

Bòrd na Gàidhlig

A' Chomataidh Poileasaidh is Ghoireasan
Coinneamh air Diciadain 01/09/2021 09.30 – 11.40
Tro Teams

Policy & Resources Committee
Meeting on Wednesday 01/09/2021 09.30 – 11.40
Via Teams

CLÀR-GNOTHAICH

AGENDA

SEISEAN DÙINTE		CLOSED SESSION	09.30-10.00
SEISEAN FOSGAILTE		OPEN SESSION	10.00-11.40
Fàilte & Leisgeulan		Welcome & Apologies	
A' nochdadh Chom-pàirtean		Declarations of Interest	
3.0	RIAGHLADH	GOVERNANCE	d. 26
3.1	Ri Aontachadh Poileasaidhean Daonna: Poileasaidh air fòrladh Poileasaidhean màthaireachd, àthaireachd agus uchd-mhacachd Poileasaidh air ag obair gu sùbailte <i>Louise Nicilleathain, Manaidsear Gnìomhan</i>	For Decision HR Policies: Leave policy Maternity, paternity and adoption policy Flexible working policy <i>Louise Maclean, Operations Manager</i>	
4.0	IONMHAS	FINANCE	d. 63
4.1	Airson Fiosrachadh * Aithisg Ionmhais agus fios as ùr air Buidseat aig 30/06/2021* <i>Mairianne Stiùbhart, Ceann an Ionmhais & Chùisean Corporra</i>	For Information* Quarterly Finance Report & Budget Update as at 30/06/2021 <i>Mairianne Stewart, Head of Finance & Corporate Affairs</i>	
5.0	PLANA GNÌOMH	OPERATIONAL PLAN	d. 66
5.1	AIRSON FIOSRACHADH* Plana Gnìomh 2020/21 -Sgrùdadh PT1 –Coileanadh a' phlana gnìomh 20/21 <i>Shona NicIllinnein, Ceannard</i>	FOR INFORMATION* Operational Plan 2020/21 – Monitoring PT1 –Operational plan delivery 20/21 <i>Shona MacLennan, Ceannard</i>	
5.2	AIRSON FIOSRACHADH* Plana Gnìomh 2021/22 -Sgrùdadh PT1 –Coileanadh a' phlana gnìomh 21/22 <i>Shona NicIllinnein, Ceannard</i>	FOR INFORMATION* Operational Plan 2021/22 – Monitoring PT1 –Operational plan delivery 21/22 <i>Shona MacLennan, Ceannard</i>	
6.0	CLEACHDADH	USAGE	d. 74
6.1	Ri Aontachadh Amasan Àrd Ìre PT1 PGR035 Comhairle Siorrachd Obar Dheathain PT2 PGR061 Taighean-tasgaidh Nàiseanta Alba <i>Daibhidh Boag, Stiùiriche Planadh Cànanais is Leasachaidhean Coimhearsnachd</i>	For Decision High Level Aims PT1 PGR035 Aberdeenshire Council PT2 PGR061 National Museums Scotland <i>David Boag, Director of Language Planning & Community Developments</i>	
7.0	PLANA OBRACH NA COMATAIDH	COMMITTEE WORK PLAN	d. 80
7.1	Ri Aontachadh Plana Obrach na Comataidh Poileasaidh is Ghoireasan PT1 – Plana obrach <i>Shona NicIllinnein, Ceannard</i>	For Decision Policy & Resources Committee Work Plan PT1 – Work plan <i>Shona MacLennan, Ceannard</i>	
8.0	GNOTHACH IOMCHADH SAM BITH EILE	ANY OTHER BUSINESS	
	Ceann-latha na h-ath choinneimh: 09/11/2021	Date for the next meeting: 09/11/2021	
9.0	TAISBEANADH	PRESENTATION	
	Stòrlann <i>Dòmhnall U MacGillemhòire, Ceannard</i>	Stòrlann <i>Donald W Morrison, CEO</i>	
	<i>Lèirmheas den choinneimh às dèidh làimh</i>	<i>Post-meeting Review of meeting</i>	

- Tha pàipearan ‘*Airson Fiosrachadh*’ airson a bhi a toirt-fa-near dhiubh agus chan eil ùine deasbad no còmhraidh air an cur mun coinneamh sa chlàr gnothaich.
- Far am bheil cothrom ann deasbad is còmhraidh a chumail air pàipearan ‘*Airson Fiosrachadh*’, bidh na pàipearan sin air an comharrachadh le rionnag * air a chlàr gnothaich.
- Bidh cothrom aig Buill deasbad iarraidh air pàipearan ‘*Airson Fiosrachadh*’ air nach eil rionnag * le bhi a’ leigeil fios don Cathraiche na Comataidh co-dhiù latha ron choinneimh.
- Far am bheil ceistean aig Buill co-cheangailte ri leithid clàr-ghnìomhan, poileasaidhean, planaichean neo cùisean ionmhais a th’ anns na pàipearan, thathar gam brosnachadh gus na ceistean sin a chur air post-d gu oifis@gaidhlig.scot co-dhiù dà latha obrach ron choinneamh. Cuiridh an sgioba rianachd a cheist sin air adhart chun oifigear iomchaidh airson am freagairt, agus airson a bhi cothromach thèid am freagairt a’ sgaoileadh air na Buill gu lèir airson gum bidh an aon thuigse an uairsin aig a h-uile neach.



A' freagairt ri	A' Chomataidh Poileasaidh is Goireasan
Ceann-latha na Coinneimh	01/09/2021
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	3.1

Tìotal a' Phàipeir	Poileasaidhean	
Moladh do Bhuill	Ri Aontachadh	
Neach labhairt:	Louise NicIleathain	
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris
Sgioba-stiùiridh	11/08/2020	Ri Aontachadh
Pàipear-taice air a cheangal ris	PT1 – Poileasaidh air Fòrladh PT2 – Poileasaidh Màthaireachd, àthaireachd agus uchd-mhacachd PT3 - Poileasaidh air ag obair gu sùbailte	
1.0	Adhbhar	
1.1	Chaidh na 3 poileasaidhean seo a chruthachadh mar phàirt den obair a tha a' dol leis ar t-seirbheis HR gus lèirmheas a dhèanamh air na poileasaidhean uile. Mar phàirt den obair seo, thèid cuid de poileasaidhean a thoirt ri chèile far a bheil sin iomchaidh.	
2.0	Cùl-fhiosrachadh	
2.1	Tha na poileasaidhean a' nochdadh anns a' Bheurla leis gun deach a sgrìobhadh le taic bho thaobh a-muigh na buidhne.	
2.2	Chaidh lèirmheas a dhèanamh air na poileasaidhean seo gus am biodh iad a' riochdachadh an suidheachadh làithreach a thaobh laghan fastaidh, stiùireadh Advisory, Conciliation and Arbitration Service (ACAS), cleachdadh Riaghaltas na h-Alba agus cumhaichean cosnadh Bhòrd na Gàidhlig.	
3.0	Prìomh Aithris/Fiosrachadh	
3.1	Chaidh na 3 poileasaidhean seo gu Sgioba Stiùiridh dà thuras agus bha iad fosgailte airson co-chomhairle am measg an luchd-obrach airson 3 seachdainean. Chaidh na beachd a fhuair a chruinneachadh agus chaidh freagairt a chur mu choinneamh gach beachd no moladh a fhuair.	
3.2	Far an robh e iomchaidh, chaidh na poileasaidhean atharrachadh.	
4.0	Moladh	
4.1	Gun aontaich Comataidh Poileasaidh is Goireasan ris na 3 poileasaidhean seo.	
5.0	Prìomh Bhuidhean Ro-innleachdach	
5.1	Buidhean air Ionmhas	
	Cha bhi buaidh air buidseat oir tha na modhan obrach seo mar phàirt de ar n-obair làitheil mar-thà.	
5.2	Buidhean air Luchd-obrach	
	Tha na poileasaidhean seo a' toirt taic agus stiùir làidir don luchd-obrach air na cuspairean seo.	
5.3	Buidhean air Trèanadh	

Seisean Fosgailte
Cuspair 3.1

	Bidh trèanadh ann airson an sgioba gus am bi e furasta na poileasaidhean seo a chur an gnìomh.			
5.4	Ceanglaichean ri Amasan Ro-innleachadh agus Corporra			
	Tha ùrachadh a' phoileasaidh a' cur ris an amas chorporra gun cùm Bòrd na Gàidhlig air a' leasachadh nan dòighean-obrach aige.			
5.5	Ceanglaichean ris an Fhrèam-obrach Coileanaidh Nàiseanta			
	AR N-ADHBHAR		AR LUACHAN	
	Fòcas air a bhith a' cruthachadh dùthaich nas soirbheachaile le cothroman do dh'Alba air fad soirbheachadh tro bhith a' cur ri sunnd, agus ri fàs eaconamach seasmach agus in-ghabhalach		'S e comann-sòisealta a th' annainn a tha a' dèiligeadh ri ar sluagh le caoimhneas, urram agus co-fhaireachdainn, a' toirt spèis do riaghladh an lagha, agus a tha ag obair ann an dòigh a tha fosgailte agus follaiseach	
	AR LUACHAN BUILEAN NÀISEANTA			
	Còraichean daonna	<input type="checkbox"/>	Clann	<input type="checkbox"/>
	Cultar	<input type="checkbox"/>	Coimhearsnachdan	<input type="checkbox"/>
	Àrainneachd	<input type="checkbox"/>	Bochdainn	<input type="checkbox"/>
	Slàinte	<input type="checkbox"/>	Eadar-nàiseanta	<input type="checkbox"/>
	Foghlam	<input type="checkbox"/>	Eaconamaidh	<input type="checkbox"/>
	Gnothachasan soirbheachail is ùr-ghnàthach	<input checked="" type="checkbox"/>		
5.6	Buaidhean air Cliù			
	Tha e cudromach do bhuidhnean poblach gu bheil poileasaidhean ceart agus iomchaidh agus nì a' chiad cuibhreann seo soilleir gur e sin air a bheil sinn ag amas.			
5.7	Buaidhean air Slàinte is Sàbhailteachd			
	Cha bhi buaidh air slàinte is sàbhailteachd			
5.8	Buaidhean Laghail			
	Tha na poileasaidhean seo a' riochdachadh an cleachdadh agus na laghan as ùire.			
5.9	Buaidhean air Co-ionannas			
	Chan eil buaidh air co-ionannas. Chaidh measaidhean co-ionannas a dhèanamh air gach poileasaidh mar phàirt den phròiseas lèirmheas.			
5.10	Buaidhean air an àrainneachd			
	Cha bhi buaidh air an àrainneachd.			

* Fosgailte airson deasbad aig a choinneamh



Leave Policy (including Special Leave)

Air aontachadh le/Approved by: xxxxxx

Air aontachadh air/Approved on: xxxxx

Ath-nuadhachadh a dhìth/Review due on: xxxxxx

Eadar-theangachadh dearbhte/translation checked: xxxx

Leave Policy

1. Purpose

Bòrd na Gàidhlig understands its employees may experience significant and unexpected life events that require time off of work. The Organisation is committed to ensuring its employees are supported, wherever possible, if such circumstances arise.

This policy sets out how Bòrd na Gàidhlig will manage special leave in a consistent and fair manner.

2. Scope

Special leave is available to help employees deal with those unexpected domestic crises or emergencies or non-domestic reasons such as jury service, reserve forces training, volunteering, or undertaking public duties etc, which occur from time to time.

The range of situations described is neither prescriptive nor exhaustive and the employees line manager will use judgment and discretion in dealing with applications. They will be sympathetic, particularly when the circumstances surrounding the application may be distressing or traumatic for the employee.

This policy applies to full time and part time employees on a permanent or fixed term contract and to associated persons such as secondees.

From time-to-time specific guidance may be issued to cover specific events not covered by this policy.

This policy also includes the policy and guidance for annual leave arrangements.

3. Policy statement

In the first instance, employees are expected to use some of their annual leave (please see section 9 for holiday entitlement and conditions) or Time off in Lieu (TOIL) leave to cover minor domestic or personal matters e.g., to attend medical or dental appointments. However as annual leave is intended to help employees to achieve a work life balance, and dependent upon the amount of accrued annual leave employees have remaining, the line manager, in liaison with their line manager, may agree for an employee to take special leave before annual leave entitlement is exhausted.

The employees line manager, in liaison with their line manager, can authorise up to 5 days paid special leave in any 12-month rolling period, to help employee deal with a short-term domestic emergency or crises. In exceptional circumstances, the line manager, in liaison with their line manager, can authorise an additional 5 days. Unpaid special leave can be approved for up to a period of 20 days.

Special leave, either paid or unpaid, may be granted to deal with various domestic or non-domestic situations. Decisions about whether to approve applications for special leave and the amount of special leave which is appropriate must consider individual circumstances and the organisational needs.

4. Procedure

If employees consider that special leave may be appropriate, they should discuss the situation with their line manager and follow this up by making an application via email, in advance wherever possible. However, in some circumstances, the reasons for requesting special leave may be of a sensitive nature and the staff member may feel more comfortable speaking to another manager or director, in these circumstances, it is possible to speak to another director.

Employee should be prepared to provide full details of the need for their absence, such as a citation to appear in court, in support of their request. If the circumstances are so serious or urgent that advance application is not possible, the employees line manager can agree to this being done retrospectively, in which case it must be done immediately on return to work.

If a situation is not covered in this guidance, the line manager may have to discuss the situation with Corporate Services. In that case, the employee will usually be given permission to be absent and on their return to work, or earlier if possible, they will be advised whether special leave, paid or unpaid, has been allowed or whether the absence will have to be covered by annual leave or by TOIL leave.

The employees line manager will inform them of the outcome of their application for special leave within 28 days unless it is an application for paid special leave in the event of an emergency or an unanticipated situation.

If the employee is likely to be away from their team for a prolonged period of time under unpaid special leave arrangements, they should agree with a colleague or line manager before their departure, for them to keep the employee updated with what is happening in the organisation as well as agreeing the frequency of contact.

