

Meeting: Policy & Resources Committee
Date/Time: 06 May 2025 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 (For Discussion)

PT1 Finance Report to 31/03/2025

Nicola Pearson, Head of Finance and Corporate Affairs

2.2 Annual Report on Procurement (For Discussion)

Nicola Pearson, Head of Finance and Corporate Affairs

3. Usage

3.1. Report on Development (For Discussion)

Iain MacMillan, Director

3.2 Early Years Grants (For Discussion)

Steven Kellow, Funding and Projects Manager

4. Planaichean Gàidhlig

4.1. University of Aberdeen E03 (For Decision)

PT1 PGR050 E03 University of Aberdeen's Gaelic Language Plan

Jennifer McHarrie, Director

4.2. North Ayrshire Council E03 (For Decision)

PT1 PGR028 E03 North Ayrshire Council

Jennifer McHarrie, Director

5. HR Matters

5.1. HR Policies (For Decision)

PT1 Maternity, Paternity and Adoption Leave Policy

PT2 Standards of Conduct Policy

PT3 Sexual Harassment Policy

PT4 Lone Working Policy

Karen Smith, Operations Manager

5.2. HR Data (For Information)

5.3. Biodiversity Duty Reporting (For Decision)

5.4. Health and Safety (For Information)

Karen Smith, Operations Manager

6. Governance

6.1. Committee Annual Report (For Decision)

Ealasaid MacDonald, CEO

6.2. Committee Terms of Reference (For Decision)

Ealasaid MacDonald, CEO

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

PT1 Work Plan 2025/26

Ealasaid MacDonald, CEO

7. GISBE

End of Session

Meeting:	Policy and Resources Committee
Date:	6 May 2025
Title:	Finance Report
Action Required:	For Information
Paper number:	2.1
Spokesperson:	Nicola Pearson, Head of Finance & Corporate Affairs
Appendices:	None

1. Purpose

- 1.1. The purpose of this paper is to give information to the Committee on the financial position as at 31 March 2025.
- 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 had a total budget of £5,475k.
- 2.2. This budget comprised baseline Grant in Aid (GiA) of £5,125k plus £350k to specifically support the Gaelic Community Development officer scheme for the financial year.
- 2.3. Total cash spend for 31 March 2025 was £5,487k, giving an overspend against budget of £12k for 2024/25.
- 2.4. There was cash brought forward from the previous financial year of £21k which offset this overspend and leaving a balance of £9k at the bank.
- 2.5. We requested and received permission from the Sponsor Division to carry this forward for operational purposes.
- 2.6. A summary of the year end position is below:

		TO 31.03.25			
		BUDGET £'000	ACTUAL £'000	VAR £'000	VAR %
FUNDING / INCOME	Cash brought forward	21	21	-	-
	Grant in Aid - baseline	5,125	5,125	-	-
	GiA additional funding	350	350	-	-
	TOTAL BUDGET	5,475	5,475	-	0%
EXPENDITURE	GLAIF	1,140	1,170	30	3%
	Other Development	2,701	2,707	6	0%
	TOTAL DEVELOPMENT COSTS	3,841	3,877	36	1%
	Staff Costs	1,219	1,187	-32	-3%
	Other Operating Costs	415	423	8	2%
	TOTAL OPERATING COSTS	1,634	1,610	-24	-1%
	TOTAL COSTS	5,475	5,487	12	0%

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: Our work informs and influences Gaelic development and policies which impact on Gaelic.

4.5. Impacts on Reputation: It is important that Bòrd na Gàidhlig 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	☐	Children and Young People	☐
Culture	☐	Communities	☐
Environment	☐	Poverty	☐
Health	☐	International	☐
Learning	☐	Economy	☐
Successful Innovative Businesses	☒		

6. Governance Route

6.1. Approved by the Leadership Team on 16 April 2025.

7. Confirmation of Circulation of Document

7.1. This is an open paper.

Meeting:	Policy and Resources Committee
Date:	6 May 2025
Title:	Annual Procurement Report
Action Required:	For Information
Paper number:	2.2
Spokesperson:	Nicola Pearson, Head of Finance & Corporate Affairs
Appendices:	PT1 Annual Procurement Report

1. Purpose

- 1.1. The purpose of this paper is to give the Committee an overview of Bòrd na Gàidhlig's approach to procurement and give assurance that the procurement policy is being followed.
- 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. Internal Audit recommended the presentation to the Board or one of its committees, a report which details the organisation's procurement activities. The first procurement report was presented to the Policy and Resources Committee in 2021.
- 2.2. In reviewing Bòrd na Gàidhlig procurement activity over the year to 31 March 2025 we can see that :
 - 2 contracts were awarded after a tender exercise
 - 1 contract was awarded after a desk top exercise
 - 1 contract was awarded after a single tender approach
- 2.3. A review of cumulative spending throughout the year allowed a compliance check to ensure that spending is profiled and adhering to the correct procurement processes.
- 2.4. Please refer to PT1 for further information.

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: Our work informs and influences Gaelic development and policies which impact on Gaelic.

4.5. Impacts on Reputation: It is important that Bòrd na Gàidhlig continues to demonstrate effective management of its finances and is following the Scottish Model of Procurement.

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	☐	Children and Young People	☐
Culture	☐	Communities	☐
Environment	☐	Poverty	☐
Health	☐	International	☐
Learning	☐	Economy	☐
Successful Innovative Businesses ☒			

6. Governance Route

6.1. Approved by the Leadership Team on 14 April 2025.

7. Confirmation of Circulation of Document

7.1. This is an open paper.

Annual Procurement Report 2024/25

Purpose

Bòrd na Gàidhlig's approach to procurement is to ensure that goods and services are acquired by competition unless there are convincing reasons to the contrary, such as urgent requirements or single suppliers. This Annual Procurement Report has been prepared to inform the Policy and Resources Committee of Bòrd na Gàidhlig's procurement activities supporting the expenditure over the period 1 April 2024 – 31 March 2025. Development Grants have been excluded.

