

BÒRD NA GàIDHLIG

Draft Minutes of the Board Meeting held on Wednesday 20/02/2019 between 11.00 - 18.00 at Great Glen House, Inverness

Board Members present: Mairi T MacInnes (Interim Chair) [MMI]
Allan Campbell [AC]
Donald MacLeod [DML]
Donald MacSween [DMS] [phone]
Fiona Dunn [FD]
Jennifer Gilmour [JG]
Johan Smith [JS]
Joy Dunlop [JD]
Mary Ann Kennedy [MAK]
Jim Whannel [JW]

In attendance: Bòrd na Gàidhlig
Shona MacLennan, Ceannard [SML]
David Boag, Director of Language Planning and Community Developments [DB]
Alasdair MacKinnon, Head of Corporate Services [AMK]
Steven Kellow, Funding and Projects Officer [SK] (Item 5 only)
Carol Johnson (Minutes)

Deloitte
Conor Healy [CH]

Scottish Government
Douglas Ansdell [DA]

A closed session was held with Board Members and Conor Healy from Deloitte before the beginning of the meeting.

1 PRELIMINARIES & MINUTES

1.1 Welcome and Apologies

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

1.2 DECLARATIONS OF INTEREST

AC: Paper 5 National Library of Scotland
JG: Paper 3 Comann na Gàidhlig [CnaG] & Edinburgh City Council
DML: Paper 3 CNES
DMS: Paper 5 University of the Highlands and Islands
MAK: Paper 3 An Lòchran
MMI: Paper 4 North Ayrshire Council and Paper 7 PT1 GIFT

1.3 MINUTES AND LIST OF ACTIONS

Amendments were recorded for the Minutes of the meetings dated 05 & 06/12/2018. This included noting that the Board had approved the paper from the People Committee which had been considered in a private session, and it was agreed that this should be added to the Minutes.

Decision

Members **APPROVED** the Minutes of the meeting, with the amendments that were recorded.

Actions:

- 1 AMK to circulate confirmation of the process for recording decisions and actions which arise from discussions on subjects raised during a private session.
- 2 Action points which have still to be implemented should be updated each time they are presented to the Board.

1.4 MATTERS ARISING FROM THE MEETING WHICH DO NOT APPEAR UNDER ANOTHER ITEM ON THE AGENDA

The Ceannard gave a summary of progress with various matters since the last meeting. Members **NOTED** the information.

1.5 AOCB

1.5a Community Trust Building in Ness

DMS informed Members of the various offers of help that had been received since the fire at the building in Ness.

Action:

The Interim Chair asked the Ceannard to write formally to the Galson Estate Trust to offer our support on behalf of the Board.

1.5b MEMBERS' PERSONAL APPRAISALS

Members noted that the personal appraisals process was still to be completed and that they would welcome the opportunity to carry out their personal appraisals.

Action:

AMK to liaise with the Interim Chair to arrange the personal appraisals for Board Members.

1.5c SESSION WITH CONOR HEALY FROM DELOITTE

Conor Healy [CH] was invited to give a summary of the Wider Scope Audit that he had recently carried out with the organisation, on behalf of Audit Scotland.

His report will be submitted to the Ceannard before being presented to the Audit Committee for consideration at the beginning of April. This expansion of the normal audit process will continue to assist Bòrd na Gàidhlig in dealing with areas where further development may be required. He is going to circulate the "Code of Audit Practice" among Members for their information, which includes guidance regarding "Best Value". Members **NOTED** the information and thanked CH for clarifying matters.

1.5d DEMAND FOR GME IN NORTH AYRSHIRE COUNCIL AREA

Members **NOTED** the information from the Ceannard and DA on progress that had been made about parental requests for Gaelic Medium Education in the area.

2.0 ORGANISATIONAL DEVELOPMENT

PT1. ORGANISATIONAL DEVELOPMENT SUPPORT

The Ceannard gave an overview of the paper. Members discussed the budgetary constraints in running costs and the efforts being made to identify new ways to develop skills and ensure that organisational aims are being met. Members **NOTED** the information; and they have demonstrated their commitment to support development within the organisation with the establishment of a new committee, the People Committee, which will support staff and organisational development.

Actions:

A timeframe of six months should be specified for the work to be completed.

PT2. ADDRESSING RECRUITMENT CHALLENGES

The Ceannard gave an overview of the specification, which is based on the principles established in the IIP review and the recommendations arising from that review. This will also include the audit recommendations from the Wider Scope Audit when we have them.

Actions:

Ceannard to make recommended amendments to the specification, and the new draft will be sent to Members so that they can approve it at the meeting the following day under AOCB.

PT3 PART A: INTERIM MEASURES FOR THE DIRECTOR OF GAELIC EDUCATION POST

Decision:

Following a discussion, Members **APPROVED** the interim measures recommended by the Ceannard.