5. Roles and responsibilities

Line manager

- Consider any request for a period of special leave
- Deal promptly with the request
- Ensure that a consistent approach is applied to each request for special leave, this does not necessarily mean employees will receive the same outcome as personal situations may differ
- Liaise with Corporate Services and to seek advice and guidance regarding the interpretation of this policy where appropriate
- In cases of 'exceptional circumstances' provide full detail to your line manager for their approval or not, to extend the period of paid special leave
- Ensure that the employee's absence from work is correctly recorded and authorised in SharePoint

Individual employee

- Read and understand the policy in relation to requesting a period of specialleave
- Provide full details and documentation to support a request for any type of special leave with your line manager
- Ensure that details of your special leave are recorded in SharePoint
- Make arrangements for a colleague or your manager to keep you updated during the period of special leave
- Understand that paid special leave is a cost to the organisation and is to be utilised in emergency, non-anticipated situations except as detailed under point 6

Countersigning Managers

- Consider requests for cases of 'exceptional circumstances' periods of special leave
- Deal promptly with the request

Corporate Services

- Assist managers and employees on the interpretation and application of the special leave policy

6. Types of Special Leave

The most common circumstances in which special leave would normally be expected to be granted are described below. These circumstances are not exhaustive; nor should it be assumed that special leave will always be appropriate. In certain circumstances it may be more appropriate to consider flexible working arrangements as an alternative to granting special leave e.g., if the time off work is likely to be required on a prolonged or on-going basis

PAID SPECIAL LEAVE**Carers Leave**

Special leave with pay may be available to staff who have regular and substantial responsibilities of care for someone with a long-term illness, frailty, or disability. Special leave may be granted to allow staff to:

- Organise homecare or help in the home
- Organise special equipment or adaptations to the home
- Deal with other agencies e.g., GP's, social workers, health visitors or
- Organise short term care or respite

Domestic Emergency or Crisis

The most common domestic emergencies for which special leave with pay may be granted are described below. These circumstances are not exhaustive.

- Domestic crisis such as the serious illness or death of a partner, close relative, or other dependant, however, special leave in such circumstances will be granted not only where the deceased or ill person is a close relative or dependant but may also be granted in other cases, e.g., where an established relationship occurred between the employee and the other person involved, for example a close family relationship.
- Care of a child/ children during illness, paid special leave should be allocated for the first day and other arrangements made to provide cover for remaining days, for example arranging care or using holiday or flexi leave
- Unexpected disruption or breakdown of childcare arrangements for a dependant, again paid special leave on the first day in an emergency unanticipated situation with other arrangements made including use of holiday or flexi leave
- Unexpected incident involving a dependent child during school hours
- Short-term care at home of a partner, close relative, or other dependant
- Burglary, damage, or disruption to property

Paid special leave will not normally exceed 5 working days (pro rata for part-time employees) in any 12-month rolling period. However, it is recognised that situations where paid leave may be granted will vary in their nature and complexity and that more than one incident may arise in a short period of time.

It should be noted that paid special leave is not available for routine or anticipated events such as dental or medical appointments (this includes accompanying dependants to such appointments). However, where there is an on-going requirement to attend regular treatment or appointments over a period of time, special leave may be considered. In such cases, further advice can be sought from Corporate Services.

UNPAID SPECIAL LEAVE

Other circumstances where special leave without pay may be granted include:

- To look after dependent children during school holidays
- To accompany a dependant to routine/non-emergency dental or medical appointments
- Time off to move home on a 'voluntary basis'

SPECIAL LEAVE FOR NON-DOMESTIC PURPOSES

Special Leave is available for a range of non-domestic reasons such as:

- Jury Service
- Reserve Forces Training
- Community Based Rescue Activities
- Severe Weather
- Further Education & Personal Development
- Voluntary Public Service
- Personal Purposes
- Trade Union Duties
- Sporting Events
- Volunteering

The amount of special leave varies dependent upon the reason or circumstance. Please be aware that this eligibility does not impact on the employee's entitlement to paid special leave as detailed above.

Each member of staff is granted one day per year for volunteering, this is optional and not mandatory. Additional days for volunteering may still be sought from line managers.

Special Leave either paid or unpaid, may be granted to cover non-domestic situations. Decisions about whether to approve applications for special leave and the amount of leave which is appropriate will consider individual circumstances and the needs of the organisation. For further guidance on any of the above types of special leave please contact Corporate Services.

WHERE SPECIAL LEAVE MUST BE APPROVED

Whilst line managers, in liaison with their line manager, are responsible for considering requests for special leave, there are certain circumstances where special leave must be granted. However, there are limits to the amount of paid special leave granted. For further guidance please contact Corporate Services.

These include:

- Attending court as a juror
- Attending court in a private capacity as a witness (including special constables) in criminal proceedings or at a Fatal Accident Inquiry
- Attendance at any other official body as a witness or in another capacity in the course of the employee's employment
- Employee supported volunteering, voluntary activities, community-based rescue
- Reserve Forces Training
- Health & Safety representatives
- Trade Union Duties
- Undertaking of Public Duties

7. Effects on employees' terms and conditions

Periods of paid special leave will not normally have any effect on an employee's terms and conditions of service. However, periods of unpaid special leave will not count as reckonable service for annual leave, probation, performance management and pension purposes. Although unpaid special leave does not accrue benefits, those already accumulated will be preserved and built upon when the employee returns to work. For periods of unpaid special leave their National Insurance payments will also be affected, for further information regarding this please contact NI contributions agency help line: 0300 200 3500 . Other terms and conditions such as not accepting outside appointments and political activities etc continue to be applicable during all periods of special leave.

8. Refusal of a request

An employee who is concerned their request for time off for personal reasons was unreasonably denied should raise this with Corporate Services.

If the employee is not satisfied with the response, the Company's grievance procedure may be used for a formal resolution.

9. Holiday entitlement and conditions

Employees annual holiday entitlement is shown in their individual Statement of Main Terms of Employment (Form SMT).

It is our policy to encourage employees to take all of their annual leave entitlement. No payment in lieu will be made in respect of untaken holidays other than in the event of termination of employment.

Employees must complete the holiday request form through Bòrd na Gàidhlig online HR function and have this approved by their Line Manager before making any firm holiday arrangements.

Holiday dates will normally be allocated on a "first come - first served" basis whilst ensuring that operational efficiency and appropriate staffing levels are maintained throughout the year.

Employees should give at least twice the period of leave requested as notice of intention to take annual leave i.e., two weeks' notice is required for one week's holiday.

Employees may not normally take more than two working weeks consecutively, unless agreed by their Line Manager.

Employees holiday pay will be at their normal basic pay unless shown otherwise on their Statement of Main Terms.

Employees are required to reserve sufficient days from their annual entitlement to cover any shut-down period, of which they will be given reasonable notice. If employees have not accrued sufficient holiday entitlement to cover this period they will be given unpaid leave of absence.

PUBLIC/BANK HOLIDAYS

Employees entitlement to public/bank holidays is shown in their individual Statement of Main Terms of Employment.

10. Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex, or sexual orientation. The Leave policy has been screened through an Equality Impact Assessment to enable equality.



Maternity, Paternity, Adoption, Ordinary & Shared Parental Leave

Air aontachadh le/Approved by: xxxxxx

Air aontachadh air/Approved on: xxxxx

Ath-nuadhachadh a dhìth/Review due on: xxxxxx

Eadar-theangachadh dearbhte/translation checked: xxxx

Maternity Policy

1. Purpose

This policy sets out the rights and entitlements of employees of Bòrd na Gàidhlig who are pregnant, whose spouse is pregnant or who are adopting a child and aims to ensure that employees are aware of the benefits available both statutory and additional (pay and leave).

The organisation are committed to no employee being treated less favourable or dismissed because they are pregnant, absent on maternity leave, or any other reason connected with pregnancy or maternity.

This policy sets out the requirements regarding notification throughout an employee's pregnancy from notification of pregnancy to return to work.

2. Scope

This policy outlines the maternity rights, entitlements and obligations of employees and covers all categories of employee, regardless of hours worked, length of service and the contract on which they are employed.

3. Definition of Terms

- **statutory maternity pay (SMP)** is payable to eligible employees who take maternity leave or leave employment because of pregnancy or childbirth. SMP, less tax and National Insurance Contributions, if applicable, will be paid on a monthly basis. SMP may be calculated on a daily basis;
- **expected week of confinement (EWC)** is the week in which the baby is due to be born as certified by the employee's doctor or midwife on the maternity certificate (MATB1);
- **MATB1 certificate** is the maternity benefit certificate given to a to a pregnant employee by the doctor or midwife. It states the expected week of confinement (EWC);
- **maternity leave** is the period of time away from work due to maternity. All employees, regardless of length of service are entitled to 26 weeks ordinary maternity leave followed by 26 weeks additional maternity leave. Leave cannot begin more than 11 weeks before the EWC;
- **maternity pay period (MPP)** is the period during which SMP is payable to an eligible employee;
- **maternity pay** All eligible employees will be entitled to 39 weeks of Statutory Maternity Pay. This will be paid at: 6 weeks at 90% of average weekly earnings and the remaining 33 weeks at the flat rate SMP
- **additional maternity pay** Employees who qualify for nine months maternity pay will automatically be entitled to take the additional maternity pay. Employees that qualify for SMP will qualify for the enhanced payment, providing the criteria on returning to work is met.

4. Procedure

When an employee receives medical confirmation that they are pregnant, they should immediately notify their line manager in writing of this and, if requested to do so, provide a medical certificate confirming it. This is to enable Bòrd na Gàidhlig to ensure, as far as is reasonably practicable, that any risk to their health and safety arising from their work may be avoided.

At the latest, an employee should notify Bòrd na Gàidhlig that they are pregnant 15 weeks before the expected week of confinement.

It is part of the policy to offer support and assistance where possible during the pregnancy and after the birth. Once Bòrd na Gàidhlig is aware of an employee's pregnancy the employee will be informed on the current legislation and advised on all rights and requirements.

The employee will also be informed whether they are eligible for the 26 weeks ordinary maternity leave and 26 weeks additional maternity absence. All pregnant employees are entitled to 52 weeks statutory maternity leave. This applies regardless of length of service.

Employees should be notified within 28 days of telling the employer they are pregnant, their right to maternity leave and pay. A date of return should also be agreed following the maternity leave.

The employee will qualify for SMP if they have been employed by Bòrd na Gàidhlig continuously for 26 weeks by 15 weeks before the week the baby is due and earns at least enough to be relevant for National Insurance purposes. SMP is paid for 39 weeks.

However, Bòrd na Gàidhlig maternity pay is more generous than the statutory minimum and if employees qualify for SMP they will qualify for the enhanced payment, providing the criteria on returning to work is met.

All qualifying employees will receive 26 weeks at full pay followed by 13 weeks at SMP and a further 13 weeks unpaid. In order to receive this enhanced payment, the employee must undertake, in writing, to return to their original post for a minimum period of one working month.

If the employee fails to return to the original post (or a post which has similar terms and conditions) then they will be liable to repay to Bòrd na Gàidhlig the difference between the money they have received and the statutory maternity payments to which they are entitled. This undertaking can be obtained from the Head of Finance and Corporate Services.

Employees who qualify for ordinary maternity leave will also qualify for additional maternity leave.

If an employee proposes to return to work early without using the full 52-week entitlement to maternity leave, they may be eligible to apply for shared parental leave with their partner. For more information on this, please see the shared parental leave section.

The employee must give 28 days' notice of when they want the maternity pay period to begin.

If an employee is off sick with a pregnancy related illness during four weeks before the expected date of confinement, SMP (or the enhanced payment if applicable) will automatically be paid.

Maternity pay can begin on the day the maternity leave begins.

5. Ante-Natal Care

An employee will be entitled to paid time off during working hours for the purpose of ante-natal care. They may be required to produce an appointment card or some other document confirming all appointments other than the first.

6. Health and Safety

Careful consideration must be given to the health and safety of pregnant and breast feeding employee's whilst at work. If there are any concerns reference must be made to the line manager.

A risk assessment should be conducted by the Head of Finance and Corporate Services.

Employees are prohibited from working or being permitted by the employer to work, during a period of two weeks from the date of childbirth.

7. Keeping in Touch Days

Employees can choose to work and be paid for up to 10 days during their maternity leave. These "keeping in touch days" are designed to keep the employee up to speed with changes and developments within their role and any business updates. The employee will not lose their right to SMP for the weeks in which the days are worked nor will it bring the maternity leave to an end.

Employees must not be discriminated against if they choose not to take advantage of coming into work during their maternity leave.

8. Return to Work

Bòrd na Gàidhlig will initiate contact with the employee on leave to ensure that both parties are working towards the same date of return to work.

If an employee wants to return to work earlier than the original date agreed they are required to give 2 months' notice of the amended date.

Employees are entitled to return to the same job, at the same place and in the same capacity, on Terms and Conditions of Employment no less favourable than those at the commencement of their maternity leave and to any improvements implemented in their absence.

If the annual salary review falls during the period of their absence, the employee will be notified of their reviewed salary at this time.

If Bòrd na Gàidhlig grants a pay rise that is effective from a date between the start of the period used to calculate SMP and the end of the maternity leave, then the employee's average weekly earnings taking account of the pay rise will be recalculated and any arrears paid.

If an employee requests to return on a part-time basis then Bòrd na Gàidhlig should give reasonable consideration to this request and should not unreasonably refuse permission. The part-time position might not necessarily be the same as the job carried out pre-maternity leave, however, it should be of a similar nature and status with pro-rata conditions to that of the previous job. (However returning to work part-time, at least initially, will negate the enhanced payment criteria and will require repayment of the excess money).

Postponement of Right to Return to Work by Employees - If an employee is suffering from an illness at the end of maternity leave then normal sick rules shall apply.

Failure to Return - If employees fail to return after the maximum period of maternity leave following giving birth, they may lose their rights to return.

The Head of Finance and Corporate Services will be responsible for advising the employee that the time period has expired.

It is imperative, however, that Bòrd na Gàidhlig contacts employees to ascertain their intentions. Bòrd na Gàidhlig is not entitled to just assume that employees have breached their contract and no longer have a right to return to work.

