

August 2020

Draft GLP Guidance

Appendix 2 – Corporate Service Aims

Amasan airson Seirbhisean Corporra	Corporate Service Aims
Àrd Phrionnsapalan	Overarching Principles
<p>Spèis Cho-ionann A h-uile gealladh anns a’ Phlana Ghàidhlig air a lìbhrigeadh dhan aon ìre anns a’ Ghàidhlig agus anns a’ Bheurla.</p>	<p>Equal Respect Gaelic language plan commitments delivered to an equal standard in both Gaelic and English.</p>
<p>Cothroman Follaiseach Gnìomhan practaigeach gus dèanamh cinnteach gu bheil fios aig luchd-obrach na buidhne agus am poball daonnan air na cothroman a th’ ann gus Gàidhlig a chleachdadh leis an ùghdarras phoblach.</p>	<p>Active Offer Practical measures to ensure that staff and public are kept regularly informed of all opportunities that exist to use Gaelic in relation to the work of the public authority.</p>
<p>Treas Partaidhean A’ dearbhadh gum bi ALEOs agus cunnradair eile ag obair gus plana Gàidhlig an ùghdarrais phoblaich a chur an gnìomh.</p>	<p>Third Parties Ensure that Arm’s Length Executive Organisations and other contractors help with the delivery of the public authority Gaelic language plan.</p>
<p>Gàidhlig na nì àbhaisteach Geallaidhean bhon phlana Ghàidhlig air an gabhail a-steach ann an structaran an ùghdarrais phoblaich tro thìde, le sgrùdadh cunbhalach airson cothroman a chomharrachadh taobh a-staigh bhuidseatan stèidhichte gus Gàidhlig a thoirt air adhart.</p>	<p>Normalisation Gaelic plan commitments are normalised within the structures of the public authority over time, with opportunities to grow Gaelic within existing budgets constantly assessed.</p>
<p>Pàrantan Corporra Gu bheil mothachail air na dleasan a th’ ann mar Pàrant Corporra gum bi a h-uile pàiste is neach òg fo chùram no a b’ àbhaist a bhith fo chùram le Gàidhlig a’ faighinn na h-aon cothroman ‘s a tha clann le cànan eile.</p>	<p>Corporate Parenting That the authority is aware of the duties of a Corporate Parent to ensure that looked after children and young people and care leavers with Gaelic receive the same opportunities as those with other languages.</p>
Inbhe	Status
<p>Suaicheantas Ag amas air suaicheantas corporra anns a’ Ghàidhlig agus anns a’ Bheurla a chruthachadh nuair a thig a’ chiad chothrom agus mar phàirt den phròiseas ùrachaidh.</p>	<p>Logo Aim to render the corporate logo in both Gaelic and English at the first opportunity and as part of any renewal process.</p>
<p>Soidhnichean Prìomh shoidhnichean air an dèanamh dà-chànanach nuair a thathar gan ùrachadh.</p>	<p>Signage Prominent signage will include Gaelic and English as part of any renewal process.</p>

