

Bòrd na Gàidhlig

A' Chomataidh Poileasaidh is Ghoireasan

Dimàirt 06/02/2024 09.30 – 12.30

Tro Teams

CLÀR-GNOTHAICH

SEISEAN FOSGAILTE		Policy & Resources Committee	
CÙISEAN TÒISEACHAIDH		Tuesday 06/02/2024 09.30 – 12.30	
1.0		AGENDA	
1.1 Fàilte is Leisgeulan		OPEN SESSION	09.30
1.2 A' nochdadh Chom-pàirtean		OPENING ITEMS	09.30-09.35
<i>Bu chòir do Bhuill com-pàirt ionmhasail no neo-ionmhasail a th' aca ann an cùis sam bith air am bithear a' beachdachadh a chlàradh, le bhith a' comharrachadh na puinge buntainniche agus an t-seòrsa com-pàirt a th' aca.</i>		Welcome & Apologies	
1.3 GISBE		Declarations of Interest	
Bu chòir iartras sam bith airson puingean eile a chur fo GISBE a chur gu Cathraiche na Comataidh ron choinneimh.		<i>Members should declare any financial and non-financial interest they have in the items of business for consideration, identifying the relevant agenda item, and the nature of their interest.</i>	
2.0 IONMHAS		AOCB	
2.1 Airson Fiosrachadh*		<i>Any items for AOCB should be sent for consideration to the Committee Chair prior to the meeting.</i>	
Aithisg Ionmhais gu 31/12/2023		FINANCE	
<i>Nicola Pearson, Ceann an Ionmhais is Chùisean Corporra</i>		For Information*	d. 3
2.2 Ri Aontachadh		Finance Statement to 31/12/2023	
Prìomhachasan Maoin Phlanaichean Gàidhlig 24/25		<i>Nicola Pearson, Head of Finance & Corporate Affairs</i>	
<i>Steven Kellow, Manaidsear Maoineachaidh is Phròiseactan</i>		For Decision	d. 6
2.3 Airson Fiosrachadh		Priorities of Gaelic Plans Fund 24/25	
Adhartais nam Buidhnean Com-pàirteach Libhrigidh 23/24		<i>Steven Kellow, Funding & Projects Manager</i>	
<i>Steven Kellow, Manaidsear Maoineachaidh is Phròiseactan</i>		For Information	d. 11
2.4 Airson Fiosrachadh*		Progress of Delivery Partners 23/24	
Aithris labhairteach air Lìonra Oifigearan Coimhearsnachd Gàidhlig		<i>Steven Kellow, Funding & Projects Manager</i>	
<i>Iain Mac a' Mhaoilein, Stiùiriche Leasachaidh</i>		For Information*	d. 21
		Verbal report on the Gaelic Community Officers Network	
		<i>Iain MacMillan, Director of Development</i>	
3.0 CLEACHDADH		USAGE	
3.1 Ri Aontachadh		For Decision	d. 30
Planaichean Gàidhlig		Gaelic Language Plans	
PT1 PGR040 E03 Gailearaidhean Nàiseanta na h-Alba		PT1 PGR040 E03 National Galleries of Scotland	
<i>Christie NicIleathain, Manaidsear Phlanaidh</i>		<i>Christie MacLean, Planning Manager</i>	
3.2 Ri Aontachadh		For Decision	d. 57
Prìomhachasan Ro-innleachdail		Strategic Priorities	
PT1 PGR073 E01 UHI a Tuath, an Iar is Innse Gall		PT1 PGR073 E01 UHI North, West and Hebrides	
<i>Christie NicIleathain, Manaidsear Phlanaidh</i>		<i>Christie MacLean, Planning Manager</i>	
4.0 IONNSACHADH		LEARNING	
4.1 Airson Fiosrachadh*		For Information*	d. 60
Àireamhean Foghlam – Clann is Inbhich		Education Figures – Children and Adults	
<i>Jennifer McHarrie, Stiùiriche Foghlaim</i>		<i>Jennifer McHarrie, Director of Education</i>	
4.2 Airson Fiosrachadh*		For Information*	d. 62
Adhartas air Foghlam Àrd-sgoile		Progress with Secondary School Education	
<i>Jennifer McHarrie, Stiùiriche Foghlaim</i>		<i>Jennifer McHarrie, Director of Education</i>	
4.3 Airson Fiosrachadh*		For Information*	d. 65
Adhartas air a' trusadh agus a' glèidheadh luchd-teagaisg		Progress on recruiting and retaining teachers	
<i>Jennifer McHarrie, Stiùiriche Foghlaim</i>		<i>Jennifer McHarrie, Director of Education</i>	
5.0 CORPORRA		CORPORATE	
5.1 Ri Aontachadh		For Decision	d. 67
Poileasaidhean Daonna		HR Policies	
PT1 Poileasaidh Trusaidh		PT1 Recruitment Policy	d. 69
PT2 Poileasaidh Co-ionannachd, Iomadachd agus In-gabhaltas		PT2 Equality, Diversity and Inclusion Policy	d. 77
PT3 Poileasaidh Siubhail is Cosgaisean		PT3 Travel and Subsistence Policy	d. 88
PT4 Poileasaidh Obrachadh Sùbailte		PT4 Flexible Working Policy	d. 109
PT5 Poileasaidh Fòrladh is Fòrladh Sònraichte		PT5 Leave and Special Leave Policy	d. 123
<i>Karen Nic a' Ghobhainn, Manaidsear Gnìomhan</i>		<i>Karen Smith, Operations Manager</i>	
6.0 PLANA OBRACH NA COMATAIDH		COMMITTEE WORK PLAN	

6.1	Ri Aontachadh Plana Obrach na Comataidh Poileasaidh is Ghoireasan PT1 Plana obrach 2023/24 PT2 Plana obrach 2024/25 <i>Ealasaid Dhòmhnallach, Ceannard</i>	For Decision Policy & Resources Committee Work Plan PT1 Work plan 2023/24 PT2 Work plan 2024/25 <i>Ealasaid MacDonald, Ceannard</i>	d. 137
7.0	GNOTHACH IOMCHaidH SAM BITH EILE Ceann-latha na h-ath choinneimh: 07/05/2024	ANY OTHER BUSINESS Date for the next meeting: 07/05/2024	
8.0	TAISBEANADH Acair	PRESENTATION Acair	

Pàipearan Fiosrachaidh

Tha pàipearan 'Airson Fiosrachadh' airson toirt-fa-near agus chan eil ùine deasbaid no còmhraidh air a chur mun coinneamh sa chlàr-ghnothaich.

Far a bheil cothrom ann deasbad is còmhraidh a chumail air pàipearan 'Airson Fiosrachadh', bidh na pàipearan sin air an comharrachadh le rionnag * air a chlàr-ghnothaich.

Bidh cothrom aig Buill deasbad iarraidh air pàipearan 'Airson Fiosrachadh' air nach eil rionnag * le bhith a' leigeil fios do Chathraiche a' Chomataidh co-dhiù latha ron choinneimh.

Far a bheil ceistean aig Buill co-cheangailte ri leithid clàr-ghnìomhan, poileasaidhean, planaichean no 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 choinneimh. Cuiridh an sgioba rianachd a' cheist sin air adhart chun an oifigeir iomchaidh airson freagairt, agus airson a bhith cothromach thèid an fhreagairt a' sgaoileadh air na Buill gu lèir gus am bi an aon thuigse an uair sin aig a h-uile neach.

For Information Papers

'For Information' papers are for noting and time for debate or discussion is not allocated in the agenda.

Where there is an opportunity to debate and discuss 'For Information' papers, these papers will be marked with an asterisk * on the agenda.

Members will have the opportunity to request a discussion on unstarred 'For Information' papers * by notifying the Chair of the Committee at least one day in advance of the meeting.

Where Members have questions related to items such as agendas, policies, plans, or financial matters contained in the papers, they are encouraged to email these questions to oifis@gaidhlig.scot at least two working days in advance of the meeting. The administrative team will forward that question to the appropriate officer for an answer, and in the interests of fairness, the answer will be circulated to all Members so that everyone has the same understanding



For	Policy and Resources Committee
Date of Meeting	06/02/2024
Location:	Online
Item on Agenda	2.1

Paper Title	Finance Report to 31 December 2023																			
Recommendation	For Information *																			
Spokesperson	Nicola Pearson, Head of Finance & Corporate Affairs																			
Governance Route	Date of Meeting	Decision																		
Leadership Team	25/01/2024	For Information																		
Appendices:	PT1 – Finance Report																			
1.0	Purpose																			
1.1	To give information to the Committee on the financial position as at 31 December 2023. The paper is in English as it will be presented by the Head of Finance and Corporate Affairs.																			
2.0	Background																			
2.1	Bòrd na Gàidhlig has a total budget of £5,622k for the financial year 2023/24. This is the baseline Grant in Aid (GiA) of £5,179k plus additional GiA for this year of £345k and £98k brought forward from the last financial year. The adjusted high level income and expenditure budgets are detailed below: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Income:</td> <td style="text-align: right;">£m</td> </tr> <tr> <td>Grant-in-aid</td> <td style="text-align: right;">5.524</td> </tr> <tr> <td>Other income</td> <td style="text-align: right;">0.098</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">5.622</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>Expenditure:</td> <td style="text-align: right;">£m</td> </tr> <tr> <td>Development</td> <td style="text-align: right;">3.790</td> </tr> <tr> <td>Running Costs</td> <td style="text-align: right;">1.832</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">5.622</td> </tr> </table>		Income:	£m	Grant-in-aid	5.524	Other income	0.098	Total	5.622	 		Expenditure:	£m	Development	3.790	Running Costs	1.832	Total	5.622
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3.0	Main Points																			
3.1	To the end of December 2023, total spend was £250k behind budget. This was driven by Development cost spend which was underspent by £228k. This was added to by an £22k underspend in running costs to the end of December.																			
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			
	Our Purpose		Our Values	
	To focus on creating a more successful country with opportunities for all of Scotland to flourish through increased wellbeing, and sustainable and inclusive economic growth		We are a society which treats all our people with kindness, dignity and compassion, respects the rule of law, and acts in an open and transparent way	
	AR LUACHAN BUILEAN NÀISEANTA			
	Human Rights	<input type="checkbox"/>	Children & Young People	<input type="checkbox"/>
	Culture	<input type="checkbox"/>	Communities	<input type="checkbox"/>
	Environment	<input type="checkbox"/>	Poverty	<input type="checkbox"/>
	Health	<input type="checkbox"/>	International	<input type="checkbox"/>
	Learning	<input type="checkbox"/>	Economy	<input checked="" type="checkbox"/>
	Successful innovative businesses	<input checked="" type="checkbox"/>		
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			

31 December 2023

		TO 31.12.23				FULL YEAR PROJECTION						
		BUDGET £'000	ACTUAL £'000	VAR £'000	VAR %	BUDGET £'000	ACTUAL £'000	ACTUAL + COMMITTED £'000	EAU £'000	FORECAST £'000	VAR £'000	VAR %
FUNDING / INCOME	Funding brought forward	98	98	0	0%	98	98	98	-	98	0	0%
	Grant in Aid	4,210	4,210	0	0%	5,425	4,210	4,210	-	5,425	0	0%
	Other Grant In Aid	99	99	0	0%	99	99	99	-	99	0	0%
	Reclaimed Funding	-	-	0	0%	-	-	-	-	-	0	0%
	TOTAL AVAILABLE BUDGET	4,407	4,407	0	0%	5,622	4,407	4,407	-	5,622	0	0%
EXPENDITURE	Gaelic Usage	1,544	1,515	-29	-2%	1,890	1,515	1,945	142	2,087	197	10%
	Gaelic Learning	1,234	1,112	-122	-10%	1,546	1,112	1,347	41	1,388	-158	-10%
	Gaelic Promotion	298	221	-77	-26%	354	221	265	50	315	-39	-11%
	TOTAL DEVELOPMENT COSTS	3,076	2,848	-228	-7%	3,790	2,848	3,557	233	3,790	0	0%
	Staff Costs	1,038	1,039	1	0%	1,410	1,039	1,396	-	1,396	-14	-1%
	Other Running Costs	313	290	-23	-7%	422	290	386	50	436	14	3%
	TOTAL RUNNING COSTS	1,351	1,329	-22	-2%	1,832	1,329	1,782	50	1,832	0	0%
TOTAL COSTS	4,427	4,177	-250	-6%	5,622	4,177	5,339	283	5,622	0	0%	

*Committed funds are those that have had approval, purchase order raised and contract sent to client.

**EAU – expected additional utilisation – funds allocated to a specific project but approval, purchase order and contract not yet in place.



A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	06/02/2024
Àite:	Air MS Teams
Nì a' Chlàir-ghnothaich	2.2

Tìotal a' Phàipeir	Prìomhachasan Maoin Phlanaichean Gàidhlig 2024/25	
Moladh do Bhuill	Ri Aontachadh	
Neach labhairt:	Steven Kellow, Manaidsear Maoineachaidh is Phròiseactan	
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris
Sgioba Stiùiridh	24/01/2024	Ri Aontachadh
Comataidh Poileasaidh is Ghoireasan	06/02/2024 (Seisean fosgailte)	Ri Aontachadh
Pàipear-taice air a cheangal ris	PT1 – Fios air taic-airgid aig buidhnean tro Mhaoin Phlanaichean Gàidhlig/GLAIF 2018-24	
1.0	Adhbhar	
1.1	A' sireadh aonta bho Bhuill na Comataidh air na prìomhachasan is riaghailtean airson sgeama Maoin Phlanaichean Gàidhlig 2024/25.	
2.0	Cùl-fhiosrachadh	
2.1	'S e Maoin Phlanaichean Gàidhlig a' phrìomh mhaoin aig Bòrd na Gàidhlig gus taic a chumail ri buidhnean poblach, agus 's e seo an sgeama bliadhna as motha aig Bòrd na Gàidhlig a thaobh buidseat.	
2.2	Chaidh a' mhaoin seo a stèidheachadh ann an 2008 fon ainm GLAIF (Gaelic Language Act Implementation Fund) gus taic a chumail ri buidhnean ann a bhith a' cur an gnìomh nan ciad planaichean Gàidhlig aca.	
2.3	Fhuair 36 pròiseactan taic tro sgeama Maoin Phlanaichean Gàidhlig 2023/24, le luach iomlan de £457,927 san taic.	
2.4	Tha an sgeama seo a' dèanamh feum den chuid as motha den bhuidseat shònraichte a tha Bòrd na Gàidhlig a' faighinn bho Riaghaltas na h-Alba airson leasachadh ro-innleachdail, is seo aig ìre £1.14m ann an 2022/23 is dùil ri suim coltach ris ann an 2024/25.	
3.0	Prìomh Aithris/Fiosrachadh	
3.1	Thathar a' moladh gun tèid sgeama Maoin Phlanaichean Gàidhlig a ruith ann an dà shruth am-bliadhna: <ul style="list-style-type: none"> • Sruth Ùghdarrasan Ro-innleachdail: Taic ri faighinn suas ri 3-bliadhna airson 6 ùghdarrasan ionadail, is taic ri faighinn airson prògraman-obrach seach pròiseactan • Sruth Phròiseactan: Taic ri faighinn airson 1-bliadhna do dh'ùghdarrasan sam bith nach fhaigh taic tron t-Sruth Ùghdarrasan Ro-innleachdail, is taic ri faighinn airson pròiseactan 	
3.2	Thathar a' moladh gum faigh na 6 ùghdarrasan ionadail cothrom taic fhaighinn tron t-Sruth Ùghdarrasan Ro-innleachdail: Comhairle nan Eilean Siar, Comhairle na Gàidhealtachd, Comhairle Earra-Ghàidheal is Bhòid, Comhairle Baile Ghlaschu, Comhairle Baile Dhùn Èideann is Comhairle Siorrachd Lannraig a Tuath.	

3.3	Is iad seo na 6 ùghdarrasan ionadail far a bheil na h-àireamhan as motha de sgoilearan air clàradh ann am foghlaim tro mheadhan na Gàidhlig (a rèir Dàta Foghlaim 2022-23) is iad am measg nam buidhnean a tha a' faighinn na taic as motha tro sgeama Maoin Phlanaichean Gàidhlig/GLAIF sna 5 bliadhna a dh'fhalbh (tha fios ri fhaighinn air seo ann am PT1).
3.4	Thathar an dùil le seo gu bheil cothroman sònraichte aig na h-ùghdarrasan ionadail seo gnìomhan ro-innleachdail a choileanadh airson Gàidhlig sna sgìrean aca, is gum biodh buannachd ann dhaibh a bhith ag obair air bunait nas fhaide de 3 bliadhna is cuideachd le bhith a' toirt air sgiobaidhean taobh a-staigh nan ùghdarrasan aon phrògram-obrach aontachadh seach pròiseactan fa-leth.
3.5	Le sgeama na bliadhna seo thathar an dùil tuilleadh cuideim a chur air mar a tha na h-iarrtasan a' cur an gnìomh planaichean Gàidhlig nan ùghdarrasan, is a' toirt buaidh air leasachadh na Gàidhlig anns na sgìrean aca seach fòcas a bhith air stuthan corporra taobh a-staigh an ùghdarras fhèin. Thathar an dùil gur ann tron amas seo a thig a' bhuannachd as motha a thaobh cleachdadh is ionnsachadh na Gàidhlig.
3.6	Bidh aig ùghdarrasan ri builean is targaidean ainmeachadh airson nam pìosan obrach aca is a bhith a' sealltainn mar a bhios seo a' toirt buaidh air comasan an ùghdarrasan na seirbheisean aca libhrigeadh do luchd na Gàidhlig, is a bhith a' mìneachadh mar a bhios iad a' tomhas na buaidh seo.
3.7	Thathar cuideachd an dùil riaghailt ùr a thoirt a-steach gum bi taic ri faighinn airson dreuchdan sònraichte air ìsleachadh bliadhna-air-bliadhna bho 80% ann am bliadhna 1 is 2, gus 66% ann am bliadhna 3, 33% ann am bliadhna 4 is gun taic ann am bliadhna 5. Tha seo ann airson barrachd uallaich a chur air ùghdarrasan airson dreuchdan is obair àbhaisteachadh taobh a-staigh na h-obrach aca.
3.8	<p>Airson an dà shruth, thèid measadh a dhèanamh air na h-iarrtasan a rèir:</p> <ul style="list-style-type: none"> • Mar a tha iad a' cur an gnìomh a' Phlana Ghàidhlig aca • Mar a tha iad a' cur an gnìomh Plana Nàiseanta 2023-28 • Mar a tha iad a' toirt seachad luach an airgid airson taic-airgid Bhòrd na Gàidhlig • Mar a tha iad a' sealltainn gum bi co-obrachadh ann taobh a-staigh an ùghdarras agus le ùghdarrasan eile agus/no buidhnean sa choimhearsnachd tron obair aca • Mar a tha an t-iarrtas a' sealltainn gu bheil iad comasach air a bhith a' libhrigeadh a' phròiseict • Mar a tha an t-iarrtas a' sealltainn gu bheil a' bhuidheann mothachail air na dleasan aca a thaobh a bhith ag aithneachadh taic-airgid Bhòrd na Gàidhlig, brosnachadh co-ionannachd is Pàrantan Corporra agus lùghdachadh buaidh air an àrainneachd
3.9	Thathar an dùil le seo gun tèid na h-iarrtasan Sruth Ùghdarrasan Ro-innleachdail a chur mu choinneimh a' Bhùird-stiùiridh san t-Sultain 2024 airson co-dhùnadh a dhèanamh orra, is gun tèid beachdachadh air a' chòrr de dh'iarrtasan leis an Sgioba-stiùiridh (leis gu bheil luach nan tabhartasan sin fo ìre £50k).
3.10	Thathar an dùil gum bi buidseat uile-gu-lèir de mu £450k ann airson an sgeama gach bliadhna (tha seo timcheall air an t-suim a bha air a toirt seachad ann an 22/23 is 23/24), is £280k ri fhaighinn do na h-ùghdarrasan fo sgèith Sruth nan Ùghdarrasan Ro-innleachdail is £170k airson an sgeama fhosgailte do bhuidhnean eile.
3.11	Bidh na suimeannan ri fhaighinn do na 6 ùghdarrasan fon Sruth nan Ùghdarrasan Ro-innleachdail a-rèir àireamh luchd-labhairt na Gàidhlig sna sgìrean aca, an àireamh sa cheud den slugh sna sgìrean seo a aig a bheil Gàidhlig, an àireamh sgoilearan ann am foghlam tro

Seisean Fosgailte

Cuspair 2.2

3.12	mheadhan na Gàidhlig sna sgìrean agus cuideachd na suimeanna a tha na h-ùghdarrasan air fhaighinn tron Mhaoin Planaichean Gàidhlig/GLAIF sna 5 bliadhna a dh' fhalbh.	
3.13	Taobh-a-muigh an sgeama, thathar an dùil còmhraidhean a chumail le Comhairle na Gàidhealtachd a thaobh a' phròiseict taic tràth-ìrean aca (a fhuair taic luach £50,000 ann an 2023/24) airson gu bheil dòigh-obrach nas seasmhaiche ann airson an obair seo a choileanadh. Thathar a' moladh clàr-ama mar seo airson an dà shruth:	
	Sruth Phròiseactan	Sruth Ùghdarrasan Ro-innleachdail
	Fosgladh	12 Gearran 2024
	Seiseanan/coinneamhan fiosrachaidh	Anmoch sa Ghearran 2024
	Ceann-là dùnaidh	18 Giblean 2024
	Measadh	Giblean/Cèitean 2024
	Co-dhùnaidhean	Ògmhios 2024
	Pròiseactan a' tòiseachadh	Lùnastal 2024
	Pròiseactan a' crìochnachadh	Lùnastal 2025
		26 Gearran 2024
		Màrt 2024
		30 Cèitean 2024
		Ògmhios-Lùnastal 2024
		Sultain 2024
		Dàmhair 2024
		Sultain 2027
3.14	Thathar a' cur fàilte air beachdan bho Bhuill air prìomhachasan is amasan na sgeama.	
4.0	Moladh	
	Thathar ag iarraidh air Buill a bhith:	
4.1	A' toirt fa-near dhan fhiosrachadh sa phàipear agus ann am PT1.	
4.2	Ag aontachadh ris na riaghailtean is prìomhachasan airson sgeama Maoin Phlanaichean Gàidhlig mar a chaidh ainmeachadh.	
5.0	Prìomh Bhuidhean Ro-innleachdach	
5.1	Buidhean air Ionmhas	
5.1.1	Bidh na sgeamaichean seo taobh a-staigh buidseatann 2024/25 is 2025/26 (a tha ri aontachadh), is thathar an dùil gum bi na cosgaisean gus an sgeama seo a ruith coltach ri cosgaisean 2022/23.	
5.2	Buidhean air Luchd-obrach	
5.2.1	Bidh luchd-obrach an sàs ann a bhith sanasachd nan sgeamaichean, ag obair le buidhnean a tha a' cur iarrtasan a-steach, a' measadh nan iarrtasan, is an uair sin a' cur aontaidhean air dòigh is a bhith ag obair le buidhnean a tha soirbheachail.	
5.2.2	Thathar an dùil gun tèid coinneamhan poblach a chur air dòigh airson gach sgeama gus am bi cothrom ann do dhaoine fios fhaighinn air na sgeamaichean, is coinneamhan sònraichte le ùghdarrasan a tha comasach taic fhaighinn tro Sruth nan Ùghdarrasan Ro-innleachdail gus bruidhinn riutha air cothroman an lùib nan iarrtasan aca.	
5.3	Buidhean air Trèanadh	
	Chan eil gin ann.	
5.4	Ceanglaichean ri Amasan Ro-innleachadh agus Corporra	
5.4.1	Bidh ceanglaichean air an togail anns na h-aontaidhean aig na buidhnean ri Plana Chorporra 2024-28 aig Bòrd na Gàidhlig is bidh aig gach buidheann ri ainmeachadh mar a bhios iad a' cur amasan a' Phlana Nàiseanta an gnìomh.	
5.5	Ceanglaichean ri Frèam-obrach Coileanadh 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,	'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,

Seisean Fosgailte
Cuspair 2.2

	agus ri fàs eaconamach seasmhach agus in-ghabhalach	agus a tha ag obair ann an dòigh a tha fosgailte agus follaiseach	
AR LUACHAN BUILEAN NÀISEANTA			
	Còraichean daonna	<input 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 checked="" type="checkbox"/>
	Foghlam	<input checked="" type="checkbox"/>	Eaconamaidh <input type="checkbox"/>
	Gnothachasan soirbheachail is ùr-ghnàthach		<input checked="" type="checkbox"/>
5.6	Buidhean air Cliù		
5.6.1	Bidh e a' cur ri cliù na buidhne gu bheil dòigh-obrach nas ro-innleachdaile ann airson a bhith a' coimhead air mar a tha airgead tron sgeama air a chosg is gu bheil fòcas air gnìomhan a bhios a' dèanamh diofar air leasachadh na Gàidhlig.		
5.6.2	Dh'fhaodadh buaidh a bhith ann le cuid de dh'ùghdarrasan a' faireachdainn gum bu chòir dhaibh a bhith a' faighinn taic tro Sruth nan Ùghdarrasan Ro-innleachdail, ach thathar den bheachd gur iad seo na buidhnean far a bheil an dòigh as fheàrr a bhith a' tomhas buaidh aontaidhean nas fhaide is nas ro-innleachdaile leis gu bheil an uimhir luchd-labhairt na Gàidhlig anns na sgìrean seo.		
5.7	Buidhean air Slàinte is Sàbhailteachd		
	Chan eil gin ann.		
5.8	Buidhean Laghail		
	Chan eil gin ann		
5.9	Buidhean air Co-ionannas		
	Thèid measadh a dhèanamh air na h-iarrtasan uile le aon de na slatan-tomhais airson prìomhachas a chur air iarrtasan a tha a' cur air adhart co-ionannas agus cothroman do chlann a tha, no a tha air a bhith, fo chùram, a rèir Plana Pàrantan Corporra aig Bòrd na Gàidhlig.		
5.10	Buidhean air an àrainneachd		
	Thèid measadh a dhèanamh air na h-iarrtasan uile le aon de na slatan-tomhais airson prìomhachas a chur air iarrtasan a tha mothachail air dòighean gus buaidh air an àrainneachd a lùghdachadh.		

Taic-airgid MPG no GLAIF 2018/19 gu 2023/24								
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	IOMLAN	Bliadhna
Buidhnean Uile	£607,730	£744,020	£541,675	£761,147	£461,505	£457,927	£3,574,004	
Comhairle na Gàidhealtachd	£116,850	£128,650	£89,000	£121,500	£101,675	£97,150	£654,825	6/6
Comhairle nan Eilean Siar	£71,250	£131,700	£105,100	£119,250	£52,500	£44,750	£524,550	6/6
Comhairle Earra-Ghàidheal is Bhòid	£28,325	£44,400	£20,000	£38,620	£32,000	£39,850	£203,195	6/6
Comhairle Baile Dhùn Èideann		£28,500		£55,000	£48,000	£45,000	£176,500	4/6
Comhairle Baile Ghlaschu		£15,000	£26,500	£62,500	£10,200	£20,500	£134,700	5/6
Glaschu Beò	£46,455	£44,850	£23,700	£30,000	£28,000	£40,300	£213,305	6/6
Comhairle Siorrachd Lannraig a Tuath	£29,500		£33,100		£12,000	£11,500	£86,100	4/6
Ughdarrasan Ro-innleachdail	£292,380	£393,100	£297,400	£426,870	£284,375	£299,050	£1,993,175	
Comhairle Siorrachd Dhùn Bhreatainn an Iar	£26,505	£20,600	£32,500	£28,000	£32,000	£15,000	£154,605	6/6
Oilthigh Ghlaschu	£16,625	£25,000	£19,000	£27,000	£21,000	£13,500	£122,125	6/6
Sabhal Mòr Ostaig	£15,200	£26,500	£17,800	£37,000	£3,000	£17,000	£116,500	6/6
Comhairle Fìobha	£67,050	£26,800		£20,700			£114,550	3/6
Oilthigh Obar Dheathain		£18,370	£21,600	£20,000	£24,000	£23,000	£106,970	5/6
Comhairle Pheairt is Cheann Rois	£26,050	£23,100		£45,600			£94,750	3/6
Foghlam Alba			£50,000	£40,000			£90,000	2/6
Leabharlann Nàiseanta na h-Alba		£25,000	£16,250		£25,000	£19,400	£85,650	4/6
UHI a Tuath, an Iar is Innse Gall		£15,000	£3,000	£13,375	£33,000	£48,000	£64,375	5/6
An Lanntair		£19,800	£15,000	£15,500			£50,300	3/6
Colaiste Abaid a' Bhatail Nuaidh	£8,550	£12,000	£12,000		£10,000		£42,550	4/6
Highlands and Islands Students' Association	£25,000			£16,000			£41,000	2/6
VisitAlba	£12,920	£26,000					£38,920	2/6
Comhairle Siorrachd Dhùn Bhreatainn an Ear	£14,800	£20,000					£34,800	2/6
Ùghdarras Pàirc Nàiseanta a' Mhonaidh Ruaidh	£9,500	£12,500	£10,000				£32,000	3/6
NHS Eileanan Siar	£11,780		£20,000				£31,780	2/6
Eaglais na h-Alba	£30,000						£30,000	1/6
Eden Court		£30,000					£30,000	1/6
Poileas Alba	£15,200	£5,700		£7,902			£28,802	3/6
The Adhartas Trust				£26,000			£26,000	1/6
NàdarAlba	£3,800	£1,500	£5,500	£6,500	£6,000		£23,300	5/6
Oilthigh na Gàidhealtachd agus nan Eilean	£5,700	£4,600		£5,000	£7,000		£22,300	4/6
Leasachadh Sgìlean na h-Alba	£5,700	£5,000	£6,000	£5,000			£21,700	4/6
NHS a' Ghàidhealtachd		£20,000					£20,000	1/6
Oilthigh Srath Chluaidh	£6,650	£5,400		£3,000			£15,050	3/6
Comhairle Aonghais			£5,500		£3,600	£3,400	£12,500	3/6
Oilthigh Dhùn Èideann		£5,000		£5,000			£10,000	2/6
Comhairle Baile Dhùn Dè				£3,500		£5,500	£9,000	2/6
Comhairle Moireibh					£2,990	£5,000	£7,990	2/6
Leisure & Culture Dundee	£1,900	£1,200	£1,500		£1,390	£1,440	£7,430	5/6
Àrd-sgoil Greenfaulds	£7,410						£7,410	1/6
General Teaching Council for Scotland			£6,000				£6,000	1/6
Comhairle Siorrachd Rinn Friù						£5,927	£5,927	1/6
Comhairle Dùn Phrìs is Gall-Ghàidhealaibh					£5,750		£5,750	1/6
Comhairle Lodainn an Iar				£5,000			£5,000	1/6
Scottish Fire and Rescue Service	£3,610						£3,610	1/6
Coimisean na Croitearachd		£1,100	£1,100	£1,000			£3,200	3/6
Ùghdarras Pàirc Nàiseanta Loch Laomainn is nan Tròisichean				£3,000			£3,000	1/6
Comhairle Baile Obar Dheathain	£1,400		£1,250				£2,650	2/6
Co-chruinneachadh Ùghdarrasan Ionadail na h-Alba					£2,400		£2,400	1/6
Comhairle Siorrachd Rinn Friù an Ear		£750				£720	£1,470	2/6
Comhairle Sruighlea						£990	£990	1/6
Highlands and Islands Airports Limited			£275	£200			£475	2/6
Ùghdarrasan Eile	£315,350	£350,920	£244,275	£334,277	£177,130	£158,877	£1,532,829	



A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	06/02/2024
Àite:	Air MS Teams
Nì a' Chlàir-ghnothaich	2.3

Tìotal a' Phàipeir	Adhartais nam Buidhnean Com-pàirteach Lìbhrigidh 2023/24	
Moladh do Bhuill	Ri Aontachadh	
Neach labhairt:	Steven Kellow, Manaidsear Maoineachaidh is Phròiseactan	
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris
Sgioba Stiùiridh	24/01/2024	Ri Aontachadh
Comataidh Poileasaidh is Ghoireasan	06/02/2024 (Seisean fosgailte)	Ri Aontachadh
Pàipear-taice air a cheangal ris	PT1 - Adhartais Buidhnean Com-pàirteach Lìbhrigidh 2023/24 Pàipear 10.3 – Fios mionaideach air targaidean nam buidhnean	
1.0	Adhbhar	
1.1	A' toirt fiosrachadh dhan Chomataidh Poileasaidh is Ghoireasan air obair nam Buidhnean Com-pàirteach Lìbhrigidh is air an adhartais aca ann a bhith a' coileanadh nan cùmhnan 2023/24 aca.	
2.0	Cùl-fhiosrachadh	
2.1	Thathar a' cumail taic ri 12 Buidhnean Com-pàirteach Lìbhrigidh ann an 2023/24 le taic-airgid bhliadhnail, is iomradh gu h-ìosal ri fhaighinn air na suimeannan taic-airgid air a thabhann dhaibh:	
	Comunn na Gàidhlig is Comann nam Pàrant	£822,408.47
	Stòrlann Nàiseanta na Gàidhlig	£325,625
	Comhairle nan Leabhraichean	£193,150
	Fèisean nan Gàidheal	£185,530
	An Comunn Gàidhealach	£128,250
	Ionad Chalum Chille Ìle	£108,775
	SMO – Ainmean-Àite na h-Alba	£85,680
	SMO – Faclair na Gàidhlig	£84,000
	Acair	£61,500
	Ceòlas Uibhist	£59,485
	Theatre Gu Leòr	£58,090
	SMO – Tobar an Dualchais	£42,000
2.2	Tha suimeannan airson Comann na Gàidhlig a' gabhail a-steach airgead air aontachadh ann an co-bhonn le ùghdarrasan ionadail airson nan lomairtean, is tha an suim seo £10,231.53 nas lugha ann an cuid de sgìrean na bha dùil leis gu bheil cuid de na dreuchdan air a bhith bàn.	
2.3	Chan eil na figearan gu h-àrd a' gabhail a-steach airgead air a thabhann taobh a-muigh nan aontaidhean bliadhnail (leithid Spòrs Gàidhlig - £94,926 - no oifigearan tron Sgeama Oifigearan).	
2.4	Tha fiosrachadh sa phàipear seo stèidhichte air na h-aithisgean adhartais as ùire a fhuaras bho na buidhnean (leis a' chuid as motha dhiubh bhon Dàmhair 2023).	