9. Employee Rights During and After Maternity

- on return from ordinary or additional maternity leave the employee is entitled to the same job and the same terms and conditions, except where a redundancy situation has arisen or there is some other reason why it is not reasonably practicable for Bòrd na Gàidhlig to take the employee back in their original job. The employee will be entitled to be offered a similar job with the same or better terms and conditions;
- **continuous Service** - on return to work employees will be given full continuous service for purposes of redundancy calculation and all other service-related benefits. This is provided employees re-join Bòrd na Gàidhlig on the specified date;
- **annual salary review** - If the annual salary review falls during the period of absence, employees will be notified of their reviewed salary at the same time as all other employees and will receive their reviewed salary upon their return to work. Similarly, any backdated salary increases will be considered when calculating SMP;
- **pension scheme benefits, members' contributions** - Whilst on maternity leave employees will remain in Bòrd na Gàidhlig pension scheme. Bòrd na Gàidhlig will deduct contributions from employees' SMP where possible;
- **pension scheme benefits, Bòrd na Gàidhlig contributions** – the organisation will continue to make its contributions on behalf of the employee, based on the employees' salary at the commencement of maternity leave. If the annual salary review falls during the period of absence and the employee is still receiving SMP, Bòrd na Gàidhlig will make its contributions based on the reviewed salary;
- **pensionable service** – on return to work, employees will be given full continuous service for pension purposes. If employees do not return to work their pensionable service will cease at the end of MPP.

10. Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

Paternity Leave Policy

1. Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take paternity leave.

2. Scope

Employees will need to satisfy the following conditions to qualify for ordinary paternity leave.

They must:

- have or expect to have responsibility for the child's upbringing;
- be either the biological father of the child, married to the child's mother or, be the civil partner / partner / same sex partner of the child's mother;
- have worked continuously for Bòrd na Gàidhlig for 26 weeks leading into the 15th week before the baby is due.

The entitlement to leave is based on a relationship with the child's mother, so paternity and adoption leave also apply to partnerships of the same sex.

3. Length of Paternity Leave

Eligible employees will be entitled to choose to take either one week or two consecutive weeks' paternity leave (not odd days).

Employees can choose to start their leave:

- from the date of the child's birth (whether this is earlier or later than expected); or
- from a chosen number of days or weeks after the date of the child's birth (whether this is earlier or later than expected); or
- from a chosen date.

Leave can start on any day of the week on or following the child's birth but must be completed:

- within 56 days of the actual date of birth of the child, or
- if the child is born early, within the period from the actual date of birth up to 56 days after the expected week of birth.

Only one period of leave will be available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

4. Statutory Paternity Pay (SPP)

During paternity leave, most employees will be entitled to Statutory Paternity Pay (SPP) from Bòrd na Gàidhlig.

SPP will be paid by Bòrd na Gàidhlig for either one or two consecutive weeks as the employee has chosen. The rate of SPP will be the same as the standard rate of Statutory Maternity Pay (SMT) or 90% of average weekly earnings if this is less.

Employees who have average weekly earnings below the lower earnings limit for National Insurance purposes will not qualify for SPP.

Employees will be required to inform Bòrd na Gàidhlig of their intention to take paternity leave by the fifteenth week before the baby is expected, unless this is not reasonably practicable. Employees will need to tell the Company:

- the week the baby is due;
- whether they wish to take one- or two-weeks' leave;
- when they want their leave to start.

Employees will be able to change their mind about the date on which they want their leave to start providing they notify Bòrd na Gàidhlig at least 28 days in advance (unless this is not reasonably practicable). Employees will have to notify Bòrd na Gàidhlig the date they expect any payments of SPP to start at least 28 days in advance, unless this is not reasonably practicable.

5. Contractual Benefits

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary (unless their contract of employment provides otherwise), throughout their paternity leave.

However, most employees will be entitled to SPP for this period. If employees have a contractual right to paternity leave as well as the statutory right, they may take advantage of whichever is the more favourable. Any paternity pay to which employees have a contractual right reduces the amount of SPP to which they are entitled.

6. Return to Work after Paternity Leave

Employees will be entitled to return to the same job following paternity leave..

7. Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This policy has been screened through an equality impact assessment to enable equality

Adoption Policy

1. Purpose

Bòrd na Gàidhlig recognises the need of adoptive parents to have time off work when a child joins their family and as such this policy sets out the rights, entitlements and obligations of employees adopting a child.

2. Scope

The right to adoption leave and pay applies to employees of either sex, surrogate parents and parents in a same-sex relationship who are newly matched with a child for adoptions and by an approved adoption agency where the child is under the age of 18.

An employee who adopts a child through an approved adoption agency is entitled up to 52 weeks' adoption leave from day one of employment.

3. Definitions

Relevant definitions used in the document follow below;

- statutory adoption pay (SAP) is the rate set by the State, subject to employees meeting qualifying criteria;
- occupational adoption pay (OPA) is additional occupational pay, only payable to employees meeting the qualifying criteria;
- average weekly earnings (AWE) are calculated by reference to the earnings in the 8 weeks prior to the qualifying (matching) week;
- ordinary Adoption Leave (OAL) is the first 26 weeks of the leave period;
- additional Adoption Leave (AAL) is a further 26 weeks leave (providing up to 52 continuous weeks in total);
- matching week is the week in which the employee is notified of being matched with the child for adoption.

Pre-adoption interviews

An employee adopting a child alone is entitled to take paid time off to attend up to five adoption appointments capped at a maximum of 6.5 hours per appointment, although the employee must only take the time needed to attend the appointment.

Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments and the other can elect to take unpaid time off to attend up to two adoption appointments.

Working during adoption leave (keeping in touch days)

The employee may carry out up to 10 days' work at any stage during any period of adoption leave without bringing the adoption leave to an end. This can include training and any activity designed to keep the employee up to date and can be a full day or a half day.

Any work carried out will be by mutual agreement between the organisation and employee. The organisation will not be obliged to offer, nor will any employee be obliged to attend work, whilst on adoption leave.

Keeping in touch days are paid at the employee's normal rate of pay. Where SAP is being paid, the pay will be topped up to the employee's normal rate. Where no SAP is being paid, the full normal rate will be paid for the day or half day.

The total duration of the adoption leave period is a maximum of 52 weeks, regardless of whether or not the employee works a full or half keeping in touch day.

Contact during adoption leave

Both parties are entitled to make and maintain reasonable contact with each other during adoption leave. The organisation will discuss with the employee the type and frequency of contact to be maintained whilst on adoption leave prior to the start of the leave period.

4. Eligibility

To qualify for adoption leave, employees must be newly matched with a child for adoption by an approved adoption agency and have worked continuously for Bòrd na Gàidhlig for 26 weeks leading into the 15th week before the matching week

Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children.

5. Length of Adoption Leave and Pay

Adopters will be entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave - a total of up to 52 weeks' leave.

Employees can choose to start their leave:

- from the date of the child's placement (whether this is earlier or later than expected) or
- from a fixed date which can be up to 14 days before the expected date of placement.

Leave can start on any day of the week.

Only one period of leave will be available irrespective of whether more than one child is placed for adoption as part of the same arrangement.

If the child's placement ends during the adoption leave period, the adopter will be able to continue adoption leave for up to eight weeks after the end of the placement.

6. Statutory Adoption Pay

During their adoption leave, most adopters will be entitled to Statutory Adoption Pay (SAP) from Bòrd na Gàidhlig.

SAP will be paid for up to 39 weeks. The rate of SAP will be the same as the standard rate of SMP.

Adopters who have average weekly earnings below the lower earnings limit for National Insurance Contributions will not qualify for SAP. Employees in low-income families may be able to seek financial support from their local authority.

7. Notice of Intention to take Adoption Leave

Adopters will be required to inform their line manager of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been

matched with a child for adoption, unless this is not reasonably practicable. They will need to tell the organisation:

- when the child is expected to be placed with them; and
- when they want their adoption leave to start.

Adopters will be able to change their mind about the date on which they want their leave to start providing they tell their line manager at least 28 days in advance (unless this is not reasonably practicable). They will have to tell their line manager the date they expect any payments of SAP to start at least 28 days in advance, unless this is not reasonably practicable.

Bòrd na Gàidhlig will have 28 days in which to respond to their employees' notification of their leave plans. The employees line manager will write to them, setting out the date on which they expect the employee to return to work if the full entitlement to adoption leave is taken.

8. Matching Certificate

Adopters will have to give their line manager documentary evidence – a 'matching certificate' – from their adoption agency as evidence of their entitlement to SAP. Bòrd na Gàidhlig will also ask for this certificate as proof of entitlement to adoption leave. Employees should ask their adoption agency for a matching certificate which will include basic information on matching and expected placement dates.

9. Contractual Benefits

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary, throughout their 26-week ordinary adoption leave period. However, most adopters will be entitled to SAP during this period.

During additional adoption leave, the employment contract continues and some contractual benefits and obligations remain in force, for example holiday accrual, compensation in the event of redundancy and notice periods. Again, no salary or wages are payable during the period of additional adoption leave.

Shared parental leave enables adopters to commit to ending to ending their adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from adoption leave and opt in to shared parental leave and pay at a later date. Please refer to the shared parental leave section.

10. Return to Work after Adoption Leave

Adopters who intend to return to work at the end of their full adoption leave entitlement will not have to give any further notification to Bòrd na Gàidhlig.

Adopters who want to return to work before the end of their adoption leave period, must give Bòrd na Gàidhlig 2 months' notice of the date they intend to return.

11. Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of a age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or

sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

Ordinary Parental Leave Policy

1. Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take ordinary parental leave.

2. Scope

This policy applies to employees who have at least one year's continuous service immediately prior to the date the leave is to commence and who are the parent of a child under the age of 18, have assumed formal parental responsibility for a child under the age of 18, or have adopted a child under the age of 18.

Ordinary parental leave may only be used in order to care for the child or to make arrangements for the child's welfare.

Employees may not exercise any entitlement to ordinary parental leave unless they can comply with a request to produce evidence of parenthood or parental responsibility, for example a birth certificate or adoption papers.

Note: Ordinary parental leave should not be confused with shared parental leave. Bòrd na Gàidhlig has a separate procedure for shared parental leave.

3. Entitlement

- eligible employees have the right to 18 weeks' unpaid ordinary parental leave (pro rata for part-time employees) for each child to be taken up to the child's eighteenth birthday;
- for multiple births, eighteen weeks may be taken for each child;
- ordinary parental leave periods cannot be interchanged between children;
- the minimum period of ordinary parental leave that can be taken is one week, except if the employee is a parent of a child with a disability and in such cases, the employee may take parental leave in blocks of one day at a time;
- the maximum period of ordinary parental leave is four weeks in any 12 month period per child. For these purposes, 12 months is the period of time beginning when the employee first becomes entitled to parental leave in respect of the child in question and each successive period of 12 months beginning on the anniversary of that date;
- ordinary parental leave is a maximum statutory entitlement and cannot be transferred from employer to employer.

4. Requesting Ordinary Parental Leave

Taking ordinary parental leave is subject to the prior approval of the employee's line manager who will pay due regard to the impact on the organisation and their wishes. However, approval will not be unreasonably withheld.

A request to take ordinary parental leave must be made in writing to the employees line manager, normally providing at least 21 days' notice before the leave is due to

commence and must specify when the leave is requested to start and the duration requested.

If the employee is unable to provide 21 days' notice for good reason, the notification period may be reduced at the discretion of the organisation after paying due regard to operational needs.

5. Postponing Leave

Ordinary parental leave will not be postponed when it is to be taken immediately after a period of maternity, paternity or adoption leave.

If Bòrd na Gàidhlig has to postpone a request for ordinary parental leave, the employee will be notified in writing of the postponement within 5 working days of receiving the original request, together with the reason for the postponement.

There may be occasions when the organisation needs to postpone an existing request to take ordinary parental leave due to unforeseen operational requirements. Should this be necessary, the ordinary parental leave will not be postponed for more than 3 months.

Ordinary parental leave will not be unreasonably postponed, and in any event the employees line manager will discuss the situation with them before postponing an existing request.

6. Contractual Benefits

Ordinary parental leave is unpaid.

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary (unless their contract of employment provides otherwise), throughout their ordinary parental leave.

7. Returning to work following Ordinary Parental Leave

At the end of the leave period, employees will be entitled to return to the same job, provided that the leave was for a period of four weeks or less and did not follow on immediately from a period of additional maternity, paternity or adoption leave.

If the period of ordinary parental leave was longer than four weeks or followed on immediately from a period of additional maternity, paternity or adoption leave, then employees will be entitled to return to the same job or, if that is not practicable, to a similar job in terms of status, terms and conditions as the previous job.

In cases where a redundancy situation arises during a period of ordinary parental leave, employees will be treated as if they were working normally.

8. Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

Shared Parental Leave Policy

1. Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take shared parental leave (SPL).

It aims to:

- provide more flexibility to employees who have children in deciding how best to care for, and bond with, their child during the first year of birth or adoption;
- ensure that Bòrd na Gàidhlig complies with its legal obligations to employees in respect of shared parental leave (SPL).

2. Scope

Shared parental leave is available to parents with babies due on or after 5 April 2015. It is also available to adoptive parents where the child is being placed for adoption on or after 5 April 2015.

Shared parental leave enables mothers to commit to ending their maternity leave and pay at a future date and to share the untaken balance of leave and pay as shared parental leave with their partner, or to return to work early from maternity leave and opt in to the shared parental leave at a later date.

Note: Ordinary parental leave should not be confused with shared parental leave. Bòrd na Gàidhlig has a separate procedure for ordinary parental leave.

3. Eligibility for Shared Parental Leave

Shared parental leave can only be used by two people, these being the mother/adopter and either the father of the child, the spouse, civil partner or partner of the child's mother/adopter. Intended parents in a surrogacy arrangement may qualify for shared parental leave providing that they qualify for adoption leave and pay.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

The employee is not entitled to additional shared parental leave / shared parental pay if they are expecting more than one child. The entitlement is the same and this also applies to multiple adoptions that occur in a single placement.

