

Coinneamh: Comataidh Poileasaidh is Ghoireasan
Ceann-là/Àm: 10 Sultain 2024 aig 09.30
Càite: Microsoft Teams

Clàr-gnothaich – Seisean Fosgailte

1. Cùisean Tòiseachaidh

- 1.1. Fàilte is Leisgeulan
- 1.2. A' Nochdadh Com-pàirtean
- 1.3. Gnothaich Iomchaidh Sam Bith Eile (GISBE)

2. Ionmhas

2.1. Aithisg Ionmhas (Airson Deasbad)

PT1 Aithisg Ionmhas gu 31/07/2024

Nicola Pearson, Ceann an Ionmhas is Cùisean Corporra

3. Cleachdadh

3.1. Fios mu Lìonra Oifigearan Gàidhlig (Airson Deasbad)

PT1 Cumhachan Iomraidh Lìonra Oifigearan Gàidhlig

PT2 Aithisg Lìonra Oifigearan Gàidhlig

Iain Mac a' Mhaoilein, Stiùiriche Leasachaidh

3.2. Plana Gàidhlig Comhairle Siorrachd Rinn Friù an Ear (Ri Aontachadh)

PT1 PGR037 E02 Plana Gàidhlig Comhairle Siorrachd Rinn Friù an Ear

Iain Mac a' Mhaoilein, Stiùiriche Leasachaidh

4. Ionnsachadh

4.1. Fios as ùr air Foghlam (Airson Deasbad)

Jennifer McHarrie, Stiùiriche Foghlam

5. **Cùisean HR**

5.1. **Poileasaidhean HR (Ri Aontachadh)**

PT1 Poileasaidh Chùisean Gearain

PT2 Poileasaidh Trusaidh

Karen Nic a' Ghobhainn, Manaidsear Gnìomhan

6. **Deagh Riaghladh**

6.1. **Èifeachdas na Comataidh (Ri Aontachadh)**

Ealasaid Dhòmhnallach, Ceannard

7. **Plana Obrach na Comataidh**

7.1. **Plana Obrach na Comataidh Poileasaidh is Ghoireasan**

(Ri Aontachadh)

PT1 Plana Obrach 2024/25

Ealasaid Dhòmhnallach, Ceannard

8. **GISBE**

Ceann-là na h-ath choinneimh: 05/11/2024

Dùnadh na seisean

Meeting: Policy & Resources Committee
Date/Time: 10 September 2024 at 09.30
Location: Microsoft Teams

Agenda – Open Session

1. Opening Items

- 1.1. Welcome and Apologies**
- 1.2. Declarations of Interest**
- 1.3. Any Other Competent Business (AOCB)**

2. Finance

2.1. Finance Statement to 31/07/2024 (For Discussion)

Nicola Pearson, Head of Finance and Corporate Affairs

3. Usage

3.1. Update on the Gaelic Officers Network (For Discussion)

Iain MacMillan, Director of Development

3.2. Gaelic Language Plans (For Decision)

Iain MacMillan, Director of Development

4. Learning

4.1. Education Update (For Discussion)

Jennifer McHarrie, Director of Education

5. HR Matters

5.1. HR Policies (For Decision)

Karen Smith, Operations Manager

6. Good Governance

6.1. Committee Effectiveness (For Decision)

Ealasaid MacDonald, CEO

7. Committee Work Plan

7.1. Policy and Resources Committee Work Plan (For Decision)

PT1 Work Plan 2024/25

Ealasaid MacDonald, CEO

8. GISBE

Date of the next meeting: 05/11/2024

End of Session

Meeting:	Policy and Resources Committee
Date:	10 September 2024
Title:	Finance Report
Action Required:	For Information
Paper number:	2.1
Spokesperson:	Nicola Pearson, Head of Finance & Corporate Affairs
Appendices:	PT1 Finance Paper 310724

1. Purpose

- 1.1. The purpose of this paper is to give information to the Committee on the financial position as at 31 July 2024.
- 1.2. The paper is in English as it has been prepared by the Head of Finance and Corporate Affairs and will be reviewed by auditors as part of their work.

2. Background/Main points

- 2.1. In 2024/25 Bòrd na Gàidhlig has a baseline Grant in Aid (GiA) of £5,125k.
- 2.2. There is additional GiA of £175k to support the Gaelic Community Development officer scheme for first six months of the financial year.
- 2.3. To the end of July spend is only slightly behind budget, £37k which is less than 1% of the total budget.
- 2.4. We are projecting a full spend of the budget by the end of the financial year.

3. Recommendation

- 3.1. The Committee is requested to:
 - Consider the report and note the information.

4. Main Strategic Impacts

- 4.1. Impact on Finance: As described above.
- 4.2. Impact on Staff: N/A
- 4.3. Impact on Training: N/A
- 4.4. Links to Corporate Aims: The paper supports the Committee in fulfilling their aims.
- 4.5. Impacts on Reputation: It is important that BnG continues to demonstrate effective management of its finances.
- 4.6. Impacts on Health and Safety: N/A
- 4.7. Legal Impacts: N/A
- 4.8. Impacts on Equality: N/A
- 4.9. Impacts on the Environment: N/A

5. Links to the National Performance Framework

Human Rights	<input type="checkbox"/>	Children and 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 type="checkbox"/>
Successful Innovative Businesses	<input checked="" type="checkbox"/>		

6. Governance Route

6.1. Approved by the Leadership Team on 30 August 2024.

7. Confirmation of Circulation of Document

7.1. This is an open paper.

Monitoring to 31 July 2024

		TO 31.07.24				FULL YEAR PROJECTION			
		BUDGET	ACTUAL	VAR	VAR	BUDGET	FORECAST	VAR	VAR
		£'000	£'000	£'000	%	£'000	£'000	£'000	%
FUNDING / INCOME	Cash brought forward	20	20	-	-	20	20	0	0%
	Grant in Aid - baseline	1,750	1,750	-	-	5,125	5,125	0	0%
	GIA additional funding	175	175	-	-	175	175	0	0%
	TOTAL BUDGET	1,925	1,925	-	-	5,300	5,300	-	
EXPENDITURE	GLAIF	198	171	-27	-14%	1,140	1,140	0	0%
	Other Development	1,224	1,212	-12	-1%	2,526	2,526	0	0%
	TOTAL DEVELOPMENT COSTS	1,422	1,383	-39	0	3,666	3,666	-	-
	Staff Costs	413	414	1	0%	1,250	1,219	-31	-2%
	Other Operating Costs	102	103	1	1%	384	415	31	8%
	TOTAL OPERATING COSTS	515	517	2	0	1,634	1,634	-	-
TOTAL COSTS	1,937	1,900	-37	0	5,300	5,300	-	-	

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	10 Sultain 2024
Tìotal:	Fios mu Lìonra Oifigearan Gàidhlig
Gnìomh a dhìth:	Ri dheasbad
Àireamh pàipear:	3.1
Neach-labhairt:	Iain Mac a' Mhaoilein, Stiùiriche Leasachaidh
Pàipearan-taic:	PT1 Cumhachan Iomraidh Lìonra Oifigearan Gàidhlig PT2 Aithisg Lìonra Oifigearan Gàidhlig

1. Adhbhar

- 1.1. A' toirt fiosrachaidh mun lìonraidh agus a' sireadh beachdan bhon Chomataidh air an t-slighe' air adhart.

2. Cùl-fhiosrachadh

- 2.1. Thòisich Lìonradh Oifigearan Gàidhlig san Lùnastal 2023 as-dèidh co-chomhairlichean a rinn Bòrd na Gàidhlig le oifigearan ag obair ann an leasachadh na Gàidhlig agus planaichean Gàidhlig (reachdail).
- 2.2. Tha 80 oifigearan leasachaidh san lìonraidh agus tha 67 oifigearan planaidh san lìonraidh. 147 gu h-iomlan. Tha iad ri fhaicinn air na mapaichean a tha [seo](#) (leasachadh) agus [seo](#) (planaichean).
- 2.3. Tha Cumhachan Iomraidh airson a Lìonra ceangailte mar phaipear taic (PT 3.2) airson co-theacsa a thoirt seachad air de bhathair ag iarraidh bhon lìonra,
- 2.4. Tha am Manaidsear Chom-pàirteachasan is Leasachaidh aig Bòrd na Gàidhlig air a bhith a co-òrdanachadh na coinneamhan air MS Teams agus gu beò. Bha e cuideachd a' dèanamh an rianachd airson an lìonraidh ach leis gum bith e a fàgail a dhreuchd tha feum air coimhead air ciamar a bu choir a Bhòrd taic a chur ris an obair a tha seo a dol air adhart.

3. Prìomh aithris

- 3.1. Sgrìobh Manaidsear Chom-pàirteachasan is Leasachaidh aithisg air Lìonra Oifigearan Gàidhlig (Pàipear-taic 3.1) a' toirt fios as ùr mun lìonraidh as-dèidh bliadhna bhon chaidh e stèidheachadh.
- 3.2. Tha coinneamhan mìosail a' dol air adhart air loidhne gu cunbhalach agus tha coinneamhan sgìreil a' dol aghaidh ri aghaidh a-nis dà thuras sa bhliadhna le oifigearan leasachaidh. Bidh na coinneamhan seo ann an: Inbhir Nis, Port-Rìgh, Lionacleit, Steòrnabhagh, Glaschu, agus Dùn Èideann.

- 3.3. Bidh coinneamhan aghaidh ri aghaidh le oifigearan planaich dà thuras sa bhliadhna. Bidh iad a' tachairt ann an Inbhir Nis (airson oifigearan air a' Ghàidhealtachd) agus ann an Glaschu (airson oifigearan taobh a-muigh na Gàidhealtachd).
- 3.4. Chìthear san aithisg gu bheil an lìonradh a' ruith gu soirbheachail agus gu bheil oifigearan glè thaingeil gu bheil Bòrd na Gàidhlig a' toirt taic ris an co-òrdanachadh agus riaghlaidh.

4. Moladh

4.1. Thathar a' sireadh air buill na Comataidh toirt fa-near dhan fhiosrachadh sa phàipear, is sa phàipear-taic, is **beachdachadh**:

4.1.1. Dè an dleastanas aig Bòrd na Gàidhlig an lìonra seo a cho-òrdanachadh?

4.1.2. Dè na h-ath-ceumannan don lìonraidh?

5. Prìomh Bhuidhean Ro-innleachdach

- 5.1. **Buidhean air Ionmhas:** Tha an obair seo taobh a-staigh na dleastanasan obrach aig oifigearan aig Bòrd na Gàidhlig. Tha cosgaisean siubhail an lùib na h-obrach.
- 5.2. **Buidhean air Luchd-obrach:** Ma bhiod taic fhathast a' tighinn bho Bhòrd na Gàidhlig bidh seo a' toirt buaidh aig dleastanasan oifigear(an).
- 5.3. **Buidhean air Trèanadh:** Cha bhi gin ann.
- 5.4. **Ceanglaichean ri Amasan Ro-innleachadh agus Corporra:** Bidh seo a' cur ri amasan Plana Corporra 2023-28 mar a leanas:
 - “1.3 Leasaich an ath ìre de Lìonra Oifigearan Gàidhlig a bheir a-steach taic ionnsachadh proifeiseanta leantainneach”
- 5.5. **Buidhean air Cliù:** Bidh e a' cur ri cliù na buidhne gu bheil taic ann dhan iomairt seo.
- 5.6. **Buidhean air Slàinte is Sàbhailteachd:** Cha bhi gin ann.
- 5.7. **Buidhean Laghail:** Cha bhi gin ann.
- 5.8. **Buidhean air Co-ionannachd:** Cha bhi gin ann.
- 5.9. **Buidhean air an Àrainneachd:** Cha bhi gin ann.

6. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	<input type="checkbox"/>	Clann is Òigridh	<input 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 type="checkbox"/>
Gnothachasan soirbheachail is ùr-ghnàthach	<input checked="" type="checkbox"/>		

7. Cùrsa Riaghlachais

7.1. Chan eil gin.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

8.1. Tha am pàipear seo fosgailte don phoblach.

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 lìonraidh.

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 lìonra 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 lìonra 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 iarrtais 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 lìonra 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 lìonraidh 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 strengthening 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 GON 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:
Niall Bartlett, Fañch Bihan-Gallic, Teàrlach Wilson, Iain Craig, Roseann McCabe, Àdhamh Ó Broin, Anna Mhoireach.

Date for Review: 25 October 2024

Aithisg Lìonra Oifigearan Gàidhlig

Lùnastal 2024

Cùl-fiosrachadh

Thòisich Lìonradh Oifigearan Gàidhlig san Lùnastal 2023 as-dèidh co-chomhairlichean a rinn Bòrd na Gàidhlig le oifigearan ag obair ann an leasachadh na Gàidhlig agus planaichean Gàidhlig (reachdail).

Chaidh [cumhaichean iomradh](#) a sgrìobhadh agus chaidh comataidh comhairleachaidh a thagh airson oifigearan a riochdachadh.

Tha an lìonradh ann an dà phàirt – oifigearan leasachaidh, agus oifigearan ag obair air planaichean Gàidhlig.

Tha conaltradh dèanta air MS Teams le Bòrd na Gàidhlig agus tha e comasach de na buill na faidhlichean den lìonradh fhaighinn (geàrr-chunntasan, fiosrachadh, dealbhan) air seanail MS Teams aca fhèin.

Bidh am Manaidsear Chom-pàirteachasan is Leasachaidh aig Bòrd na Gàidhlig a' co-òrdanachadh na coinneamhan air MS Teams agus beò. Bidh e cuideachd a' dèanamh an rianachd airson an lìonraidh.

Tha 80 oifigearan leasachaidh san lìonraidh agus tha 67 oifigearan planaidh san lìonraidh. 147 gu h-iomlan. Tha iad ri fhaicinn air na mapaichean a tha [seo](#) (leasachadh) agus [seo](#) (planaichean).

Bidh coinneamhan den lìonraidh a-nis a' tachairt gach mìos air MS Teams. Coinneamh sa Ghàidhlig agus an aon choinneamh sa Bheurla. Cha do dh'obraich coinneamhan air loidhne le eadar-theangachadh mar aon. Tha an dà choinneamh a' leantainn an aon chlàr agus tha e a toirt barrachd cothroman do dh'oifigearan tighinn an (leis gu bheil gu leòr ag obair pàirt-ùine).

Mar as trice bidh taisbeanaidhean aig na coinneamhan bho oifigearan bho dhiofar buidhnean is sgìrean mun obair aca. Tha na h-oifigearan cuideachd faighinn cothrom dol a-steach gu seòmraichean air Teams airson bruidhinn mu chuspairean freagarrach dhaibh.

Mar as trice, bi suas gu 35 daoine a' frithealadh gach coinneamh. Bidh e nas sàmhaich as t-samhraidh.

Coinneamhan air loidhne gu ruige seo:

03 Dàmhair 2023 – Coinneamh Oifigearan Leasachaidh

03 Dàmhair 2024 – Coinneamh – Oifigearan Planaidh

03 Dàmhair 2023 – Coinneamh lìonra slàn

11 Dùbhlachd 2023 – Coinneamh lìonra slàn

22 Faoilleach 2024 – Coinneamh sa Ghàidhlig

23 Faoilleach 2024 – Coinneamh sa Bheurla

12 Màrt 2024 – Coinneamh sa Ghàidhlig

13 Màrt 2024 – Coinneamh sa Bheurla

17 Giblean 2024 – Coinneamh lìonra slàn

21 Cèitean 2024 – Coinneamh sa Ghàidhlig

22 Cèitean 2024 – Coinneamh sa Bheurla

18 Ògmhios 2024 – Coinneamh sa Ghàidhlig

19 Ògmhios 2024 – Coinneamh sa Bheurla

23 Iuchar 2024 – Coinneamh sa Ghàidhlig

24 Iuchar 2024 – Coinneamh sa Bheurla

19 Lùnastal 2024 – Coinneamh sa Ghàidhlig

21 Lùnastal 2024 – Coinneamh sa Bheurla.

Taisbeanaidhean aig na coinneamhan air MS Teams:

11 & 12 Dùbhlachd 2023

Fañch Bihan-Gallic - Maor-Dùthcha - Urras Ceann a Tuath na Hearadh

Bhruidhinn Fañch mu na diofar eileamaidean den obair aige, na choilean e, na dùbhlain aige, agus na smuaintean air cothroman airson an ama ri teachd.

22 & 23 Faoilleach 2024

Niall Bartlett - Oifigear aig Riaghaltas na h-Alba

Rinn Niall Bartlett bhon Sgioba Gàidhlig is Albais aig Riaghaltas na h-Alba taisbeanadh mun bile ùr air Cànanan Albannach.

12 & 13 Màrt 2024

Iain Mac a' Mhaoilein – Stiùiriche Leasachaidh aig Bòrd na Gàidhlig (BNG)

Fhreagair Iain ceistean a chur oifigearan th' aige mu Sgeama nan Oifigearan agus cuspairean eile.

17 Giblean 2024

Marsaili Nicleòid agus Anne Thirkell – Sabhal Mòr Ostaig.

DJ Mac an t-Saoir – Oilthigh na Gàidhealtachd / University of the Highlands & Islands.

Isla Parker – Oilthigh Dhùn Èideann / University of Edinburgh.

Thug luchd-labhairt seachad taisbeanaidhean goirid neo-fhoirmeil air na soirbheasan, na dùbhlain agus na planaichean airson gach colaiste co-cheangailte ri leasachadh agus ionnsachadh na Gàidhlig.

21 & 22 Cèitean 2024

Eilidh NicFhraing – Urras Chille Mhoire & Aonghas Moireach – Druim nan Linntean Chuala sinn bho dhithis oifigear ag obair ann an ceann a tuath dhan Eilein Sgitheanaich. Thug iad iomradh air na diofar pròiseactan a bhios iad a' libhrigeadh bho ìre coimhearsnachd gu eadar-nàiseanta.

18 & 19 Ògmhios 2024

Ruairidh Hamilton - Oifigear Conaltraidh aig Bòrd na Gàidhlig

Bruidhinn mun iomairt #cleachdi

23 & 24 Iuchar 2024

Àdhamh Ó Broin - Oifigear Gàidhlig is Cultar aig TRACS

Rinn e taisbeanadh air an obair a bhios e a' dèanamh gu sgèireil, nàiseanta is eadar-nàiseanta.

Thàinig iarratas bho na h-oifigearan coinneamhan sgèireil aghaidh ri aghaidh stèidheachadh. Thòisich seo sa Ghiblean 2024. Tha fòcas air leasachadh sna coinneamhan a tha seo agus tha iad gan cumail tro mheadhan na Gàidhlig a-mhàin. Thathar an dùil gum biodh gach sgìre a' coinneachadh dà thuras gu beò gach bliadhna.

Seo na coinneamhan sgèireil gu ruige seo:

29 Cèitean 2024 – Port Rìgh

30 Cèitean 2024 – Lionacleit

28 Cèitean 2024 – Inbhir Nis

25 Ògmhios 2024 – Steòrnabhagh

20 Lùnastal 2024 – An t-Òban

Thàinig iarratas cuideachd bho **oifigearan planaigh** gun coinnich iad aghaidh ri aghaidh dà thuras tron bhliadhna. Bu chòir na coinneamhan seo a bhith ann an ann an Inbhir Nis (airson oifigearan planaigh taobh a-staigh na Gàidhealtachd agus Glaschu (taobh a-muigh na Gàidhealtachd). Bha na h-oifigearan ag iarraidh cothrom coinneachadh ri chèile airson fiosrachadh agus dòighean obrach a cho-roinn eatarra gus am b' urrainn dhaibh na planaichean aca fhèin a neartachadh agus slighean a lorg gus a bhith ag obair ann an com-pàirteachas ri chèile. Mhothaich iad gun robh feumalachdan sònraichte aca sa roinn phoblach nach robh aig oifigearan leasachaidh ann an coimhearsnachdan.