Overview of procurement activity

A regulated procurement is any procurement for public supplies or services with value of over £50,000, and public works with a value of over £2 million, where an award notice has been published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.

Within Bòrd na Gàidhlig procurements above the "Regulated Procurement" level of £50k are rare and for every procurement within Bòrd na Gàidhlig, unless a call-off, framework or central contract is available, the following process will apply:

- Purchases between £1,000 and £5,000 require verbal quotations from at least 3 suppliers;
- Purchases between £5,000 and £25,000 require formal written quotations from at least 3 suppliers; and
- Purchases in excess of £25,000 require formal tendering procedures, in accordance with relevant legislation and guidance.

Below is a summary of new procurement activity over the last year:

Table 1

Procurement Activity 01/04/24 - 31/03/25		
Goods or service being procured	Procurement process	Contract value
Corporate Report design and production	Desktop exercise	< £5k
Gaelic Awareness Sessions / Training	Tender	£5k > < £25k
Progressing developments in corpus of Gaelic	Tender	> £25k
Implementetation of Sharepoint solution	Single tender approach	£5k > < £25k

As part of the annual procurement review, Bòrd na Gàidhlig also look at the annual cumulative spend across all suppliers to establish whether any have annual orders totalling more than £25,000 – the threshold for a tender process unless already subject to a contract or framework – and therefore ensure that we are complying with the Procurement Policy.

The cumulative spend in 2024/25 is based on the provision of similar goods or services provided by a single supplier, adding multiple transactions together.

Table 2 reflects all cumulative spend over £25,000 in the last financial year:

Table 2

Summary of spend by supplier > £25k 01/04/24 - 31/03/25		
Goods or service received	Cumulative value	Procurement process
Property costs	£38,623	MOTU*
IT support	£56,878	Tender
Software management	£39,898	Tender

* Memorandum of terms of understanding

As can be seen in Table 2, when the total spend on a supplier across the full year has exceeded £25,000 there is either an appropriate agreement in place or a tender exercise had been undertaken to procure the goods or services received.

Coinneamh:	Comataidh Poileasaidh is Ghoireasan
Ceann-là:	6 Cèitean 2025
Tìotal:	Aithisg air Leasachaidh
Gnìomh a dhìth:	Airson Deasbad
Àireamh pàipear:	3.1
Neach-labhairt:	Iain Mac a' Mhaoilein, Stiùiriche Leasachaidh
Pàipearan-taic:	Chan eil

1. Adhbhar

- 1.1. Airson fiosrachadh a thoirt do Bhuill a' Bhùird-stiùiridh mu adhartas le leasachadh na Gàidhlig.

2. Cùl-fhiosrachadh/Prìomh aithris

- 2.1. Tha obair leasachadh na Gàidhlig mar phrìomh amas aig Bòrd na Gàidhlig agus cudromach airson adhartas a dhèanamh ri bhith dìon agus a neartachadh cleachdadh a Ghàidhlig gu nàdarra as na coimhearsnachdan againn.
- 2.2. Tha e feumail coimhead air obair leasachaidh a Bhùird mar frèam-obrach a tha toirt cothrom dhuinn a bhith cinnteach gu bheil an obair a tha sinn a dèanamh, agus an taic a tha sinn a toirt seachad, a cleachdadh na goireasan a th' againn as an dòigh as èifeachdach.
- 2.3. Tha a Phlana Corporra soilleir a thaobh na prìomhachasan airson leasachadh na Gàidhlig agus a cur fòcas làidir air h-àrd-amasan a leanas.
 - Gum bi barrachd dhaoine a' cleachdadh Gàidhlig agus a' faighinn bhuannachdan bhon chànan nan obair, aig an taigh agus anns a' choimhearsnachd
 - Gum bi barrachd cothroman ann do dhaoine aig aois sam bith na sgilean Gàidhlig aca a thoirt air adhart agus gum bi na cothroman seo nas ruigsinniche

3. Frèam-obrach leasachaidh

- 3.1. Thoisich pìleat leis na Buidhnean Lìbhrigidh ann a 2017 le maoineachadh trì bliadhna agus an de leirmheas air a phròiseact ann a 2022 chaidh aontachadh ri leudachadh air na chaidh a dhèanamh agus cothrom maoineachadh airson suas ri còig bliadhna ceangailte ri planaichean gnìomhachais innleachdail airson na Buidhnean. Airson 2025/26, a dàrna bliadhna dhen sgeama, tha na Buidhnean a faighinn taic mar a dh' aontaich coinneamh a Bhùird air 22 Ghiblein 2025:

Buidheann	2025/26 £
Comunn na Gàidhlig (is Comann nam Pàrant)	£1,229,300
Fèisean nan Gàidheal	£274,300
Comhairle nan Leabhraichean	£251,800
An Comunn Gàidhealach	£219,100
Ionad Chaluim Chille Ìle	£132,600
Sabhal Mòr Ostaig – Faclair na Gàidhlig	£115,500
Ceòlas Uibhist	£114,500
Sabhal Mòr Ostaig – Ainmean-Àite na h-Alba	£112,600
Sabhal Mòr Ostaig – Tobar an Dualchais	£80,000
Theatre Gu Leòr	£72,000
Acair	£67,300 (+ £30,000 airson pròiseactan)
IOMLAN	£2,699,000

Chaidh co-dhùnadh a dhèanamh nach eil Ionad Chaluim Chille Ìle no Acair fhathast aig ìre far a bheil fianais làidir gu bheil iad air an adhartas a tha a dhith a dhèanamh a thaobh planaichean ro-innleachdail aig a Bhuidheann. Leis a sin cha bhith iad ach a faighinn taic maoineachaidh airson na bliadhna agus bith sinn ag obair còmhla riutha airson adhartas a dhèanamh air na planaichean ro-innleachdail aca.