An employee seeking to take shared parental leave must satisfy each of the following criteria:

- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
- must still be working for Bòrd na Gàidhlig at the start of each period of shared parental leave;

- must pass the continuity test requiring the employee to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
- their partner must meet the employment and earnings test;
- must provide correct notifications and evidence as required.

4. Entitlement

Eligible employees may be entitled to take up to 50 weeks shared parental leave during the child's first year in their family.

The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement, then they and/or their partner may opt-in to the shared parental leave system and take any remaining weeks as shared parental leave.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

If the mother/adopter is not entitled to maternity/adoption leave but is entitled to statutory maternity pay (SMP), statutory adoption pay (SAP) or maternity allowance (MA), they must reduce their entitlement to less than 39 weeks (the pay period). If they do this, their partner may be entitled to up to 50 weeks of shared parental leave. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.

Shared parental leave can commence as follows:

- the mother can take shared parental leave after she has taken the legally required two weeks of maternity leave immediately following the birth of the child;
- the adopter can take shared parental leave after taking at least two weeks of adoption leave;
- the father/partner/spouse can take shared parental leave immediately following the birth/placement of the child, but may first choose to exhaust any ordinary paternity leave entitlement (10 days), if eligible as the father/partner cannot take paternity leave or pay once they have taken any shared parental leave or shared parental pay.

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

Shared parental leave will generally commence on the employee's chosen start date specified in their shared parental leave booking notice, or in any subsequent variation notice.

If the employee is eligible to receive it, shared parental pay may be paid for some, or all, of the shared parental leave period.

Shared parental leave must end no later than one year after the birth/placement of the child. Any shared parental leave not taken by the first birthday or first anniversary of placement for adoption is lost.

5. Notification of an entitlement to Shared Parental Leave

An employee entitled and intending to take shared parental leave must provide notice of their entitlement and intention to take shared parental leave at least eight weeks before they can take any period of shared parental leave.

Part of the eligibility criteria requires the employee to provide the correct notification. Notification must be in writing and requires each of the following:

- the name of the employee;
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of shared parental leave available;
- the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
- the amount of shared parental leave the employee and their partner each intend to take
- a non-binding indication of when the employee expects to take the leave.

The employee must provide a signed declaration stating:

- that they meet, or will meet, the eligibility conditions and are entitled to take shared parental leave;
- that the information they have given is accurate;
- if they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- that should they cease to be eligible they will immediately inform Bòrd na Gàidhlig.

The employee must provide a signed declaration from their partner confirming:

- their name, address and national insurance number (or a declaration that they do not have a national insurance number);
- that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that they satisfy the employment and earnings test and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee;
- that they consent to the amount of shared parental leave that the employee intends to take;
- that they consent to the organisation processing the information contained in the declaration form; and
- in the case whether the partner is the mother/adopter that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

6. Evidence of Eligibility

Bòrd na Gàidhlig may, within 14 days of the shared parental leave entitlement notification being given, request:

- the name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed their contact details must be given instead);
- in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth);
- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

In order to be entitled to shared parental leave, the employee must produce this information within 14 days of receiving the request.

7. Booking Shared Parental Leave

In addition to notifying their entitlement to shared parental leave/shared parental pay, employees must also give notice to take the leave. In many cases, notice to take leave will be given at the same time as the notice of entitlement to shared parental leave.

Employees have the right to submit three notifications specifying the shared parental leave periods they are intending to take. Each notification may contain either a single period of a number of weeks of leave or two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave.

Shared parental leave can only be taken in complete weeks but may begin on any day of the week. For example if a week of shared parental leave began on a Tuesday it would finish on a Monday.

Employees must book shared parental leave by giving the correct notification at least eight weeks before the date on which they wish to start the leave and (if applicable) receive shared parental pay.

8. Continuous Leave Notifications

A notification can be for a period of continuous leave, which means notification of a number of weeks taken in a single unbroken period of leave.

Employees have the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of shared parental leave available to them and at least eight weeks' notice has been provided.

Employees may submit up to three separate notifications for continuous periods of leave.

9. Discontinuous Leave Notifications

A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work.

Where there is concern over accommodating the notification, a meeting will be arranged to discuss the notification with a view to agreeing an arrangement that meets the needs of both parties.

Bòrd na Gàidhlig will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, employees can either withdraw it within 15 days of giving it or can take the leave as a single continuous block.

If the employees choose to take the leave in a single continuous block, they have until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification.

Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of shared parental leave.

10. Responding to a Shared Parental Leave Notification

Once a leave booking notice is received a response will be provided to the employee in writing no later than the 14th day after the leave request was made.

11. Variations to arranged Shared Parental Leave

Employees are permitted to vary or cancel an agreed and booked period of shared parental leave, provided that they provide written confirmation at least eight weeks before the date of the variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing their right to book/vary leave by one request. However, a change as a result of a child being born early, or as a result of Bòrd na Gàidhlig requesting the leave be changed, and the employee being agreeable to the change, it will not count as further notification.

Variations will be confirmed in writing.

12. Shared Parental Pay

Eligible employees may be entitled to take up to 37 weeks shared parental pay while taking shared parental leave. The number of weeks available will depend on the amount by which the mother/adoption reduces their maternity/adoption pay period or maternity allowance period.

In addition to meeting the eligibility requirements for shared parental leave, an employee seeking to claim shared parental pay must further satisfy each of the following criteria:

- the mother/adoption must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
- the employee must intend to care for the child during the week in which shared parental pay is payable;
- the employee must have an average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due

date/matching date which are not less than the lower earnings limit in force for national insurance contributions;

- the employee must remain in continuous employment until the first week of shared parental pay has begun;
- the employee must give proper notification in accordance with the rules set out below;
- Where employees are entitled to receive shared parental pay they must, at least eight weeks before receiving any shared parental pay, provide written notice advising of their entitlement to shared parental pay. Where possible, this should be included as part of the notice of entitlement to take shared parental leave.

In addition to what must be included in the notice of entitlement to take shared parental leave, any notice that advises of an entitlement for shared parental pay must include:

- the start and end dates of any maternity/adoption pay or maternity allowance;
- the total amount of shared parental pay available, the amount of shared parental pay the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim shared parental pay;
- a signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for shared parental pay and that they will immediately inform Bòrd na Gàidhlig should they cease to be eligible.

Notice must be accompanied by a signed declaration from the employee's partner confirming:

- their agreement to the employee claiming shared parental pay and for the organisation to process any shared parental pay payments to the employee;
- in the case whether the partner is the mother/ adopter, that they have reduced their maternity/adoption pay or maternity allowance;
- in the case where the partner is the mother/ adopter, that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Shared parental pay will be paid at a rate set by the State and is treated as earnings and therefore subject to normal pay as you earn (PAYE) deductions.

13. Contractual Benefits

During shared parental leave, all terms and conditions of the employees' contract of employment will continue, except for salary. In particular, contractual annual leave entitlement will continue to accrue

14. Contact during Shared Parental Leave

Before a period of shared parental leave begins arrangements for keeping in touch will be agreed.

Bòrd na Gàidhlig reserves the right in any event to maintain reasonable contact with employees from time to time during their shared parental leave. Contact may include discussions about plans to return to work, special arrangements to be made, training, or simply to update on developments at work during the absence.

15. Shared Parental Leave in Touch Days (SPLIT)

Employees can agree to work or attend training for up to 20 days during shared parental leave without bringing their period of shared parental leave to an end or impacting on their right to claim shared parental pay. These are known as "Shared Parental Leave In Touch" or "SPLIT" days.

Bòrd na Gàidhlig will not be obliged to offer, nor will the employee be obliged to attend, work whilst on shared parental leave and the employee will not suffer any detriment if they refuse to work.

Any days worked do not extend the total duration of the shared parental leave period.

Any work undertaken under the SPLIT arrangements will be paid at the normal daily rate of pay. Where shared parental pay is being paid and this is less than the normal daily rate, the pay will be topped up to the normal daily rate. Where no pay is being received, the full normal daily rate will be paid at the next available pay date.

SPLIT days may be taken as full or half days.

16. Returning To Work After Shared Parental Leave

Employees will have been formally advised in writing of the end date of any period of shared parental leave and they are expected to return on the next working day after this date unless they notify Bòrd na Gàidhlig to the contrary.

If an employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave, giving at least eight weeks' notice of their date of early return. This will count as one of their three notifications.

If the employee has already used their three notifications to book and/or vary leave then Bòrd na Gàidhlig is under no obligation to accept the notice to return early but may choose to do so.

On returning to work after Shared Parental Leave, if the employees aggregate total statutory maternity/paternity/adoption leave and shared parental leave amounts to 26 weeks or less, they will normally return to the same job which they occupied immediately before commencing maternity/paternity/adoption leave and the most recent period of shared parental leave. This will be on the same terms and conditions of employment as if they had not been absent.

If an employee's maternity/paternity/adoption leave and shared parental leave amounts to 26 weeks or more in aggregate, they are entitled to return to the same job they held before commencing the last period of leave. Where this is not possible it will be to another job which is both suitable and appropriate in the circumstances, and on terms and conditions no less favourable than those to which they would have been entitled had they not been absent.

If an employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on their right to return and they will normally still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and shared parental leave do not exceed 26 weeks.

If an employee also takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/adoption and shared parental leave do not exceed 26 weeks, they will be entitled to return to the same job they held before commencing the last period of leave or, where this is not possible, another job which is both suitable and appropriate in the circumstances, and on terms and conditions no less favourable than those to which they would have been entitled had they not been absent.

17. Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation.

The maternity, paternity, adoption, ordinary and shared parental leave policy has been screened through an equality impact assessment to enable equality.

DRAFT



Flexible Working Policy & Procedures

Air aontachadh le/Approved by: xxxxxx

Air aontachadh air/Approved on: xxxxx

Ath-nuadhachadh a dhìth/Review due on: xxxxxx

Eadar-theangachadh dearbhte/translation checked: xxxx

Flexible Working Policy & Procedures

1. Purpose

This policy sets out how Bòrd na Gàidhlig is committed to helping employees achieve a satisfactory work life balance through the provision of alternative working patterns and working arrangements. As such, Bòrd na Gàidhlig offers the opportunity for all staff to request a flexible working arrangement that will meet the requirements of both the organisation and the individual.

This policy sets out how Bòrd na Gàidhlig will manage flexible working request in a consistent and fair manner, and in line with ACAS guidance.

2. Scope

Flexible working is available to help employees balance their work and domestic responsibilities and wellbeing. It is not for short term measures or applying special leave provisions may be more appropriate.

Although the organisation is committed to providing the widest possible range of working patterns for its workforce, and will always take the personal circumstances of employees into account, both management and employees need to be realistic and recognise that the full range of flexible working options will not be appropriate for all jobs across all areas of the organisation.

This policy provides advice for all employees about how the right to request flexible working operates, the range of flexible working opportunities available, and our duty, as an employer, to consider requests seriously. It also details the rights and responsibilities of everyone involved in the process.

3. Policy Statement

This policy provides advice for all employees about how the right to request flexible working operates, the range of flexible working opportunities available, and our duty, as an employer, to consider requests seriously. It also details the rights and responsibilities of everyone involved in the process.

Flexible working opportunities benefit all: the organisation, our employees, our employee's families and Scottish society as a whole. By recognising the business case for flexible working, we help retain skilled staff and reduce recruitment costs; raise morale and decrease absenteeism; and react effectively to any changes in business pressures.

Flexible working can also assist us in 'Greening the Workplace' and our commitment to help protect the natural heritage of Scotland by reducing the CO2 emissions from our work - through carbon management of our offices and travel, through greener behaviors and through sustainable corporate processes.

For employees, working flexibly can greatly improve their ability to balance home and work responsibilities. Flexible working can refer to a variety of different, non-standard working patterns.

The range of options available is neither prescriptive nor exhaustive. Although there is a presumption to allow flexible working subject to business requirements, line managers should use their discretion when considering a request to work flexibly and determine the best solution possible.

Responsibility for granting applications for flexible working lies with the line manager.

All Bòrd na Gàidhlig employees at all grades can apply to work flexibly.

An application can be made in respect of any post. However, in all cases, consideration will need to be given to each application in terms of business need (see below) and feasibility.

The rules on secondary employment and other conflicts of interest apply equally to home workers and permission to work for another employer or to carry out any other voluntary role should be sought in the normal way.

Further advice should be sought from the Operations Manager on the range of flexible working options available and what should be considered.

Home Working Policy Statement - Bòrd na Gàidhlig recognises that homeworking can be beneficial for individuals and, to this end, will seek to accommodate it wherever possible.

As far as possible, the organisation operates flexible working arrangements. The home working policy is one of the flexible working options which can be requested by employees; it has been introduced with the aim of providing a better work life balance for all employees.

4. Procedure

All employees with 26 weeks continuous service with Bòrd na Gàidhlig can ask for flexible work arrangements.

Employees must not have made another application to work flexibly under this right during the past 12 months

Employees have the right to ask for flexible working - not the right to receive it.

Employees considering making an application for flexible working, should first discuss their intentions and thoughts around why they wish to work flexibly with their line manager. The discussion should include how it might affect the employee and their team and, most importantly, the impact it will have on their work. Once this discussion has taken place, the request should then be put in writing to the line manager, outlining the business case for the application.

The most common pattern used by staff is flexible working hours. This is reflected in the following work patterns:

- Part time working – (a contract that offers to individuals the opportunity to work a percentage of standard weekly hours)
- Compressed hours – (the mechanism that allows an individual to work contracted hours over a shorter working week, i.e. 37 hours in 4 rather than 5 days)
- Job share – (the opportunity for an individual to work 'half' of a full time job with another individual seeking similar arrangements)
- Home working – (working contracted hours from home rather than an office)
- Working from home – (where an employee occasionally works from home. This differs from homeworking as a Bòrd na Gàidhlig office remains the employee's base. Working from home may be an ad hoc or formal arrangement to work part of contracted hours from home)

Any agreement to a request for flexible working will take effect as a permanent variation to the employee's terms and conditions, unless it is mutually agreed that this will be a temporary variation.