Coinneamhan de dh'oifigearan planaigh gu ruige seo

26 Lùnastal 2024 – Inbhir Nis (airson oifigearan taobh a-staigh na Gàidhealtachd).

27 Lùnastal – Air Loidhne (airson oifigearan planaigh taobh a-muigh na Gàidhealtachd).

Seo **geàrr-chunntas** goirid bho na coinneamhan le oifigearan planaigh air **26 agus 27 Lùnastal**.

- Bha naoinear an làthair aig a' choinneamh air 26 Lùnastal agus bha deichnear aig a' choinneamh air loidhne air an 27mh.
- Chaidh mhìneachadh do na h-oifigearan carson nach deach a' choinneamh air 27 Lùnastal air adhart aghaidh ri aghaidh (air sgàth casg air siubhail aig Bòrd na Gàidhlig).
- Chur na h-oifigearan fàilte air a' chothrom a bhith còmhla gu dlùth gus an cuid obrach a dheasbaid. Thuir iad nach eil an seann lìonra de dh'oifigearan planaigh G-mòr beò tuilleadh agus gun robh iad glè thaingeil gun robh Bòrd na Gàidhlig a' cur taic is co-òrdanachadh dhan Lìonradh Oifigearan Gàidhlig (leasachadh agus planadh).
- Thug na h-oifigearan iomradh air na diofar pìosan obrach is pròiseactan a tha iad air a chur air dòigh tro na planaichean aca agus dh'fhàs e follaiseach gu bheil tòrr a' dol gu math tro na planaichean reachdail aig buidhnean poblach.
- Thuir a mhòr chuid gu bheil adhartas mòr air a bhith sna buidhnean aca air leasachadh na Gàidhlig agus an inbhe aice àrdachadh.
- Chaidh aontachadh gu bheil na coinneamhan seo glè fheumail, gu bheil tòrr ionnsachadh ann, agus gun tig barrachd obair chom-pàirt eadar na buidhnean san àm ri teachd.
- Ged a bha faireachdainn dòchasach aig na coinneamhan bha aonta ann gu bheil cùisean gu math cugallach a thaobh buidseatan agus cuideachd tha tòrr ceistean timcheall am bile mu chànain a tha dol tron phàrlamaid an-dràsta.
- Bha oifigearan gu math soilleir gu bheil iad ag iarraidh Bòrd na Gàidhlig a' cumail a' dol a bhith co-òrdanachadh an lìonradh oifigearan Gàidhlig. Bu toil leotha clàr-ama fhaighinn airson na coinneamhan ri thighinn tron bhliadhna.
- Thug iad taing do Brian Ó hEadhra airson na h-obrach a rinn e leis an lìonraidh (bidh Brian a' fàgail Bòrd na Gàidhlig san Dàmhair 2024).

Aig na coinneamhan air 19, 21, 26 agus 27 Lùnastal, chaidh iarraidh air na h-oifigearan beachdan is molaidhean a chur seachad mun lìonraidh. 'S iad:

Soirbheachasan don lìonraidh:

- Tha na h-oifigearan taingeil gu bheil Bòrd na Gàidhlig deònach an lìonra a cho-òrdanachadh. Chan eil buidheann sam bith eile ann le ùghdarras, sealladh, maoin, no ùine airson seo a dhèanamh.
- Tha am measgachadh de na coinneamhan cunbhalach air loidhne agus aghaidh ri aghaidh fìor mhath agus cudromach airson co-obrachadh agus obair chom-pàirt ann an leasachadh na Gàidhlig.
- Is math gu bheil dà shruth den lìonraidh – lasachadh agus planaichean agus tha e a' còrdadh ris na h-oifigearan an cothrom a bhith coinneachadh ri chèile is faighinn a-mach mun dà roinn seo.
- Tha na coinneamhan sgìreil aghaidh ri aghaidh air a bhith gu math cuideachail. Cha robh a h-uile duine eòlach air a chèile.
- Tha na taisbeanaidhean bho dhiofar oifigearan agus buidhnean aig na coinneamhan air a bhith air leth cuideachail agus tha iad a' toirt cothrom ionnsachadh air na tha dol ann an diofar sgìrean is roinnean.
- Tha an goireas MS Teams agus na mapaichean Google don lìonraidh ag obair gu math agus na deagh ghoireas airson conaltradh eadar oifigearan.
- Chan eil mòran cothroman aig oifigearan Gàidhlig a bruidhinn ach tha an lìonradh a' toirt an cothrom seo dhaibh.
- Tha deagh fhaireachdainn ann gu bheil na h-oifigearan ag obair còmhla mar bhuidheann a thaobh leasachadh is adhartachadh na Gàidhlig. Tha tuigse nas fharsaing aca air staid na Gàidhlig agus ciamar a tha iad a' fìotadh a-steach dhan dealbh mhòr.

Dùbhlain don lìonraidh:

- Tha oifigearan draghail nach cum Bòrd na Gàidhlig taic co-òrdanachaidh don lìonraidh. Chaidh a' ràdh gun taic a tha seo, tuitidh a' lìonradh às a chèile.
- Tha feumalachdan diofraichte aig oifigearan leasachaidh agus oifigearan planaidh. Tha e uaireannan doirbh na feumalachdan an dà sheòrsa oifigear a shàsachadh.
- Chan eil duilleag air loidhne ri fhaicinn fhathast mun lìonraidh. Bhiodh seo glè fheumail.
- Chan eil buidseat aig an lìonraidh agus bhiodh e math e a stèidheachadh nas fhoirmeile gus cinnt a bhith ann gum mair e.
- Is bochd nach eil buidseat ann airson co-labhairt bhliadhnail aghaidh ri aghaidh.
- Tha tòrr oifigearan aonarach san dreuchd aca leis gu bheil iad ag obair ag astar bho oifigearan eile. Tha iad a' cur fàilte air cothroman tighinn còmhla tron lìonraidh.

Cothroman son àm ri thighinn:

- Tha e deatamach dearbhadh fhaighinn bho Bhòrd na Gàidhlig gum bi taic ann san àm ri teachd le co-òrdanachadh is obair rianachd den lìonraidh.
- Gum bi cead aig an lìonraidh seanailean MS Teams aig BnG a chleachdadh.
- Duilleag agus mapaichean dol suas air làrach-lìn.
- Ùrachadh a dhèanamh air a' chomataidh chomhairleachaidh den lìonraidh.
- Cinn latha de choinneamhan a chur san leabhar-latha aig daoine.

Co-dhùnadh:

Feumar co-dhùnadh a dhèanamh air dè an ath-cheum airson a lìonraidh. Tha e follaiseach nach eil buidheann sam bith eile ann a suidheachadh airson an obair co-òrdanachaidh seo a dhèanamh an-dràsta.

Thathar a' moladh gun tèid coinneamh air dòigh eadar riochdairean Bhòrd na Gàidhlig agus a' chomataidh chomhairleachaidh cho luath 's urrainn airson slighe a lorg don lìonraidh son àm ri thighinn.

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	10 Sultain 2024
Tìotal:	Plana Gàidhlig Comhairle Siorrachd Rinn Friù an Ear
Gnìomh a dhith:	Ri aontachadh
Àireamh pàipear:	3.2
Neach-labhairt:	Iain Mac a' Mhaoilein, Stiùiriche Leasachaidh
Pàipearan-taic:	PT1 PGR037 E02 Plana Gàidhlig Comhairle Siorrachd Rinn Friù an Ear

1. Adhbhar

1.1. A' sireadh aonta air plana reachdail fo Achd na Gàidhlig (Alba) 2005.

2. Cùl-fhiosrachadh

2.1. Stèidhich Comhairle Siorrachd Rinn Friù an Ear foghlam tro mheadhan na Gàidhlig (ìre bun-sgoil) aig Bun-sgoil Thornliebank anns an Lùnastal 2023.

2.2. Tha a' Chomhairle a' sanasachadh an t-seirbheis foghlaim ùr seo do phàrantan agus clann aig aois ro-sgoile. Ann an 2023/24 bha dithis sgoilear clàraichte airson a' chiad bhliadhna aig ìre bun-sgoil agus ann an 2024/25 chlàr naoinear eile. Mar sin, tha 11 sgoilearan a' dèanamh FtG uile gu lèir.

2.3. Chuir a' Chomhairle trèanadh ann an sgìlean Gàidhlig air dòigh airson 15 luchd-obrach aig Bun-sgoil Thornliebank ro fosgladh an goireas Foghlam tro mheadhan na Gàidhlig ùr.

2.4. Ann an 2020-2021 chuir a' Chomhairle 7 cuirmean-ciùil, 'Back to Beò', air dòigh far an robh ceòl Gàidhlig air a ghabhail a-steach.

2.5. Sgaoil a' Chomhairle 7 teachdaireachdan air na meadhanan soisealta ann an 2022-23.

3. Prìomh Aithris

3.1. Chruthaich Comhairle Siorrachd Rinn Friù an Ear eagra a dhà (E02) den phlana Gàidhlig aca stèidhte air na prìomhachasan ro-innleachdail a chaidh aontachadh eadar na Comhairle agus Bòrd na Gàidhlig.

3.2. Chaidh measadh a dhèanamh air an dreachd E02 le Bòrd na Gàidhlig. Thug an Sgioba-stiùiridh sùil mhionaideach air E02 agus dh'iarr iad atharrachaidhean.

3.3. Nochd a' Chomhairle eas-aonta a thaobh cuid de na h-atharrachaidhean a dh'iarr Bòrd na Gàidhlig.

3.4. Às dèidh conaltradh mun eas-aonta, ghabh a' Chomhairle ri iomadh moladh a' Bhùird a' gabhail a-steach:

a. Gum bi barrachd sèiseanan Bookbug Gàidhlig air an cur air dòigh

b. Gum bi a' Chomhairle ag obair ann an com-pàirteachas le ùghdarrasan ionadail eile agus planadh airson FtG aig ìre àrd-sgoil.

- c. Gum bi soidhnichean na Comhairle le faicsinneachd àrd air a dhèanamh gu dà-chànanach.
 - d. Gum bi fiosreachadh air a chur ri duilleag conaltradh na Comhairle gu bheil fàilte air conaltradh sa Ghàidhlig.
 - e. Gum bi a' Chomhairle a' cur freagairtean Gàidhlig gu luchd-ùidh ann an co-rèir ri clàr-ama freagairtean sa Bheurla.
 - f. Nuair a tha a' Chomhairle den bheachd gu bheil sgilean Gàidhlig riatanach airson dreuchd a choileanadh, bidh sin ainmichte le manaidsèaran trusaidh.
- 3.5. Thathas a' moladh gun tèid aontachadh ris a' phlana seo.

4. Moladh

- 4.1. Aire a thoirt don fhiosrachadh ann am PT1.
- 4.2. Aonta a chur ris nan dreuchd E02 de phlana Comhairle Siorrachd Rinn Friù an Ear an cois PT1.

5. Prìomh Bhuaidhean Ro-innleachdach

- 5.1. Buaidhean air Ionmhas: Cha bhi gin ann.
- 5.2. Buaidhean air Luchd-obrach: Cha bhi gin ann.
- 5.3. Buaidhean air Trèanadh: Cha bhi gin ann.
- 5.4. Ceanglaichean ri Amasan Ro-innleachadh agus Corporra: Tha dlùth cheangal ann eadar am plana reachdail seo agus a bhith a' cur air adhart cleachdadh agus ionnsachadh na Gàidhlig gu nàiseanta. Bidh am plana seo a' cur air adhart na h-amasan anns a' Phlana Chorporra aig Bòrd na Gàidhlig.
- 5.5. Buaidhean air Cliù: Cha bhi gin ann.
- 5.6. Buaidhean air Slàinte is Sàbhailteachd: Cha bhi gin ann.
- 5.7. 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.
- 5.8. Buaidhean air Co-ionannachd: 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.
- 5.9. Buaidhean air an Àrainneachd: Cha bhi gin ann.

6. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	<input type="checkbox"/>	Clann is Òigridh	<input checked="" type="checkbox"/>
Cultar	<input checked="" type="checkbox"/>	Coimhearsnachdan	<input checked="" type="checkbox"/>
Àrainneachd	<input 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"/>		

Pàipear 3.2



7. Cùrsa Riaghlachais

7.1. Dh'aontaich an Sgioba-stiùiridh ri susbaint a' phàipeir seo air 10 Sultain 2024.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

8.1. Tha am pàipear seo fosgailte don phoball.

East Renfrewshire Council's Gaelic Language Plan 2023-2028

**This draft plan has been prepared under Section 3
of the Gaelic Language (Scotland) Act 2005**

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]"

Foreword

East Renfrewshire Council (ERC) recognises the important contribution Gaelic has made to our history and our living culture, and we will continue to support this through the delivery of the second edition of our Gaelic Language Plan. This edition builds on the work carried out throughout the first edition of our Gaelic Language Plan 2018-23 and details additional actions the Council will take to raise awareness and help secure, promote and develop the Gaelic language and culture in East Renfrewshire in a way that is proportionate to our area.

This edition was created during an exciting period for Gaelic in East Renfrewshire, with the first Gaelic Medium Education facility in the area opening in August 2023. During the lifetime of this edition we hope to build on this development and continue to expand this offer, identifying a range of opportunities for our communities and workforce and learning from good practice in other local authorities while working in partnership where possible.

In producing this edition, East Renfrewshire Council is committed to ensuring we reflect the aims and principles of the Gaelic Language (Scotland) Act 2005. Through the implementation of this edition over the next five years, we aim to support the delivery of the National Gaelic Language Plan and the objectives of the Education (Scotland) Act 2016 in a way that is realistic for our local authority and mindful of the difficult economic challenges we continue to face.

Steven Quinn
Chief Executive
East Renfrewshire Council

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1. Introduction

Article 27 of the Universal Declaration of Human Rights states “*Everyone has the right freely to participate in the cultural life of the community*”. This guarantees the right of everyone to access, participate in and enjoy culture, cultural heritage and cultural expressions. With Gaelic having been spoken in Scotland for over 1,500 years, it is an integral part of Scotland’s heritage and cultural identity.

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. The Act empowers Bòrd na Gàidhlig to require public authorities to prepare a Gaelic Language Plan 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.

This document is East Renfrewshire’s second 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. East Renfrewshire’s Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the 2005 Act, and having regard to the National Gaelic Language Plan and the Guidance on the Development of Gaelic Language Plans.

National Gaelic Language Plan

The National Gaelic Plan concludes that Gaelic development has made good progress yet there is much to do to maintain this and increase momentum by means of new commitments to ensure that “**Gaelic is used more often, by more people and in a wider range of situations**”. The plan also highlights the important role that Gaelic plays in the Scottish economy and in Scotland’s cultural life.

East Renfrewshire Council supports the aim of the National Gaelic Plan and is committed to contributing to these goals through focussing our work under these three headings:

- **Increasing the use of Gaelic within our authority and encouraging more people to use Gaelic when interacting with us**
- **Increasing the opportunity for people to learn Gaelic**
- **Promoting a positive image of Gaelic whenever we can as part of our operations as an organisation**

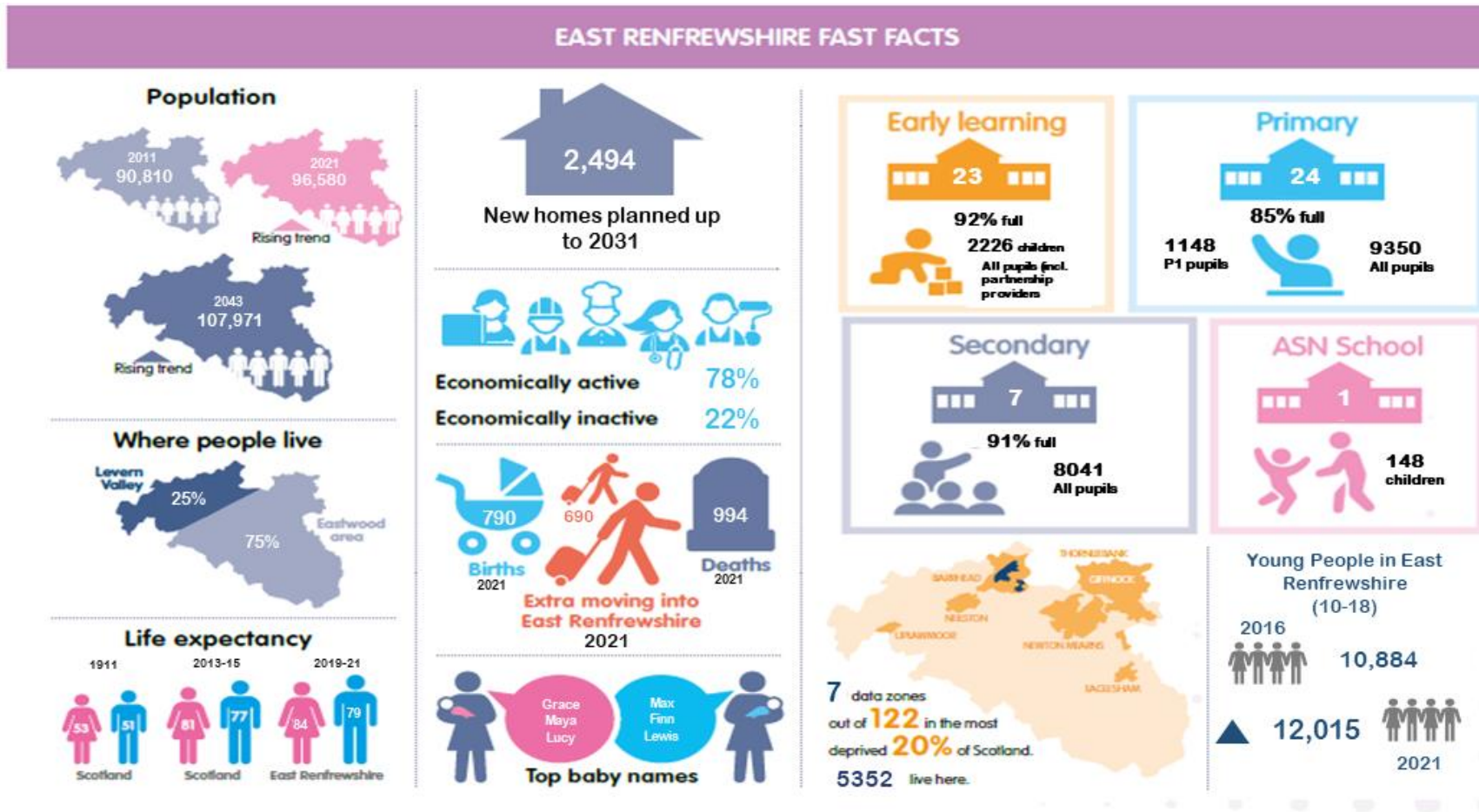
Local Area

East Renfrewshire is situated to the south of the City of Glasgow and covers an area of 67 sq miles, 85% of which is rural land with the remaining area comprising mainly residential suburbs. The Levern Valley area includes the settlements of Barrhead, Neilston and Uplawmoor. The Eastwood area includes Busby, Clarkston and Williamwood, Eaglesham and Waterfoot, Giffnock, Netherlee and Stamperland, Newton Mearns and Thornliebank.



