Draft GLP Guidance (August 2020)

Appendix 3 – Gaelic Language Plan Template

Notes on the Bòrd na Gàidhlig template for the preparation of Gaelic language plans

This template has been created in response to representations made by public authorities to Bòrd na Gàidhlig expressing the need for guidelines to assist them in preparing Gaelic language plans. This is an additional resource for use along with the Bòrd's Statutory Guidance on the Development of Gaelic Language Plans

Bòrd na Gàidhlig recognises that each public authority will have its own set of circumstances and expects each plan to reflect that uniqueness.

The Bòrd however does require Gaelic language plans to be structured according to the published Guidance on the Development of Gaelic Language Plans and each public authority will be expected to examine their own situation and identify the most effective and practical methods of exercising their duties according to the principles of the Gaelic Language (Scotland) Act 2005.

Relevant text should be inserted according to each public authority's own individual circumstances in accordance with the Guidance on the Development of Gaelic Language Plans.

A suggested form of words has been recommended for some sections of the template, but each authority is welcome to amend or re-write these paragraphs as required.

The plan should be written to ensure that a member of the public reading the plan can easily understand what the public authority currently does for Gaelic and what it is committing to for the lifetime of the plan under preparation.

The plan should contain clear targets, dates and identification of responsibility for delivery, including via arm's length organisations and third parties where this is an option.

Bòrd na Gàidhlig recommends that draft public authority Gaelic language plans are produced bilingually and are made available to as many members of the public, Gaelic organisations and associations, and other public authorities as possible, especially during the formal consultation process.

Front Cover

[Public Authority name and logo]

GAELIC LANGUAGE PLAN

[Timeframe of the plan e.g. 2019-2023]

The following text should be added to the front cover of the approved plan: -

This plan has been prepared under Section 3 of the Gaelic Language (Scotland) Act 2005 and was approved by Bòrd na Gàidhlig on [approval date]

The Bòrd na Gàidhlig logo should be added to the front cover
of the approved plan only and not to any drafts.

Front Cover

Foreword

Bòrd na Gàidhlig recommends that this should be from the Accountable Officer and / or the chair of your public authority with a clear statement of commitment from your organisation in support of the 2005 Act, stating the corporate nature of the plan within your organisation.

The foreword should be used to establish key over-arching principles of the plan, for example:-

- Equal respect

- Active offer

- The long-term vision Gaelic within your public authority

- New strategic commitments in the plan and in support of the National Gaelic Language Plan 2018-23

Foreword

Table of Contents

It is recommended that each Gaelic language plan contains a table of contents with page numbers to ease navigation for the reader.

1. INTRODUCTION

DESCRIPTION OF [PUBLIC AUTHORITY NAME]

It is recommended that this section should contain a brief overview of the following:-

- The statutory duties, functions and priorities of the public authority
- Organisational structure
- Total number of employees and the budget of the public authority
- Location of offices

GAELIC WITHIN *[PUBLIC AUTHORITY NAME]*

The aim of this section is to give the reader an overview of the Gaelic activity currently undertaken by the public authority. This will vary depending on the functions of the public authority and / or the geographical area that they cover.

GAELIC IN SCOTLAND

It is recommended that this section gives the reader a brief overview of Gaelic in Scotland today, in terms of overall numbers and distribution of speakers.

In partnership with colleagues at Ainmean Àite na h-Alba, Bòrd na Gàidhlig has produced a map of Gaelic place-names from across Scotland, highlighting the widespread influence of the language. This can be accessed at: https://www.ainmean-aite.scot/download/

THE GAELIC LANGUAGE (SCOTLAND) ACT 2005

The following text is suggested: -

The Gaelic Language (Scotland) Act 2005 was passed by the Scottish Parliament with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language.

One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig to require a public authority to prepare a Gaelic language plan. This provision was designed to ensure that the public sector in Scotland plays its part in creating a sustainable future for Gaelic by raising the status and profile of the language and creating practical opportunities for its use.

This document is [Public Authority Name]'s Gaelic Language Plan prepared within the framework of the Gaelic Language (Scotland) Act 2005. It sets out how we will use Gaelic in the operation of our functions, how we will enable the use of Gaelic when communicating with the public and key partners, and how we will promote and develop Gaelic.

[Public Authority Name]'s Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the 2005 Act and having regard to the National Gaelic Language Plan and the Guidance on the Development of Gaelic Language Plans.

THE NATIONAL GAELIC LANGUAGE PLAN

This section should set out a clear link between the public authority's Gaelic language plan and the National Gaelic Language Plan 2018-23. The following text is suggested: -

[Public Authority Name] supports the aim of the National Gaelic Language Plan 2018-23 that "Gaelic is used more often, by more people and in a wider range of situations."

