BÒRD NA GÀIDHLIG

Geàrr-chunntas bho coinneamh a' Bhòrd-Stiùiridh
Diardaoin 12/09/2019 aig 09.15m
Taigh a' Ghlinne Mhòir, Inbhir Nis

Minutes of the Board meeting
Thursday 12/09/2019 at 09.15am
Great Glen House, Inverness

Buill an làthair :
Màiri T NicAonghais (MNA)(Cathraiche Eadar-amail)
Johan Nic a' Ghobhainn (JNG)
Ailean Caimbeul (AC)
Jennifer Gilmour [JG]
Dòmhnall MacLeòid (DML)
Joy Dunlop (JD)

Members present:
Mary T MacInnes (MTMI) (Interim-chair)
Johan Smith (JS)
Allan Campbell (AC)
Jennifer Gilmour (JG)
Donald MacLeod (DML)
Joy Dunlop (JD)

A' Frithealadh:
Luchd-obrach Bòrd na Gàidhlig
Shona NicIllinnein, Ceannard (SNI)
Ailig Greumach, Ceann an Ionmhais (AG)
Alasdair MacFhionghuin, Ceann nan Seirbheisean Corporra (AMF)
Daibhidh Boag, Stiùiriche Planadh Cànain is Leasachaidhean Coimhearsnachd (DB)
JW Whannel, Stiùiriche Foghlam na Gàidhlig (JW)
Cairistiona Stiùbhart, Clàradh Geàrr-chunntas (CS)

In attendance:
Bòrd na Gàidhlig staff
Shona MacLennan, Ceannard (SML)
Alex Graham, Head of Finance (AG)
Alasdair MacKinnon, Head of Corporate Services (AMK)
David Boag, Director of Language Planning & Community Development (DB)
Jim Whannel, Director of Gaelic Education (JW)
Christine Stewart, Recording Minute (CS)

1.0 CÙISEAN TÒISEACHAIDH

1.1 Fàilte & Leisgeulan

Chuir an Cathraiche fàilte air a h-uile duine chun na coinneimh. Cha robh leisgeul ri chlàradh.

1.2 A' Nochdadh Chom-pàirtean

Cha robh com-pàirtean rin clàradh.

1.3 Geàrr-chunntasan nan coinneamhan 05&06/06/2019 & 03/07/2019

Chomharaich an Cathraiche gu robh na dreachd gheàrr-chunntasan bho choinneamhan roimhe fhathast rin crìochnachadh agus mar sin gun tigeadh iad chun na h-ath choinneimh airson aonta.

OPENING ITEMS

Welcome & Apologies

The Chairperson welcomed everybody to the meeting. There were no apologies to record.

Disclosure of Interests

No declarations of interest were made.

Minutes of meetings 05&06/06/2019 & 03/07/2019

The Chairperson noted that the draft minutes from the previous meetings were still to be finalised and would therefore come to the next meeting for approval.

1.4 Cùisean a thog ceann bho na coinneamhan nach eil air a' chlàr gnothaich

Tharraing an Cathraiche aire nam Ball gu molaidhean a nochd ann an còmhraidhean aig latha fiosrachaidh a chumadh 11 Sultain 2019 is dh'aontaich na Buill an aonta a chur ris na molaidhean a thàinig às a sin.

Co-dhùnadh

DH'AONTAICH am Bòrd Stiùiridh ri structar ùr airson nan comataidhean riaghlaidh. Is iad sin, A' Chomataidh Sgrùdaidh is Dearbhachd agus A' Chomataidh Poileasaidh is Ghoireasan le ballrachd mar a chaidh ainmeachadh. Bidh Buidheann Stiùiridh a' Phlana Leasachaidh na fho-bhuidheann den Chomataidh Sgrùdaidh is Dearbhachd agus bidh Pannal nam Planaichean a' toirt comhairle dhan Chomataidh Poileasaidh is Ghoireasan.