Local Demographic

Information below accurate at time of writing in 2023. Updates throughout the lifespan of the plan can be found here: <https://www.eastrenfrewshire.gov.uk/programmes-and-plans> (Planning for the Future).



Local authority

East Renfrewshire Council provides local government services for all of East Renfrewshire and aims to be a **modern, ambitious council creating a fairer future with all**. The Council employs over 4000 members of staff that operate across 5 departments:

- Chief Executive's Office
- Business Operations and Partnerships
- Education
- Environment
- Health and Social Care Partnership

East Renfrewshire Council is a coalition administration between Labour and one independent councillor. 18 councillors represent 5 multi-member wards with a political composition of:

- SNP- 6
- Conservative- 5
- Labour- 5
- Independent- 2

Expenditure for East Renfrewshire Council in 2022/23 was over £330m. However, in October 2022, the Council announced it was facing a funding shortfall of more than £30m over the next three years due to a variety of reasons. Tough savings for both staff and residents have been proposed over the coming years, therefore this plan has been developed in the context of this precarious financial climate and the actions set out are reflective of this.

Local priorities

We strive to maintain the area's reputation as an attractive and thriving place to grow up, work, visit, raise a family and enjoy later life. We do this by working with our Community Planning Partners to create stronger and fairer communities together with the people of East Renfrewshire. Our Community Plan (including Fairer East Ren) is a 10-year high-level plan that articulates the priorities and context for partnership working in East Renfrewshire to ensure all of the plans and strategies of the Community Planning Partnership are working towards the same aims and vision for our communities.

These outcomes describe what life will be like for our children, young people, adults and older people when we achieve our ambitions. There are currently five priority areas that are consistent throughout our strategic planning. These are:



The plan includes Fairer East Ren (our Local Outcomes Improvement Plan). Focusing on tackling inequalities across East Renfrewshire, we are delivering on action plans for each of the Fairer East Ren themes with our community planning partners.

The commitments set out in East Renfrewshire's Gaelic Language Plan 2023-2028 will contribute to this vision, in particular through the following outcomes:

- 2.1 Residents have the right skills, learning opportunities and confidence to secure and sustain work (Fairer East Ren outcome)
- 2.2 Children and young people are included
- 2.3 Children and young people raise their educational attainment and achievement and develop the skills they need
- 3.4 East Renfrewshire is a great place to visit
- 4.4 Residents live in communities that are strong, self-sufficient and resilient

Gaelic in Scotland

Gaelic is one of the national languages of Scotland and has a rich heritage and thriving culture of music, folklore and literature which can be seen in the national Fèisean movement; the Royal National Mòd; local Mòds and Comhairle nan Leabharaichean (The Gaelic Books Council). The historical influence of the language can be seen in many place names across Scotland and through the names of numerous landmarks such as mountains and lochs. When you're in Scotland programmes in Gaelic across TV, radio and online.

The Gaelic language is an integral part of Scotland's heritage, identity and culture. And represents a compelling opportunity for the Scottish tourism industry as a unique selling point and authentic part of the experience of visiting Scotland.

Scotland's Census found that 2.5% of people aged 3 and over had some skills in Gaelic in 2022. This is an increase of 43,100 people since 2011 when 1.7% had some skills in Gaelic. In 2001 1.9% had some Gaelic skills, similar to 2011. In Na h-Eileanan Siar the majority had some Gaelic skills (57.2%). This was far higher than the next highest council areas, Highland (8.1%) and Argyll and Bute (6.2%). In all other council areas less than 3% of people aged 3 and over had some Gaelic skills.

Since the launch of Gaelic on the Duolingo app on St Andrew's Day 2019, 1.5 million people have started learning the language to reconnect with their heritage, with the primary motivation for learning being recorded as culture. Most local authorities either have or are planning towards Gaelic Medium education in their area and over 60 public bodies have a statutory plan in place outlining how they are contributing towards the sustainment and growth of Gaelic in Scotland.

Gaelic within East Renfrewshire

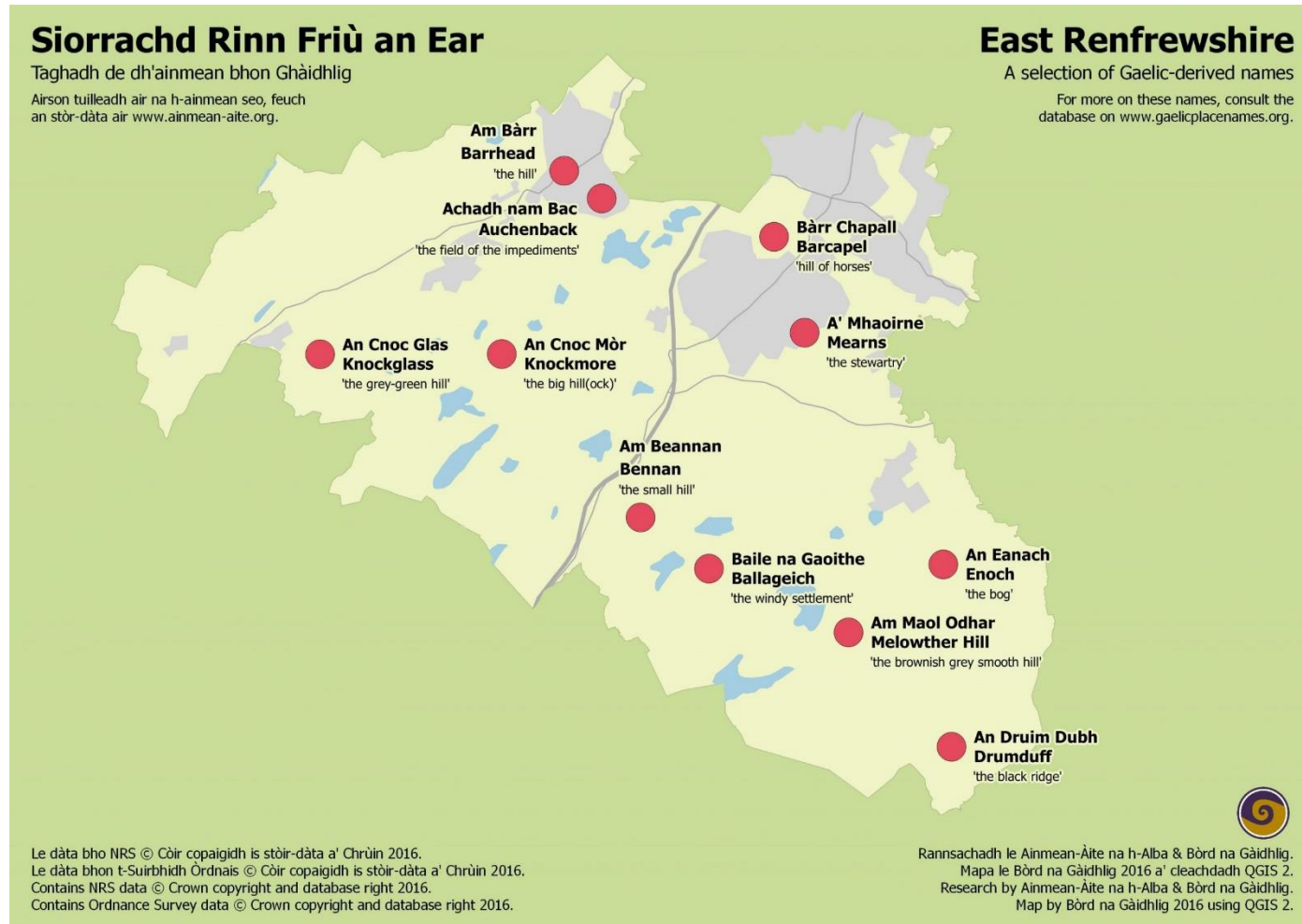
Overview

East Renfrewshire has a relatively small Gaelic speaking community. The 2022 Census indicated that, across the council area, 1.4% (1,357 people) of those aged 3 and over, have some Gaelic language skills. This is an increase of 483 people since the 2011 survey. .

In East Renfrewshire, there are opportunities to engage in Gaelic learning both in schools and in the community, including Gaelic Bookbug that takes place in our libraries as well as adult learning classes.

Area	All people aged 3 and over	Understands but does not speak, read or write Gaelic	Speaks, reads and writes Gaelic	Speaks but does not read or write Gaelic	Speaks and reads but does not write Gaelic	Reads but does not speak or write Gaelic	Other combination of skills in Gaelic	No skills in Gaelic
East Renfrewshire	94,174	486	459	194	87	102	27	92,817

The influence of Gaelic in East Renfrewshire’s place names is clear and the below map, produced by Bòrd na Gàidhlig and Ainmean Àite na h-Alba, highlights the widespread influence of the language.



Education

East Renfrewshire Council is committed to providing Gaelic education opportunities for our residents and those who wish to undertake this in the future. There is a Gaelic Bookbug that takes place in our libraries for children ages 0-4. We also provide financial support to transport a small number primary pupils and secondary pupils to the Glasgow Gaelic School and to the Mount Cameron Gaelic facility in South Lanarkshire. Following a consultation in February 2022, a full assessment of the need for Gaelic Medium Primary Education (GMPE) in East Renfrewshire was carried out, after five children were identified for the school year 2023/2024 and a further six children for subsequent years.

In June 2022 the [Education Committee](#) approved composite GMPE provision to be located at Thornliebank Primary School from autumn 2023 with the recruitment of two Gaelic speaking staff. This will allow pupils starting Primary 1 in August to access local provision within a dedicated establishment. This is a significant step for East Renfrewshire and it is hoped that embedding GMPE within our schools will have a wider ripple effect across our communities in terms of language acquisition and usage. We believe this will demonstrate a commitment and recognition of the prestige of Gaelic across the Council and will continue to actively promote Gaelic language learning.

Adult Learning

Beginner and advance Gaelic Language classes are held in Giffnock during term times at a reduced cost. These classes were originally for parents or guardians of children at Gaelic Medium Education schools but are open to anyone with an interest in the language. More information about the classes can be found at: <https://www.whatsoneastrenfrewshire.co.uk/listings/learn-gaelic-for-beginners-&-advanced/>

Gaelic Language within ERC

We conducted an internal staff Gaelic capacity audit in preparing this document so that the actions and commitments could be aligned with the existing skills of our organisation and to highlight where additional recruitment and/or training is required.

Summary of findings

- There are currently 2 jobs in East Renfrewshire Council that require Gaelic as an essential skill, one 0.5FTE Class Teacher and 1FTE Principal Teacher post for the new GME school

- There were 40 responses to the survey in total, which represents c.1% of all Council staff.
- 5 people could understand/read/write/speak Gaelic to a certain extent
- 4 people had participated in some level of Gaelic learning, ranging from using Duolingo to it being part of their school curriculum
- No respondents had ever had to use Gaelic in the workplace
- 70% expressed some interest in taking part in Gaelic awareness training

We will use this information as baseline data and will look to compare this against information gathered for our next Gaelic Language Plan.

A more detailed report of the capacity audit can be found in Appendix 1.

2. Key Principles

This section of the plan confirms East Renfrewshire Council's commitment to three key principles to be applied across the plan and throughout the authority.

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. The Bòrd, in turn, expects that public authorities will demonstrate in their plans how the principle will be achieved and maintained in practice.

East Renfrewshire Council will ensure that where Gaelic is included as part of our operations and services, we will ensure they are of an equal standard and quality as those that we provide in English.

Active Offer

East Renfrewshire Council 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.

Mainstreaming

In the formation, renewal and monitoring of policies, East Renfrewshire Council will consider the commitments made in this Gaelic language plan and ensure that the impacts on Gaelic are in line with the National Gaelic Language Plan's aim that Gaelic is used more often, by more people and in a wider range of situations.

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.

3. Consultation

As part of the 2005 Act, public bodies are required to bring a draft of its Gaelic Language Plan to the attention of all interested parties. East Renfrewshire Council consulted publicly on the draft between May and June 2023 and has incorporated the findings into the final plan. The online consultation was open for six weeks and was promoted through the Council's social media channels.

- In total, there were 157 responses to the survey, with a further 324 'agreements' from respondents to other peoples' opinions on the Commonplace platform
- Around 50% of respondents were happy/satisfied with how easy the Plan was to read and follow
- 6% of people who responded could understand/speak/read Gaelic

A significant number of respondents were concerned about the use of existing resources to implement the GLP given the relatively low numbers of Gaelic speakers, writers and readers in East Renfrewshire. Responses highlighted the following points to improve in the plan and which we have since incorporated:

- More detail is needed around opportunities available for adults to learn Gaelic
- Need for a better understanding of why the plan is important and the history of Gaelic in East Renfrewshire
- More information about how the plan will be resourced and implemented

A more detailed report of the consultation can be found in Appendix 2.

4. Our Plan Commitments

4.1 Corporate Service Aims

Bòrd na Gàidhlig has developed a set of standardised Corporate Service Aims. The Corporate Service Aims are based on Bòrd na Gàidhlig's experience of approved Gaelic Language Plans to date, with the aim of standardising key Gaelic services over time across the public sector. All public authorities are expected to address all of these Corporate Service Aims in their plan, describing current practice, actions needed to achieve the aim, timescales and which team will have responsibility for progressing the actions.

East Renfrewshire Council have ensured that the actions set out are proportionate to and reflective of both the size of our local authority and our ability to develop Gaelic in the local area within the context of a challenging budget position over the next few years.

Status

Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
Logo and brand- render the corporate logo 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 language	There is currently no Gaelic logo or branding for East Renfrewshire	A dual version of the corporate logo is being developed to coincide with the opening of our GMPE establishment in August 2023.	August 2023	Business Operations and Partnerships
		This dual logo will be made available and offered by the Communications Team	August 2023	
		A new dual school-level logo is being developed for the new GMPE establishment opening.	August 2023	

Signage- Prominent signage will include Gaelic and English as part of any renewal process	There is currently no Gaelic signage on East Renfrewshire Council premises	Signage in the GME school will include Gaelic and English as part of any renewal process. High profile and prominent Council-wide signs will be rendered bilingual on a renewal basis.	Yearly throughout this edition Yearly throughout this edition	Education/ Environment

Communicating with the public

Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
Promotion- positive message that communication from the public in Gaelic is always welcome	At present, we do not consistently promote the use of Gaelic to our residents.	A web page will be created outlining the GMPE offer in East Renfrewshire, which will be in both languages. There will also be a website section for the Gaelic Language Plan in both languages that will include a statement that says we welcome any communication from the public in	Yearly throughout this edition	Business Operations and Partnerships

		Gaelic. This statement will also be added on the Council's 'contact us' page.		
Written communication- written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with general policy	Where requests have been received, we have responded in Gaelic within an appropriate timeframe.	Our Translation, Interpretation and Communication guidance will be refreshed to include specific reference to Gaelic and the process to be followed in replying in this language, ensuring the most recent Gaelic Orthographic Conventions are adhered to. The guidance will also specify that Gaelic and English responses should be made to the same timeframe.	Yearly throughout this edition	Business Operations and Partnerships
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	We do not currently have any Gaelic speaking staff on reception or phones.	Appropriate training will be offered for staff who express an interest in learning Gaelic. Employees will be actively encouraged to undertake such training through the Council's annual Learning & Development calendar which is publicised to all staff.	Yearly throughout this edition	Business Operations and Partnerships
Public meetings- Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted	Where notice of 3 weeks is given, we provide an interpreter service for key public meetings	Continue to implement this policy and actively offer this service to the public	Monthly throughout this edition	Business Operations and Partnerships

Information

Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
<p>News releases- high profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English</p>	<p>We do not currently issue any news releases bilingually.</p>	<p>A dual language news release will be issued upon the opening of the GMPE establishment in August 2023.</p> <p>Other opportunities to promote the work of the GMPE school and other Gaelic work will be identified on an ongoing basis</p> <p>At least two bilingual news releases will be issued annually by the Council</p>	<p>August 2023</p> <p>Yearly throughout this edition</p> <p>Yearly throughout this edition</p> <p>Yearly throughout this edition</p>	<p>Business Operations and Partnerships</p>
<p>Social media- Gaelic content distributed regularly through social media, guided by the level or actual and potential users</p>	<p>We have highlighted the GMPE offer on social media.</p>	<p>Content from the GMPE establishment and other Gaelic content will be shared on the council's social media regularly.</p>	<p>Yearly throughout this edition</p>	<p>Business Operations and Partnerships</p>
<p>Website- Gaelic content should be available to the public authority's website, with emphasis given to pages with the</p>	<p>The Council's website currently has a page which provides information about GMPE and how this can be accessed.</p>	<p>Another web page will be created outlining the GMPE offer in East Renfrewshire, which will be in both languages. This will also outline Gaelic learning and cultural opportunities, as appropriate.</p>	<p>August 2023</p>	<p>Business Operations and Partnerships</p>

highest potential reach		Gaelic language will be introduced on some of the Council's key webpages to increase the number of residents reached. The Gaelic Language Plan 2023-2028 will be published on the council website in both languages.	September 2024 Year 1	
Corporate publications- produced in Gaelic and English, with priority given to those with highest potential reach	We currently include a statement in corporate publications detailing that the document can be provided in an alternative language or format on request.	A proportion of Gaelic related publications will translated into Gaelic.	Yearly throughout this edition	Business Operations and Partnerships
Language utility- a process is in place to ensure that the quality and accessibility of Gaelic language in all corporate information is high	We follow our existing translation and interpretation process when required, utilising the services of a professional translator.	We will continue to utilise the services of a professional Gaelic translator when requiring services for translation for publications, social media and website content	Yearly throughout this edition	All services
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	East Renfrewshire Council does not, at present, provide a Gaelic element to any exhibitions	We will work with partners in East Renfrewshire Culture and Leisure to identify opportunities to deliver public exhibitions to highlight Gaelic language and culture	Yearly throughout this edition	All services

Staff

Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
Internal Audit- conduct an internal audit of Gaelic skills and training needs through the life of each plan	We currently do not have any information around the Gaelic language skills and training needs of our staff	An internal staff language skills audit to be carried out which will also include information gathering around interest or need for Gaelic training and how often the language is used in the workplace Aim to increase response rate to staff skills survey (baseline 1%)	August 2023 and August 2028 By August 2028	Business Operations and Partnerships
Induction- knowledge of the public authority's Gaelic Language plan included in new staff inductions	East Renfrewshire Council does not currently include the Gaelic Language Plan in new staff inductions.	Information will be added to our current Corporate Induction to detail our Gaelic Language Plan	August 2024	Business Operations and Partnerships
Language training- Gaelic language skills training and development offered to staff, particularly in relation to implementing the Council's GLP	We do not offer any Gaelic language skills training or development to staff	We will work collaboratively with other public authorities to provide online learning opportunities to staff We will provide information on all Gaelic e-learning forums such as 1+2 Languages, Go Gaelic!, Learn Gaelic and Duolingo sites	Yearly throughout this edition	Business Operations and Partnerships

<p>Awareness training- Gaelic awareness training offered to staff, with priority given to directors, board members, councillors and staff dealing directly with the public</p>	<p>There is currently no offer of Gaelic awareness training for staff</p>	<p>We aim to provide a short eLearning Gaelic awareness course in partnership with a neighbouring local authority and actively promote this offer to staff, with a particular focus on senior staff and Councillors.</p>	<p>Yearly throughout this edition</p>	<p>Business Operations and Partnerships</p>
<p>Recruitment- recognising and respecting Gaelic skills within the recruitment process throughout the public authority Gaelic named as an essential and/or desirable skill in job descriptions in order to deliver the GLP and in accordance with the Bòrd na Gàidhlig recruitment advice</p>	<p>Recruiting managers have the ability to update the person specification for vacancies to state if a language is essential / desirable for a particular role.</p>	<p>When Gaelic is identified as an essential requirement for a role, recruiting managers will designate it as such for that particular role.</p>	<p>Yearly throughout this edition</p>	<p>Business Operations and Partnerships</p>
<p>Recruitment- bilingual or Gaelic only job adverts where Gaelic is an essential skill</p>	<p>Where Gaelic is listed as an essential skill, we have included the candidate pack bilingually.</p>	<p>We will continue to ensure that where Gaelic is an essential skill, information will be published in both Gaelic and English</p>	<p>Yearly throughout this edition</p>	<p>Business Operations and Partnerships</p>

Gaelic Language Corpus

Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
Gaelic Orthographic Conventions- the most recent Gaelic Orthographic Conventions will be followed in relation to all written materials products by the public authority	All written materials produced by East Renfrewshire Council follow the most recent Gaelic Orthographic Conventions	We will ensure that Gaelic Orthographic Conventions are adhered to in all written materials produced	Yearly throughout this edition	All services
Place-names- Gaelic place name advice from Ainmean-Aite na h-Alba is sought and used	If we require information relating to place names, we would use Ainmean-Aite na h-Alba	We will use Ainmean-Aite na h-Alba whenever we require information relating to place-names	Yearly throughout this edition	All services

4.2 Strategic Aims for Gaelic Language

East Renfrewshire Council has agreed a set of strategic priorities with Bòrd na Gàidhlig .

