BÒRD NA GÀIDHLIG

Geàrr-chunntas coinneimh: **Comataidh Poileasaidh is Ghoireasan** Diluain 24/08/2020 09.30 – 12.30 **Seisean Dùinte - Tro MS Teams**		Minutes of the meeting of: **Policy & Resource Committee** Monday 24/08/2020 09.30 – 12.30 **Closed Session - Via MS Teams**
Buill Bùird an Làthair: Dòmhnall MacLeòid (Cathraiche) [DML] Màiri T NicAonghais [MTNA] Johan Nic a' Ghobhainn [JNG] **A' frithealadh:** Shona NicIllinnein, Ceannard [SNI] Ailig Greumach, Ceann an Ionmhais [AG] Daibhidh Boag, Stiùiriche Planadh Cànain is Leasachaidhean Coimhearsnachd [DB] Seumas Whannel, Stiùiriche Foghlam Gàidhlig [SW] Steven Kellow, Oifigear Maoineachaidh is Phròiseactan [SK] – Puingean 1.4, 3.1, 3.5 is 3.6 Louise NicIlleathain, Manaidsear Ghnìomhan [LNI] – Puingean 2, 6.1 is 6.2 Liz Taylor, TKm Consulting – Puing 2 Carol NicIain, A' clàradh a' gheàrr-chunntais [CNI]		**Board Members Present:** Donald MacLeod (Chair) [DML] Mary T MacInnes [MTMI] Johan Smith [JS] **In attendance:** Shona MacLennan, Ceannard [SML] Alex Graham, Head of Finance [AG] David Boag, Director of Language Planning & Community Developments [DB] Jim Whannel, Director of Gaelic Education [JW] Steven Kellow, Funding & Projects Officer [SK] – Items 1.4, 3.1, 3.5 & 3.6 Louise MacLean, Operations Manager [LML] – Items 2, 6.1 & 6.2 Liz Taylor, TKm Consulting – Item 2 Carol Johnson, Recording the minutes [CJ]
1.0	**CÙISEAN TÒISEACHAIDH**	**OPENING ITEMS**
1.1	**Fàilte is Leisgeulan** Chuir an Cathraiche fàilte air a h-uile duine chun na coinneimh. Chaidh ainmeachadh gun robh Cairistiona Stiùbhart a' leigeil dhith a dreuchd aig Bòrd na Gàidhlig an t-seachdain seo. Bha Buill na comataidh airson taing a thoirt dhi airson na h-obrach a rinn i thairis air na bliadhnaichean agus iad a' guidhe gach soirbheachas dhi airson an àm ri teachd.	**Welcome & Apologies** The Chair welcomed everyone to the meeting. It was announced that Christine Stewart was to retire from Bòrd na Gàidhlig this week. Members of the committee wished to thank her for her work over the years and wish her every success for the future.
1.2	**A' nochdadh com-pàirt** MTNA: HISA– Puing 3.1 is Taigh Chearsabhagh– Puing 3.6	**Declarations of Interest** MTMI: HISA– Item 3.1 & Taigh Chearsabhagh– Item 3.6
1.3	**Geàrr-chunntas** Chaidh **GABHAIL RI** geàrr-chunntas na coinneimh a chumadh air 09/06/2020 leis an atharrachadh ainmichte.	**Minutes** The Minutes of the meeting held on 09/06/2020 were **APPROVED** with noted amendment**.**
1.4	**Co-dhùnadh eadar coinneamhan** Chaidh **CLÀRADH** gun do dh'aontaich a' Chomataidh ri taic luach £32,300 a thoirt do Stòrlann Nàiseanta na Gàidhlig airson pasgan phròiseactan air 04/08/2020.	**Decision between meetings** It was **RECORDED** that the Committee had approved funding of £32,300 for Stòrlann Nàiseanta na Gàidhlig on 04/08/2020.