Seisean Fosgailte

Cuspair 2.3

2.5	Tha fiosrachadh mionaideach air adhartais nam buidhnean le na targaidean aca ri fhaighinn ann am pàipear 11.3, is seo air a libhrigeadh san seisean dùinte den choinneimh leis gu bheil iomradh ann air gnothaichean coimearsalta is dìomhair.			
3.0	Prìomh Aithris/Fiosrachadh			
3.1	Tha obair nam Buidhnean Com-pàirteach Libhrigidh a' dol mar bu chòir san fharsaingeachd aig an ìre seo, a rèir nan aithisgean is fios as ùire a fhuaras bho na buidhnean.			
3.2	Gheibhear gu h-ìosal iomradh air an àireamh targaidean san aonta taic-airgid a tha a' bhuidheann air a choileanadh, no dùil a choileanadh, ro dheireadh bliadhna-ionmhais 2023/24 (is tha seo stèidhichte air beachdan bho na buidhnean le dearbhadh bho oifigearan a' Bhùird far a bheil beachd eadar-dhealaichte ann):			
		Air coileanadh/ Dùil ri choileanadh	Ag obair air / Ceist an tèid coileanadh	Cha tèid / Chan eil e coltach gun tèid a choileanadh
	Comunn na Gàidhlig is Comann nam Pàrant	11	4	1
	Stòrlann Nàiseanta na Gàidhlig	4	4	0
	Comhairle nan Leabhraichean	5	2	0
	Fèisean nan Gàidheal	13	3	0
	An Comunn Gàidhealach	7	2	0
	Ionad Chalum Chille Ìle	8	5	1
	SMO – Ainmean-Àite na h-Alba	3	1	0
	SMO – Faclair na Gàidhlig	2	1	1
	Acair	6	3	0
	Ceòlas Uibhist	4	0	0
	Theatre Gu Leòr	4	3	1
	SMO – Tobar an Dualchais	3	1	2
	IOMLAN	70 (67%)	29 (28%)	6 (6%)
3.3	Tha iomradh mionaideach ri fhaighinn ann am PT1 air targaidean is adhartais aig gach buidheann.			
3.4	San fharsaingeachd tha na buidhnean a' coileanadh nan gnìomhan mu choinneimh an aonta aca. Far nach eil seo air a dhèanamh, 's e duilgheadasan a thaobh dìth-airgid as coireach mar as trice, is a' bhuidheann aig cosgaisean nas àirde air fàgail gu bheil e nas duilghe cuid de gnìomhan a choileanadh.			
3.5	Thathar an dùil airson 24/25 air adhart gum bi atharrachadh ann air mar a tha targaidean is builean nam buidhnean air an cruthachadh gus barrachd fòcas a chur air adhartais is fàs anns an obair aca, seach na gnìomhan a tha iad a' coileanadh, gus am bi buaidh na h-obrach nas fhollaisiche.			
4.0	Moladh			
	Thathar ag iarraidh air Buill:			
4.1	A bhith a' toirt fa-near dhan pàipear seo is dhan fhiosrachadh mionaideach bho gach buidheann ann am PT1.			
5.0	Prìomh Bhuidhean Ro-innleachdach			
5.1	Buidhean air Ionmhas			
5.1.1	Tha pàighidhean air a dhol a-mach do na Buidhnean Com-pàirteach Libhrigidh san fharsaingeachd mar a bha dùil aig tòiseach na bliadhna gu ruige seo, ach leis an t-suim aig			

Seisean Fosgailte

Cuspair 2.3

	Comunn na Gàidhlig ann an co-bhonn le ùghdarrasan ionadail a bhith nas isle is airgead Faclair na Gàidhlig a' feitheamh air co-dhùnadh air a' mholadh aca a bhith ag atharrachadh mar a chleachdas iad an taic-airgid aca.																																				
5.2	Buidhean air Luchd-obrach																																				
	Tha am Manaidsear Maoineachaidh is Phròiseactan is Stiùiriche Leasachaidh a' conaltradh gu tric leis na buidhnean, le taic cuideachd bho Stiùiriche an Fhoghlaim airson cuid de na buidhnean iomchaidh.																																				
5.3	Buidhean air Trèanadh																																				
	Chan eil gin ann.																																				
5.4	Ceanglaichean ri Amasan Ro-innleachadh agus Corporra																																				
5.4.1	Tha na buidhnean seo a' cur gu mòr ri comasan Bhòrd na Gàidhlig amasan a' Phlana Chorporra 2018-23 againn a' choileanadh, is ceanglaichean seo fichte a-steach do na h-aontaidhean aca is air fhaicinn sa chlàr PT1.																																				
5.5	Ceanglaichean ri Frèam-obrach Coileanadh 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 seasmhach agus inghabhalach</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</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 checked="" type="checkbox"/></td> </tr> <tr> <td>Foghlam</td> <td><input checked="" type="checkbox"/></td> <td>Eaconamaidh</td> <td><input 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 seasmhach agus inghabhalach		'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 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 checked="" type="checkbox"/>	Foghlam	<input checked="" type="checkbox"/>	Eaconamaidh	<input type="checkbox"/>	Gnothachasan soirbheachail is ùr-ghnàthach			<input checked="" type="checkbox"/>
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5.6	Buidhean air Cliù																																				
5.6.1	Tha obair nam buidhnean seo a' cur ri cliù Bhòrd na Gàidhlig nuair a tha iad soirbheachail leis an obair aca is ag aithneachadh taic-airgid bhuainn.																																				
5.6.2	Far nach eil buidhnean a' coileanadh nan amasan aca, dh'fhaodadh seo droch bhuaidh a thoirt air cliù a' Bhùird.																																				
5.7	Buidhean air Slàinte is Sàbhailteachd																																				
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A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	06/02/2024
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	2.4

Tìotal a' Phàipeir	Lìonra Oifigearan Gàidhlig	
Moladh do Bhuill	Airson Fios	
Neach-labhairt:	Iain Mac a' Mhaoilein, Stiùiriche Leasachaidh	
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha an Aonta	Seòrsachadh co-dhùnadh
Sgioba-stiùiridh		
Pàipear-taice air a cheangal ris	PT1 – CPG-07-2324-02.4-PT1-Lìonra-Oifigearan-Gàidhlig-Cumhachan-Iomraidh	
1.0	Adhbhar	
1.1	A' toirt fiosrachadh do bhuill mu adhartas an Lìonraidh.	
2.0	Cùl-fhiosrachadh	
2.1	Chaidh Lìonra Oifigearan Gàidhlig stèidheachadh gu foirmeil san Dàmhair 2023. Bidh Manaidsear Chom-pàirteachasan is Leasachaidh aig Bòrd na Gàidhlig a' co-òrdanachadh na coinneamhan mìosail air loidhne.	
2.2	Tha Comataidh Comhairleachaidh den lìonraidh stèidhichte le seachd riochdairean bho dhà roinn ann – Leasachadh agus Planaichean Reachdail.	
2.3	Dh'aontaich a' chomataidh agus an lìonra Cumhachan-iomraidh (seall PT1).	
2.4	Tha 79 Oifigearan ag obair air leasachadh na Gàidhlig clàraichte san lìonra. Ri lorg air mapa a tha seo . Tha 73 Oifigearan ag obair air planaichean Gàidhlig reachdail clàraichte san lìonra agus ri lorg air mapa a tha seo . Tha 152 oifigearan gu h-iomlan san lìonra.	
3.0	Prìomh Aithris/Fiosrachadh	
3.1	Tha trì coinneamhan air an cumail den lìonraidh gu ruige seo; 3 Dàmhair 2023, 11 Dùbhlachd 2023, 22 Faoilleach 2024. Bidh na coinneamhan uair a thìde agus chaidh co-dhùnadh gum biodh cuideigin/riochdaire bruidhinn air cuspair sònraichte aig gach coinneamh.	
3.2	Sa choinneamh air 11 Dùbhlachd 2023 bhruidhinn Fa'ich Bihan-Gallic - Maor-Dùthcha - Urras Ceann a Tuath na Hearadh mun obair aige. Sa choinneamh air 22 Faoilleach 2024 rinn Niall Bartlett bho Riaghaltas na h-Alba taisbeanadh mu Bhile nan Cànanan Albannach.	
3.3	Aig gach coinneamh bidh na h-oifigearan faighinn cothrom ceistean a thogail mu na taisbeanaidhean agus an uairsin bidh iad a' dol a-steach ann an seòmraichean fa-leth airson còmhraidhean fosgailte a chumail còmhla.	
3.4	Bidh gach coinneamh ga cumail dà thuras; turas sa Ghàidhlig agus turas sa Bheurla. Bidh mu leth den lìonraidh a' nochdadh aig na coinneamhan (mu 75 oifigearan). Leis gu bheil na coinneamhan caran neo-foirmeil chan eil ainmean clàraichte de cò bhios	

	an làthair ach tha deagh mheasgadh de dh'oifigearan aig obair ann an leasachadh na Gàidhlig agus oifigearan an sàs ann an libhrigeadh planaichean Gàidhlig reachdail.		
3.5	Tha gach oifigear faighinn a-steach do Microsoft Teams airson conaltradh a dhèanamh le oifigearan eile agus faighinn a-steach do fhaidhlichean is goireasan an lìonraidh.		
3.6	Cho math le na coinneamhan fosgailte mìosail, tha iarratas air thighinn a-steach airson coinneamhan fa-leth a chumail airson oifigearan planaichean Gàidhlig an-dràsta is a-rithist.		
3.7	Thathar air deagh mholadh fhaighinn bho oifigearan san coinneamhan agus ann an sgrìobhadh. Bidh a' chomataidh-co-chomhairleachaidh a' cumail sùil air leasachaidhean an lìonraidh agus na feumalachdan aig na h-oifigearan.		
4.0	Moladh		
4.1	Aire a thoirt don aithisg agus PT1.		
5.0	Prìomh Bhuidhean Ro-innleachdach		
5.1	Buidhean air Ionmhas Chan eil buaidh ann.		
5.2	Buidhean air Luchd-obrach Chan eil buaidh ann.		
5.3	Buidhean air Trèanadh Chan eil buaidh ann.		
5.4	Ceanglaichean ri Amasan Ro-innleachadh agus Corporra Tha dlùth cheangal ann eadar an lìonra seo agus a bhith a' cur air adhart cleachdadh, ionnsachadh agus ìomhaigh na Gàidhlig gu nàiseanta. Bidh am plana seo a' cur air adhart amasan anns a' Phlana Chorporra aig Bòrd na Gàidhlig.		
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 seasmhach agus in-ghabhalach	'S e comann-sòisealta a th' annainn a tha a' dèiligeadh ri ar slugh 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 checked="" 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"/>	
5.6	Buidhean air Cliù Chan eil buaidh ann.		
5.7	Buidhean air Slàinte is Sàbhailteachd		

Seisean Fosgailte

Cuspair 2.4

	Chan eil buaidh ann.
5.8	Buaidhean Laghail Tha am pròiseas seo stèidhichte air na dleastanasan reachdail aig Bòrd na Gàidhlig gus Achd na Gàidhlig (Alba) 2005 a chur an gnìomh.
5.9	Buaidhean air Co-ionannas Bidh oifigearan a' Bhùird a' cumail sùil air cùisean co-ionannachd mar phàirt den co-òrdanachadh den lìonraidh.
5.10	Buaidhean air an Àrainneachd Cha bhi buaidh ann.

Lìonra Oifigearan Gàidhlig

Cumhachan Iomraidh

Tar-shealladh

'S e iomairt cho-obrachail a th' anns an Lìonra Oifigearan Gàidhlig (LOG) a tha gu sònraichte airson cumhachd a thoirt do Oifigearan Leasachaidh Gàidhlig agus co-obrachadh a neartachadh gus cànan is cultar na Gàidhlig a bhrosnachadh air feadh na h-Alba. Mar lìonra gnìomhach, tha an LOG a' feuchainn ri dèiligeadh ris na dùbhlain shònraichte a tha mu choinneamh oifigearan a tha ag obair thar diofar roinnean obrach agus diofar sgìrean den dùthaich. Tha an lìonra ag aithneachadh na h-obrach dheatamaich a nì Oifigearan Leasachaidh na Gàidhlig ann a bhith ag àrach ath-bheothachadh cànan agus beairteas cultarail, agus tha e air a dhealbhadh gus meadhan a thoirt dhaibh airson taic dha chèile, leasachadh proifeiseanta, agus co-obrachadh buadhach.

Tha an lìonra ag aithneachadh gu bheil brosnachadh cànan is cultar na Gàidhlig feumach air oidhirp choitcheann a thèid thairis air dreuchdan agus buidhnean fa leth. Tha an LOG a' feuchainn ri oifigearan a tha an sàs ann an gnìomhan coimhearsnachd a thoirt còmhla ris an fheadhainn air a bheil dleastanas Planaichean Gàidhlig Reachdail a chur an gnìomh ann am buidhnean poblach. Le bhith ag àrach dàimh agus co-obrachadh, tha an LOG ag amas air èifeachdas obair nan Oifigearan a chur am meud, a' dèanamh cinnteach gu bheil na h-oidhirpean aca a' freagairt gu tarbhach ann an coimhearsnachdan cho math ri ionadan poblach.

Tha ballrachd saor-thoileach agus fosgailte do phroifeiseantaich a tha ag aontachadh ri cumhachan iomraidh an lìonraidh.

Tha an lìonra seo a' faighinn taic bho Bhòrd na Gàidhlig, air a bheil uallach gus a chuideachadh agus a leasachadh mar obair leantaileachd.

Amasan

Tha an LOG ag amas air na leanas a choileanadh:

- a) Àrach co-obrachadh agus co-roinn eòlas am measg oifigearan ag obair ann an leasachadh Gàidhlig agus planaichean reachdail Gàidhlig, ag àrdachadh an èifeachdais ann a bhith ag adhartachadh cànan is cultar na Gàidhlig.
- b) Cuideachadh le leasachadh proifeiseanta agus togail comais a rèir diofar dhleastanasan nan oifigearan sin.

Structar is Dòighean-obrach

Dleastanas Eagrachaidh:

Is e Bòrd na Gàidhlig a' bhuidheann eagrachaidh le uallach airson an lìonra a stiùireadh agus a chumail suas.

Co-òrdanaiche:

Nì Co-òrdanaiche sònraichte airson an LOG cinnteach à leantainneachd agus deagh obrachadh an lionraidh.

Comataidh Comhairleachaidh:

Bidh co-dhiù dithis bhall bho bhuidheann nan oifigearan leasachaidh air Comataidh Comhairleachaidh, dithis bho bhuidheann nan oifigearan dealbhachaidh, an Co-òrdanaiche, agus riochdaire bho Bhòrd na Gàidhlig.

Riaghailtean Coinneimh:

Bidh cruth suidhichte aig na coinneamhan le clàr-gnothaich aontaichte, cathraiche ainmichte, agus neach-gabhail notaichean ainmichte.

Buidhnean:

Bidh an lionra air a dhèanamh suas de dhà bhuidheann: -

- **Oifigearan Leasachaidh** (proifeiseantaich ag obair do bhuidhnean Gàidhlig no ag adhartachadh agus a' leasachadh na Gàidhlig ann an coimhearsnachdan). Thoiribh fa-near gu bheil an lionra seo ag amas air ìre oifigeir seach ìre manaideir no stiùiriche.
- **Oifigearan Dealbhaidh** (proifeiseantaich a tha ag obair do bhuidhnean poblach a tha a' leasachadh agus/no a' libhrigeadh planaichean cànan Gàidhlig reachdail)

Fo-bhuidhnean:

A rèir iarrais agus feum, faodar fo-bhuidhnean le raointean-obrach sònraichte, leithid òigridh, cùisean roinneil, ealain, msaa, a stèidheachadh gus conaltradh nas cuimsichte a bhrosnachadh.

Conaltradh:

- Thèid coinneamhan a chumail tro MS Teams (air a sholarachadh le Bòrd na Gàidhlig).
- Gheibhear faidhlichean co-cheangailte ris an lionra air MS Teams, a' dèanamh cinnteach gu bheil cothrom aig a h-uile ball air stòrasan co-roinnte.
- Cumar làthaireachd air-loidhne airson LOLG air www.cleachdi.scot, a' toirt seachad fiosrachadh lionraidh agus naidheachdan as ùire.

Cleachdadh Cànan:

- Is i a' Ghàidhlig prìomh chànan buidheann nan oifigearan leasachaidh agus thèid measgachadh de Ghàidhlig is Beurla a chleachdadh airson buidheann an luchd-dealbhadh.
- Ma tha e ri fhaighinn agus comasach, bu chòir eadar-theangachadh mar-aon a chleachdadh airson choinneamhan.
- Bu chòir sgrìobhainnean a libhrigeadh gu dà-chànanach ann an Gàidhlig agus Beurla gus dèanamh cinnteach à so-ruigsinneachd.

Aithris is Luachadh

Thèid dòighean aithris cunbhalach a stèidheachadh gus adhartas gnìomhachd an LOLG agus èifeachdas ann a bhith a' coileanadh amasan a luachadh.

Atharrachaidhean

Thèid na Cumhachan Iomraidh seo ath-bhreithneachadh agus atharrachadh bho àm gu àm, ma tha sin riatanach, gus dèanamh cinnteach gu bheil iad a rèir riatanasan agus amasan an latha.

Le bhith a' cumail ris na Cumhachan Iomraidh seo, tha an LOG ag amas air coimhearsnachd shoirbheachail de dh'Oifigearan Leasachaidh Gàidhlig a chruthachadh, a' brosnachadh co-obrachadh, fàs proifeiseanta, agus adhartachadh èifeachdach air cànan is cultar na Gàidhlig.

Latha aontachaidh: 25 Dàmhair 2023

Luchd-soidhnidh: Comataidh Chomhairleachaidh.

Niall Bartlett, Fañch Bihan-Gallic, Teàrlach Wilson, Iain Craig, Roseann McCabe, Àdhamh Ó Broin, Anna Mhoireach.

Latha Ath-bhreithneachaidh: 25 Dàmhair 2024.

Gaelic Officers Network

Terms of Reference

Overview

The Lìonra Oifigearan Gàidhlig / Gaelic Officers Network (GON) is a collaborative initiative dedicated to empowering Gaelic Development Officers and fortifying the collective efforts to promote Gaelic language and culture across Scotland. As a dynamic network, GON seeks to address the unique challenges faced by officers working across diverse sectors and geographical locations. The network recognises the essential role that Gaelic Development Officers play in fostering language development and cultural enrichment, and it is designed to provide them with a platform for mutual support, professional development, and impactful collaborations.

The network acknowledges that promoting Gaelic language and culture is a collective endeavour that transcends individual roles and organisations. GON seeks to bring together officers engaged in community-focused activities and those tasked with implementing Statutory Gaelic Language Plans within public bodies. By fostering cohesion and collaboration, GON aims to increase the effectiveness of Officers' work, ensuring that their efforts resonate within communities and public institutions alike.

Membership is voluntary and open to professionals who agree to the terms of reference of the network.

This network is supported by Bòrd na Gàidhlig, who hold the responsibility for its continued facilitation and ongoing development.

Objectives

GON aims to achieve the following objectives:

- a) Foster collaboration and knowledge sharing among officers working in Gaelic development and Gaelic statutory plans, enhancing their effectiveness in promoting Gaelic language and culture.
- b) Facilitate professional development and capacity-building tailored to the diverse roles of these officers.

Structure & Methods

Organising Responsibility:

Bòrd na Gàidhlig will be the organising entity responsible for managing and sustaining the network.

Coordinator:

A dedicated GON Coordinator will ensure the continuity and smooth functioning of the network.

Advisory Committee:

An Advisory Committee will consist of at least two members from the development officers group, two from the planning officers group, the Coordinator, and a representative from Bòrd na Gàidhlig.

Meeting Protocol:

Meetings will follow a structured format, including an agreed agenda, a designated chairperson, and a designated note-taker.

Groups:

The network will consist of two groups: -

- **Development Officers** (professionals working for Gaelic bodies or in the promotion and development of Gaelic in communities). Note that this network is focussed on officer level rather than manager or director level.
- **Planning Officers** (professionals working for public bodies who are developing and/or delivering statutory Gaelic language plans)

Sub-Groups:

Upon request and need, sub-groups with specific interests, such as youth, regional matters, art, etc., may be established to encourage more focused dialogue.

Communications:

- Meetings will be conducted through the MS Teams platform (provided by Bòrd na Gàidhlig).
- Network-related files will be accessible on the MS Teams channel, ensuring all members have access to shared resources.
- An online presence for GDON will be maintained on the www.cleachdi.scot website, providing network information and updates.

Language Usage:

- Gaelic will be the primary language of the development officers group and a combination of Gaelic and English will be used for the planners group.
- If available and possible, simultaneous translation should be used for meetings.
- Documentation should be provided bilingually in Gaelic and English to ensure accessibility.

Reporting & Evaluation

Regular reporting mechanisms will be established to evaluate the progress of GON activities and effectiveness in meeting its objectives.

Amendments

These Terms of Reference will be periodically reviewed and amended, if necessary, to ensure alignment with evolving requirements and goals.

By adhering to these Terms of Reference, GON aims to create a thriving community of Gaelic Development Officers, promoting collaboration, professional growth, and effective promotion of the Gaelic language and culture.

Date Agreed: 25 October 2023

Signatories: Advisory Committee:

Seisean Fosgailte
Cuspair 2.4 PT1

Niall Bartlett, Fañch Bihan-Gallic, Teàrlach Wilson, Iain Craig, Roseann McCabe, Àdhamh Ó Broin, Anna Mhoireach.

Date for Review: 25 October 2024



A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	06/02/2024
Àite:	Air MS Teams
Nì a' Chlàir-ghnothaich	3.1

Tìotal a' Phàipeir	PGR040 E03 Plana Gàidhlig Gailearaidhean Nàiseanta na h-Alba	
Moladh do Bhuill	Airson Aontachadh	
Neach labhairt:	Christie NicIleathain, Manaidsear Planaidh	
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris
Stiùiriche Leasachaidh	25/01/2024	Ri Aontachadh
Pàipear-taice air a cheangal ris	PT1 – PGR040 E03 Plan Gàidhlig Gailearaidhean Nàiseanta na h-Alba	
1.0	Adhbhar	
1.1	A' sireadh aonta air plana reachdail fo Achd na Gàidhlig (Alba) 2005.	
2.0	Cùl-fhiosrachadh	
2.1	Geàrr iomradh air adhartas le E02 – Gailearaidhean Nàiseanta na h-Alba	
2.2	Tha Gailearaidhean Nàiseanta na h-Alba (GNA) mar phàirt den lìonra Capital Gaelic ann an Dùn Èideann (air a stiùireadh le Comhairle Baile Dhùn Èideann agus Leabharlann Nàiseanta na h-Alba) a' coimhead ri pròiseactan gus cleachdadh na Gàidhlig a leudachadh air feadh a' bhaile agus nas fhaide thall. Bidh cuid den luchd-obrach a' gabhail pàirt sa choimhearsnachd Gàidhlig thar nam buidhnean.	
2.3	Dh'fhoillsich GNA barrachd susbaint air an làrach-lìn aca anns a' Ghàidhlig, mar eisimpleir: Patricia NicDhòmhnaill Beachdachadh air deigh ri leaghadh Gailearaidhean Nàiseanta na h-Alba, Queer Lives & Art: leabhraichean agus buntanas le Lavender Menace agus Gailearaidhean Nàiseanta na h-Alba agus Uilleam Mac an t-Sagairt. Gus an obair seo a bhrosnachadh bidh duilleag-lìn 'Gaelic at NGS' ga cur air bhog gus barrachd dhaoine a thàladh don t-susbaint inntinneach seo a tha ri faighinn sa Ghàidhlig. Bidh an duilleag seo a' toirt còmhla diofar bhlogaichean, feartan ciùil, cuairtean mas-fhior, coltach ris na cuspairean gu h-àrd.	
2.4	Thathar air adhartas a dhèanamh le bhith a' toirt a-steach suaicheantas dà-chànanach a thèid a chleachdadh air an t-soidhne fàilteachaidh aca nuair a nithear ùrachadh air an t-soidhne a th' ann mar-thà. Bidh cothroman a bharrachd aca seo a leudachadh san ath-eagraan aca tro phròiseas ùrachaidh.	
2.5	Rinn GNA adhartas le bhith a' brosnachadh luchd-obrach gus Gàidhlig a chleachdadh 's ionnsachadh, agus a bhith mothachail air na tha am buidheann a' dèanamh gus a' chànan a leasachadh le bhith a' cur seiseanan air dòigh mu na goireasan a th' aca sa Ghàidhlig, pròiseact Capital Gaelic agus Speak Gaelic, a' toirt a-steach faclan Gàidhlig agus ag iarraidh air an luchd-obrach abairtean Gàidhlig fheuchainn. Tha cothroman a bharrachd aca an obair seo a leudachadh tron ath-eagraan den phlana.	
2.6	Tha cothroman aig GNA barrachd adhartais a dhèanamh aig ìre chorporra anns a' bhuidheann. Tha seo a' gabhail a-steach barrachd cleachdadh na Gàidhlig air na meadhanan sòisealta, brathan-naidheachd, foillseachaidhean corporra agus trèanadh Gàidhlig leis nach eil mòran adhartais air a bhith ann a thaobh nan gealltanasan ann an eagraan 2 co-cheangailte ris na	

	cuspairean seo. Gheibhear cothroman air barrachd adhartais a dhèanamh anns an obair seo le cur an-gnìomh an ath-eagrain.		
3.0	Prìomh Aithris/Fiosrachadh		
3.1	Chaidh measadh a dhèanamh air an dreachd phlana seo le Bòrd na Gàidhlig. Thug an Sgioba-stiùiridh sùil mhionaideach air a' phlana agus mhol iad atharrachaidhean.		
3.2	Ghabh Gailearaidhean Nàiseanta na h-Alba ri molaidhean an Sgioba-stiùiridh.		
3.3	Thug oifigearan a' Bhùird taic seachad far an robh soilleireachadh a bharrachd a dhìth air cuid de na molaidhean agus chaidh rèiteachadh a dhèanamh orra.		
3.4	Thathas a' moladh gun tèid aontachadh ris a' phlana seo.		
4.0	Moladh		
4.1	Aire a thoirt don fhiosrachadh ann am PT1.		
4.2	Aonta a chur ris na dreachd phlana ann am PT1.		
5.0	Prìomh Bhuidhean Ro-innleachdach		
5.1	Buidhean air Ionmhas		
	Cha bhi buaidh air ionmhas.		
5.2	Buidhean air Luchd-obrach		
	Cha bhi buaidh air luchd-obrach.		
5.3	Buidhean air Trèanadh		
	Cha bhi buaidh air trèanadh.		
5.4	Ceanglaichean ri Amasan Ro-innleachadh agus Corpóra		
	Tha dlùth cheangal ann eadar am plana reachdail seo agus a bhith a' cur air adhart cleachdadh, ionnsachadh agus ìomhaigh na Gàidhlig gu nàiseanta. Bidh am plana seo a' cur air adhart na trì amasan anns a' Phlana Chorpóra aig Bòrd na Gàidhlig.		
5.5	Ceanglaichean ri Frèam-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 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 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 type="checkbox"/>
5.6	Buidhean air Cliù		
	Cha bhi buaidh air cliù.		
5.7	Buidhean air Slàinte is Sàbhailteachd		
	Cha bhi buaidh air slàinte is sàbhailteachd.		
5.8	Buidhean Laghail		
	Tha am pròiseas seo stèidhichte air na dleastanasan reachdail aig Bòrd na Gàidhlig gus Achd na Gàidhlig (Alba) 2005 a chur an gnìomh.		
5.9	Buidhean air Co-ionannas		

Seisean Fosgailte
Cuspair 3.1

	Chan eil buaidh dhìreach air co-ionannas tron phlana seo ach bidh oifigearan a' Bhùird a' cumail sùil air cùisean co-ionannachd mar phàirt den phròiseas dearcnachaidh ann an co-bhonn leis an ùghdarras seo.
5.10	Buidhean air an àrainneachd
	Cha bhi buaidh air an àrainneachd.



DRAFT

Gaelic Language Plan

2024-2029

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

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

Foreword

National Galleries of Scotland's ongoing strategic commitment to support the aims and objectives of the Gaelic Language (Scotland) Act 2005 is set out in this third iteration of our Gaelic Language Plan, which I am pleased to present here.

In developing our plan, we have been guided by our own purpose of **making art work for everyone** by bringing the nation's collection to life with passion. This has been the focus of our thinking about how we can use and promote Gaelic through the collection and in the delivery of our statutory functions for this version of our plan.

Our strategic priorities for the next 5 years are:

- Creating opportunities for Gaelic speakers to undertake apprenticeships, placements and voluntary roles within the National Galleries of Scotland
- Providing and promoting interpretation through the medium of Gaelic, including on-site and digitally
- Developing education resources for pupils and teachers engaged in Gaelic-medium and Gaelic learners' education
- Creating and promoting Gaelic education outreach opportunities
- Cooperating with organisations such as National Museums Scotland and National Library of Scotland to increase the profile of Gaelic
- Participating in such opportunities as the Gaelic tourism strategy implementation group

We remain committed to giving Gaelic equal respect to English and we will actively offer our Gaelic events and activities to our visitors, colleagues and anyone else with an interest in the National Galleries of Scotland.

National Galleries of Scotland is entering an exciting new chapter as we reopen the Scottish galleries at the National after an extensive redevelopment project. However, the years ahead seem set to present many challenges as pressure on public funding intensifies and our audiences face a cost-of-living crisis. Over the next five years, we will look for every opportunity to build on our achievements under the first and second plans to increase the use and learning of Gaelic and to promote a positive image of Gaelic in our work in a way which is sustainable and makes the most impact for our audiences.

Anne Lyden

Director-General

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1. INTRODUCTION

DESCRIPTION OF NATIONAL GALLERIES OF SCOTLAND

National Galleries of Scotland comprises three galleries in Edinburgh and two partner galleries in the north and south of Scotland. Our collection of fine art is amongst the best in the world.

The three Edinburgh galleries are: the National, the Portrait and the Modern.

National Galleries of Scotland is a non-departmental public body primarily funded by the Scottish Government and managed on its behalf by a Board of Trustees, appointed by the Minister for Culture, Europe and International Development. National Galleries of Scotland operates within a strict legislative and regulatory framework underpinned by the National Heritage (Scotland) Act 1985 and the Charities & Trustee Investment (Scotland) Act 2005. The operational management of the National Galleries of Scotland is delegated by the Board of Trustees to the Director-General and her leadership team, comprising the Directors of Audience, Collection and Research, Conservation and Collections Management, Finance and the Chief Operating Officer. The Director-General reports directly to the Board.

As provided by the National Heritage (Scotland) Act 1985 the principal functions of the Board are:

- to care for, preserve and add to the objects in their collections;
- to ensure that the objects are exhibited to the public;
- to ensure that the objects are available to persons seeking to inspect them in connection with study or research; and generally to promote the public's enjoyment and understanding of the Fine Arts both by means of the Board's collections and by such other means as they consider appropriate;
- for those purposes to provide education, instruction and advice and to carry out research.

Our main offices are located at 73 Belford Road, Edinburgh, EH4 3DS. In 2022-23 our headcount was 388 (332 FTE). Our Grant-in-Aid award from Scottish Government in 2022-23 was £22.34m comprising £16.75m for running costs, £0.6m for artwork purchases and £4.99m towards capital projects. This was supplemented by self-generated income from exhibitions, trading and donations amounting to around £5m.

Gaelic Within National Galleries of Scotland

Over the last 10 years of our Gaelic Language Plans, our work in this area has become increasingly more strategic rather than the previous *ad hoc* approach where Gaelic resources and activities were developed as part of or in response to one-off projects, for example.

With minimal internal Gaelic language capabilities, our focus has been on building capacity and engaging colleagues with the commitments made in our Gaelic Language Plans. This has included awareness sessions and content, language classes, creation of a Gaelic interest community on Viva Engage and promotion of Gaelic activity and opportunities whenever possible.

There is a growing resource of Gaelic content available on our website, which will all be linked through a landing page in the near future. This digital content includes blogs, features, music and virtual tours. Examples include:

- a series relating to works by Patricia MacDonald: [Patricia NicDhòmhnaill | Beachdachadh air deigh ri leaghadh | National Galleries of Scotland](#)
- [Queer Lives & Art: leabhraichean agus buinteanas le Lavender Menace | National Galleries of Scotland](#) and
- [Uilleam Mac an t-Sagairt | National Galleries of Scotland](#)

We continue to work with Gaelic medium schools. As part of our Your Art World challenge for children and young people, we asked school pupils at Bun-Sgoil Taobh na Pairce for a word to inspire artists – they chose ‘saidheans’ <https://youtu.be/AABIKJZkTdw>

National Galleries of Scotland is part of the Capital Gaelic network in Edinburgh which looks at projects to increase use of Gaelic across the city and beyond. A few members of staff take part in the community of interest across the participating organisations and more will benefit from a series of ‘lunch and learn’ language classes in Autumn 2023. We are also contributing to development of the new National Gaelic Tourism Strategy led by VisitScotland.

GAELIC IN SCOTLAND

As described above, National Galleries of Scotland has a national remit but is primarily based in Edinburgh. It is through digital content, touring exhibitions, loans and outreach work that we reach audiences across Scotland, the UK and further afield as well as welcoming them to the galleries when in Edinburgh.

According to the 2011 census, a total of 87,100 people aged 3 and over in Scotland (1.7% of the population) had some Gaelic language skills and 57,600 were able to speak Gaelic. The highest proportions of people with some Gaelic language skills were in Eilean Siar (61%), Highland (7%) and Argyll & Bute (6%). In Edinburgh, our main area of operation, 0.7% of the population speak Gaelic. We await the outcome of Scotland’s Census 2022 to see how these figures have changed in the intervening 11 years, particularly in light of the significant uptake of online Gaelic learning resources during pandemic lockdowns in 2020-2021. While certainly not limited to Scotland, Duolingo’s Scottish Gaelic course has had over 1.2 million learners since it launched in 2019.

The [Scottish Social Attitudes Survey](#) 2021 showed increases in the number of people within Scotland able to speak some Gaelic and understand some Gaelic. In addition, 65% of adults

demonstrated at least some interest in speaking better Gaelic than they did then and 79% of people thought Gaelic is important to Scotland's cultural heritage.

In partnership with colleagues at Ainmean Àite na h-Alba, Bòrd na Gàidhlig has produced a map of Gaelic place-names from across Scotland, highlighting the widespread influence of the language. This can be accessed at: <https://www.ainmean-aite.scot/download/> and a version is included at Appendix 1.

THE GAELIC LANGUAGE (SCOTLAND) ACT 2005

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

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

The first Gaelic Language Plan for the National Galleries of Scotland was approved by Bòrd na Gàidhlig in 2013 for a period of five years. This second iteration of the National Galleries of Scotland's Gaelic Language Plan was approved by Bòrd na Gàidhlig on 24 September 2018 for the next five years.

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

National Galleries of Scotland's Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the Act and having regard to the National Gaelic Language Plan and the Guidance on the Development of Gaelic Language Plans.

THE NATIONAL GAELIC LANGUAGE PLAN

National Galleries of Scotland supports the aim of the current National Gaelic Language Plan 2018-23.

We are committed to achieving this aim by focussing our work on the overall aims of the National Gaelic Language Plan:

- *Increasing the use of Gaelic within our organisation and encouraging more people to use Gaelic, more often when they interact with us*
- *Increasing the opportunity for people to learn Gaelic as part of our day-to-day operations*

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

INTERNAL GAELIC CAPACITY AUDIT

Colleagues were invited to complete a Gaelic language skills survey in June-July 2023 so that we could understand the Gaelic skills which already exist within the National Galleries of Scotland. A total of 51 responses were received.

At the time of the survey, there were no fluent Gaelic speakers within the organisation, but several were learning Gaelic. There was a good level of awareness of the commitments in the 2018-23 Gaelic Language Plan among the colleagues who responded. Of the 35 respondents whose roles didn't already contribute to the development or promotion of Gaelic directly or indirectly, 15 were keen to do so. 29 colleagues expressed an interest in attending beginners Gaelic classes planned for later in 2023.