The high-level aims are a small number of strategic level actions, closely linked to the National Gaelic Language Plan 2018-2023, and framed around the three National Gaelic Language Plan headings of:

- **Increasing the use of Gaelic**
- **Increasing the learning of Gaelic**
- **Promoting a positive image of Gaelic**

East Renfrewshire's high-level aims are:

Increasing the use of Gaelic				
Strengthen partnerships with East Renfrewshire Culture and Leisure, local businesses and other key stakeholders to increase both the use and awareness of the Gaelic language in the Council area.				
Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
Residents are aware of and supported to use the Gaelic language in a range of settings throughout the authority.	We have an established a Gaelic Language Working Group, with officer representation from across Council departments and the Trust, to work in partnership to develop this edition and the implementation of the Gaelic Language Plan.	Increase the use and awareness of existing Gaelic resources in libraries.	Yearly throughout this edition	East Renfrewshire Culture and Leisure
		Further develop collaboration between East Renfrewshire Culture and Leisure and GME provision to offer community	Yearly throughout this edition	Environment

		<p>opportunities such as Gaelic Bookbug, after school clubs (Active Schools), etc.</p> <p>Raise awareness among businesses and tourism/hospitality providers, of the economic benefits of using Gaelic, recognising that Gaelic and its associated culture has something unique and engaging to offer visitors.</p> <p>Continue to meet as a Gaelic Language steering group and expand membership to ensure commitments of this edition are being delivered and there is a strategic approach to increasing the use of the language in the authority.</p>	<p>Yearly throughout this edition</p> <p>Every 6 months throughout this edition</p>	<p>All Services</p>
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Increasing the learning of Gaelic				
Undertake the duty under the Education (Scotland) Act 2016 to promote & support Gaelic Education, with progress monitored through existing quality improvement and self-evaluation processes.				
Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
<p>Gaelic Medium Primary Education is established at Thornliebank Primary School in August 2023.</p> <p>Children benefit from high-quality learning experiences throughout the curriculum.</p> <p>Teachers are well supported through opportunities to network with other GMPE establishments.</p>	<p>Pupils are transported to GMPS provision in neighbouring local authorities.</p>	<p>Recruit Gaelic Medium Principal Teacher 1FTE</p> <p>Recruit Gaelic Medium Teacher 0.5FTE</p> <p>Continue to recruit additional staff to ensure appropriate levels of staffing for the increasing roll in GMPS provision.</p> <p>Recruit Gaelic speaking PSA</p> <p>Recruit development officer to provide support for GMPE pedagogy and practice</p>	<p>April 2023</p> <p>August 2023</p> <p>Yearly throughout this edition</p> <p>August 2023</p> <p>August 2023/June 2024</p>	<p>Education</p>

Support and facilitate annual growth in Gaelic Medium Education (GME) at primary level towards a target of 25 children by August 2025				
Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
Pupil numbers increase sufficiently over time .	Two primary 1 pupils accessing GME. Older pupils accessing GME in neighbouring local authorities.	Effectively promote the choice of Gaelic Medium Primary Education to parents of children in ERC early learning and childcare establishments, including through partnership working with key agencies.	Yearly throughout this edition. Target 25 pupils by August 2025.	Education

Plan towards GME provision at secondary level in 2030.				
Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
Pupil numbers increase sufficiently over time for high quality GM secondary education to be considered.	No GM secondary provision.	Effectively promote the choice of Gaelic Medium Secondary Education in GMPE, including through	Yearly throughout this edition.	Education

		<p>partnership working with key agencies.</p> <p>Liaise with other local authorities and national organisations to learn from strong practice elsewhere in designing upper primary and secondary GME.</p> <p>Work in partnership with national organisations to ensure availability of GME teaching staff with the appropriate skills and qualifications to support progression of GM learners through the stages.</p>	<p>Target 30 pupils by August 2028.</p>	
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ERC High-level aim: Raise awareness of Gaelic and increase opportunities for Gaelic learner education.				
Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
<p>Parents and children are aware of Gaelic learning opportunities they can access.</p> <p>Children at Thornliebank Primary School have planned opportunities to learn Gaelic as part of the wider curriculum.</p>	<p>No Gaelic learner education for children/young people.</p>	<p>Develop a strategic approach to sharing information with parents and children about Gaelic learning opportunities across the council area and in neighbouring authorities.</p>	Yearly throughout this edition	Education
		<p>Continue to plan Gaelic learning curricular opportunities from P1 and expand in line with GMPE year group progression.</p>	Yearly throughout this edition	Education
		<p>Plan whole-school opportunities to raise the profile of Gaelic through shared exploration and celebration of languages, cultures and diversity.</p>	Yearly throughout this edition	Education
		<p>Create opportunities for parents of children in GME to network and to increase their own Gaelic language skills.</p>	Yearly throughout this edition	

Raise awareness of Gaelic and ensure adult Gaelic learners have access to appropriate Gaelic learning opportunities.				
Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
Adult Gaelic learners are able to access appropriate learning opportunities.	Adult learners access Glasgow Life Gaelic classes.	Develop a sustainable plan to ensure continued access for ERC residents to affordable Gaelic learning opportunities in partnership with third sector organisations and neighbouring local authorities.	Yearly throughout this edition	Education

Promoting a positive image of Gaelic				
Promoting a positive image for Gaelic through delivery of the corporate service and educational commitments in this Gaelic language plan				
Desired Outcome	Current Practice	Actions Required	Target Date	Responsibility
Gaelic language is viewed positively in East Renfrewshire by residents and staff and its importance is valued by key stakeholders	Where resources have allowed, we have looked to promote a positive image of Gaelic through delivering actions set out in our previous Gaelic Language Plan edition 2018-2023.	Promote and enhance the Gaelic commitments agreed in this current edition to all staff and monitor its application annually.	Yearly throughout this edition	All services

5. Links to the National Performance Framework

East Renfrewshire Council's Gaelic Language Plan will help advance the following outcomes of the National Performance Framework:

- children and young people - we grow up loved, safe and respected so that we realise our full potential.
- communities - we live in communities that are inclusive, empowered, resilient and safe.
- culture - we are creative and our vibrant and diverse cultures are expressed and enjoyed widely.
- economy - we have a globally competitive, entrepreneurial, inclusive and sustainable economy.

- education - we are well educated, skilled and able to contribute to society.
- human rights - we respect, protect and fulfil human rights and live free from discrimination.

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

Details of the Council's own key local planning and performance frameworks can also be found here:

- [Outcome Delivery Plan](#)
- [Equality, Diversity & Human Rights](#)
- [Education Local Improvement Plan](#)

6. Publication

This Gaelic language plan will formally remain in force for a period of 5 years from the date it is approved by Bòrd na Gàidhlig. This section of the plan sets out how East Renfrewshire Council will publish this Gaelic Language Plan and how we will let both internal and external stakeholders know about it.

Internal

East Renfrewshire's Gaelic Language Plan will be published in Gaelic and in English and we will let staff and other internal stakeholders at all levels know about the plan, any responsibility they have in terms of delivery and the opportunities that exist for them to use Gaelic and/or develop their skills.

This will be done by:

- publishing information on our staff intranet
- including Gaelic in the eLearning induction module

External

The Gaelic Language Plan will be published in Gaelic and English on our website. In addition, we will:

- Publicise the plan through a variety of social media platforms
- Make hard copies available on request
- Share the plan with key stakeholders in the public, private and third sectors.
- We will alert other organisations, including third parties and arms-length organisations, by social media and via the Council's website and we will encourage them to operate in the spirit of the activities outlined in this plan.

7. Resourcing the plan

Most of the costs involved in implementing this plan will be mainstreamed within existing budgets and/or as part of ongoing renewal processes. If consideration needs to be given in future to identifying resources to meet any demands arising from implementation of the plan, this will be the subject of future reports and will be agreed by the Council in line with normal budget processes. We will also continue to seek external funding opportunities for Gaelic in East Renfrewshire.

8. Monitoring the plan

The ongoing monitoring of approved Gaelic Language Plans is a requirement of the Gaelic Language (Scotland) Act and Bòrd na Gàidhlig ask all public authorities to produce a monitoring report annually, from 12 months after the date of the plan's approval and each year thereafter.

East Renfrewshire Council will compile an annual progress report that will be provided to Bòrd na Gàidhlig and made available to the public

9. The Gaelic Language Plan in the Public Authority

Overall responsibility for the plan

The Director of Business Operations and Partnerships and Director of Education have the overall joint responsibility for East Renfrewshire's Gaelic Language Plan and can be contacted as follows:

NAME: Louise Pringle / Mark Ratter

POSITION: Directors

DEPARTMENTS: Business Operations and Partnerships / Education

NAME OF ORGANISATION: East Renfrewshire Council

ADDRESS: Eastwood Park, Rouken Glen Rd, Giffnock, G46 6UG

TELEPHONE NUMBER: 0141 577 3136 or 0141 577 3103

E-MAIL ADDRESSES: louise.pringle@eastrenfrewshire.gov.uk mark.ratter@eastrenfrewshire.gov.uk

Day-to-day responsibility for the plan

Strategic Services has day-to-day responsibility for the delivery and monitoring of East Renfrewshire's Gaelic Language Plan. Queries regarding the day-to-day operation of the plan should be addressed to:

NAME: Megan McIntyre

POSITION: Strategic Services Officer

DEPARTMENT: Business Operations and Partnerships

NAME OF ORGANISATION: East Renfrewshire Council

ADDRESS: Council HQ, Eastwood Park, Rouken Glen Road, Giffnock, G46 6UG

E-MAIL ADDRESS: megan.mcintyre@eastrenfrewshire.gov.uk

Gaelic Language Implementation and Monitoring Group

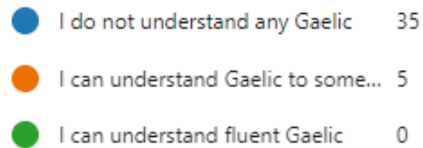
To ensure that the Gaelic Language Plan is embedded across the corporate structure of the authority, Bòrd na Gàidhlig recommends the establishment of a Gaelic Language Plan implementation and monitoring group, consisting of staff from across the authority with responsibility for developing, implementing and monitoring different aspects of the plan.

East Renfrewshire Council has established a Gaelic Language Plan Working Group, with the primary responsibility of developing the commitments within this plan. Membership is cross-departmental and includes representation from Strategic Insights and Communities, Human Resources, Communications, Education, Customer Services and East Renfrewshire Culture and Leisure.

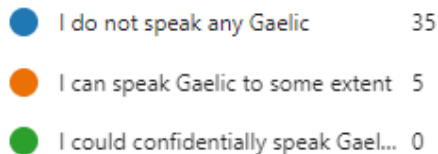
Appendix 1- Internal Gaelic Capacity Audit

As part of the development of this Plan, East Renfrewshire Council carried out an audit of existing internal Gaelic capacity via an online survey which was promoted to all employees via our Intranet and HR Teams channel. The survey had 40 responses and detail of the responses is provided below:

- 1. Understanding Gaelic- please tick the statement which you believe best applies to your level of understanding of Gaelic** (*I do not understand any Gaelic, I can understand Gaelic to some extent, I can understand fluent Gaelic*)



- 2. Gaelic speaking ability- please tick the statement which you believe best applies to your level of Gaelic speaking ability** (*I do not speak any Gaelic, I can speak Gaelic to some extent, I could confidentially speak Gaelic*)



3. **Gaelic reading ability- please tick the statement which you believe best applies to your ability to read Gaelic** (*I cannot read any Gaelic, I can understand a few words, signs or phrases, I can understand and comfortably read large amounts of Gaelic text*)



4. **Gaelic writing ability- please tick the statement which you believe best applies to your ability to write in Gaelic** (*I cannot write anything in Gaelic, I can write some simple phrases or sentences in Gaelic, I can write fluently in Gaelic*)



10% of respondents have participated in some Gaelic learning/training, ranging from Duolingo to learning Gaelic as part of the school curriculum. There are currently 2 jobs in East Renfrewshire Council that require Gaelic as an essential skill, one 0.5FTE Class Teacher and 1FTE Principle Teacher post for the new GME school.

Appendix 2- Public Consultation

East Renfrewshire Council published the first draft of the East Renfrewshire Gaelic Language Plan in English on the platform Commonplace, which is an interactive participatory tool between May 16th and June 27th 2023.

The online consultation was open for six weeks and was promoted through the Council's social media channels. In total, there were 157 responses to the survey, with a further 324 'agreements' from respondents to other peoples' opinions on the Commonplace platform. The questions asked in the survey and analysis of the feedback is in accordance with the guidance provided by Bòrd na Gàidhlig, which is that the public consultation report should only focus on comments received in relation to the draft Plan and not include wider comments in relation to Gaelic itself.

Summary of public consultation feedback

Respondents were first asked to confirm that they had read through the draft plan in which 85% responded 'Yes'. Question 2 looked to understand respondents' language skillset and approximately 6% could understand/speak/read Gaelic and only 3% could write in the language.

The next section asked **"To what extent do you agree or disagree with the following statements about the plan"** and the results are as follows:

Q3. The Gaelic Language Plan is easy to read

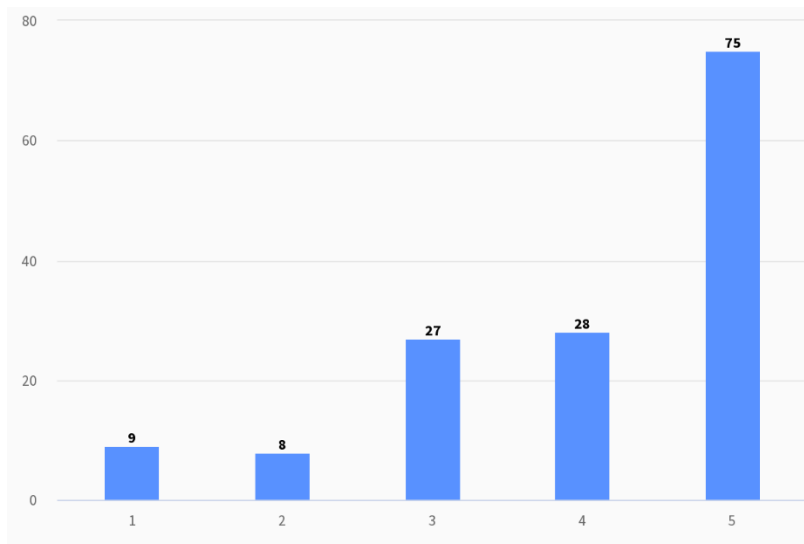
Happy	16%
Satisfied	37%
Neutral	31%
Dissatisfied	7%
Unhappy	9%

Q4. The Gaelic Language Plan is easy to follow

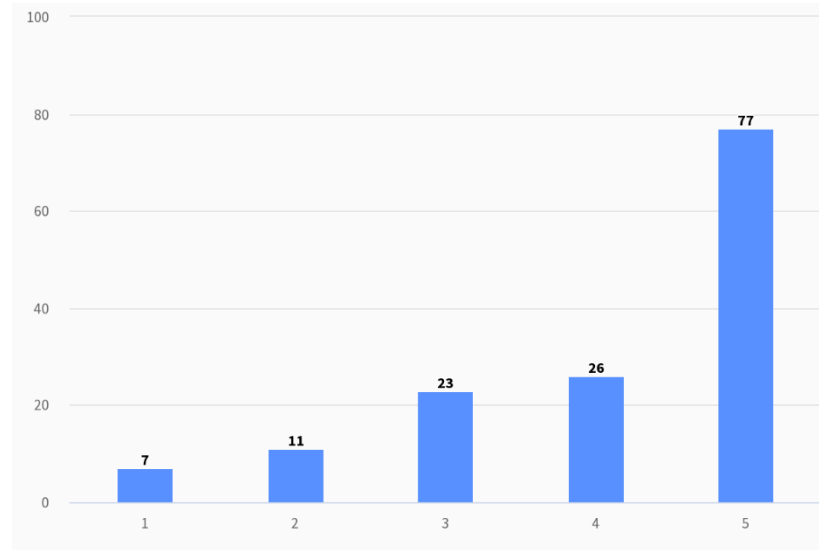
Happy	15%
Satisfied	35%
Neutral	34%
Dissatisfied	7%
Unhappy	9%

Section 3 asked respondents **the extent to which they agreed with the following statements on a scale from 1 (*strongly agree*) to 5 (*strongly disagree*)**

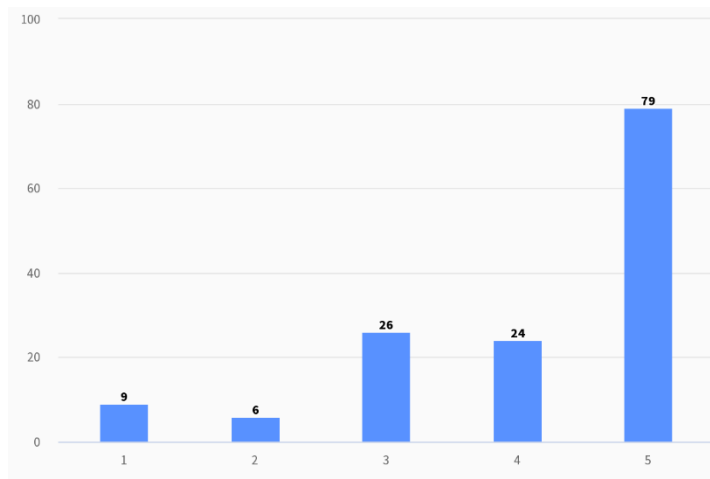
Q5. The plan will promote increasing the use of Gaelic in East Renfrewshire



Q6. This plan will promote increasing the learning of Gaelic in East Renfrewshire



Q7. The plan will increase the awareness of and promote a positive image of Gaelic in East Renfrewshire



The next set of questions were open text questions that asked respondents:

Q8. Are there specific parts of this plan that you found useful?