We are committed to the achieving this aim by focussing our work, on these three headings:-

- *Increasing the use of Gaelic within our organisation and encouraging more people to use Gaelic, more often when they interact with us*

- *Increasing the opportunity for people to learn Gaelic as part of our day-to-day operations*

- *Promoting a positive image of Gaelic whenever we can as part of our day-to-day operations as an organisation*

INTERNAL GAELIC CAPACITY AUDIT

A key element of a Gaelic language plan is to understand the Gaelic skills which exists within the public authority.

Bòrd na Gàidhlig recommends that public authorities conduct an internal Gaelic capacity audit as part of the preparation of a Gaelic language plan, so that the commitments in the plan can be matched to existing skills, and highlight where additional recruitment and / or training is required.

This section of the plan should give a summary of the key findings of the Gaelic capacity audit, with full details included as Appendix 1 to the plan.

A commitment should be made in the plan to maintain viable data on the above. If the data is not available, a commitment should be made to acquiring it early in the life of the plan and making it public.

CONSULTATION ON THE DRAFT GAELIC LANGUAGE PLAN

The 2005 Act requires that public authorities consult on their draft Gaelic language plan before submitting it to Bòrd na Gàidhlig.

This section of the plan should give a summary of the key findings of the public consultation, with full details included as Appendix 2 to the plan.

2. KEY PRINCIPLES

It is recommended that this section of the plan clarifies the public authority's commitment to key principles to be applied across the plan and throughout the public authority. Bòrd na Gàidhlig staff will happily assist with the completion of this section if required.

EQUAL RESPECT

The following text is suggested: -

Under the terms of the 2005 Act, Bòrd na Gàidhlig works with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language and the Bòrd in turn expects that public authorities will demonstrate in their plans how the principle will be achieved and maintained in practice.

[Public Authority Name] will ensure that where Gaelic is included as part of our operations and services, we will ensure they are of an equal standard and quality as those that we provide in English.

ACTIVE OFFER

The following text is suggested: -

[Public Authority Name] will make an active offer of our Gaelic services to our employees and the public. This will ensure that where Gaelic services are made available by us, Gaelic users are made aware of their existence, and are actively encouraged to use them.

This will take the responsibility away from the individual to ask for the service and will give Gaelic users the confidence to know that their needs will be met if that is their choice.

We will ensure that our Gaelic language services are as accessible as our English language services.

MAINSTREAMING

The key aim of the National Gaelic Language Plan 2018-23 is that Gaelic is used more often, by more people and in a wider range of situations. In order to achieve this aim, the normalisation or mainstreaming of Gaelic as part of the day-to-day fabric of modern Scottish life is a key action and public authorities are central to this.

The following text is suggested: -

[Public Authority Name] will ensure that opportunities for the public and our staff to use Gaelic are normalised, in support of the National Gaelic Language Plan 2018-23 aim that Gaelic is used more often, by more people and in a wider range of situations.

3. PLAN COMMITMENTS.

HIGH-LEVEL AIMS

To assist public authorities with the development of their Gaelic language plan, the Bòrd will work with them to co-produce a set of High-Level Aims, that will be issued along with the formal notice, once they have been agreed by the Minister with responsibility for Gaelic.

The High-Level aims are a small number of strategic level actions, closely linked to the National Gaelic Language Plan 2018-23. As such, they will be framed around the three National Gaelic Language Plan headings of:-

- Increasing the use of Gaelic
- Increasing the learning of Gaelic
- Promoting a positive image of Gaelic

The commitments made by the public authority towards the delivery of the agreed High-level Aims will form a key part of the formal assessment of the draft plan and public authorities should pay careful attention to this section when developing their plan.

It is anticipated that this section will look like this, with around 1 to 3 aims under each of the three headings below: -

INCREASING THE USE OF GAELIC

High-level Aim	
Desired Outcome	
Current Practice	
Actions Required	
Target Date	
Responsibility	

INCREASING THE LEARNING OF GAELIC

High-level Aim	
Proposed Outcome	
Current Practice	
Actions Required	
Target Date	
Responsibility	

PROMOTING A POSITIVE IMAGE OF GAELIC

High-level Aim	
Proposed Outcome	
Current Practice	
Actions Required	
Target Date	
Responsibility	

CORPORATE SERVICE AIMS

As well as the High-level Aims, Bòrd na Gàidhlig has developed a set of standardised Corporate Service Aims that will be issued as part of the formal notice.

The Corporate Service Aims are based on our experience of approved Gaelic language plans to date, with the aim of standardising key Gaelic services over time across the public sector. We fully understand that different public authorities will be at different stages in the delivery of these Corporate Service Aims, however all should be working towards these standardised aims.