The survey results also showed that Gaelic is still only seen, heard or used on a regular basis at work by a small number of colleagues. However, there were many great ideas put forward for Gaelic-language activities to promote or use the language or encourage learning which have been taken into account in drafting this Gaelic Language Plan. The lack of Gaelic language skills within the organisation has also influenced the plan, including the focus on providing language classes and looking for opportunities for Gaelic speakers to undertake apprenticeships, placements and voluntary roles within the National Galleries of Scotland.

Full details of the colleague staff survey are included at appendix 2 to this plan. It is our intention to run this survey again in 2025/26 to assess progress and then again before the end of this plan.

CONSULTATION ON THE DRAFT GAELIC LANGUAGE PLAN

The Act¹ requires that public authorities consult on their draft Gaelic language plan before submitting it to Bòrd na Gàidhlig.

We ran a public consultation for 6 weeks on the proposed commitments and draft actions from 19 July to 31 August 2023. This was primarily publicised on social media, which garnered a good level of interaction and engagement. The draft plan was published in Gaelic and English and respondents were asked to either complete an online form or submit comments. Social media comments were also monitored.

In total, 25 responses were received, including three written in Gaelic. There were responses from some individuals not in support of National Galleries of Scotland's requirement to have a plan as well as those who felt the plan was not ambitious enough. However, the majority of the constructive comments related to the prioritisation and pacing of the commitments to ensure they could be delivered and make the biggest difference.

¹ Gaelic Language (Scotland) Act 2005, section 3(6)

This has been reflected in the final set of priorities and actions. There were also really supportive and positive comments within the consultation and on social media.

Further details on the consultation responses are included at appendix 3.

2. KEY PRINCIPLES

The following key principles underpin the commitments set out in this Gaelic Language Plan.

EQUAL RESPECT

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

National Galleries of Scotland will ensure that our operations and services which include Gaelic are of an equal standard and quality as those that we provide in English.

ACTIVE OFFER

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

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

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

NORMALISING

The key aim of the Act is to sustain and grow the Gaelic language and associated culture. In order to achieve this aim, the normalisation, or mainstreaming, of Gaelic as part of the day-to-day fabric of modern Scottish life is a key action and public authorities are central to this.

National Galleries of Scotland will ensure that opportunities for the public and our staff to use Gaelic are normalised, in support of the National Gaelic Language Plan's aims.

3. PLAN COMMITMENTS

STRATEGIC PRIORITIES

Strategic priorities	Current practice	Required actions	Timescale	Responsible department
Increasing the use of Gaelic A' toirt fàs air cleachdadh na Gàidhlig				
Create opportunities for Gaelic speakers to undertake apprenticeships, placements and voluntary roles within National Galleries of Scotland	There are no apprenticeships, placements or voluntary roles for Gaelic speakers within National Galleries of Scotland	Investigate which functions might have opportunities for Gaelic speakers and prioritise these based on the need to develop Gaelic within or in relation to that function	Year 3	HR
		Work with the Volunteer Coordinator to assess those needs and resource requirements	Year 3	Development
		Create opportunities based on the results of the above actions	Year 5	HR/ Development
Provide and promote interpretation through the medium of Gaelic, including on-site and digitally	There is a growing resource of Gaelic-medium content based on objects in the collection available on our website; there is limited on-site interpretation in Gaelic	Launch Gaelic music commission and associated interpretation	Year 1	Learning & Engagement
		Continue regular music programme to include Gaelic performers	Annually	Learning & Engagement
		Continue audit on the National gallery Gaelic-related artworks	Year 5	Curatorial
		Share audit results internally to inform curation and interpretation	Year 2-3	Curatorial
		Ensure audit results are made publicly accessible including online	Year 3	Curatorial and Digital
		Extend audit of Gaelic-related artworks across the permanent collection	Year 5	Curatorial
		Include Gaelic stories across the National gallery audio guide/ content	Year 1	Digital and Curatorial
		Create Gaelic-focused audio tour for the National (plan for 20 Gaelic 'stops' on the tour)	Year 2	Digital and Curatorial

Strategic priorities	Current practice	Required actions	Timescale	Responsible department
		Investigate Gaelic-focused audio tours for other National Galleries of Scotland sites to be provided in Gaelic and English	Year 3	Digital and Curatorial
		Revise Interpretation Framework supporting documents to incorporate National Galleries of Scotland's approach to Gaelic language	Year 2	Editorial Panel
		Publish one long-form interpretation output in Gaelic each year as a minimum (including blogs, video features and other types of content)	Annually	Collection & Research and Audience
Increasing the learning of Gaelic A' toirt fàs air ionnsachadh na Gàidhlig				
Develop education resources for pupils and teachers engaged in Gaelic-medium and Gaelic learners' education	There are some schools resources available on our website	Review and refresh existing Gaelic resources (including MacKinnon, Constable and Scottish Identity content) based on the needs of Gaelic learners and actively promote them to relevant learner communities	From year 2	Learning & Engagement
		Work with and engage Gaelic-medium and mainstream schools to co-create and/ or advise on the creation of new Gaelic learning resources relevant to their needs	From year 3	Learning & Engagement
		Produce basic and intermediate-level glossaries in Gaelic of art and gallery terms for use by individuals and groups in gallery spaces	Year 2	Learning & Engagement Curatorial
Create and promote Gaelic education outreach opportunities	There have been education outreach activities with Gaelic-medium school pupils	Support Gaelic community events and groups (ie promote the rooms that are already available for use to Gaelic organisations and groups)	Annually	Learning & Engagement
		Promote existing provision of self-guided tours and workshops to Gaelic-medium schools and learner groups (create dedicated webpage for GME and other learner groups, publicise through Capital Gaelic and other networks)	Year 2	

Strategic priorities	Current practice	Required actions	Timescale	Responsible department
		Deliver label-writing project with James Gillespie's High School	Year 1	Learning & Engagement
Promoting a positive image of Gaelic A' cur deagh ìomhaigh air adhart airson na Gàidhlig				
Cooperate with organisations such as National Museums Scotland and National Library of Scotland to increase the profile of Gaelic	National Galleries of Scotland is in regular contact with other organisations working to increase the profile of Gaelic	Actively participate in the Capital Gaelic network with the Compliance Manager representing the National Galleries of Scotland as a formal member of the Network	Annually	Director-General's Office and Learning and Engagement
		Cross-promote Gaelic language activity and resources with National Museums Scotland and National Library of Scotland	Year 1	Director-General's Office and Digital
Participate in such opportunities as the Gaelic tourism strategy implementation group		Engage with Visit Scotland on the Gaelic Tourism Strategy and actively seek any other opportunities to collaborate through established and emerging Gaelic networks, led at organisational level by the Director-General's Office and in consultation with the Audience directorate and other teams as appropriate	Annually	Audience, Director-General's Office and others as appropriate

CORPORATE SERVICE AIMS

As well as the strategic priorities, Bòrd na Gàidhlig has developed a set of standardised Corporate Service Aims and desired outcomes which we will work towards.

Desired outcome	Current practice	Proposed actions	Timescale	Responsible Department
Logo and Brand				
Render the corporate logo and branding in both Gaelic and English at the first opportunity and as part of any renewal process. The logo should demonstrate equal prominence for both languages.	We have a new Gaelic-language version of our corporate logo, launched Spring 2023	Agree policy for use of Gaelic version of logo	Year 1	Audience
		Roll-out policy	From year 2	Audience

Desired outcome	Current practice	Proposed actions	Timescale	Responsible Department
Signage				
Signage will include Gaelic and English as part of any renewal process.	No Gaelic on signage but there are plans to change this as part of a wider wayfinding project	Include the new National Galleries of Scotland Gaelic logo in new wayfinding and 'Fàilte' on welcome signs	Year 2	Audience
Promotion				
Positive messages that communication from the public in Gaelic is always welcome are regularly repeated.	We do not yet publicise this	Add message to the Contact Us section of the website stating that people can submit correspondence in Gaelic	Year 2	Audience
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.	This is current practice although it is not yet actively publicised (see above)	Continue to accept written communication in Gaelic and respond accordingly	Annually	Audience/ Operations/ Director- General's Office
Reception and phone				
Where Gaelic speaking staff can provide this service, they are supported to do so, and the service is promoted to the public. If there are not staff available to deliver this, capacity will be built through training and recruitment.	We are not currently able to provide this service due to lack of Gaelic speakers	Continue to include Gaelic language as a desirable skill in job descriptions for front of house staff	Annually	Operations and HR
		Actively offer Gaelic language training to front of house staff	Annually	Operations/ HR/ Director- General's Office
Public meetings				
Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted. In those geographical locations in which the percentages or numbers of Gaelic speakers is greater, working towards this will be expected as standard.	We do not have a programme of public meetings. We would consider provision of public meetings in Gaelic or bilingually if such meetings were being planned		-	All
News releases				
High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.	We do not circulate press releases in Gaelic.	Translate the National opening press release and 2024 Public Programme press release into Gaelic and issue to key Gaelic press including BBC Alba.	Year 1	Audience

Desired outcome	Current practice	Proposed actions	Timescale	Responsible Department
		Translate other press releases into Gaelic where activity is prioritised due to 'Gaelic relevance' ²	Annually	Audience
Social media				
Gaelic content distributed regularly through social media, working towards fully bilingual social media.	We do not regularly post in Gaelic on social media	Develop and deliver a plan for creating and posting engaging Gaelic content as part of our wider social media plan with a target of one per month initially	From year 2	Audience
Website				
Gaelic content should be available on the public authority's website, with emphasis given to the pages with the highest potential reach, working towards fully bilingual website in those geographical locations in which the percentages or numbers of Gaelic speakers is greater, speakers in the community, this will be expected as standard.	There is an increasing volume of Gaelic content available on nationalgalleries.org including features and blog posts, music concerts and subtitled tours as well as artworks tagged as 'Gaelic'	Launch, and regularly update, a landing page for all Gaelic content so that people can find and explore more easily	Year 1	Digital
		Regularly promote these resources and content	From year 1	Digital/ Other
		Signpost to Gaelic content on National Museums Scotland and National Library of Scotland websites from National Galleries of Scotland's Gaelic landing webpage and vice versa	Year 1	Digital
Corporate publications				
Produced in Gaelic and English, with priority given to those with the highest potential reach and impact.	We do not currently publish any of our corporate documents bilingually with the exception of the Gaelic Language Plan.	Include a Gaelic language feature in annual reviews	From year 1	Director-General's Office
Language				

² 'Gaelic relevance' criteria: Where the featured artist, sitter or subject is or was a Gaelic speaker or advocate of the language, or where there are other clear links to Gaelic language, history or culture • When touring exhibitions or outreach activities are taking place in areas with Iomairtean Gàidhlig status • To promote our national competitions or initiatives (eg Your Art World)

Seisean Fosgailte
Cuspair 3.1 PT1

Desired outcome	Current practice	Proposed actions	Timescale	Responsible Department
A process is in place to ensure that the quality and accessibility of Gaelic language in all corporate information is high.	We use reputable translators and proof-readers for formal pieces of writing	Procure translation services which ensure a high standard of quality and accessibility	Annually	All
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.	This is not yet explored routinely in exhibition planning	Add requirement to consider Gaelic opportunities to our interpretation framework, supporting accessibility guidance and exhibition planning forms	Year 2	Audience and Editorial Panel
Internal audit				
Conduct an internal audit of Gaelic skills and training needs through the life of each edition of the plan.	No current data on internal Gaelic language skills other than snapshot when preparing a new Gaelic Language Plan	Conduct a colleague audit utilising new HR system; capture data on the system as new colleagues start employment with us	Year 1	HR
Induction				
Knowledge of the public authority's Gaelic language plan and training opportunities are embedded in new staff inductions.	The Gaelic Language Plan is included under the 'Get to know us' section of the initial induction for all staff	Identify options and opportunities for more active onboarding and induction training in relation to the Gaelic Language Plan and put these in place	Year 4	HR Director-General's Office
Language training				
Gaelic language skills training and development, delivered to staff, particularly in relation to implementing the public authority's Gaelic language plan.	Beginners' classes offered in 2023 through Capital Gaelic	Offer post-beginners language classes through Capital Gaelic in 2024	Year 1	Director-General's Office
	Offer of language skills training often limited by resources; dependent on availability of training opportunities	Create a delivery plan for colleague training and development	Year 4	HR Director-General's Office
	Infrequent Gaelic content posted on staff intranet	Publish Gaelic and Gaelic-related content more frequently on intranet to teach words and phrases	Annually	Director-General's Office
Using Gaelic				
Staff are encouraged to use Gaelic in their work.	As there are very few colleagues with Gaelic skills, it has not been possible to encourage this in any formal way	As Gaelic skills training is delivered, encourage practice among learners, including formally if appropriate	Annually	All
		Publish a series of Gaelic words/phrases of the week on the intranet	From Year 2	Director-General's Office

Desired outcome	Current practice	Proposed actions	Timescale	Responsible Department
		Plan of staff activities for World Gaelic Week	From Year 2	Director-General's Office
Awareness training				
Gaelic awareness training delivered, with priority given to senior staff, other key decision makers and staff dealing directly with the public.	Provided <i>ad hoc</i> when opportunity arises including for all staff through Galleries News Live; formal awareness training sessions offered when available (last in May 2023)	Understand awareness training needs through engagement internally & externally with advisors	Year 4	HR/ Director-General's Office/ Operations
		Deliver ongoing awareness training programme	Annually	HR/ Director-General's Office/ Operations
Recruitment				
Gaelic language skills are recognised and respected within the recruitment process throughout the public authority.	Gaelic skills are listed as desirable when recruiting for all front of house and some other roles	Make guidance available to help recruiting managers understand where and how Gaelic can be used in roles	Year 5	HR
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.	Gaelic skills are listed as desirable when recruiting for all front of house and some other roles	Continue to list Gaelic as desirable for front of house and communications vacancies	Year 5	HR
		Make guidance available to help recruiting managers identify where Gaelic should be an essential skill in a job description to support delivery of the Gaelic Language Plan	Year 5	HR
Bilingual or Gaelic only job adverts for all posts where Gaelic is an essential skill.	This would be included now if it was required	For all posts where Gaelic is an essential skill, publish job adverts bilingually or in Gaelic only	Annually	HR
Gaelic Orthographic Conventions				
The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority.	We use reputable translators and proof-readers for formal pieces of writing	Procure translation services which ensure a high standard of quality and accessibility	Annually	All
Place names				

Seisean Fosgailte
Cuspair 3.1 PT1

Desired outcome	Current practice	Proposed actions	Timescale	Responsible Department
Gaelic place name advice from Ainmean-Àite na h-Alba is sought and used.	We use reputable translators and proof-readers for formal pieces of writing	Procure translation services which ensure a high standard of quality and accessibility Ensure colleagues are aware of the advice available from Ainmean-Àite na h-Alba and know to consult AAA when using Gaelic place names	Annually	All

4. LINKS TO THE NATIONAL PERFORMANCE FRAMEWORK

The commitments in this Gaelic Language Plan will also help advance the priorities of Scottish Government's National Performance Framework. Our plan will contribute to the national outcomes of:

- **Children and young people** by helping Gaelic speakers and learners realise their potential
- **Communities** by valuing the diversity within local communities
- **Culture** by recognising Gaelic culture as an essential part of the vibrancy and diversity of Scotland and encouraging its expression and enjoyment
- **Economy** by contributing to an inclusive and sustainable economy which benefits Scotland's people and communities
- **Education** by supporting Gaelic learning in schools and those who wish to learn Gaelic at any stage of life, to benefit wellbeing, our society and the economy.

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

5. LINKS TO OTHER FRAMEWORKS

The work of National Galleries of Scotland is expected to align with the Scottish Government's Culture Strategy³ and the Scotland's Museums and Galleries Strategy⁴. We are contributing to development of the new National Gaelic Tourism Strategy⁵ and we are also a key partner in delivering the Granton Waterfront regeneration strategy⁶.

These national and sectoral frameworks provide context in which we deliver our statutory obligations including the commitments in this Gaelic language plan. While the links to the National Gaelic Tourism Strategy are perhaps the most obvious, the Culture Strategy seeks to recognise Scotland's rich cultural heritage and the Museums and Galleries Strategy aims to ensure that collections and stories are shared with the widest diversity of Scotland's people.

A key part of the Granton Waterfront development is our plan for the Art Works⁷, a sustainable new facility for the national collection, which will also offer a cultural focal point for the local community. As this project progresses, we will develop plans to encompass our Gaelic priorities within this project.

³ [A Culture Strategy for Scotland - gov.scot \(www.gov.scot\)](https://www.gov.scot/culture-strategy)

⁴ [Scotland's Museums and Galleries Strategy - Museums Galleries Scotland](https://www.museumsandgalleries.scot.nhs.uk/)

⁵ [Gaelic Tourism Strategy – Working in Partnership | VisitScotland.org](https://www.visitScotland.org/gaelic-tourism-strategy)

⁶ [Granton Waterfront regeneration – The City of Edinburgh Council](https://www.edinburgh.gov.uk/granton-waterfront-regeneration)

⁷ [The Art Works | National Galleries of Scotland](https://www.nationalgalleries.org/art-works)

6. PUBLICATION

PUBLISHING AND PUBLICISING THE PLAN

INTERNAL

All National Galleries of Scotland colleagues will be made aware of the plan through our internal communications channels, and those responsible for delivery of the stated actions will be asked to provide regular updates on progress. The Gaelic Language Plan will continue to be included in the induction programme for all new staff and trustees.

EXTERNAL

National Galleries of Scotland's Gaelic Language Plan will be published in Gaelic and in English on our website. In addition, we will:-

- issue a bilingual press release announcing the plan
- publicise the plan through a variety of social media platforms
- distribute copies to arms-length organisations and other third-party organisations, explaining their role in the delivery of the plan
- distribute copies of the plan to key stakeholders in the public, private and third sectors
- distribute copies of the plan to relevant Gaelic organisations and other interested bodies
- make hard copies available on request

7. RESOURCING THE PLAN

It is envisaged that the commitments set out in this plan can be delivered within existing budgets, based on current financial forecasts. At present, translation services are likely to form the major element of costs related to this plan. National Galleries of Scotland will ensure a best value approach in achieving competitive prices while maintaining high quality in our output. Staff time is likely to be the second highest cost, which National Galleries of Scotland will endeavour to use effectively and target to ensure delivery of the commitments set out in this Plan.

8. MONITORING THE PLAN

National Galleries of Scotland will submit annual monitoring reports to Bòrd na Gàidhlig demonstrating progress against the 2024-29 plan. To support this, we will gather data on the active offer and uptake of Gaelic facilities and services, as well as using information gathered from our visitor surveys.

9. THE GAELIC LANGUAGE PLAN IN THE PUBLIC AUTHORITY

OVERALL RESPONSIBILITY FOR THE PLAN

The Director-General as the accountable officer has overall responsibility for ensuring that this plan is delivered.

Director-General
National Galleries of Scotland
73 Belford Road
Edinburgh
EH4 3DS
0131 624 6200
enquiries@nationalgalleries.org

DAY-TO-DAY RESPONSIBILITY FOR THE PLAN

The Compliance Manager has day-to-day responsibility for the delivery and monitoring of National Galleries of Scotland's Gaelic Language Plan. Queries regarding the day-to-day operation of the plan should be addressed to:

Kathryn Farrell
Compliance Manager
Governance and Compliance Team
National Galleries of Scotland
73 Belford Road
Edinburgh
EH4 3DS
Tel: 0131 624 6473
Email: gaelic@nationalgalleries.org

Gaelic Language Plan Implementation and Monitoring Group

We are in the process of establishing a Gaelic language plan implementation and monitoring group, consisting of staff from across the National Galleries of Scotland with responsibility for developing, implementing and monitoring different aspects of the plan.

The remit of the working group, which functions are represented on it and how often it will meet will be agreed within the first year of this plan

ENGAGING WITH STAFF

The Compliance Manager will work with colleagues to ensure they are aware of the actions needed to deliver the priorities and outcomes and will maintain regular contact to monitor progress. Updates on progress will be posted on the intranet and further engagement will take place in person or through the Gaelic community of interest on Viva Engage.

ARM'S LENGTH ORGANISATIONS AND THIRD PARTIES

Any third parties delivering services or goods related to this plan on our behalf will be required to adhere to its principles.

APPENDIX 1 – MAP OF GAELIC PLACE NAMES

Alba

Taghadh de dh'ainmean-àite bhon Ghàidhlig

Airson tuilleadh air na h-ainmean seo, feuch an stòr-dàta air www.ainmean-aite.scot.

Scotland

A selection of Gaelic-derived place-names

For more on these names, consult the database on www.ainmean-aite.scot.



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Le dàta bhon t-Suirbhidh Òrdnais © Còir copaidh is stòir-dàta a' Chrùn 2020.
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Contains Ordnance Survey data © Crown copyright and database right 2020.

Rannsachadh le Ainmean-Àite na h-Alba & Bòrd na Gàidhlig.
Mapa le Bòrd na Gàidhlig 2020 a' cleachdadh QGIS 3.
Research by Ainmean-Àite na h-Alba & Bòrd na Gàidhlig.
Map by Bòrd na Gàidhlig 2020 using QGIS 3.



APPENDIX 2 – INTERNAL GAELIC CAPACITY AUDIT

A key pre-requisite of all Gaelic language plans is to undertake a holistic audit of existing internal Gaelic capacity and relate this to commitments in the plan.

Gaelic language skills survey 2023 (colleagues)

10 learning Gaelic at beginner or basic level, a fair level of confidence in using Gaelic in those with a basic level of learning

Only seven respondents were not aware or weren't sure of the National Galleries of Scotland's existing commitments to Gaelic language plan/ 44 respondents were aware of the commitments

17 respondents stated that their job roles did not contribute to the development or promotion of Gaelic language within the delivery of the organisation's functions; 17 stated that there was no current contribution but they would be interested in including Gaelic within their remit or projects; 17 said that their role directly or indirectly included Gaelic language development within the National Galleries of Scotland.

Spoken Gaelic was rarely or never heard by the respondents during the course of their work. It was a similar picture for written, email and social media communications but a small number reported seeing, hearing or using Gaelic across these channels on a weekly and even a daily basis.

29 colleagues were interested in taking up the offer of beginner language classes, timescales and workloads permitting.

Colleagues were asked if they had any ideas for Gaelic language activity that promotes or uses the language or encourages learning, for colleagues or our audience. These suggestions included:

Audience

- variations on the idea of Gaelic words in the gallery spaces which can be used to describe/ discuss artworks (eg exhibition, landscape, portrait, names of colours)
- continue work to identify and tag works on the website as 'Gaelic' for ease of searching, perhaps through crowd-sourcing
- using social media to introduce/ show more art work with links to Gaelic culture
- using social media to post Gaelic content on a regular basis to increase visibility
- phonetic pronunciation guides to help learner

Colleagues

- Word/ fact of the week/ month on Intranet and other fun Gaelic staff activities
 - Visibility of Gaelic on other internal systems
- Opportunities for colleagues who are learning to use/ practice their skills amongst themselves

APPENDIX 3 – PUBLIC CONSULTATION

To meet the statutory requirement of the Gaelic Language (Scotland) Act 2005 that public authorities must consult persons appearing to it to have an interest, we conducted a consultation exercise in July-August 2023.

25 responses were received in total, with three written in Gaelic. One was from an organisation, all others from individuals.

15 believed the priorities were the rights ones for the next plan to focus on, stating that:

- Any opportunity to use Gaelic is to be praised
- Learners look forward to seeing it when they're out and about, wherever they are
- Opportunities and training needs are well covered
- We have a responsibility as a public body to promote Gaelic

Respondents also noted that it must be seen as a long-term process to build infrastructure and that the availability of Gaelic speakers in this cultural area is a problem.

10 respondents did not believe these priorities were right for the next GLP, however most of these responses were from individuals who fundamentally disagreed with the requirement to have a Gaelic Language Plan at all.

One who didn't believe these weren't the right priorities was in favour of Gaelic development but thought that fewer priorities and more focus was required to build language skills and capacity first, to make a real difference.

One respondent who thought the priorities were OK, went on to say that they didn't think the proposed actions would deliver them, along with 10 others who disagreed. Of the further detail provided most reiterated the points above.

The other 14 respondents thought that the proposed actions were likely to deliver those priorities.

Constructive comments from all respondents included:

- Too many priorities, not enough resources to do all well. Need to encourage and support people behind the scenes to deliver.
- It's not clear whether or how the organisation will provide apprenticeships or opportunities for Gaelic speakers to volunteer or how their skills will be used
- Perhaps you ought to define "communities of gaelic" lest you miss one out
- Tha na gnìomhan caran lightweight. Bu chòir dhuibh barrachd a dhèanamh gus inbhe na Gàidhlig a thogail agus gus aire an t-sluaigh a thogail. (*The proposals are quite lightweight. You should be doing more to raise the standard of Gaelic and to raise its visibility.*)

When asked if there were any priorities or actions which hadn't been included but the respondent thought should have been the responses the additional suggestions included:

- Visits for Gaelic nursery and school groups and tying into subjects such as history, geography and politics to increase engagement of teachers and pupils
- The highland tours of the eighteenth and nineteenth centuries might be a theme that 21st century tourists could engage with.
- Leis a' chothrom a th' agaibh agus an t-uamhas dhaoine a' faicinn man soidhnichean agaibh, a' gabhail a-steach luchd-turais, luchd-labhairt na Gàidhlig agus luchd-ionnsachaidh na Gàidhlig, bu chòir dhuibh a bhith a' dèanamh a h-uile soidhne a th' agaibh gu dà-chànanach. Chan eil 'fàilte' an siud agus an seo math gu leòr na làithean-sa (*Given the opportunity you have and the number of people seeing your signs, including tourists, Gaelic speakers and Gaelic learners, you should be make all your signs bilingual. 'Welcome' here and there isn't good enough these days*)
- Ensure there is as much oral as written gaelic for older gaels who were maybe not taught to read their own language
- Tha luchd-turais cuideachd ag iarraidh leabhadh Gàidhlig air soidhnichean (*Tourists also like to read Gaelic on signs*)

To follow this, respondents were asked if there were any priorities which should not have been included. Those opposed to the plan in principle reiterated their thoughts.

With regard to the Corporate Service Aims, we asked if the proposed actions were the right ones to make progress. 13 respondents answered 'yes', the rest 'no'.

Of those who agreed, three gave further explanations:

- Giving Gaelic a rightful place within the Scottish cultural setting.
- Using language in interpretation boards.
- Consider offering access to 'immersion' learning for staff who wish to learn Gaelic as well as traditional learning methods

One respondent thought there was more to be done in terms of signage and the logo to increase visibility of the language and demonstrate that we recognise Gaelic as an official language.

Other actions which respondents though the National Galleries of Scotland could take to support Gaelic development included:

- Creating a role with Gaelic as an essential skill
- Using digital and new technology in preference to Gaelic signage in the first instance
- Offer events and exhibitions about Gaelic history, culture and the environment and show how deeply embedded this is
- I think it might be worth experimenting with the use of paintings and sculptures as a focus for Gaelic conversation classes, to develop discussion around cultural and aesthetic issues. This could involve Gaelic-speaking artists, or cultural organisers.

Final comments were that it was encouraging to see this work in the art sector as well as new opportunities for Gaelic engagement and visibility.



A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	06/02/2024
Àite:	Air MS Teams
Nì a' Chlàir-ghnothaich	3.2

Tìotal a' Phàipeir	Prìomhachasan Ro-innleachdail PGR073 E02 Plana Gaidhlig UHI a Tuath, an Iar is Innse Gall		
Moladh do Bhuill	Airson Aontachadh		
Neach labhairt:	Christie NicIleathain, Manaidsear Planaidh		
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris	
Stuiriche Leasachaidh	25/01/2024	Ri Aontachadh	
Pàipear-taice air a cheangal ris	PT1 – Prìomhachasan Ro-innleachdail PGR073 E01 UHI a Tuath, an Iar is Innse Gall		
1.0	Adhbhar		
1.1	A' sireadh aonta na Comataidh air Prìomhachasan ro-innleachdail airson UHI a Tuath, an Iar is Innse Gall.		
2.0	Cùl-fhiosrachadh		
2.1	'S e prìomhachasan ro-innleachdail an t-ainm ùr a th' air pròiseas nan amasan àrd-ìre.		
2.2	Chan eil pròiseas nan amasan àrd-ìre no prìomhachasan ro-innleachdail mar a chanar riutha a-nis mar phàirt den phròiseas reachdail air ullachadh Phlanaichean Gàidhlig.		
2.3	'S ann airson stiùireadh ro-innleachdail a thoirt do dh'ùghdarrasan poblach a tha a' deasachadh phlanaichean Gàidhlig a tha am pròiseas agus gus dearbhadh gu bheil Planaichean Gàidhlig nan ùghdarrasan a' cur ri amasan anns a' Phlana Nàiseanta.		
2.4	'S e a tha eadar-dhealaichte mu dheidhinn a' phròiseis ùir gu bheil barrachd co-obrachadh a' gabhail àite eadar Bòrd na Gàidhlig agus na h-ùghdarrasan poblach aig ìre oifigeir agus Stiùiriche/Ceannard.		
2.5	'S e a tha fa-near leis a' phròiseas seo, barrachd conaltraidh a bhrosnachadh aig gach ìre leis na h-ùghdarrasan poblach nuair a thathar a' deasachadh nan dreachd phlanaichean aca.		
2.6	A bharrachd air sin, tha e a' toirt cothrom do Bhòrd na Gàidhlig a bhith ag obair gu dlùth le ùghdarrasan gus dearbhadh gu bheil a' cur ri prìomhachasan anns a' Phlana Nàiseanta.		
3.0	Prìomh Aithris/Fiosrachadh		
3.1	Chaidh na prìomhachasan ro-innleachdail seo ullachadh ann an co-bhann le oifigearan agus stiùirichean/Ceannardan aig an ùghdarras poblach seo airson a chiad eagrain den phlana Gàidhlig aca.		
3.2	Chaidh an ullachadh stèidhichte air prìomhachasan anns a' Phlana Nàiseanta 2018-2023 agus an dreachd Phlana Nàiseanta airson 2023-2028.		
4.0	Moladh		
4.1	Aire a thoirt don fhiosrachadh ann am PT1.		
4.2	Aonta a chur ris na Prìomhachasan ro-innleachdail ann am PT1.		
5.0	Prìomh Bhuaidhean Ro-innleachdach		

5.1	Buaidhean air Ionmhas		
	Cha bhi buaidh air ionmhas.		
5.2	Buaidhean air Luchd-obrach		
	Cha bhi buaidh air luchd-obrach.		
5.3	Buaidhean air Trèanadh		
	Cha bhi buaidh air trèanadh.		
5.4	Ceanglaichean ri Amasan Ro-innleachadh agus Corporra		
	Tha na prìomhachasan ro-innleachdail seo a' cur ris na 3 prìomhachasan corporra aig BnG.		
5.5	Ceanglaichean ri Frèam-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 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 type="checkbox"/>
5.6	Buaidhean air Cliù		
	Cha bhi buaidh air cliù.		
5.7	Buaidhean air Slàinte is Sàbhailteachd		
	Cha bhi buaidh air slàinte is sàbhailteachd.		
5.8	Buaidhean Laghail		
	Cha bhi buaidh laghail ann.		
5.9	Buaidhean air Co-ionannas		
	Cha bhi buaidh air co-ionannas.		
5.10	Buaidhean air an àrainneachd		
	Cha bhi buaidh air an àrainneachd.		



DREACHD PRÌOMHACHASAN RO-INNLEACHDAIL | DRAFT STRATEGIC PRIORITIES: PLANA GÀIDHLIG OGE TIIG | UHI NWH GAELIC LANGUAGE PLAN

Tha Bòrd na Gàidhlig airson taic a bharrachd a thoirt do dh'Ùghdarrasan Poblach a tha ag ullachadh nam Planaichean Gàidhlig aca le bhith ag obrachadh còmhla riutha gus prìomhachasan ro-innleachdail aontachadh eadarainn airson na planaichean as fheàrr a cruthachadh gus fàs a thoirt air cleachdadh na Gàidhlig, ionnsachadh na Gàidhlig agus airson cur ri deagh ìomhaigh dhan Ghàidhlig. An dèidh chòmhraidhean le UHI a Tuath, an Iar agus Innse Gall, tha Bòrd na Gàidhlig toilichte an t-seata de phrìomhachasan ro-innleachdail a chaidh aontachadh airson eagraan 1 de phlana Gàidhlig UHI TIIG a cho-roinn.

Bòrd na Gàidhlig seeks to provide further support to public authorities who are preparing Gaelic language plans by working together to agree overall strategic priorities for the development of their respective plans to further in growth of the use of Gaelic, the learning of Gaelic and to promote a positive image of the language. Following discussions with UHI North, West and Hebrides, Bòrd na Gàidhlig is pleased to share the agreed set of strategic priorities for edition 1 of UHI NWHs's Gaelic language plan.

A' toirt fàs air cleachdadh na Gàidhlig	Increasing the use of Gaelic
Obraich gu ro-innleachdail agus gu cunbhalach le buidhnean poblach agus coimhearsnachdan ionadail gus cothroman airson cleachdadh na Gàidhlig àrdachadh air feadh nan Eilean Siar agus Iar-Thuath na Gàidhealtachd.	Operate strategically and frequently with neighbouring public bodies and communities to increase opportunities for Gaelic usage throughout the Western Isles, north and west Highlands.
Cuir a-steach susbaint/libhrigeadh Gàidhlig thairis air iomadh cuspair taobh a-staigh OGE TIIG gus ceanglaichean eadar Gàidhlig agus cothroman cosnaidh a neartachadh, le fòcas tùsail ga thoirt air cùrsaichean Slàinte, Cùram Sòisealta is Cloinne, agus Turasachd.	Embed Gaelic content/delivery across multiple disciplines within UHI NWH to strengthen links between Gaelic and employability, with an initial focus given to Health, Social and Child Care, and Tourism.
Dèan cinnteach gu bheil planadh leasachaidh bliadhnail an sàs gus an raon de chùrsaichean air an libhrigeadh tro mheadhan na Gàidhlig a leudachadh agus gun tèid libhrigeadh chùrsaichean a sgrùdadh gu cunbhalach.	Ensure annual improvement planning is in place to extend the range of courses delivered through the medium of Gaelic and that course delivery is regularly audited.
A' toirt fàs air ionnsachadh na Gàidhlig	Increasing the learning of Gaelic
Leasaich na tha ri fhaotainn de chùrsa tràth-bhliadhnaichean Gàidhlig ann an co-obrachadh le com-pàirtichean agus dèan cinnteach gum bi seo ruigsinneach aig a h-uile àrainn anns a' cholaiste.	Develop the availability of a Gaelic early years course in collaboration with partners and ensure this it is made accessible at all campuses throughout the college.
Meudaich ionnsachadh agus cleachdadh na Gàidhlig gus taic a chumail ri leasachadh chultair is dualchais mar bhuannachd don choimhearsnachd. Leasaich sreath cunbhalach de thachartasan bogaidh sa choimhearsnachd son fàs a chur ri àireamh an luchd-ionnsachaidh air Iar-Thuath na Gàidhealtachd.	Expand Gaelic language learning and usage to support the development of culture and heritage as a community asset. Develop a regular programme of community-based immersive experiences to increase the number of Gaelic learners at all levels.
A' cur deagh ìomhaigh air adhart airson na Gàidhlig	Promoting a positive image of Gaelic
Cruthaich ro-innleachd airson leasachadh agus adhartachadh cothroman bogaidh Gàidhlig taobh a-staigh bheatha nan oileanach air feadh OGE TIIG.	Create a strategy for the development and promotion of Gaelic immersive experiences as part the wider student experience at UHI NWH.