Q9. Do you feel like there is anything missing from this draft Gaelic Language Plan 2023-2028

Q10. Do you have any other suggestions as to how our new Gaelic Language Plan could be improved in general?

A significant majority of comments left under these questions raised concerns about the need for Gaelic development in East Renfrewshire during a time where the local authority is operating with significant budget constraints. Through analysis of comments, it appears that respondents are not necessarily dissatisfied by the content or structure of the plan, but instead oppose ERC creating and implementing a plan that advances Gaelic in the area in general. This apprehension toward developing Gaelic in East Renfrewshire is further reflected in the negative sentiments returned in Q5, 6 and 7.

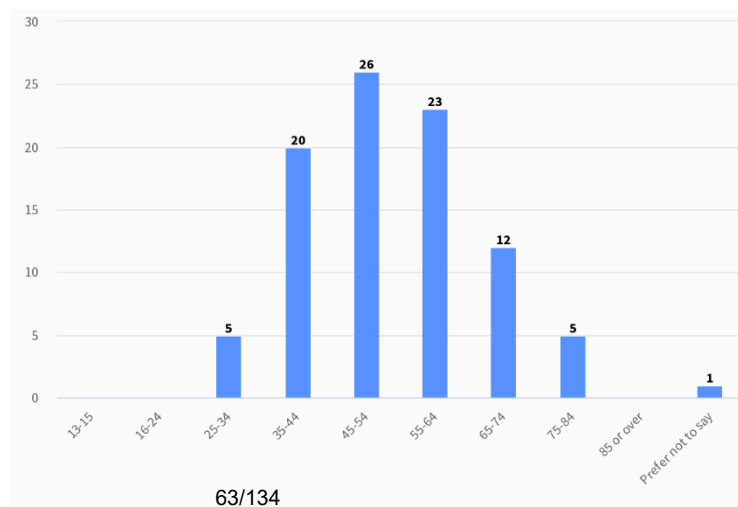
However, as per the advice issued by Bòrd na Gàidhlig around focussing on feedback on plans specifically as opposed to Gaelic overall, through analysis of responses, it was highlighted that the following points needed to be addressed in order to mitigate residents' concerns:

- More detail is needed around opportunities available for adults to learn Gaelic
- Need for a better understanding of why the plan is important and the history of Gaelic in East Renfrewshire
- More information about how the plan will be resourced and implemented

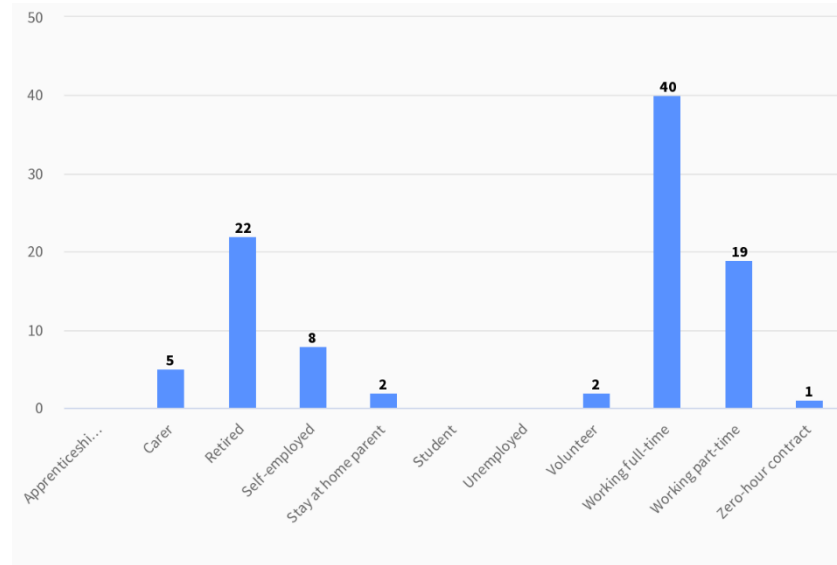
Demographic Information

Respondents were asked for information about themselves to help the Council improve its services in relation to Gaelic, however there was no obligation to complete this part of the survey.

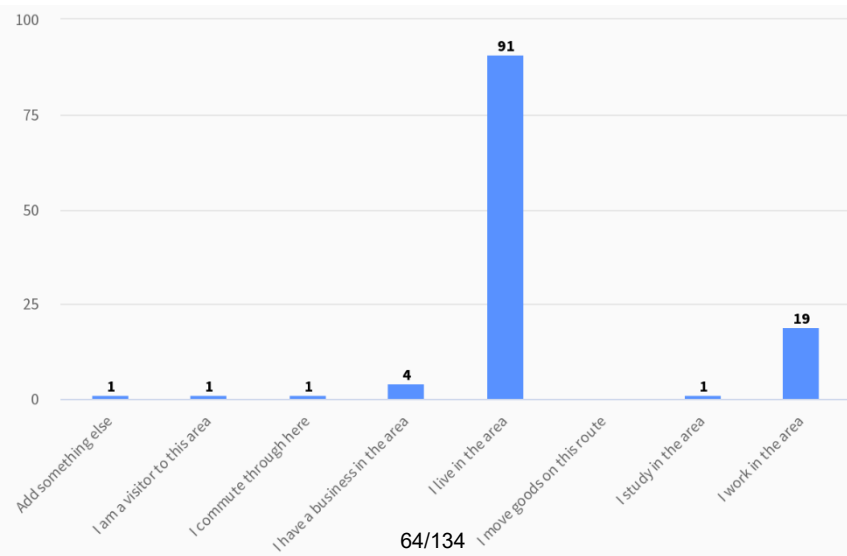
What is your age group?



What is your employment status?



What is your connection to the area?



Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	10 Sultain 2024
Tìotal:	Fios as ùr air Foghlam
Gnìomh a dhìth:	Airson deasbad
Àireamh pàipear:	4.1
Neach-labhairt:	Jennifer McHarrie, Stiùiriche Foghlam
Pàipearan-taic:	Chan eil

1. Adhbhar

Tha an aithisg a' toirt ùrachadh do bhuill a' Bhùird-stiùiridh air prìomh ghnìomhan co-cheangailte ri foghlam a chaidh a dhèanamh bho chionn ghoirid.

2. Cùl-fhiosrachadh/Prìomh aithris

Freagairtean Co-chomhairle bhon A' Chèitean 2024 air adhart:

2.1 Obair air 3 co-chomhairlean co-cheangailte ri ath-leasachadh foghlaim:

Education (Scotland) Bill, Outdoor Education Bill, Post School Education and Skills reform legislation.

Tha Stiùiriche an Fhoghlaim air sgrìobhadh gu Ùghdarrasan Ionadail agus buidhnean a tha an sàs ann am foghlam gus an cur nan cuimhne iomradh a thoirt air a' Ghàidhlig anns na freagairtean aca agus a' moladh gum bu chòir aithne bhunaiteach a bhith anns a h-uile gnìomh a thaobh Ath-leasachadh Foghlaim gu bheil foghlam ann an Alba air a lìbhrigeadh tro mheadhan na Beurla no tro mheadhan na Gàidhlig.

Tha sinn air fios air ais fhaighinn bho chuid de dh' ùghdarrasan ionadail a chuir fàilte air ar conaltradh leotha.

Trusadh is taic do thidsearan

2.2 Obair le GTCS

Thug sinn seachad molaidhean tro còmhradhean neo-fhoirmeil agus tron phròiseas co-chomhairleachaidh foirmeil airson [Entry-Req-for-Initial-Teacher-Ed-BNG-Response](#)

Tha sinn toilichte gu bheil na molaidhean a leanas bhuainn a chur an gnìomh anns an deasachadh ùr den [Meòrachan air Feumalachdan Inntigridh gu Prògraman Ciad Foghlaim Luchd-teagaisg ann an Alba](#)

Tha sinn a' cur fàilte air na leasachaidhean a leanas:

- gu bheil a' gabhail a-steach Matamataig agus Gnìomhachas Matamataig ann am Pàipear-taice B: Teisteanasan ris an gabhar mar Cho-ionann ris na Riatanasan Beurla is Matamataig. Tha seo a' togail iomhaigh theisteanasan tro mheadhan na Gàidhlig agus a' sealltainn na cudromachd is an luach anns an SCQF
- Tha an teacsa ath-sgrùdaichte ann an Fiosrachadh Coitcheann mu Theisteanasan tha a-nis a' toirt iomraidhean air teagasg tro mheadhan na Gàidhlig. Tha am faicsinneachd seo bhon fhìor thoiseach na ceum adhartach agus tha i a' togail iomhaigh nan roghainnean ITE tro mheadhan na Gàidhlig.
- Tha an ath-sgrùdadh air Pàipear-taice A: Solaraidhean ITE agus na Prògraman air an Tairgse a tha a-nis a' gabhail a-steach fiosrachadh mu shlighean gu roghainnean teagaisg Gàidhlig a tha diofar Institiùdan a' tabhainn

2.3 Obair for-ruigheachd

- Latha Gàidhlig aig Acadamaidh Greenfaulds (Comar nan Allt). Cothrom do sgoilearan a sgìrean eadar dhealaichte tighinn còmhla agus cluinntinn bho dhaoine a chleachdas Gàidhlig nan dreuchdan
- Fèill dhreuchdan ann an Loch Abar

Tràth-bhliadhnaichean

2.4 Aithisg bho Wilson MacLeòid air solar 0-3 air fhoillseachadh san luchar. Anns an aithisg tha sealladh farsaing air an roinn 0-3 air feadh na dùthcha agus sreath de mholaidhean airson BnG, Riaghaltas na h-Alba agus buidhnean eile. Mar thoradh air na molaidhean agus iomraidhean san aithisg seo, chaidh prìomhachasan aontachadh agus chaidh cuid a chur an gnìomh gu sgiobalta. Nam measg:

- Atharrachadh air ceann-là sgeama Thabhartasan Tràth-bhliadhnaichean gu deireadh an Ògmhios le seo a-nise a' ruith le teirm na sgoile
- Siostaman a chur an cèill gus beagan taic a bharrachd a thoirt do bhuidhnean saor-thoileach le bhith a' cur a-steach iarrtasan.
- Seisean fiosrachaidh mu aithisg le sgioba Tràth-ionnsachaidh is Cùram Cloinne aig Riaghaltas na h-Alba.

Obair com-pàirteachais

2.5 Conaltradh agus brosnachadh na Gàidhlig aig na buidhnean a leanas:

- SCILT (mar phàirt den Bhuidheann Comhairleachaidh) Taisbeanadh don bhuidheann 04/06/24 mu Foghlam na Gàidhlig ann an Alba 2024.
- A bharrachd air seo thug sinn seachad fios air ais mun dreach Prògram Ionnsachadh Proifeiseanta 2024. Ged a tha measgachadh de chuspairean Tràth-bhliadhnaichean, Bun-sgoile agus Àrd-sgoile, b' e ar moladh gum biodh e freagarrach dhaibhsan a tha a' teagasg ann am Foghlam tro Mheadhan na Gàidhlig chan e dìreach Foghlam tro Mheadhan na Beurla. Dh' fhaodadh seo a bhith ann an dà dhòigh

- tro sheiseanan sònraichte co-cheangailte ri FMG
- cuid de na seiseanan prògram gnàthaichte a bhith air an lìbhrigeadh tro mheadhan na Gàidhlig, no aig a' char as lugha neach-cuideachaidh Gàidhlig a bhith aca gus am faigh luchd-cleachdaidh le Gàidhlig cothrom air cothroman CLPL anns an aon chànan sa bheil iad a' teagasg.
- Connect (buidheann nàiseanta do phàrantan) Coinneamh leis a' Cheannard gus bruidhinn mu chothroman a bhith ag obair ann an com-pàirteachas agus dòighean gus dèanamh cinnteach gu bheil guth FMG air a chluinntinn ann an Seanadh ùr Phàrantan is Luchd-cùraim na h-Alba

Ùghdarrasan Ionadail

2.6 Tha obair a' leantainn mu dhòighean air FLI agus FMG adhartachadh agus còmhraidhean agus oidhirpean gus buidhnean tràth-bhliadhnaichean a thòiseachadh san sgìrean a leanas, Comhairle na h-Eaglais Brice, Comhairle Siorrachd Àir a Deas, Comhairle Siorrachd Àir a Tuath, Comhairle Shiorrachd Rinn Friù, Comhairle nan Crìochan agus Comhairle Aonghais

3. Moladh

3.1. Gun toir a' Chomataidh am pàipear seo fa-near.

4. Prìomh Bhuidhean Ro-innleachdadh

- 4.1. Buaidhean air Ionmhas: Tha na cosgaisean uile taobh a-staigh a' bhuidseit.
- 4.2. Buaidhean air Luchd-obrach: Cha bhi buaidh ann
- 4.3. Buaidhean air Trèanadh: Cha bhi buaidh ann
- 4.4. Ceangalaichean ri Amasan Ro-innleachadh 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.
- 4.5. Buaidhean air Cliù: Cha bhi buaidh ann
- 4.6. Buaidhean air Slàinte is Sàbhailteachd: Cha bhi buaidh ann
- 4.7. Buaidhean Laghail: Cha bhi buaidh ann
- 4.8. Buaidhean air Co-ionannachd: Cha bhi buaidh ann
- 4.9. Buaidhean air an Àrainneachd: Cha bhi buaidh ann

5. Ceangalaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	<input type="checkbox"/>	Clann is Òigridh	<input checked="" 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 checked="" type="checkbox"/>	Eaconomaidh	<input type="checkbox"/>
Gnothachasan soirbheachail is ùr-ghnathach	<input type="checkbox"/>		

Pàipear 4.1

6. Cùrsa Riaghlachais

6.1. Thug an Sgioba Stiùiridh fa-near don phàipear seo air xxxx

7. Dearbhadh air Cuairteachadh Sgrìobhainn

7.1. 'S e pàipear fosgailte a tha seo.

Giorrachaidhean

FLI = Foghlam Luchd-ionnsachaidh na Gàidhlig

FTG = Foghlam tro mheadhan na Gàidhlig

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	10 Sultain 2024
Tìotal:	Poileasaidhean HR
Gnìomh a dhìth:	Ri aontachadh
Àireamh pàipear:	5.1
Neach-labhairt:	Karen Nic a' Ghobhainn, Manaidsear Gnìomhan
Pàipearan-taic:	PT1 Poileasaidh Chùisean Gearain PT2 Poileasaidh Trusaidh

1. Adhbhar

1.1. Airson aonta fhaighinn air na poileasaidhean seo.

2. Cùl-fhiosrachadh

2.1. Chaidh am Poileasaidh Chùisean Gearain seo gu neach-taic HR againn airson sgrùdadh agus tha atharraichean bheaga ri aontachadh a thaobh briathrachas ach chan eil càil sònraichte ri thogail an seo.

2.2. Chaidh am Poileasaidh Trusaidh againn thugaibh na bu thràithe sa bhliadhna agus chaidh faighneachd mun ùine dearbhaidh againn. Chaidh post-d a-mach ag innse gun deach aontachadh air 9 mìosan gus cumail ri na modhan-obrach aig an Riaghaltas. Cha tàinig eas-aonta air ais bho buill agus mar sin, tha sinn a' lorg aonta foirmeil air a phoileasaidh seo a-rithist.

3. Prìomh Aithris

3.1. Tha am fiosrachadh gu lèir ri fhaighinn anns na poileasaidhean:

PT1 Poileasaidh Chùisean Gearain

PT2 Poileasaidh Trusaidh

4. Moladh

4.1. Gun tèid na poileasaidhean seo aontachadh.

5. Prìomh Bhuidhean Ro-innleachdach

- 1.1. Buaidhean air Ionmhas: Cha bhi gin ann.
- 1.2. Buaidhean air Luchd-obrach: Cha bhi buaidh air luchd-obrach ach bi e feumail an fhiosrachadh a sgaoileadh do luchd-obrach.
- 1.3. Buaidhean air Trèanadh: Cha bhi gin ann.
- 1.4. Ceanglaichean ri Amasan Ro-innleachadh agus Corporra: Tha ùrachadh a' phoileasaidh a' cur ris an t-amas chorporra gun cùm Bòrd na Gàidhlig air a' leasachadh nan dòighean-obrach aige.
- 1.5. Buaidhean air Cliù: Cha bhi gin ann.
- 1.6. Buaidhean air Slàinte is Sàbhailteachd: Cha bhi gin ann.
- 1.7. Buaidhean Laghail: Cha bhi gin ann.
- 1.8. Buaidhean air Co-ionannachd: Cha bhi gin ann.
- 1.9. Buaidhean air an Àrainneachd: Cha bhi gin ann.

2. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	<input checked="" type="checkbox"/>	Clann is Òigridh	<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 checked="" type="checkbox"/>
Gnothachasan soirbheachail is ùr-ghnàthach	<input type="checkbox"/>		

3. Cùrsa Riaghlachais

- 3.1. Dh'aontaich an Sgioba-stiùiridh ri susbaint a' phàipeir seo air 29 Lùnastal 2024.

4. Dearbhadh air Cuairteachadh Sgrìobhainn

- 4.1. Tha am pàipear seo fosgailte don phoball.



Poileasaidh Chùisean-gearain Grievance Policy

Air aontachadh le/Approved by: Comataidh Poileasaidh is Ghoireasan

Air aontachadh le/Approved by: 30/08/2022

Lèirmheas a dhìth/Review due on: 30/08/2023

Eadar-theangachadh dearbhte/translation checked: xxxx

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Poileasaidh Chùisean-gearain

Grievance Policy

1 Adhbhar

Tha Bòrd na Gàidhlig an geall air dèanamh cinnteach gum bi a' mhòr-chuid de dhuilgheadasan a thachras aig obair air am fuasgladh gu neo-fhoirmeil eadar an neach-obrach agus am manaidsear-loidhne aca. Ach thathar ag aithneachadh agus ag aideachadh gum faod luchd-obrach faireachdainn gu bheil e riatanach fuasgladh foirmeil fhaighinn do ghearanan a dh'fhaodadh èirigh rè am fastaidh.

Faodaidh stiùireadh a shireadh aig àm sam bith bhon t-solaraidhe Ghoireasan Daonna againn air mìneachadh agus obrachadh a' poileasaidh seo.

Purpose

Bòrd na Gàidhlig is committed to ensure that most problems encountered at work are resolved informally between an employee and their manager. However, it is recognised and acknowledged that employees may feel it is necessary to seek a formal solution to complaints which may arise regarding their employment.

Guidance can be sought at all times from our HR provider on the interpretation and operation of this policy.

2 Farsaingeachd

Tha am poileasaidh seo a' buntainn ris an luchd-obrach uile aig Bòrd na Gàidhlig. Chan eil am poileasaidh seo mar phàirt de chòraichean cùmhnaint an neach-obrach. Tha Bòrd na Gàidhlig a' glèidheadh na còrach ri mion-fhiosrachadh nam poileasaidhean atharrachadh mar a tha riatanach mar thoradh air reachdas no feumalachdan na buidhne, ann an co-chomhairleachaidh le taobh an Aonaidh Chiùird (TU) mar a tha iomchaidh.

Sa chiad dol-a-mach, far an gabh a dhèanamh, bu chòir bruidhinn air cùisean-gearain le manaidsear-loidhne an neach-obrach ann an oidhirp gus fuasgladh fhaighinn air a' ghnòthach gu neo-fhoirmeil. Ma tha neach-obrach a' faireachdainn nach urrainn dhaibh bruidhinn ris a' mhanaidsear-loidhne aca, bu chòir dhaibh coladar a dhèanamh ri manaidsear eile a tha aig an aon ìre gus co-bheachdachadh air dòighean airson dèiligeadh ris a' ghnòthach.