Conaltradh leis a' phoball	Communicating with the public
<p>Brosnachadh Teachdaireachdan gu bheil fàilte air conaltradh sa Ghàidhlig bhon poball daonnan.</p>	<p>Promotion Positive message that communication from the public in Gaelic is always welcome.</p>
<p>Conaltradh sgrìobhte Fàilte ga cur air conaltradh sgrìobhte sa Ghàidhlig (post, post-d agus meadhanan sòisealta) daonnan agus bidh freagairt ann sa Ghàidhlig, a rèir clàr-ama conaltraidh àbhaisteach na buidhne.</p>	<p>Written Communication Written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with the general policy.</p>
<p>Ionad-fàilte agus am fòn Far a bheil luchd-obrach le Gàidhlig ann airson seo a thoirt seachad, gheibh iad taic airson seo a dhèanamh agus thèid sanasachd a dhèanamh air t-seirbheis dhan phoball.</p>	<p>Reception and phone Where Gaelic speaking staff are capable of providing this service, they are supported to do so and the service is promoted to the public.</p>
<p>Coinneamhan Cothroman airson coinneamhan dà-chànanach no sa Ghàidhlig a chumail air an rannsachadh gu cunbhalach agus air am brosnachadh.</p>	<p>Public meetings Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted.</p>
Fiosrachadh	Information
<p>Fiosan-naidheachd Prìomh fhiosan-naidheachd agus fiosan-naidheachd mu dheidhinn na Gàidhlig air an cuairteachadh sa Ghàidhlig agus sa Beurla.</p>	<p>News releases High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.</p>
<p>Meadhanan sòisealta Stuth Gàidhlig ga sgaoileadh tro na meadhanan sòisealta gu cunbhalach, le stiùir bho ìre cleachdaidh no cleachdadh a dh'fhaodadh a bhith ann.</p>	<p>Social Media Gaelic content distributed regularly through social media, guided by the level of actual and potential users</p>
<p>Làrach-lìn Stuth Gàidhlig air làrach-lìn an ùghdarrais phoblaich, le prìomhachas air na duilleagan le faicsinneachd mhòr.</p>	<p>Website Gaelic content should be available on the public authority's website, with emphasis given to the pages with the highest potential reach.</p>
<p>Irisean Corporra Irisean corporra sa Ghàidhlig agus Beurla le prìomhachas air sgrìobhainnean le faicsinneachd mhòr.</p>	<p>Corporate Publications Produced in Gaelic and English, with priority given to those with the highest potential reach.</p>
<p>Taisbeanaidhean Cothroman airson taisbeanaidhean dà-chànanach no sa Ghàidhlig a chumail air an rannsachadh gu cunbhalach agus air am brosnachadh, le prìomhachas air an fheadhainn aig a bheil a' bhuidheas as motha.</p>	<p>Exhibitions Opportunities to deliver public exhibitions bilingually or in Gaelic should be explored on a regular basis, with priority given to those with the highest potential impact.</p>

Luchd-obrach	Staff
<p>Sgrùdadh Luchd-obrach Sgrùdadh cunbhalach air sgilean Gàidhlig agus iarrtasan airson trèanadh Gàidhlig tro bheatha gach plana.</p>	<p>Internal audit Conduct an internal audit of Gaelic skills and training needs through the life of each plan.</p>
<p>Inntrigeadh Eòlas air a' phlana Ghàidhlig mar phàirt den phròiseas inntrigidh.</p>	<p>Induction Knowledge of the public authority's Gaelic language plan included in new staff inductions</p>
<p>Trèanadh cànan Trèanadh ann an sgilean Gàidhlig ga thabhann agus ga bhrosnachadh, gu sònraichte a thaobh a bhith a' cur plana Gàidhlig na buidhne an gnìomh.</p>	<p>Language training Gaelic language skills training and development offered to staff, particularly in relation to implementing the public authority's Gaelic language plan.</p>
<p>Trèanadh le Fiosrachadh mun Ghàidhlig Trèanadh le fiosrachadh mun Ghàidhlig, le prìomhachas air stiùirichean, buill bùird, comhairlichean agus luchd-obrach air a bheil dleastanas a bhith a' conaltradh leis a' mhòr-shluagh.</p>	<p>Awareness training Gaelic awareness training offered to staff, with priority given to directors, board members, councillors and staff dealing directly with the public.</p>
<p>Fastadh A' toirt aithne is spèis do sgilean Gàidhlig mar phàirt den phròiseas fhastaidh.</p> <p>Gàidhlig ainmichte mar sgil a tha na buannachd agus/no a tha riatanach gus seirbheisean Gàidhlig a lìbhrigeadh agus a rèir na comhairle laghail aig Bòrd na Gàidhlig.</p> <p>Sanasan-obrach dà-chànanach no sa Ghàidhlig airson dreuchdan far a bheil Gàidhlig ainmichte mar sgil riatanach.</p>	<p>Recruitment Recognising and respecting Gaelic skills within the recruitment process.</p> <p>Gaelic named as an essential and / or desirable skill in job descriptions in order to deliver the Gaelic language plan and in accordance with the Bòrd na Gàidhlig recruitment advice.</p> <p>Bilingual or Gaelic only job adverts for all posts where Gaelic is an essential skill.</p>
Corpas na Gàidhlig	Gaelic Language Corpus
<p>Gnàthachas Litreachaidh na Gàidhlig Leanaidh an t-ùghdarras Poblach Gnàthachas Litreachaidh na Gàidhlig as ùire mar stiùir airson a h-uile rud sgrìobhte aca.</p>	<p>Gaelic Orthographic Conventions The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority.</p>
<p>Ainmean-àite Iarrar stiùireadh bho Ainmean-Àite na h-Alba agus cumar ris an stiùireadh sin.</p>	<p>Place names Gaelic place name advice from Ainmean-Àite na h-Alba is sought and used.</p>