A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	06/02/24
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	4.1

Tìotal a' Phàipeir	Àireamhan Foghlam		
Moladh do Bhuill	Airson fiosrachadh*		
Neach-labhairt:	Jennifer McHarrie, Stiùiriche Foghlaim		
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris	
Sgioba-stiùiridh	24/01/24	Airson Fiosrachadh	
Pàipear-taice air a cheangal ris	-		
1.0	Adhbhar		
1.1	Fiosrachadh as ùire air staitistig foghlaim		
2.0	Cùl-fhiosrachadh		
2.1	Tha an aithisg a' toirt ùrachadh do bhuill a' chomataidh air staitistig airson Foghlam Gàidhlig		
3.0	Prìomh Aithris/Fiosrachadh		
3.1	<p>Thòisich Bòrd na Gàidhlig air rannsachadh fhoillseachadh air àireamhan ann am Foghlam Gàidhlig ann an 2009-2010 gus àireamhan nan sgoilearan ann am Foghlam tro mheadhan na Gàidhlig (FtG) a thomhas. Chaidh seo an àite rannsachadh a rinn Oilthigh Shrath Chluaidh roimhe sin.</p> <p>Tha staitistig nàiseanta ga cruinneachadh le Riaghaltas na h-Alba mar phàirt de Stadastaireachd do Sgoiltean an Alba a nì e gach bliadhna. Tha Bòrd na Gàidhlig den bheachd gu bheil e iomchaidh gu bheil fios mu fhoghlam tro mheadhan na Gàidhlig air a chruinneachadh tron aon siostam nàiseanta a chionn 's gu bheil seo a' cur ri àbhaisteachadh na Gàidhlig agus tha e ceart gu bheil dàta air a dhearbhadh gu nàiseanta air FMG.</p>		
3.2	<p>Tha Bòrd na Gàidhlig air an tionndadh poblach dhen dàta fhoghlaim airson 2022-23 fhoillseachadh https://www.gaidhlig.scot/wp-content/uploads/2024/01/Data-Foghlaim-2022-23_POBLACH-1.0_BnG-Education-Data.pdf</p>		
3.3	<p>Airson 23-24 thèid am fiosrachadh seo a chruinneachadh le Riaghaltas na h-Alba. Às dèidh molaidhean bho BnG, tha Riaghaltas na h-Alba a' toirt a-steach cruinneachadh dàta bliadhnaile ùr gus fiosrachadh a chruinneachadh bho ùghdarrasan ionadail a thaobh solar Foghlam tro Mheadhan na Gàidhlig (FMG). Cuidichidh am fiosrachadh seo le measadh ìre adhartais san àrd-sgoil agus chuidicheadh neach-ùidh iomchaidh le bhith a' dèanamh cho-dhùnaidhean air goireasan FMG, fastadh thidsearan, taic thidsearan, ionnsachadh proifeiseanta msaa.</p>		
3.4	<p>Bhiodh an cruinneachadh dàta ùr a' tòiseachadh bho Ghearran 2024, agus bheir Bòrd na Gàidhlig ceangal dhan dàta air an làrach-lìn againn.</p>		

4.0	Moladh																																				
4.1	Gun toir a' Chomataidh am pàipear seo fa-near.																																				
5.0	Prìomh Bhuidhean Ro-innleachdach																																				
5.1	Buidhean air Ionmhas Tha na cosgaisean uile taobh a-staigh a' bhuidseit.																																				
5.2	Buidh air Luchd-obrach Cha bhi buaidh ann																																				
5.3	Buidh air Trèanadh Cha bhi buaidh ann																																				
5.4	Ceanglaichean ri Amasan Ro-innleachdail agus Corporra Tha an obair seo a' cur ri amas corporra 2: Gum bi barrachd chothroman ann do dhaoine aig aois sam bith na sgilean Gàidhlig aca a thoirt air adhart agus gum bi e nas fhasa dhaibh na cothroman sin a ghabhail.																																				
5.5	Ceanglaichean ris an Fhrèam-obrach Coileanaidh Nàiseanta																																				
	<table border="1"> <thead> <tr> <th colspan="2">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 Daoine Òga</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Cultar</td> <td><input type="checkbox"/></td> <td>Coimhearsnachd</td> <td><input 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 type="checkbox"/></td> </tr> <tr> <td colspan="3">Gnothachasan soirbheachail is ùr-ghnàthach</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	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 Daoine Òga	<input checked="" type="checkbox"/>	Cultar	<input type="checkbox"/>	Coimhearsnachd	<input 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 type="checkbox"/>	Gnothachasan soirbheachail is ùr-ghnàthach			<input type="checkbox"/>
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A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	06/02/24
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	4.2

Tìotal a' Phàipeir	Adhartas air Foghlam		
Moladh do Bhuill	Airson fiosrachadh*		
Neach-labhairt:	Jennifer McHarrie, Stiùiriche Foghlaim		
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris	
Sgioba-stiùiridh	24/02/24	Airson Fiosrachadh	
Pàipear-taice air a cheangal ris	-		
1.0	Adhbhar		
1.1	Tha an aithisg seo a' coimhead air cuid de ghnìomhan co-cheangailte ri foghlam		
2.0	Cùl-fhiosrachadh		
2.1	Tha an aithisg a' toirt ùrachadh do bhuill a' chomataidh air cuid de ghnìomhan a chaidh a dhèanamh bho chionn ghoirid ceangailte ri adhartas ann am foghlam bun-sgoile agus àrd-sgoile		
3.0	Prìomh Aithris/Fiosrachadh		
3.1	<p>Freagaritean Co-chomhairle bhon Dàmhair 2023 air adhart: Freagaritean air an cur a-steach chun nan co-chomhairlean a leanas co-cheangailte ri rudan a tha a' toirt buaidh air FtG</p> <ul style="list-style-type: none"> • Consultation Response: GME Catchment Areas in the Highland Council – Bòrd na Gàidhlig (gaidhlig.scot) • A' stèidheachadh sgìre-sgoile airson foghlam àrd-sgoile tro mheadhan na Gàidhlig aig Acadamaidh Inbhir Chluaidh ann an Inbhir • Co-chomhairle air Ullachaidhean Bile an Fhoghlaim • Moladh Co-chomhairle Reachdail - Sgìre Chomar nan Allt an Iar • Pàrlamaid na h-Alba - Comataidh Foghlaim : Beachdan air Feumalachdan Taic a Bharrachd airson Ionnsachadh ann an Alba • Suirbhidh Luchd-sgrùdaidh a' Chùraim 		
3.2	Tha sinn airson dèanamh cinnteach gum bi barrachd bhuidhnean a' toirt a-steach feumalachdan FtG nam freagaritean, agus tha sinn air a bhith a' bruidhinn ri diofar bhuidhnean nàiseanta eile le raon-ùghdarrais foghlaim gus an smaoinich iad air ar molaidhean sna freagaritean aca fhèin.		
3.3	<p>Tachartasan gus Foghlam bun-sgoile Gàidhlig a bhrosnachadh Tha sinn ag obair le ùghdarrasan ionadail air dòighean gus FtG a bhrosnachadh airson daoine le ùine ann an FtG air thoiseach air clàrachadh sgoile-àraich is BS1. Chaidh seisean fiosrachaidh a chur air dòigh ann an co-obrachadh le Comhairle Siorrachd Àir a Tuath agus Comann nan Pàrant ann am Bun-sgoil Pàirc Whitehirst air 30/10/23, agus bha Feasgar Fosgailte againn ann an co-obrachadh le Comhairle Inbhir Chluaidh agus Comann nam Pàrant nuair a chur sinn air dòigh seisean fiosrachaidh air 28/11/23 airson daoine le ùine ann an FtG air thoiseach air clàrachadh sgoile-àraich is BS1.</p>		
3.4	<p>Adhartas ann an solar Àrd-sgoile Tha Comataidh an Fhoghlaim aig Comhairle Inbhir Chluaidh air aontachadh gun tèid sgìre-sgoile àrd-sgoile a stèidheachadh airson foghlam Gàidhlig ann an Inbhir Chluaidh. Acadamaidh airson na bliadhna acadaimigeach a' tòiseachadh san Lùnastal 2024. Tha seo a' ciallachadh gun tòisich iad a' fastadh tidsear Gàidhlig gus FtG a thòiseachadh ann an Acadamaidh Inbhir Chluaidh.</p>		

Seisean Fosgailte
Cuspair 4.2

3.5	<p>Tha BnG mar phàirt de Bhuidheann Comhairleachaidh Gàidhlig na Comhairle agus cumaidh iad orra a' toirt seachad comhairle agus taic</p> <p>Adhartas ann an solar Bun-sgoile San t-Samhain 2023, fhuair Comhairle na Gàidhealtachd iarrtas airson Foghlam tron Ghàidhlig fhaighinn bho pàrantan ann am Bun-Sgoil Loch Àlainn. Tha Comhairle na Gàidhealtachd, mar phàirt dhen Mheasadh Thùsail, a-nis air measadh a dhèanamh air an fheum air FBtG a rèir an stiùiridh ann an Stiùireadh Reachdail airson Foghlam Gàidhlig. Tha an Stiùireadh a' mìneachadh nan ceumannan a dh'fheumas ùghdarrasan a ghabhail gus measadh a dhèanamh air iarrtas an dèidh dhaibh iarrtas fhaotainn airson FtG. 'S e deagh naidheachd gum bi FMG ri fhaighinn san sgìre seo.</p> <p>3.6 Comhairle Earra-Ghàidheal is Bhòid Tha sinn a' toirt stiùireadh do Chomhairle Earra-Ghàidheal is Bhòid leis gu bheil iad ag ullachadh sgrìobhainn co-chomhairleachaidh air sgoil Ghàidhlig, a rèir stiùireadh Riaghaltas na h-Alba gum bu chòir Comhairle Earra-Ghàidheal is Bhòid a' conaltradh ri Bòrd na Gàidhlig, mar comhairliche air foghlam Gàidhlig, agus luchd-ùidh eile (a' gabhail a-steach pàrantan agus riochdairean phàrantan) le sùil ri co-chomhairle a thoirt air adhart gus faighinn a-mach an t-iarrtas airson Sgoil Ghàidhlig taobh a-staigh sgìre an ùghdarrais ionadail. Is e an Dùbhlachd 2025 an ceann-latha airson co-chomhairleachaidh.</p>		
4.0	Moladh		
4.1	Gun toir a' Chomataidh am pàipear seo fa-near.		
5.0	Prìomh Bhuidhean Ro-innleachdach		
5.1	<p>Buidhean air Ionmhas Tha na cosgaisean uile taobh a-staigh a' bhuidseit.</p>		
5.2	<p>Buidh air Luchd-obrach Cha bhi buaidh ann</p>		
5.3	<p>Buidh air Trèanadh Cha bhi buaidh ann</p>		
5.4	<p>Ceanglaichean ri Amasan Ro-innleachdail agus Corporra Tha an obair seo a' cur ri amas corporra 2: Gum bi barrachd chothroman ann do dhaoine aig aois sam bith na sgìlean Gàidhlig aca a thoirt air adhart agus gum bi e nas fhasa dhaibh na cothroman sin a ghabhail.</p>		
5.5	Ceanglaichean ris an Fhrèam-obrach Coileanaidh Nàiseanta		
	<p>Adhbhar</p> <p>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</p>	<p>Ar Luachan</p> <p>'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</p>	
AR LUACHAN BUILEAN NÀISEANTA			
Còraichean Daonna	<input type="checkbox"/>	Clann is Daoine Òga	<input checked="" type="checkbox"/>
Cultar	<input type="checkbox"/>	Coimhearsnachd	<input 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 type="checkbox"/>
Gnothachasan soirbheachail is ùr-ghnàthach			<input type="checkbox"/>
5.6	<p>Buidhean air Cliù Cha bhi buaidh ann</p>		

Seisean Fosgailte
Cuspair 4.2

5.7	Buaidhean air Slàinte is Sàbhailteachd Cha bhi buaidh ann
5.8	Buaidhean Laghail Cha bhi buaidh ann
5.9	Buaidhean air Co-ionannas Cha bhi buaidh ann




A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	06/02/24
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	4.3

Tìotal a' Phàipeir	Adhartas air a' trusadh agus a' glèidheadh luchd-teagaisg		
Moladh do Bhuill	Airson fiosrachadh*		
Neach-labhairt:	Jennifer McHarrie, Stiùiriche Foghlaim		
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris	
Sgioba-stiùiridh	24/01/24	Airson Fiosrachadh	
Pàipear-taice air a cheangal ris	-		
1.0	Adhbhar		
1.1	Tha an aithisg seo a' coimhead air adhartas air a' trusadh agus a' glèidheadh luchd-teagaisg		
2.0	Cùl-fhiosrachadh		
2.1	Tha an aithisg a' toirt ùrachadh do bhuill a' chomataidh air cuid de ghnìomhan a chaidh a dhèanamh bho chionn ghoirid ceangailte ri dreuchd Oifigear Leasachaidh (Tidsearan) agus raointean obrach bho luchd-obrach eile a tha a' cur taic ri a' trusadh agus a' glèidheadh luchd-teagaisg.		
3.0	Prìomh Aithris/Fiosrachadh		
3.1	<p>Thoisich an t-Oifigear Leasachaidh (tidsearan) ùr Sian Baldwin san dreuchd aig deireadh na Sultain. Tha gnìomhan air gabhail a-steach:</p> <ul style="list-style-type: none"> Taisbeanadh aig fèill dhreuchdan ann an Steòrnabagh air 15/10/23 far an tug SB fiosrachadh seachad do sgoilearan mu obraichean Foghlam Gàidhlig agus slighean gu teagasg Gàidhlig, Tachartas "Siuthad" airson àrd-sgoiltean air feadh sgìre Comhairle na Gàidhealtachd air 09/11/23, air a chur air dòigh le CnG agus SDS le maoinachadh a' tighinn bho HIE agus Bòrd na Gàidhlig. Fhuair Sabhal Mòr Ostaig maoinachadh bho BnG gus cùrsa pileat a ruith <u>Slighe gu Teagasg 2023-- Sabhal Mòr Ostaig (uhi.ac.uk)</u> airson sgoilearan àrd-ìre a tha a' beachdachadh air dreuchd ann an teagasg. Ghabh SB pàirt ann le bhith a' libhrigeadh seisean do sgoilearan mu obair BnG agus mar a bhios sinne mar bhuidheann a' brosnachadh foghlam Gàidhlig. Seisean trànaidh do Luchd-pròbhaidh Gàidhlig gu math soirbheachail. Nochd 16 tidsearan don seisean le Foghlam Alba. Bidh an ath sheisean sa Ghearran le com-pàirt bho Stòrlann. A' tadhal air Bun-sgoil Goodlyburn agus Acadamaidh Pheairt (le deagh fhios air ais air fhaighinn) Àrd-sgoil Uallas (Sruighlea) air 31/01/24 Acadamaidh Drochaid an Easbaig air 01/02/24 		
3.2	<p>Obair com-pàirteachais le Oilthighean</p> <ul style="list-style-type: none"> Coinneamh le OGE (UHI) – 07/12/2023 Oilthigh Obar Dheathain (roinn teagaisg) 12/12/23 Oilthigh Srath Chluaidh – 20/12/2023 conaltradh leantainneach le Oilthigh Ghlaschu agus bidh turas Sian a' gabhail àite sa Ghearran 		
3.3	<p>Tabhartasan Cùrsaichean Bogaidh Gàidhlig do Luchd-obrach Foghlaim</p> <p>Tha an sgeama a-nise fosgailte agus an fhiosrachadh suas air ar làrach-lìn: Tabhartasan Cùrsaichean Bogaidh Gàidhlig do Luchd-obrach Foghlaim 2024/25 – Bòrd na Gàidhlig (gaidhlig.scot)</p> <p>Às dèidh fios air ais bho Ùghdarrasan Ionadail chuir sinn barrachd taic ann airson gach tidsear am-bliadhna, suas gu £50,000.</p>		

Seisean Fosgailte
Cuspair 4.3

3.4	<p>Bithear a' roinn dreuchdan bàna teagasg Gàidhlig gu cunbhalach air cunntasan Meadhanan Sòisealta Bhòrd na Gàidhlig agus gheibhear iad cuideachd air www.obraichean.co.uk a bharrachd air www.myjobscotland.co.uk</p> <p>Tha an t-Oifigear Leasachaidh a' roinn a' cheangail air ainm-sgrìobhte post-d gus sealltainn gu bheil sanasachd air an làrach-lìn seo saor a chleachdadh.</p>			
4.0	Moladh			
4.1	Gun toir a' Chomataidh am pàipear seo fa-near.			
5.0	Prìomh Bhuidhean Ro-innleachdach			
5.1	Buidhean air Ionmhas Tha na cosgaisean uile taobh a-staigh a' bhuidseit.			
5.2	Buidh air Luchd-obrach Cha bhi buaidh ann			
5.3	Buidh air Trèanadh Cha bhi buaidh ann			
5.4	Ceanglaichean ri Amasan Ro-innleachdail agus Corporra Tha an obair seo a' cur ri amas corporra 2: Gum bi barrachd chothroman ann do dhaoine aig aois sam bith na sgilean Gàidhlig aca a thoirt air adhart agus gum bi e nas fhasa dhaibh na cothroman sin a ghabhail.			
5.5	Ceanglaichean ris an Fhrèam-obrach Coileanaidh Nàiseanta			
	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 inghabhalach		'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 Daoine Òga	<input checked="" type="checkbox"/>
	Cultar	<input type="checkbox"/>	Coimhearsnachd	<input type="checkbox"/>
	Àrainneachd	<input type="checkbox"/>	Bochdainn	<input type="checkbox"/>
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	Foghlam	<input checked="" type="checkbox"/>	Eaconamaidh	<input type="checkbox"/>
	Gnothachasan soirbheachail is ùr-ghnàthach			<input type="checkbox"/>
5.6	Buidhean air Cliù Cha bhi buaidh ann			
5.7	Buidhean air Slàinte is Sàbhailteachd Cha bhi buaidh ann			
5.8	Buidhean Laghail Cha bhi buaidh ann			
5.9	Buidhean air Co-ionannas Cha bhi buaidh ann			

	A' freagairt ri Presenting to:	A' Chomataidh Poileasaidh is Ghoireasan
	Ceann-latha na Coinneimh Date	06/02/2024
	Àite Where:	Air MS Teams
	Nì a' Chlàir-ghnothaich Item No:	5.1

Tìotal a' Phàipeir Title of Paper	Poileasaidhean	
Moladh do Bhuill an Sgioba Stiùiridh: Recommendation to SMT:	Airson aontachadh	
Neach labhairt: Presenter	Karen Nic a' Ghobhainn, Manaidsear Gnìomhan	
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris
Sgioba Stiùiridh	24/01/2024	Airson aontachadh
Pàipear-taice air a cheangal ris	PT1 Poileasaidh Trusaidh PT2 Poileasaidh Co-ionannachd, Iomadachd agus In-gabhaltas PT3 Poileasaidh Siubhail is Cosgaisean PT4 Poileasaidh Obrachadh Sùbailte PT5 Poileasaidh Fòrladh is Fòrladh Sònraichte	
1.0 Adhbhar Purpose		
1.1	Airson aonta fhaighinn air na poileasaidhean seo.	
2.0 Cùl-fhiosrachadh Background		
2.1	Chaidh In-sgrùdadh a dhèanamh air pròiseas trusaidh aig Bòrd na Gàidhlig aig deireadh 2023 agus thàinig molaidhean as a seo a chaidh an cur don phoileasaidh ùr againn agus dhan stiùireadh. Chaidh moladh cuideachd a dhèanamh gus Poileasaidh Co-ionannachd, Iomadachd agus In-gabhaltas ùrachadh agus fhoillseachadh.	
2.2	Chaidh am Poileasaidh Siubhail is Cosgaisean a' sgrìobhadh as ùr a' gabhail a-steach na atharraichean a tha air tachairt don sgioba bho 2020.	
2.3	Chaidh an dà phoileasaidh daonna eile gu neach-taic HR againn airson sgrùdadh agus tha atharraichean bheaga ri aontachadh ach chan eil càil sònraichte ri thogail an seo.	
3.0 Prìomh Aithris/Fiosrachadh – Main Points/Information		
3.1	Tha am fiosrachadh gu lèir ri fhaighinn anns na poileasaidhean: PT1 Poileasaidh Trusaidh PT2 Poileasaidh Co-ionannachd, Iomadachd agus In-gabhaltas PT3 Poileasaidh Siubhail is Cosgaisean PT4 Poileasaidh Fòrladh is Fòrladh Sònraichte PT5 Poileasaidh Obrachadh Sùbailte	
4.0 Moladh – Recommendation		
4.1	Gun tèid na poileasaidhean seo aontachadh.	
5.0 Prìomh Bhuaidhean Ro-innleachdach - Main Impacts		

5.1	Buaidhean air Ionmhas – Finance		
	Cha bhi buaidh air ionmhas.		
5.2	Buaidhean air Luchd-obrach – Staffing		
	Cha bhi buaidh air luchd-obrach ach bi e feumail an fhiosrachadh a sgaoileadh do luchd-obrach.		
5.3	Buaidhean air Trèanadh – Training		
	Cha bhi bhuidh air trèanadh.		
5.4	Ceanglaichean ri Amasan Ro-innleachadh agus Corporra – Corporate Aims and Objectives		
	Tha ùrachadh a’ phoileasaidh a’ cur ris an t-amas chorporra gun cùm Bòrd na Gàidhlig air a’ leasachadh nan dòighean-obrach aige.		
5.5	Ceanglaichean ri Frèam-obrach Coileanaidh Nàiseanta – National Framework links		
	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 National Outcomes		
	Còraichean daonna Wellbeing	<input type="checkbox"/>	Clann - Children <input type="checkbox"/>
	Cultar - Culture	<input type="checkbox"/>	Coimhearsnachdan - Community <input type="checkbox"/>
	Àrainneachd - Environment	<input type="checkbox"/>	Bochdainn - Poverty <input type="checkbox"/>
	Slàinte - Health	<input type="checkbox"/>	Eadar-Nàiseanta - International <input type="checkbox"/>
	Foghlam Education	<input type="checkbox"/>	Eaconamaidh Economy <input type="checkbox"/>
	Gnothachasan soirbheachail is ùr-ghnàthach - business innovation		<input checked="" type="checkbox"/>
5.6	Buaidhean air Cliù - Reputational		
	Cha bhi buaidh air cliù.		
5.7	Buaidhean air Slàinte is Sàbhailteachd – Health and Safety		
	Cha bhi buaidh air slàinte is sàbhailteachd.		
5.8	Buaidhean Laghail – Legal Implications		
	Cha bhi buaidh laghail ann.		
5.9	Buaidhean air Co-ionannas – Equalities		
	Bidh am Poileasaidh Trusaidh agus am Poileasaidh Co-ionannachd, Iomadachd agus In-ghabhaltas na bhuannachd airson Co-ionannas.		
5.10	Buaidhean air an àrainneachd - Greening		
	Bidh buaidh aig am Poileasaidh Siubhail is Cosgaisean air Àrainneachd.		



Recruitment Policy

Recruitment Policy

1. Purpose

Bòrd na Gàidhlig recognises that effective recruitment and selection is central and crucial to the successful functioning of the organisation. It depends on finding people with the necessary skills, expertise, and qualifications to deliver Bòrd na Gàidhlig objectives and the ability to make a positive contribution to the values and aims of the organisation.

2. Scope

This policy is applicable to all vacancies at whatever level whether a current post or newly created posts.

All recruitment will take place within the context of this defined and consistently applied policy.

3. Policy Statement

The aims of this policy is to provide a sound framework for the recruitment and selection of staff based on the principles outlined below, which also meet the requirement of Bòrd na Gàidhlig Equality, Diversity and Inclusion Policy, the Equality Act 2010 and all other relevant employment legislation.

4. Core Principles

The recruiting line manager is responsible for the recruitment process and the upload of all relevant documentation onto the HR system.

When a vacancy arises, the Ceannard will review, in line with Bòrd na Gàidhlig strategy, whether or not the position is to be filled.

The review will cover points such as:

- The need for temporary or permanent position or consultancy role.
- Potential shortfalls in skills and knowledge amongst existing staff.
- Potential surpluses of staff and skills.
- Information from career and succession planning, appraisal interviews.
- Expectations of staff about career planning.

All recruitment processes must adhere to relevant legislation such as the Data Protection Act (GDPR 2018), Right to Work and Equality Act (2010), and Bòrd na Gàidhlig's EDI Policy ([link](#)).

5. Advertisements

Vacancies will be advertised externally in the most suitable media to ensure they reach a wide pool of suitably skilled and qualified job applicants. Bòrd na Gàidhlig is committed to developing its' people and as such, employees will be able to apply for externally advertised vacancies with the same eligibility criteria.

We will apply the principles of fair and open competition to all permanent recruitment campaigns with selection decisions and appointments made on the basis of merit.

All adverts will be placed in Gaelic, as a principal requirement of a job with Bòrd na Gàidhlig is that the applicant must be fluent and literate in Gaelic. In the event of a job not requiring Gaelic, then the adverts will be placed in English and Gaelic.

Employees on maternity leave will receive all advertisements for posts advertised in the organisation during their period of maternity leave.

6. Applications

All applicants, for any positions, will be required to complete an application form via the organisation's Applicant Tracking System portal.

A candidate information pack will be available for applicants and will include the appropriate job description, person specification, privacy policy and approximate timescale of the procedure.

All applications, regardless of protected characteristics will be considered against pre-defined criteria as detailed in the job description.

Applicants will be asked to specify whether they have any disabilities, and whether there are any reasonable adjustments needed for them to attend an interview. All applicants with a disability who meet the essential criteria for a job will be interviewed and considered on their merits.

Skills, experience, potential and motivation will be factors in selection for interview and only those meeting all of the essential criteria will be invited to attend an initial interview.

All applications will be acknowledged advising when they could expect further communication.

Letters of regret will be sent to all applicants not being interviewed prior to the interviews being held.

7. Equal Opportunities

Bòrd na Gàidhlig are committed to ensuring that all recruitment is managed in a manner which not only complies with equalities legislation but also represents best practice. All candidates, internal and external will be asked to complete an equal opportunities form via the organisation's Applicant Tracking System portal. The purpose of which is to ensure we have the required baseline information to allow us to monitor our processes to ensure they do not unintentionally exclude any of the protected equality groups. The form will be separated from the application upon receipt.

8. Selection & Interview

Shortlisting of candidates will be carried out by the recruiting manager All internal candidates who meet the essential criteria for the post will be offered an interview.

It is recommended that a range of selection methods, that are suitable for assessing both the essential and desirable criteria in the person specification are established as this will enhance objective decision making which is difficult through interview alone.

Interview questions and the structure of the interview should be consistently applied to all candidates and should be based on the person specification.

Notes recording the salient points of the interview should be taken by the interviewers, so that they can refer back to these when assessing candidates against the person specification and making decisions. Notes of the interview and any other notes on the candidate taken during the recruitment and selection process should be held by the recruiting manager following the selection process and will be kept for a minimum of 6 months following the selection process.

In the event that a candidate requests feedback about their performance in the selection process this should be arranged by the Recruiting Manager, although he or she may delegate this to another member of the panel where appropriate.

Applicants attending an interview will be advised whether or not they will be required to make a presentation to the interview panel as part of the selection process. They will be given sufficient notice to prepare for this.

Depending on the seniority of the position the interview panel should comprise a minimum of two and a maximum of three people. For senior posts an independent assessor or observer may be involved.

Only those conducting the interviews will receive copies of the application forms.

Bòrd na Gàidhlig undertakes to ensure all interviewers are suitably trained in interview skills and fully aware of current recruitment legislation.

9. Relevant Checks

All offers of employment with Bòrd na Gàidhlig are subject to pre-employment checks:

- the receipt of two satisfactory references (One of which must be from the candidate's most recent employer and the other from their previous employer. Where this is not possible a character reference may be permitted. – details of acceptable references are listed on the [application form](#))
- Disclosure Scotland Check
- Right to Work checks

References are only obtained for the successful candidate. Information kept on file will fully comply with all requirements of the Data Protection Act (GDPR 2018) and Bòrd na Gàidhlig retention policy.

On receipt of satisfactory pre-employment checks, the successful candidate will be sent a contract of employment and details of induction.

If any of the above pre-employment checks are not satisfactory the job offer will be withdrawn, and the candidate advised accordingly. The content of any unsatisfactory references will not be made known to the candidate, as this information remains the property of the referee.

The Recruiting Manager is responsible for obtaining copies of appropriate documents to complete the right to work in the UK checks and to submit a Disclosure Scotland check.

10. Probation Period

The initial probationary period of employment is nine months. During this period work performance and general suitability for the role will be assessed and, if satisfactory, employment will continue. However, if the work performance is not up to the required standard, or the employee is considered to be generally unsuitable, Bòrd na Gàidhlig may either take remedial action (which may include the extension of the probationary period) or terminate the employment at any time.

11. Induction

At the start of employment with the organisation employees are required to complete an induction programme, during which all Bòrd na Gàidhlig policies and procedures (including Health and Safety) and an introduction to the Trade Union, the Public and Commercial Services (PCS) will be explained. Information relating to these will be given to the employee at the induction.

12. Review

Bòrd na Gàidhlig will review the recruitment process on a regular basis to examine longer-term effectiveness of the organisations recruitment strategy and make amendments where necessary.

Annex 1**Equality and Diversity Monitoring Questionnaire**

Bòrd na Gàidhlig are an equal opportunity employer. The organisations aim is to ensure that no job applicant or employee receives less favourable treatment because of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

The organisation needs your help and co-operation to enable it to do this but filling in this form is voluntary.

1. Gender Assigned at Birth	<input type="checkbox"/> Male	<input type="checkbox"/> Prefer not to say		
	<input type="checkbox"/> Female			
2. Which of the Following Best Reflects Gender Identity	<input type="checkbox"/> Male	<input type="checkbox"/> In Another Way		
	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to say		
3. Does Gender Align with gender Assigned at Birth	<input type="checkbox"/> Male	<input type="checkbox"/> Prefer not to say		
	<input type="checkbox"/> Female			
4. Preferred Title	<input type="checkbox"/> Miss	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	
	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	<input type="checkbox"/> Other	
Full Name				
5. Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Separated	<input type="checkbox"/> Civil Partner
	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Other	

6. Ethnic Origin	<input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African
	<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White and Asian
	<input type="checkbox"/> Any Other White Background	<input type="checkbox"/> Any Other Mixed/Multiple Ethnic Background

Ethnic Origin (cont.)	<input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Chinese <input type="checkbox"/> Any Other Asian Background	<input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any Other Black/African/Caribbean Background
	<input type="checkbox"/> Arab <input type="checkbox"/> Any Other Ethnic Group	

7. Religion or Belief	<input type="checkbox"/> No Religion or Belief <input type="checkbox"/> Buddhist <input type="checkbox"/> Hindu <input type="checkbox"/> Sikh <input type="checkbox"/> Prefer Not to Say	<input type="checkbox"/> Church of Scotland <input type="checkbox"/> Christian <input type="checkbox"/> Muslim <input type="checkbox"/> Other – Please Specify
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8. Disability	Do you consider yourself to be disabled under the Equality Act 2010? (The Disability Discrimination Act (1995) – still in force under the Equality Act 2010 - defines disability as “a physical or mental impairment that has a substantial, long-term and adverse effect on a person’s ability to carry out day to day activities.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, what is the nature of your disability? (<i>optional</i>)	

9. Age Range	<input type="checkbox"/> 16 - 24	<input type="checkbox"/> 25 - 34	<input type="checkbox"/> 35 - 44
	<input type="checkbox"/> 45 - 54	<input type="checkbox"/> 55 - 64	<input type="checkbox"/> 65+

10. Sexual Orientation	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual/Straight
	<input type="checkbox"/> Gay/Lesbian	<input type="checkbox"/> Prefer Not to Say

11. What is your current working pattern?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other <input type="checkbox"/> Prefer Not to Say
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12. What is your flexible working Arrangement	<input type="checkbox"/> None <input type="checkbox"/> Flexitime <input type="checkbox"/> Staggered Hours <input type="checkbox"/> Job-share <input type="checkbox"/> Term Time Hours <input type="checkbox"/> Annualised Hours <input type="checkbox"/> Homeworking <input type="checkbox"/> Flexible Shifts <input type="checkbox"/> Compressed Hours <input type="checkbox"/> Prefer not to say <input type="checkbox"/> If other, please write in:
--	---

13 Do you Have Caring Responsibilities? If yes please tick all that apply.	<input type="checkbox"/> Yes, Children Under 18 <input type="checkbox"/> No	<input type="checkbox"/> Yes, Other <input type="checkbox"/> Prefer Not to Say
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14. How would you class your Gaelic Language Ability	<input type="checkbox"/> None <input type="checkbox"/> Basic Ability to communicate and begin to exchange simple information <input type="checkbox"/> Ability to deal with simple, straight-forward information and begin to express oneself in familiar contexts <input type="checkbox"/> Ability to express oneself in a limited way in familiar situations <input type="checkbox"/> Capacity to achieve most goals and express oneself on a range of topics <input type="checkbox"/> Ability to communicate with appropriacy, sensitivity and deal with unfamiliar topics <input type="checkbox"/> Capacity to deal with material that is academically and cognitively demanding which may be more advanced than the average native speaker <input type="checkbox"/> Prefer not to say
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Thank you for completing this form, by doing so you have helped us better understand how we, as an employer, ensure equality of opportunity for all.



Poileasaidh Co-ionannachd, Iomadachd agus In-ghabhaltais

Equality, Diversity and Inclusion Policy

Air aontachadh le/Approved by:

Air aontachadh le/Approved by:

Lèirmheas a dhìth/Review due on:

Eadar-theangachadh dearbhte/translation checked:

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1. Ro-ràdh

Tha rùn aig a' Bhòrd dèanamh cinnteach gun tèid dèiligeadh gu cothromach agus co-ionann ris an luchd-obrach air fad, custamairean agus luchd-ùidh eile, agus tha adhartas gnìomhach co-ionannachd agus iomadachd air fhaicinn mar phàirt riatanach de libhrigeadh soirbheachail a phrìomh dhleastanas agus a sheirbheisean. Mar phàirt den dealas seo, bidh am Bòrd an-còmhnaidh a' feuchainn ri àrainneachd obrach a sholarachadh far an urrainn do luchd-obrach comasan gu lèir aca a thoirt gu buil agus cur ri soirbheachas gnìomhachais. Is e ar n-amas gum bi an luchd-obrach againn dha-rìribh a' riochdachadh gach roinn den chomann-shòisealta, agus gum bi gach neach-obrach a' faireachdainn gu bheil spèis aca agus comasach air an dìcheall a dhèanamh, a bharrachd air cuir às do leth-bhreith mì-laghail.

Tha am poileasaidh seo a' buntainn ris a h-uile neach-obrach, neach-obrach buidhnean eile agus cunnradairan a tha a' libhrigeadh sheirbheisean às leth a' Bhùird agus ri neach sam bith a gheibh inntrigeadh gu seirbheisean a' Bhùird.