5. Roles and Responsibilities

Individual Employee

The application must:

- be dated and in writing
- explain what effect, if any, the employee thinks the proposed change will have on the business in terms of their work and its impact on customer provision
- define clearly how the employee's job plan will be monitored and what outputs will be achieved
- indicate what impact the application may have on other members of the team
- demonstrate that the application will not result in a significant increase in costs
- indicate how the employee will maintain communications with their team
- how, in the employee's opinion, any such effects might be dealt with

The employee should also:

- specify the flexible working pattern applied for;
- indicate the date on which the employee wishes to commence the proposed change;
- indicate whether a previous application has been made, and when;
- provide full details and documentation to support a request for flexible working.

The level of detail required will depend on the desired changes but in all cases, it is in the employee's interest to be as clear and explicit as possible. The application is more likely to succeed if the employee can relate it clearly to the needs of the business.

Protection for applicants – The employee will not be subject to detriment because they have:

- applied to work flexibly
- the application has been successful
- if the employee intends to appeal a decision

The date of the application will be the date received by the line manager. The employee should allow up to 28 days for the application to be considered. A flow chart setting out the process and relevant time scales is attached at Annex A.

Line Manager

Line managers should note that, if they agree to allow an employee to work flexibly, they will be required to update information held on PeopleHR, through a change of assignment, to reflect the changes. In turn the line manager should confirm in writing contractual changes to the employee.

- consider any request for flexible working carefully
- deal with requests within prescribed timescales
- ensure that a consistent approach has been applied
- update information held on PeopleHR
- seek appropriate guidance (i.e. from HR Services)

Time limits - details of time limits are set out at Annex A. Line managers should note that they can be extended with the agreement of the individual.

A flexible working request that is subsequently approved will mean a permanent change. It is suggested the proposed flexible arrangement is initially trialled for up to 6 months after which time it is reviewed and if satisfactory for both the employee and the line manager the arrangement will become permanent. Employees retain the right to re-apply for a change to their flexible working arrangement after 12 months but there is no guarantee that this will be agreed to.

Considering a request – the line manager has responsibility to approve all changes to working patterns in advance, taking into account the effect these will have on service delivery and the needs of the business. Where a business area is likely to receive a number of requests at any one time, a corporate view should be sought from the department head in order to ensure consistency.

The line manager should consider all requests objectively, sensitivity and with an open mind. The line manager should also be consistent, treating requests from everyone equally, regardless of protected characteristic (age, disability, gender, pregnancy and maternity, race, religion/belief, marriage/civil partnership or sexual orientation).

When considering a request, the manager, should give careful consideration to the context of any impact any request may have upon the business. This may require the manager to look at the effects not just on the narrower confines of the individual but also within the context of programme management and how the affected team delivers this.

As such the manager should consider:

- whether the work can be carried out in a more flexible way, including jobreshaping
- the likely effects on customer service
- any costs and whether they will be prohibitive
- how the manager will supervise and performance manage the new arrangements
- the impact of the change on the rest of the team
- when the manager will review the planned arrangement with the employee

Refusing a request – The manager should fully consider the request and if after this, they wish to refuse the request to work flexibly, the manager should write to the individual:

- stating the business grounds why the application has been rejected
- explaining why the business reasons apply
- setting out the appeals procedure
- the letter should be dated and a copy sent to Operations Manager, Corporate Services.

What are business grounds? – Applications can only be refused on one or more of the following grounds:

- burden of additional costs
- detrimental effect on the ability to meet customer need
- inability to reorganise work among existing staff
- inability to recruit additional staff
- detrimental impact on quality
- detrimental impact on performance
- insufficiency of work during the periods the employee proposes to work
- planned structural changes

The explanation should be simple and avoid jargon. It should clearly relate to the situation in the work area, refer specifically to the business ground and be relevant to the request.

The line manager must advise any employee that their right to appeal against the decision must be in writing to the Operations Manager detailing the grounds on which the employee would like the request to be reconsidered.

Appeal Procedure

If the employee is not satisfied with the decision made and they wish to appeal, they will submit in writing and within 14 days, an appeal to the Operations Manager. The letter of appeal should be clear about which aspects of the decision they are dissatisfied with, which specific areas of their application they wish to appeal against, detailing new information which has not been considered previously or detailing any issues with the process. An appeal is not a mechanism to re-hear the original request.

The Operations Manager will arrange for an appeal manager who is usually more senior to the previous meetings manager to hear the appeal.

The appeal manager will arrange a meeting with the relevant parties, within 14 working days of receipt of the written appeal.

The Appeal Hearing

An employee has the right to be accompanied at a hearing by a colleague from within Bòrd na Gàidhlig, or an accredited trade union representative.

Prior to the appeal hearing the appeal manager will obtain all the available evidence and information to date.

During the appeal hearing the appeal manager will consider the reasons submitted for the appeal, in the context of reasonableness applied in the original decision, the procedure that was followed and any new information that may have come to light

If new matters are raised as part of the appeal, or if it is believed that earlier matters should be revisited, further investigation may need to be carried out.

Following appeal hearing, the decision may be to:

- confirm the original decision, this
- revoke the original decision and grant the employee's request

The employee will be informed of the outcome of the appeal meeting within 14 days.

Corporate Services

Have the responsibility to:

- support managers and employees on the interpretation of all policy and guidelines relating to flexible working

6. Working Time Regulations

Employees and managers should be aware of the contents of the [Working Time Regulations](#) when considering flexible working options and their effects. For a full explanation of how the Working Time Regulations may affect a flexible working request, please refer to the Operations Manager.

7. Changes to Terms and Conditions

An accepted application will mean a permanent change to the employee's own terms and conditions unless agreed otherwise.

If the change in working practice is for a set period of time, then this should be clearly detailed in the notification of decision with the date noted for reverting back to previous working practice.

In the absence of this information the change will be considered permanent.

The changes to the employee's terms and conditions will be provided for in a revised contract

of employment. This will clearly state the hours of work, the remuneration and any associated benefits.

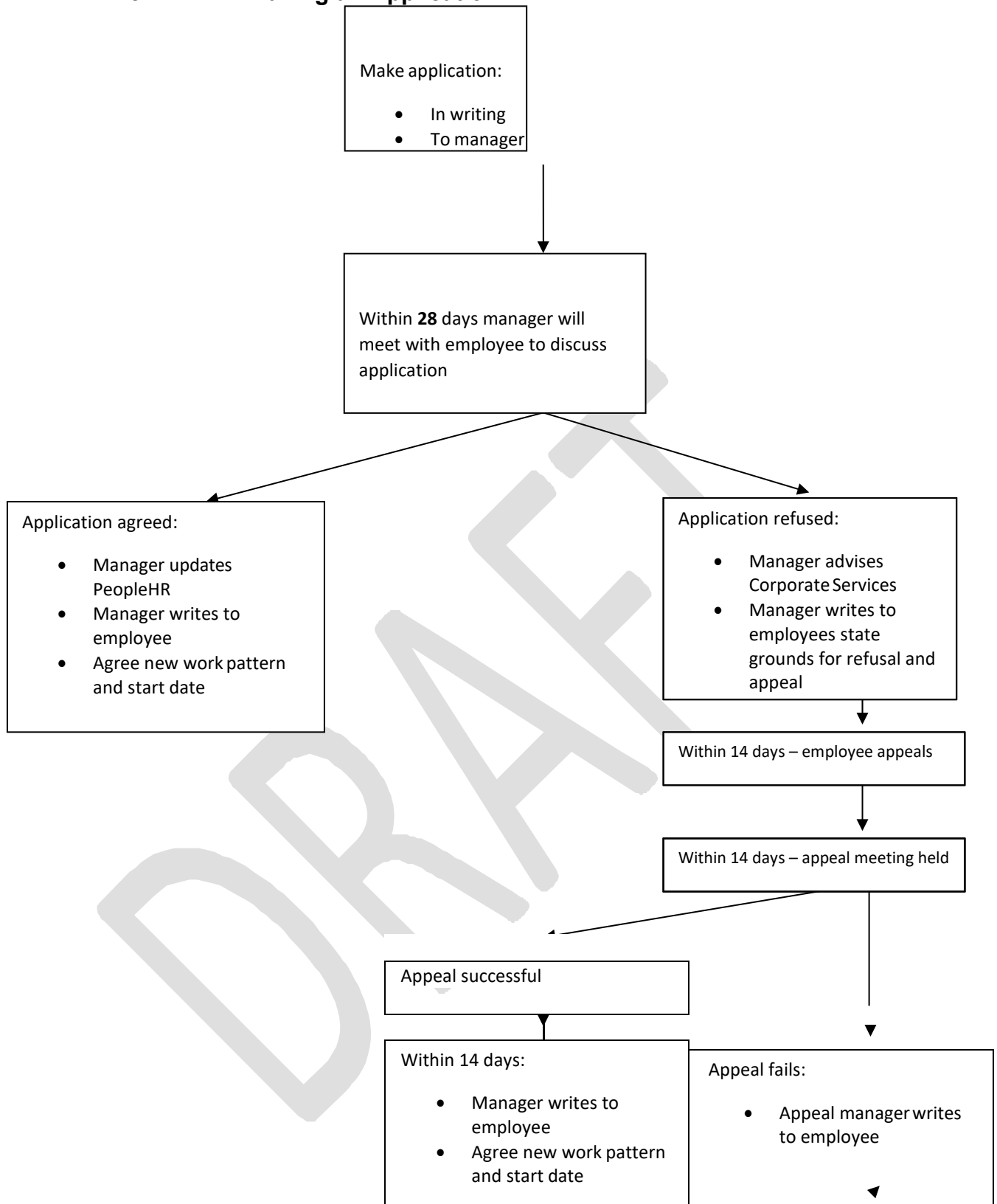
Employees should be clear that changes to their hours of work may affect their total salary and any additional benefits as they may no longer qualify for certain things or have the benefits reduced pro-rata.

8. Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation.

This policy has been screened through an equality impact assessment to enable equality.

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Annex A Making an Application



For	Policy and Resources Committee
Date of Meeting	01/09/2021
Location:	Online
Item on Agenda	4.1

Paper Title		Quarterly Finance Report	
Recommendation		For Information *	
Spokesperson		Mairianne Stewart, Head of Finance & Corporate Affairs (Interim)	
Governance Route		Date of Meeting	Decision
Leadership Team		11/08/2021	For Information
Appendices:		PT1 – Quarterly Finance Report to 30.06.2021	
1.0	Purpose		
1.1	To give information to the Committee on the financial position as at 30 June 2021. The paper is in English as the report will be presented in English.		
2.0	Background		
2.1	<p>PT1 provides an overview of the Quarter and YTD position, as well as a full year forecast position. The Development Spend is categorised in line with Strategic Priorities 1 – 3, whilst Strategic Priority 4 (Developing How we Work) is funded from running costs.</p> <p>At the start of 21-22, we had been awarded £5,179k in Grant in Aid which was our original budget for the current financial year. However, in June we were awarded a further £400k, taking our Grant in Aid budget to £5,579k - £200k towards new posts and £200k to the extension of the GDOs contracts.</p>		
3.0	Main Points		
3.1	<p>At the end of the June 2021, Total Spend was 44% under budget. This variance was primarily driven by Development spend which was underspent by c£800k:</p> <ul style="list-style-type: none">£600k – GLAIF Grant Schemes: This favourable variance is related to budget profile rather than a true underspend. With GLAIF, we receive status reports at the end of August each year – these reports trigger a release of spending for new and continuing projects. Spend therefore is expected to take place between September to December; and£100k – Main Funded Organisations. Again, this is a budget phasing issue and the budget is forecast to be fully utilised. <p>Only £635k of the total £3,845k development spend budget remains uncommitted - £380k of this also relates to GLAIF Grant Schemes.</p> <p>Running costs are 13% behind budget year-to-date. There is no particular driver for this, other than general underspend across a number of non-staff cost categories.</p>		

Seisean Fosgailte : Open Session
Cuspair 4.1

	We are forecasting that the full budget will be utilised by the end of financial year. Whilst we expect Salaries to be underspent by £60k (due to delays in recruiting several vacancies), we expect additional costs with Professional fees necessary to support BnG.
4.0	Recommendation
4.1	Members are requested to consider the report and note the information.
5.0	Main Strategic Impacts
5.1	Impact on Finance
	As described above.
5.2	Impact on Staff
	N/a.
5.3	Impact on Training
	N/a
5.4	Links to Strategic and Corporate Aims
	This paper supports the Committee in fulfilling the aims for the year.
5.5	Ceanglaichean ri Frèam-obrach Coileanaidh Nàiseanta/ Links to the National Performance Framework
	n/a
5.6	Buaidhean air Cliù/Impacts on Reputation
	It is important the BnG continues to demonstrate effective management of its finances.
5.7	Buaidhean air Slàinte is Sàbhailteachd/Impacts on Health and Safety
	n/a
5.8	Buaidhean Laghail/Legal Impacts
	n/a
5.9	Buaidhean air Co-ionannas/Impacts on Equality
	n/a
5.10	Buaidhean air Àrainneachd/Impacts on the Environment
	n/a

FUNDING

EXPENDITURE

UNCOMMITTED :	635,272
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A' freagairt ri	Comataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	01/09/2021
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	5.1