DH'AONTAICH na Buill ann am prionnsabal ris a' phàipear air *An t-Slighe Air Adhart* ach dh'iarr iad barrachd fiosrachaidh air na buannachdan, luach an airgid agus a' bhuaidh air luchd-obrach is Buill. Thig pàipear nas mionaidiche gu coinneamh ann am meadhain na Dàmhair.

Action

Pàipear le mìneachadh a bharrachd air An t-Slighe air Adhart ri bhith air a sgaoileadh gu Buill ron ath choinneamh le SNI.

Matters arising from the meetings not included on the agenda

The Chairperson drew the Members' attention to proposals which emerged in discussions on an information day which was held on 11 September 2019 and the Members agreed to approve the proposals emerging therefrom.

Decision

The Board of Directors **AGREED** a new structure for the governing committees. These are the Audit and Assurance Committee and the Policy and Resources Committee with their membership as nominated. The Improvement Plan Steering Group will be a sub-committee of the Audit and Assurance Committee, and the Plans Panel will report in an advisory role to the Policy and Resources Committee.

The Members **AGREED** in principle the paper *The Way Forward* but they requested more information about the benefits, value for money and the impact on staff and Members. A more detailed paper will be presented at the meeting in mid October.

Action

Paper with further explanation of The Way Forward to be circulated to Members in advance of the next meeting by SML.

2.0 RIAGHLADH CORPORRA

2.1 Aithisg Bhliadhnail na Comataidh Sgrùdaidh is Rianachd Chunnartan

Bhruidhinn JNG, mar Chathraiche na Comataidh Sgrùdaidh is Rianachd Chunnartan, mun phàipeir aice.
Thug i taing do na Buill is don luchd-obrach airson an taic fad na bliadhna.

Co-dhùnadh

GHABH na Buill ris an Aithisg.

CORPORATE GOVERNANCE

Annual Report of Audit and Risk Management Committee

JS as Chair of the Audit and Risk Management Committee, spoke to her paper. She thanked the Members and staff for their support throughout the year.

Decision

The Members **APPROVED** the Report.

2.2 An Aithisg Bhliadhnail is Cunntasan gu 31 Màrt 2019

2.2.1 An Aithisg Bhliadhnail is Cunntasan gu 31-03-2019

Thug an Ceannard geàrr-iomradh air an obair a chaidh air adhart feadh na bliadhna agus thug i iomradh air cùisean a bha soirbheachail agus dùbhlanach. Thug i taing dhan luchd-obrach agus do na buill airson na h-obrach a chaidh a dhèanamh tron bhliadhna.

Thuirt AG gun robh an luchd-sgrùdaidh riaraichte le suidheachadh an ionmhais agus leis an ìre de chùl-stòran a bha taisgte.

<u>Co-dhùnadh</u>
GHABH na Buill ris an Aithisg Bhliadhnail leis an tuigse gum biodh atharrachaidhean air an dèanamh sa bhriathrachas agus feadhainn de na dealbhan air an atharrachadh.

2.2.2 Litir Dearbhaidh

A' freagairt ceist bho Bhall mu choinneimh eadar-theangachadh ann an pàipearan ionmhais thuirt an Ceannard gum biodh gach pàipear Gàidhlig ga chur a-mach airson dearbhadh phroifeasanta fhaighinn agus gum biodh an neach-dearbhaidh a' dèanamh cinnteach gum biodh an tionndadh Beurla is Gàidhlig co-ionann.

<u>Co-dhùnadh:</u>
GHABH na Buill ris an litir dearbhaidh.

<u>Gniomh</u>
AMF a' dol a chur air dòigh siostam far am bi nota air gach pàipear a' sealltainn gun deach dearbhadh a dhèanamh orra.