2. Aithris Poileasaidh

2.1 Geàrr-chunntas air dleastanasan

Tha e riatanach gum bi a' Bhòrd a' cumail ri Achd Co-ionannachd 2010 a tha a' steidheachadh dleastanas co-ionannachd san roinn phoblaich (PSED), ris an canar cuideachd an dleastanas coitcheann. Tha an dleastanas coitcheann ag iarraidh air a' Bhòrd cuir às do leth-bhreith mì-laghail agus, a thaobh an fheadhainn aig a bheil feart dìonta, co-ionannachd chothroman adhartachadh agus deagh dhàimhean àrach. Is iad na feartan dìonta a tha air am mìneachadh san reachdas:

- aois
- ciorram
- ath-shònrachadh gnè
- pòsadh agus com-pàirteachas catharra
- torrachas agus màthaireil

1. Introduction

The Bòrd is committed to ensuring fair and equal treatment of all staff, customers and other stakeholders, and views the active promotion of equality and diversity as an integral part of the successful delivery of its core function and services. As part of this commitment the Bòrd will continuously strive to provide a working environment in which employees are able to realise their full potential and to contribute to business success. Our aim is for our workforce to be truly representative of all sections of society, and for each employee to feel respected and able to give their best, as well as eliminating unlawful discrimination.

This policy applies to all employees, agency workers and contractors delivering services on behalf of the Bòrd and those accessing the Bòrd's services.

2. Policy Statement

2.1 Summary of Duties

The Bòrd is required to comply with the Equality Act 2010 which lays down the public sector equality duty (PSED), also known as the general duty. The general duty requires the Bòrd to eliminate unlawful discrimination and, with regard to those who share a protected characteristic, advance equality of opportunity and foster good relations. The protected characteristics defined by the legislation are:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity

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- cinneadh (a' gabhail a-steach dath, nàiseantachd, agus tùs cinneachail no nàiseanta)
- creideamh no creideamh
- gnè
- clonadh gnèitheasach

Tha sinn dealasach a bhith a' cur an aghaidh agus a' seachnadh gach seòrsa leth-bhreith mì-laghail. Tha seo a' gabhail a-steach ann an:

- pàigheadh agus sochairean
- teirmichean is cumhaichean cosnaidh
- dèiligeadh ri casaidean agus smachd
- cur às a dhreuchd
- call dreuchd
- fàgail do phàrantan
- iarrtasan airson obrachadh sùbailte
- taghadh airson cosnadh, àrdachadh, trèanadh no cothroman leasachaidh eile.

Feumaidh am Bòrd cuideachd cumail ri sia de na h-ochd dleastanasan sònraichte a tha air an cur sìos ann an reachdas co-ionannachd àrd-sgoile, Riaghailtean Achd Co-ionannachd 2010 (Dleastanasan Sònraichte) (Alba) 2012.

2.2 Co-ionannachd ann an Cleachdadh

Le bhith a' cur an gnìomh reachdas co-ionannachd gu soirbheachail feumaidh adhartas co-ionannachd chothroman a bhith air a phrìomh-shruthadh a-steach do gach taobh de ghnothaichean làitheil a' Bhùird.

Bidh ceumannan gus an dleastanas co-ionannachd a phrìomh-shruthadh a' gabhail a-steach, ach chan eil iad cuingealaichte gu:

- A' stèidheachadh Measaidhean Buaidh Co-ionannachd no innealan coltach ris ann an gnìomhan gnìomhachais iomchaidh;
- A' suidheachadh bhuilean co-ionannachd a tha ag amas air leasachaidhean ann an adhartachadh co-ionannachd;
- A' cruinneachadh fianais a sheallas adhartas a dh'ionnsaigh coileanadh

- race (including colour, nationality, and ethnic or national origin)
- religion or belief
- sex
- sexual orientation

We are committed to oppose and avoid all forms of unlawful discrimination. This includes in:

- pay and benefits
- terms and conditions of employment
- dealing with grievances and discipline
- dismissal
- redundancy
- leave for parents
- requests for flexible working
- selection for employment, promotion, training or other developmental opportunities.

The Bòrd is also required to comply with six of the eight specific duties laid down by secondary equalities legislation, the [Equality Act 2010 \(Specific Duties\) \(Scotland\) Regulations 2012](#).

2.2 Equality in Practice

Successful implementation of equalities legislation requires the advancement of equality of opportunity to be mainstreamed into all aspects of the Bòrd's day-to-day business.

Measures to mainstream the equality duty will include but are not limited to:

- Embedding Equality Impact Assessments or similar tools into appropriate business functions;
- Setting equality outcomes that focus upon improvements in the advancement of equalities;
- Gathering evidence to demonstrate progress towards meeting equalities outcomes and

builean co-ionannachd agus prìomh-shruthadh, agus comharrachadh far am faodadh gnìomh dearbhach a bhith iomchaidh;

- A' feuchainn gu for-ghnìomhach ri dàimhean a thogail leis an fheadhainn le feartan dìonta, no an fheadhainn a tha a' riochdachadh dhaoine le feart dìonta, agus luchd-obrach a bhrosnachadh gus an luchd-aithne sin a chur an sàs ann an co-chomhairlean iomchaidh.

3. Dreuchdan agus Dleastanasan

3.1 A' Bhòrd

Tha uallach air a' Bhòrd airson a' phoileasaidh seo agus a chur an gnìomh, agus dealasach a bhith a' comharrachadh agus a' cur às do chleachdaidhean, modhan-obrach agus beachdan lethbhreith. Tha rùn aig a' Bhòrd a bhith a' brosnachadh co-ionannachd, iomadachd agus in-ghabhail san àite-obrach agus cuideachd den bheachd gu bheil còir aig gach neach-obrach a bhith air a làimhseachadh le urram agus spèis fhad 's a tha iad ag obair agus nuair a bhios iad a' riochdachadh na buidhne ann an dreuchd sam bith taobh a-muigh na h-obrach.

Tha am Bòrd ag amas air dèanamh cinnteach nach tèid leth-bhreith a dhèanamh an aghaidh neach-obrach, tagraiche obrach, no neach no buidheann sam bith a tha a' faighinn inntigeadh air seirbheisean a' Bhùird, gu dìreach no gu neo-dhìreach, air sgàth feart dìonta sam bith. Gus an dealas a choileanadh agus cumail ri reachdas co-ionannachd nì am Bòrd:

- Cinnteach gu bheil ceumannan air an cur an gnìomh gus gèilleadh ri dleastanasan coitcheann agus sònraichte a choileanadh. Gabhaidh na ceumannan seo an aire gur ann as motha a tha iomchaidheachd agus a' bhuidheann a dh' fhaodadh a bhith aig co-dhùnaidhean gan dèanamh, is ann as àirde am meas a dh' fheumas an dleastanas coitcheann.

mainstreaming, and to identify where positive action may be appropriate;

- Proactively seeking to build relationships with those with protected characteristics, or those representing people with a protected characteristic, and encourage staff to involve these contacts in appropriate consultations.

3. Roles and Responsibilities

3.1 The Bòrd

The Bòrd is responsible for this policy and its implementation, and is committed to identifying and eliminating discriminatory practices, procedures and attitudes. The Bòrd is committed to encouraging equality, diversity and inclusion in the workplace and also believes that all employees are entitled to be treated with dignity and respect while at work and when representing the organisation in any capacity outside of work.

The Bòrd aims to ensure that no employee, job applicant, or individual or group accessing the Bòrd's services is discriminated against, either directly or indirectly, on the grounds of any protected characteristic. To meet its commitment and comply with equalities legislation the Bòrd will:

- Ensure measures are implemented to meet compliance with both general and specific duties. These measures will take into account that the greater the relevance and potential impact of decisions being made, the higher the regard required by the general duty.

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- Cinnteach gu bheil a' beachdachadh gu h-ìomchaidh air adhartachadh co-ionannachd chothroman nuair a thathar a' leasachadh ro-innleachd, poileasaidh no modh-obrach sam bith.
- Cruthaich àrainneachd obrach far nach eil burraidheachd, sàrachadh, fulangas agus leth-bhreith mì-laghail, a' brosnachadh urram agus spèis do na h-uile, agus far a bheil ag aithneachadh agus a' cur luach air eadar-dhealachaidhean fa leth agus tabhartasan an luchd-obrach air fad.
- Cur an gnìomh sgrùdadh co-ionannachd airson gach taobh de chosnadh a' gabhail a-steach:
 - Fastadh agus taghadh, a' gabhail a-steach sanasan, tuairisgeulan obrach, modhan agallaimh agus taghaidh;
 - Trèanadh;
 - Cothroman adhartachaidh agus leasachadh dreuchd;
 - Teirmichean is cumhaichean cosnaidh, agus cothrom air sochairean agus goireasan co-cheangailte ri cosnadh;
 - Làimhseachadh ghearanan agus cur an gnìomh modhan smachdachaidh;
 - Taghadh airson call dreuchd, cur às a dhreuchd agus adhbharan eile airson fàgail;
 - Dèanamh cinnteach gu bheil co-dhùnaidhean co-cheangailte ri luchd-obrach stèidhichte air airidheachd (ach a-mhàin ann an saoraidhean is eisgeachdan cuibhrichte is cuingealaichte a tha ceadaichte fo Achd na Co-ionannachd).
- Innealan a chur an gnìomh gus dèanamh cinnteach gu bheil solar seirbheis cothromach agus gu bheil cothrom co-ionann ann dha na h-uile le bhith:
 - Recruitment and selection, including advertisements, job descriptions, interview and selection procedures;
 - Training;
 - Promotion and career development opportunities;
 - Terms and conditions of employment, and access to employment related benefits and facilities;
 - Grievance handling and the application of disciplinary procedures;
 - Selection for redundancy, dismissal and other reasons for leaving;
 - Ensuring decisions concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Ensure that advancement of equality of opportunity is appropriately considered when developing any strategy, policy or procedure.
- Create a working environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued.
- Implement equalities monitoring for all aspects of employment including:
 - Recruitment and selection, including advertisements, job descriptions, interview and selection procedures;
 - Training;
 - Promotion and career development opportunities;
 - Terms and conditions of employment, and access to employment related benefits and facilities;
 - Grievance handling and the application of disciplinary procedures;
 - Selection for redundancy, dismissal and other reasons for leaving;
 - Ensuring decisions concerning staff are based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Implement mechanisms to ensure service provision is fair and there is equal access for all by:

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- o A' cruinneachadh fianais gus co-dhùnaidhean fiosraichte a dhèanamh a thaobh ruigsinneachd, solar cothromach de sheirbheisean agus feum air gnìomh dearbhach;
 - A' cleachdadh an fhianais a chaidh a chruinneachadh, obair gus co-ionannachd chothroman adhartachadh gu leantainneach;
 - Dèanamh cinnteach gu bheil a' dèiligeadh ri luchd-ùidh uile le urram agus spèis, agus ceumannan a ghabhail gus com-pàirt agus co-chomhairle a dhèanamh le buidhnean a' riochdachadh an fheadhainn le feartan dìonta gus am faigh am Bòrd làn luach, aithneachadh agus luach a chur air eadar-dhealachaidhean dhaoine;
 - Ag innse mu poileasaidh a' Bhùird do luchd-ceannachd, solaraichean, agus cunnradair a' libhrigeadh sheirbheisean às leth a' Bhùird.
- Gathering evidence to make informed decisions about accessibility, fair provision of services and need for positive action;
 - Using the evidence gathered, work to continually advance equality of opportunity;
 - Ensuring all stakeholders are treated with dignity and respect, and take steps to involve and consult with groups representing those with protected characteristics to enable the Bòrd to fully appreciate, recognise and value people's differences;
 - Communicating the Bòrd's policy to customers, suppliers, and contractors delivering services on the Bòrd's behalf.
- Thoir aire do fheartan co-ionannachd, iomadachd agus in-ghabhail nuair a thathar a' buileachadh agus a' cumail sùil air cùmhnantan agus a' solarachadh sheirbheisean.
 - Take account of equality, diversity and inclusion factors when awarding and monitoring contracts and procuring services.

3.2 Manaidsearan

Tha e an urra ri manaidsearan am poileasaidh seo agus a phrionnsabalan a bhrosnachadh taobh a-staigh nan raointean dleastanais aca. Tha co-ionannachd chothroman mar phàirt den uallach riaghlaidh nas motha airson dèanamh cinnteach gu bheil an àrainneachd obrach a' toirt brosnachadh do luchd-obrach obair mhath a dhèanamh. Bidh seo do-dhèanta a choileanadh ma tha daoine fa-leth a' faireachdainn gu bheil a' dèiligeadh riutha gu mì-chothromach.

Mar phàirt den uallach aca, bu chòir do mhanaidsearan luchd-obrach a bhrosnachadh gu for-ghnìomhach gus cùisean co-cheangailte ri co-ionannachd a thogail, a' cruthachadh àrainneachd anns am

3.2 Management

Managers are responsible for promoting this policy and its principles within their areas of responsibility. Equality of opportunity is part of the larger management responsibility of ensuring that the employment environment provides employees with motivation to do a good job. This will be impossible to achieve if individuals feel they are being treated unfairly.

As part of their responsibility, managers should proactively encourage staff to raise issues relating to equalities, creating an environment in which staff feel they are able to openly raise and discuss matters that are of concern. Complaints of bullying, harassment,

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bi luchd-obrach a' faireachdainn gun urrainn dhaibh cùisean a tha nan adhbhar dragh a thogail gu fosgailte agus beachdachadh orra. Bithear a' toirt aire dha-rìribh do ghearanan mu bhurraidheachd, sàrachadh, fulangas agus leth-bhreith mì-laghail le co-luchd-obrach, luchd-ceannach, solaraichean, luchd-tadhail, am poball agus daoine eile rè obair na buidhne.

Thèid dèiligeadh ri leithid de ghniomhan mar mhì-ghiùlan fo mhodhan smachdachaidh na buidhne, agus thèid ceumannan iomchaidh a ghabhail. Dh' fhaodadh gearanan sònraichte trom a bhith mar mhì-ghiùlan mòr agus leantainn gu briseadh às aonais fios.

A bharrachd air an sin, faodaidh sàrachadh gnèitheach a bhith an dà chuid na chùis chòraichean cosnaidh agus na chùis eucoireach, leithid casaidean ionnsaigh feise. A bharrachd air an sin, tha sàrachadh fo Achd Dìon bho Sàrachadh 1997 – nach eil cuingealaichte ri suidheachaidhean far a bheil sàrachadh co-cheangailte ri feart dìonta – na eucoir.

3.3 Luchd-obrach

Tha am Bòrd an dùil gun cuir luchd-obrach taic ris an dealas aca agus gun cuidich iad le bhith ga thoirt gu buil anns a h-uile dòigh comasach. Tha dleastanas pearsanta aig luchd-obrach airson a bhith a' cur an gnìomh a h-uile taobh den phoileasaidh seo gu practaigeach a thaobh gach cuid luchd-obrach eile agus an fheadhainn a tha a' faighinn cothrom air seirbheisean a' Bhùird. Bu chòir don luchd-obrach air fad a thuigsinn gum faod iad fhèin, agus am fastaiche, a bhith cunntachail airson gnìomhan burraidheachd, sàrachadh, fulangas agus leth-bhreith mì-laghail, fhad 's a tha iad ag obair, an aghaidh co-luchd-obrach, luchd-ceannach, solaraichean agus am poball.

Cha ghabh am Bòrd ri cleachdaidhean lethbhreith, fòirneart no sàrachadh neach-obrach sam bith le neach-obrach eile, no le treas phàrtaidh sam bith ris am faod neach-obrach conaltradh fhad 's a tha iad a' coileanadh an dleastanas co-cheangailte ri

victimisation and unlawful discrimination by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work activities will be taken seriously.

Such acts will be dealt with as misconduct under the organisation's disciplinary procedures, and appropriate action will be taken. Particularly serious complaints could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

3.3 Employees

The Bòrd expects employees to support their commitment and to assist in its realisation in all possible ways. Employees have a personal responsibility for the practical application of all aspects of this policy with regards to both other employees and those accessing the Bòrd's services. All staff should understand they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public.

The Bòrd will not tolerate discriminatory practices, victimisation or harassment of any employee by another employee, or by any third party an employee may come into contact with while carrying out their work-related responsibilities. In the first instance staff should raise any matters of concern with their immediate line

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obair. Anns a' chiad dol a-mach bu chòir do luchd-obrach cùisean a tha a' dèanamh dragh dhaibh a thogail leis a' mhanaidsear aca sa bhad, a' gabhail ris gun urrainn dhaibh. Far nach urrainn do luchd-obrach a' chùis a thogail leis a' mhanaidsear aca, bu chòir dhaibh fios a chur gu Ceannard Ionmhais is Ghnothaichean Corporra. Airson tuilleadh stiùiridh air modhan-obrach, faic ar Poileasaidh Gearain agus Poileasaidh Smachdachaidh.

Chan eil cleachdadh modhan gearain no smachdachaidh na buidhne a' toirt buaidh air còir neach-obrach tagradh a dhèanamh gu mòd-ceartais cosnadh taobh a-staigh trì mìosan bhon leth-bhreith a tha fo chasaid.

Tha feum air co-obrachadh bhon luchd-obrach air fad gus am bi am Bòrd a' dèanamh fìor adhartas san raon seo agus thathas gu gnìomhach a' brosnachadh luchd-obrach fios air ais a thoirt seachad air mar a ghabhas an àrainneachd obrach a leasachadh gus cur ri co-ionannachd chothroman.

3.4 Treas Pàrtaidh sam bith ach Neach-obrach

Bu chòir neach sam bith nach eil air fhadhadh gu dìreach leis a' Bhòrd, a dh' fhaodadh a bhith a' gabhail a-steach luchd-ceannach, cunnradairean, buidhnean com-pàirteachais no treas phàrtaidh sam bith a tha a' dèiligeadh ris a' Bhòrd, a thogas cùis co-ionannachd a chur gu Ceannard an Ionmhais agus Gnothaichean Corporra agus modh gearain a' Bhùird a thoirt seachad.

4. Riaghladh Fiosrachaidh

Tha rùn aig a' Bhòrd a bhith a' toirt air falbh leth-bhreith mì-laghail agus a' dèanamh cinnteach gun tèid dèiligeadh gu cothromach ri luchd-obrach, agus gus an dealas seo a choileanadh cruinnichidh e fianais gus sùil a chumail air co-ionannachd. Tha luchd-obrach air am brosnachadh gu mòr a bhith an sàs nuair a thèid iarraidh orra leis gu bheil an tabhartas aca deatamach do shoirbheachas a' phoileasaidh seo.

manager, assuming they are able to. Where staff are unable to raise the matter with their line manager, they should contact the Head of Finance and Corporate Affairs. For further guidance on procedures, see our [Grievance Policy](#) and [Disciplinary Policy](#).

Use of the organisation's grievance or disciplinary procedures does not affect an employee's right to make a claim to an employment tribunal within three months of the alleged discrimination.

The co-operation of all employees is needed for the Bòrd to make real progress in this area and staff are actively encouraged to provide feedback about how the working environment can be improved to enhance the equality of opportunities.

3.4 Any Third Party other than an Employee

Any person not directly employed by the Bòrd, which may include customers, contractors, partner organisations or any third party dealing with the Bòrd, that raises an equalities matter should be referred to the Head of Finance and Corporate Affairs and provided with the [Bòrd's complaints procedure](#).

4. Information Governance

The Bòrd is committed to removing unlawful discrimination and ensure fair treatment for staff, and to meet this commitment will gather evidence to monitor equalities. Staff are strongly encouraged to participate where requested as their contribution is vital to the success of implementing this policy.

Tha am Bòrd a' tuigsinn gum faodadh cuid den fhiosrachadh a dh' iarras luchd-obrach a bhith air a mheas mothachail agus a' toirt làn ghealltanais:

- Cha tèid fiosrachadh a chruinneachadh ach nuair a chuireas e gu feum ri sgrùdadh co-ionannachd;
- Thèid fiosrachadh a chleachdadh airson adhbharan staitistigeil a-mhàin. Cha tèid fiosrachadh a thèid a chruinneachadh airson sgrùdadh co-ionannachd a chleachdadh ann an suidheachadh sam bith gus co-dhùnaidhean a dhèanamh mu dhaoine fa-leth;
- Cha tèid daoine fa leth a chomharrachadh ann an aithris air staitistig;
- Cumaidh am Bòrd an-còmhnaidh ri ullachaidhean Achd Dìon Dàta (2018), a tha a' riaghladh an dòigh sa bheilear a' làimhseachadh dàta pearsanta.

5. Sgrùdadh

Tha riatanasan aithris laghail aig mòran de na dleastanasan sònraichte a gheibhear ann an Riaghailtean Achd Co-ionannachd 2010 (Dleastanasan Sònraichte) 2011. Bidh Bòrd na Gàidhlig a' cumail sùil air mar a tha an luchd-obrach a' dèanamh a thaobh fiosrachadh leithid aois, gnè, cùl-cinnidh, taobhadh feise, creideamh no creideamh, agus ciorram ann a bhith a' brosnachadh co-ionannachd, iomadachd agus in-ghabhail, agus ann a bhith a' coileanadh nan amasan agus na geallaidhean a tha air am mìneachadh sa phoileasaidh co-ionannachd, iomadachd agus in-ghabhail.

Bidh sgrùdadh cuideachd a' gabhail a-steach measadh mar a tha am poileasaidh co-ionannachd, iomadachd agus in-ghabhail, agus sgrìobhainnean taice sam bith, ag obair ann an cleachdadh, gan ath-sgrùdadh gach bliadhna, agus a' beachdachadh agus a' dol an gnìomh gus dèiligeadh ri cùisean sam bith.

The Bòrd appreciates that some information requested from staff may be considered sensitive and provides absolute assurances that:

- Information will only be gathered where it can usefully contribute towards monitoring equalities;
- Information will be used for statistical purposes only. Under no circumstances will information gathered for the purposes of monitoring equality be used to make decisions about individuals;
- No individuals will be identified in the reporting of statistics;
- The Bòrd will comply at all times with the provisions of the Data Protection Act (2018), which governs the way in which personal data is processed.

5. Monitoring

Many of the specific duties have legal reporting requirements which can be found in [Equality Act 2010 \(Specific Duties\) Regulations 2011](#). Bòrd na Gàidhlig will monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity and inclusion, and in meeting the aims and commitments set out in the equality, diversity and inclusion policy.

Monitoring will also include assessing how the equality, diversity and inclusion policy, and any supporting documentation, are working in practice, reviewing them annually, and considering and taking action to address any issues.

6. Ath-sgrùdadh

Bithear ag ath-sgrùdadh a' phoileasaidh seo co-dhiù gach bliadhna, nuair a gheibhear casaid no gearan a' buntainn ri cùis co-ionannachd, no air atharrachaidhean sam bith air reachdas no còdan cleachdaidh reachdail co-cheangailte.

6. Review

This policy will be reviewed at least annually, on receipt of a grievance or complaint that relates to an equalities matter, or on any changes to legislation or related statutory codes of practice.

7. Smachd Sgrìobhainn

7. Document Control

Dreach <i>Version</i> <i>Number</i>	Adhbhar/ Atharrachadh <i>Purpose/Change</i>	Ùghdar <i>Author</i>	Ceann-là <i>Date</i>



Poileasaidh Siubhail is Chosgaisean

Travel and Subsistence Policy

Air aontachadh le/Approved by: Comataidh Poileasaidh is Goireasan

Air aontachadh air/Approved on:

Ath-nuadhachadh a dhìth/Review due on: xx/xx/2025

Gàidhlig is Beurla co-ionnan: cò/cuin:

HMRC = Her Majesty's Revenue & Customs
PTR = Public Transport Rate
GPC = Government Procurement Card

SMR = Standard Mileage Rate
PTE = Public Transport Equivalent
PIE = Personal Incidental Expenses

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1.0 Ro-ràdh

Pàighidh Bòrd na Gàidhlig (BnG) luchd- obrach air ais airson fìor chosgaisean a thig orra an co-cheangal ri dleastanas obrach, ach a-mhàin ceannach deoch làidir.

Is e adhbhar a' phoileasaidh seo dèanamh cinnteach gu bheil luchd- obrach a' dèanamh as lugha de shiubhal 's a ghabhas far a bheil sin comasach. Ach, far a bheil siubhal air aontachadh agus riatanach, bu chòir measadh cunnairt a dhèanamh air turasan agus bu chòir siubhal a bhith a rèir ar poileasaidh àrainneachd agus a' libhrigeadh luach an airgid (earrann 3). Thèid cosgaisean gnothachais dligheach a phàigheadh air ais gu ceart, agus nì am poileasaidh seo cinnteach gun tèid na cosgaisean sin a làimhseachadh gu h- iomchaidh airson adhbharan cìse. Feumaidh cuidhteas a libhrigeadh mar thaic do gach iarrtas.

Thèid am poileasaidh seo ùrachadh gach 2 bhliadhna bhon cheann-latha aonta.

2.0 Farsaingeachd

Tha am poileasaidh seo a' buntainn ri luchd- obrach agus buill a' bhùird aig Bòrd na Gàidhlig. Tha am poileasaidh seo cuideachd a' buntainn ri luchd- obrach air fo-fhastadh, dleastanas fa leth no air iasad bho bhuidhnean eile (tagraichean).

3.0 Rangachadh Siubhail

[Leugh cuideachd am Plana Siubhail Gníomhachais.](#)

3.1 Seachain no lùghdaich siubhal far an gabh sin dèanamh

Thathas an dùil gun lorg thu dòighean air siubhal a sheachnadh nad obair far an gabh sin a dhèanamh leithid co- labhairtean bhidio, coinneamhan Microsoft Teams agus co- labhairtean fòin. Far a bheil thu fhèin agus do mhanaidsear-loidhne ga mheas feumail gu bheil thu a' siubhal airson adhbharan obrach, bu chòir dhut dèanamh cinnteach gu bheil e sàbhailte sin a dhèanamh.

3.2 Foirm Iarrtais Siubhail

Lìonaibh [Foirm Iarrtas Siubhail](#).

3.3 Còmhdhail Phoblach**Introduction**

Bòrd na Gàidhlig (BnG) will reimburse employees for actual expenditure that is incurred in connection with work duties, with the exception of alcohol purchases.

The purpose of this policy is to ensure that employees minimise travel wherever possible. However, where travel has been approved and is necessary, that any journeys are risk assessed and are in line with our environmental policy and provides value for money (section 3). Legitimate business expenses will be properly reimbursed, and this policy will ensure these expenses are treated appropriately for tax purposes. All claims must be supported by a receipt.

This policy will be renewed every 2 years from the date of approval.

Scope

This policy applies to all Bòrd na Gàidhlig employee and board members. This policy also applies to employees on secondment, detached duty or on loan from other organisations (claimants).

Hierarchy of Travel

[Please also read the Business Travel Plan.](#)

Avoid or reduce travel wherever possible

You are expected to identify non-travel options for achieving your work goals wherever possible such as video conferencing, Microsoft Teams meetings and teleconferencing. Where it is deemed beneficial by you and your line manager that you travel for work purposes, you should ensure that it is safe to do so.

Travel Request Form

Complete a [Travel Request Form](#).

Public Transport

Mar as tric, bu chòir còmhail phoblach a chleachdadh far an gabh sin a dhèanamh, a' toirt aire do ùineachan obrachaidh agus sàbhailteachd phearsanta (m.e. is dòcha nach bi thu ga mheas sàbhailte a bhith a' siubhal leat fhèin air busaichean anmoch air an oidhche). Far a bheil dragh ort mu do shàbhailteachd nuair a tha thu a' siubhal, bu chòir dhut bruidhinn ris a' mhanaidsear-loidhne agad.

Far an deach tiogaid siubhail a cheannach ach nach urrainn dhut siubhal tuilleadh, ge bith dè an t-adhbhar, feumaidh tu innse don sgioba rianachd cho luath 's a ghabhas gus an tèid pàigheadh air ais iarraidh.

Mura h-eil cùisean gu tur às an àbhaist, bu chòir prìs siubhail a bhith aig ìre a' chlas choitichinn.

Bu chòir tachartasan a phlanadh fada air adhart agus àite a ghleidheadh tràth nuair as urrainnear, gus roghainnean aig prìs nas ìsle fhaighinn m.e. ais-thilleadh latha, tiogaidean sàbhalaidd agus tiogaidean ràithe, far a bheil seo a' coileanadh an luach as fheàrr agus nach eil e a' lùghdachadh èifeachdas.

3.4 Siubhal air Baidhsagal

Mus cleachd thu baidhsagal airson gnothach oifigeil, bu chòir dhut measadh cunnairt rothaireachd aig obair a dhèanamh agus ma ghabhas a dhèanamh, measadh cunnairt a tha sònraichte don àite far a bheil thu ag obair gus cunnartan agus smachdan a bharrachd a chomharrachadh, a' toirt a-steach feum air uidheamachd dìon pearsanta.

Thathas a' moladh gum bi àrachas agad airson a' bhaidhsagail an aghaidh call no milleadh agus gum bi e a' toirt a-steach dochann pearsanta agus fiachanas poblach. Tha e an urra ri gach neach-obrach dèanamh cinnteach gu bheil an ìre iomchaidh de dh'àrachas aca.

3.4.1 Sgeamaichean Màil Baidhsagail

Faodaidh tu iarrtas a dhèanamh airson a bhith a' cleachdadh baidhsagal air mhàl airson siubhal oifigeil. Feumaidh an t-iarrtas agad innse gun deach am baidhsagal a chleachdadh air adhbharan obrach a-mhàin agus cunntas a thoirt air a' cheann-uidhe cho math ris an t-adhbhar airson siubhal.

3.4.2 Baidhsagal Prìobhaideach

Ordinarily, public transport should be used whenever possible, bearing in mind operational time factors and personal safety considerations (e.g. you may not assess it to be safe to travel alone on buses late at night). Where you have concerns about your safety when travelling, you should discuss this with your line manager.

Where travel has been booked and you are no longer able to travel for whatever reason, you must let the administration team know as soon as possible so that a refund can be requested.

Unless there are exceptional reasons, all travel will be standard class.

Please plan events well ahead and make early bookings whenever possible, in order to take advantage of any reduced-price options e.g. day returns, saver tickets and season tickets, where this achieves best value and does not impair efficiency.

Travel by Bicycle

Before using a bicycle on official business, you should carry out a cycling at work risk assessment and if possible, a site-specific risk assessment to identify any additional hazards and controls including the need for personal protective equipment.

It is recommended that the bicycle is insured against loss or damage and that the cover includes personal injury and public liability. It is the responsibility of each member of staff to ensure that they have the appropriate level of cover.

Bicycle Hire Schemes

You can claim for the use of a hired bicycle on official travel. Your claim must state that the hire was used for work purposes only and detail the destination as well as a reason for travel.

Private Bicycle

Faodaidh tu iarrtas a dhèanamh airson a bhith a' cleachdadh baidhsagal priobhaideach airson siubhal oifigeil.

You can claim for the use of a privately owned bicycle on official travel.

3.5 Siubhal ann an Tagsaidh

Annas na suidheachaidhean gu h-ìosal faodaidh tu iarraidh suas gu £25 aig a' char as àirde airson faradh tagsaidh.

- Far a bheil tagsaidh a' tabhann na dòigh siubhail as èifeachdaiche a thaobh cosgais, a' toirt aire do shàbhalaichean ann an ùine obrach.
- Far a bheil grunn luchd-iarrtais a' roinn tagsaidh, agus tha seo nas saoire na na faraidhean còmhhdhalach phoblaich aca.
- Nuair a tha dòighean còmhhdhalach nas saoire eile mì-ghoireasach no mì-fhreagarrach mar eisimpleir:
 - far a bheil an t-slighe còmhhdhalach phoblaich duilich, a' toirt a-steach dà stad no barrachd, agus nach eil càr co-roinnte no carbad priobhaideach comasach no practaigeach air sgàth dhuilgheadasan pàircidh.
 - far a bheil bagannan troma rin giùlan
 - amannan far a bheil ceanglaichean siubhail teann ann no a tha sàbhalaichean ann an ùine obrach nas cudromaiche na sàbhalaichean ionmhais.
 - far a bheil buadhan sàbhailteachd air luchd-siubhail-aonair air an oidhche agus/no ann an àiteachan air nach eil iad eòlach gu ìre mhòr (thathar a' moladh gun tèid tacsaidhean le ceadachas a chleachdadh seach minicabs).

Feumar cuidhteasan pàighidh a thoirt seachad. Cha tèid airgead-buidheachais a phàigheadh air ais.

Tha cùmhnantan fastaidh tagsaidh aig Taigh a' Ghlinne Mhòir, agus mar sin bu chòir tagsaidhean gu chun àite seo no bhuaithe a chlàradh tron sgioba rianachd. Bu chòir a h-uile neach-obrach agus ball den bhòrd an goireas seo a chleachdadh airson siubhal oifigeil ann an tagsaidh nuair a thadhlas iad air an àite gu h-àrd.

Travel by Taxi

In the circumstances listed below you may claim up to a maximum of £25 for a taxi fare.

- Where a taxi offers the most cost-effective means of travel taking into account savings in operational time.
- Where a number of claimants are sharing a taxi, and this is cheaper than their combined public transport fares.
- Where the use of other cheaper forms of transport are impractical or unsuitable for example:
 - where the public transport route is difficult, involving two or more changes, and the use of a pool car or private vehicle is not possible or practical due to parking problems.
 - where heavy luggage is to be transported
 - occasions where tight travel connections or savings in operational time or are more important than financial savings.
 - where there are safety implications for lone travellers at night and/or in locations with which they are largely unfamiliar (it is recommended that licensed taxis are used rather than minicabs).

Payment receipts must be provided. Any gratuity element will not be reimbursed.

Taxi hire contracts are in place at Great Glen House, therefore taxis to or from this location should be booked via the admin team. This facility should be used by all employees and board members for official travel that is to be undertaken by taxi when they are visiting the above location.

Bu chòir dhut an-còmhnaidh dèanamh cinnteach gun urrainn dhut do cheann-uidhe a ruighinn a' cleachdadh còmhail phoblach. Mura h-eil còmhail phoblach ri fhaighinn agus tu a' smaoinichadh gum bi am faradh tagsaidh agad nas àirde na £25, innis don mhanaidsear-loidhne agad mus siubhail thu, a' mìneachadh na cosgais a bharrachd.

You should always ensure that you can reach your destination using public transport. If public transport is unavailable for your destination and you anticipate that your taxi fare will be in excess of £25, please contact your line manager prior to your making the journey, giving justification for the additional expenditure.

3.6 Siubhal Adhair

Is e siubhal adhair, anns a' mhòr-chuid de shuidheachaidhean taobh a-staigh na RA, an roghainn as miosa air sgàth buaidhean àrainneachd agus ionmhais. Thèid a h-uile cùis airson siubhal adhair a sgrùdadh gu faiceallach.

Travel by Air

Air travel is, in most domestic travel situations, the least preferred option due to environmental and financial impacts. All cases for air travel will be carefully scrutinised.

Cha chheadaichear siubhal adhair eadar puirt-adhair tìr-mòr na h-Alba, mura h-eil seo mar phàirt de thuras nas fhaide (m.e. gu eilean no ceann-uidhe cèin) no far nach eil roghainnean practaigeach eile ann seach siubhal adhair.

The use of air travel between mainland Scottish airports is not permitted, unless this is part of a longer journey (e.g. to an island or foreign destination) or where there are no viable alternatives to air travel.

Bu chòir siubhal adhair gu puirt-adhair eile san RA a sheachnadh agus cha bu chòir an cleachdadh ach nuair nach eil siubhal tràna èifeachdach ri fhaighinn no far a bheil e na phàirt de thuras nas fhaide (m.e. gu eilean no ceann-uidhe cèin) far nach eil roghainnean practaigeach eile ann seach siubhal adhair.