Tìotal a’ Phàipeir	Prìomh Chomharran Coileanadh (PCC) 2020/21		
Moladh do Bhuill	Airson fiosrachadh *		
Neach-labhairt:	Shona NicIlinnein, Ceannard		
Cùrsa Riaghlachais airson na h-Aithris		Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris
Sgioba-stiùiridh		19/08/2021	Airson aontachadh
Pàipear-taice air a cheangal ris		Tha- Pàipear-taice 1 – PCC 20-21	
1.0	Adhbhar		
1.1	'S e as adhbhar don phàipear seo fiosrachadh ùr a thoirt don Chomataidh air coileanadh nam PCC ann an 2020/21 mu choinneamh na chaidh a chur ron bhuidhinn ann am Plana Chorporra 2018/23 agus Plana Gnìomh 2020/21.		
2.0	Cùl-fhiosrachadh		
2.1	Tha am Plana Corporra aig Bòrd na Gàidhlig a’ comharrachadh 9 builean coileanaidh a bhios gan cleachdadh airson measadh a dhèanamh air coileanadh mu choinneamh phrìomhachasan ro-innleachdail a tha rin coileanadh ro 2023. Chaidh buil coileanaidh eile a chur ris a’ Phlana Gnìomh ann an 2020/21.		
2.2	Tha Plana Gnìomh 2020/21 a’ comharrachadh ghniomhan sònraichte a thèid a choileanadh gus adhartas a dhèanamh le prìomhachasan ro-innleachdail bhon Phlana Chorporra. Tha na clàran san aithisg an cois seo a’ toirt iomradh air an adhartas a bha ga dhèanamh leis a seo.		
3.0	Prìomh Aithris/Fiosrachadh		
3.1	Chaidh aithris a thoirt don Bhòrd-stiùiridh air adhartas mar a bha e air a thomhas air 21/05/2021. Tha barrachd fiosrachadh sa phàipear PT1 air gach Prìomh Chomharra Coileanadh. Rinneadh ath-mheasadh air cuid de na PCCan agus barrachd fios air tighinn thugainn. Seo na h-atharrachaidhean a chaidh a dhèanamh air sgàth an fhiosrachaidh sin.		
	PCC	Measadh air 21 Ceitean	Measadh air 8 Lùnastal
	4.1	Bàn (obair a’ dol air an dàta)	Uaine (Àireamhan sgoilearan ann am FtG is FLI 8,864; 19/20 – 8,757)
	4.3	Glas (buidh COVID air na buidhnean a tha an sàs sa ghniomh)	Uaine (Àireamh cuspairean san àrd-sgoil – 23 Cuspairean FtG; 19/20 – 22)
4.0	Moladh		
4.1	Tha am pàipear seo airson fiosrachadh is thathar ag iarraidh air Buill toirt fa-near don fhiosrachadh seo.		
5.0	Prìomh Bhuidhean Ro-innleachdach		
5.1	Buidhean air Ionmhas		

Seisean Fosgailte
Cuspair 5.1

	Tha buaidh aig COVID air mar a tha pròiseactan a’ ruith, le cuid a’ ruith air dheireadh, cuid nach eil air thòiseachadh agus gun do steidhich BnG maoin sònraichte airson deiligidh ri buaidh COVID air a’ Ghàidhlig.																																				
5.2	Buaidhean air Luchd-obrach																																				
	Bidh buaidh mhòr air an luchd-obrach oir tha an aithisg seo a’ toirt iomradh air iomadh gnìomh a tha an sgioba a’ toirt air adhart.																																				
5.3	Buaidhean air Trèanadh																																				
	Chan eil buaidh dhìreach sam bith aig an aithisg seo air trèanadh ach le cuid de na gnìomhan, tha iad a’ ciallachadh gum bi trèanadh a bharrachd a dhìth air cuid.																																				
5.4	Ceanglaichean ri Amasan Ro-innleachadh agus Corporra																																				
	Tha am pàipear seo a’ cur ris na ceithir amasan corporra aig Bòrd na Gàidhlig.																																				
5.5	Ceanglaichean ris an Fhrèam-obrach Coileanaidh Nàiseanta																																				
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Prìomh Chomharran Coileanadh (PCCan) 2020/21

PCC 20/21	Targaid	Fianais	Buil
PCC 1 Barrachd chothroman do dhaoine an sgilean Gàidhlig a chur gu feum	1.1 Tuigse nas fheàrr air na cnapan-starra a tha ann am measg fhileantach ann a bhith a' cleachdadh na Gàidhlig sna h-Eileanan Siar	Sìnèadh sa chlàr-ama air sgàth COVID-19; cha robh e comasach agallamhan a dhèanamh; atharrachadh ann an neach- rannsachaidh air sgàth dàil sa phròiseict.	COVID-19
	1.2 Barrachd cleachdaidh den Ghàidhlig ann an coimhearsnachdan air feadh Alba	337 pròiseactan uile-gu-lèir a bhios a' cur air adhart cleachdadh na Gàidhlig ann an coimhearsnachdan air feadh Alba. 67 ùghdarrasan poblach aig a bheil planaichean Gàidhlig reachdail aontaichte no a tha ag obair a dh'ionnsaigh fear a chruthachadh #Cleachdiaigantaigh air a chur air bhonn is a' ruith bhon Chèitean 2020 air adhart.	COILEANTA
PCC 2 Bidh barrachd dhaoine ag aontachadh leis an abairt "Tha a' Ghàidhlig a' dèanamh diofar nam bheatha"	2.1 Comharrachadh àireamh bhun-loidhne de dhaoine a tha ag aithris gu bheil buaidhean deimhinneach ann mar thoradh air cleachdadh na Gàidhlig	Chan eil fiosrachadh ri fhaighinn a choinn 's gun robh dàil air pròiseactan, is mar sin bha dàil air aithisgean a' tighinn bho phròiseactan a fhuair maoineachadh.	COVID-19
	2.2 Fianais gu bheil barrachd chothroman do dh'òigridh a bhith ag inntrigeadh margaidh na h-obrach, far a bheil iad a' cur an cuid sgilean Gàidhlig gu feum	Com-pairteachas eadar Leasachadh Sgilean na h-Alba, Iomairt na Gàidhealtachd 's nan Eilean agus Comhairle nan Eilean Siar gus fàs a thoirt air cothroman preantasachd a dhèanamh tro mheadhan na Gàidhlig no far am bi cothrom aig daoine òga na sgilean Gàidhlig aca a chur gu feum anns an àite-obrach. Ghabh 4 daoine òga pàirt anns an sgeama greis gnìomhachas aig Comhairle nan Eilean Siar le taic-airgid bho Bhòrd na Gàidhlig thairis air mìosan an t- samhraidhSkills	COILEANTA
PCC 3 A' cumail taic ri seirbheisean làithreach.	3.1 Cruinnichidh sinn 'Plana B' bho gach buidheann a fhuair maoineachadh tro sgeama Thabhartasan Tràth- bhliadhnaichean.	Tha na 20 buidhnean a tha a' faighinn taic-airgid air planaichean B a chur air adhart thugainn.	COILEANTA

Seisean Fosgailte
Cuspair 5.1 PT1

	3.2 Prògram air a libhrigeadh le goireas ri fhaighinn air-loidhne gach seachdain eadar Am Faoilleach agus am Màrt 2021.	Chaidh an clàr-ama a shìneadh. Chaidh an goireas 'Gìog ort' fhoillseachadh sa Mhàrt 2021 ann an co-bhann le Stòrlann, BnG agus Comann nam Pàrant.; chaidh 9 bhideothan eile a dhèanamh às dèidh sin.	NEO-CHOILEANTA
	3.3 6 Cothroman trèanaidh air-loidhne ri fhaighinn tron bhliadhna.	Chaidh 6 seiseanan trèanaidh a libhreagadh	COILEANTA
	3.4 Measaidhean deimhinneach air seiseanan trèanaidh air an trusadh, air cnuasachadh orra, is air an cur an gnìomh.	Chaidh measaidhean a dhèanamh agus chaidh goireas a bharrachd a chruthachadh a rèir mholaidhean.	COILEANTA
PCC 4 Barrachd chothroman aig daoine an sgilean Gàidhlig a leasachadh	4.1 Meudachadh ann an àireamh nan sgoilearan ann an FtG agus FLI	Dàta foghlaim 20/21 – Sgoilearan FtG is FLI uile gu leir - 8,864 (19/20 – 8,757)	COILEANTA
	4.2 Meudachadh ann an àireamh an luchd-ionnsachaidh inbheach	55,185 luchd-tadhail air leth (Màrt 2021) (46,567 Màrt 2020) – Learngaelic; 475k luchd-ionnsachaidh Duolingo (400k Màrt 2020)	COILEANTA
	4.3 Meudachadh de Churraicealam FtG aig Tràth-ìre na h-Àrd-sgoile	Dàta foghlaim 20/21 – 23 cuspairean FtG san àrd-sgoil (19/20 – 22)	COILEANTA
	4.4 Tha plana Gàidhlig air a chur an gnìomh aig gach Àrd-sgoil a tha a' libhrigeadh FtG/FLI	Bha dàil air seo mar thoradh air buaidh COVID air sgoiltean agus ùghdarrasan ionadail.	COVID-19
KPI 5 Barrachd dhaoine ag aontachadh leis an abairt “Tha mi air na sgilean Gàidhlig agam a leasachadh”	5.1 Meudachadh anns an raon de dh'fhiosrachadh staitistigeil airson piseach a thomhas	Thèid stataistearachd LearnGaelic a chleachdadh gus am fàs a thomhas.	COILEANTA
	5.2 80% de dhaoine ag aontachadh ris a' bharail seo	<i>Chan eil stadastaireachd ri faighinn fhathast mar thoradh air COVID.</i>	
PCC 6 A' dèanamh cinnteach gu bheil barrachd àite aig a' Ghàidhlig ann an aithne nàiseanta na h-Alba, aithne-dùthcha fhosgailte le iomadh taobh is cultar	6.1 Thèid ionnsachadh is cleachdadh na Gàidhlig aithneachadh/àbhaisteachadh ann an tòrr de shuidheachaidhean air feadh na dùthcha air fad	Tha na h-àireamhan de dhaoine a tha ag ionnsachadh na Gàidhlig air-loidhne a' sìor-fhàs.	COILEANTA
	6.2 Barrachd còmhraidh, ionnsachaidh is com-pàirtichean le raon farsaing de bhuidhnean ann an Alba.	Conaltradh a bharrachd le buidhnean ann an Alba (m.e. CLS, Stonewall, ùghdarrasan poblach ùra, Guth nan Siarach).	COILEANTA
PCC 7 Barrachd dhaoine ag	7.1 Meudachadh ann an dol-a-mach ciatach a thaobh na	Cha deach an t-suirbhidh seo air adhart ann an 2020 mar a	COVID-19

Seisean Fosgailte
Cuspair 5.1 PT1

aontachadh leis an abairt “Tha Gàidhlig cudromach do dh’Alba”	Gàidhlig (còrr is 81% - <i>Scottish Social Attitudes Survey</i>)	bhathas an dùil ri linn COVID-19; bidh e a’ tachairt fhathast ge-tà.	
	7.2 Stuthan a tha ann agus stuthan ùra air an gabhail os làimh gu soirbheachail	Iomairtean meadhanan sòisealta air an ruith le BnG, agus thug BnG taic is brosnachadh do dh’iomairtean a chaidh a ruith le daoine eile	COILEANTA
	7.3 Barrachd phàrtaidhean poilitigeach a’ gealltainn taic ri leasachadh na Gàidhlig	Bha gealltanasan ann am manifestothan nam prìomh phàrtaidhean poilitigeach, fiosrachadh air a thoirt seachad le BnG	COILEANTA
PCC 8 Barrachd den luchd-obrach againn ag aontachadh ris a’ bheachd “Tha m’ obair aig Bòrd na Gàidhlig a’ toirt toileachas dhomh agus tha i a’ dèanamh diofar”	8.4 Tha luachan na buidhne againn air fhighe a-steach san dòigh-obrach againn	Tha sinn a’ cleachdadh nan luachan mar phàirt den t-siostam measadh coileanaidh pearsanta, agus aig tòiseach coinneamhan m.e. Dè tha Dol, agus coinneamhan ad-hoc	COILEANTA
	8.5 Thathar a’ toirt an trèanaidh is na taice a tha a dhìth don luchd-obrach	Planaichean leasachaidh pearsanta an sàs; clàr-gnothaich airson co-labhairt bhliadhnail an luchd-obrach air a chur ri chèile le luchd-obrach; àm fèin-leasachaidh pearsanta aig luchd-obrach gach cairteil; aithisg trèanaidh do CPG agus dhan Bhòrd-stiùiridh	COILEANTA
PCC 9 Tha barrachd den luchd-ùidh againn ag aontachadh ris a’ bheachd “Tha Bòrd na Gàidhlig a’ coileanadh a dhleastanasan gu h-èifeachdach agus tha e a’ cur ris na tha sinn a’ dèanamh”	9.1 Cliù corporra ciatach le luchd-ùidh air daingneachadh	Coinneamhan a’ Bhùird is nan comataidhean air an cumail gu poblach; Aithrisean bhon Luchd-sgrùdaidh A-muigh mu atharrachadh susbainteach; gabhail pàirt ann an coineamhan coimhearsnachd; deagh bheachdan air ais bho choinneamhan FROp	COILEANTA
	9.2 Cleachdaidhean fallain a thaobh stiùireadh ionmhais is cunnairt gan glèidheadh	Tha am prògram bliadhnail de dh’In-sgrùdaidhean uile aig deagh ìre	COILEANTA
PCC 10 Lùghdaichidh sinn na h-eimiseanan carboin againn gach bliadhna, a’ ruigsinn meidh-neoni (<i>net zero</i>) de dh’eimiseanan cho luath ’s a ghabhas agus ro 204	10.1 Bun-loidhne de dh’eimiseanan carboin is targaidean lùghdachaidh air bhonn agus gan ruigsinn	Cha robh e comasach bun-loidhne a chruthachadh a chionn ’s gu bheil am fiosrachadh air pàipear san oifis; agus gun inntrigeadh againn dhan oifis. Eimiseanan carboin air an lùghdachadh gu mòr.	COVID-19
	10.2 An dòigh-obrach againn mar bhuidheann air atharrachadh gus tighinn gu	O thoiseach na bliadhna 20/21, chan eil neach sam bith sa bhuidhinn air a bhith a’ siubhail.	COILEANTA

Seisean Fosgailte
Cuspair 5.1 PT1

	meidh- neoni ann an eimiseanan cho luath 's a ghabhas	Leis gu bheil na dòighean eile airson coinneamhan a chumail ag obair gu math, bidh sinn gan cumail fiu 's nuair a bhios e ceadaichte dhuinn a bhith a' siubhal. Nas lagha de phàipear/inc air a chleachdadh mar thoradh air barrachd obair didseatach	
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PCC air an coileanadh

Bliadhna	PCC air an coileanadh		PCC nach eil air an coileanadh		PCC air an tug COVID-19 buaidh	
	Àir.	%	Àir.	%	Àir.	%
2020/21	4	40%	1	10%	5	50%
2019/20	7	78%	1	11%	1	11%