2.3 A' PHLANA GNÌOMH 2019/20

2.3.1 Coileanadh a' Phlana Gnìomh 2019/20

Thug AMF seachad aithris do na buill air adhartas leis na gnìomhan bhon Plana Gnìomh. Chaidh barrachd deasbad a dhèanamh air a' Phlana Gnìomh agus mhol na Buill barrachd leasachaidh air an t-siostam measaidh gus am biodh buaidh na h-obrach nas fhollaisiche.

The Annual Report and Accounts to 31 March 2019

The Annual Report and Accounts to 31-03-2019

The Ceannard gave a summary of the work progressed throughout the year and referred to matters which were successful and challenging. She thanked the staff and members for the work done throughout the year.

AG said that the auditors were satisfied with the financial situation and with the level of reserves.

<u>Decision</u>
The Members **APPROVED** the Annual Report on the understanding that some textual changes be made and some of the images amended.

Letter of Representation

Answering a question from a Member concerning translation in the financial document, the Ceannard said that all Gaelic documents are sent out for professional proofing and that the proofreader would confirm that the English and Gaelic were consistent with each other.

<u>Decision</u>
The members **APPROVED** the letter of representation.

<u>Action</u>
AMK to devise a system where a note on the each document shows that it has been proofed.

OPERATIONAL PLAN 2019/20

Delivery of Operational Plan 2019/20

AMK presented an update on the actions from the Operational Plan to the Members. Further discussions were held about the Action Plan and the Members recommended further development of the assessment system to show the impact of the work.

Dh'fhag DML a choinneamh

Às dèidh ceist a chaidh a thogail, thug an Ceannard fios seachad air coinneamh a bh' aice le Comhairle nan Eilean Siar.

Thill DML don choinneimh

Co-dhùnadh

Thug na Buill **FA-NEAR** am fiosrachadh sa Phlana Gnìomh.

DML left the meeting

Further to a question being raised, the Ceannard briefed Members about a meeting she attended with Comhairle nan Eilean Siar.

DML returned to the meeting

Decision

The Members **NOTED** the information in the Action Plan.

2.4 IONMHAS

2.4.1 Aithisg Ionmhais (Ràitheil)

Chaidh innse do na buill gun robh Ceann an Ionmhais riaraichte le suidheachadh an ionmhais aig an àm seo.

Co-dhùnadh

Thug na Buill **FA-NEAR** am fiosrachadh san aithisg.

FINANCE

Financial Report (Quarterly)

The Members were told that the Head of Finance was satisfied with the financial situation at this time.

Decision

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

2.4.2 Spòrs Gàidhlig

Dh'innis Stiùiriche Planadh Cànain is Leasachaidhean Coimhearsnachd gun robh iarrtas taic airgid air tighinn a-staigh bho Spòrs Gàidhlig agus gun robhas a' moladh taic de £45k a thoirt dhaibh, ach bha tuilleadh fiosrachaidh a dhìth bhuapa. Rinneadh deasbad agus dh'aontaich na Buill ged a bha iad taiceil don bhuidhinn is an obair a bha iad a' cur air adhart, gun robh e deatamach gum biodh am fiosrachadh coileanta a-staigh mus biodh maoineachadh ga thabhainn dhaibh.

Co-dhùnadh

DHIÙLT na Buill ris a' mholadh. Dh 'iarr iad air na h-oifigearan pàipear ùr a chuir a-steach leis an fhiosrachadh ionmhasail a bha a dhith.

Spòrs Gàidhlig

The Director of Language Planning and Community Developments said that a funding application had been received from Spòrs Gàidhlig and that they were recommending £45k funding, but that further information was required. A discussion was held and the Members agreed that whilst they were supportive of the organisation and the work they promoted, it was essential that the complete information be received before funding could be offered.

Decision

The Members **REJECTED** the recommendation. They requested that the officers submit a new paper with all the required financial information.

2.5 RIAGHLADH NA BUIDHNE

2.5.1 Gnàth-riaghailtean do Bhòrd Stiùiridh Bhòrd na Gàidhlig

Bheachdaich na Buill air na gnàth-riaghailtean.