- 3.2.** Fhuair a Bòrd £510,000 a bharrachd bhon Riaghaltas airson Sgeama Oifigearan Leasachaidh ann a Coimhearsnachdan a chumail a dol ann a 2025/26. Tha an taic seo na fhreagairt air iarrrtas làidir airson sgeama maireannach a chur Bòrd na Gàidhlig chun Riaghaltas Samhradh 2024. Chaidh £120,000 a chur ris a seo bho buidseatan leasachaidh eil ag a Bhòrd airson
- 3.3.** A measg Sgeama Oifigearan ghabh am Bòrd an cothrom tòiseachadh na h-obrach airson planaichean Gàidhlig coimhearsnachd a chur air dòigh. Chaidh taic a thoirt seachad airson oifigearan ann an Uibhist agus Iar thuath Leòdhais airson Planaichean Canain coimhearsnachd a chruthachadh. Tha crìoch ga chur air dreach Phlanaichean an dràsta le dùil gun tig iad a mach gu co-chomhairle as na coimhearsnachdan ron t-samhradh 2025. Tha beagan dail air a bhith ann ris a na còmhraidhean a tha air a bhith a dol ris an t-àite a tha aig na planaichean seo a measg Bile na Canain.
- 3.4.** Tha còmhraidh air a bhith ann ris Buidhnean ann an ceann a Tuath an Eilean Sgitheanach airson obair a thòiseachadh air Plana airson Sgìre Thròndairnis agus tha dùil gun toisich an obair ann a 2025-26.
- 3.5.** Leis na buannachdan ann a bhith a maoineachadh Buidhnean Lìbhrigidh airson ioma-bliadhna chaidh Sgeama Taic Freumhan Coimhearsnachd a leudachadh gus coimhead air maoineachadh airson da bhliadhna bho 2024-26. Chaidh sin a chumail a dol airson 2025-27 agus chaidh taic iomlan £208,000 a thoirt ri 48 pròiseactan eile.

4. Moladh

- 4.1.** Gum bi na buill a' toirt fa-near dhan fhiosrachadh anns a' phàipear seo agus a' gabhail beachd air an adhartas.

5. Prìomh Bhuidhean Ro-innleachdail

- 5.1.** Buidhean air Ionmhas: Chan eil buaidh air ionmhas
- 5.2.** Buidhean air Luchd-obrach: Tha am paipear a' toirt fa-near dhan obair a tha luchd-obrach a' Bhùird ris tron bhliadhna.
- 5.3.** Buidhean air Trèanadh: Chan eil buaidh ann.
- 5.4.** Ceanglaichean ri Amasan Ro-innleachadh agus Corporra: Tha an aithisg a' toirt iomradh air coileanadh amasan ro-innleachdail agus corporra
- 5.5.** Buidhean air Cliù: Tha e riatanach gum bi sinn a dèanamh adhartas ri obair leasachaidh agus tha seo a' toirt buaidh air cliù Bhòrd na Gàidhlig.
- 5.6.** Buidhean air Slàinte is Sàbhailteachd: Chan eil gin ann.
- 5.7.** Buidhean Laghail: Tha dleastanasan air Bòrd na Gàidhlig fo sgèith Achd na Gàidhlig (Alba) 2005.
- 5.8.** Buidhean air Co-ionannachd: Chan eil buaidh ann.
- 5.9.** Buidhean air an Àrainneachd: Chan eil buaidh ann.

6. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☒	Clann is Òigridh	☒
Cultar	☒	Coimhearsnachdan	☒
Àrainneachd	☐	Bochdainn	☐
Slàinte	☒	Eadar-nàiseanta	☐
Foghlam	☒	Eaconamaidh	☐
Gnothachasan soirbheachail is ùr-ghnàthach	☒		

7. Cùrsa Riaghlachais

- 7.1.** Thug an Sgioba-stiùiridh fa-near don phàipear seo air 14 Giblean 2025.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

- 8.1.** 'S e pàipear fosgailte a tha seo.

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	6 Cèitean 2025
Tìotal:	Prìomhachasan Tabhartasan nan Tràth-bhliadhnaichean Gàidhlig 2025/26
Gnìomh a dhìth:	Ri aontachadh
Àireamh pàipeir:	3.2
Neach-labhairt:	Steven Kellow, Manaidsear Maoineachaidh is Phròiseactan
Pàipearan-taic:	Chan eil

1. Adhbhar

- 1.1. A' sireadh aonta bhon Chomataidh airson prìomhachasan is riaghailtean cuairt 2025/26 de Tabhartasan nan Tràth-bhliadhnaichean.

2. Cùl-fhiosrachadh

- 2.1. Thairis air na 5 bliadhna mu dheireadh, thathar air taic a chumail ri bhuidhnean tron sgeama Tabhartasan nan Tràth-bhliadhnaichean mar a leanas:

Bliadhna	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Àireamh buidhnean	38	18	19	21	26	28
Suim air aontachadh	£113,626	£73,000	£80,760	£94,930	£110,950	£123,770

- 2.2. Thug buaidh COVID-19 buaidh sònraichte air na chomataidhean a tha ruith bhuidhnean tràth-bhliadhnaichean Gàidhlig, ach thathar a' faicinn gu bheil adhartas ann leis a seo.

3. Prìomh aithris

- 3.1. Thathar a' sireadh aonta bhon Chomataidh ri phrìomhachasan is riaghailtean cuairt 2025/26 den sgeama taic-airgid Tabhartasan nan Tràth-bhliadhnaichean Gàidhlig.
- 3.2. Thathar an dùil gum bi an sgeama seo cumail taic ri seiseanan tràth-bhliadhnaichean Gàidhlig a' ruith air feadh na dùthcha am measg buidhnean tràth-ìrean a tha ag obair san treas-roinn.
- 3.3. Thathar an dùil gum bi buidseat mu £120,000 uile-gu-lèir airson taic a chumail ri bhuidhnean tron sgeama (thairis air bliadhna-ionmhais 2025/26 is 2026/27).