Scope

This policy applies to all employees of Bòrd na Gàidhlig. This policy does not form part of the employee's contractual rights. The organisation reserves the right to vary the detail of the policies as may be required by legislation or organisational requirements, in consultation with trade union (TU) as appropriate.

In the first instance where possible, grievances should be discussed with an employee's line manager in an attempt to resolve the matter informally. If an employee feels unable to approach their line manager directly, they liaise with another manager of the same level who will discuss ways of dealing with the matter.

3 Aithris Poileasaidh

'S e cùis-ghearain adhbhar gearain a thaobh rudeigin a tha an neach-obrach a' creidsinn a bhith ceàrr no mì-cothromach san àite-obrach. Faodaidh cùisean-gearain èirigh bho chaochladh de dh'adhbharan, mar eisimpleir, riarachadh na h-obrach, an àrainneachd obrachail no cumhaichean na h-obrach, na cothroman a thugadh dhut airson leasachadh dreuchd no an dòigh san deach do stiùireadh leis a' mhanaidsear agad.

Policy Statement

A grievance is a cause for complaint over something an employee believes to be wrong or unfair in the workplace. Grievances can result from a variety of reasons, for example, the allocation of work, your working environment or conditions, the opportunities that you have been given for career development or the way in which you have been managed.

Ach, cha bhithear a' dèiligeadh ri cùisean a tha fo bhuidh barganachadh coitcheann no co-chomhairleachadh leis an aonadh chiùird fon mhodh-obrach chùisean-gearain.

However, issues that are the subject of collective negotiation or consultation with the trade union will not be considered under the grievance procedure.

Tha modh-obrach nan cùisean-gearain a' dèanamh cinnteach gu bheil cùisean-iomagain, duilgheadasan no gearanan an neach-obrach air cùis shònraichte gan togail agus gu bheilear a' dèiligeadh riutha. 'S e cùis-ghearain duilgheadas no gearan a tha a' toirt buaidh air neach-obrach agus am fastadh le Bòrd na Gàidhlig.

The grievance procedure ensures an employee's concerns, problems or complaints on a particular issue are raised and addressed. A grievance is a problem or complaint that affects an employee and their employment with Bòrd na Gàidhlig.

4 Modh-obrach

Procedure

Mura bheil e comasach gun rèitichear cùis-ghearain gu neo-fhoirmeil, bu chòir do luchd-obrach a' chùis a thogail gu foirmeil ann an sgrìobhadh agus bu chòir dhaibh mìneachadh a thoirt seachad air nàdar na cùise-gearain a bharrachd air dè b' fheàrr leotha tachairt mar bhuil.

If it is not possible to resolve a grievance informally, employees should raise the matter formally in writing and should explain the nature of the grievance as well as provide a sense of their preferred outcome.

Nuair a tha cùis ga cur chun a' mhodh-obrach foirmeil, bidh an dà phàrtaidh a' gabhail ris gum bu chòir adhartas a bhith cho luath 's a ghabhas, le co-ghealltanais gun dèanar a h-uile oidhirp gus dèanamh cinnteach gu bheilear a' coileanadh nan raointean-ama ris a bheilear an dùil.

When a matter is referred to the formal procedure, both parties accept that progress should be as quick as possible with a joint commitment that every effort will be made to ensure that expected timescales are met.

Ma tha neach-obrach a' togail cùis-ghearain rè a' phròiseas smachdachaidh no rè a' phròiseas leasachadh coileanaidh, faodar dàil a chur air an dàrna pròiseas fhad 's a thathar a' dèiligeadh ris a' chùis-ghearain.

If an employee raises a grievance during the disciplinary or performance improvement process, either process may be temporarily suspended while the grievance is dealt with.

Ach, ma tha a' chùis-ghearain dlùth-cheangailte ris an dàrna pròiseas, bidh e iomchaidh a bhith a' dèiligeadh ris an dà phròiseas aig an aon àm. Ma tha na cùisean-iomagain a thathar a' togail ann an cùis-ghearain a' buntainn ri làimhseachadh a' phròiseis smachdachaidh no a' phròiseas leasachadh coileanaidh, is àbhaist gum bi e suas ris an neach-obrach na cùisean-iomagain aca a thogail mar phàirt den phròiseas smachdachaidh, agus tha Bòrd na Gàidhlig a' glèidheadh na còrach a bhith a' dèiligeadh ris na cùisean-iomagain seo, no gun a bhith a' dèiligeadh riutha, mar phàirt de phròiseas chùisean-gearain air leth.

However, if the grievance is closely connected to either process, it will be appropriate to deal with both processes at the same time. If the concerns raised in a grievance relate to the handling of the disciplinary or performance improvement process then it will normally be for the employee to raise their concerns as part of the disciplinary or performance process and Bòrd na Gàidhlig reserves the right either to consider or not consider these concerns, as part of a separate grievance process.

Ma tha a' chùis-ghearain a' buntainn ri leth-bhreith, fulangachadh, sàrachadh no burraidheachd, bu chòir don neach-obrach iomradh a thoirt air a' phoileasaidh urram san àite-obrach.

If the grievance relates to discrimination, victimisation, harassment or bullying, the employee should refer to the dignity at work policy.

Ma tha neach-obrach ag iarraidh cùisean-iomagain sam bith a thogail mu dhroch-ghnìomh air a bheil iad an amharas taobh a-staigh Bòrd na Gàidhlig, bu chòir dhaibh iomradh a dhèanamh air a' phoileasaidh innseireachd.

If an employee wishes to raise any concerns about suspected wrongdoing within Bòrd na Gàidhlig, they should refer to the whistleblowing policy.

5 Ag obair leis a' Phoileasaidh seo

Thèid dèiligeadh ris a h-uile cùis a thèid a thogail fon phoileasaidh seo ann an dòigh a tha cothromach, dìomhair, agus ann an ùine riarachta. Thèid cùisean, far an gabh sin dèanamh, fhuasgladh gu neo-fhoirmeil le luchd-stiùiridh. Far nach eil seo comasach thèid am modh-obrach a tha air a mhìneachadh ann an Earrann 8 a chur an sàs. Far an tèid grunn ghearanan a thogail co-cheangailte ri cùisean co-chosmhail no co-ionann canar gearan coitcheann ris an seo agus leanar am modh-obrach mar a tha air a mhìneachadh ann am Pàipear-taice 2.

Working with this Policy

All issues raised under this policy will be addressed in a fair, timely and confidential manner. Issues, where possible, will be resolved informally by line management. Where this is not possible the procedure outlined in Section 8 will be applied. Where multiple grievances are raised relating to similar or identical issues this is known as a collective grievance and the procedure as set out in Appendix 2 will be followed.

Bidh Bòrd na Gàidhlig a' dèanamh cinnteach:

Bòrd na Gàidhlig will ensure that:

- Gu bheil a h-uile cothrom aig luchd-obrach gus cùisean a thogail a tha a' buntainn ris an fhadhadh aca, leis a h-uile cùis-ghearan air a cluinntinn ann an aithghearrachd agus air an rèiteachadh gu cothromach;
 - Gu bheil an taic is comhairle iomchaidh gan toirt seachad gus rèiteachadh chùisean-gearain gu neo-fhoirmeil a bhrosnachadh. Dh'fhaodadh seo a bhith a' gabhail a-steach eadar-mheadhanair air a thrèanadh;
 - Gum faigh luchd-obrach èisteachd chothromach a thaobh cùis-ghearan fhoirmeil sam bith a thogas iad;
 - Gum bithear a' dèiligeadh ri cùisean-gearain gu finealta, an earbsa cho fad 's a ghabhas, agus gum bi a h-uile pàrtaidh sa chùis a' glèidheadh dìomhaireachd air feadh a' phròiseis agus an dèidh làimhe;
 - Thèid beachdachadh air luchd-fianais a tha air an ainmeachadh tron èisteachd gearain no aig a bheil fianais a bhuineas don ghearan mar phàirt de rannsachadh lorg-fiosrachaidh gus firinn na cùise a stèidheachadh.
- Employees have every opportunity to raise issues arising out of their employment, with all grievances being heard promptly and resolved fairly;
 - The appropriate support and guidance is provided to encourage the resolution of grievance issues informally. This may include using a trained mediator;
 - Employees receive a fair hearing concerning any formal grievance they raise;
 - Grievance matters will be handled sensitively, as far as practical in confidence and all parties to the proceedings will maintain confidentiality throughout the process and beyond;
 - Witnesses who are named throughout the grievance hearing or who may have evidence which is relevant to the grievance will be considered as part of a fact-finding investigation to establish the facts of the matter.

Bidh a h-uile pàrtaidh a' dèanamh cinnteach:

All parties will ensure that:

- Gum bi iad ag obair ann an deagh rùn gus earbsa is muinighin a chumail air feadh cùrsa cùis-ghearain sam bith;
- They act in good faith to maintain trust and confidence throughout the course of any grievance;
- Gum bithear a’ dèiligeadh ri cùisean-gearain gu cèillidh agus gu miadhmhor;
- Grievance issues are dealt with discreetly and respectfully;
- Gum bi iad a’ co-obrachadh gu h-iomlan air feadh cùrsa rannsachaidh no pròiseas cùis-ghearain, mar eisimpleir, a’ toirt fiosrachadh air luchd-fianais mar phàirt de choinneimh rannsachaidh;
- They co-operate fully throughout the course of an investigation or grievance process, for example, providing witness information as part of an investigation meeting;
- Chan eil e ceadaichte don neach-obrach, no do dhuine sam bith a tha an sàs sa chùis às an leth, clàradh didseatach a dhèanamh de choinneamh sam bith air a cumail leis a’ bhuidheann mar phàirt den mhodh-obrach cùis-gearain. Dh’fhaodadh briseadh sam bith den t-solar seo fo Achd Dìon Dàta 2018 a bhith ag adhbharachadh pròiseas foirmeil airson smachdachaidh;
- The employee, or any person acting on their behalf, is not permitted to digitally record any meeting held by the organisation as part of the grievance procedure. Any breach of this provision may be a breach of data for those involved under the Data Protection Act 2018 lead to a formal disciplinary process;
- Ann an suidheachaidhean sònraichte cuibhrichte, dh’fhaodadh am buidheann cead a thoirt airson clàradh didseatach a dhèanamh den choinneimh. Mar eisimpleir, far a bheil an neach-obrach ciorramach, dh’fhaodadh e a bhith iomchaidh mar mhion-atharrachadh reusanta fo Achd Co-ionannachd 2010. Far a bheilear a’ beachdachadh air seo, bithear a’ sireadh cead ro-làimh bho gach neach a tha an sàs ann;
- In certain limited circumstances, the organisation may permit the meeting to be recorded digitally. For example, where the employee is disabled, it may be appropriate as a reasonable adjustment under the Equality Act 2010. Where this is considered, prior consent will be sought from all parties involved;
- Feumar iarrtasan airson clàradh didseatach a dhèanamh den choinneimh a chur chun a’ mhanaidsear-loidhne. Feumar aonta fhaighinn bhon h-uile pàrtaidh ro làimh mus dèanar clàradh den agallamh. Airson tuilleadh fiosrachaidh, feuch gun dèanar iomradh air a’ phoileasaidh dìon dàta.
- Requests to digitally record any meeting must be directed to the manager chairing the hearing. Consent must be received by all parties prior to any digital recording of the meeting. For further information please refer to the data protection policy.

6 Dreuchdan agus Dleasan a thaobh a’ Phoileasaidh seo

Tha uallach air luchd-obrach:

- Dèanamh soilleir gum bu chòir na beachdan a tha iad a’ cur an cèill a bhith air am meas mar chùis-ghearain. Aig an ìre neo-fhoirmeil, gabhaidh seo a dhèanamh le briathran beòil, ach sna h-ìrean foirmeil bu chòir gun dèanar ann an sgrìobhadh e.

Roles and Responsibilities in relation to this Policy

Employees have a responsibility to:

- Make it clear, that the views they are expressing should be regarded as a grievance. At the informal stage this can be done verbally, but in the formal stages it must be in writing.

- A' chùis-ghearain aca a mhìneachadh agus innse mar a tha iad a' smaontinn gum bu chòir a fuasgladh.
- Am poileasaidh a leughadh agus a thuigsinn, agus a ghèilleadh ris, nuair a tha iad a' togail cùis-ghearain.
- Co-obrachadh gu h-iomlan le cur an gnìomh nam modhan-obrach.
- Pàirt a ghabhail ann an rannsachaidhean, freagairt ri co-sgrìobhachas agus coinneamhan a fhrithealadh nuair a thathar ag iarraidh orra.
- Ma tha cuideigin gu bhith a' tighinn còmhla riutha, ullachaidhean a dhèanamh airson am pearsa a bhith an làthair aig an èisteachd agus na sgrìobhainnean buntainneach uile fhaighinn.
- Gun a bhith a' togail chùisean-gearain droch-rùnach.
- Explain their grievance and say how they think it should be resolved.
- Read, understand, and comply with the policy when raising a grievance.
- Co-operate fully with the implementation of procedures.
- Participate in investigations, respond to correspondence and attend meetings when requested.
- If being accompanied, make arrangements for their accompanying person to attend any hearing and be in receipt of all relevant documentation.
- Not raise malicious grievances.

Tha uallach air manaidsèaran-loidhne:

Line managers have a responsibility to:

- Dèiligeadh ann an aithghearrachd ris a h-uile cùis-ghearain a thathar a' togail, co-dhiù ma tha a' chùis-ghearain ga nochdadh ann an sgrìobhadh no nach eil. Ma tha teagamh sam bith aig a' mhanaidsear, bu chòir dhaibh faighneachd den neach-obrach gu calg-dhìreach agus fios a chur gu Goireasan Daonna.
- Conaltradh a dhèanamh ann an aithghearrachd ris an neach-obrach a tha a' dèanamh na cùis-gearain gus an suidheachadh a mheas agus, far an gabh a dhèanamh, an gnothach a rèiteachadh gu neo-fhoirmeil.
- Clàran pongail a chumail den chùis-ghearain aig a h-uile ìre agus dèanamh cinnteach gu bheil lethbhreacan de na sgrìobhainnean air an sàbhaladh dha faidhle fastaidh an neach-obrach.
- Coluadar a dhèanamh le Goireasan Daonna aig gach ìre foirmeil den chùis-ghearain agus comhairle is stiùireadh a shireadh far a bheil sin iomchaidh.
- Gèilleadh ris a' phoileasaidh seo ann an dòigh neo-phàirteach.
- Deal promptly with all grievances raised, whether or not the grievance is presented in writing. If a manager is in any doubt, they should ask the employee directly and contact HR.
- Contact the employee making the grievance promptly to assess the situation and where possible, resolve the matter informally.
- Retain accurate records of the grievance at all stages and ensure copies of documentation are saved to the employee's personnel file.
- Liaise with HR at each formal stage of the grievance and seek advice and guidance when appropriate.
- Comply with this policy in an impartial manner.

- Coinneamhan cùise-gearain foirmeil a rianachadh agus clàr-ama sealadach a phlanadh.
 - Dèanamh cinnteach gu bheil am fiosrachadh buntainneach ri fhaotainn ron èisteachd.
 - Far nach urrainnear dèiligeadh ri gnothaichean gu neo-fhoirmeil, fiathachadh a thoirt don neach-obrach ann an sgrìobhadh a thighinn gu èisteachd foirmeil gus bruidhinn air a' chùis-ghearain.
 - Taic a chur air dòigh airson na h-èisteachd, m. e. cuideigin a sgrìobhas notaichean, msaa.
 - An co-dhùnadh a dhearbhadh ann an sgrìobhadh don neach-obrach an dèidh coinneamh na cùise-gearain. Bidh seo a' gabhail a-steach an reusanachadh air chùlaibh a' cho-dhùnaidh, agus ma tha gnìomh gu bhith air a ghabhail, cò leis a nithear e, agus gu bheil còir ann air ath-thagraidh.
- Administer formal grievance meetings and plan a provisional timetable.
 - Ensure that the relevant information is available prior to a hearing.
 - Where matters cannot be dealt with informally, invite the employee in writing to a formal hearing to discuss the grievance.
 - Arrange support for the hearing i.e. note taker etc
 - Confirm the decision to the employee in writing after the grievance meeting has taken place. This will include the reasoning behind the decision, if there is any action to be taken, by whom and the right of appeal.

Tha uallach air Goireasan Daonna:

- Comhairle, taic is stiùireadh a thoirt do luchd-obrach is do mhanaidsearan air cur an gnìomh a' phoileasaidh chùisean-ghearain agus dèanamh cinnteach gu bheil a' leantainn a' phoileasaidh.
- Nuair a thathar a' comhairleachadh mhanaidsearan, fiosrachadh neo-chlaon a thoirt seachad, agus raointean cunnairt a chomharrachadh.
- Obair còmhla ris na pàrtaidhean a tha an sàs sa chùis gus fuasglaidhean practaigeach a chomharrachadh.

Tha uallach air a' phearsa a bhios a' tighinn còmhla ris an neach-obrach:

- An neach-obrach a chuideachadh ann a bhith a' tionail fiosrachadh a bhios a' toirt taic don chùis aca.
- Taic a thoirt do agus còmhraidh a dhèanamh ris an neach-obrach rè na h-èisteachd.

HR have a responsibility to:

- Provide support, guidance and advice on the application of the grievance policy to employees and managers ensuring that the policy is followed.
- When advising managers, provide objective information and identify areas of risk.
- Work with the parties concerned to identify practical solutions.

The accompanying person has the responsibility to:

- Assist the employee in collating information that supports their case.
- Support and confer with the employee during the hearing.

- Dìomhaireachd a ghlèidheadh aig a h-uile àm
- Gun a bhith a' giùlan ann an dòigh bhuaireasach no bhacail.

Thoir fa-near – Chan eil a' chòir aig a' phearsa a tha còmhla ris an neach-obrach a bhith a' freagairt cheistean às leth an neach-obrach no a bhith a' labhairt don èisteachd far a bheil an neach-obrach a' nochdadh nach eil iad ga iarraidh no a bhith a' bacadh a' mhanaidsear-loidhne bho bhith a' mìneachadh na cùise.

- Maintain confidentiality at all times.
- Not to behave in a disruptive or obstructive manner.

Note – The accompanying person does not have the right to answer questions on the employee's behalf or address the meeting if the employee does not wish it or prevent the manager from explaining the case.

7 Dìon Dàta

Bidh Bòrd na Gàidhlig a' giùllachd dàta pearsanta a chaidh a thional rè ghearanan neo-fhoirmeil agus a' mhodh-obrach foirmeil airson chùisean-gearain ann an co-rèir ris a' phoileasaidh dìon dàta aige. Gu sònraichte, tha dàta a chaidh a thional mar phàirt de ghearanan neo-fhoirmeil agus a' mhodh-obrach chùisean-gearain air a chumail gu tèarainte agus gheibhear cothrom air, agus bithear a' rùn-phàirteachadh ri, pearsachan a-mhàin air los gum faodar freagairt ris na gearanan no a' rianachadh a' mhodh-obrach chùisean-gearain agus thathar ga ghlèidheadh ann an co-rèir ri clàran-ama glèidhidh Bòrd na Gàidhlig.