Air travel to other UK airports should be avoided and only be used where effective train travel is not available or where part of a longer journey (e.g. to an island or foreign destination) where there are no viable alternatives to air travel.

Feumaidh luchd-obrach no buill bùird a tha airson siubhal air plèana gu puirt-adhair eile san RA mìneachadh sgrìobhte a thoirt don mhanaidsear-loidhne aca gus cead fhaighinn, mus glèidh iad tiogaid siubhail.

Employees or board members who wish to travel by air to other UK airports must produce written justification to their line manager to obtain authorisation, prior to booking travel.

Anns a h-uile cùis, feumar cead ro-làimh airson siubhal adhair. Feumaidh buill a' bhùird cead fhaighinn ro làimh bhon Cheannard no Ceann an Ionmhais don deach ùghdarras tiomnaichte a thoirt seachad.

In all cases, prior authorisation for air travel must be obtained. Board members must obtain prior approval from the Ceannard or Head of Finance to whom delegated authority has been given.

3.6.1 Clas de shiubhal adhair ri chleachdadh

Bu chòir a h-uile turas a bhith ann an clas eaconamaidh/ turasachd (no a leithid), mura h-eil adhbharan sònraichte ann.

Class of Air Travel to Be Used

All travel should be economy/tourist class (or equivalent), unless there are exceptional reasons.

3.6.2 Sgeamaichean Brosnachaidh

Ach a-mhàin inntreigeadh gu seòmraichean-suidhe sònraichte no rèiteachaidhean clàraidh, cha bu chòir sochairean (m.e. mìltean adhair no a leithid), air an cosnadh tro shiubhal maoinichte le BnG a chleachdadh ach airson tuilleadh siubhail air gnothach BnG, no bu chòir a leigeil seachad.

Cha bu chòir daoine fa leth gabhail ri brosnachadh dàil siubhail, oir cha bu chòir ùine siubhal air adhbhar obrach a leudachadh mura h-eil feum air. Ann an suidheachaidhean mì-àbhaisteach, far a bheil e reusanta gabhail ri dàil siubhail, bu chòir airgead no brosnachadh sam bith eile a tha air a thabhan a chleachdadh airson tuilleadh siubhail air gnothach BnG, no a leigeil seachad.

Faodar puingeann sam bith a bhiodh air an leigeil seachad a thoirt do charthannas a tha air ainmeachadh leis a' bhuidhinn- siubhail.

4 Mineachadh air Siubhal Oifigeil

Tha siubhal oifigeil a' ciallachadh siubhal a tha riatanach gus amasan gnothaich BnG a lìbhrigeadh, a' gabhail a-steach coinneamhan gnothaich, tadhal air làrach no trèanadh. Mura h-eil thu cinnteach, bruidhinn ris a' mhanaidsear-loidhne agad. Tha frithealadh agallamh a-staigh ga mheas mar shiubhal oifigeil cuideachd.

4.1 Luchd-obrach stèidhichte ann an oifisean BnG

Mar as trice bidh siubhal oifigeil a' tòiseachadh agus a' crìochnachadh aig an ionad-obrach/oifis stèidhichte agad mar a tha air a mhìneachadh sa chùmnant obrach agad.

Ma tha thu a' siubhal eadar do dhachaigh agus àite-obrach sealach, dèan iarrtas airson na cuid as lugha de na leanas:

- An t-astar eadar do dhachaigh agus an t-àite-obrach sealach; no
- An t-astar as giorra eadar an t-àite-obrach stèidhichte agad agus an t-àite-obrach sealach.

Chan urrainnear cosgaisean iarraidh nuair a nì thu roghainn phearsanta siubhal gu àite-obrach eile, seach mar riatanas airson do dhreuchd aig BnG.

Incentive Schemes

With the exception of access to special departure lounges or booking arrangements, benefits (e.g. air miles or equivalents), earned through BnG financed travel should only be used for further travel on BnG business or foregone.

Inducements to accept delayed departures should not be accepted by individuals, because operational travel time should not be extended unnecessarily. Exceptionally, where it is reasonable to accept a delayed departure, any cash or other incentive offered should be used for further travel on BnG business or foregone.

Any points which would otherwise be foregone may be donated to a charity nominated by the carrier.

Definition of Official Travel

Official travel means travel that is necessary to deliver BnG's business objectives, including business meetings, site visits or training. If you are unsure, please speak to your line manager. Attending an internal interview is also classed official travel.

Employees Based in BnG Offices

Official travel will normally commence and end at your permanent workplace / office base as detailed in your contract of employment.

If you are travelling between your home and a temporary workplace, claim the lesser of either:

- The distance travelled between home and the temporary workplace; or
- The shortest distance between your permanent workplace and the temporary workplace.

Expenses cannot be claimed when travel to another work location is undertaken as a matter of personal choice, rather than as a necessary requirement of your BnG role.

4.2 Luchd-obrach Dachaigh Foirmeil

Faodaidh luchd-obrach dachaigh ainmichte foirmeil (sin, luchd-obrach a tha stèidhichte san dhachaigh) iarrtas a chur a-steach airson Siubhal & Cosgaisean (S&C) bhon dachaigh chun a' cheann-suidhe aca.

4.3 Iomairt Uaine agus Riaghladh Carboin

Tha BnG gu gnìomhach a' brosnachadh a h-uile duine againn, ar com-pàirtichean agus a h-uile duine leis a bheil sinn ag obair gus ceumannan practaigeach, seasmhach a dhèanamh a dh'ionnsaigh comann beag-charboin. Seall ri [Poileasaidh Àrainneachd](#) airson beachdan air mar as urrainn dhut seo a dhèanamh.

5 Càraichean Co-roinnte agus air Mhàl

Feumaidh an neach a tha ainmichte air clàradh a' chàir càin pàircidh sam bith a phàigheadh fhad 's a tha an càr air a ghleidheadh aca.

Mura h-eil e comasach no practaigeach turas a ghabhail air còmhhdhail phoblach, is e an ath roghainn a bhith a' cleachdadh carbad co-roinnte le Nàdair Alba no carbad màil.

Ma tha thu airson càr co-roinnte a dhràibheadh no càr a ghabhail air mhàl, feumaidh tu dèanamh cinnteach gu bheil thu freagarrach gus sin a dhèanamh.

Ma tha atharrachadh ann an cumhaichean a' chead dràibhidh agad aig àm sam bith tha e an urra riut post-d a chur chun mhanaidsear-loidhne agad sa bhad, agus far am bi thu a' draibheadh càraichean co-roinnte Nàdair Alba, feumaidh tu cuideachd comhairle a thoirt do Sgioba Riaghlaidh Cabhlach Nàdair Alba a rèir sin.

Cha bu chòir do thagraichean càraichean co-roinnte Nàdair Alba no carbadan a chaidh a ghabhail air màl gu h-oifigeil a chleachdadh air adhbharan prìobhaideach, oir tha buaidh aig seo air fiachanas cìse.

6 Carbadan Prìobhaideach

Tha e an urra riut càin pàircidh sam bith a phàigheadh nuair a bhios tu a' dràibheadh airson adhbharan obrach.

Formal Homeworkers

Formal designated homeworkers (i.e employees whose base is their home) will be able to claim Travel & Subsistence (T&S) from home to their destination.

Greening and Carbon Management

BnG actively encourages all of us, our partners and everyone we work with to deliver practical, sustainable steps towards a low carbon society. Please consult [Environmental Policy](#) for ideas as to how you can do this.

Pool and Hire Cars

The person named on the vehicle booking is responsible for the payment of any parking fine incurred whilst the vehicle is booked out to them.

If it is not possible or practical to undertake a journey by public transport, the next option is the use of a NatureScot pool vehicle or a hire vehicle.

If you wish to drive a pool car or hire car, you must ensure that you are fit to do so.

If at any time there is a change to the status of your driving license it is your responsibility to email your line manager immediately, and where you drive NatureScot pool cars, you must also advise the NatureScot Fleet Management Team accordingly.

Under no circumstances should claimants use NatureScot pool cars or officially hired vehicles for private use, as this has implications for tax liabilities.

Private Vehicles

You are responsible for the payment of any parking fines incurred whilst driving for work purposes.

Seisean Fosgailte
Cuspair 5.1 PT3

Far nach eil càr co-roinnte no càr air mhàl ri fhaighinn no nach biodh e practaigeach agus ma dh'aontaicheas am manaidsear-loidhne agad ris an turas ann agus air ais, faodaidh tu carbad prìobhaideach a chleachdadh.

Mar eisimpleir, faodaidh luchd-iarrtais le ciorram a chuireas stad orra bho bhith a' cleachdadh an dàrna cuid còmhhdail phoblach no carbad oifigeil cuibhreann siubhail àbhaisteach (CSA) iarraidh airson a h-uile turas oifigeil, fhad 's a thathar a' coinneachadh ri riathanasan seilbh agus àrachais carbaid.

Anns na suidheachaidhean sin, feumaidh tu mìneachadh soilleir, mionaideach a thoirt seachad air carson a tha thu air do chàr prìobhaideach a chleachdadh agus an uair sin air iarrrtas CSA a dhèanamh agus am mìneachadh sin a chur don iarrrtas chosgaisean agad airson aonta do mhanaidsear-loidhne. Ma thèid a lorg nach eil adhbhar soilleir ann airson a bhith ag iarraidh CSA, bidh an t-iarrrtas air a chuingealachadh gu cosgais co-ionann ri còmhhdail phoblach (CCP) no reat còmhhdalach phoblaich (RCP) no air a dhiùltadh leis a' mhanaidsear-loidhne agad.

Feumaidh tu do chòmhdach àrachais a cheangal ann am PeopleHR às dèidh gach ùrachadh; thèid seo a dhearbhadh leis a' mhanaidsear-loidhne agad gach bliadhna, air no ro 30 Sultain. Mura h-eil an còmhdach àrachais ceart agad chan fhaigh thu ais-phàigheadh mhiltean sam bith gus an dearbh thu gun d' fhuair thu an còmhdach.

Tha an sgrùdadh seo cudromach gus dèanamh cinnteach gu bheil luchd-iarrtais a rèir nan cumhachan àbhaisteach a dh'fheumar airson cuibhreannan mhiltean a phàigheadh, agus airson luchd-iarrtais a dhìon. Gheibhear am foirm dearbhaidh àrachais a thèid a chleachdadh airson an adhbhair seo ann an Leas-phàipear A.

Feumar na cumhaichean a leanas a choileanadh nuair a thathar a' cleachdadh carbad prìobhaideach:

- Feumar aithneachadh gu bheil cleachdadh a' charbaid prìobhaidich air gnothach oifigeil iomchaidh agus gun deach rangachadh còmhhdalach a leantainn.
- Feumaidh an carbad a thèid a chleachdadh airson siubhal oifigeil a bhith an seilbh, no air a ghabhail air mhàl, leis an neach-iarrtais no an cèile/companach.

HMRC = Her Majesty's Revenue & Customs
PTR = Public Transport Rate
GPC = Government Procurement Card

Where a pool or hire car is unavailable or would not be practical and if the trip is agreed by your line manager, you may use a private vehicle.

For example, claimants with a disability that prevents them from using either public transport or an official vehicle may claim standard mileage rate (SMR) for all official travel, providing that the vehicle ownership and insurance requirements are met.

In these circumstances, a clear detailed justification as to why you have used your private car and then claimed SMR is to be entered into expenses claim for your line manager's approval. If it is found that there is no clear justification for claiming SMR, the claim will be restricted to public transport equivalent (PTE) or public transport rate (PTR) or rejected by your line manager

You are required to attach your insurance cover in PeopleHR after each renewal; this will be verified by your line manager annually, on or by 30 September. Should you not have the correct insurance cover you will not be able to claim any reimbursement of mileage until you provide evidence you have obtained the cover.

This check is important to ensure that claims are in compliance with the standard conditions required for payment of mileage allowances, and for the protection of claimants. The insurance declaration form to be used for this purpose can be found at Annex A.

The following conditions must be met when using a private vehicle:

- The journey must be recognised as one for which the use of the private vehicle on official business is appropriate and the hierarchy of transport has been followed.
- The vehicle used for official travel must be owned, or hired, by the claimant or the claimant's spouse/partner

SMR = Standard Mileage Rate
PTE = Public Transport Equivalent
PIE = Personal Incidental Expenses

- Feumaidh poileasaidh àrachais motair coileanta a bhith aig an neach-iarrtais a tha iomchaidh airson adhbharan gnothaich.
- Far am faodadh còmh-dhail phoblach a bhith air a chleachdadh, bu chòir an t-iarrtas mhiltean a bhith air a chuingealachadh ris a' chosgais Co-ionann ri Còmh-dhail Phoblach (CCP) de dh'fharadh Clas Coitcheann.
- Tha am foirm dearbhadh àrachais air a lìonadh agus air a stòradh gu h-iomchaidh.
- The claimant must possess a comprehensive motor insurance policy fit for business use.
- Where public transport could have been used, the mileage claim should be restricted to the public transport equivalent (PTE) of a Standard Class fare.
- The insurance declaration form is completed and stored appropriately.

6.1 Cleachdadh charbadan prìobhaideach far nach eil an neach-iarrtais a' dràibheadh no far nach eil iad an làthair

Faodar cosgais mhiltean iarraidh aig CSR no RCP a rèir rangachd siubhail, nuair a thèid càr an neach-iarrtais fhèin a chleachdadh air gnothach oifigeil gus an neach-iarrtais a thoirt gu àite agus / no a thoirt air ais bho àite, ach a tha e air a dhràibheadh le cuideigin eile. Faodar cuideachd cosgais mhiltean iarraidh airson an turais air ais bho bhith a' toirt an neach-iarrtais a dh'àite no a thogail bho àite (m.e. gu no bho stèisean-rèile, port- adhair msaa.) far nach eil an neach-iarrtais anns a' chàr.

Use of Private Vehicles Where Claimant is Not Driving or is Not Present

Mileage can be claimed at either SMR or PTR in line with the hierarchy of travel, when the claimant's own car is used on official business to convey and/or collect the claimant but is driven by another person. Mileage for return legs of journeys to convey or collect the claimant (*e.g. to or from a train station, airport etc.*) where the claimant is not present in the car may also be claimed.

6.2 Rear Còmh-dhalach Phoblaich (RCP)

Feumar na cumhaichean a leanas a choileanadh far a bheil RCP ga iarraidh:

- Feumar aithneachadh gu bheil an turas riatanach airson adhbharan gnothaich oifigeil BnG ach nach gabhadh a dhèanamh le còmh-dhail phoblach no càr co-roinnte.
- Far am faodadh còmh-dhail phoblach a bhith air a chleachdadh, bu chòir an t-iarrtas mhiltean a bhith air a chuingealachadh ris a' chosgais co-ionann ri còmh-dhail phoblach (CCP) de dh'fharadh Clas Coitcheann.

Faodar suplamaid luchd-siubhail iarraidh cuideachd.

Mar as trice gheibhear cisean pàircidh no garaids nuair a tha thu ag iarraidh RCP, ach chan fhaighear le CCP. Mura h-eil a' chosgais iomlan, a' toirt a-steach a' chuibhreann mhiltean, taobh a-staigh faradh CCP as àirde no far am biodh sàbhalaichean mòra ann an ùine obrach a' fireanachadh pàigheadh.

Public Transport Rate (PTR)

The following conditions must be met where PTR is claimed:

- The journey must be recognised as one which is necessary for the purposes of official BnG business but could not be undertaken by public transport or pool car.
- Where public transport could have been used, the mileage claim should be restricted to the public transport equivalent (PTE) of a standard class fare.

Passenger supplements can also be claimed.

Parking or garaging fees may usually only be claimed when claiming PTR but not PTE. Unless the total cost, including the mileage allowance, is within the ceiling of the PTE fare or where substantial savings in operational time would justify payment.

6.3 Cuibhreann Siubhail Àbhaisteach (CSA)

Feumar na cumhaichean a leanas a choileanadh far a bheil CSA ga iarraidh:

- Feumar aithneachadh gu bheil cleachdadh a' charbaid phrìobhaidich air gnothach oifigeil iomchaidh agus gun deach rangachadh còmhhdhalach a leantainn.

Faodar suplamaid luchd-siubhail iarraidh cuideachd (faic 6.4).

Faodar cìsean pàircidh iarraidh. Cha tèid cìsean pàircidh thar oidhche a phàigheadh ach nuair a tha an ùine airidh air cuibhreann bith-beò air an oidhche. Feumar cuidhtean pàighidh a thoirt seachad.

Bu chòir luchd-iarrtais a tha air a' chrìoch bhliadhnail aca de 10,000 mìle a ruigsinn (air cosgais mhiltean iomlan a chaidh iarraidh) iarrtas airson RCP a chumail aig an reat as ìsle den chuibhreann siubhail àbhaisteach de 25sg gach mìle, a rèir [stùireadh HMRC](#): Mura dèan iad sin dh'fhaodadh fiachanas cìs phearsanta a thighinn orra ris nach biodh BnG an urra.

6.4 Suplamaid Luchd-siubhail

Faodar iarrtas a dhèanamh airson suplamaid luchd-siubhail far a bheil càr prìobhaideach air a chleachdadh air gnothach oifigeil, aig RCP no CSA, agus luchd-siubhail oifigeil air an giùlan.

Tha pàigheadh airson gach neach-siubhail air a chuingealachadh ris an astar a bhiodh air a shiubhal nam biodh turas an neach-siubhail air tòiseachadh agus air crìochnachadh aig an àite-obrach maireannach aca no ma bha e nas lugha, an t-astar a dh'fheumar siubhal. Bu chòir ainmean luchd-siubhail oifigeil, a' toirt a-steach an fheadhainn nach eil nan luchd-obrach BnG ach a tha an làthair airson adhbharan oifigeil, innse.

6.5 Siubhal le Motair-rothair Prìobhaideach

Feumar na cumhaichean a leanas a choileanadh far a bheil reat motar-rothair ga iarraidh:

- Feumaidh am motar-rothair a thèid a chleachdadh a bhith an seilbh, no air a ghabhail air mhàl, leis an neach-iarrtais no an cèile no companach.
- Feumaidh poileasaidh àrachais motair a bhith aig an neach-iarrtais a tha iomchaidh airson cleachdadh gnothaich.

Standard Mileage Rates (SMR)

The following conditions must be met where SMR is claimed:

- The journey must be recognised as one for which the use of the private vehicle on official business is appropriate and the hierarchy of transport has been followed.

Passenger supplements can also be claimed (see 6.4).

Parking fees may be claimed. Overnight parking fees will only be met if the period qualifies for night subsistence allowance. Payment receipts must be provided.

Claimants who have reached their annual 10,000 mile threshold (on total mileage claimed) should restrict any claims for PTR to the lower standard mileage rate of 25p per mile as per [HMRC guidance](#). Failure to do so may result in a personal tax liability arising for which BnG is not responsible.

Passenger Supplement

Passenger supplement can be claimed where a private car is used on official business at either PTR or SMR and official passengers are carried.

Payment for each passenger is restricted to the distance that would have been travelled if the passenger's journey had started and finished at their permanent workplace or if less, the distance necessarily travelled. The names of official passengers, including those who are not BnG employee but are present for official reasons, should be stated on the claim.

Travel by Private Motorcycle

The following conditions must be met where the motorcycle rate is claimed:

- The motorcycle must be owned, or hired, by the claimant or the claimant's spouse or partner.
- The claimant must possess a motor insurance policy for business use.

- Feumar aithneachadh gu bheil cleachdadh a' mhotair-rothair air gnothach oifigeil iomchaidh.

Chan eil crìoch air a' chuibhreann mhiltean as urrainnear iarraidh airson motair-rothair.

Faodar cìsean pàircidh iarraidh cuideachd. Cha tèid cìsean pàircidh thar oidhche a phàigheadh ach nuair a tha an ùine airidh air cuibhreann bith-beò air an oidhche. Feumar cuidhteasan pàighidh a thoirt seachad.

6.6 Amannan Èiginn

Aig àm èiginn, faodaidh luchd-iarrtais cùisean a chur air dòigh mar a tha iomchaidh agus cosgaisean reusanta iarraidh air ais airson na dearbh chosgaisean a chuireadh orra anns an t-suidheachadh.

7.0 Biadh agus Àite-fuirich

Thèid cosgais dhligheach air biadh agus àite-fuirich a phàigheadh air ais, ma dh'fheumas an neach-iarrtais siubhal air falbh bhon àite gnothaich oifigeil àbhaisteach.

Cha tèid cosgais deoch làidir a phàigheadh air ais.

7.1 Bith-beò

Faodar bith-beò latha iarraidh nuair:

- A chaitheas tu barrachd air 5 uairean a thìde ag obair còrr is 5 mìle bhon àite-obrach stèidhichte agad.
- Faodar bith-beò latha sònraichte iarraidh taobh a-staigh crìoch 5 mìle (m.e. aig taisbeanadh far nach urrainn don neach an togalach fhàgail, ach nach eil biadh air a thoirt seachad an- asgaidh).

7.2 Cuairtean Latha gu àite eile airson sreath làithean

Faodaidh luchd-iarrtais a bhios a' tadhal air an aon àite airson sreath làithean iarrtas a dhèanamh airson bith-beò latha airson 30 latha-obrach aig a' char as àirde. Ann a bhith ag obrachadh na h-ùine seo a- mach:

- Cha bu chòir dhaibh aire a thoirt do làithean sam bith nuair nach eil an turas ag adhbharachadh bith-beò làitheil agus

- The journey must be recognised as one for which the use of the motorcycle on official business is appropriate.

There is no limit to the mileage claimable for motorcycle mileage.

Parking fees may also be claimed. Overnight parking fees will only be met if the period qualifies for night subsistence allowance. Payment receipts must be provided.

Emergencies

In the case of an emergency, claimants can make their own arrangements and claim reasonable reimbursement for the actual costs incurred in the circumstances.

Meals and Accommodation

Reimbursement will be made for legitimate expenses on meals and accommodation, as a result of being required to travel away from your normal base on official business.

Expenditure on alcoholic beverages will not be reimbursed.

Subsistence

Day subsistence rates may be claimed when:

- You spend a period in excess of 5 hours working more than 5 miles away from your permanent workplace.
- Exceptional day subsistence may be claimed within the 5-mile limit (e.g. at an exhibition where the person cannot leave the premises, but a meal is not provided free of charge).

Consecutive Day Visits to Another Location

Claimants who make consecutive day visits to the same location may claim day subsistence for a maximum of 30 working days. In calculating this period, they should:

- disregard any days on which the visit does not attract day subsistence and

b) bu chòir dhaibh ùine ùr a thòiseachadh an dèidh briseadh nas fhaide na 10 latha-obrach.

b) start a fresh period after a break of more than 10 working days.

7.3 **A' frithealadh Thachartasan Oifigeil - Lòn/Dinnear Obrach**

Faodaidh tu iarrtas a dhèanamh airson cosgais lòin/dinnear oifigeil nuair a thèid iarraidh ort a dhol gu lòn no dinnear mar riochdaire oifigeil BnG agus a tha cosgaisean taigh-bìdh na lùib.

Bidh na reataichean sin an sàs ge bith a bheil feum air oidhche a chumail air falbh bhon dachaigh.

Far nach toir na reataichean sin ath- dhìoladh iomchaidh, bu chòir cead ro- làimh fhaighinn bhon mhanaidsear- loidhne agad. Bu chòir dhut cuideachd innse do Cheann an Ionmhais is Cùisean Corporra.

Ma tha thu an dùil iarrtas a dhèanamh airson biadh no deochan milis a cheannach airson cuideigin eile, seall ri [Stiùireadh a thaobh Aoigheachd](#) ro-làimh.

Attending Official Engagements – Working Lunches/Dinners

You can claim official engagement lunches/ dinner subsistence when you are required to attend lunch or dinner as an official representative of BnG and which involves restaurant costs.

These rates will apply irrespective of whether an overnight absence is involved.

Where these rates will not provide adequate reimbursement, prior approval of the full claim should be obtained from your line manager. You should also inform the Head of Finance and Corporate Affairs.

If you intend to claim for the purchase of food or soft drinks for someone else, please consult the [Hospitality Guidance](#) beforehand.

7.4 **A' fuireach na h-Oidhche an aghaidh a bhith a' Tilleadh chun àite-obrach stèidhichte**

Nuair a bhios luchd-iarrtais a' frithealadh àite-obrach sealach air dà latha an dèidh a chèile, no barrachd, **faodaidh iad iarrtas a dhèanamh air a' chuid as lugha de:**

a) Cosgais siubhal làitheil chun àite sin

No

b) Cosgais aon turas air ais agus bith-beò tron oidhche aig an àite-obrach sealach.

Chan fhaodar an t-Sùim nas àirde iarraidh ach far a bheil seo air fhìreanachadh gu soilleir m.e. air sgàth ùine siubhail, faid an latha obrach, amannan tòiseachaidh is crìochnachaidh msaa. Tha sàbhailteachd phearsanta air leth cudromach agus feumaidh co-dhùnaidhean a thaobh a bheil e reusanta fuireach thar oidhche aire a thoirt dha seo, m.e. mar thoradh air siubhal air an oidhche, siubhal nuair a tha thu sgìth, no siubhal ann an àiteachan air nach eil thu eòlach.

Staying Overnight versus Returning to Base

Where claimants attend a temporary work location on two consecutive days, or more, **they may claim the lesser of either:**

a) The cost of daily travelling to that location

Or

b) The cost of one return journey plus night subsistence at the temporary work location.

The higher amount may only be claimed where this is clearly justified e.g. due to journey time, length of working day, start and finish times etc. Personal safety is of paramount importance and decisions regarding whether an overnight stay is justified must take due account of this, e.g. due to travelling at night, travelling when tired, or travelling in unfamiliar locations.

7.5 **Àite-fuirich Thar Oidhche**

Mar sheirbheisich phoblach tha na h- iarrtasan Siubhail is Chosgaisean againn air an sgrùdadh gu dlùth le luchd- sgrùdaidh agus HMRC aig àm sgrùdaidh.

Overnight Accommodation

As public servants our T&S claims are closely examined by auditors and HMRC during inspections.

Ann an suidheachaidhean àraidh, nuair nach fhaighear àite-fuirich taobh a-staigh nan reataichean àbhaisteach, feumar cead ro-làimh bho Cheann an Ionmhais is Cùisean Corporra.

In exceptional circumstances, when accommodation cannot be found within the normal rates, prior approval must be obtained from Head of Finance and Corporate Affairs.

Far an deach àite-fuirich a chlàradh ach nach urrainn dhut fuireach ann tuilleadh ge bith dè an t-adhbhar, feumaidh tu innse don sgioba rianachd cho luath 's a ghabhas gus an tèid pàigheadh air ais iarraidh. Bu chòir iarrtasan bìdh a chumail taobh a-staigh nan crìochan àbhaisteach, mura h-eil, ann an suidheachadh àraidh, aig luchd-obrach no buill bùird a bhith an làthair aig biadh feasgair ceangailte ris a' choinneimh a tha iad a' frithealadh agus far am biodh seo a' ciallachadh gum biodh iad fhèin a' pàigheadh air a shon.

Where accommodation has been booked and you are no longer able to stay for whatever reason, you must let the administration team know as soon as possible so that a refund can be requested. Meal claims should be restricted to the normal limits, unless exceptionally, employee or board members are expected to attend an evening meal connected to the meeting they are attending and where this would mean that they would be out of pocket.

Mar sin, faodar fìor chosgaisean taobh a-staigh chrìochan reusanta a phàigheadh. Bu chòir an t-adhbhar airson a bhith ag iarraidh fìor chosgais innse gu soilleir air an iarrtas agus na cuidhteasan a chaidh a thoirt seachad.

Therefore, actual expenditure within reasonable limits may be met. The reason for claiming any 'actual' expenditure should be clearly stated on the claim and receipts provided

7.6 Àite-fuirich Leabaidh is Bracaist

Tha cosgaisean rim pàigheadh nuair a dh'fheumas tu pàigheadh airson àite- cadail ann an taigh-òsta, taigh fèin- fhrithealadh, taigh-aogheachd, ostail no Leabaidh is Bracaist airson gu feum thu a bhith air falbh bhon dachaigh air gnìomhachas oifigeil thar na h-oidhche.

Bed & Breakfast Accommodation

Rates are payable when you incur expenditure on sleeping accommodation within hotel, self-catering, guest house, hostel or B&B accommodation as a result of an overnight absence on official business.

Chan urrainnear an reata Leabaidh is Bracaist iarraidh ach nuair a gheibhear cuidhteasan airson an togalaich a chaidh a chleachdadh.

The B&B rate can only be claimed on provision of receipts for the accommodation used.

Faodar an cuibhreann Cosgais Tuiteamais Phearsanta (faic 7.7) iarraidh cuideachd.

The Personal Incidental Expense (see 7.7) allowance may also be claimed.

7.7 Reat Suidhichte Bith-beò Charaidean is Teaghlach

Friends and Family Flat Subsistence Rate

Ma roghnaicheas tu fuireach le Caraidean is Teaghlach, faodaidh tu an cuibhreann Reat C iarraidh mar a tha air a mhìneachadh ann an 7.1

If you choose to stay with Friends & Family, you can claim the Rate C allowance as detailed in 7.1

Nuair a tha an reat seo air iarraidh feumar seòladh a thoirt seachad.

When this rate is claimed an address must be given.

Tha an cuibhreann seo na shochair fo bhuaidh chìsean.

This allowance is a taxable benefit.

Feumar an cuibhreann seo fhaighinn tron fhoirm airson fuireach còmhla ri caraidean.

This allowance must be claimed via the form for staying with friends.

Faodaidh tu iarraidh cosgais siubhail a dh' fhuireach còmhla ri caraidean no càirdean (a dh'fhaodadh a bhith a' fuireach astar air falbh) cho fad 's nach bi cosgais siubhail nas àirde na a bhith a' fuireach ann an àiteachan-fuirich malairteach nas fhaighe air an àite-obrach shealach. Feumar cuidhteas a thoirt seachad mar thaic ri iarrtas sam bith.

Chan fhaodar cuibhreannan bìdh eile iarraidh a bharrachd air an reat shuidhichte.

7.8 **Cosgaisean Tuiteamais Pearsanta (CTP)**

Thathas mothachail gum faodadh cosgaisean a bhith ort mar thoradh air fuireach air falbh bhon dachaigh thar oidhche. Faodaidh tu cuibhreann chosgaisean tuiteamach pearsanta (CTP) iarraidh a dh'ionnsaigh chosgaisean leithid conaltradh fòin dhachaigh, cofaidh, botail uisge, msaa.

8.0 **Cosgaisean Agallaimh**

Bu chòir cosgaisean agallaimh airson luchd-obrach a tha a' cur a-steach airson dreuchdan BnG iarraidh tron iarrtas chosgaisean agad. Feumar cuidhteasan pàighidh a thoirt seachad.

Tha an cuibhreann seo na shochair chisean. Ach, pàighidh BnG a' phàirt chisean den chuibhreann, agus mar sin chan eil thu a' call airgead.

9.0 **Mar a nì thu iarrtas**

Lìonaidh gach neach-iarrtas na h-iarrtasan chosgaisean aca tro na foirmean iarrtais cosgais àbhaisteach.

Feumaidh cuidhteasan a bhith ceangailte ris an fhoirm ris a bheil an t-iarrtas cosgais a' buntainn. Airson iarrtasan mhiltean, feumaidh plana slighe AA (no a leithid) a bhith an cois le mion-fhiosrachadh mun àite fàgail is ruighinn a bharrachd air an àireamh de mhiltean a chaidh a shiubhal.

Cho luath 's a dh'aontaicheas am manaidsèar-loidhne agad don an iarrtas thèid a phròiseasadh gu fèin-ghluasadach taobh a-staigh 5 latha-obrach.

Bu chòir iarrtasan a chur a-steach taobh a-staigh 30 latha bhon a chaidh cosgais adhbharachadh gus cunntasachd iomchaidh agus pàigheadh sgiobalta. a dhèanamh comasach.

You can claim the cost of travel to stay with friends or relatives (who may live a distance away) providing that the cost of the travel, does not exceed that, otherwise, of them staying in commercial accommodation closer to the temporary workplace. A receipt must be provided in support of any claim.

Other meal allowances may not be claimed in addition to the flat rate.

Personal Incidental Expenses (PIE)

It is recognised that you may incur costs as a result of staying away from home overnight. You can claim a personal incidental expenses (PIE) allowance towards miscellaneous out of pocket expenses such as telephone calls home, coffee, bottled water, etc.

Interview Expenses

Interview expenses for employees applying to BnG posts, should be claimed through your expenses claim. Payment receipts must be provided.

This allowance is a taxable benefit. However, BnG will pay the taxable element of the allowance, so you are not out of pocket.

How to Claim

All claimants will complete their expenses claims via the normal expense claim forms.

All receipts must be attached to the form to which the expense claim relates. For mileage claims, you must attach an AA route planner (or similar) which details departure and arrival point as well as number of miles travelled.

Once your line manager approves the claim it will be automatically processed within 5 working days.

Claims should be submitted within 30 days of incurred expenditure to enable appropriate accounting practice and prompt payment.