Targaidean air an coileanadh

Bliadhna	Targaidean air an coileanadh		Targaidean nach eil air an coileanadh		Targaidhean air an tug COVID-19 buaidh		Cruinneachadh dàta air an tug COVID-19 buaidh	
	Àir.	%	Àir.	%	Àir.	%	Àir.	%
2020/21	18	72%	1	4%	4	16%	2	8%
2019/20	7	78%	1	11%	-	-	1	19%



A' freagairt ri	Comataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	01/09/2021
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	5.2

Tìotal a’ Phàipeir	Coileanadh a’ Phlana Gnìomh 2021/22		
Moladh do Bhuill	Airson fiosrachadh *		
Neach-labhairt:	Shona NicIllinnein, Ceannard		
Cùrsa Riaghlachais airson na h-Aithris		Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris
Sgioba-stiùiridh		11/08/2021	Airson aontachadh
Pàipear-taice air a cheangal ris		Tha- PT1 – Coileanadh a’ Phlana Gnìomh 21-22	
1.0	Adhbhar		
1.1	’S e as adhbhar don phàipear seo fiosrachadh a thoirt don Chomataidh air coileanadh ghnìomhan ann an 2021/22 mu choinneamh na chaidh a chur ron bhuidhinn ann am Plana Chorporra 2018/23 agus Plana Gnìomh 2021/22.		
2.0	Cùl-fhiosrachadh		
2.1	Tha am Plana Corporra aig Bòrd na Gàidhlig a’ comharrachadh 9 builean coileanadh a bhios gan cleachdadh airson measadh a dhèanamh air coileanadh mu choinneamh phrìomhachasan ro-innleachdail a tha rin coileanadh ro 2023.		
2.2	Tha Plana Gnìomh 2021/22 a’ comharrachadh ghnìomhan sònraichte a thèid a choileanadh gus adhartas a dhèanamh le prìomhachasan ro-innleachdail bhon Phlana Chorporra. Tha na clàran san aithisg an cois seo a’ toirt iomradh air an adhartas a tha ga dhèanamh leis a seo.		
3.0	Prìomh Aithris/Fiosrachadh		
3.1	<p>Aig an ìre seo, cha mhòr gu bheil cùisean a’ ruith mar a bha an dùil. Tha aon rud ann a tha a’ bualadh air feadhainn de na gnìomhan agus sin atharrachaidhean san sgioba. Tha dà dhreuchd anns an sgioba foghlaim bàn an-dràsta ach le dùil gum bi daoine a’ tòiseachadh a dh’aithghearr agus tha seirbheis nan tràth-bhliadhnaichean air a ruith tro chom-pàirteachas le CnamP agus CnaG.</p> <p>Aig an àm seo, thathar den beachd gur ann mar seo a tha an suidheachadh: Àireamh de Ghnìomhan uile gu lèir: 51 Air an coileanadh: 16 (31%) Fo sheòl le dùil gum bi iad dèante taobh a-staigh na bliadhna: 30 (59%) Fo sheòl gun dùil gum bi e dèanta taobh a-staigh na bliadhna: 1 (2%) Gun a bhith air tòiseachadh ach le dùil gum bi iad dèante ro dheireadh na bliadhna: 3 (6%) Gun a bhith a’ dol air adhart air sgàth atharrachaidhean sa bhuidhinn: 1 (2%)</p> <p>Tha barrachd fiosrachadh sa phàipear PT1 air gach gnìomh.</p>		
4.0	Moladh		
4.1	Tha am pàipear seo airson fiosrachadh is thathar ag iarraidh air Buill toirt fa-near don		

	fhiosrachadh seo.																																				
5.0	Prìomh Bhuidhean Ro-innleachdadh																																				
5.1	Buidhean air Ionmhas																																				
	Tha an obair sa Phlana Gnìomh a' bualadh gu mòr air an ionmhas againn. Bidh an obair seo a' tachairt taobh a-staigh nam buidseatan againn.																																				
5.2	Buidhean air Luchd-obrach																																				
	Bha buaidh mhòr air an luchd-obrach oir tha an aithisg seo a' toirt iomradh air iomadh gnìomh a tha an sgioba a' toirt air adhart, a' mhòr chuid a bha sa Phlana Gnìomh 21/22 ach bidh obair eile a' nochdadh tron bhliadhna.																																				
5.3	Buidhean air Trèanadh																																				
	Chan eil buaidh dhìreach sam bith aig an aithisg seo air trèanadh ach le cuid de na gnìomhan, tha iad a' ciallachadh gum bi trèanadh a bharrachd a dhìth air cuid.																																				
5.4	Ceanglaichean ri Amasan Ro-innleachadh agus Corporra																																				
	Tha am pàipear seo a' cur ris na ceithir amasan corporra aig Bòrd na Gàidhlig.																																				
5.5	Ceanglaichean ris an Fhrèam-obrach Coileanaidh Nàiseanta																																				
	<table border="1"> <thead> <tr> <th colspan="2">AR N-ADHBHAR</th> <th colspan="2">AR LUACHAN</th> </tr> </thead> <tbody> <tr> <td colspan="2">Fòcas air a bhith a' cruthachadh dùthaich nas soirbheachaile le cothroman do dh'Alba air fad soirbheachadh tro bhith a' cur ri sunnd, agus ri fàs eaconamach seasmach agus in-ghabhalach</td> <td colspan="2">'S e comann-sòisealta a th' annainn a tha a' dèiligeadh ri ar sluagh le caoimhneas, urram agus co-fhaireachdainn, a' toirt spèis do riaghladh an lagha, agus a tha ag obair ann an dòigh a tha fosgailte agus follaiseach</td> </tr> <tr> <th colspan="4">AR LUACHAN BUILEAN NÀISEANTA</th> </tr> <tr> <td>Còraichean daonna</td> <td><input type="checkbox"/></td> <td>Clann is Òigridh</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Cultar</td> <td><input checked="" type="checkbox"/></td> <td>Coimhearsnachdan</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Àrainneachd</td> <td><input checked="" type="checkbox"/></td> <td>Bochdainn</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Slàinte</td> <td><input type="checkbox"/></td> <td>Eadar-nàiseanta</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Foghlam</td> <td><input checked="" type="checkbox"/></td> <td>Eaconamaidh</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td colspan="3">Gnothachasan soirbheachail is ùr-ghnàthach</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table>	AR N-ADHBHAR		AR LUACHAN		Fòcas air a bhith a' cruthachadh dùthaich nas soirbheachaile le cothroman do dh'Alba air fad soirbheachadh tro bhith a' cur ri sunnd, agus ri fàs eaconamach seasmach agus in-ghabhalach		'S e comann-sòisealta a th' annainn a tha a' dèiligeadh ri ar sluagh le caoimhneas, urram agus co-fhaireachdainn, a' toirt spèis do riaghladh an lagha, agus a tha ag obair ann an dòigh a tha fosgailte agus follaiseach		AR LUACHAN BUILEAN NÀISEANTA				Còraichean daonna	<input type="checkbox"/>	Clann is Òigridh	<input checked="" type="checkbox"/>	Cultar	<input checked="" type="checkbox"/>	Coimhearsnachdan	<input checked="" type="checkbox"/>	Àrainneachd	<input checked="" type="checkbox"/>	Bochdainn	<input type="checkbox"/>	Slàinte	<input type="checkbox"/>	Eadar-nàiseanta	<input type="checkbox"/>	Foghlam	<input checked="" type="checkbox"/>	Eaconamaidh	<input checked="" type="checkbox"/>	Gnothachasan soirbheachail is ùr-ghnàthach			<input checked="" type="checkbox"/>
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5.6	Buidhean air Cliù																																				
	Thathar an dùil gum bi an aithisg seo a' cur ri cliù na buidhne leis an eòlas a tha ri fhaighinn air obair na buidhne.																																				
5.7	Buidhean air Slàinte is Sàbhailteachd																																				
	Chan eil buaidh dhìreach sam bith aig an aithisg seo air Slàinte is Sàbhailteachd.																																				
5.8	Buidhean Laghail																																				
	Chan eil buaidh laghail dhìreach sam bith aig an aithisg seo.																																				
5.9	Buidhean air Co-ionannachd																																				
	Chan eil buaidh sam bith a bharrachd aig an aithisg seo air co-ionannachd.																																				
5.10	Buidhean air Àrainneachd																																				
	Tha an dòigh-obrach ùr a' dèanamh feum dhan àrainneachd oir cha robh siubhal ann tron bhliadhna gu ruige seo is bidh na dòighean-obrach ùra a' bualadh air mar a bhios sinn ag obair sna bliadhnaichean ri teachd.																																				



A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	01/09/2021
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	06.1

Tìotal a' Phàipeir	Amasan Àrd-ìre	
Moladh do Bhuill	Ri Aontachadh	
Neach labhairt:	Shona NicIllinnein, Ceannard Anna Walker, Oifigear Phlanaichean Cànan Kyle Orr, Oifigear Phlanaichean Cànan	
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris
Sgioba-stiùiridh	19/08/2021	Ri Aontachadh
Pàipear-taice air a cheangal ris	PT1 - PGR035 EO2 Comhairle Siorrachd Obar Dheathain PT2 - PGR061 E03 Taighean-tasgaidh Nàiseanta Alba	
1.0	Adhbhar	
1.1	A' sireadh aonta na Comataidh airson dreachd de na h-amasan àrd-ìre airson 2 ùghdarrasan poblach.	
2.0	Cùl-fhiosrachadh	
2.1	Chaidh an dreachd de na h-amasan àrd-ìre ann am PT1 – PT2 ullachadh ann an com-pàirteachas leis na h-ùghdarrasan poblach seo.	
3.0	Prìomh Aithris/Fiosrachadh	
3.1	Tha na h-Amasan Àrd-ìre stèidhichte air na prìomhachasan anns a' Phlana Cànan Nàiseanta Gàidhlig 2018-23.	
3.2	Ma thèid aontachadh ris na h-amasan àrd-ìre seo, thèid iad gu Ministear na h-Alba le uallach airson na Gàidhlig airson fiosrachadh.	
4.0	Moladh	
4.1	Aire a thoirt don fhiosrachadh ann am PT1 agus PT2.	
4.2	Aonta a chur ris na h-amasan àrd-ìre agus ris na h-amasan airson seirbheisean corporra ann am PT1 agus PT2.	
5.0	Prìomh Bhuidhean Ro-innleachdach	
5.1	Buidhean air Ionmhas Chan eil buaidh ionmhais ann.	
5.2	Buidhean air Luchd-obrach Cha bhi buaidh mhì-àbhaisteach ann air an luchd-obrach.	
5.3	Buidhean air Trèanadh	

	Chan eil buaidh ann air trèanadh.																																				
5.4	<p>Ceanglaichean ri Amasan Ro-innleachdail agus Corporra</p> <p>Tha planaichean Gàidhlig reachdail air aon dè na prìomh dhòighean anns am bi Bòrd na Gàidhlig a’ cur a’ Phlana Cànanin Nàiseanta Ghàidhlig agus Plana Corporra na buidhne an gnìomh.</p> <p>Bidh na planaichean seo a’ cur air adhart nam prìomh amasan anns a’ phlana chorporra aig Bòrd na Gàidhlig gu sònraichte mar a leanas:-</p> <p><i>“A’ dèanamh cinnteach gum bi buaidh nas motha aig Planaichean Gàidhlig air cùisean agus a’ toirt taic do dh’Ùghdarrasan Poblach gus sanasachd a dhèanamh air an obair a nì iad don Ghàidhlig”</i></p>																																				
5.5	<p>Ceanglaichean ris an Fhrèam-obrach Coileanaidh Nàiseanta</p> <table><tr><th colspan="2">AR N-ADHBHAR</th><th colspan="2">AR LUACHAN</th></tr><tr><td colspan="2">Fòcas air a bhith a’ cruthachadh dùthaich nas soirbheachaile le cothroman do dh’Alba air fad soirbheachadh tro bhith a’ cur ri sunnd, agus ri fàs eaconamach seasmhach agus in-ghabhalach</td><td colspan="2">’S e comann-sòisealta a th’ annainn a tha a’ dèiligeadh ri ar sluagh le caoimhneas, urram agus co-fhaireachdainn, a’ toirt spèis do riaghladh an lagha, agus a tha ag obair ann an dòigh a tha fosgailte agus follaiseach</td></tr><tr><th colspan="4">AR LUACHAN BUILEAN NÀISEANTA</th></tr><tr><td>Còraichean daonna</td><td><input checked="" type="checkbox"/></td><td>Clann</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Cultar</td><td><input checked="" type="checkbox"/></td><td>Coimhearsnachdan</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Àrainneachd</td><td><input type="checkbox"/></td><td>Bochdainn</td><td><input type="checkbox"/></td></tr><tr><td>Slàinte</td><td><input type="checkbox"/></td><td>Eadar-nàiseanta</td><td><input type="checkbox"/></td></tr><tr><td>Foghlam</td><td><input checked="" type="checkbox"/></td><td>Eaconamaidh</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Gnothachasan soirbheachail is ùr-ghnàthach</td><td><input checked="" type="checkbox"/></td><td></td><td></td></tr></table>	AR N-ADHBHAR		AR LUACHAN		Fòcas air a bhith a’ cruthachadh dùthaich nas soirbheachaile le cothroman do dh’Alba air fad soirbheachadh tro bhith a’ cur ri sunnd, agus ri fàs eaconamach seasmhach agus in-ghabhalach		’S e comann-sòisealta a th’ annainn a tha a’ dèiligeadh ri ar sluagh le caoimhneas, urram agus co-fhaireachdainn, a’ toirt spèis do riaghladh an lagha, agus a tha ag obair ann an dòigh a tha fosgailte agus follaiseach		AR LUACHAN BUILEAN NÀISEANTA				Còraichean daonna	<input checked="" type="checkbox"/>	Clann	<input checked="" type="checkbox"/>	Cultar	<input checked="" type="checkbox"/>	Coimhearsnachdan	<input checked="" type="checkbox"/>	Àrainneachd	<input type="checkbox"/>	Bochdainn	<input type="checkbox"/>	Slàinte	<input type="checkbox"/>	Eadar-nàiseanta	<input type="checkbox"/>	Foghlam	<input checked="" type="checkbox"/>	Eaconamaidh	<input checked="" type="checkbox"/>	Gnothachasan soirbheachail is ùr-ghnàthach	<input checked="" type="checkbox"/>		
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Gnothachasan soirbheachail is ùr-ghnàthach	<input checked="" type="checkbox"/>																																				
5.6	<p>Buaidhean air Cliù</p> <p>Le bhith a’ co-obrachadh leis na h-ùghdarrasan poblach seo gus na h-amasan àrd-ìre a chur ri chèile, bidh seo a’ neartachadh a’ cheangail eadar Bòrd na Gàidhlig agus na h-ùghdarrasan.</p>																																				
5.7	<p>Buaidhean air Slàinte is Sàbhailteachd</p> <p>Chan eil buaidh air slàinte is sàbhailteachd</p>																																				
5.8	<p>Buaidhean Laghail</p> <p>Tha am pròiseas seo stèidhichte air na dleastanasan reachdail aig Bòrd na Gàidhlig gus Achd na Gàidhlig (Alba) 2005 a chur an gnìomh. Tha dleastanasan aig cuid de na h-ùghdarrasan seo cuideachd fo sgèith Achd an Foghlaim (Alba) 2016.</p>																																				
5.9	<p>Buaidhean air Co-ionannas</p> <p>Chan eil buaidh dhìreach air co-ionannas tro na h-amasan àrd-ìre seo ach bidh oifigearan a’ Bhùird a’ cumail sùil air cùisean co-ionannachd mar phàirt den phròiseas dearcnachaidh ann an co-bhonn leis na h-ùghdarrasan seo.</p>																																				
5.10	<p>Buaidhean air an Àrainneachd</p> <p>Cha bhi buaidh air an àrainneachd.</p>																																				

