

## **Frequently Asked Questions – Attending Meetings of the Board of Bòrd na Gàidhlig**

To help you understand how our meetings may be accessible to the public, we have compiled some common questions and answers. We hope you find this information helpful. If you have further questions please email [fios@gaidhlig.scot](mailto:fios@gaidhlig.scot).

### **Q: What language will the meeting be held in?**

A: The meeting will be held in Gaelic throughout.

### **Q: Who can be a public observer?**

A: Public observers are those that attend or view a meeting but are not directly involved in the business of the meeting, with microphones on mute throughout

### **Q: Can public observers take part in the meeting?**

A: As a public observer, you will be able to listen to the business of the meeting, except when Official-Sensitive information is being discussed (see ‘Will I be able to listen to all the discussions?’ below for more details). However, you will not be able to participate in the discussions.

### **Q: If I have any questions, who should I talk to?**

A: Please submit any questions that you may have to [fios@gaidhlig.scot](mailto:fios@gaidhlig.scot). In line with our Stakeholder Charter, we will acknowledge all written correspondence within 5 working days from date of receipt and reply to all written correspondence within 20 working days from date of receipt in line with the Scottish Government’s timescale for replying.

### **Q: I have a questions regarding a point on the agenda/one of the papers, who should I talk to?**

A: No comment will be given to any questions or queries regarding the papers or agenda prior to the meeting. Any questions relating to this should be sent after the meeting to [fios@gaidhlig.scot](mailto:fios@gaidhlig.scot).

### **Q: How will the meeting run?**

A: At the start of the meeting there will be an introduction from the meeting Chair. The following items are usually discussed during the public part of the meeting:

- The agenda for the meeting.
- Apologies.
- Whether any Board member has a conflict of interest they need to declare.
- The Chair will then move on to the business of the meeting.
- There may be occasions when a meeting is entirely closed to public observers. This is because the Chair has decided that it will not be possible to conduct any business without referring to confidential information.

### **Q: Who will be attending the meeting?**

A: In addition to the Chair and Board members, the following people may be present at meetings:

- Senior members of staff who will speak, present or have authored the papers being considered at the meeting.
- Members of staff involved in running and supporting the meeting.

**Q: What will the Board members talk about?**

A: The agenda includes various papers, these can be for:

- Approval
- Noting
- Discussion
- Information
- Oral Updates

**Q: Will papers be provided for public attendees to follow the meeting?**

A: The Board agenda is posted on the website, one week prior to each Board meeting. Papers, other than those marked Official Sensitive are made available to download five days in advance of the meeting. Agenda items may change prior to the meeting, with any changes reflected on the website agenda <https://www.gaidhlig.scot/en/our-work/corporate/the-board/board-meetings/>.

**Q: Will I be able to listen to all the discussions?**

A: It depends on whether some of the information to discuss is marked as Official-Sensitive. Board papers which may be dealt with in Closed Session (subject to the decision of the Chair and Ceannard (CEO) will be marked Official Sensitive.

**Q: Do I have to stay for the entire meeting?**

A: No, you can choose when you join and leave.

**Q: Can I record and take notes at the meeting?**

A: Within Scots Law, audio or video recording, live reporting and photographing of meetings is not authorised. Public observers are welcome to take notes during the meeting.

**Q: Can I quote what is said at a meeting?**

A: Any quotations for external publication are limited to the final summary, which is usually provided by the Chair. You may **not** quote what is said by any person or group present at a meeting directly or indirectly (for example, attribute the quote to an unnamed member or officer) unless **explicit approval** has been obtained from the Chair and the relevant person has agreed to be quoted.

**Q: Can I report what is said at meetings without using quotations?**

A: Yes. We are happy for external publications to publish information on the issues discussed at meetings as long as they do not attribute the text to an individual or particular group participating in the meeting. While, a range of views will be expressed at meetings, the draft and final recommendations are agreed by the Board. These important decisions could not be reached unless discussions covered the full range of views before making the draft and final recommendations.

**Q: Can I get in touch with members during the breaks?**

A: It is important that no one tries to influence an individual member's view during the meeting, the breaks or outside the meeting on any topics that are under discussion. We ask public observers to address any questions they have to [fios@gaidhlig.scot](mailto:fios@gaidhlig.scot). For media enquiries, please email [megan@gaidhlig.scot](mailto:megan@gaidhlig.scot).

**Q: How do I become a member of the Bòrd na Gàidhlig Board?**

A: We welcome individuals from a range of backgrounds with enthusiasm, suitable skills and experience to join our Board to support our work. Appointment to the Board are made by Scottish Government. Board members serve for a fixed term and vacancies are advertised through Scottish Government Public Appointments <https://applications.appointed-for-scotland.org>