Bidh cothrom neo-ìomchaidh air dàta luchd-obrach, no a rùn-phàirteachadh, ga mheas mar bhriseadh dàta agus bithear ga aithris gun dàil ann an co-rèir ri poileasaidh dìon dàta na buidhne. Dh'fhaodadh e cuideachd a bhith na choire smachdachaidh le pròiseas foirmeil ga leantainn.

8 Modh-obrach chùisean-gearain

A' stiùireadh a' mhodh-obrach airson chùisean-gearain

Tha Bòrd na Gàidhlig ag aithneachadh gum faod modh-obrach chùisean-gearain, co-dhiù ma tha e neo-fhoirmeil no foirmeil, a bhith na thachartas ioma-chuideamach agus neo-fhoisneachail airson a h-uile pàrtaidh a tha an sàs ann. Tha làn-chòir aig a h-uile duine sa phròiseas a bhith air a làimhseachadh gu cothromach agus le meas. Chan fhulaing am buidheann giùlan droch-dhiolach no tàireil bho dhuine sam bith a tha a' gabhail pàirt no a' stiùireadh mhodhan-obrach chùisean-gearain agus bithear a' dèiligeadh ri leithid a ghiùlan no mì-ghiùlan fon mhodh-obrach smachdachaidh.

Data Protection

Bòrd na Gàidhlig processes personal data collected during informal complaints and the formal grievance procedure in accordance with its data protection policy. In particular, data collected as part of informal complaints and the grievance procedure, is held securely and accessed by and disclosed to, individuals only for the purposes of responding to the complaints or conducting the grievance procedure and is held in line with Bòrd na Gàidhlig's retention schedules.

Inappropriate access or disclosure of employee data constitutes a data breach and will be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence and a formal process followed.

Grievance procedure

Conducting the grievance procedure

Bòrd na Gàidhlig recognises that an informal or formal grievance procedure can be a stressful and upsetting experience for all parties involved. Everyone involved in the process is entitled to be treated fairly and with respect. The organisation will not tolerate abusive or insulting behaviour from anyone taking part in or conducting grievance procedures and will treat any such behaviour as misconduct under the disciplinary procedure.

Modh-obrach neo-fhoirmeil

Ma tha neach-obrach a' meas gu bheil cùis-ghearain aca, bu chòir dhaibh an toiseach beachdachadh air a' ghnòthach air stèidh neo-fhoirmeil leis a' mhanaidsear-loidhne aca.

Ma tha an gearan an aghaidh manaidsear-loidhne an neach-obrach, faodaidh an neach-obrach roghnachadh a bhith a' togail na cùise-gearain gu foirmeil. Ach thathar a' brosnachadh luchd-obrach am pròiseas neo-fhoirmeil a chleachdadh gus a' chùis a thogail leis a' mhanaidsear-loidhne sa chiad dol-a-mach no le manaidsear eile aig an aon ìre.

Nì am manaidsear-loidhne, no manaidsear eile aig an aon rang, oidhirp gus fuasgladh riarachail fhaighinn taobh a-staigh **10 làithean-obrach** bhon a chaidh an ghnòthach a chur thuca, taobh a-staigh crìochan an ùghdarrais aca.

Thèid clàradh a dhèanamh den choinneimh is còmhraidh neo-fhoirmeil a bharrachd air na co-dhùnidhean no gnìomh a tha am manaidsear-loidhne a' rùnachadh a dhèanamh gus a' chùis-ghearain a rèiteachadh. Bu chòir gun tèid iad seo a shàbhaladh air faidhle fastaidh an neach-obrach air PeopleHR.

Is urrainnear beachdachadh air rèiteachadh airson na cùise-gearain a shireadh tro eadar-mheadhanachadh mur urrainnear co-dhùnadh riarachail a ruigsinn. Ann an eadar-mheadhanachadh, bidh treas pàrtaidh an sàs sa chùis agus 's e dòigh dhìomhair, shaor-thoileach a th' ann airson eadar-dhealachaidhean fhuasgladh.

Ann an cuid de shuidheachaidhean, nuair a thathar a' meas gu bheil cùis-ghearain gu h-àraid connspaideach no trom-chùiseach, mar eisimpleir le casaidean burraidheachd, far nach eil an neach-obrach a' faireachdainn gum faodar dèiligeadh ris a' ghnòthach gu neo-fhoirmeil, tòisichidh am pròiseas foirmeil.

Modh-obrach foirmeil

Ma tha an neach-obrach a' meas gu bheil an ghnòthach trom-chùiseach gu leòr, no mura deach a rèiteachadh aig an ìre neo-fhoirmeil, no mas e manaidsear-loidhne an neach-obrach a tha ag adhbharachadh na cùise-gearain agus mura b'

Informal procedure

If an employee considers they have a grievance, they should first discuss the matter on an informal basis with their line manager.

If the complaint is against the employee's line manager, the employee may choose to raise the grievance formally, however employees are encouraged to use the informal process to raise the issue with the line manager in the first instance or another manager of the same level.

The line manager or manager of the same level will attempt to achieve a satisfactory solution within **10 working days** of the matter being referred, within the limits of their authority.

A record of the informal meeting and discussion will be made as well as the decision or actions the line manager intends to take to resolve the grievance. These should be saved in the employee's personnel file on PeopleHR.

Consideration can be given to seek resolution of the grievance by mediation if a satisfactory conclusion cannot be reached. Mediation will involve a third party and is a confidential, voluntary way to resolve differences.

In some circumstances, when a grievance is deemed to be particularly contentious or serious, for example allegations of bullying, where an employee does not feel able to explore the matter informally with the alleged perpetrator, the formal process will commence.

Formal procedure

If the matter is regarded by the employee as sufficiently serious, or if it has not been resolved at the informal stage, or if the employee's line manager is the cause of the grievance and the matter has not been able to

urrainnear dèiligeadh ris a' ghnothach gu neo-fhoirmeil, faodar a' chùis-ghearain a thoirt air adhart mar phàirt den phròiseas fhoirmeil.

be dealt with informally, the grievance can be taken forward as part of the formal process.

Ann an cùisean den leithid sin, bu chòir don neach-obrach sgrìobhadh gu manaidsèar a' mhanaidseir-loidhne aca. Ann an cùisean far an deach an ìre neo-fhoirmeil a chleachdadh, bu chòir gum bi pròiseas foirmeil sam bith a' tòiseachadh taobh a-staigh **5 làithean-obrach** an dèidh don cho-dhùnadh a bhith air a cho-phàirteachadh no gnìomhan gus rèiteachadh a shireadh air a bhith air an coileanadh (m.e. far an deach eadar-mheadhanachadh a chleachdadh agus a choileanadh).

In such cases the employee should write to their line manager's manager. In cases where the informal stage has been used, any formal process should commence within **5 working days** after the decision has been communicated or actions to seek resolution completed (e.g. where mediation has been used and concluded).

Ann an cùisean eile, bu chòir don neach-obrach dàil thar cuimse a sheachnadh eadar gnìomhan (no an gnìomh mu dheireadh ann an sreath de gnìomhan) air a bheilear a' gearan mus tòisich iad air a' mhodh-obrach fhoirmeil.

In other cases the employee should avoid any undue delay between the acts (or the latest in a series of acts) complained of before initiating the formal procedure.

Faodaidh manaidsèar a' mhanaidseir-loidhne a bhith na mhanaidsear airson na h-èisteachd, no nì e ullachadh airson manaidsèar èisteachd a chur an dreuchd. Bidh manaidsèar na h-èisteachd aig ìre a tha co-dhiù co-ionann ri ìre a' mhanaidseir-loidhne. Cuiridh manaidsèar na h-èisteachd coinneamh air dòigh leis an neach-obrach gus beachdachadh air a' chùis-ghearain, mar as trice taobh a-staigh **10 làithean-obrach** bhon fhuaras a' chùis-ghearain fhoirmeil.

The line manager's manager may be the hearing manager or will arrange for a hearing manager to be appointed. The hearing manager will be at least the equivalent level of the line manager. The hearing manager will arrange a meeting with the employee to discuss the grievance usually within **10 working days** of receipt of a formal grievance.

Dh'fhaodte gum feum manaidsèar na h-èisteachd fiosrachadh tòiseachail a thional ron choinneimh. Is àbhaist gun dèanar co-dhiù nota-faidhle mu dheidhinn ìre neo-fhoirmeil sam bith.

Some initial information gathering by the hearing manager may be required before the meeting. There will normally be at least a file note of any informal stage.

Rè na coinneimh, no ro làimh, bu chòir don neach-obrach luchd-fianais buntainneach sam bith a chomharrachadh dom faodar bruidhinn mar phàirt den rannsachadh no fiosrachadh is fianais bhuntainneach sam bith eile a chomharrachadh a tha an neach-obrach a' creidsinn a bhith buntainneach don chùis-ghearain aca, a' gabhail a-steach dè bu toigh leotha fhaicinn mar a' bhuil ion-mhiannaichte. Ach 's e manaidsèar na h-èisteachd a bhios a' dèanamh a' cho-dhùnaidh air cò ris a bhiodh e freagarrach agallamh a dhèanamh mar phàirt den phròiseas.

During, or in advance of the meeting, the employee should identify any relevant witnesses who they suggest may be spoken to as part of the investigation or identify any other relevant information or evidence the employee believes relevant to their grievance including what they would like as the desired outcome. However, the hearing manager will decide who it is appropriate to interview as part of the process.

Tha làn-chòir aig an neach-obrach gum bi co-obraiche no riochdaire creideasichte Aonaidh Chiùird còmhla riutha aig a' choinneimh seo.

The employee is entitled to be accompanied at this meeting by a work colleague or accredited Trade Union Representative.

Rè na coinneimh, beachdaichidh manaidsèar na h-èisteachd air fiosrachadh is fianais sam bith a thathar a' taisbeanadh agus sgrùdadh e loidhnichean rannsachaidh a bharrachd mar a tha iomchaidh. Rè na coinneimh bithear a' gabhail notaichean, a thèid a cho-phàirteachadh leis an neach-obrach (Faodaidh an neach-obrach agus am pearsa a tha còmhla riutha notaichean a ghabhail dhaibh fhèin ma tha iad ag iarraidh).

During the meeting, the hearing manager will consider the information and evidence presented and will explore any further avenues of enquiry as appropriate. Notes will be taken during the meeting, which will be shared with the employee (The employee and accompanier can take their own notes during the meeting, if they wish).

Ann an cùisean far a bheil a' meas gu reusanta gum faodar dèiligeadh ri gnothaichean gun rannsachadh mionaideach a bharrachd, bidh manaidsèar na h-èisteachd ag amas air buil na cùise innse don neach-obrach taobh a-staigh **10 làithean-obrach** bho chrìoch na h-èisteachd. Ann an cùisean far nach gabh seo a dhèanamh, no far a bheil barrachd rannsachaidh a dhìth, bheir manaidsèar na h-èisteachd comhairle don neach-obrach air seo agus raon-ama tuairmsichte airson freagairt.

In cases where it is reasonably considered that matters can be dealt with without detailed further investigation, the hearing manager will aim to advise the employee of the outcome of the Grievance within **10 working days** of the hearing being concluded. In cases where this is not possible, or where further investigation is required, the hearing manager will advise the employee of this and of the estimated timescale for a response.

Ann an cùisean far a bheil barrachd rannsachaidh a dhìth, no far a bheil tuilleadh soilleireachaidh riatanach, bidh manaidsèar na h-èisteachd a' toirt fa-near a bheil coinneamh a bharrachd leis an neach-obrach deatamach.

In cases where further investigation is required, or where further clarification is needed, the hearing manager will give consideration as to whether a further meeting with the employee is necessary.

Nuair a thathar a' freagairt ris a' chùis-ghearain, bheir manaidsèar na h-èisteachd an co-dhùnadh aca ann an sgrìobhadh, ag amas air an suidheachadh a rèiteachadh gu h-iomchaidh.

When responding to the grievance, the hearing manager will give their decision in writing, aiming to resolve the situation appropriately.

Far an deach ceuman sam bith a ghabhail gus buil riarachail a choileanadh no dèiligeadh air mhodh eile ris na cùisean-iomagain, bu chòir gu bheil gan cur an cèill sa cho-dhùnadh sgrìobhte. Bu chòir do mhanaisèar na h-èisteachd comhairle a shireadh bho Ghoireasan Daonna air susbaint a' cho-dhùnaidh sgrìobhte aca agus bu chòir dhaibh dèanamh cinnteach gu bheil a' faidhleath lethbhreac den cho-dhùnadh gu h-iomchaidh.

Where any measures have been taken to try to achieve a satisfactory outcome or otherwise addressing the concerns raised, then these too, should be set out in the written decision. The hearing manager should seek advice from HR on the content of their written decision where necessary and they should ensure that a copy of the decision is filed appropriately.

Faodaidh an neach-obrach ath-thagrachadh a dhèanamh **taobh a-staigh 5 làithean-obrach** bhon a fhuaras litir na buile, gu manaidsèar a' mhanaisèir-loidhne aca no gu manaidsèar eile aig ìre cho-chosmhail.

The employee may appeal in writing **within 5 working days** of receiving the outcome letter, to their line manager's manager or a manager at a similar level.

Ath-thagrachadh

Mura deach an gnothach a rèiteachadh aig an ìre ron seo agus ma tha an neach-obrach airson ath-thagrachadh a dhèanamh, cuiridh iad ann an sgrìobhadh ath-thagrachadh do mhanaisèar a'

Appeal

If the matter has not been resolved at the previous stage and the employee wishes to appeal, they will submit in writing, an appeal to their line manager's manager. The letter of

mhanaidseir-loidhne aca. Feumaidh litir an ath-thagraidh a bhith soilleir air dè pàirtean a' chòdhùaidh leis a bheil iad mì-riaraichte, dè na raointean sa chùis-ghearain fa chomhair gu bheil iad airson ath-thagraidh a dhèanamh, a' toirt seachad fiosrachadh ùr air nach deach beachdachadh roimhe no a' mìneachadh trioblaidean sam bith leis a' phròiseas. Chan e uidheam gus a' chùis-ghearain thùsail a cluinntinn a-rithist a th' ann an ath-thagraidh.

Cluinnear èisteachd an dara cuid le manaidsear a' mhanaidseir-loidhne no le manaidsear co-chosmhail aig an aon ìre (manaidsear an ath-thagraidh).

Tionailidh manaidsear an ath-thagraidh an fhianais agus fiosrachadh uile a tha ri làimh gu ruige seo agus beachdaichidh e air na h-adhbharan a chuireadh a-steach airson an ath-thagraidh. Cuiridh manaidsear an ath-thagraidh coinneamh air dòigh leis an neach-obrach, mar as trice taobh a-staigh **10 làithean-obrach**. Bidh am pròiseas coltach ris an èisteachd fhoirmeil.

'S ann aig co-dhùnadh manaidsear an ath-thagraidh a tha am facal mu dheireadh agus sin crìoch a' phròiseis fhoirmeil airson chùisean-gearain.

Còir cuideigin a bhith còmhla riutha

Faodaidh cuideigin a bhith còmhla ris an neach-obrach aig èisteachd sam bith a chuireadh air dòigh mar phàirt den mhodh-obrach fhoirmeil. Bidh am pearsa a tha còmhla riutha an dara cuid na chobraiche taobh a-staigh Bòrd na Gàidhlig no na riochdaire creideasichte Aonaidh Chiùird. Bu chòir gu bheil an t-iarrtas airson cuideigin a bhith còmhla riutha reusanta, gun chomas air strì eadar com-pàirtean; mar eisimpleir, is àbhaist nach biodh am pearsa a tha còmhla riutha na phrìomh neach-fianais no na mhanaidsear-loidhne dhaibh.

Chan eil a' chòir aig a' phearsa a tha còmhla ris an neach-obrach a bhith a' freagairt cheistean às leth an neach-obrach no a bhith a' labhairt don choinneimh far a bheil an neach-obrach a' nochdadh nach eil iad ga iarraidh no a bhith a' bacadh a' mhanaidsear-loidhne bho bhith a' mìneachadh na cùise.

Bu chòir don neach-obrach innse do mhanaidsear na h-èisteachd no manaidsear an ath-thagraidh cò am pearsa a bhios còmhla riutha co-dhiù 2 latha-

an appeal should be clear about which aspects of the decision they are dissatisfied with, which specific areas of the grievance 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 grievance.

The appeal will either be heard by the line manager's manager or an equivalent manager at the same level (the appeal manager).

The appeal manager will gather all the available evidence and information to date and consider the reasons submitted for the appeal. The appeal manager will arrange to meet the employee to discuss their appeal, normally within **10 working days**. The process will mirror the formal hearing.

The appeal manager's decision is final and the end of the formal grievance process.

Right to be accompanied

The employee may be accompanied at any hearing fixed as part of the formal procedure. The accompanying person will be either by a colleague from within Bòrd na Gàidhlig, or an accredited Trade Union Representative. The request to be accompanied should be reasonable with no potential conflict of interest, for example; the accompanying person would not normally be a key witness or the employee's line manager.

The accompanying person does not have the right to answer questions on the employee's behalf or address the meeting if the employee does not wish it or prevent the manager from explaining the case.

The employee should advise the hearing manager or appeal manager who the accompanying person is, at least 2 working

obrach ron èisteachd, no mar a chaidh a mhineachadh san litir fiathachaidh. Tha ùine dheth reusanta, le pàigheadh, ceadaichte don phearsa a bhios còmhla riutha gus an èisteachd a fhrithealadh. Tha ùine ullachaidh reusanta ceadaichte cuideachd rè ùine-obrach, ach feumaidh seo a bhith le aonta manaidsear-loidhne a' phearsa a bhios còmhla riutha. 'S e dreuchd shaor-thoileach a th' aig a' phearsa a bhios còmhla ris an neach-obrach; chan eil e mar fhiachaibh orra an dreuchd a ghabhail os làimh.

Dàileachaidhean

Faodar dàil a chur air coinneamhan is èisteachdan ath-thagraidh a rèir toil manaidsear na h-èisteachd no an ath-thagraidh, gus ùine a leigeil airson tuilleadh fianais fhaighinn.

Faodaidh an neach-obrach no am pearsa a tha còmhla riutha dàil iarraidh aig uair sam bith.

Cùisean-gearain connsaideach no trom-chùiseach

Ann an cuid de shuidheachaidhean, far a bheil cùis-ghearain air a meas a bhith connsaideach no trom-chùiseach no airson adhbharan sunnd, faodar beachdachadh air neach-obrach a chur à dreuchd rè ùine (le pàigheadh), fhad 's a thathar a' dèanamh rannsachadh. Bu chòir comhairle a shireadh bho Ghoireasan Daonna mus dèanar a leithid.

Còir air èisteachd cùis-ghearain a dhiùltadh

Ma thogas neach-obrach cùis-ghearain a fhuaras a bhith droch-rùnach, no far an deach an t-susbaint a chluinntinn fon mhodh-obrach seo no fo mhodh-obrach eile, no far a bheil dàil thar cuimse air a bhith ann mus do thogadh a' chùis-ghearain, tha Bòrd na Gàidhlig a' glèidheadh na còrach gus èisteachd na cùise-gearain a dhiùltadh. Gus teagamh a sheachnadh, faodaidh neach-obrach sam bith a fhuaras air cùis-ghearain dhroch-rùnach a thogail tighinn fo bhuidh a' phròiseis smachdachaidh fhoirmeil aig Bòrd na Gàidhlig.