- 3.4. Thathar an dùil cuideachd gum bi buidseat a bharrachd de £10,000 air a chumail gus taic leasachaidh a chumail ri bhuidhnean airson sgilean stiùirichean-cluiche leasachadh is airson taic a chumail ri comasan fheadhainn a tha air comataidhean na bhuidhnean, is seo air a chur air dòigh ann an co-bhann le buidhnean eile leithid Comann nam Pàrant is CALA (Care and Learning Alliance).
- 3.5. Tro bhuidseat na sgeama, a bharrachd air cosgaisean na bhuidhnean tràth-ìrean a thaobh tuarastalan, màl, teas/dealain, goireasan is cosgaisean seisean eile, bidh Bòrd na Gàidhlig a' cur air dòigh is maoineachadh cosgaisean àrachas do na bhuidhnean.
- 3.6. Thathar an dùil am-bliadhna am pròiseas iarrtas a dhèanamh nas sìmplidhe do bhuidhnean a tha air taic fhaotainn ann am bliadhnaichean a dh' fhalbh, le nas lugha de fiosrachadh air sireadh bho na bhuidhnean seo ach a-mhàin fios as ùr bhon buidheann a thaobh luchd-obrach, plana goirid airson 2025/26 is buidseat na bhliadhna.
- 3.7. 'S e prìomhachasan na sgeama airson 2025/26 (mar a bha iad ann an 2024/25):
 - A' daingneachadh gu bheil cothrom seasmhach aig clann is teaghlaichean air solar tràth-bhliadhnaichean Gàidhlig
 - A' cur ris an àireamh chloinne a tha a' cumail a' dol le ionnsachadh tron Ghàidhlig aig ìrean eadar-ghluasaid
 - A' cuideachadh barrachd theaghlaichean ann an Alba a bhith mothachail air na buannachdan a thig bho dhà-chànanas agus air na cothroman a gheibhear le foghlam tron Ghàidhlig
 - A' cuideachadh phàrantan gus am bi eòlas nas fheàrr aca air goireasan agus air na cothroman a th' ann gus taic a chumail is conaltradh a dhèanamh ri an cuid chloinne tron Ghàidhlig san taigh agus sa choimhearsnachd
- 3.8. Thathar a' moladh gum bi riaghailtean sònraichte ann dhan sgeama mar a leanas:
 - Tha an sgeama fosgailte do bhuidhnean treas-roinn (carthannais no buidheann neo-chorpaichte) sam bith
 - Chan fhaod buidhnean ach 1 iarrtas a chur a-steach (ach faodaidh buidheann taic iarraidh mu choinneimh diofar buidhnean ann an diofar sgìrean)
 - Chan fhaodar taic barrachd na £4,000 iarraidh, ach ma tha am buidheann a' ruith barrachd na aon seisean san t-seachdain, far an urrainn dhaibh suas ri £15,000 iarraidh
- 3.9. Thèid iarrtasan a mheasadh a rèir slatan-tomhais, a' gabhail a-steach:
 - Cho làidir is a tha am buidheann a thaobh coileanadh prìomhachasan na maoine
 - Comasan na buidhne a thaobh seiseanan Gàidhlig aig deagh inbhe a' libhrigeadh
 - Cho math is a tha am buidheann a' ceangal ri buidhnean/sgoiltean eile sa choimhearsnachd
 - Mar a tha am buidheann a' toirt seachad luach an airgid airson an suim air iarraidh
 - Soirbheachas na buidhne ann a bhith a' cur ri àireamhan frithealaidh, àireamhan a' dol a-steach gu FtG agus a bhith a' cur air adhart na Gàidhlig san sgìre

- Comasan na buidhne gus sùil a chumail air is measadh a dhèanamh air adhartas
- Mar a tha an t-iarrtas mothachail air dleastanasan a thaobh lùghdachadh buaidh air an àrainneachd, cur ri co-ionannachd, is cumail taic ri daoine òga a tha, no air a bhith, ann an cùram

3.10. Thathar a’ moladh mar chlàr-ama airson an sgeama:

- Air fhoillseachadh: Ro 15 Cèitean 2025
- Ceann-latha airson iarrtasan a chur a-steach: 26 Ògmhios 2025
- Co-dhùnaidhean leis an Sgioba Stiùiridh: Iuchar 2025
- Taic a’ ruith eadar: Lùnastal 2025 gu Ògmhios 2026

4. Moladh

- 4.1. Thathar ag iarraidh air buill na Comataidh aontachadh gun tèid sgeama Tabhartasan nan Tràth-bhliadhnaichean a ruith mar a tha air a chur an cèill sa phàipear seo airson cuairt 2025/26.

