



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 July 2022.

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.

Dreach <i>Version Number</i>	Adhbhar/Atharrachadh <i>Purpose/Change</i>	Ùghdar <i>Author</i>	Ceann-là <i>Date</i>
V2	Smachd Sgìobhainn air an cur ris is logo BNG	SB	14/10/2022

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

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

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	Click here
National Gaelic Language Plan	Click here
Corporate Plan	Click here
Annual Report & Accounts	Click here
Board Structure	Click here
Staff structure	Click here
Complaints Procedure	Click here Click here
Freedom of Information	Click here
Press Releases	Click here
Contacts	Click here

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	Click here
Corporate Plan	Click here
Executive NDPB Framework Document	Click here
Standing Orders	Click here
Gaelic Language Plans	Click here
Statutory Guidance on Gaelic Education	Click here
Advice on Routes to GME Teaching	
Funding Schemes	Click here
Press Releases	Click here

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	Click here
Minutes of Board	Click here
Committee meetings	Click here
Research Papers	Click here
Funding Schemes	Click here
Press Releases	Click here

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	Click here
Policy & Resources Committee	Click here
Audit Committee	Click here
Public Services Reform (Scotland) Act 2010	Click here
Information on Salaries over £58,000	Click here
Information on Members' Salaries	Click here
Press Releases	Click here

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

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

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

Information	How to access it
Contracts Register	Click here – please note that you will need to set up a log in for Public Contracts Scotland.
Tender doc	Available by request. All tenders issued by Bòrd na Gàidhlig are also available from Public Contracts Scotland - https://www.publiccontractsscotland.gov.uk/default.aspx .
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	Click here
KPI Monitoring	Click here
Press Releases	Click here

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.	Click here