1.5	**Clàr-ghnìomhan**	**Action Log**
	Fhuair Buill fiosrachadh às ùr air adhartas mu nithean a bha fhathast rin coileanadh air clàr-ghnìomhan na comataidh. Co-dhùnadh: Thug Buill **FA-NEAR** dhan fhiosrachadh as ùire sa chlàr-gnìomhan.	Members received an update on progress on outstanding items on the committee action log. Decision: Members **NOTED** the action log updates.
	Gnìomhan:	Actions:
1.5.1	Dh'aontaich na Buill gach gnìomh crìochnaichte a thoirt air falbh bhon chlàr.	Members approved removing all completed actions from the log.
1.5.2	Dh'iarr Buill gun deidheadh nota adhartais nas fharsainge a dhèanamh airson gach gnìomh.	Members asked that a more expansive progress note be completed for each action.

1.5	**GISBE** Cha robh an còrr nithean ann airson beachdachadh orra.	**AOCB** No further items for consideration.
2.0	**SGIOBACHD**	**HUMAN RESOURCES**
2.1	**Suirbhidh Luchd-obrach 2020** *(thàinig LT a-steach)* Thug LT seachad sealladh farsaing air an aithisg aice bho shuirbhidh luchd-obrach 2020, a' toirt fa-near gu bheil na toraidhean fhathast math airson meud na buidhne. Bha Buill brosnachail gun robh comharran nas fheàrr ann airson gach aon de na còig raointean, a' toirt a-staigh sunnd luchd-obrach, agus leasachadh leantainneach air na bliadhnachan roimhe. Chomhairlich i gum bu chòir sùil a thoirt air cuid de na h-innealan sgòraidh airson an cleachdadh san àm ri teachd gus dèanamh cinnteach gum biodh e furasta a thomhas, agus aig an aon àm cumail ri eileamaidean slat-tomhais an sgrùdaidh. Dhaingnich an Sgioba-stiùiridh gum biodh aithisg toraidhean an t-suirbhidh air a dheasbad le luchd-obrach aig tachartas sgioba san t-Sultain, a' cuimseachadh air gnìomhan gus dèiligeadh ris na sgòran as ìsle. <u>Co-dhùnadh</u>: Thug Buill **FA-NEAR** am fiosrachadh san aithisg mar a chaidh a thaisbeanadh, agus chuir iad fàilte air na leasachaidhean a chaidh ainmeachadh, agus dh'iarr iad gun tèid obair a dhèanamh gu luath gus dèiligeadh ri cùisean a nochd bho Shuirbhidh Luchd-obrach 2020. Thug an Cathraiche taing do LT airson a cuideachadh leis a' mheasadh agus airson na h-aithisg a chaidh a thoirt seachad. *(Dh'fhàg LT)*	**Staff Survey 2020** *(LT joined the meeting)* LT gave an overview of her report from the 2020 staff survey, noting that the results continue to be good for the size of organisation. Members were encouraged to note that there were improved scores for each of the five areas, including staff morale, and a continued improvement on previous years. She advised that for future use some of the scoring mechanisms should be looked to ensure ease of measurement, whilst maintaining the benchmarking elements of the survey. The Leadership Team confirmed that the survey results report would be discussed with staff at a team event in September, focusing on actions to address the lowest scores. <u>Decision:</u> Members **NOTED** the information in the report as presented, and welcomed the improvements noted, and called for swift action to be taken to address the issues that have emerged from the 2020 Staff Survey. Chair thanked LT for her assistance with the evaluation and for the report provided. *(LT left)*
3.0	**IONMHAS**	**FINANCE**
3.1	**Iarrtasan taic-airgid** *(thàinig SK a-steach)* Fhuair Buill fios-ullachaidh mu mhaoineachadh bho SK. Airson aontachadh: • Comhairle Earra-Ghàidheal is Bhòid £15k • Highlands & Islands Students Association £12.5k *(Dh'fhàg MTNA airson a' cho-dhùnaidh seo)* Airson moladh dhan Bhòrd-stiùiridh: • Eden Court £45k • Oilthigh Heriot Watt £15k <u>Co-dhùnadh:</u> Às dèidh deasbad, chaidh na molaidhean anns a' phàipear **AONTACHADH** mar a chaidh an taisbeanadh.	**Funding applications** *(SK joined)* Members received a briefing on funding from SK. For approval: • Argyll & Bute Council £15k • Highlands & Islands Students Association £12.5k *(MTMI left for this decision)* For recommendation to the Board: • Eden Court £45k • Heriot Watt University £15k <u>Decision:</u> After discussion the recommendations in the paper were **APPROVED** as presented.