5. Prìomh Bhuidhean Ro-innleachdach

- 5.1. **Buidhean air Ionmhas:** Thathar an dùil gum bi buidseat mu £130,000 airson na sgeama uile-gu-lèir thairis air bliadhnaichean-ionmhais 2025/26 agus 2026/27, le mu £100,000 air a chosg ann an 2025/26 is £30,000 ann an 2026/27.
- 5.2. **Buidhean air Luchd-obrach:** Bidh am Manaidsear Maoineachaidh is Phròiseactan, Manaidsear Foghlaim, Oifigear Leasachaidh Tràth-ìrean is Rianaire Maoineachaidh an sàs ann a bhith stiùireadh na sgeama, is taic bho luchd-obrach eile ann a bhith measadh nan iarrtasan.
- 5.3. **Buidhean air Trèanadh:** Bidh cothroman trèanaidh air a thoirt seachad do luchd-obrach tràth-ìrean mar phàirt de obair an lùib na sgeama.
- 5.4. **Ceanglaichean ri Amasan Ro-innleachadh agus Corporra:** Bidh an sgeama seo a’ cur gu mòr ri choileanadh PCC 2 bho Plana CHorporra 2023-28 aig Bòrd na Gàidhlig a thaobh “Barrachd taic do sholar sna Tràth-bhliadhnaichean”.
- 5.5. **Buidhean air Cliù:** Bidh e cur ri cliù na buidhne gu bheil cothroman trèanaidh a bharrachd air a thoirt seachad do bhuidhnean a gheibh taic tron sgeama, is cuideachd gu bheil cothroman air a dhèanamh nas fhasa do bhuidhnean cur a-steach dhan sgeama am-bliadhna ma bha iad air taic fhaighinn roimhe.
- 5.6. **Buidhean air Slàinte is Sàbhailteachd:** Cha bhi gin ann.
- 5.7. **Buidhean Laghail:** Bidh aonta laghail air a chur air dòigh leis na bhuidhnean a tha soirbheachail. Far a bheilear am meas gu bheil an taic na subsadaidh, thèid dèiligeadh ris an tabhartas a-rèir sgeama subsadaidh Bòrd na Gàidhlig, ach thathar meas gum bi a’ mhòr-chuid de bhuidhnean airidh air taic “Minimum Financial Assistance” leis nach eil iad cosnadh mòran taic-airgid.
- 5.8. **Buidhean air Co-ionannachd:** Bidh ceist ann am foirm-iarrtais an sgeama a’ faighneachd a thaobh buaidh air co-ionannachd is mar a ghabhas co-ionannachd is dleastanasan eile a thaobh Obair Chothromach is Pàrantan Corporra a bhrosnachadh.

5.9. **Buaidhean air an Àrainneachd:** Bidh ceist ann am foirm-iarrtais an sgeama a' faighneachd a thaobh buaidh air an àrainneachd is mar a thèid seo a' lùghdachadh.

6. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☐	Clann is Òigridh	☒
Cultar	☒	Coimhearsnachdan	☒
Àrainneachd	☐	Bochdainn	☐
Slàinte	☐	Eadar-nàiseanta	☐
Foghlam	☒	Eaconamaidh	☒
Gnothachasan soirbheachail is ùr-ghnàthach	☒		

7. Cùrsa Riaghlachais

7.1. Ghabh an Sgioba-stiùiridh fa-near a' phàipeir seo air 24 Giblean 2025.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

8.1. Tha am pàipear seo ri breithneachadh air san seisean fosgailte den choinneimh.

Coinneamh:	Comataidh Poileasaidh is Ghoireasan
Ceann-là:	06 Cèitean 2025
Tìotal:	PGR050 E03 Plana Gàidhlig Oilthigh Obar Dheathain
Gnìomh a dhìth:	Ri Aontachadh
Àireamh pàipear:	4.1
Neach-labhairt:	Jennifer McHarrie
Pàipearan-taic:	PT1 PGR050 E03 Plana Gàidhlig Oilthigh Obar Dheathain

1. Adhbhar

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

2. Cùl-fhiosrachadh/Prìomh aithris

2.1. Geàrr-iomradh air adhartas agus geallaidhean ann an eagraan a dhà (E02) a chaidh a chur an gnìomh le Oilthigh Obar Dheathain:

- Dh' fhastaich an t-Oilthigh Oifigear Leasachaidh Gàidhlig, le taic bho sgeama Maoin Planaichean Gàidhlig.
- Thathar air seiseanan gus Gàidhlig ionnsachadh is cleachdadh a chur air dòigh, mar 'Chearcall Còmhraidh' airson nan oileanaich agus 'ith 's ionnsaich' airson an luchd-obrach.
- Chuir iad lìonra Gàidhlig air dhòigh airson luchd-obrach.
- Rinn iad adhartas le bhith a' foillseachadh leth-bhreacan de dh'fhoillsichidhean sa Ghàidhlig, mar *Obar Dheathain 2040*, plana ro-innleachdail an Oilthighe.
- Chuir an t-Oilthigh tachartas dreuchdan Gàidhlig air dòigh airson nan oileanach agus airson sgoilearan aig Acadamaidh Hazlehead.
- Chleachd taigh-tasgaidh an Oilthigh ro-ràdh dà-chànanach airson an taisbeanaidh air-loidhne *Walking with Birds: The Art of Audubon and MacGillivray*.
- Bha an t-Oilthigh ag obair ann am com-pàirteachas le iomadh buidhnean timcheall air an sgìre le taic bhon Mhaoin-Dualchais a thaobh pròiseact Leabhar Dhèir far an deach tachartas no dhà a chumail sa Ghàidhlig

2.2. Chruthaich Oilthigh Obar Dheathain an dàrna eagraan (E02) den phlana Gàidhlig aca stèidhte air na prìomhachasan ro-innleachdail a chaidh aontachadh eadar an t-ùghdarras agus Bòrd na Gàidhlig.

2.3. Chaidh measadh a dhèanamh air an dreachd phlana seo le Bòrd na Gàidhlig. Thug an Sgioba-stiùiridh sùil mhionaideach air a' phlana agus mhol iad atharraichean.