PT3 PART B: INTERIM MEASURES FOR THE HEAD OF COMMUNICATIONS POST

Decision:

Members **APPROVED** the recommendation in the paper.

3 SERVICE DELIVERY PARTNERS

SK joined the meeting

****Members left the meeting during discussions concerning organisations for which they had declared an interest****

Members were presented with information on the proposed funding for the organisations listed. The sums for the financial years 2020-21 and 2021-22 were in principal only, being dependent on enough progress and the Bòrd's financial situation, apart from Tobar an Dualchais, where the recommendation was for funding for one year only in the first instance. They will be given support and advice to develop their project. Discussions were held on the other organisations and the proposed funding below was approved as written. Progress reports will be presented as information to the Use of Gaelic Committee and the Learning Committee.

Decision:

Members **APPROVED** the recommendations in the paper as follows:

		Code	2019-20	2020-21	2021-22	Total
PT1	Comann na Gàidhlig [CnaG]	100151/2/3	£455,000	£455,000	£455,000	£1.365M
PT2	Stòrlann	100021/2/3/4 & 103011	£310,000	£310,000	£310,000	£930,000
PT3	ICCI	101021/2/3	£103,500	£103,500	£103,500	£310,500
PT4	Theatre Gu Leòr	103051/2	£55,000	£55,000	£55,000	£165,000
PT5	An Lòchran	101011/2/3	£35,000	£35,000	£35,000	£105,000
PT6	Gaelic Place-names of Scotland	101051	£80,000	£80,000	£80,000	£240,000
	TOTAL		£1,038,500	£1,038,500	£1,038,500	£3.116M
		Code	2018-19 31-03-2019	2019-20 31-08-2019	2019-20 13-03-2020	Total
PT7	Tobar an Dualchais	101031	£35,000	£12,500	£12,500	£60,000

Council	£ 19-20	£ 20-21	£ 21-22	Total
	Dependent on the level of funding from Scottish Government	In principal, dependent on sufficient progress and the Bòrd's financial situation		
Comhairle nan Eilean Siar [2.7 FTE]	£93,500	£94,300	£95,100	£282,900
Argyll and Bute Council [1.0 FTE]	£33,700	£34,000	£34,200	£101,900
The City of Edinburgh Council [0.5 FTE]	£15,300	£15,500	£15,600	£46,400

Action:

SK to request, through their contracts, that the organisations in receipt of funding should aim to distribute six press releases each year, in which they refer to funding support from Bòrd na Gàidhlig.

SK left the meeting

4 GAEIC DEVELOPMENT

4.1 HIGH LEVEL AIMS

MMI left the meeting and DML assumed the role of Chairperson

NORTH AYRSHIRE COUNCIL

DB gave a summary of the process to develop these high level aims.

Decision:

Members **APPROVED** the high level aims, and they will now be forwarded to the Minister as information.

4.2 GAEIC LANGUAGE PLANS

MMI returned and AC left the meeting

PT1: DRAFT GAEIC LANGUAGE PLAN: NATIONAL LIBRARY OF SCOTLAND

Decision:

Members **APPROVED** the Plan.

AC returned and DMS left the meeting

PT2: DRAFT GAEIC LANGUAGE PLAN: UNIVERSITY OF THE HIGHLANDS AND ISLANDS

Decision:

Members **APPROVED** the Plan.

DMS rejoined the meeting

4.3 STATUTORY GUIDANCE ON THE DEVELOPMENT OF GAEIC LANGUAGE PLANS

The Use of Gaelic Committee had recommended that the draft Statutory Guidance on the Development of Gaelic Language Plans be presented to the Board today for approval. Some Members suggested small amendments, and they will send their recommendations to DB via email.

Decision:

Members **APPROVED** the draft, on the understanding that the recommended amendments are made.

Action:

DB to arrange a three-month public consultation on the draft guidance. A report on the results of that process will then be presented to the Use of Gaelic Committee in August, along with an updated draft of the guidance, before the guidance is presented to the Board in September for final approval.

The Interim Chair brought the meeting to a close at 18.15

BÒRD NA GÀIDHLIG

Draft Minutes of the Board Meeting held on Thursday 21/02/2019 between 09.15 – 13.15 at Great Glen House, Inverness

Board Members present: Mairi T MacInnes (Interim Chair) [MMI]
Allan Campbell [AC]
Donald MacLeod [DML]
Donald MacSween [DMS] [phone]
Fiona Dunn [FD]
Jennifer Gilmour [JG]
Johan Smith [JS]
Joy Dunlop [JD]
Mary Ann Kennedy [MAK]
Jim Whannel [JW]

In attendance: Bòrd na Gàidhlig
Shona MacLennan, Ceannard [SML]
David Boag, Director of Language Planning and Community Developments [DB]
Alasdair MacKinnon, Head of Corporate Services [AMK]
Carol Johnson (Minutes)
Scottish Government
Douglas Ansdell [DA]

5.0 WELCOME AND APOLOGIES

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

AOCB: ADDITIONAL MATTERS UNDER AOCB

- ORGANISATIONAL DEVELOPMENT SUPPORT *[continued from 20/02/2019]*

6.0 FUNDING

PT1 GIFT COURSE

GCT joined the meeting on the telephone

MMI left the meeting and DML assumed the role of Chairperson

The GIFT course was discussed. The course is to be redeveloped for next year, 2020-21, and a new course specification is to be written, and once that has been completed tenders will be sought to deliver the teaching element of the course.