3.1.1	<u>Gnìomhan</u>: Tha aig SK ri moladh gum bu chòir beachdachadh air Urras Leabhraichean na h-Alba a thoirt a steach mar chom-pàirtiche sa phròiseact aig Oilthigh Heriot-Watt.	<u>Actions:</u> SK to recommend the inclusion of the Scottish Book Trust as a proposed partner in the Heriot-Watt University project.
3.1.2	Oifigearan gus conaltradh a chumail ri Eden Court tron phròiseact a thathar a' moladh ri linn cleachdadh na Gàidhlig aig an togalach.	Officers to continue engagement with Eden Court throughout the proposed project with regards to Gaelic usage at the venue.

	SEISEAN FOSGAILTE BHO 10.15M	OPEN SESSION FROM 10.15AM
	Chuir an Cathraiche DML fàilte air a h-uile duine don t-seisean fhosgailte is phoblach den choinneimh.	Chair DML welcomed all to the open public session of the meeting.
3.0	**IONMHAS**	**FINANCE**
3.2	**Aithisg Ionmhais gu 31/07/2020**	**Finance Report to 31/072020**
	Thug AG geàrr-chunntas seachad air an t-suidheachadh ionmhasail gu ruige seo. Co-dhùnadh: Thug buill **FA-NEAR** don fhiosrachadh a chaidh a thaisbeanadh.	AG gave a briefing on the financial position to date. Decision: Members **NOTED** the information presented.
3.3	**Aithisg Bhliadhnail is Cunntasan 2019-20**	**Annual Report and Accounts 2019-20**
	Dh'innis AG gun deach an dreachd Aithisg Bhliadhnail agus Cunntasan a chrìochnachadh agus gun deidheadh beachdachadh orra aig a' Chomataidh Sgrùdaidh is Dearbhachd air 27 Lùnastal 2020. Co-dhùnadh: Thug buill **FA-NEAR** don fhiosrachadh a chaidh a thaisbeanadh.	AG reported that the draft Annual Report and Accounts were completed and would be considered at the Audit and Assurance Committee on the 27 August 2020. Decision: Members **NOTED** the information presented.
3.4	**Buidseat 2020-21 (air ùrachadh)**	**Budget 2020-21 (updated)**
	Mar thoradh air na measaidhean air feumalachdan trèanaidh a tha tachairt aig an àm seo, mhol Buill gum bu chòir coimhead ri an riarachadh airson trèanadh taobh a-staigh a' bhuidseit a mheudachadh nuair a thèid beachdachadh air dreachd bhuidseatan airson 2021-22 suas gu 2024-25. Bu chòir cùis gnìomhachais sam bith san àm ri teachd airson maoineachadh a bharrachd suimean nas motha a chur ann airson trèanadh, Daimh Phoblach agus Goireasan Foghlaim. Co-dhùnadh: **DH'AONTAICH** buill ris a' bhuidseat ùraichte airson 2020-21 airson moladh don Bhòrd. Rinn iad molaidhean a bharrachd airson buidseat 2021-22 Gnìomhan: AG gus coimhead ris a' bhuidseat àrdachadh airson trèanadh agus goireasan foghlaim anns na dreachdan buidseit airson 2021 - 2025.	Due to the current training needs assessments being carried out, Members recommended that consideration be given to the allocation for training within the budget being increased when the draft 2021-22 up to 24-25 budget is considered by the Board. ~~,~~ Any future business case for additional funding should include increased budgets for training, PR and Educational Resources. Decision: Members **APPROVED** the revised budget for 2020-21 for recommendation to the Board. They made additional recommendations for the 2021-22 budget. Actions: AG to look at increasing the budget for training and Educational Resources in the draft 2021-25 budgets.