All public authorities will be expected to address all of these Corporate Service Aims in their plan, describing current practice, actions needed to achieve the aim, timescales and which team will have responsibility for progressing the actions.

Where the aim has been achieved and is being delivered, the plan should state this under current practice.

Where the aim hasn't been achieved, the plan should state how and when this will happen, even if it is beyond the lifetime of the current plan and / or as part of future renewal processes.

Subsequent editions of Gaelic language plans should show incremental progress towards delivery of the Corporate Service Aims.

Progress towards the delivery of the Corporate Service Aims will form a key part of the Bòrd's Annual Monitoring requirements from each public authority.

This section should look like this: -

STATUS

Desired Outcome	**Logo and brand**
	Render the corporate logo and branding in both Gaelic and English at the first opportunity and as part of any renewal

	process. The logo should demonstrate equal prominence for both languages.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Signage** Prominent signage will include Gaelic and English as part of any renewal process.
Current Practice	
Actions Required	
Target Date	
Responsibility	

COMMUNICATING WITH THE PUBLIC

Desired Outcome	**Promotion** Positive message that communication from the public in Gaelic is always welcome.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**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.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Reception and phone** Where Gaelic speaking staff can provide this service, they are supported to do so, and the service is promoted to the public.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Public meetings** Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted.
Current Practice	
Actions Required	
Target Date	
Responsibility	

INFORMATION

Desired Outcome	**News releases** High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Social Media** Gaelic content distributed regularly through social media, guided by the level of actual and potential users
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Website** Gaelic content should be available on the public authority's website, with emphasis given to the pages with the highest potential reach.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Corporate Publications** Produced in Gaelic and English, with priority given to those with the highest potential reach.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Language utility** A process is in place to ensure that the quality and accessibility of Gaelic language in all corporate information is high.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**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.
Current Practice	
Actions Required	
Target Date	
Responsibility	

STAFF

Desired Outcome	**Internal audit** Conduct an internal audit of Gaelic skills and training needs through the life of each plan.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Induction** Knowledge of the public authority's Gaelic language plan included in new staff inductions
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Language training** Gaelic language skills training and development offered to staff, particularly in relation to implementing the public authority's Gaelic language plan.
Current Practice	
Actions Required	

Target Date	
Responsibility	

Desired Outcome	**Awareness training** Gaelic awareness training offered to staff, with priority given to directors, board members, councillors and staff dealing directly with the public.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Recruitment** Recognising and respecting Gaelic skills within the recruitment process throughout the public authority
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Recruitment** 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.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Recruitment** Bilingual or Gaelic only job adverts for all posts where Gaelic is an essential skill.
Current Practice	
Actions Required	
Target Date	
Responsibility	

GAELIC LANGUAGE CORPUS

Desired Outcome	**Gaelic Orthographic Conventions** The most recent Gaelic Orthographic Conventions will be

	followed in relation to all written materials produced by the public authority.
Current Practice	
Actions Required	
Target Date	
Responsibility	

Desired Outcome	**Place-names** Gaelic place name advice from Ainmean-Àite na h-Alba is sought and used.
Current Practice	
Actions Required	
Target Date	
Responsibility	

5. LINKS TO THE NATIONAL PERFORMANCE FRAMEWORK

It is recommended that a section is included to highlight how the commitments in the Gaelic language plan will help advance the priorities of the National Performance Framework.

Full details of the National Performance Framework can be accessed at https://nationalperformance.gov.scot/

6. LINKS TO LOCAL AND REGIONAL FRAMEWORKS

It is recommended that a section is included to highlight how the Gaelic language plan links to other local and regional frameworks, such as Community Planning Partnerships, Single Outcome Agreements, Regional Improvement Collaboratives and regional Skills Investment Plans.

The section should highlight how these links will positively impact on the Gaelic language plan and the other frameworks.

7. PUBLICATION

PUBLISHING AND PUBLICISING THE PLAN

This section of the plan should highlight how the public authority will publish their Gaelic language plan and how they will let both internal and external stakeholders know about it. The following approach is recommended: -

INTERNAL

This should detail how the public authority will let all staff and other internal stakeholders at all levels of the organisation know about the Gaelic language plan, what responsibility that have in terms of delivery and the opportunities that exist for them to use their Gaelic and / or develop their skills.

EXTERNAL

The following text is recommended: -

[Public Authority Name]'s Gaelic Language Plan will be published in Gaelic and in English on our website. In addition, we will:-

- *issue a bilingual press release announcing the plan*

- *publicise the plan through a variety of social media platforms*

- *distribute copies to arms-length organisations and other third-party organisations, explaining their role in the delivery of the plan*

- *distribute copies of the plan to key stakeholders in the public, private and third sectors*

- *distribute copies of the plan to relevant Gaelic organisations and other interested bodies*

- *make hard copies available on request*

8. RESOURCING THE PLAN

It is recommended that the public authority outlines how the actions in the Gaelic language plan will be resourced.