2.4. Ghabh Oilthigh Obar Dheathain ri molaidhean an Sgioba-stiùiridh.

3. Moladh

3.1. Aire a thoirt don fhiosrachadh ann am PT1

3.2. Aonta a chur ri dreachd E03 de phlana Oilthigh Obar Dheathain an cois PT1.

4. Prìomh Bhuidhean Ro-innleachdach

- 4.1. Buidhean air Ionmhas: N/A
- 4.2. Buidhean air Luchd-obrach: N/A
- 4.3. Buidhean air Trèanadh: N/A
- 4.4. Ceanglaichean ri Amasan Ro-innleachdail 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 nan amasan anns a' Phlana Chorporra aig Bòrd na Gàidhlig.
- 4.5. Buidhean air Cliù: N/A
- 4.6. Buidhean air Slàinte is Sàbhailteachd: N/A
- 4.7. Buidhean Laghail: Tha am pròiseas seo stèidhichte air na dleastanasan reachdail aig Bòrd na Gàidhlig gus Achd na Gàidhlig (Alba) 2005 a chur an gnìomh.
- 4.8. Buidhean 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.
- 4.9. Buidhean air an Àrainneachd: N/A

5. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☐	Clann is Òigridh	☒
Cultar	☒	Coimhearsnachdan	☒
Àrainneachd	☐	Bochdainn	☐
Slàinte	☐	Eadar-nàiseanta	☐
Foghlam	☒	Eaconamaidh	☒
Gnothachasan soirbheachail is ùr-ghnàthach	☐		

6. Cùrsa Riaghlachais

- 6.1. Thug an Sgioba-stiùiridh fa-near don aithisg seo air 16 Giblean 2025.

7. Dearbhadh air Cuairteachadh Sgrìobhainn

- 7.1. 'S e pàipear fosgailte a tha seo.



GAELIC LANGUAGE PLAN

2025 -2030

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

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FOREWORD

As Principal and Vice-Chancellor of the University of Aberdeen, I am delighted to introduce and endorse this third edition of our Gaelic Language Plan where we outline our continued commitment to promoting the Gaelic language and culture.

The University's Senior Management Team and I are committed to supporting the national aim of increasing the number of Gaelic-speakers in Scotland and increasing our community's awareness of and exposure to the Gaelic language and culture. The University of Aberdeen has, of course, a statutory duty under the Gaelic Language (Scotland) Act 2005 to play its part in supporting the language. Furthermore, we are proud to embrace this responsibility with a particular focus on our local community in the North-East of Scotland.

The previous edition of the Plan focused on Gaelic commitments that formed part of our core business. This included actions related to our Gaelic language courses, which provide learners and native speakers with the opportunity to improve their skills in the language. We have developed our priorities and commitments following a review of our second plan, taking into consideration our successes and challenges.

Since launching our previous Plan, we have developed a new University Strategic Plan, Aberdeen 2040, which aims to foster excellence through four themes: Inclusive, Interdisciplinary, International and Sustainable. With this third edition of our Gaelic Language Plan, we have built on our achievements to date and have developed strategic aims in line with the revised National Gaelic Language Plan and our Aberdeen 2040 strategic priorities. We have welcomed the engagement and feedback on the development of the Plan from our staff, students and external partners. We have worked in partnership with Bòrd na Gàidhlig and appreciated their support and feedback.

As a Higher Education Institution, we understand the important role we play in supporting the use and learning of Gaelic. During the lifetime of this Plan, we are committed to the strategic aims of promoting the positive image of Gaelic, increasing the learning and usage of Gaelic and contributing to the knowledge and understanding of Gaelic society, working with and strengthening links with our Gaelic community and local partners. We have set out detailed commitments under each of these strategic aims.

We look forward to working with partners to build upon the successes of our previous plans through this new five-year strategy.

Professor George Boyne

Principal and Vice-Chancellor

1. Introduction

ABOUT THE UNIVERSITY OF ABERDEEN

The University of Aberdeen (UoA), founded in 1495, is the third oldest University in Scotland and the fifth oldest in the UK. It is renowned for world-leading research in health, energy, food and nutrition, environmental and biological sciences as well as for an outstanding track-record for arts and humanities research.

We are an international University with over 130 nationalities represented by our 3,500 staff and 16,000 students. We value the cultural complexity and diversity of our institution and how that enhances staff and student experiences.

Situated in the north of Scotland, we have a special connection with Gaelic and north-east Scots (Doric). The oldest example of written Scottish Gaelic comes from this area, from the Book of Deer, and Gaelic placenames can be found across the city and region. Gaelic was one of the languages of learning in Aberdeen in the medieval period and it is believed that the University's founder, Bishop Elphinstone, would have known Gaelic. There is Old Gaelic around his tomb on the Old Aberdeen campus in acknowledgement of the historic connection between scholarship and Gaelic at this University.

Ultimately Gaelic was replaced by English and Scots in the city, but it remained a vernacular language of communities in this region into the early twentieth century. For much of this latter period Gaelic and Doric existed side by side and while Gaelic is no longer a community language of the area, Doric is commonly spoken, and the University of Aberdeen is proud to support Doric through its Elphinstone Institute.

Traditionally many Gaels chose University of Aberdeen as their alma mater. The Celtic society is one of the oldest student societies at the University and is thriving to this day. Many Gaelic scholars have passed through the doors of the University as students or staff. The late renowned Professor of Gaelic Derick S. Thomson (Ruaraidh MacThòmais) and author Iain Crichton Smith (Iain Mac a' Ghobhainn) studied at the University; Thomson later became the Head of the University's Celtic Department in 1956. In more recent years, the renowned Gaelic scholar Donald MacAulay was a Reader in Celtic and Donald Meek held the first Chair in Celtic at the University.

Our foundational purpose is to be "open to all and dedicated to the pursuit of truth in the service of others". We still have that purpose and aim to enrich lives through our research, teaching, learning and sharing of knowledge to push boundaries and deliver our [Aberdeen 2040](#) strategic plan.

THE UNIVERSITY GAELIC LANGUAGE PLAN AND ABERDEEN 2040

Aberdeen 2040 is the University's twenty-year strategy designed to foster excellence and innovation through its themes of Inclusivity, Interdisciplinarity, International and Sustainability.

