



**NA BUN-RIAGHAILTEAN
A' CHOMATAIDH POILEASIDH IS GHOIREASAN**

**TERMS OF REFERENCE
POLICY AND RESOURCES COMMITTEE**

Air aontachadh le/Approved by: **Am Bòrd Stiùiridh – The Board**

Air aontachadh air/Approved on: **2019-12-11**

Ath-nuadhachadh a dhìth/Review due on: 10-2020

A' CHOMATAIDH POILEASaidh IS GHOIREASAN	POLICY AND RESOURCES COMMITTEE
NA BUN-RIAGHAILTEAN	TERMS OF REFERENCE
<p>Tha am Bòrd Stiùiridh air Comataidh Poileasaidh is Ghoireasan a stèidheachadh mar Chomataidh den Bhòrd Stiùiridh gus taic a thoirt do Bhòrd na Gàidhlig ann a bhith a' coilionadh an raon-dleasanais aige fo Achd na Gàidhlig (Alba) 2005 agus Achd Foghlam (Alba) 2016, agus airson rianachd iomlan a thoirt air stòrasan ionmhasail is goireasan daonna na buidhne.</p> <p>Ballrachd</p> <ul style="list-style-type: none"> • Is iad buill na comataidh Buill a' Bhùird: Dòmhnall MacLeòid, Joy Dunlop agus Màiri T NicAonghais. • Bidh Dòmhnall MacLeòid sa chathair air a' chomataidh. • Bidh rùnaireachd na comataidh air a sholarachadh le Ceann nan Seirbheisean Corporra. <p>Aithriseadh</p> <ul style="list-style-type: none"> • Bidh a' chomataidh ag aithris gu foirmeil ann an sgrìobhadh chun a' Bhùird Stiùiridh an dèidh gach coinneamh. Mar is àbhaist, bi geàrr-chunntas na coinneimh na bhun-stèidh airson na h-aithris. • Bidh a' chomataidh a' toirt Aithisg Bhliadhnail don Bhòrd Stiùiridh, ann an deagh ùine gus taic a thoirt a thaobh crìoch a chur air an aithisg bhliadhnail agus air an aithris air riaghladh, anns an toir a' chomataidh geàrr-chunntas air na co-dhùnaidhean a rinneadh bhon obair aice rè na bliadhna. <p>Uallaichean Bidh a' chomataidh</p> <ul style="list-style-type: none"> • a' cumail sùil air adhartas ùghdarrasan poblach ann an cur an gnìomh an cuid phlanaichean càinain; • a' ceadachadh Amasan aig Àrd Ìre airson Phlanaichean Càinain; • a' cumail sùil air adhartas an aghaidh targaidean is crìochan mar a chuireadh an cèill anns na Planaichean Corporra agus Obrachaidh aig Bòrd na Gàidhlig; • a' ceadachadh ro-innleachdan air rannsachadh agus fiosrachadh; • a' ceadachadh Plana Ionmhasail sa Mheadhan-ùine (MTFP) ceangailte ris a' phlana chorporra agus ris an Ro-innleachd Ionmhasail sa Mheadhan-ùine aig Riaghaltas na h-Alba, agus a' moladh a' Phlana ris a' Bhòrd Stiùiridh; • a' ceadachadh a' bhuidseit bhliadhnail (aig a bheil ceanglaichean soilleir ris an MTFP) agus a' moladh buidseat na buidhne ris a' Bhòrd Stiùiridh; 	<p>The Board has established a Policy and Resources Committee as a Committee of the Board to support Bòrd na Gàidhlig in fulfilling its remit under the Gaelic Language (Scotland) Act 2005, the Education (Scotland) Act 2016, and for overall management of the organisation's financial and people resources.</p> <p>Membership</p> <ul style="list-style-type: none"> • The members of the committee are Board Members: Donald MacLeod, Joy Dunlop and Mary T MacInnes. • The committee will be chaired by Donald MacLeod • The committee will be provided with a secretariat function by the Head of Corporate Services. <p>Reporting</p> <ul style="list-style-type: none"> • The committee will formally report in writing to the Board after each meeting. A copy of minutes of the meeting will usually form the basis of the report. • The committee will provide the Board with an Annual Report, timed to support finalisation of the annual report and the governance statement, summarising its conclusions from the work it has done during the year. <p>Responsibilities The committee will</p> <ul style="list-style-type: none"> • monitor progress with implementation by public authorities of their Gaelic language plans; • approve Gaelic Language Plans High Level Aims; • monitor progress against targets and goals as set out in Bòrd na Gàidhlig's Corporate and Operational Plans; • approve research and information strategies; • approve the Medium-Term Financial Plan (MTFP) linked to its corporate plan and the Scottish Government Medium-Term Financial Strategy, and recommend the Plan to the Board; • approve the annual budget (which has clear links to the MTFP) and recommend the organisation's budget to the Board;