Whilst it is anticipated that most of the costs will be mainstreamed within existing budgets and / or as part of on-going renewal processes, it is useful to highlight this fact and to clearly outline any extra cost implications and how these will be resourced.

9. MONITORING THE PLAN

The on-going monitoring of approved Gaelic language plans is a requirement of the Gaelic Language (Scotland) Act and Bòrd na Gàidhlig will ask all public authorities to produce a monitoring report annually, from 12 months after the date of the plan's approval and each year thereafter.

It is recommended that the public authority makes a commitment in the Gaelic language plan to compile an annual progress report that will be provided to Bòrd na Gàidhlig and made available to the public.

10. THE GAELIC LANGUAGE PLAN IN THE PUBLIC AUTHORITY

OVERALL RESPONSIBILITY FOR THE PLAN

It is recommended that the plan clearly states who has overall responsibility for the plan. As the plan will have an impact across the whole organisation, it is advised that overall responsibility for the plan lies with the accountable officer or another position within the senior management structure who can ensure the corporate implementation of the plan. The following text is suggested: -

The [Senior Officer job title] has overall responsibility for preparation, delivery and monitoring of [Public Authority Name]'s Gaelic Language Plan. They can be contacted as follows: -

> *NAME*
> *POSITION*
> *DEPARTMENT*
> *NAME OF ORGANISATION*
> *ADDRESS*
>
> *TELEPHONE NUMBER*
> *E-MAIL ADDRESS*

DAY-TO-DAY RESPONSIBILITY FOR THE PLAN

It is recognised that the person with overall responsibility for the plan will not always be able to deal with its day-to-day implementation. For that reason, it is recommended that the plan clearly states who will have day-to-day responsibility for the plan and its implementation. The following text is recommended: -

The [Officer job title here] has day-to-day responsibility for the delivery and monitoring of [Public Authority Name]'s Gaelic Language Plan. Queries regarding the day-to-day operation of the plan should be addressed to:

> *NAME*
> *POSITION*
> *DEPARTMENT*
> *NAME OF ORGANISATION*
> *ADDRESS*
>
> *TELEPHONE NUMBER*

E-MAIL ADDRESS

GAELIC LANGUAGE PLAN IMPLEMENTATION AND MONITORING GROUP

To ensure that the Gaelic language plan is embedded across the corporate structure of the public authority, Bòrd na Gàidhlig recommends the establishment of a Gaelic language plan implementation and monitoring group, consisting of staff from across the public authority with responsibility for developing, implementing and monitoring different aspects of the plan.

This section should describe the remit of this working group, which corporate functions will be represented on the group and how often it will meet.

ENGAGING WITH STAFF

This section should give a brief summary how your public authority will engage with staff, particularly with regards their duties in relation to plan implementation and monitoring.

ARM'S LENGTH ORGANISATIONS AND THIRD PARTIES

It is recommended that the plan outlines how the public authority will ensure that those who deliver services/goods on their behalf (e.g. contractors, arm's length organisations and other third parties) are aware of and will deliver commitments of the public authority's Gaelic language plan.

APPENDIX 1 – INTERNAL GAELIC CAPACITY AUDIT

A key pre-requisite of all Gaelic language plans is to undertake a holistic audit of existing internal Gaelic capacity and relate this to commitments in the plan. Bòrd na Gàidhlig recommends that this is undertaken as part of the preparation of the plan.

Whilst a summary of the findings should be provided in the Introduction section of the plan, a more detailed report should be included in Appendix 1.

The internal Gaelic capacity audit should consider the following items: -

- The number of employees who speak, read, write or understand Gaelic and the level of their language skills.

- The number of employees undertaking Gaelic language skills training (personally or in the workplace) and the number who express an interest in doing so.

- The departments and/or locations within your organisation in which those identified above work.

- The number of posts that are already designated as ones in which Gaelic is an essential or desirable job skill.

- The services or the internal processes that are already conducted through the medium of Gaelic.

APPENDIX 2 – PUBLIC CONSULTATION

A statutory requirement of the Gaelic Language (Scotland) Act 2005 is that public authorities must consult persons appearing to it to have an interest.

It is accepted that each public authority will have its own internal procedures on conducting public consultations, but Bòrd na Gàidhlig's Guidance on the Development of Gaelic Language Plans should be followed in order to satisfy the Bòrd that the requirements of the 2005 Act are being met.

Whilst a summary of the public consultation findings should be provided in the Introduction section of the plan, a more detailed report should be included as Appendix 2.

The Bòrd's language plans team will be happy to provide advice on conducting effective consultation in the preparation of a Gaelic language plan.