10.0 Dreuchdan agus Dleastanasan

Feumaidh tu:

- beachdachadh a bheil feum air siubhal, a' dèanamh cinnteach gu bheilear a' toirt aire do chùisean taobh a-staigh poileasaidh àrainneachd BnG, còmhla ri nithean eile leithid a' chleachdaidh as fheàrr de dh'ùine oifigeil agus na roghainnean eile a tha rim faighinn leithid co- labhairtean bhidio/fòin msaa
- fios a thoirt don mhanaidsear agad mu na planaichean siubhail gnothaich agad – bruidhinn mu agus aontaich siubhal gnothaich agus cosgaisean a tha buailteach a bhith agad mus siubhail thu, leis a' mhanaidsear agad (far a bheil sin comasach).
- dèanamh cinnteach nach bi do shlàinte is sàbhailteachd ann an cunnart ann an gnothach oifigeil.
- dèanamh cinnteach gu bheil Siubhal is Cosgaisean a' riochdachadh an luach as fheàrr.
- dèanamh cinnteach gu bheil thu mothachail air na cosgaisean is reataichean as ùire.
- na iarr ach cosgaisean a tha riatanach agus a bharrachd air do chaiteachas làitheil àbhaisteach.
- a bhith mothachail air cuingealachaidhean mu bhith a' gabhail ri sgeamaichean brosnachaidh no a' tionail puingeann dìlseachd mar a tha air a mhìneachadh sa phoileasaidh.
- iarrtas a dhèanamh ann an deagh àm agus a bhith mothachail mu ceann-latha deireadh na bliadhna cìse.
- siubhail ann an clas coitcheann/eaconamaidh
- cuidhteasan buntainneach a thoirt seachad nuair a chuireas tu a- steach iarrtas chosgaisean.
- a bhith mothachail air a' phoileasaidh agus an stiùireadh co-cheangailte ri siubhal aig an obair, a' toirt a-steach:

- [Poileasaidh Obair-aonair](#)
- [Àrainneachdail](#)
- [Plana Siubhail Gníomhachais](#)

Roles and Responsibilities

You are expected to:

- consider whether travel is necessary, ensuring greening issues within the BnG environmental policy have been taken into account, alongside other factors such as best use of official time and the alternatives available such as video/ teleconferencing etc.
- keep your manager informed of your business travel plans – discuss and agree business travel and likely associated costs in prior to your travel, with your manager (where possible).
- make sure your health and safety is not compromised in the course of official business.
- ensure that the means of T&S represents best value.
- make sure you are aware of the up-to-date expenses and rates limits.
- only claim expenses which are necessary and additional to your normal daily expenditure.
- be aware of restrictions on signing up to incentive schemes or collecting loyalty points as set out in the policy.
- make claims timeously and be aware of the end of the tax year deadline.
- travel standard/economy class.
- provide relevant receipts when submitting expenses claims.
- be aware of the associated policy and guidance on travel at work, including:

- [Lone Working](#)
- [Environmental](#)
- [Business Travel Plan](#)

10.1 Na dleastanasan agad mar mhanaidsear/neach-gleidhidh buidseit

Feumaidh tu:

- Dèanamh cinnteach gu bheil an sgioba agad a' tuigsinn agus a' gèilleadh ris na poileasaidhean iomchaidh.
- Dèanamh cinnteach gu bheil slàinte is sàbhailteachd do sgioba, a' toirt a-steach cothromachadh beatha is obrach, na phrìomhachas nuair a bhios tu a' dealbhadh agus a' cumail sùil air riathanas obrach is siubhail san sgioba agad.
- Dèanamh cinnteach gu bheil caiteachas air cosgaisean siubhal gnothaich iomchaidh, cosg-èifeachdach agus fo smachd ceart.
- Dèanamh cinnteach gu bheil an t-slighe agus an dòigh còmhaidh den luach as fheàrr air a chleachdadh. Dèanamh cinnteach cuideachd gu bheil an neach-obrach air beachdachadh air dòighean eile air gnothach a dhèanamh (sin, co-labhairt bhidio, co-labhairt fòn) mus aontaich thu ris an t-siubhal.
- Bruidhinn mu dheidhinn agus aontaich siubhal gnothaich agus cosgaisean co-cheangailte ris an neach-obrach mus siubhail iad (far a bheil sin comasach).
- Dèanamh cinnteach gu bheil siubhal aig reat a' chlas choitchinn/eaconamaidh.
- Plana a dhèanamh airson caiteachas Siubhail is Chosgaisean taobh a-staigh do bhuidseit agus sùil a chumail air seo rè na bliadhna.
- Dèanamh cinnteach gu bheil rèiteachaidhean Siubhail is Chosgaisean ionadail co-chòrdail ri ùghdarras tiomnaichte agus cleachdaidhean tiomnaichte le sgiobaidhean no Sgiobaidhean Gnìomhachd no Sgìre. Mura h-eil am manaidsear loidhne aca ri fhaighinn, bhiodh e comasach do chuideigin co-dhiù aon ìre os cionn na h-ìre aca fhèin an riathanas aontachadh.
- Dearbhadh gu bheil iarrtas pongail. Ma tha mearachd san iarrtas feumaidh tu an t-iarrtas a dhiùltadh agus a chur air ais chun bhall no neach-obrach airson a cheartachadh no a dhearbhadh.

Your responsibilities as a manager/budget holder

You are expected to:

- Ensure your team understands and complies with the relevant policies.
- Ensure the health and safety of your team, including work life balance, is a key factor when planning and monitoring work and travel requirements in your team.
- Ensure spending on business travel expenses are appropriate, cost effective and properly controlled.
- Ensure that the best value route and method of transport is used. Also ensure that the employee has considered other means of doing business (i.e. video conference, conference calling) before approving the travel.
- Discuss and agree business travel and likely associated T&S costs with your employee prior to them travelling (where possible).
- Make sure travel is standard/economy class.
- Plan for T&S expenditure within your budget and monitor this during the year.
- Ensure local T&S arrangements are consistent with delegated authority and delegated practices with teams or Activity or Area Teams. If their line manager is unavailable, then someone at least one grade above their own would be able to approve the requirement.
- Confirm a claims factual accuracy. If the claim is inaccurate you must reject the claim and send it back to the member of employee for correction or verification.

10.2 Dleastanasan Ionmhais

Tha dleastanas air Luchd an Ionmhais airson:

- Cumail suas ri fiosrachadh agus a' toirt fiosrachadh seachad mu atharrachaidhean air riaghailtean HMRC.
- Iarrtasan a làimhseachadh gu pongail.
- Dèanamh cinnteach gu bheil iarrtasan chosgaisean air an sgrùdadh gu cunbhalach agus toraidhean air an aithris do luchd- obrach agus luchd-stiùiridh.

11.0 Buil Neo-ghèillidh

Tha uallach air gach neach-obrach, ball bùird agus neach-iarrtais airson nan iarrtasan chosgaisean a nì iad, agus faodaidh pròiseas smachdachaidh foirmeil èirigh air sgàth iarrtasan meallta sam bith.

Far an deach dòigh siubhail nas daoire a chleachdadh gun fhìreanachadh soilleir, thèid seo a cheasnachadh agus thèid an t- iarrtas a chuingealachadh mar a bhios iomchaidh. Ma tha an neach-iarrtais an còmhnaidh a' nochdadh iarrtasan neo- iomchaidh, is dòcha gun tòisichear gnìomh foirmeil ma dheidhinn.

Finance Responsibilities

Finance have responsibility for:

- Keeping abreast and informing of changes to HMRC regulations.
- Processing claims accurately.
- Ensuring regular audits of expenses claims are conducted and reporting their findings to employees and management.

Consequences of Non-Compliance

All employees, board members and claimants are responsible for their expenses claimed, and any false claims may result in a formal disciplinary process being followed.

Where a more expensive means of travel has been used without clear justification, this will be queried with the claimant and the claim restricted as appropriate. If the claimant consistently appears to make inappropriate claims, formal action may be appropriate.

REATAICHEAN SIUBHAIL IS CHOSGAISEAN ÈIFEACHDACH BHO 10 An t-Samhain 2020 Cuibhreann/Seòrsa Cosgais Reat		TRAVEL AND SUBSISTENCE RATES EFFECTIVE FROM 10 November 2020 Allowance/Expense Type Rate	
Leabaidh is Bracaist:	Cuidhteasan suas gu £120.00 (seach Lunnainn)	Accommodation - bed & breakfast (receipted)	Up to £120.00
Leabaidh is Bracaist:	Cuidhteasan suas gu £145.00 Lunnainn	Accommodation -bed & breakfast – London (receipted)	Up to £145.00
Fuireach còmhla ri Caraidean: Seòrsa Bith-beò Feumaidh an tagradh seo a bhith leis an Sgioba Ionmhais ron 15mh de gach mìos airson a chuir a-steach sa phàigheadh airson a' mhìos sin.	£37.40 Thèid an cuibhreann seo a phàigheadh tro rola-pàighidh Pàighidh BnG cosgaisean cìse is Àrachas Nàiseanta	Accommodation - staying with friends (no receipt required) This claim to be with the Finance Team by the 15 th of each month for inclusion in that's month's payroll.	£37.40 per 24 hours (Paid through payroll) BnG will pay tax and National Insurance
Bith-beò	Cuidhteasan suas gu £5.00 (thar 5 uairean a thìde, nas lugha na 10 uairean a thìde)	Day Subsistence Minimum journey time 5 hours (receipted)	Up to £5.00
Bith-beò	Cuidhteasan suas gu £15.00 (thar 10 uairean a thìde)	Day Subsistence Minimum journey time 10 hours (receipted)	Up to £15.00
Bith-beò	Cuidhteasan suas gu £25.00 (thar 15 uairean a thìde)	Day Subsistence Minimum journey time 15 hours (and ongoing at 8pm (receipted)	Up to £25.00
Siubhal Là is Oidhche Dhùthchannan Cèin	Sgioba Maoineachaidh airson reataichean	Foreign Travel Night & Day Subsistence	Apply to Finance Team for rates
Tachartasan Oifigeil Lòn Obrach Dinnear Obrach	Cuidhteasan suas gu £15.00 Cuidhteasan suas gu £30.00	Official Engagements Working Lunches Working Dinners	Payment receipts up to £15.00 Payment receipts up to £30.00
Reat Motair-rothair	24sg gach mìle airson gach meud einnsein.	Motor Cycle Allowance	£0.24 per mile
Cuibhreann Siubhail Àbhaisteach (CSA):	45sg gach mìle (suas gu 10,000 mìle)	Motor Mileage Rate (up to 10,000 miles per annum)	£0.45 per mile
Cuibhreann Siubhail Àbhaisteach (CSA):	25sg gach mìle (thar 10, 000 mìle) – Reat Mhìltean nas Ìsle	Motor Mileage Rate (in excess of 10,000 miles per annum)	£0.25 per mile
Reat Còmhhdhalach Phoblaich (RCP):	28sg gach mìle	Public Transport Allowance	£0.28 per mile
Suplamaid Luchd-siubhail	5sg gach neach- siubhail, gach mìle	Passenger Supplement	£0.05 per mile per passenger
Foirleionadh Uidheam	£0.02 gach mìle	Equipment Supplement	£0.02 per mile
Baidhsagal Priobhaideach	20sg gach mìle	Pedal Cycle Allowance	£0.20 per mile

HMRC = Her Majesty's Revenue & Customs
PTR = Public Transport Rate
GPC = Government Procurement Card

SMR = Standard Mileage Rate
PTE = Public Transport Equivalent
PIE = Personal Incidental Expenses

Seisean Fosgailte
Cuspair 5.1 PT3

Cosgaisean Tuiteamais Pearsanta (CTP): (ri phàigheadh air gach oidhche air falbh)	£5 gach oidhche a' toirt a-steach botail uisge, cofaidh agus mar sin air adhart.	Personal Incidental Expenses Allowance (no receipt required)	£5.00 per night
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13. Smachd Sgrìobhainn/Document Control

Dreach <i>Version Number</i>	Adhbhar/Atharrachadh <i>Purpose/Change</i>	Ùghdar <i>Author</i>	Ceann-là <i>Date</i>



**Poileasaidh & Modhan-obrach
Obrachadh Sùbailte
Flexible Working Policy & Procedures**

Air aontachadh le/Approved by: Comataidh Poileasaidh is Goireasan

Air aontachadh air/Approved on: 01/09/2021

Lèirmheas a dhìth/Review due: 01/09/2023

Eadar-theangachadh dearbhte/translation checked: XXXXX

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Poileasaidh & Modhan-obrach Obrachadh Sùbailte

1 Adhbhar

Tha am poileasaidh seo a' cur an cèill mar a tha Bòrd na Gàidhlig an geall air luchd-obrach a chuideachadh gus cothrom riarachail a dhèanamh eadar obair agus beatha le bhith solarachadh pàtran agus ullachaidhean obrach eile. Mar sin, tha Bòrd na Gàidhlig a' toirt cothrom don a h-uile neach-obrach iarraidh airson ullachadh obrach sùbailte a choinnicheas an dà chuid ri feumalachdan na buidhne agus an neach-obrach.

2 Rèis

Tha obrachadh sùbailte ri fhaighinn gus luchd-obrach a chuideachadh cothrom a dhèanamh eadar an obair aca agus na dleastanasan dachaigheil agus sunnd aca. Chan ann airson ceumannan sa gheàrr ùine a tha seo no 's dòcha gum biodh solarachadh airson fòrladh sònraichte nas iomchaidh.

Ged a tha am buidheann an geall air sreath as fharsainghe nam pàtran obrach a solarachadh dhan luchd-obrach agus bidh iad an còmhnaidh a' gabhail a-steach suidheachadh pearsanta an luchd-obrach, feumaidh an dà chuid, luchd-stiùiridh agus luchd-obrach a bhith practaigeach agus aithneachadh nach bi sreath nan roghainnean obrachaidh sùbailte air fad freagarrach airson a h-uile obair thar a h-uile roinn na buidhne.

3 Aithris a' Phoileasaidh

Tha am poileasaidh seo a' toirt comhairle do luchd-obrach air mar a tha còir air iarrras airson obrachadh sùbailte ag obair, an sreath cothroman obrachadh sùbailte a tha ri fhaighinn, agus an dleastanas againn, mar fhastaiche, gus beachdachadh gu da-rìribh air iarrrasan. Tha e cuideachd a' mìneachadh na còraichean agus dleastanasan aig a h-uile duine an sàs sa phròiseas.

Tha cothroman airson obrachadh sùbailte a' toirt buaidh don a h-uile duine: am buidheann, ar luchd-obrach, teaghlaichean ar luchd-obrach agus comann sòisealta na h-Alba air fad. Le bhith ag aithneachadh cùise na buidhne airson obrachadh sùbailte, cuidichidh sinn ann an luchd-obrach sgileil a chumail agus cosgaisean trusaidh a lùghdachadh; thogadh sin misneachd agus meudaichidh sin neo-làthaireachas; agus dèiligidh sinn gu h-èifeachdail ri

Flexible Working Policy & Procedures

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.

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.

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.

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atharrachaidhean ann an cudroman obrach. Faodaidh obrachadh sùbailte cuideachd ar cuideachadh ann an 'Ath-ùrachadh an Àite-obrach' agus an dleastanas a th' againn ri dualchas nàdair na h-Alba a dìon le bhith lùghdachadh eimiseanan CO2 bhon obair againn - tro stiùireadh carbon sna h-oifisean agus siubhail againn, tro modhan-obrach nas uaine agus tro pròiseasan corporra seasmhach.

Airson luchd-obrach, faodaidh obrachadh sùbailte na comasan aca a leasachadh gus co-chothrom a dhèanamh eadar dleastanasan obrach agus an dachaigh. Faodaidh obrachadh sùbailte ciallachadh sreath phàtaran obrach neo-àbhaisteach agus eadar-dhealaichte.

Chan eil an t-sreath chothroman a tha ri faighinn òrdachail no mion. Ged a tha ro-bheachd ann gus cead a thoirt do obrachadh sùbailte a rèir feumalachdan na buidhne, bu chòir do stiùirichean-sreatha cùram a ghabhail nuair a thathar a' beachdachadh air iarrtas airson obrachadh sùbailte agus a' dearbhachadh an dòigh-fuasglaidh as fheàrr.

Tha dleastanas airson cead a thoirt do dh'iarrtasan airson obrachadh sùbailte aig an stiùiriche-sreatha. Faodaidh a h-uile neach-obrach Bhòrd na Gàidhlig aig a h-uile ìre iarrtas a dhèanamh airson obrachadh sùbailte.

Faodar iarrtas a dhèanamh a thaobh dreuchd sam bith. Ach, anns a h-uile cùis, feumar beachdachadh air gach iarrtas a thaobh feumalachdan na buidhne (faicibh fodha) agus ion-dhèantachd. Tha na riaghailtean a thaobh obair eile agus strithean eadar com-pàirtean a' buntainn ri luchd-obrach aig an taigh agus feumar cead airson obair airson neach-fastaidh eile no airson dreuchd saor-thoileach a lorg san dòigh àbhaisteach.

Faodar comhairle a bharrachd a lorg bhon Mhanaidsear Gnìomhan air sreath nan cothroman obrach sùbailte a tha ann agus dè dh'fheumar beachdachadh air.

Aithris a' Phoileasaidh Obrachadh aig an Taigh - Tha Bòrd na Gàidhlig ag aithneachadh gum faod obrachadh aig an taigh a bhith na bhuaidh do luchd fa leth agus, mar sin, thathar ag amas ri ghabhail a-steach far a bheil e comasach agus iomchaidh.

Flexible working can also assist us in 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 behaviours 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 is reasonably possible.

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Cho fad 's a tha iomchaidh, tha am buidheann a' cleachdadh ullachaidhean obrach sùbailte. 'S e aon de na cothroman airson obrachadh sùbailte a dh'fhaodadh luchd-obrach iarraidh a th' anns a' phoileasaidh, obrachadh aig an taigh; bhathar a' toirt a-steach ag amas air balans nas fheàrr eadar beatha agus obair airson a h-uile neach-obrach.

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 Modh

Faodaidh a h-uile neach-obrach le 26 seachdain seirbheis leantainneach aig Bòrd na Gàidhlig iarraidh airson ullachaidhean obrachadh sùbailte.

Procedure

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

Feumar nach do rinn luchd-obrach iarrrtas eile airson obrachadh sùbailte fon còir seo taobh a-staigh na 12 mìosan mu dheireadh.

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

Tha còir aig luchd-obrach obrachadh sùbailte iarraidh - chan eil an còir aca obrachadh sùbailte fhaighinn.

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

Ma tha neach-obrach a' beachdachadh air iarrrtas a dhèanamh airson obrachadh sùbailte, bu chòir dhaibh beachdachadh air na h-amasan agus beachdan aca airson seo còmhla ris an stiùiriche-sreatha aca. Bu chòirear beachdachadh air dè a' bhuaidh a dh'fhaodadh a bhith aig air an neach-obrach agus an sgioba aca agus, nas cudromaiche, a' bhuaidh a bhios aige air an obair aca. Aon uair is gun teid am beachdachadh seo a dhèanamh, bu chòir don iarrrtas a dhèanamh ann an sgrìobhadh agus a chur chun an stiùiriche-sreatha, a' mìneachadh a' chùis ghnothachais air a shon.

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.

'S e uairean obrach sùbailte am pàtran as cumanta a thèid a chleachdadh le luchd-obrach. Thathar a' sealltainn seo anns na pàtranan obrach a leanas:

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

- Obrachadh pàirt-ùine - (cùmhnant a' toirt cothrom do neach-obrach gus ceudad de na h-uairean obrach àbhaisteach san t-seachdain obair)
- Uairean plùchta - (far a bheil neach-obrach ag obair nan uaireanan obrach aca thar seachdain obrachail nas giorra, m.e. 37 uairean ann an 4 seach 5 làithean)
- Obair co-roinnte - (cothrom airson neach-obrach 'leth' phàirt den obair làn-ùine obrachadh còmhla ri neach eile ag iarraidh an aon seòrsa ullachadh)

- 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, e.g. 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)

- Obrachadh an taighe - (ag obair nan uairean obrach sa chùmhnannt aig an taigh seach san oifis)
- Ag obair bhon taigh - (far a bheil neach-obrach ag obair bhon taigh bho àm gu àm. Tha seo eadar-dhealaichte bho obrachadh an taighe oir 's e oifis Bòrd na Gàidhlig bun an neach-obrach. Faodaidh obrachadh bhon taigh a bhith na ullachadh ad hoc no foirmeil gus pàirt de na h-uairean obrach cùmhnanntail a dhèanamh bhon taigh.)
- 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)

Ma thèid aontachadh le iarrtas airson obrachadh sùbailte bithear a' dèiligeadh leis mar atharrachadh maireannach teirmichean is cumhaichean an neach-obrach, mur urrainn co-aontachadh gur e atharrachadh sealach a bhios ann le tomhaisean-ùine aontaichte airson sgrùdadh air an cur air dòigh.

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 with agreed timescales of review in place.

5 Dreuchdan agus Dleastanasan

Neach-obrach fa leth

Feumaidh an iarrtas:

- tighinn a-staigh le ceann-latha agus ann an sgrìobhadh
- mìneachadh dè a' bhuidh, ma tha buaidh ann, a smaoinicheas an neach-obrach a bhios aig an atharrachadh air a' bhuidheann a thaobh an obair aca agus a' bhuidh air solarachadh a' chustamair.
- mìneachadh gu soilleir mar a thèid sgrùdadh a dhèanamh air plana obrach an neach-obrach agus air dè na builean a bhios coileanta
- innse dè a' bhuidh a dh'fhaodadh a bhith aig an iarrtas air buill eile an sgioba
- sealltainn nach bidh cosgaisean a meudachadh gu sònraichte air sgàth 's an iarrtais
- innse ciamar a chumas an neach-obrach suas conaltradh leis an sgioba aca
- ciamar, ann am beachd an neach-obrach, a thèid dèiligeadh le buaidhean sam bith mar seo

A bharrachd, bu chòir don neach-obrach:

- Comharraich dè pàtran obrachaidh sùbailte a tha air iarraidh;
- innse an ceann-latha air a bheil an neach-obrach ag iarraidh an t-atharrachadh tòiseachadh;
- innse ma chaidh iarrtas a dhèanamh roimhe,

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 incosts
- 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

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- agus cuin;
- fiosrachadh agus docamaideadh slàn sholarachadh gus taic a thoirt do dh' iarrtas airson obrachadh sùbailte.

- has been made, and when;
- provide full details and documentation to support a request for flexible working.

Bidh an ìre de dh' fhiosrachadh a dhìth a rèir nan atharrachaidhean san iarrtas ach sa h-uile cùis air an sgàth-san bu chòir don neach-obrach a bhith cho soilleir 's as urrainn dhaibh. Tha e nas coltaiche gun tèid leis an iarrtas ma nì an neach-obrach ceangal soilleir ri feumalachdan na buidhne.

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.

Dìon airson luchd-tagraidh – Cha bhi dolaidh don neach-obrach air sgàth 's:

- iarrtas a-steach airson obrachadh sùbailte
- gu bheil an iarrtas soirbheachail
- gu bheil iad airson ath-thagradh a cho-dhùnadh

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

'S e ceann-latha an iarrtais an latha a gheibh an stiùiriche-sreatha e. Feumaidh an neach-obrach 28 làithean fhàgail airson beachdachadh air an iarrtas. Tha sruth-chlàr a' mìneachadh a' phròiseis agus na clàran-ama iomchaidh ceangailte ann an Leas-phàipear A.

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.

Stiùiriche-sreatha

Bu chòir stiùirichean-sreatha aithneachadh, ma thèid iad le iarrtas neach-obrach airson obrachadh sùbailte, gu feum iad am fiosrachadh a chaidh a chumail air PeopleHR ùrachadh, tro atharrachadh dleasan, gus na h-atharrachaidhean a shealltainn. Aig an aon àm bu chòir don stiùiriche-sreatha atharrachaidhean chùmhnannt a' dhearbhadh ann an sgrìobhadh chun an neach-obrach.

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.

- beachdaichibh gu faiceallach air iarrtas sam bith airson obrachadh sùbailte
- dèiligeadh le iarrtasan taobh a-staigh tomhasan-ama òrdaichte
- dèanamh cinnteach gu bheilear a' cur an gnìomh dòigh-obrach co-sheasmhach
- ath-ùrachadh fiosrachadh air a chumail air PeopleHR
- stiùireadh iomchaidh a shireadh (m.e. bho Seirbheisean GD)

- 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)

Crìoch-ama - tha mion-fhiosrachadh air na crìochan-

Time limits - details of time limits are set out

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ama air am mìneachadh ann an Leas-phàipear A. Bu chòir stiùirichean-sreatha aithneachadh gum faodar am meudachadh le aontachadh bhon neach-obrach.

at Annex A. Line managers should note that they can be extended with the agreement of the individual.

Bidh iarrtas obrachaidh sùbailte a thèid aontachadh a' ciallachadh atharrachadh maireannach. Thathar a' moladh gu bheil a' feuchainn an ullachadh sùbailte ainmichte airson suas gu 6 mìosan agus sgrùdadh a dhèanamh air às dèidh an ùine seo is ma tha e riarachail an dà chuid airson an neach-obrach agus an sreath-stiùiriche bidh e maireannach an uair sin. Tha còir aig luchd-obrach iarrtas a chur a-steach a-rithist airson atharrachadh anns na h-ullachaidhean obrach sùbailte aca às dèidh 12 mìosan ach chan eil e barantaichte gun tèid aontachadh leis.

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.

A' beachdachadh air iarrtas – tha dleastanas aig an stiùiriche-sreatha aontachadh a thoirt air a h-uile atharrachadh air pàtaran obrach ro làimh, a' gabhail a-steach a' bhuidhean a bhios aca air lìbhrigeadh na seirbheise agus feumalachdan na buidhne. Far a bheil e coltach gum faigh roinn na buidhne mòran iarrtasan aig aon àm, feumar sealladh corporra a lorg bho cheann na roinne gus dèanamh cinnteach as cunbhalachd.

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.

Bu chòir don stiùiriche-sreatha beachdachadh air a h-uile iarrtas gu cothromach, gu mothachail agus le inntinn fhosgailte. Bu chòir don stiùiriche-sreatha cuideachd a bhith cunbhalach, a' dèiligeadh le iarrtasan bhon a h-uile duine gu cothromach, gun umhail do fheartan glèidhte (aois, ciorramachd, gnè, leatromachd no cùram leanab, cinneadh, creideamh/creud, pòsadh/com-pàirteachais shìobhalta no aidmheil cleamhnais).

The line manager should consider all requests objectively, sensitively 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).

Nuair a thathar a' beachdachadh air iarrtas bu chòir don stiùiriche-sreatha beachdachadh gu faiceallach air co-theacsa is buaidh sam bith an iarrtais air a' bhuidheann. 'S dòcha gu feum an stiùiriche-sreatha sealltainn air na buaidhean, chan ann a-mhàin air na caimhlichean tana aig an neach-obrach ach cuideachd taobh a-staigh co-theacsa stiùireadh a' phrògram agus mar a libhrigeas an sgioba fo buaidh seo.

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.

Mar seo bu chòir don stiùiriche-sreatha

As such the manager should consider:

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beachdachadh air:

- ma tha dòigh nas sùbailte ann anns am faodar an obair a dhèanamh, a' gabhail a-steach ath-chumadh na h-obrach
- na buaidhean dàicheil air seirbhis a' chustamair
- cosgaisean sam bith agus ma bhios iad toirmeasgach
- mar a stiùireas an stiùiriche-sreatha rianachd coileanadh na h-ullachaidhean ùra
- buaidh a bhios aig an atharrachadh air an sgioba eile
- nuair a nì an stiùiriche-sreatha sgrùdadh air an ullachadh planaigte còmhla ris an neach-obrach
- whether the work can be carried out in a more flexible way, including job reshaping
- 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

A' diùltadh iarrtas - Bu chòir don stiùiriche-sreatha beachdachadh gu faiceallach air an iarrtas agus, às dèidh seo, ma tha iad airson an iarrtas airson obrachadh sùbailte a dhiùltadh, feumaidh an stiùiriche-sreatha sgrìobhadh chun an neach fa leth:

- ag innse bhun-adhbharan a' ghnòthachais airson an iarrtas a dhiùltadh
- a' mìneachadh carson a tha adhbharan a' ghnòthachais iomchaidh
- a' cur a-mach modhan tagradh
- bu chòir gum bi ceann-latha air an litir agus leth-bhreac air a chur gu Manaidsear Gnìomhan, Cùisean Corporra.
- 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.

Dè th' ann an bun-adhbharan a' ghnòthachais? – Chan fhaodar iarrtasan a dhiùltadh ach air aon no barrachd de na bun-adhbharan a leanas:

- eallach cosgaisean a bharrachd
- buaidh millteach air comas coinneachadh ri feumalachdan a' chustamair
- neo-chomas obair ath-eagraicheadh am measg luchd-obrach eile
- neo-chomas luchd-obrach a bharrachd a trusadh
- buaidh millteach air càilidheachd
- buaidh millteach air coileanadh
- dìth obair anns na h-amannan ris a bheil an neach-obrach an dùil obrachadh
- atharrachaidhean structarach ris a bheilear an dùil
- 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

Bu chòir gum bi am mìneachadh sìmplidh agus gun sgleò-chainnt. Feumaidh e ceangail soilleir a dhèanamh ri suidheachadh san àite obrach, bruidhinn gu sònraichte air bun-adhbhar a' ghnòthachais agus a bhith freagarrach ris an iarrtas.

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.

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Feumaidh an stiùiriche-sreatha comhairle a thoirt don neach-obrach gum feum an còir aca ath-tagradh a' cho-dhùnadh a bhith ann an sgrìobhadh chun a' Mhanaidsear Ghnìomhan a' mìneachadh nan adhbharan aig an neach-obrach airson an ath-beachdachadh air an iarrtas.

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.

Modh Tagraidh

Ma tha an neach-obrach mi-thoilichte leis a' cho-dhùnadh a chaidh a dhèanamh agus tha iad airson ath-tagradh, cuiridh iad tagradh ann an sgrìobhadh agus taobh a-taigh 14 làithean chun a' Mhanaidsear Ghnìomhan. Feumaidh an litir tagraidh a bhith soilleir air na pàirtean a' cho-dhùnadh leis nach eil iad toilichte, roinnean sònraichte an iarrtas aca air a bheil iad a' tagradh, a' mìneachadh fiosrachadh ùr nach deach beachdachadh air roimhe no a' mìneachadh trioblaidean sam bith leis a' phròiseas. Chan e dòigh gus an iarrtas tùsail a cluinntinn a-rithist a th' ann an ath-tagradh.

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.

Ullachaidh am Manaidsear Ghnìomhan airson manaidsear an tagraidh a tha aig ìre nas àirde sa bhuidheann bho manaidsear a bh' aig a choinneamh mu dheireadh gus an ath-thagradh a chluinntinn.

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

Cuiridh manaidsear an tagraidh coinneamh air dòigh còmhla ris na pàrtaidhean iomchaidh, taobh a-staigh 14 làithean bhon a fhuair iad an ath-thagradh sgrìobhte.

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

Èisteachd an Ath-tagraidh

Tha an còir aig neach-obrach tighinn dhan èisteachd còmhla ri co-obraiche bho thaobh a-staigh Bòrd na Gàidhlig no riochdaire creideasach an Aonaidh Ciùird.

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.

Ro èisteachd an ath-thagraidh gheibh manaidsear an tagraidh a h-uile pìos fianais agus fiosrachaidh nua-aimsireach.

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

Rè èisteachd an ath-thagraidh beachdaichidh manaidsear an tagraidh air na h-adhbharan a chaidh a thoirt airson ath-thagradh, ann an co-theacsa reusantachd a bhathar a' cleachdadh anns a' cho-dhùnadh tùsail, am modh a chaidh a leantainn agus fiosrachadh ùr sam bith a tha air èirigh as ùr.

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

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Ma thèid cùisean ùra a thogail mar phàirt den ath-thagraidh, no ma thathar a' creidsinn gum feumar ath-thadhal air cùisean a bh'ann roimhne sin, 's dòcha gum feumar rannsachadh a' bharrachd a tharraing a-mach.

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.

Às dèidh èisteachd an ath-thagraidh, faodaidh an co-dhùnadh a bhith gus:

Following appeal hearing, the decision may be to:

- aontachadh ris a' cho-dhùnadh tùsail,
- dol an aghaidh a' cho-dhùnaidh tùsail agus aontachadh a thoirt do dh'iarrrtas an neach-obrach

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

Thèid fios a thoirt don neach-obrach air buil an iarrrtais aca ann an sgrìobhadh taobh a-staigh 14 latha.

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

Cùisean Corporra

Tha dleastanas aca gus:

- taic a thoirt do stiùirichean-sreatha agus luchd-obrach air eadar-mhìneachadh poileasaidh agus stiùireadh ceangailte ri obrachadh sùbailte

Corporate Services

Have the responsibility to:

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

6 Conn-riaghailt nan Uairean Obrach

Bu chòir fios a bhith aig luchd-obrach agus stiùirichean-sreatha air na tha am broinn [Conn-riaghailt nan Uairean Obrach](#) nuair a thathar a' beachdachadh air roghainnean obrachadh sùbailte agus am buaidhean. Airson mìneachadh slàn air mar a dh'fhaodadh buaidh a bhith aig Conn-riaghailt nan Uairean Obrach air iarrrtas airson obrachadh sùbailte, till chun a' Mhanaidsear Ghnìomhan.

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 Atharrachaidhean ri Teirmichean is Cumhaichean

Bidh iarrrtas aontaichte a' ciallachadh atharrachadh maireannach ri teirmichean is cumhaichean an neach-obrach fhèin air neo mur eil e aontaichte.

Changes to Terms and Conditions

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

Ma 's ann airson ùine stèidhichte a tha an t-atharrachadh san obair, feumar seo a mhìneachadh gu soilleir ann an brath a' cho-dhùnaidh, le aire a thoirt air an ceann-latha airson tilleadh dhan dòigh obrach a bh' ann roimhe.

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.

Le neo-laithearachd an fhiosrachadh seo bidh an t-atharrachadh beachdaichte maireannach.

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

Thèid na h-atharrachaidhean do theirmichean is

The changes to the employee's terms and

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cumhaichean an neach-obrach a' solarachadh ann an cùmhnannt obrach ath-sgrùdaichte. Seallaidh seo gu soilleir na h-uairean obrach, pàigheadh agus buaidhean ceangailte sam bith.

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.

Feumaidh luchd-obrach a thuigsinn gur dòcha gum bi buaidh air an tuarastal aca agus air sochairean a bharrachd bho atharrachaidhean sna h-uairean obrach aca air sgàth 's nach biodh iad a càileachadh airson feadhainn de rudan no na sochraichean a lùghdachadh a rèir.

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 Measadh Buaidh Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith air an leth-breith no ana-chothromachadh air sgàth aois, ciarramachd, ath-dhealbhadh gnè, pòsaidh is com-pàirteachais shìobhalta, leatromachd is màthaireachd, cinnidh, cràbhadh no creideamh, gnè no aidmheil cleamhnais.

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.

Tha am poileasaidh seo air a' sgrùdadh tro mheasadh buaidh co-ionannachd gus co-ionannachd a chomasachadh.

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

<p>Leas-phàipear A: A’ Dèanamh Iarrtas Dèan iarrtas:</p>	<p>Annex A: Making an Application Make application:</p>						
<p>• Ann an sgrìobhadh • Ri stiùiriche-sreatha</p> <p>↓</p> <p>Taobh a-staigh 28 làithean coinnichidh an stiùiriche-sreatha ri neach-obrach gus bruidhinn air iarrtas</p> <p>↓</p> <table border="0"> <tr> <td data-bbox="193 568 550 896"> <p>Aontachadh air iarrtas:</p> <ul style="list-style-type: none"> • Ath-ùraichidh stiùiriche-sreath PeopleHR • Sgrìobhaidh stiùiriche-sreatha ri neach-obrach • Aontachadh air pàtran obrach ùr agus ceann-latha tòisichidh </td> <td data-bbox="550 568 927 896"> <p>Diùltadh air iarrtas:</p> <ul style="list-style-type: none"> • Cuiridh sreath-stiùiriche fios do Chùisean Corporra • Sgrìobhaidh sreath-stiùiriche ri neach-obrach ag innse adhbharan airson diùltadh agus airson tagraidh. </td> </tr> </table> <p>↓</p> <p>Taobh a-staigh 14 làithean – ni an neach-obrach tagradh</p> <p>↓</p> <p>Taobh a-staigh 14 làithean - coinneamh tagraidh ga chumail</p> <p>↓</p> <p>Tagradh soirbheachail: Taobh a-staigh 14 làithean:</p> <ul style="list-style-type: none"> • Sgrìobhaidh sreath-stiùiriche ri neach-obrach • Far a bheil am pàtran obrach gu bhith sealach, bu choir tomhaisean-ùine airson sgrùdadh a bhith air aontachadh. • Aontachadh air pàtran obrach ùr agus ceann-latha 	<p>Aontachadh air iarrtas:</p> <ul style="list-style-type: none"> • Ath-ùraichidh stiùiriche-sreath PeopleHR • Sgrìobhaidh stiùiriche-sreatha ri neach-obrach • Aontachadh air pàtran obrach ùr agus ceann-latha tòisichidh 	<p>Diùltadh air iarrtas:</p> <ul style="list-style-type: none"> • Cuiridh sreath-stiùiriche fios do Chùisean Corporra • Sgrìobhaidh sreath-stiùiriche ri neach-obrach ag innse adhbharan airson diùltadh agus airson tagraidh. 	<p>• In writing • To manager</p> <p>↓</p> <p>Within 28 days manager will meet with employee to discuss application</p> <p>↓</p> <table border="0"> <tr> <td data-bbox="927 568 1189 896"> <p>Application agreed:</p> <ul style="list-style-type: none"> • Manager updates PeopleHR • Manager writes to employee • Agree new work pattern and start date </td> <td data-bbox="1189 568 1492 896"> <p>Application refused:</p> <ul style="list-style-type: none"> • Manager advises Corporate Services • Manager writes to employee’s state grounds for refusal and appeal </td> </tr> </table> <p>↓</p> <p>Within 14 days – employee appeals</p> <p>↓</p> <p>Within 14 days - appeal meeting held</p> <p>↓</p> <table border="0"> <tr> <td data-bbox="927 1153 1189 1478"> <p>Appeal successful: Within 14 days:</p> <ul style="list-style-type: none"> • Manager writes to employee </td> <td data-bbox="1189 1153 1492 1478"> <p>Appeal fails:</p> <ul style="list-style-type: none"> • Appeal manager writes to employee </td> </tr> </table> <p>↓</p> <ul style="list-style-type: none"> • Where new work pattern is on a temporary basis, timescales for review should be agreed. • Agree new work pattern and start date 	<p>Application agreed:</p> <ul style="list-style-type: none"> • Manager updates PeopleHR • Manager writes to employee • Agree new work pattern and start date 	<p>Application refused:</p> <ul style="list-style-type: none"> • Manager advises Corporate Services • Manager writes to employee’s state grounds for refusal and appeal 	<p>Appeal successful: Within 14 days:</p> <ul style="list-style-type: none"> • Manager writes to employee 	<p>Appeal fails:</p> <ul style="list-style-type: none"> • Appeal manager writes to employee
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tòisichidh

9.

