

**Meeting:** Policy and Resources Committee  
**Date/Time:** 06 May 2025 at 09.30  
**Location:** Microsoft Teams

## Minutes - Open Session

### 1. Opening Items

#### 1.1. Welcome and Apologies

**Committee Members Present:**

Seonaidh Charity (Chair) [SC]  
Michelle Macleod [MNL]  
John MacDonald [JND]  
Mary MacInnes [MTMI]

**In Attendance:**

Ealasaid MacDonald Ceannard/Accountable Officer [ED]  
Iain Macmillan, Director of Development [IMM]  
Jennifer McHarrie, Director of Education [JMH]  
Orla MacDonald, Recording Minutes [OND]

#### 1.2. Declaration of Interests

MNL – Theatre gu Leòr, University of Aberdeen  
SC - Gaelic Books Council

#### 1.3. Any Other Competent Business (AOCB)

None.

### 2. Finance

#### 2.1. Financial Report

NP informed Members that the Financial Report contains a summary to the end of the year and that there had been an overspend of £12,000. However, when money taken forward is included, there was a balance of £9,000 to take forward to 2025/26. She also explained that the underspend was due to a post being vacant for half of the year.

Decision:

Members noted the financial report.

## **2.2. Procurement Annual Report**

NP referred to the paper which showed that all procurement undertaken by Bòrd na Gàidhlig in 2024/25 followed the correct procedures. Two contracts were awarded following a tendering exercise; one was awarded following a desk exercise and one contract was awarded following a single-bid procedure. Checks were made to ensure that no payments exceeded the threshold, or where they did, it was shown how they were still in compliance with the regulations.

Members asked how procurement costs compared with previous years and NP confirmed that they are similar for each year.

Members discussed rising costs and how this could affect the organisation in the future.

NP gave further information about Bòrd na Gàidhlig's office use.

### Decision:

Members noted the Procurement Annual Report.

## **3. Usage**

### **3.1. Development Report**

IMM reported that the information contained in the document was agreed at a recent Board meeting. He spoke about the impact that multi-year funding will have on the organisations and on their work. He discussed the benefits and difficulties of this and stressed that it will be important to discuss these matters regularly. The Ceannard announced that she had spoken to the organisations receiving the funding and that they recognise their responsibilities and duties regarding reporting to Bòrd na Gàidhlig.

Members asked whether there has been a change in the reporting requirements for organisations receiving this funding and IMM explained how outcomes are now measured and how this has changed

Members and IMM discussed how the shortage of staff in the sector is affecting organisations and how to be make jobs more attractive to potential candidates.

Members noted that they were aware that the Gaelic Officers Scheme had opened and asked for further information about the interest in the scheme so far. The Sgioba-stiùiridh provided information and views on this matter.

Decision:

Members noted the Development Report.

### **3.2. Priorities for the Early Years Gaelic Grant Scheme**

#### **2025-26**

SK briefed Members on the information in the paper and announced that a specific training budget had been added to the scheme this year.

Issues surrounding the committees of early years group and how such groups can be supported and influenced were discussed. The Ceannard provided further information on how Bòrd na Gàidhlig officers support delivery groups.

Decision:

Members agreed the priorities.

#### 4. Gaelic Language Plans

*\*MNL left the meeting\**

##### **PGR050 E03 University of Aberdeen Gaelic Language Plan**

JMH provided a summary of the third edition of the University of Aberdeen's Gaelic Language Plan and an update on the progress made with the second edition. Members agreed that it was an interesting and clear plan and that it gave a good picture of what was happening in Aberdeen. It was said to be encouraging to see what is happening in a city where census data shows a growing number of people interested in Gaelic. Members praised the focus on collaboration in the Plan and commented on how valuable it is that the University plays such an important role in the work of promoting Gaelic in the city of Aberdeen and how they can provide guidance and ideas to other organisations.

##### Decision:

Members agreed the University of Aberdeen Gaelic Language Plan.

##### **PGR028 E03 North Ayrshire Council**

JMH provided a summary of the third edition of the North Ayrshire Council Gaelic Language Plan and an update on the progress made with the second edition. A summary of the commitments in the plan, of discussions held with the Council and information about Gaelic education in the area were provided. It was noted that the council is supportive of Gaelic and the impact of this on the language plan preparation process was considered. Opportunities not included in the Plan were also discussed.

##### Decision:

Members agreed the North Ayrshire Council Gaelic plan.

#### 5. HR matters

##### **5.1. HR Policy**

##### **Sexual Harassment**

KNG provided information on the origin of this policy and on training provided to employees.

Decision:

Members agreed the policy with the understanding that a bilingual draft would be sent to them by email.

**Policy on Standards of Conduct**

KNG explained that the policy had been updated as practices had changed within the organisation.

Decision:

Members agreed the policy.

**Lone Working Policy**

KNG explained why this policy is necessary and how it affects employees.

Members asked whether this affects the delivery groups with which Bòrd na Gàidhlig works. The Ceannard advised that this guidance only applied to Bòrd na Gàidhlig staff but that she will raise the issue informally with the delivery groups.

Decision:

Members agreed the Policy

**Maternity, Paternity and Adoption Policy**

KNG announced that a new piece of legislation was introduced in April 2025, the Neonatal Care (Leave and Pay) Act 2023 and that the policy has been updated to ensure that Bòrd na Gàidhlig supports all employees as regards parental leave.

Members raised the fact that the policy did not cover stillbirths, infant deaths or miscarriage and NP and KNG agreed that they would investigate this and that Members would be informed on the matter by email after the meeting.

Action:

NP and KNG to investigate this and Members to be notified by email after the meeting.

Decision:

Members agreed the policy with the understanding that they would receive information regarding points raised.

**5.2. Personnel Data**

KNG reported on the level of sickness absence in the organisation and indicated that the reduction in the group's staffing has affected these numbers and that there is no cause for concern.

Decision:

Members noted the data.

**5.3. Biodiversity Duty Report**

KNG summarised the information in the paper.

Decision:

Members approved the information in the report.

**5.4. Health and Safety (For Information)**

KNG reported that there have been no reportable accidents and that the group has moved to a new EAP (Employee Assistance Programme) organisation called Barbour EHS.

Decision:

Members noted the information in the report.

**6. Regulation**

**6.1. Committee Annual Report**

The Ceannard commented on the information in the report and it was noted that one date was mentioned which needed to be changed before the report goes to the Board. A discussion took place on whether plans agreed after the last meeting of the year should be included in the report.

Decision:

Members approved the report.

**6.2. Committee Terms of Reference**

The Ceannard discussed the information in the paper and any changes made to the terms of reference.

Decision:

Members approved the Terms of Reference.

**6.3. Policy & Resources Committee Work Plan**

The Ceannard discussed the information in the document and any changes made to the work plan.

Decision:

Members approved the work plan.

**7. AOCB**

Date of next meeting: 25/09/09

**Meeting closed**