Co-dhùnadh

GHABH na Buill ris na Gnàth-riaghailtean leis na h-atharraichean a chaidh a mholadh.

ORGANISATIONAL GOVERNANCE

Standing Orders for the Board of Bòrd na Gàidhlig

The Members considered the standing orders.

Decision

The Members **APPROVED** the Standing Orders subject to the recommended changes.

2.5.2 Plana Gàidhlig Bhòrd na Gàidhlig
Mhìnich Stiùiriche Planadh Cànain is Leasachaidhean Coimhearsnachd do na Buill gun robh an Sgioba Stiùiridh a' faireachdainn gun robh e nas iomchaidh do Bhòrd na Gàidhlig Plana Gàidhlig ullachadh seach a bhith ag ùrachadh a' Phoileasaidh Ghàidhlig. Tha am Plana saor-thoileach, agus chaidh a dheasbad aig coinneamh den Sgioba Stiùiridh san Lùnastal, is an uair sin chaidh e air adhart don aonadh agus don luchd-obrach airson co-chonaltradh.

Bha na Buill riaraichte leis a' Phlana.

Co-dhùnadh
GHABH na Buill ris a' Phlana

2.5.3 Dreachd den Phoileasaidh Foillseachaidh Dhraghan
Bheachdaich na Buill air an dreachd phoileasaidh.

Co-dhùnadh
GHABH na Buill ris a' phoileasaidh.

2.6 LEASACHADH NA BUIDHNE
2.6.1 Buidheann-stiùiridh a' Phlana Leasachaidh

Co-dhùnadh
Thug na Buill **FA-NEAR** am fiosrachadh sa phàipear seo.

2.6.2 A' cumail coinneamhan a' Bhùird gu poblach
Chaidh a' chùis seo a dheasbad agus chaidh aontachadh ris ann am prionnsapal. Mhol Buill gun deidheadh seo a chuir dheth gus an t-Sultain 2020, ach gum biodh AMF a' toirt pàipear don Bhòrd sa Ghearran 2020 mu na cuisean practaigeach mu bhuileachadh a' phròiseis.

Co-dhùnadh
AONTA ANN AM PRIONNSAPAL ach gun a bhith ga chur an gnìomh gus an t-Sultain 2020.

Gnìomh
Pàipear fiosrachaidh ri dhol dhan Bhòrd sa Ghearran 2020.

Bòrd na Gàidhlig Gaelic Plan
The Director of Language Planning and Community Developments explained to the Members that the Leadership Team felt it was more appropriate for Bòrd na Gàidhlig to prepare a Gaelic Plan rather than update their Gaelic Policy. The Plan is voluntary, and it was discussed at a meeting of the Leadership Team in August, then went through a consultation process with the trade union and staff.

The Members were satisfied with the Plan.

Decision
The Members **APPROVED** the Plan.

Draft Policy on Whistleblowing
The Members considered the draft policy.

Decision
The Members **APPROVED** the policy.

ORGANISATIONAL DEVELOPMENT
Improvement Plan Steering Group

Decision
The Members **NOTED** the information in this document.

Holding Board Meetings in Public
This matter was discussed and was agreed to in principle. Members recommended this be postponed until September 2020, but that AMK present a paper to the Board in February 2020 on the practicalities fo the process being implemented.

Decision
AGREEMENT IN PRINCIPLE but postpone implementation until September 2020.

Action:
Briefing paper to go to the Board in February 2020.

2.6.3 Ath-bhreithneachadh air Bun-riaghailtean na Comataidh Sgrùdaidh is Rianachd Chunnartan

Thug Ceann nan Seirbheisean Corporra an dreachd ùr de na Cumhachan Iomraidh don Bhòrd. Mhol e, às dèidh co-dhùnadh na bu thràithe air structar ùr nan comataidhean nach biodh e iomchaidh tuilleadh dleastanas a bhith aig a' chomataidh airson buidseatan a shuidheachadh, agus gun deidheadh an earrann seo a thoirt a-mach às an earrainn " dleastanasan a bharrachd " de na Cumhachan Iomraidh.

