

## **Bòrd Guide to Information**

### **Introduction**

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available;
- tell the public how to access the information and what it might cost.

Bòrd na Gàidhlig has adopted the Model Publication Scheme 2015 produced by the Scottish Information Commissioner (SIC).

This scheme was last updated in September 2021.

You can see this scheme on our website at <https://www.gaidhlig.scot/en/our-work/corporate/access-to-information/> or by contacting us at the address below.

### **Our Guide to Information**

The purpose of this Guide to Information is to:

- allow the public to see what information is available (and what is not available) in relation to each class;
- state what charges may be applied;
- explain how to find the information easily;
- provide contact details for enquiries and to get help with accessing the information; and
- explain how to request information we hold that has not been published

### **Availability and formats**

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this - see charges below).

\*\* It is not currently possible for us to provide paper copies as Bòrd na Gàidhlig staff are all working from home due to the COVID-19 situation. \*\*

### **Exempt information**

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we will remove or 'black out' the information before publication and explain why.

### **Copyright**

Where Bòrd na Gàidhlig holds the copyright in its published information, the information may be copied or reproduced without formal permission, provided that:

- it is copied or reproduced accurately;
- it is not used in a misleading context; and
- the source of the material is identified.

Where Bòrd na Gàidhlig does not hold the copyright in information we publish, we will make this clear.

## **Charges**

This section explains when we may make a charge for our publications and how any charge will be calculated.

We aim to provide all information requested free of charge. Information on our website and copies of any corporate publications which are already printed and available are free of charge although we may charge for postage.

There is no charge to view information on our website or at our premises.

\*\* It is not currently possible for us to provide paper copies as Bòrd na Gàidhlig staff are all working from home due to the COVID-19 situation. \*\*

We may charge for providing information to you in particular formats, for example, providing photocopies and posting them to you but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per side of paper is shown in the tables below:

- ***Black and White Photocopying***
- A4: 10p per sheet
  
- ***Colour photocopying***
- A4: 20p per sheet

Postage costs will be recharged at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy, pro rata, of the total print run.

Please note that this charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

## **Contact us**

You can contact our Publication Scheme Officer for assistance with any aspect of this publication scheme:

Email: [oifis@gaidhlig.scot](mailto:oifis@gaidhlig.scot)

We will also advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of the publication scheme.

## **Duration**

Bòrd na Gàidhlig aims to ensure at least all information relevant to the current financial year, in addition to the two previous financial years, is available through the website. Where this information is not available on the website, it can be provided by request.

## **The classes of information that we publish**

The information in our publication scheme is grouped into 9 classes, which are as follows:

**Class 1:** About Bòrd na Gàidhlig

**Class 2:** How we deliver our functions and services

**Class 3:** How Bòrd na Gàidhlig takes decisions and what it has decided

**Class 4:** What Bòrd na Gàidhlig spends and how it spends it

**Class 5:** How Bòrd na Gàidhlig manages its human, physical and information resources

**Class 6:** How Bòrd na Gàidhlig procures goods and services from external providers

**Class 7:** How Bòrd na Gàidhlig is performing

**Class 8:** Bòrd na Gàidhlig's commercial publications

**Class 9:** Bòrd na Gàidhlig's Open Data

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## Class 1: About Bòrd na Gàidhlig

### General Information about the Authority.

Information about Bòrd na Gàidhlig: who we are, where to find us, how to contact us, how we are managed and our external relations

Information	How to access it
The Gaelic Language Act	<a href="#">Click here</a>
National Gaelic Language Plan	<a href="#">Click here</a>
Corporate Plan	<a href="#">Click here</a>
Annual Report & Accounts	<a href="#">Click here</a>
Board Structure	<a href="#">Click here</a>
Staff structure	<a href="#">Click here</a>
Complaints Procedure	<a href="#">Click here</a> <a href="#">Click here</a>
Freedom of Information	<a href="#">Click here</a>
Press Releases	<a href="#">Click here</a>
Contacts	<a href="#">Click here</a>

### Class 2: How we deliver our functions and services

Information about our work, our strategy and policies for delivering functions and services and information for our service users

Information	How to access it
National Gaelic Language Plan	<a href="#">Click here</a>
Corporate Plan	<a href="#">Click here</a>
Executive NDPB Framework Document	<a href="#">Click here</a>
Standing Orders	<a href="#">Click here</a>
Gaelic Language Plans	<a href="#">Click here</a>
Statutory Guidance on Gaelic Education	<a href="#">Click here</a>
Advice on Routes to GME Teaching	
Funding Schemes	<a href="#">Click here</a>
Press Releases	<a href="#">Click here</a>

### Class 3: How Bòrd na Gàidhlig takes decisions and what it has decided

Information about the decisions we take, how we make decisions and how we involve others

Information	How to access it
Annual Report & Accounts	<a href="#">Click here</a>
Minutes of Board	<a href="#">Click here</a>
Committee meetings	<a href="#">Click here</a>
Research Papers	<a href="#">Click here</a>
Funding Schemes	<a href="#">Click here</a>
Press Releases	<a href="#">Click here</a>

### Class 4: What Bòrd na Gàidhlig spends and how it spends it

Information about our strategy for, and management of, financial procedures

Information	How to access it
Annual Report & Accounts	<a href="#">Click here</a>
Policy & Resources Committee	<a href="#">Click here</a>
Audit Committee	<a href="#">Click here</a>
Public Services Reform (Scotland) Act 2010	<a href="#">Click here</a>
Information on Salaries over £58,000	<a href="#">Click here</a>
Information on Members' Salaries	<a href="#">Click here</a>
Press Releases	<a href="#">Click here</a>

**Class 5: How Bòrd na Gàidhlig manages its human, physical and information resources**

Information	How to access it
External ads and vacancies	<a href="#">Click here</a>
Staff Handbook	Available by request
Job Descriptions	Available by request
HR Policies & Procedures	Available by request
Leadership Team Terms of Reference	<a href="#">Click here</a>
Code of Conduct for Bòrd na Gàidhlig Members	<a href="#">Click here</a>
Members Register of Interests	<a href="#">Click here</a>
Register of financial, Business and other interests	<a href="#">Click here</a>

**Class 6: How Bòrd na Gàidhlig procures goods and services from external providers**

Information	How to access it
Contracts Register	<a href="#">Click here – please note that you will need to set up a log in for Public Contracts Scotland.</a>
Tender doc	Available by request. All tenders issued by Bòrd na Gàidhlig are also available from Public Contracts Scotland - <a href="https://www.publiccontractsscotland.gov.uk/default.aspx">https://www.publiccontractsscotland.gov.uk/default.aspx</a> .
Standard Terms and conditions	Available by request
Procurement Policy	Available by request

**Class 7: How Bòrd na Gàidhlig is performing**

Information about how Bòrd na Gàidhlig performs as an organisation, and how well it delivers its functions and services.

Information	How to access it
Annual Reports	<a href="#">Click here</a>
KPI Monitoring	<a href="#">Click here</a>
Press Releases	<a href="#">Click here</a>

**Class 8: Bòrd na Gàidhlig's commercial publications**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

We do not hold or publish any information under this class.

**Class 9: Bòrd na Gàidhlig's Open Data**

Information	How to access it
Bòrd na Gàidhlig publishes a number of different research reports and findings each year although they do not constitute Open Data. Published findings that are publicly available are usually published to our website.	<a href="#">Click here</a>