Through our *Inclusive* commitments we aim to create an inclusive working and learning environment which celebrates the diversity of our staff and students, recognising this is a strength of our University. Our Inclusive commitments have a key strategic link to the Gaelic language. This is the third edition of the University's Gaelic Language Plan, which supports and increases the use and learning of the Gaelic language and thereby increases the inclusivity of the Gaelic community.

This third edition of the University's Gaelic Language Plan makes commitments to *Interdisciplinary* research into Gaelic. Students can study Gaelic with a variety of other subjects. This supports the *Sustainability* of the Gaelic language. By having a robust and ambitious Gaelic Language Plan, we commit to sustaining Gaelic use in the University and to support the language across Scotland.

Our *International* commitments have a strategic link to Gaelic through our provision of international education to learners from around the world, becoming a more diverse and multicultural community and developing our campuses to create a caring environment that is alert to cultural differences. The Gaelic Language Plan aspires to engage with the Gaelic diaspora globally, for example, by enabling Gaelic language to be taken in combination with other subjects.

The preparation and implementation of the University's Gaelic Language Plan is overseen by the University's Gaelic Language Plan Advisory Group (GLPAG); the Group is chaired by a member of the University's senior management team, with executive responsibility for oversight of the University's Gaelic Language Plan. The GLPAG reports to the strategic body for EDI, the Equality, Diversity and Inclusion Committee (EDIC). The University has a Gaelic Language Development Officer responsible for assisting with the development and implementation of the Gaelic Language Plan.

GAELIC IN ABERDEEN

Education

Aberdeen continues to offer Gaelic education opportunities for people of all ages. In the city there is a parent and child group (ages 0-5), a Gaelic medium nursery and primary unit, as well as a secondary school offering pupils the opportunity to undertake Gàidhlig N4/5, Higher and Advanced Highers. During the 2023-24 academic year, there were 33 Gaelic Medium Education pupils in Aberdeen, along with a further 16 pupils studying Gaelic at secondary school level plus six learners with the outdoor and Gaelic learning course. More information about Gaelic education provision in Aberdeen is available on the Aberdeen City Council [website](#) and the University's Gaelic Language Plan [webpage](#).

Language & Culture

Aberdeen has a *Gaelic Club*, which offers language and cultural events where speakers can use Gaelic as well as evening and weekend language classes for all levels. In autumn 2023 there were 105 adults learning Gaelic with the Club. Aberdeen has a *Gaelic Choir* and a *Fèis*, which is part of a wider network of Gaelic arts festivals and offers a week-long Fèis during the Easter holidays as well as weekly classes for some instruments. In September 2024 Aberdeen will run a local Mòd for the first time. The Gaelic community in Aberdeen comes together

once a month for a ‘Srùbag’, a ‘coffee afternoon’, with activities for adults and children including Gaelic language classes and conversation circles, music classes, craft activities and a Gaelic children’s choir. Details about local and national Gaelic organisations, including where to find Gaelic resources and classes is available on our Gaelic Language Plan [webpage](#).

Census Data

Since the launch of our first Gaelic Language Plan, census data from 2022 has been released, providing new insight into the number of Gaelic-speakers in Aberdeen and Aberdeenshire.

Since 2011, the number of persons in Aberdeen with abilities in the language rose from 3,174 to 5,969. In Aberdeenshire, there was a remarkable increase from 2,721 to 7,087 people who reported an ability in the language. The number of Gaelic speakers has also increased to 2,219 from 1,636 speakers in Aberdeen City and to 2,980 from 1,400 speakers in Aberdeenshire.

GAELIC AT THE UNIVERSITY OF ABERDEEN

The University of Aberdeen has a long, rich Gaelic history, which is continued through our provision of a broad range of courses relating to Gaelic language, culture, and literature.

Over the period of the previous edition of our Gaelic Language Plan, we have continued to provide opportunities for students to undertake a degree in Gaelic, or to learn the language through two years of Sustained Study, which has enabled the University to bring the language to a wider audience. Our Gaelic courses and degree programmes are supported by the University’s Gaelic Department, which is part of the School of Language, Literature, Music and Visual Culture (LLMVC).

Teaching the Gaelic language is the most significant way in which we support the national aim of increasing the number of Gaelic speakers. On average, 1.7% of our undergraduate intake each year register for Gaelic language courses. We offer Gaelic courses for learners and native speakers. This gives graduates the linguistic skills to confidently use the language and provides them with a wider background in the literature and culture, which aims to inspire graduates to move into careers where they can use the language and support its development.

Teaching and research is primarily based at our Old Aberdeen and Foresterhill campuses. Teaching is organised across 12 academic Schools which encompass a broad range of disciplines.

There are opportunities for staff to join a Gaelic undergraduate course, and information about Gaelic classes and learning resources (out with the University) are promoted on the University’s Gaelic Plan webpage.

Our academic colleagues in the School of Language, Literature, Music and Visual Culture are leading researchers and have developed significant links with Gaelic stakeholders. Whilst previously being the co-lead and initiator of the Soillse Research Network, researchers continue to contribute to national policy directions with a specialism in adult language teaching; they have cooperated with a private multinational company to launch the free

Gaelic version of Glossika, a new Gaelic learning app for intermediate learners, and develop Gàidhlig na Cagailte – a free learning resource - and Lapach gu Lìomhte. This is indicative of the University's commitment to the core aim of the National Plan in creating new speakers of Gaelic. In addition to this the University houses the National Centre for Gaelic Translation for research into Gaelic translation and researchers make active contributions to community language planning initiatives as well as cultural research projects. The University also publishes the leading journal in the field - *Scottish Gaelic Studies*.