- a' cumail sùil air teachd-a-steach agus caiteachas an aghaidh bhuidseatan ùghdarraichte;
- a' dèanamh lèirmheas air cùisean is co-dhùnaidhean cudromach a thaobh aithriseadh ionmhasail;
- a' leasachadh agus a' ceadachadh poileasaidh corporra agus ro-innleachdan, nam measg air obrachadh ann an com-pàirteachas;
- a' sgrùdadh poileasaidhean air goireasan daonna;
- a' dèanamh cinnteach gu bheil rianachd èifeachdach ann airson chùisean ceangailte ris an luchd-obrach taobh a-staigh na buidhne;
- a' ceadachadh atharrachaidhean mòra ris na structaran airson luchd-obrach agus gu luchd-obrach a bharrachd mar a tha an Ceannard a' socrachadh;
- a' marasgladh ullachaidhean a' Chòd Ghiùlain airson Buill Bhòrd na Gàidhlig agus mar a tha stiùireadh no atharrachaidhean poileasaidh sam bith air an toirt a-steach ann an co-rèir ri ullachaidhean a' Chòd; agus
- a' beachdachadh air cùisean sam bith eile a dh'fhaodar am Bòrd Stiùiridh òrdachadh no Ministearan na h-Alba a riaghladh bho àm gu àm.

Bidh a' Chomataidh Poileasaidh is Ghoireasan cuideachd a' dèanamh lèirmheas air a' choileanadh is èifeachdas aice fhèin gach bliadhna agus ag aithris toraidhean an lèirmheis sin don Bòrd Stiùiridh. Beachdaichidh Cathraiche na comataidh air lèirmheas sam bith air ballrachd le Cathraiche a' Bhùird Stiùiridh.

Còraichean

Faodaidh a' chomataidh:

- buill a bharrachd a cho-thaghadh gus sgilean èolas is fèin-fhiosrachadh speisealach a sholarachadh;
- comhairle speisealach ad hoc a sholarachadh air chosg na buidhne, air chùmhnannt gum faighear cead buidseatach bhon Bòrd Stiùiridh no bhon Cheannard.

Ùghdarras

Tha a' chomataidh ùghdarraichte le Bòrd Stiùiridh Bhòrd na Gàidhlig na leanas, às an leth, a cheadachadh:

- Planaichean Gàidhlig
- poileasaidhean obrachaidh
- poileasaidhean air luchd-obrach
- sgeamaichean thabhartasan is duaisean, ann an co-rèir ris an Sgeama airson Ùghdarras air a Thiomnadh

Coinneamhan

Is iad modhan na comataidh:

- bidh a' chomataidh a' coinneachadh co-dhiù ceithir tursan gach bliadhna. Faodaidh an Cathraiche coinneamhan a bharrachd a ghairm, mar a tha e/i ga mheas riatanach;

- monitor the income and expenditure against authorised budgets;
- review significant financial reporting issues and judgements;
- develop and approve corporate policy and strategies including partnership working;
- scrutinise HR policies;
- ensure there is effective management of people-related matters within the organisation;
- approve major changes to staffing structures and for additional staffing as determined by the Ceannard;
- oversee the provisions of the Code of Conduct for Members and the introduction of any guidance or policy changes in accordance with the provisions of the Code; and
- consider such other issues as may be prescribed by the Board or as Scottish Ministers may direct from time to time.

The Policy and Resources Committee will also annually review its own performance and effectiveness and report the results of that review to the Board. The Chair of the committee will consider any review of membership with the Chair of the Board.

Rights

The committee may:

- co-opt additional members to provide specialist skills, knowledge and experience;
- procure specialist ad-hoc advice at the expense of the organisation, subject to budgetary approval by the Board or Ceannard.

Authority

The committee is authorised by the Board of Bòrd na Gàidhlig to approve, on their behalf:

- Gaelic Language Plans
- operational policies
- people policies
- grants schemes and awards, as per the Scheme of Delegated Authority

Meetings

The procedures for meetings are:

- the committee will meet at least four times a year. The Chair of the committee may convene additional meetings, as he/she deems necessary;

<ul style="list-style-type: none"> • mar ìos-mheud, bidh dithis bhall den chomataidh an làthair mus bi coinneamh air a meas cuòraichte; • am bitheantas, bidh an Ceannard an làthair aig coinneamhan na comataidh, agus far a bheil cùisean ann a tha a’ buntainn ris na dreuchdan aca bidh Stiùiriche Planadh Cànan is Leasachaidhean Coimhearsnachd, Stiùiriche Foghlam na Gàidhlig, Ceann Roinn an Ionmhais is Ceann nan Seirbheisean Corporra an làthair; • faodaidh a’ chomataidh iarraidh air oifigich sam bith eile bhon bhuidhinn a bhith an làthair gus a cuideachadh le còmhraidhean air cùis shònraichte; • faodaidh a’ chomataidh iarraidh air a h-uile duine a tha an làthair nach eil nam buill den chomataidh, no air feadhainn dhiùbhsan, a tharraing air ais gus deasbad fosgailte is fosgarra fhurastachadh air cùisean sònraichte; • faodaidh am Bòrd Stiùiridh no an Ceannard iarraidh air a’ chomataidh coinneamhan a bharrachd a ghairm gus cùisean sònraichte a dheasbad air a bheil iad ag iarraidh comhairle na comataidh. 	<ul style="list-style-type: none"> • a minimum of two members of the committee will be present for the meeting to be deemed quorate; • committee meetings will normally be attended by the Ceannard, and for matters relating to their roles by the Director of Language Planning and Community Developments, Director of Gaelic Education, the Head of Finance and the Head of Corporate Services. • the committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter; • the committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters; • the Board or Ceannard may ask the committee to convene further meetings to discuss particular issues on which they want the committee's advice.
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