3.5	**Co-chonaltradh Maoineachaidh**	**Funding Consultation**
	Thug SK tar-shealladh seachad air a' cho-chomhairle a thathar an dùil cumail le buidhnean is pròiseactan maoinichte, far an tèid beachd a shireadh air grunn cheistean air leasachaidhean le maoineachadh bho Bhòrd na Gàidhlig. Co-dhùnadh: **DH'AONTAICH** buill ris a' phàipear le atharrachaidhean agus ghabh iad fa-near gun tèid an sgrùdadh a sgaoileadh taobh a staigh dà sheachdain. Gnìomhan:	SK gave an overview of the planned consultation with funded projects and organisations, where opinion will be sought on a range of questions about Bòrd na Gàidhlig funded development. Decision: Members **APPROVED** the paper with agreed amendments and noted that the survey will be issued within two weeks. Actions:
3.5.1	SK gus an dreach ùrraichte Gàidhlig den phàipear a sgaoileadh gu Buill airson fiosrachadh.	SK to distribute the updated Gaelic version of the paper to Members for information.
3.5.2	SK gus iomradh a thoirt sa cho-chomhairle maoineachaidh air co-obrachadh is ceist a chur ris mu thaic IT is conaltraidh sam bith a tha dhìth air luchd-ùidh, agus seo a thoirt a-steach ann an stiùireadh maoineachaidh san àm ri teachd cuideachd.	SK to reference collaborative working in the consultation and include a question about any IT and communications support required by stakeholders, and also include this in future funding guidance.

3.6	**Iarrtas Taic-airgid**	**Funding Applications**
	(Dh'fhàg MTNA airson a' cho-dhùnaidh air Taigh Chearsabhagh) Bheachdaich na Buill air na h-iarrtasan a leanas: Airson aontachadh • Taigh Chearsabhagh £20k Airson moladh dhan a' Bhòrd-stiùiridh • Foghlam Alba £50k Co-dhùnadh: Chaidh na molaidhean anns a' phàipear **AONTACHADH** mar a chaidh a thaisbeanadh.	*(MTMI left for the decision on Taigh Chearsabhagh)* Members discussed the following applications: For approval • Taigh Chearsabhagh £20k For recommendation to the Board • Education Scotland £50k Decision: The recommendations in the paper were **APPROVED** as presented.
4.0	**RIAGHLADH CORPORRA**	**CORPORATE GOVERNANCE**
4.1	**Plana Gnìomh 2020/21 - Sgrùdadh** Bheachdaich na Buill air an adhartas air Plana Gnìomh 2020/21 agus air na dùbhlain an-dràsta. Thug JW fiosrachadh do Bhuill mu cho-obrachadh le ùghdarrasan ionadail, Riaghaltas na h-Alba agus an Caidreachas Cùraim is Ionnsachaidh a thaobh buaidh stiùireadh Covid-19 air buidhnean tràth-bhliadhnaichean. Tha sgrùdaidhean cùise gan ullachadh gus cuideachadh le bhith a' toirt fios agus comhairle do phàrantan. Thathas a' dèanamh obair eile gus goireas air-loidhne a chruthachadh gus buidhnean coimhearsnachd a chuideachadh gus cumail orra/ath-thòiseachadh a bhith a' coinneachadh. Co-dhùnadh: Thug buill **FA-NEAR** don adhartas is fiosrachadh mar a chaidh a thaisbeanadh.	**Operational Plan 2020/21 – Monitoring** Members discussed the progress on the 2020/21 Operational Plan, and current challenges. JW briefed Members on liaison with local authorities, Scottish Government and the Care and Learning Alliance re impact of Covid-19 guidelines on early years groups. Case studies are being prepared to help inform and advise parents. Further work is being undertaken to develop online resource to assist community groups to continue/resume meeting. Decision: Members **NOTED** progress and information as presented.