Cùisean-gearain a rinneadh ro crìochnachadh a' chùmhnaight-obrach no an dèidh làimhe

'S e amas a' mhodh-obrach seo cùisean a rèiteachadh airson luchd-obrach làithreach Bòrd na Gàidhlig. Ach faodaidh Bòrd na Gàidhlig beachdachadh air cùisean-gearain a chaidh a thogail gu timeil leothasan a bha nan luchd-obrach no le luchd-obrach a dh'fhàg mus do rèiticheadh a' chùis-ghearain aca. Is dòcha gun tachair seo far a bheil cùisean-gearain a' togail chùisean-iomagain

days before the hearing, or as outlined in the invite letter. An accompanying person is allowed reasonable time off with pay to attend a hearing. Reasonable preparation time is also permitted during work time, but this must be with the consent of the accompanying employee's line manager. Acting as an accompanying person is voluntary; there is no obligation to undertake the role.

Adjournments

Hearings and appeals may be adjourned at the discretion of the hearing or appeal manager to allow for additional evidence to be obtained.

The employee or the accompanying person may also request an adjournment at any time.

Contentious or serious grievances

In some circumstances, when a grievance appears to be contentious, serious or for welfare purposes, consideration can be given to suspending an employee, (with pay), whilst an investigation is carried out. HR should be consulted before any such action is taken.

Right to refuse to hear a grievance

If an employee raises a grievance that is found to be malicious or where the subject matter has been previously heard under this or another procedure, or where there is undue delay in raising the grievance, Bòrd na Gàidhlig reserves the right to refuse to hear the grievance. For the avoidance of doubt any employee found to be raising a malicious grievance may be subject to Bòrd na Gàidhlig's formal disciplinary process.

Pre/post termination grievances

The aim of this procedure is to resolve issues for current employees of Bòrd na Gàidhlig. However, Bòrd na Gàidhlig may consider grievances raised timeously by former employees or by employees who may have left prior to the resolution of their grievance. This is likely to be the case where grievances raise issues of particular concern, or which have

sònraichte, no aig a bheil buntainneas leantainneach a dh'aindeoin 's nach eil an neach-obrach fhathast san àite-obrach. Ann an cùisean den leithid sin, bidh Bòrd na Gàidhlig a' toirt fa-near a bheil am modh-obrach air a mhìneachadh sa phoileasaidh freagarrach.

ongoing relevance despite the fact the employee is no longer in the workplace. In such cases Bòrd na Gàidhlig will consider whether the procedure outlined in the policy is appropriate.

8 Measadh Buaidh air Co-ionannachd

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, ciorram, ath-shònrachadh gnè, pòsadh agus com-pàirteachas catharra, leatromachd agus màthaireachd, cinneadh, creideamh no feallsanachd, gnè no aomadh gnèitheasach. Chaidh am poileasaidh seo a sgrùdadh tro Mheasadh Buaidh air Co-ionannachd gus co-ionannachd a chomasachadh.

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 and sexual orientation. This policy has been screened through an Equality Impact Assessment to ensure equality.

Eàrr-ràdh 1 – Clàr-ama

GEÀRR-CHUNNTAS AIR MODH-OBACH CHÙISEAN-GEARAIN	Iomlan làithean-obrach Làithean (tionalach)
Coinneamh neo-fhoirmeil Air a cumail taobh a-staigh 10 làithean-obrach bho bhrath fhaighinn gu bheil a' chùis ion-dhèanta	10
Brath air a' cho-dhùnadh ga thoirt seachad taobh a-staigh 10 làithean-obrach bhon choinneimh.	20
Neach-obrach a' cur a-steach cùis-ghearain foirmeil 'S fheudar nach eil barrachd is 5 làithean-obrach bhon fhuaras brath air a' cho-dhùnadh	25
Èisteachd na cùise-gearain Cùis-ghearain air aithneachadh agus èisteachd ga cur air dòigh taobh a-staigh 10 làithean-obrach.	35
Brath air a' cho-dhùnadh ga thoirt seachad taobh a-staigh 10 làithean-obrach bhon èisteachd.	45
Chan eilear a' seasamh cùis-ghearain an neach-obrach agus tha fiosrachadh ùr ri fhaotain no tha cùis ann leis a' phròiseas, a' cur a-steach ath-thagraidh. 'S fheudar nach eil barrachd is 5 làithean-obrach bhon fhuaras brath	55
Èisteachd an Ath-thagraidh Èisteachd gu bhith air a cur air dòigh taobh a-staigh 10 làithean-obrach.	65
Brath air a' cho-dhùnadh ga thoirt seachad taobh a-staigh 10 làithean-obrach bhon èisteachd. Deireadh a' phròiseis	75

Appendix 1 – Timetable

SUMMARY OF GRIEVANCE PROCEDURE	Total wworking days Days (cumulative)
Informal meeting Held within 10 working days of being notified of the issue as practicable.	10
Decision notified within 10 working days of meeting.	20
Employee submits a formal grievance. No more than 5 working days of being notified of decision.	25
Grievance hearing Grievance to be acknowledged and hearing to be arranged within 10 working days.	35
Decision notified within 10 working days of hearing.	45
Employee's Grievance not upheld and new information is available or there's an issue with process, submits an appeal. No more than 5 working days of being notified of decision.	55
Appeal hearing Hearing to be arranged within 10 working days.	65
Decision notified within 10 working days of hearing. End of process	75

Eàrr-ràdh 2 – Pròiseas airson Chùisean-gearain coitcheann // Appendix 2

– Process for

Collective Grievances

Cùis-ghearain choitcheann	Collective grievance
<p>Far a bheilear a’ faighinn cùis-ghearain bho neach fa leth no bho bhuidheann (cùis-ghearain choitcheann), bithear a’ leantainn an aon phròiseis ‘s a leanar airson chùisean-gearain fa leth. Far nach eil a’ chùis-ghearain a’ sònrachadh seo mar-thà, iarrar aonta sgrìobhte bhuapasan uile a tha an sàs gum faodar a làimhseachadh gu coitcheann agus air cò bhios mar neach-labhairt suidhichte a riochdaicheas am buidheann. Cuirear co-sgrìobhachas uile chun an neach-obrach ainmichte a tha a’ riochdachadh a’ bhuidhinn agus chun an riochdaire aca. Tha uallach air an neach-labhairt airson coinneachadh ris a’ mhanaidsear a chuireadh an dreuchd airson dèiligeadh ris a’ chùis-ghearain agus, an uair sin, coluadar a dhèanamh leis a’ bhuidheann nas fharsainge. Aig gach ìre den phròiseas, bidh am buidheann air a riochdachadh le triùir dhaoine aig a’ char as motha, a’ gabhail a-steach riochdaire Aonaidh Chiùird.</p>	<p>Where a grievance is received from an individual or group (collective grievance) the same process will be followed as for individual grievances. Where the grievance doesn’t already do so, those involved will be asked for their written agreement that it can be handled collectively and who the appointed spokesperson is that will represent the group. All correspondence will be sent to the nominated employee representing the group and their representative. The spokesperson is responsible for meeting with the manager that has been designated to deal with the grievance and then, in turn, liaise with the wider group. At each stage of the process the group will be represented by a maximum of three people, including the Trade Union representative.</p>

12. Smachd sgrìobhainn/Document control

Dreach <i>Version Number</i>	Adhbhar/Atharrachadh <i>Purpose/Change</i>	Ùghdar <i>Author</i>	Ceann-là <i>Date</i>
V2	Wording changes	Karen Smith	March 2024



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"/> Gay/Lesbian	<input type="checkbox"/> Heterosexual/Straight <input type="checkbox"/> Prefer Not to Say
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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:
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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.

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	10 Sultain 2024
Tìotal:	Èifeachdas na Comataidh
Gnìomh a dhìth:	Ri aontachadh
Àireamh pàipear:	6.1
Neach-labhairt:	Ealasaid Dhòmhnallach, Ceannard
Pàipearan-taic:	PT1 CPG Self Assessment Checklist PT2 Molaidhean bho bhuill na comataidh air liosta-sgrùdadh fèin-mheasaidh

1. Adhbhar

1.1 A' soilleireachadh èifeachdas na comataidh agus a' beachdachadh air atharrachaidhean sam bith a thathar a' moladh a bheir taic do dh' obair na comataidh.

2. Cùl-fhiosrachadh

2.1. 'S e deagh chleachdadh gu bheil gach comataidh a' sgrùdadh cho èifeachdach 's a bha a' bhuidheann tron bhliadhna. Tha am pàipear seo airson deasbad a chumail air beachdan buill na comataidh agus aonta a dhèanamh air leasachaidhean sam bith a bhiodh feumail.

3. Prìomh Aithris

3.1. Chaidh liosta sgrùdadh fèin-mheasadh a thoirt do bhuill na Comataidh, faic Paiper Taic 1, a dh'fhaighnich grunn cheistean mu èifeachd na comataidh.

3.2. Tha sgrùdadh na comataidh le buill a' moladh gu bheil a' chomataidh ag obair ann an dòigh èifeachdach agus cuideachail. Tha cuid de phrìomh mholaidhean ann a chuireadh ri obair na comataidh agus tha iad air am mìneachadh ann am Paiper Taic 1.

4. Moladh

4.1. Tha sinn a' moladh gum bruidhinn a' chomataidh air na raointean a chaidh a thogail ann am Paiper Taic 2 agus gun aontaich iad na h-atharraichean a tha air am moladh gus èifeachdas na comataidh a leasachadh.

5. Prìomh Bhuaidhean Ro-innleachdach

1.1. Buaidhean air Ionmhas: Cha bhi gin ann.

- 1.2. Buaidhean air Luchd-obrach: Cha bhi gin ann.
- 1.3. Buaidhean air Trèanadh: Cha bhi gin ann.
- 1.4. Ceanglaichean ri Amasan Ro-innleachadh agus Corporra:
- 1.5. Buaidhean air Cliù: Cha bhi gin ann.
- 1.6. Buaidhean air Slàinte is Sàbhailteachd: Cha bhi gin ann.
- 1.7. Buaidhean Laghail: Cha bhi gin ann.
- 1.8. Buaidhean air Co-ionannachd:
- 1.9. Buaidhean air an Àrainneachd: Cha bhi gin ann.

2. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	<input type="checkbox"/>	Clann is Òigridh	<input 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 type="checkbox"/>	Eaconamaidh	<input checked="" type="checkbox"/>
Gnothachasan soirbheachail is ùr-ghnàthach	<input type="checkbox"/>		

3. Cùrsa Riaghlachais

- 3.1. Dh'aontaich an Sgioba-stiùiridh ri susbaint a' phàipeir seo air 29 Lùnastal 2024.

4. Dearbhadh air Cuairteachadh Sgrìobhainn

- 4.1. Tha am pàipear seo fosgailte don phoball.

COMATAIDH POILEASAI DH IS GHOIREASAN SELF-ASSESSMENT CHECKLIST

<i>Role and remit</i>	<i>Yes/No</i>	<i>Comments</i>	<i>Recommendations</i>	<i>R/A/G</i>
Does the committee have written terms of reference?				
Do the terms of reference cover the core functions as identified in the SG Audit and Assurance Committee Handbook?				
Are the terms of reference approved by the committee and reviewed periodically?				
Has the committee been provided with sufficient membership, authority and resources to perform its role effectively and independently?				
Does the body's governance statement mention the committee's establishment and its broad purpose?				
Does the committee periodically assess its own effectiveness?				

<i>Membership, induction & training</i>	<i>Yes/No</i>	<i>Comments</i>	<i>Recommendations</i>	<i>R/A/G</i>
Has the membership of the committee been formally agreed by the Board and a quorum set?				

Are members appointed for a fixed term?				
Are new committee members provided with an appropriate induction?				
Has each member formally declared their business interests?				
Are members sufficiently independent of other key committees?				
Has the committee considered the arrangements for assessing attendance and performance of each member?				

<i>Meetings</i>	<i>Yes/No</i>	<i>Comments</i>	<i>Recommendations</i>	<i>R/A/G</i>
Does the committee meet regularly, at least four times a year?				
Do the terms of reference set out the frequency and broad timing of meetings?				
Does the committee calendar meet body's business and governance needs, as well as the requirements of the financial reporting calendar?				
Are members attending meetings on a regular basis and if not, is appropriate action taken?				

<p>Does the committee consider and take decisions on, as appropriate:</p> <ul style="list-style-type: none"> • Gaelic language plans • operational plans • people policies • grant schemes and awards as per the Scheme of Delegated Authority 				
<p>Does the committee have the benefit of attendance of appropriate officials at its meetings?</p>				

<i>Administration</i>	<i>Yes/No</i>	<i>Comments</i>	<i>Recommendations</i>	<i>R/A/G</i>
<p>Does the committee have a designated secretariat?</p>				
<p>Are agenda papers circulated in advance of meetings to allow adequate preparation by committee members and attendees?</p>				
<p>Do reports to the committee communicate relevant information at the right frequency, time, and in a format that is effective?</p>				
<p>Does the committee issue guidelines and/or a pro forma concerning the</p>				

format and content of the papers to be presented?				
Are minutes prepared and circulated promptly to the appropriate people, including all members of the committee?				
Is a report on matters arising presented or does the Chair raise them at the committee's next meeting?				
Do action points in the minutes indicate who is to perform what and by when?				
Does the committee provide an effective annual report on its own activities?				

<i>Overall</i>	<i>Yes/No</i>	<i>Comments</i>	<i>Recommendations</i>	<i>R/A/G</i>
Does the committee effectively contribute to the overall control environment of the organisation?				
Are there any areas where the committee could improve upon its current level of effectiveness?				
Does the committee seek feedback on its performance from the Board and Accountable Officer?				

Aithisg air Fios air ais bhon Fhèin-mheasadh CPG

Fhuair a' Chomataidh an liosta sgrùdaidh fèin-mheasaidh. Anns a' mhòr-chuid de raointean cha robh adhbhar dragh sam bith ann agus bhathar a' faireachdainn gun robh a' chomataidh ag obair gu h-èifeachdach anns na raointean a chaidh a chomharrachadh mar phàirt den liosta-sgrùdaidh. Thog a' chomataidh air raointean far an toireadh atharraichean piseach air obair na comataidh, a bharrachd air a bhith ag àrdachadh misneachd buill na comataidh gu bheil iad ag obair cho èifeachdach sa ghabhas.

1 Ballrachd agus làthaireachd na comataidh

Bha an cuspair cumanta ann am freagairtean co-cheangailte ri ballrachd na comataidh. Bha e soilleir gum feum a' chomataidh a bhith mothachail air eòlas a bhuill, agus tha atharrachaidhean ann am ballrachd na comataidh air a bhith na dhùbhlán o chionn ghoirid, gu sònraichte leis gu robh Cathraiche comataidh ùr ann aig an aon àm ri atharrachaidhean ballrachd eile.

Chaidh moladh cuideachd gum bu chòir làthaireachd bhuidhnean eile aig na coinneamhan aontachadh leis a' Chomataidh ro-làimh.

Gnìomhan a thathar a' moladh:

- Tòisichidh Cathraiche a' chomataidh agus an Ceannard air a' phròiseas gus ball a bharrachd a cho-thaghadh airson ùine 2 bhliadhna gus cur ri sgilean na comataidh agus leantailachd ballrachd a sholarachadh.
- Bu chòir fad ballrachd na comataidh a bhith air ainmeachadh anns na cumhachan iomraidh.
- Bu chòir atharraichean air ballrachd comataidh aontachadh leis a' Bhòrd agus bu chòir dòigh-obrach a chur an sàs gus seo a cheadachadh taobh a-muigh cearcall choinneamhan a' Bhùird, ma tha sin riatanach.
- Pròiseas foirmeil airson cuireadh a thoirt do luchd-frithealaidh chun na coinneimh, bu chòir dèiligeadh ri seo sa phlana obrach.

2 Inntriageadh

Chaidh moladh gum faodadh inntriageadh nam ball ùra air a' chomataidh a bhith air a neartachadh gus dèanamh cinnteach gu bheil buill làn deiseil airson pàirt a ghabhail ann an obair na comataidh.

Gnìomhan a thathar a' moladh:

- Obraichidh Cathraiche agus Ceannard na Comataidh air modal inntrigidh agus cuiridh iad seo air beulaibh nam ball airson fios air ais.

3. A' measadh làthaireachd

Bidh a' chomataidh a' coimhead air a làthaireachd mar phàirt den aithisg bhliadhnail. Ach, tha dìth soilleireachd air mar a tha seo air aithris agus mar a bheir e fiosrachadh do phròiseas na comataidh.

Gnìomhan a thathar a' moladh:

- An riatanas air Cathraiche na Comataidh cunntas foirmeil a thoirt air làthaireachd taobh a-staigh aithisg bhliadhnail na comataidh agus beachdachadh air mar a bheir e buaidh air obair na comataidh.

4 Fios air ais nas fharsainghe air coileanadh

Chaidh a chomharrachadh nach eil pròiseas foirmeil ann airson fios air ais nas fharsainghe mu choileanadh na comataidh. Tha aithisg bhliadhnail na comataidh air aithris don Bhòrd ach chaidh moladh gum bu chòir fios air ais a bhith ann bhon Oifigear Chunntachail/Ceannard.

Gnìomh air a mholadh:

- Cathraiche a' Chomataidh agus an Ceannard gus am modail as èifeachdaiche a chomharrachadh airson fios air ais agus a fhisge a-steach do na pròiseasan foirmeil.

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	10 Sultain 2024
Tìotal:	Plana Obrach na Comataidh
Gnìomh a dhìth:	Ri aontachadh
Àireamh pàipear:	7.1
Neach-labhairt:	Ealasaid Dhòmhnallach, Ceannard
Pàipearan-taic:	PT1 Plana Obrach 2024/25

1. Adhbhar

1.1. Gus prògram-obrach na Comataidh aontachadh

2. 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. Prìomh Aithris

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 bheil seo buaidh air obair Bhòrd na Gàidhlig.

4. Moladh

4.1. Aonta a chur ris a' phlana obrach airson 2024/25.

5. Prìomh Bhuidhean Ro-innleachdach

5.1. Buidhean air Ionmhas: Cha bhi gin 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: Cha bhi gin ann.

5.4. Ceanglaichean ri Amasan Ro-innleachadh 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. Buidhean air Cliù: Tha e cudromach do chliù na buidhne gu bheil siostaman ann a bhios a' dearbhadh gu bheil deagh riaghlaidh aig a' bhuidhinn.

5.6. Buidhean air Slàinte is Sàbhailteachd: Cha bhi gin ann.

5.7. Buidhean Laghail: Bidh am plana obrach a' cur ri coileanadh nan dleastanasan reachdail agus deagh riaghlaidh aig BnG.

5.8. Buaidhean air Co-ionannachd: 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.

5.9. Buaidhean air an Àrainneachd: Cha bhi gin ann.

6. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	<input type="checkbox"/>	Clann is Òigridh	<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"/>		

7. Cùrsa Riaghlachais

7.1. Dh'aontaich an Sgioba-stiùiridh ri susbaint a' phàipeir seo air 29/08/2024.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

8.1. Tha am pàipear seo fosgailte don phoball.

		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 Lionra Oifigearan Gàidhlig	√	√	√	√
Deagh Riaghladh	Poileasaidhean Daonna	√	√	√	√
	Suirbhìdh 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	√	√	√	√
	Priomhachasan Ro-innleachdail	√	✘	√	√
	Adhartas nam Prìomh Buidhnean Libhrigidh		√		√
	Molaidhean Taic-airgid nam prìomh buidhnean				√
Ionnsachadh	Priomh fiosrachadh as ùr air Foghlam Gàidhlig				√
Puingean Ad-hoc	Buaidh bho thaic BnG air obair òigridh	√			