon.

### 6. CORPORATE AFFAIRS (Paper 7)

Members **AGREED** that items on the agenda under this heading will now be discussed at a special board meeting to be convened later in the month.

### 7. DEVELOPING GAELIC

*Donald MacLeod withdrew from the meeting*

#### 7.2 Gaelic Charter for the Western Isles (Paper 5)

The Chair welcomed Bernard Chisholm, Director of Education and Children's Services at Comhairle nan Eilean Siar, to the meeting. Mr Chisholm gave a presentation on his ambitions for a strategic partnership with Bòrd na Gàidhlig and the Scottish Government to develop a Community Charter to enable Gàidhlig to become the main language of communication in the community and schools in the he Western Isles.

The Chair and members welcomed what they described as an exciting new approach to empowering communities to use the language, and that it could provide an important model for use elsewhere in Scotland.

The Board **AGREED** that Bòrd na Gàidhlig officers would liaise with Mr Chisholm and his council colleagues to prepare press statements to coincide with the Charter proposal being discussed by the Council.

*Donald MacLeod joined the meeting.*

#### **7.1. Faster Rate of Progress (Paper 4)**

SNL presented a paper giving members an update on the recent Faster Rate of Progress conference in Perth and attended by the Deputy First Minister. The Chair spoke of the important status accorded to Bòrd na Gàidhlig due to that event, and how this had created a strategy which would assist in focusing the work of main-funded Gaelic organisations. Members expressed concern of the additional workload for Bòrd na Gàidhlig staff, and the challenges and difficulties they faced in taking on extra workload.

The Board **AGREED** the following action:

- **The Ceannard and the Director of Language Planning and Community Developments prepare a maximum 2-page report for the Board on how Bòrd na Gàidhlig can move the Faster Rate of Progress strategy forward, and the implications and challenges of this in terms of staffing and resources at Bòrd na Gàidhlig.**

#### **7.3 Gaelic Plans (Paper 6)**

Members **AGREED** that items on the agenda under this heading will now be discussed at a special board meeting to be convened later in the month.

### **8. COMMUNICATIONS (Paper 10)**

*Allan Campbell withdrew from the meeting*

SNL presented a paper from the Communications and Events Manager giving members an update on key events in the next few months which are being attended or supported by Bòrd na Gàidhlig. She also told members that discussions were being held with Scottish Parliament about exhibiting there in March 2019.

Members expressed concern that there was no mention of Bòrd na Gàidhlig at the official opening ceremony for the new Gaelic School in Portree.

*Allan Campbell joined the meeting*

The Board **AGREED** the following action:

- **The Communications and Events Manager will liaise with members regarding attendance and representation at events supported by Bòrd na Gàidhlig.**
- **Duais Dhòmhnail Meek to be added to the list of events highlighted by the Communications and Events Manager.**

### **9. UPDATES FROM COMMITTEES AND WORKING GROUPS**

Members **AGREED** that items on the agenda under this heading will now be discussed at a special board meeting to be convened later in the month.

### **10. AOCB**

There being no further business, the Chair thanked everyone for their attendance and the meeting ended at 12.45.

**BÒRD NA GÀIDHLIG**  
**Minutes of the Board Meeting**  
**Monday 24/09/2018 12.00 – 14.00**  
*(following on from 12&13/9/2018)*

Telephone or at Taynish, Great Glen House,  
Inverness Board Members present (on the  
phone)

In attendance:

Allan MacDonald (Chair)	<b>(AMD)</b>	Shona MacLennan, Ceannard	<b>(SML)</b>
Allan Campbell	<b>(AC)</b>	David Boag	<b>(DB)</b>
Fiona Dunn	<b>(FD)</b>	Alasdair MacKinnon	<b>(AMK)</b>
Joy Dunlop	<b>(JD)</b>	Carol Johnston,	<b>(CJ)</b>
		Minutes	
Jennifer Gilmour		<b>(JG)</b>	
Johan Smith		<b>(JS)</b>	
Mairi T MacInnes		<b>(MMI)</b>	
James Whannel		<b>(JW)</b>	

**Preliminaries**

**1.1 Welcome and Apologies**

The Chair welcomed Members and others present to the meeting. Apologies were recorded from Mary Ann Kennedy, Donald MacLeod and Donald MacSween.

**1.2 Declaration of Interest**

AC recorded an interest in Item 2, Paper 6, PT3

FD and JD recorded an interest in Item 2, Paper 6 PT2

**1.3 AOCB**

Membership of the Audit and Risk Management Committee.

**2 GAELIC DEVELOPMENT**

**2.1 Gaelic Language Plans** (FD & JD left the meeting during PT2, and AC left during PT3)  
(Paper 6)

Members approved the following Gaelic Language Plans:

PT1	Scottish Fire and Rescue Service
PT2	University of Glasgow
PT3	Glasgow City Council
PT4	National Galleries of Scotland
PT5	Cairngorms National Park Authority
PT6	Church of Scotland

The Board approved the following strategy and actions:

**Action:**

- The Director of Language Planning and Community Developments will speak to Glasgow City Council's Gaelic Officer to discuss development opportunities through Glasgow Life, with a view to encouraging the organisation to note Glasgow City Council's Gaelic Language P-lan and follow its lead.

### **3 CORPORATE GOVERNANCE**

#### **3.1 Risk Management (Paper 7)**

##### PT1 – Risk Strategy

The Board approved the following strategy and action:

**Action:**

- The Head of Corporate Services will prepare a page with a summarised version of the risk strategy.

##### PT2 – Strategic Risk Register

The Board approved the register (with the proviso that scoring information be included at the bottom of the page) and the following action:

**Action:**

- The Ceannard should ask the University of Edinburgh to provide information on the potential impact of Brexit on the work of Bòrd na Gàidhlig and should begin a dialogue with the Scottish Government on this subject so that we can prepare for any changes which might affect public bodies.

#### **3.2 Cyber Resilience**

##### PT1 Guidance for Public Bodies

**Action:**

- It was agreed by the Chair, the Chair of the Audit and Risk Management Committee and the Head of Corporate Services will discuss transferring responsibility for this matter to the Audit Committee. A time for this discussion will be confirmed via email.

### **4 FINANCE**

##### Finance Report to 31/07/2018

Members approved the information in the report, and the new format. The Chair requested that measurement mechanisms incorporated within the finance reports. It was noted that Neil Graham had organised an information session for some managers to consider assessments of funding applications.

5 AOCB

Donald MacLeod is standing down from the Audit and Risk Management Committee, as he is now a Member of the People Committee. The Chair has requested that any Member interested in becoming a Member of the Audit and Risk Committee should contact him or the Committee Chair, JS, via email. They will inform Members when someone has been chosen.

**Actions:**

- Comhairle nan Eilean Siar – The Ceannard will ask Bernard Chisholm to prepare information for the next meeting in December on the various Gaelic development opportunities in the area.
- Members were informed the Brian O hEadhra is organising a series of workshops in the Western Isles to take place shortly, which will look at developing projects and funding applications. Information on the programme will be circulated and Members are welcome to contact him to discuss the local events.

The Chair thanked all those present for their contribution and the meeting came to a close at 14.00