4.2	**Aithisg bhliadhnail na Comataidh**	**Committee Annual Report**
	Bheachdaich buill air adhartas leis a' chomataidh an ìre mhath ùr seo. Dh' aontaich a h-uile duine gun robh conaltradh aghaidh ri aghaidh le coimhearsnachdan fìor bhuannachdail agus gun tèid a thòiseachadh a-rithist cho luath 's a ghabhas. Co-dhùnadh: **GHABH** na buill ris an aithisg, is mhol iad a cur chun a' Bhùird-stiùiridh shlàn san t-Sultain.	Members discussed progress with this relatively new committee. All agreed that face to face engagement with communities was most beneficial and will be resumed as soon as possible. Decision: Members **APPROVED** the report and recommended submission to the full Board in September.
5.0	**CLEACHDADH**	**USAGE**
5.1	**Amasan Àrd-ìre**	**High Level Aims**
	PT1 – PGR071 Coilltearachd na h-Alba Thaisbean DB an dreachd airson Coilltearachd na h-Alba airson aontachadh. Co-dhùnadh: **DH'AONTAICH** na buill ris an tagradh.	**PT1 – PGR071 Scottish Forestry** DB presented the submission for Scottish Forestry for decision. Decision: Members **APPROVED** the submission.
6.0	**GNOTHAICHEAN CORPORRA**	**CORPORATE MATTERS**

6.1	**Ro-innleachd ICT 2020-23** *(Thànaig LNI a-steach)* Thug LNI aithris seachad air an dreachd ro-innleachd ICT. Mhol Buill trèanadh agus ath-sgrùdadh sgilean bliadhnail a chur ris, agus gum bu chòir Buill a' Bhùird a bhith air an toirt a-steach do dh'iomairtean sam bith a dh'fhaodadh a bhith buntainneach don leasachadh aca. Co-dhùnadh: **DH'AONTAICH** na buill ris an Ro-innleachd ICT le atharraichean a chaidh a mholadh. Gnìomh: Iarraidh LNI air an Oifigear Conaltraidh fios a thoirt do Bhuill mun chlàr-ama a thathar a' moladh airson làrach-lìn ùr Bhòrd na Gàidhlig ullachadh.	**ICT Strategy 2020-23** *(LML joined)* LML gave a briefing on the draft ICT Strategy. Members recommended training and an annual skills review be added, and that Board Members should be included in any initiatives that may be pertinent to their development. Decision: Members **APPROVED** the ICT Strategy with noted amendments. Action: LML will ask the Communications Officer to advise Members of the proposed timescale for the preparation of the new Bòrd na Gàidhlig website.
6.2	**Poileasaidh Siubhal is Cosgaisean** Thug LNL fiosrachadh do na Buill mun phoileasaidh ùraichte. Mhol Buill foirmichean agus stiùireadh nas sìmplidhe airson cosgaisean, nan gabhadh e a bhith, is gum bu chòir stiùireadh goirid ullachadh airson a thoirt do luchd-obrach agus Buill a' Bhùird-stiùiridh. Co-dhùnadh: **DH'AONTAICH** na buill ris a' Phoileasaidh Siubhal is Cosgaisean, leis na h-atharraichean ainmichte. Gnìomh: LNI gus beachdachadh air foirm chosgaisean nas sìmplidh agus duilleag stiùiridh a dhealbhadh airson a' Phoileasaidh Siubhal is Cosgaisean.	**Travel and Subsistence Policy** LML gave Members a briefing on the revised policy. Members recommended the simplification of expenses forms, if possible, and that a short guide be prepared for issue to staff and Board Members. Decision: Members **APPROVED** the Travel and Subsistence Policy with noted amendments. Action: LML to consider devising a simplified expense form and guidance sheet for the Travel and Subsistence Policy.