<u>Co-dhùnadh</u>

GHABH na Buill ris na Cumhachan Iomraidh ach leis an earrann "Dleastanasan a bharrachd" air a fàgail as.

2.6.4 Ballrachd na Comataidh Sgrùdaidh is Rianachd Chunnartan

Thug na Buill **FA-NEAR** am fiosrachadh seo.

2.6.5 Leasachadh Conaltradh eadar am Bòrd Stiùiridh is Luchd-obrach

Bheachdaich na Buill air dòighean gus conaltradh nas fhèarr a chumail eadar Buill a' Bhùird is an luchd-obrach agus mhol iad na leanas:

- Buth-obrach no tachartas trèanadh a chumail aon uair gach bliadhna far am bi na Buill agus an luchd-obrach uile an làthair
- Luchd-obrach a tha saor is timcheall a' faighinn cothrom Coinneamh a' Bhùird a fhrithealadh
- Nuair a tha na Buill a' frithealadh choinneamhan den Bhòrd Stiùiridh no comataidhean gun gabh iad an cothrom tadhal air an oifis gus beagan conaltradh a dhèanamh leis an luchd-obrach.

Review of Terms of Reference for the Audit and Risk Management Committee

The Head of Corporate Services presented the new draft Terms of Reference to the Board. He recommended that following the earlier decision of the new committees structure that it would no longer be appropriate for the committee to have responsibility for budget setting, and that this section be removed from the "additional responsibilities" section of the Terms of Reference.

<u>Decision</u>

Members **APPROVED** the Terms of Reference subject to the section "additional responsibilities" being removed.

Membership of Audit and Risk Management Committee

The Members **NOTED** this information.

Developing communications between the Board and Staff

The Members discussed ways to improve communication between Members of the Board and staff and recommended the following:

- To hold a workshop or training event once a year at which the Members and staff would be present
- Opportunity for available staff to attend a Board Meeting
- Members to take the opportunity when attending Board and committee meetings to visit the office space and engage with staff.

2.7 RIANACHD MHÌ-CHINNTEAN

2.7.1 Rianachd Mhì-chinntean

Chomhairlich Ceann nan Seirbheisean Corporra do Bhuill gun robh an Sgioba Stiùiridh air a bhith a' beachdachadh air cruth ùr airson a' chlàir agus thathas an dòchas gun tèid a dheasachadh airson coinneamh a' Bhùird san t-Sultain.

RISK MANAGEMENT

Risk Management

The Head of Corporate Services advised Members that the Leadership Team had been considering a new format for the register which it is hoped will be developed for the December meeting of the Board.

<u>Co-dhùnadh</u>
Bheachdaich na Buill air a 'chlàr làithreach agus **DH' AONTAICH** iad ri molaidhean nan oifigearan clàr cunnairt ùr a chruthachadh.

<u>Decision</u>
The Members considered the current register and **AGREED** to the officers recommendations to develop a new risk register.

2.8 CÙISEAN DAONNA

PEOPLE ISSUES

2.8.1 Ar Ro-innleachd airson Daoine

People Strategy

Chaidh am pàipear seo, a chaidh aontachadh le Comataidh nan Daoine, air adhart airson aonta foirmeil leis a' Bhòrd.

This paper, agreed by the People Committee, was presented for formal approval by the Board.

<u>Co-dhùnadh</u>
GHABH na Buill ris an Ro-innleachd airson Daoine.

<u>Decision</u>
The Members **APPROVED** the People Strategy.