Decision:

The Members unanimously **APPROVED** the paper as recommended by the Learning Committee, to continue with the course for one final year at the University of Strathclyde.

Sum agreed	Budget Line:	18-19	19-20
£440,000	102011	£212,000	£228,000

Action:

“Development of the GIFT Course” will be a standing item on the Learning Committee Agenda.

7 RISK MANAGEMENT

PT1 STRATEGIC RISK REGISTER

PT2 OPERATIONAL RISK REGISTER

The Head of Corporate Services presented the risk registers to Members. They include changes to risk levels recommended by the Senior Management Team. AMK recorded the recommended amendments.

Decision:

Members **APPROVED** the information in the registers.

8 CORPORATE GOVERNANCE

8.1 HR POLICIES

The Head of Corporate Services presented two HR Policies to Members.

PT1 STRESS MANAGEMENT AND WELL BEING IN THE WORKPLACE POLICY

PT2 PERFORMANCE APPRAISAL

Decision:

Members **APPROVED** the two policies.

8.2 DATES OF MEETINGS IN 2019-20

A discussion was held on where the June Board meeting should be held, with Tیره being suggested, however, it was agreed to hold the meeting in Oban, and that a booking should be made in Tیره for a meeting in 2020.

Decision:

Members **APPROVED** the schedule.

Action:

AMK to arrange for a venue to be booked in Tیره for a Board Meeting in June 2020.

8.3 IMPLEMENTATION OF THE OPERATIONAL PLAN

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

Decision:

Members **NOTED** the information and thanked him for it, as it was very useful.

9.0 FINANCE

9.1 FINANCE REPORT TO 31-12-2018

The Ceannard presented the Finance Report to Members.

Decision:

Members **NOTED** the information in the report.

9.2 DRAFT BUDGETS 2019-20

A discussion was held on the funding processes and how the team managed and administered the grant schemes. A question was raised regarding how the process worked without a Head of Finance, and DB confirmed that the interim system presently in place worked well. The Ceannard confirmed that Alex Graham would be moving from his post as Internal Auditor to undertake the role of Head of Finance on a part-time basis at the beginning of April, and that tenders would be sought from external providers for the Internal Audit service.

Decision:

Members **APPROVED** the budgets.

9.3 BEST VALUE STATEMENT

Decision:

Members **APPROVED** the report provided in the paper.

9.4 SCHEME OF DELEGATED AUTHORITY

This has been updated, following the advice of the External Auditors, to include information on the new 3-year contracts.

Decision:

Members **NOTED** the information presented.

9.5 SALARY PROCESS

The People Committee had recommended that this paper be presented to the full Board for information, as it provided a useful overview of the current process for salaries.

Decision:

Members **NOTED** the information.

10 COMMUNICATIONS

STAKEHOLDER CHARTER

AMK explained the ongoing process through which the SMT were developing the charter. It will go through a staff consultation process as occurs with other policies, and a draft should be ready to present to the Board in June.

Decision:

Members **NOTED** the information.

11 DRAFT MINUTES OF COMMITTEES AND WORKING GROUPS

PT1 The Use of Gaelic Committee

PT2 The People Committee

PT3 Gaelic Arts Working Group [BOE]

JW gave an update from the Learning Committee, informing Members that the National Gaelic Education Strategy Steering Group would be holding another series of meetings, and that a new planning group had met, and that they were organising an annual education conference.

A question was raised for Deloitte asking whether the Interim Chair is permitted to be a member of committees and working groups.

Decision:

Members **NOTED** the information in the minutes.

Actions:

- 1 DB is to arrange that the way progress is recorded for action points for BOE is improved.
- 2 AMK is to seek clarification from Deloitte on whether the Interim Chair can be a member of committees and working groups.

12 AOCB

ADDITIONAL MATTERS FOR AOCB

PT2 Organisational Development Support [continued from 20/02/2019 with an updated paper issued by the Ceannard]

Decision:

After discussion Members **APPROVED** the recommendations in the amended paper.

13 DATES ON NEXT MEETINGS

03 & 04/04/2019 – Inverness [*Additional meeting to consider the “Wider Scope Audit”*]

05 & 06/06/2019 – Oban

The Interim Chair thanked the Ceannard and all the officers for their work, in preparing the information and organising the meeting, and thanked the Members for their input and support.

She brought the meeting to a close at 13.15f.