7.0	**PLANA OBRACH NA COMATAIDH**	**COMMITTEE WORKPLAN**
	Dreachd Plana Obrach na Comataidh Poileasaidh is Ghoireasan Chaidh deasbad a chumail air an fheallsanachd airson pàipearan a chur a-steach ann an Gàidhlig agus Beurla chun a' Bhùird-stiùiridh is chun nan Comataidhean. Mhol Buill na leanas a chur ris a' phlana obrach: – Èifeachdas agus trèanadh a' bhùird agus nan comataidhean. Chaidh moladh gun rachadh Ath-sgrùdadh a dhèanamh air na crìochan airson aontaidhean maoineachaidh san Sgeama Ùghdarras Ionmhais Tiomnaichte. Co-dhùnadh: **DH'AONTAICH** na buill ris a' phlana obrach leis na rudan a chaidh a chur ris. Gnìomhan: SNI gus na leanas a chur ri plana obrach Comataidh Poileasaidh is Ghoireasan: – Èifeachdas agus trèanadh a' bhùird-stiùiridh agus nan comataidhean *(Thoir fa-near gum bu chòir seo a chur ris gach fear de na planaichean obrach buntainneach air feadh na buidhne).* – Pròiseas airson sùil a chumail air deasachadh na h-Aithisg Bhliadhnail agus Cunntasan	**Policy & Resources Draft Work Plan** Discussion took place on the rationale for submission of papers in Gaelic and English to Board and Committees. Members recommended the following additions to the work plan: – Board and committee effectiveness and training A review of the limits for funding approvals in Scheme of Delegated Financial Authority was recommended. Decision: Members **APPROVED** the work plan with the noted additions. Action: SML to add the following to the Policy and Resources Committee workplan: – Board and committee effectiveness and training (*Note this should be added to each of the relevant work plans across the organisation).* – Process for monitoring the production of Annual Report and Accounts SML to review the limits for funding approvals in the Scheme of Delegated Financial Authority.

	SNI gus ath-sgrùdadh a dhèanamh air na crìochan airson aontaidhean maoineachaidh anns an Sgeama Ùghdarras Ionmhais Tiomnaichte.	
8.0	**GNOTHACH IOMCHAIDH SAM BITH EILE**	**ANY OTHER BUSINESS**
	Cha robh gnothach sam bith eile ann. Thug an Cathraiche taing dha na h-uile airson na chuir iad ris a' choinneimh agus airson na h-obair ullachaidh a rinn iad. Bha a' chomataidh air a misneachadh leis an adhartas a bhathar a' dèanamh ann an leasachadh na Gàidhlig aig àm a tha air a bhith dùbhlanach dhan a h-uile duine. Thug e cuideachd taing don fheadhainn a bha a' frithealadh air-loidhne airson an ùidh agus thug e cuireadh dhaibh a dhol an sàs tro phost-d no tro na meadhanan sòisealta le smuaintean no molaidhean sam bith a dh' fhaodadh cuideachadh le iomairtean Gàidhlig. Ceann-latha airson na h-ath choinneamhan: 27/10/2020 Dhùin a' choinneamh aig 12.25	There was no other business. Chair thanked all for their contribution to and preparation for the meeting. The committee were encouraged by the progress being made in the development of Gaelic at a very challenging time for everyone.. He also thanked those attending online for their interest and invited them to engage via email or through social media with any thoughts or recommendations that may help with Gaelic initiatives. Date for the next meetings: 27/10/2020 The meeting closed at 12.25

Ceann-là na coinneimh	27/08/2020
Dearbhte le Sgioba Stiùiridh	28/08/2020
Air adhart gu Cathraiche na Comataidh airson dearbhadh/atharrachadh	31/08/2020
Dearbhte le Cathraiche na Comataidh	07/09/2020
Air falbh airson dearbhadh/eadar theangachadh	07/09/2020
Dearbhte le Buill an CPG	10/09/2020
Dearbhadh air atharraichean a bharrachd le ET	10/09/2020
Dearbhadh air co-ionannachd eadar a' Ghàidhlig is a' Bheurla san dreach dheireannach	AMC