Dreach <i>Version Number</i>	Adhbhar/Atharrachadh <i>Purpose/Change</i>	Ùghdar <i>Author</i>	Ceann-là <i>Date</i>

Smachd Sgrìobhainn/Document Control



Poileasaidh Fòrlaidh (a' toirt a-steach Fòrladh Sònraichte) Leave Policy (including Special Leave)

Air aontachadh le/Approved by: Comataidh Poileasaidh is Ghoireasan

Air aontachadh air/Approved on: 01/09/2021

Lèirmheas a dhìth/Review due on: 01/09/2023

Eadar-theangachadh dearbhte/translation checked: **xxxxx**

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Poileasaidh Fòrlaidh

1 Adhbhar

Tuigidh Bòrd na Gàidhlig gum bi amannan ann nuair a dh'fhuilingeas luchd-obrach tachartasan susbainteach nam beatha ris nach robh dùil aca a dh'adhbhraicheas ùine dheth bhon obair. Tha a' Bhuidheann dealasach a thaobh dèanamh cinnteach gu bheil luchd-obrach a' faighinn taic, far an gabh sin a dhèanamh, ma nochdas suidheachadh den leithid.

Tha am poileasaidh seo a' mìneachadh mar a bhios Bòrd na Gàidhlig a' riaghladh fòrladh sònraichte ann an dòigh a tha cunbhalach agus cothromach.

2 Farsaingeachd

Tha fòrladh sònraichte ann gus luchd-obrach a chuideachadh a' dèiligeadh ri suidheachaidhean èiginn dachaigheil a dh'èiricheas gun fhiosta no suidheachaidhean neo-dachaigheil leithid seirbheis diùraidh, trèanadh fheachdan glèidhte, obair shaor-thoileach, no a bhith a' gabhail os làimh dleastanasan poblach msaa, a bhios a' tachairt bho àm gu àm.

Chan eil an raon de shuidheachaidhean a tha air a mhìneachadh òrdachail no iomlan agus bidh manaidsair-loidhne an neach-obraich a' cleachdadh breithneachadh agus roghainn ann a bhith a' dèiligeadh ri iarrtasan. Bidh co-fhaireachdainn aca, gu sònraichte nuair a dh'fhaodadh an suidheachadh air cùl an iarrtais a bhith draghail no duilich don neach-obrach.

Buinidh am poileasaidh seo ri luchd-obrach làn-ùine agus pàirt-ùine air cùmhnant maireannach no teirm stèidhichte agus ri pearsachan co-cheangailte leithid dhaoine air fo-fhastadh.

Bho àm gu àm faodar stiùireadh sònraichte a thoirt seachad gus dèiligeadh ri tachartasan sònraichte nach eil air an còmhdach sa phoileasaidh seo.

Tha am poileasaidh seo cuideachd a' toirt a-steach poileasaidh agus stiùireadh airson fòrladh bliadhnail.

Leave Policy

Purpose

Bòrd na Gàidhlig understands its employees may experience significant and unexpected life events that require time off from 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.

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 Aithisg Poileasaidh

Annas a' chiad dhol a-mach, thathar an dùil gun cleachd luchd-obrach cuid de na saor-làithean bhliadhnail aca (faic earrann 9 airson còir agus cumhaichean saor-làithean) no fòrladh Ùine Dheth an Àite (TOIL) gus dèiligeadh ri cùisean beaga dachaigheil no pearsanta m.e. gus coinneamhan meidigeach no fiaclaireachd a fhrithealadh. Ach leis gu bheil fòrladh bhliadhnail airson luchd-obrach a chuideachadh a thaobh cothromachadh beatha-obrach, agus an urra ris an uiread shaor-làithean bliadhnail a chaidh a thional a tha air fhàgail, faodaidh am manaidsèar-loidhne, ann an co-cheangal ris a' mhanaisèar-loidhne aca fhèin, aontachadh gum faigh neach-obrach fòrladh sònraichte mus bi an còir fòrladh bhliadhnail aca air a chaitheamh.

Faodaidh manaidsèar-loidhne an neach-obrach, ann an co-bhonn ris a' mhanaisèar-loidhne aca fhèin, cead a thoirt seachad airson suas ri 5 latha fòrladh sònraichte pàighe ann an ùine 12-mios sam bith, gus luchd-obrach a chuideachadh a' dèiligeadh ri suidheachadh èiginn dachaigheil sa ghearr ùine. Ann an suidheachaidhean sònraichte, faodaidh am manaidsèar-loidhne, ann an co-cheangal ris a' mhanaisèar-loidhne aca fhèin, 5 latha a bharrachd a cheadachadh. Faodar fòrladh sònraichte gun phàigheadh aontachadh airson suas ri 20 latha.

Faodar fòrladh sònraichte, le pàigheadh no gun phàigheadh, a thoirt seachad gus dèiligeadh ri diofar shuidheachaidhean dachaigheil no neo-dhachaigheil. Feumaidh co-dhùnaidhean mu bhith a' ceadachadh iarrtasan airson fòrladh sònraichte agus an uiread fòrladh sònraichte a tha iomchaidh beachdachadh air suidheachaidhean fa-leth agus feumalachdan na h-obrach.

4 Modh-obrach

Ma tha luchd-obrach den bheachd gu bheil fòrladh sònraichte iomchaidh, bu chòir dhaibh bruidhinn ris a' mhanaisèar-loidhne aca agus seo a leantainn le iarrtas tro phost-d, ro-làimh far an gabh sin dèanamh. Ach, ann an cuid de shuidheachaidhean, dh'fhaodadh gum bi na h-adhbharan airson fòrladh sònraichte iarraidh air leth prìobhaideach agus is dòcha gum bi an neach-obrach nas comhfhurtail bruidhinn ri manaidsèar no stiùiriche eile, agus anns na suidheachaidhean sin, faodar bruidhinn ri stiùiriche eile.

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 employee's 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.

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

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Cuspair 5.1 PT5

Bu chòir don neach-obrach a bhith deònach làn fhiosrachadh a thoirt seachad mun fheum air a bhith dheth bhon obair, leithid gairm a bhith a' nochdadh sa chùirt, mar thaic don iarrtas aca. Ma tha an suidheachadh cho dona no cho èiginneach is nach eil e comasach iarrtas a dhèanamh ro-làimh, faodaidh manaidsear-loidhne an neach-obrach aontachadh gun tèid seo a dhèanamh às dèidh làimh, agus sa chùis seo feumar a dhèanamh sa bhad nuair a thilleas an neach-obrach air ais a dh'obair.

Mura h-eil suidheachadh air a chòmhdach san stiùireadh seo, is dòcha gum feum am manaidsear-loidhne bruidhinn mun chùis le Seirbheisean Corporra. Ma thachras sin, mar as trice thèid cead a thoirt don neach-obrach a bhith dheth agus nuair a thilleas iad a dh'obair, no nas tràithe ma ghabhas sin dèanamh, thèid innse dhaibh an deach fòrladh sònraichte, pàighte no gun phàigheadh a' cheadachadh no am feumar an neo-làthaireachd a chòmhdach le fòrladh bliadhna no le fòrladh TOIL.

Innsidh manaidsear-loidhne an neach-obrach dhaibh mu thoradh an iarrtais aca airson fòrladh sònraichte taobh a-staigh 28 latha mura e iarrtas a th' ann airson fòrladh pàighte sònraichte ann an cùis èiginn no suidheachadh ris nach robh dùil.

Ma tha coltas ann gum bi an neach-obrach air falbh bhon sgioba aca ùine mhòr air fòrladh sònraichte gun phàigheadh, bu chòir dhaibh aontachadh le co-obraiche no manaidsear-loidhne fiosrachadh fhaighinn mu na tha a' tachairt sa bhuidhinn mus fhalbh iad, agus cuideachd bu chòir dhaibh tricead conaltraidh aontachadh.

5 Dreuchdan agus Dleastanasan

Manaidsear-loidhne:

- Beachdaich air iarrtas sam bith airson fòrladh sònraichte
- Dèilig gu sgiobalta ris an iarrtas
- Dèan cinnteach gu bheil a' cleachdadh dòigh-obrach chunbhalach a thaobh gach iarrtas airson fòrladh sònraichte, ged nach eil seo a' ciallachadh gum faigh a h-uile neach-obrach an aon bhuil oir

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.

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

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dh'fhaodadh suidheachaidhean pearsanta a bhith eadar-dhealaichte

- Co-obrach le Seirbheisean Corporra gus comhairle agus stiùireadh a shireadh a thaobh mìneachadh a' phoileasaidh seo far a bheil sin iomchaidh
- Ann an cùisean de 'shuidheachadh air leth' thoir làn fhiosrachadh don mhanaidsear-loidhne agad airson an aonta no a caochladh, gus am fòrladh sònraichte pàighte a leudachadh
- Dèan cinnteach gu bheil neo-làthaireachd an neach-obrach air a chlàradh gu ceart agus ùghdarraichte ann an SharePoint

An Neach-obrach fa leth

- Leugh agus tuig am poileasaidh a thaobh a bhith ag iarraidh fòrladh sònraichte
- Thoir seachad làn fhiosrachadh agus sgrìobhainnean gus taic a thoirt do dh'iarrtas airson seòrsa sam bith de dh'fhòrladh sònraichte leis a' mhanaidsear-loidhne agad
- Dèan cinnteach gu bheil fiosrachadh mun fhòrladh shònraichte agad air a chlàradh ann an SharePoint
- Dèan ullachadh gus an cùm co-obraiche no do mhanaidsear fios riut rè ùine fòrladh sònraichte
- Tuig gur e cosgais don bhuidhinn a th' ann am fòrladh sònraichte pàighte agus feumar a chleachdadh ann an suidheachaidhean èiginneach ris nach robh dùil seach mar a tha ga mhìneachadh fo phuing 6

Manaidsearan Co-shoidhneachaidh

- Beachdaich air iarrtasan airson fòrladh sònraichte ann an cùisean de 'shuidheachaidhean air leth'
- Dèilig gu sgiobalta ris an iarrtas

Seirbheisean Corporra

Cuidich manaidsearan agus luchd-obrach air mìneachadh agus cur an gnìomh a' phoileasaidh fòrladh sònraichte

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 special leave
- 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 Seòrsaichean Fòrladh Sònraichte

Tha na suidheachaidhean as cumanta far am biodh dùil gum biodh fòrladh sònraichte ceadaichte air am

Types of Special Leave

The most common circumstances in which special leave would normally be

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mìneachadh gu h-ìosal.

Chan eil an liosta shuidheachaidhean seo iomlan; agus cha bu chòir gabhail ris gum bi fòrladh sònraichte iomchaidh sa h-uile cùis. Ann an cuid de shuidheachaidhean dh'fhaodadh gum biodh e nas iomchaidh beachdachadh air rèiteachaidhean obrach sùbailte seach fòrladh sònraichte a thoirt seachad m.e., ma tha coltas ann gu bheil feum air an ùine dheth bhon obair air stèidh fhada no leantainneach.

FÒRLADH SÒNRAICHTE PÀIGHTE

Fòrladh Luchd-cùraim

Is dòcha gum bi fòrladh sònraichte le pàigheadh ri fhaighinn do luchd-obrach aig a bheil dleastanasan cùraim cunbhalach is susbainteach do chuideigin le tinneas, laigse no ciorram fad-ùine. Faodar fòrladh sònraichte a thoirt seachad gus leigeil le luchd-obrach:

- Cùram dachaigh no cuideachadh san dachaigh a chur air dòigh
- Uidheamachd no atharrachaidhean sònraichte don dachaigh a chur air dòigh
- Dèiligeadh ri buidhnean eile m.e., dotairean-teaghlaich, luchd-obrach sòisealta, banaltraman-slàinte no
- cùram no faochadh gearr-ùine a chur air dòigh

Èiginn san Dachaigh

Tha na cùisean èiginn dachaigheil as cumanta far am faodar fòrladh sònraichte le pàigheadh a thoirt seachad air am mìneachadh gu h-ìosal. Chan eil an liosta shuidheachaidhean seo iomlan.

- Ann an èiginn dhachaigheil leithid droch thinneas no bàs cèile, dlùth chàirdean, no neach-eisimeil eile, thèid fòrladh sònraichte a thoirt seachad chan ann a-mhàin far a bheil an neach a chaochail no tinn dlùth-chàirdeach no na neach-eisimeil dlùth ach faodar cuideachd a thoirt seachad ann an cùisean eile, m.e., far a bheil dàimh stèidhichte eadar an neach-obrach agus an neach eile sa chùis, mar eisimpleir dàimh teaghlaich dlùth.
- Dh'fhaodadh gun gabh daoine ri bàs chuideigin ann an tòrr dhiofar dhòighean, agus sin a rèir an t-suidheachaidh, agus mar sin cha bhiodh e

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.
- Reactions to bereavement may vary greatly according to individual circumstances and the setting of fixed

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iomchaidh riaghailtean daingeann a stèidheachadh airson ùine dheth. Bu chòir dhut bruidhinn mun t-suidheachadh agad ris a' Mhanaidsear Sgiobachd agus cuiridh iadsan air dòigh ùine dheth a tha freagarrach leis a' Mhanaidsear os do chionn. Gheibhear ùine dheth nuair a bhàsaicheas cuideigin a rèir nan riaghailtean a leanas:

- Suas gu còig latha le pàigheadh aig a' char as fhaide nuair a bhàsaicheas cuideigin ris a bheil thu dlùth chàirdeach (me, cèile/companach, athair/màthair/neach-cùraim agus màthair/athair cèile, bràthair/piuthar agus bràthair/piuthar chèile, clann, seanairean is seanmhairean.
- Gheibhear aon latha dheth gu h-àbhaisteach gus a dhol gu tiodhlacadh cuideigin eile bhon teaghlach (me, antaidh, uncaill, co-oghaichean).
- Gus a dhol chun an tiodhlacaidh aig caraid no nàbaidh, dh'fheumadh tu ùine a ghabhail dheth gun phàigheadh no làithean saora/TOIL a chleachdadh.
- Cùram pàiste/cloinne aig àm tinneis: bu chòir fòrladh sònraichte pàighte a thoirt seachad airson a' chiad latha agus bu chòir ullachadh eile a dhèanamh airson a chòrr de na làithean, mar eisimpleir cùram a chur air dòigh no cleachdadh saor-làithean no fòrladh sùbailte.
- Briseadh a thig gun fhiosta air rèiteachaidhean cùram-cloinne airson neach-eisimeil: a-rithist bu chòir fòrladh sònraichte le pàigheadh a cheadachadh air a' chiad latha ann an suidheachadh èiginneach ris nach robh dùil agus bu chòir rèiteachaidhean eile a dhèanamh às dèidh sin a' gabhail a-steach cleachdadh saor-làithean no fòrladh sùbailte.
- Tachartas ris nach robh dùil le leanabh eisimeileach rè uairean na sgoile
- Cùram gearr-ùine aig an taigh de chèile, dlùth chàirdean, no neach-eisimeil eile
- Gadachd-taighe, milleadh, no ùpraid air seilbh

Mar as trice chan fhaighear fòrladh sònraichte pàighte nas fhaide na 5 latha obrach (pro rata airson luchd-obrach pàirt-ùine) ann an ùine 12 mìosan. Ach, thathar a' tuigsinn gum bi na suidheachaidhean far am faodar fòrladh pàighte a thoirt seachad ag atharrachadh a thaobh nàdar agus toinnteachd agus

rules for time off is therefore inappropriate. You should discuss your circumstances with your line manager. The framework for granting leave on compassionate leave is as follows;

- Maximum five days paid leave following the death of a close relative (e.g. spouse/partner, mother/father/guardian and mother-in-law/father-in-law, brother/sister and brother-in-law/sister-in-law, children, grandparents and grandchildren.
- One day would usually be given for attending the funeral of other relatives (e.g. aunts, uncles, cousins).
- Attendance at funerals of friends or neighbours would need to be taken as unpaid time off or taken as holiday/TOIL.
- 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

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gum faodadh barrachd air aon tachartas èirigh ann an ùine ghoirid.

complexity and that more than one incident may arise in a short period of time.

Bu chòir a thoirt fa-near nach eil fòrladh sònraichte pàighte ri fhaighinn airson tachartasan àbhaisteach no ris an robh dùil leithid coinneamhan fiaclaireachd no meidigeach (tha seo a' toirt a-steach dol gu coinneamhan den leithid le luchd-eisimeil). Ach, far a bheil riatanas leantainneach ann a bhith a' frithealadh leigheas no coinneamhan gu cunbhalach thar ùine, faodar beachdachadh air fòrladh sònraichte. Ann an leithid de chùisean, faodar tuilleadh comhairle a shireadh bho Sheirbheisean Corporra.

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.

FÒRLADH SÒNRAICHTE NEO-PHÀIGHTE

Faodar fòrladh sònraichte gun phàigheadh a thoirt seachad a bharrachd air ùine sam bith de fhòrladh sònraichte pàighte. Is e an ìre as àirde de fhòrladh sònraichte pàighte agus gun phàigheadh a dh'fhaodadh a bhith air a bhuileachadh 30 latha ann an 12 mìosan sam bith: Suas ri 10 latha fòrladh sònraichte pàighte agus suas ri 20 latha fòrladh sònraichte gun phàigheadh.

UNPAID SPECIAL LEAVE

Unpaid special leave may be granted in addition to any period of paid special leave. The total maximum of both paid and unpaid special leave that may be granted is 30 days in any 12 month rolling period: Up to 10 days paid special leave and up to 20 days unpaid special leave.

Am measg nan suidheachaidhean eile far am faodar fòrladh sònraichte gun phàigheadh a thoirt seachad tha:

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

- Gus coimhead às dèidh clann eisimeileach rè saor-làithean sgoile
- Gus a dhol còmhla ri neach-eisimeil gu coinneamhan fiaclaireachd no meidigeach àbhaisteach/neo-èiginneach
- Ùine dheth airson imrich taighe air stèidh 'shaor-thoileach'
- 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'

FÒRLADH SÒNRAICHTE AIR ADHBHAR NEO-DHACHAIGHEIL

Tha Fòrladh Sònraichte ri fhaighinn airson grunn adhbharan neo-dhachaigheil leithid:

SPECIAL LEAVE FOR NON-DOMESTIC PURPOSES

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

- Seirbheis Diùraidh
- Trèanadh Fheachdan Glèidhte
- Gnìomhan Teasairginn Stèidhichte sa Choimhearsnachd
- Aimsir Gharbh
- Foghlam Adhartach is Leasachadh Pearsanta
- Seirbheis Phoblach Shaor-thoileach
- Jury Service
- Reserve Forces Training
- Community Based Rescue Activities
- Severe Weather
- Further Education & Personal Development
- Voluntary Public Service

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- Adhbharan pearsanta
- Dleastanas Aonadh-ciùird
- Tachartasan spòrs
- Obair Shaor-thoileach

Bidh an uiread fòrladh sònraichte ag atharrachadh a rèir adhbhar is suidheachadh. Thoir fa-near nach toir an ion-roghnachd seo buaidh air còir an neach-obrach air fòrladh sònraichte pàighte mar a chaidh a mhìneachadh gu h-àrd.

Gheibh gach neach-obrach aon latha sa bhliadhna airson obair shaor-thoileach, tha seo roghainneil agus chan eil e riatanach. Faodar fhathast làithean a bharrachd airson obair shaor-thoileach a shireadh bho mhanaidsearan-loidhne.

Faodar Fòrladh Sònraichte, le pàigheadh no gun phàigheadh, a thoirt seachad gus dèiligeadh ri diofar shuidheachaidhean neo-dhachaigheil. Feumaidh co-dhùnaidhean mu bhith a' ceadachadh iarrtasan airson fòrladh sònraichte agus an uiread fòrladh shònraichte a tha iomchaidh beachdachadh air suidheachaidhean fa-leth agus feumalachdan na buidhne. Airson tuilleadh stiùiridh air na cùisean fòrlaidh shònraichte gu h-àrd, cuir fios gu Seirbheisean Corporra.

FAR AM FEUMAR FÒRLADH SÒNRAICHTE A CHEADACHADH

Ged a tha e an urra ri manaidsearan-loidhne, ann an co-bhonn ris a' mhanaidsear-loidhne aca fhèin, beachdachadh air iarrtasan airson fòrladh sònraichte, tha suidheachaidhean ann far am feumar fòrladh sònraichte a thoirt seachad. Ach, tha crìochan air an uiread fòrladh sònraichte pàighte a thèid a thoirt seachad. Airson tuilleadh stiùiridh cuir fios gu Seirbheisean Corporra.

Tha iad seo a' gabhail a-steach:

- A' frithealadh cùirt mar neach-diùraidh
- A' frithealadh cùirt ann an riochd phrìobhaideach mar neach-fianais (a' toirt a-steach constabalan sònraichte) ann an imeachdan eucorach no aig Rannsachadh Tubaist Mharbhtaich
- A' frithealadh aig buidheann oifigeil sam bith eile mar fhianais no ann an riochd eile ri linn obair an neach-obrach
- Obair shaor-thoileach aig a bheil taic na

- 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,

- companaidh, gnìomhan saor-thoileach, teasairginn stèidhichte sa choimhearsnachd
- Trèanadh Fheachdan Glèidhte
 - Riochdairean Slàinte is Sàbhailteachd
 - Dleastanas Aonadh-ciùird
 - Coileanadh Dleastanas Poblach

- voluntary activities, community-based rescue
- Reserve Forces Training
 - Health & Safety representatives
 - Trade Union Duties
 - Undertaking of Public Duties

7 Buaidh air teirmichean is cumhaichean luchd-obrach

Mar as trice cha toir amannan fòrladh sònraichte pàighte buaidh sam bith air teirmichean is cumhaichean seirbheis neach-obrach. Ach, cha bhi amannan fòrladh sònraichte gun phàigheadh a' cunntadh mar sheirbheis cunntachail airson fòrladh bliadhna, pròbhadh, riaghladh coileanadh no adhbharan peinnsein. Ged nach bi fòrladh sònraichte gun phàigheadh a' tional shochair, thèid an fheadhainn a tha air an tional mar-thà a ghleidheadh agus thèid togail orra nuair a thilleas an neach-obrach a dh'obair. Airson fòrladh sònraichte gun phàigheadh bidh buaidh air na pàigheadhean Àrachas Nàiseanta aca cuideachd. Airson tuilleadh fiosrachaidh a thaobh seo cuir fios gu loidhne cuideachaidh na buidheann tabhartasan NI: 0300 200 3500. Tha teirmichean is cumhaichean eile leithid gun a bhith a' gabhail ri dreuchdan taobh a-muigh agus gnìomhan poilitigeach msaa fhathast buntainneach rè fòrladh sònraichte.

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 Diùltadh iarrtais

Ma tha neach-obrach a' creidsinn gun deach an t-iarrtas aca airson ùine dheth air adhbharan pearsanta a dhiùltadh gu mì-reusanta, bu chòir seo a thogail le Seirbheisean Corporra (corporra@gaidhlig.scot, a tha dùinte don Cheannard agus Manaidsear Gnìomhan).

Mura h-eil an neach-obrach riaraichte leis an fhreagairt, faodar modh gearain na Companaidh a chleachdadh airson fuasgladh foirmeil.

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 (corporra@gaidhlig.scot, access to the mailbox is limited to the Ceannard and Operations Manager).

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

9 Còir agus cumhaichean shaor-làithean

Tha còir shaor-làithean bhliadhna luchd-obrach air a nochdadh anns an Aithris fa leth aca air na Prìomh

Holiday entitlement and conditions

Employees annual holiday entitlement is shown in their individual Statement of

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Chumhachan Cosnaidh (Foirm SMT).

Tha e na phoileasaidh againn a bhith a' brosnachadh luchd-obrach gus an còir fòrladh bhliadhnail aca gu lèir a ghabhail. Cha tèid pàigheadh sam bith a dhèanamh a thaobh saor-làithean nach deach a ghabhail ach a-mhàin ma thig an obair gu crìch.

Feumaidh luchd-obrach am foirm iarrtas saor-làithean a lìonadh tro ghnìomh HR air-loidhne Bòrd na Gàidhlig agus feumaidh am Manaidsear-loidhne seo aontachadh mus dèanar ullachadh saor-làithean deimhinnte.

Mar as trice bithear a' riarachadh saor-làithean air stèidh "mar a thig iarrtas" mar as trice agus a' dèanamh cinnteach gu bheil èifeachdas obrachaidh agus ìrean luchd-obrach iomchaidh air an cumail suas tron bhliadhna.

Bu chòir do luchd-obrach co-dhiù dà uiread na h-ùine fòrlaidh a chaidh iarraidh a thoirt seachad mar rabhadh gu bheil dùil aca fòrladh bliadhnail a ghabhail, mar sin, feumar rabhadh dà sheachdain airson saor-làithean seachdain.

Mar as trice chan fhaod luchd-obrach barrachd air dà sheachdain obrach a ghabhail an dèidh a chèile, mura h-aontaich am Manaidsear-loidhne aca.

Bidh pàigheadh saor-làithean luchd-obrach aig a' phàigheadh bhunasach àbhaisteach mura h-eilear ag innse a chaochlaidh anns an Aithris air na Prìomh Chumhachan aca.

Feumaidh luchd-obrach làithean gu leòr a ghlèidheadh bhon chòir bhliadhnail aca airson àm dùnaidh sam bith, agus gheibh iad fios reusanta mu sin. Mura h-eil luchd-obrach air còir saor-làithean a thional airson na h-ùine seo, gheibh iad fòrladh gun phàigheadh.

LÀITHEAN POBLACH/BANCA

Tha còir luchd-obrach air saor-làithean poblach/banca air a nochdadh anns an Aithris fa leth aca air na Prìomh Chumhachan Cosnaidh.

A' FÀS TINN RÈ ÙINE DE SHAOR-LÀITHEAN

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.

FALLING ILL DURING A PERIOD OF ANNUAL LEAVE

Seisean Fosgailte
Cuspair 5.1 PT5

Ma dh'fhàsas tu tinn rè ùine de shaor-làithean bliadhnail faodaidh tu taghadh am bu chòir dèiligeadh ri ùine an tinneis mar neo-làthaireachd tinn no mar shaor-làithean bliadhnail. Ma tha thu airson gum bi an ùine tinneis air a làimhseachadh mar neo-làthaireachd tinn feumaidh tu na modhan riaghlaidh neo-làthaireachd àbhaisteach a leantainn agus innse don mhanaidsear loidhne agad air a' chiad latha den tinneas agad no, far nach eil sin comasach, cho luath sa ghabhas às dèidh sin. Thèid do neo-làthaireachd an uairsin a chlàradh mar neo-làthaireachd tinn (seach fòrladh bliadhnail). Ann an suidheachaidhean sònraichte dh'fhaodadh gum bi feum air fianais a bharrachd de thinneas.

If you fall ill during a period of annual leave, you can choose whether the period of illness should be treated as sick absence or as annual leave. If you wish the period of illness to be treated as sick absence you must follow the normal absence management procedures and inform your line manager on your first day of illness or, where that is not practicable, as soon as possible thereafter. Your absence will then be recorded as sick absence (rather than annual leave). In certain circumstances additional evidence of sickness may be required.

10 Measadh Buaidh air Co-ionannachdan

Tha Bòrd na Gàidhlig ag aithneachadh a dhleistanais a bhith a' dèanamh cinnteach nach eil leth-bhreith no ana-cothrom air duine air sgàth aois, cioram, ath-shònrachadh gnè, pòsadh agus com-pàirteachas catharra, leatromachd agus màthaireachd, cinneadh, creideamh no feallsanachd, gnè no taobhadh feise.

Chaidh am poileasaidh Fòrlaidh a chur tro Mheasadh Buaidh Co-ionannachd gus co-ionannachd a chur an comas.

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.

Seisean Fosgailte
Cuspair 5.1 PT5**10. Smachd Sgrìobhainn/Document Control**

Dreach <i>Version Number</i>	Adhbhar/Atharrachadh <i>Purpose/Change</i>	Ùghdar <i>Author</i>	Ceann-là <i>Date</i>



A' freagairt ri	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-latha na Coinneimh	06/02/2024
Àite:	Air-loidhne
Nì a' Chlàir-ghnothaich	6.1

Tìotal a' Phàipeir	Plana obrach na Comataidh	
Moladh do Bhuill	Ri Aontachadh	
Neach labhairt:	Ealasaid Dhòmhnallach, Ceannard	
Cùrsa Riaghlachais airson na h-Aithris	Ceann-latha na Coinneimh	Seòrsachadh na h-Aithris
-	-	-
Pàipear-taice air a cheangal ris	PT1 Plana-obrach 2023/24 PT2 Plana-obrach 2024/25	
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 am prògram stèidhichte air gnàth-riaghailtean na Comataidh, agus air na thachair am-bliadhna. Tha am plana obrach airson 2024/25 an urra ri atharraichean agus thèid atharraichean sam bith a thaisbeanadh don Chomataidh. Tha seo air sgàth 's gu bheil an dùil ri Plana Chorporra ùr agus bheir seo buaidh air obair Bhòrd na Gàidhlig.	
4.0	Moladh	
4.2	Aonta a chur ris a' phlana obrach airson 2024/25.	
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 cùm Bòrd na Gàidhlig air a' leasachadh nan dòighean-obrach aige.	
5.5	Ceanglaichean ris an Fhrèam-obrach Coileanaidh Nàiseanta	

Seisean Fosgailte : Open Session
Cuspair 6.1

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.		

Seisean Fosgailte

Cuspair 6.1 PT1

Plana Obrach Comataidh Poileasaidh is Ghoireasan 2023/24		Cèitean	Sultain	Samhain	Gearran
		09/05/2023	05/09/2023	07/11/2023	06/02/2024
Puingean Stèidhichte	Cùisean Tòiseachaidh/Fàilte	√	√	√	√
	Geàrr-chunntas na coinneamh mu dheireadh	√	√	√	√
	Clàr gnìomhan	√	√	√	√
	Plana-obrach na Comataidh	√	√	√	√
	Lèirmheas air a' choinneamh	√	√	√	√
	Taisbeanadh	√	√	√	√
	Fios mun Lionra Oifigearan Gàidhlig		√	√	√
Deagh Riaghladh	Poileasaidhean Daonna	√	√	√	√
	Suirbhidh Luchd-obrach		√		
	Ro-innleachd ICT		√	√	√
	Ùrachadh Bun-Riaghailtean na Comataidh	√			
	Èifeachdas na Comataidh		√		
	Aithisg Bhliadhnail na Comataidh	√			
	Dàta Daonna	√			
	Slàinte is Sàbhailteachd	√			
	Sgrùdadh Ràitheil den PCC 22/23	√			
	Sgrùdadh Ràitheil den PCC 23/24		√	√	√
	Plana Corporra				
Ionmhas	Aithisg Ràitheil air Ionmhas	√	√	√	√
	Tabhartasan eadar £50,001 agus £100,000	√	√	√	√
	Plana Ionmhas Meadhan-ùine		√		
	Buidseat Bliadhnail				√
	Aithisg Bliadhnail air Solarachadh	√			
Cleachdadh	Planaichean Gàidhlig	√	√	√	√
	Prìomhachasan Ro-innleachdail	√	√	√	√
	Adhartas nam Prìomh Buidhnean Lìbhrigidh				√
	Molaidhean Taic-airgid nam prìomh buidhnean				√
Ionnsachadh	Àireamhan foghlam - clann is inbhich				√
	Àireamhan luchd-teagaisg ùra & oileanaich teagaisg			√	
	Adhartas air fòghlaim àrd-sgoile	√		√	√
	Adhartas air a' trusadh agus a' gleidheadh luchd-teagaisg	√			√
Puingean Ad-hoc	Buaidh bho thaic BnG air obair òigridh	√			
	Còd Ghiùlain				
	Pannal nam Planaichean			√	

Seisean Fosgailte
Cuspair 6.1 PT2

Plana obrach na Comataidh Poileasaidh is Ghoireasan 2024/25

		Cèitean	Sultain	Samhain	Gearran
		07/05/2024	10/09/2024	05/11/2024	11/02/2025
Puingean Stèidhichte	Cùisean Tòiseachaidh/Fàilte	√	√	√	√
	Geàrr-chunntas na coinneamh mu dheireadh	√	√	√	√
	Clàr gnìomhan	√	√	√	√
	Plana-obrach na Comataidh	√	√	√	√
	Lèirmheas air a' choinneamh	√	√	√	√
	Taisbeanadh	√	√	√	√
	Fios mun Lìonra Oifigearan Gàidhlig	√	√	√	√
Deagh Riaghladh	Poileasaidhean Daonna	√	√	√	√
	Suirbhidh Luchd-obrach		√		
	Ro-innleachd ICT		√		
	Ùrachadh Bun-Riaghailtean na Comataidh	√			
	Èifeachdas na Comataidh		√		
	Aithisg Bhliadhnail na Comataidh	√			
	Dàta Daonna	√			
	Slàinte is Sàbhailteachd	√			
	Sgrùdadh Ràitheil den PCC 24/25		√	√	√
	Plana Corporra		√		
Ionmhas	Aithisg Ràitheil air Ionmhas	√	√	√	√
	Tabhartasan eadar £50,001 agus £100,000	√	√	√	√
	Buidseat Bliadhnail agus Plana Ionmhas Meadhan-teirm				√
	Aithisg Bliadhnail air Solarachadh	√			
Cleachdadh	Planaichean Gàidhlig	√	√	√	√
	Prìomhachasan Ro-innleachdail	√	√	√	√
	Adhartas nam Prìomh Buidhnean Lìbhrigidh				√
	Molaidhean Taic-airgid nam prìomh buidhnean				√
Ionnsachadh	Prìomh fiosrachadh as ùr air Foghlam Gàidhlig	√	√	√	√
Puingean Ad-hoc	Buaidh bho thaic BnG air obair òigridh	√			