Amasan Àrd-Ìre Taighean-tasgaidh Nàiseanta na h-Alba | National Museums Scotland High Level Aims

Gaelic Language Plan Edition 3

Amasan Àrd-Ìre	High-level Aims
Airson an cur a-steach do dh'eagran 3 de Phlana Gàidhlig Taighean-tasgaidh Nàiseanta na h-Alba	For inclusion in edition 3 of National Museums Scotland Gaelic Language Plan
A' cleachdadh na Gàidhlig	Using Gaelic
A' lorg dhreuchdan a thèid ainmeachadh mar Gàidhlig riatanach agus a' fastadh a rèir seo.	Identify staff roles that can be identified as Gaelic essential posts and recruit accordingly.
A' meudachadh na h-àireimh de luchd-obrach saor-thoileach aig a bheil sgilean Gàidhlig.	Increase the number of volunteers with Gaelic language skills.
A' meudachadh cleachdadh na Gàidhlig ann an conaltradh le clann ann am Foghlam tro Mheadhan na Gàidhlig	Increase the use of Gaelic when engaging with children in Gaelic Medium Education.
A' fàs na rainse, an uireid agus nan cothroman gus Gàidhlig a chleachdadh (bruidhinn, leughadh, sgrìobhadh) air feadh gach taigh-tasgaidh is taisbeanadh.	Grow the range, quantity and opportunities to use Gaelic (speaking, reading, writing) across each museum and exhibition.
A' cur taic ri cleachdadh na h-iomairt Cleachd airson luchd-labhairt a chomharrachadh anns an sgioba.	Support the use of the Cleachd initiative to identify Gaelic speakers within the team.
Ag ionnsachadh na Gàidhlig	Learning Gaelic
A' leantainn air le stuth a chruthachadh airson cleachdadh anns na taighean-tasgaidh agus/no air-loidhne a bhios a' cumail taic ri luchd-labhairt fileanta agus luchd-ionnsachaidh gus na sgilean Gàidhlig aca a leasachadh agus gan ionnsachadh air cruinneachaidhean, fuighill agus stuthan eile an taigh-tasgaidh	Continue to produce materials for use in the museums and/or online that will assist both fluent speakers and learners to develop their Gaelic skills whilst educating them on collections, artefacts and other museum materials.
A' cur na Gàidhlig air adhart	Promoting Gaelic
Far a bheil cuspair gu dlùth-cheangailte ri cànan, cultar is dualchas na Gàidhlig, a' dèanamh cinnteach gu bheil seo follaiseach soilleir do luchd-tadhail anns na cànan as fhreagarraiche, Gàidhlig nam measg.	Where a subject matter is closely linked to Gaelic language, culture and heritage ensure that this is made clear to visitors in the most appropriate languages, including Gaelic.



Amasan Sheirbheisean Corporra | Corporate Service Aims

Amasan airson Seirbheisean Corporra	Corporate Service Aims
Àrd Phrionnsapalan	Overarching Principles
Spèis Cho-ionann A h-uile gealladh anns a' Phlana Ghàidhlig air a lìbhrigeadh dhan aon ìre anns a' Ghàidhlig agus anns a' Bheurla.	Equal Respect Gaelic language plan commitments delivered to an equal standard in both Gaelic and English.
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.	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.
Treas Partaidhean A' dearbhadh gum bi ALEOs agus cunnraidhean eile ag obair gus plana Gàidhlig an ùghdarrais phoblaich a chur an gnìomh.	Third Parties Ensure that Arm's Length Executive Organisations and other contractors help with the delivery of the public authority Gaelic language plan.
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 bhuidheatan stèidhichte gus Gàidhlig a thoirt air adhart.	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.
Pàrantan Corporra Gu bheilear 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.	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.
Inbhe	Status
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.	Logo Aim to render the corporate logo in both Gaelic and English at the first opportunity and as part of any renewal process.
Soidhnichean Prìomh shoidhnichean air an dèanamh dà-chànanach nuair a thathar gan ùrachadh.	Signage Prominent signage will include Gaelic and English as part of any renewal process.



Conaltradh leis a' phoball	Communicating with the public
Brosnachadh Teachdaireachdan gu bheil fàilte air conaltradh sa Ghàidhlig bhon poball daonnan.	Promotion Positive message that communication from the public in Gaelic is always welcome.
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.	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.
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.	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.
Coinneamhan Cothroman airson coinneamhan dà-chànanach no sa Ghàidhlig a chumail air an rannsachadh gu cunbhalach agus air am brosnachadh.	Public meetings Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted.
Fiosrachadh	Information
Fiosan-naidheachd Prìomh fhiosan-naidheachd agus fiosan-naidheachd mu dheidhinn na Gàidhlig air an cuairteachadh sa Ghàidhlig agus sa Beurla.	News releases High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.
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.	Social Media Gaelic content distributed regularly through social media, guided by the level of actual and potential users
Làrach-lìn Stuth Gàidhlig air làrach-lìn an ùghdarrais phoblaich, le prìomhachas air na duilleagan le faicsinneachd mhòr.	Website Gaelic content should be available on the public authority's website, with emphasis given to the pages with the highest potential reach.
Irisean Corporra Irisean corporra sa Ghàidhlig agus Beurla le prìomhachas air sgrìobhainnean le faicsinneachd mhòr.	Corporate Publications Produced in Gaelic and English, with priority given to those with the highest potential reach.
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' bhuaidh as motha.	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.



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





A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	01/09/2021
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	7.1

Tìotal a’ Phàipeir	Plana obrach na Comataidh		
Moladh do Bhuill	Ri Aontachadh		
Neach labhairt:	Shona NicIllinnein, Ceannard		
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris	
Sgioba-stiùiridh	11/08/2021	Ri Aontachadh	
Pàipear-taice air a cheangal ris	PT1 Plana-obrach		
1.0	Adhbhar		
1.1	Gus prògram-obrach na Comataidh aontachadh.		
2.0	Cùl-fhiosrachadh		
2.1	Tha prògram-obrach aig an dà Chomataidh agus aig a’ Bhòrd-stiùiridh aig BnG. Tha iad feumail ann am planadh agus ann an dearbhadh gun tèid na cuspairean iomchaidh is cunbhalach air beulaibh choinneamhan.		
3.0	Prìomh Aithris/Fiosrachadh		
3.1	Tha atharrachaidhean sa phlana obrach mar a leanas: Ionmhas <ul style="list-style-type: none">Aithisg Bhliadhnail air solarachadh Leis gu bheil fiosrachadh coimeirsealta san aithisg, chaidh seo a chuirteachadh tro phost-d. ’S ann airson fiosrachadh a bha an aithisg. Ionnsachadh: <ul style="list-style-type: none">Àireamhan foghlaim is inbhich Leis gu bheil dearbhadh deireannach a dhith, thèid seo a chuirteachadh tro phost-d.		
4.0	Moladh		
4.2	Aonta a chur ris a’ phlana obrach mar a tha e.		
5.0	Prìomh Bhuidhean Ro-innleachdach		
5.1	Buidhean air Ionmhas Chan eil buaidh ann.		
5.2	Buidhean air Luchd-obrach Bidh am plana obrach a’ toirt stiùir dhan sgioba air an obair a tha a dhìth airson aithisgean a chur chun na Comataidh.		
5.3	Buidhean air Trèanadh Chan eil buaidh ann.		
5.4	Ceanglaichean ri Amasan Ro-innleachdail agus Corporra Tha am pàipear seo a’ cur ris an amas gun cum Bòrd na Gàidhlig air a’ leasachadh nan dòighean-obrach aige.		
5.5	Ceanglaichean ris an Fhrèam-obrach Coileanaidh Nàiseanta		

Seisean Fosgailte : Open Session
Cuspair 7.1

AR N-ADHBHAR		AR LUACHAN	
Fòcas air a bhith a' cruthachadh dùthaich nas soirbheachaile le cothroman do dh'Alba air fad soirbheachadh tro bhith a' cur ri sunnd, agus ri fàs eaconamach seasmhach agus in-ghabhalach		'S e comann-sòisealta a th' annainn a tha a' dèiligeadh ri ar sluagh le caoimhneas, urram agus co-fhaireachdainn, a' toirt spèis do riaghladh an lagha, agus a tha ag obair ann an dòigh a tha fosgailte agus follaiseach	
AR LUACHAN BUILEAN NÀISEANTA			
Còraichean daonna	<input type="checkbox"/>	Clann	<input type="checkbox"/>
Cultar	<input type="checkbox"/>	Coimhearsnachdan	<input type="checkbox"/>
Àrainneachd	<input type="checkbox"/>	Bochdainn	<input type="checkbox"/>
Slàinte	<input type="checkbox"/>	Eadar-nàiseanta	<input type="checkbox"/>
Foghlam	<input type="checkbox"/>	Eaconamaidh	<input type="checkbox"/>
Gnothachasan soirbheachail is ùr-ghnàthach		<input checked="" type="checkbox"/>	
5.6	Buaidhean air Cliù Tha e cudromach do chliù na buidhne gu bheil siostaman ann a bhios a' dearbhadh gu bheil deagh riaghlaidh aig a' bhuidhinn.		
5.7	Buaidhean air Slàinte is Sàbhailteachd Chan eil buaidh air slàinte is sàbhailteachd		
5.8	Buaidhean Laghail Bidh am plana obrach a' cur ri coileanadh nan dleastanasan reachdail agus deagh riaghlaidh aig BnG.		
5.9	Buaidhean air Co-ionannas Cha bhi buaidh air co-ionannas		
5.10	Buaidhean air an Àrainneachd Cha bhi buaidh air an àrainneachd.		

A' CHOMATAIDH POILEASaidh IS GHOIREASAN
Plana Obrach 2021/22 (03/08/2021)

MÌOS		Gear 2021	Màrt 2021	Gibl 2021	Cèit 2021 18mh	Ògmh 2021	Iuch 2021	Lùn 2021	Sult 2021 1mh	Dàmh 2021	Samh 2021 9mh	Dùbh 2021	Faoi 2022 26mh	Gear 2022
Ceann-latha Coinneamh na Comataidh														
A h-uile Coinneamh Puingean Stèidhichte	Cùisean Tòiseachaidh / Fàilte													
	Geàrr-chunntas na Coinneimh mu Dheireadh													
	Clàr Ghnìomhan								✓		✓		✓	
	Sùil air a' Phlana Obrach				✓									
	Leirmheas air a' choinneamh													
	Taisbeanaidhean													
Deagh Riaghladh	Poileasaidhean Daonna				✓				✓		✓		✓	
	Suirbhidh luchd-obrach								✓					
	Ro-Innleachd ICT								✗					
	Ùrachadh Bun-Riaghailtean na Comataidh				✓								✓	
	Eifeachdas na Comataidh				✓									
	Aithisg Bhliadhnail na Comataidh				✓									
	Dàta daonna				✓									
	Slàinte is Sàbhailteachd				✓									
	Aithisg Bhliadhnail				✓									
	Sgrùdadh Ràitheil den Phlana Gnìomh 2021/22				✓				✓		✓		✓	
Ionmhas	Aithisg Ràitheil air Ionmhas				✓				✓		✓		✓	
	Tabhartasan eadar £50,001 agus £100,000				✓				✓		✓		✓	
	Plana ionmhais meadhan-ùine				✗								✓	
	Buidseat bliadhnail								✓				✓	
	Annual Procurement Report								✓					
Cleachdadh	Planaichean Gàidhlig				✓				✓		✓		✓	
	Amasan Àrd-ìre				✓				✓		✓		✓	
	Adhartas nam prìomh bhuidhnean libhrigidh												✓	
	Molaidhean taic-airgid nam prìomh bhuidhnean												✓	
	Adhartas le cuir an gnìomh nam planaichean													
Ionnsachadh	Àireamhan foghlaim – clann is inbhidh								✓*					
	Àireamhan luchd-teagaisg ùra & oileanaich teagaisg										✓			
	Adhartas air foghlaim àrd-sgoile				✓						✓		✓	
	Adhartas air a' Trusadh agus a' Glèidheadh luchd-teagaisg				✓								✓	
Puingean Ad Hoc	Buaidh bho thaic BnG air obair òigridh				✓									
	Buaidh bho aontaidhean 3-bliadhna										✓			

*tro phost-d