2.8.2 Poileasaidhean Slàinte is Sàbhailteachd

Health & Safety Policies

PT1 Poileasaidh Slàinte is Sàbhailteachd

Health & Safety Policy

<u>Co-dhùnadh</u>
DH'AONTAICH na Buill ris a' phoileasaidh le ùmhlachd do dh'atharrachaidhean ainmichte.

<u>Decision</u>
The Members **APPROVED** the policy subject to noted amendments.

PT2 Poileasaidh Obair Aonair

Lone Worker Policy

<u>Co-dhùnadh</u>
GHABH na Buill ris a' phoileasaidh.

<u>Decision</u>
The Members **APPROVED** the policy.

2.8.3 Poileasaidhean ICT

ICT Policies

PT1 Poileasaidh Cleachdadh Iomchaidh

Acceptable Use Policy

<u>Co-dhùnadh</u>
GHABH na Buill ris a' phoileasaidh le ùmhlachd do dh'atharrachaidhean ainmichte.

<u>Decision</u>
The Members **APPROVED** the policy subject to noted amendments.

PT2 Poileasaidh Smachd Air Inntrigeadh

Access Control Policy

<u>Co-dhùnadh</u>
GHABH na Buill ris a' phoileasaidh.

<u>Decision</u>
The Members **APPROVED** the policy

2.8.4 Sgrùdadh gus beachdan luchd-obrach a shireadh

Survey of staff opinions

<u>Co-dhùnadh</u>
Thug na Buill **FA-NEAR** am fiosrachadh sa phàipear seo.

<u>Decision</u>
The Members **NOTED** the information in this document.

3 CLEACHDADH NA GÀIDHLIG

3.1.1 Amasan Àrd-ìre

Chur DB am pàipear seo air adhart leis a' mholadh gu bheil ùghdarras aig a' Chomataidh Poileasaidh is Ghoireasan ùr a-nis aontachadh ris an dreachd de na h-amasan àrd-ìre mus tèid iad air adhart chun a' Mhinisteir airson Gàidhlig airson aonta.

<u>Co-dhùnadh</u>

GHABH na Buill ris a' mholadh seo.

3.2 Planaichean Gàidhlig

PT1 PGR045 NHS Eileanan Siar – cuairt 2

Rinneadh beagan deasbaid air a' phlana seo agus chaidh aontachadh gun robh adhartas air tighinn bhon chiad phlana.

<u>Co-dhùnadh</u>

GHABH na Buill ris a' Phlana.

PT2 Comhairle Siorrachd Àir a Tuath – cuairt 2

Chuir na Buill fàilte air a' phlana seo agus mhol iad an deagh obair a bha a' Chomhairle a' dèanamh.

<u>Co-dhùnadh</u>

GHABH na Buill ris a' Phlana.

4 GISBE

Cha robh gnothach sam bith eile ri dheasbad agus dhùin an Cathraiche a' Choinneamh aig 15.10.

5 CEANN-LATHA NA H-ATH CHOINNEIMH

Cumar an ath Choinneimh air 11/12 Dùbhlachd 2019 ann an Inbhir Nis.

GAELIC USAGE

High Level Aims

DB presented this paper with the proposal that the new Policy and Resource Committee now have authority to agree to the draft of high-level aims before they are forwarded to the Minster for Gaelic for approval.

<u>Decision</u>

The Members **APPROVED** this recommendation.

Gaelic Language Plans

PGR045 NHS Eileanan Siar –2nd edition

This plan was discussed and it was agreed that progress had been made since the first plan.

<u>Decision</u>

The Members **APPROVED** the Plan.

North Ayrshire Council – 2nd edition

The Members welcomed this plan and praised the good work which the Council was doing.

<u>Decision</u>

The Members **APPROVED** the Plan.

AOCB

There was no further business for discussion and the Chairperson brought the meeting to a close at 15.10.

DATE OF NEXT MEETING

The Next Meeting will take place on 11/12 December 2019 in Inverness.