This is the third edition of our Gaelic Language Plan. Our previous editions have set out ambitious commitments to increase Gaelic provision, increase the visibility of Gaelic and its use across the University. In the delivery of our previous plans, we have made advances in increasing the visibility and use of Gaelic, such as by adding bi-lingual signage to our main entrance, including Gaelic in many of our graduation ceremonies, having Gaelic represented at our Welcome Fair and other University events and creating a Gaelic Staff Network as part of our BeWell Network. Through these activities, we have been able to progress the principle of equal respect being afforded to Gaelic and English.

In partnership with students and the Celtic Society (Comann Ceilteach Oilthigh Obar Dheathain) the University regularly delivers Gaelic activities for staff, students and the wider public. We have a weekly Gaelic conversation circle where students and staff can practice Gaelic, we have piloted lunch time 'Eat and Learn' Gaelic language sessions and we organised a week of talks, workshops and events as part of 'Seachdain na Gàidhlig' (World Gaelic Week) which was well attended by staff, students and the public.

The achievements in Gaelic over the lifespan of the previous editions of our plan have been delivered in a challenging context including the COVID-19 pandemic and sector-level financial challenges. In developing this edition of our Gaelic Language Plan, we have considered previous commitments and our institutional strategic priorities, set out in Aberdeen 2040. We have carried some commitments and actions over into this Plan and ensured that the Plan supports the delivery of the National Gaelic Language Plan.

THE GAELIC LANGUAGE (SCOTLAND) ACT 2005

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

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

This document is the third edition of the University of Aberdeen's Gaelic Language Plan prepared within the framework of the Act. 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.

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

THE NATIONAL GAELIC LANGUAGE PLAN

The University of Aberdeen supports the aim of the National Gaelic Language Plan 2023-28 to see an increase in the number of people speaking, learning using and supporting the Gaelic Language.

We are committed to the achieving this aim by focussing our work on the overall aim of the National Gaelic Language Plan which is to increase the use and learning of Gaelic.

We have set out in this third edition of our plan how we will contribute to progress with this aim through our daily operations and our internal and external corporate services.

2. Key Principles

EQUAL RESPECT

The University of Aberdeen 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

The University of Aberdeen will make an active offer of our Gaelic services to our staff, students 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

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

3. Plan Commitments

STRATEGIC PRIORITIES

This third edition of our Gaelic Language Plan sets out how we will embed Gaelic within our services and operations across the University as well as within our corporate communications with the public and key partners. We have embedded the key principles of equal respect, active offer and normalising Gaelic, as set out above, and building on the University's successes to date.

The University's strategic priorities are set out below.

Outreach: Increasing the Use of Gaelic

Purpose: Maintain meaningful relationships with key Gaelic partners and stakeholders across the City of Aberdeen and beyond, through our civic engagement agendas and where appropriate, initiate new partnerships to realise shared national ambitions for a prosperous and sustainable future for Gaelic in both Scottish and international communities.

Action	Timeline	Responsibility
Work towards creation of a 'Gaelic Hub' for Gaelic outreach activities.	2025-2027	School of Education/ School of LLMVC/ Directorate of People
Explore the financial feasibility of developing Gaelic language awareness training which could be delivered to external public and private organisations, and report on results of investigation.	2026-2027	Directorate of People
Offer community support to local Gaelic organisations and our local authority, including: • hosting the Aberdeen Fèis (Fèis Obar Dheathain) once a year where feasible • hosting the Aberdeen Gaelic Club (Club Gàidhlig Obar Dheathain) • hosting the Aberdeen Gaelic Choir (Còisir Ghàidhlig Obar Dheathain) and the local Aberdeen Mòd, if and as required • developing a close relationship with Aberdeen City and Aberdeenshire Councils and offer information, support and practical advice.	2025-2030	School of Education/ Directorate of People

Investigate offering an online Gaelic Medium Education (GME) Initial Teacher Education (ITE) programme and report on results of investigation ..	2025-2027	School of Education working with School of LLMVC
Offer our Gaelic students opportunities to engage with local schools as ambassadors for learning and studying Gaelic.	2026-2030	School of Education working with School of LLMVC
Facilitate work experience opportunities in the local GME providers for our Gaelic students.	2026-2030	Directorate of People working with School of Education and School of LLMVC
Raise awareness of local Gaelic speaking religious services within Aberdeen and the surrounding areas.	2025-2030	Directorate of People

Teaching: Increasing the learning of Gaelic

Purpose: Continue to respond to the needs of the University's diverse student community through a student-centred and active learning approach to learning and teaching, underpinned by curricula that addresses the needs of, and challenges faced by minority language communities, and which supports the professional and skills development of students.

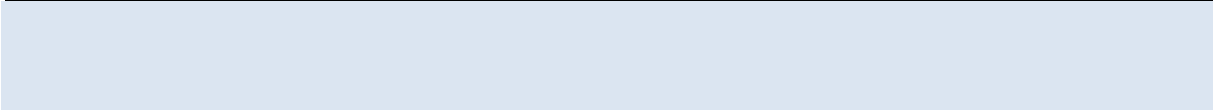
Action	Timeline	Responsibility
Deliver a range of Gaelic courses which can be taken separately or as part of a Gaelic degree.	2025-2030	School of LLMVC
Offer supervision in Gaelic-related post-graduate studies.	2025-2030	School of LLMVC
Investigate new market opportunities to promote the study of Gaelic, e.g. North America and report on results of investigation .	2027-2030	School of LLMVC with support from Student Recruitment & Marketing
Investigate opportunities in North America for support for Gaelic Studies at the University, e.g. sponsorship or fundraising and report on results of investigation	2027-2030	Directorate of Development & Alumni Relations / School of LLMVC
Develop new marketing materials to promote Gaelic study opportunities online.	2026-2027	Student Recruitment &

		Marketing / School of LLMVC
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Research

Purpose: Undertake interdisciplinary research in line with the University's strategy – Aberdeen 2040, on Gaelic language and society that is impactful and will strengthen the status of Gaelic. Where possible, seek to develop meaningful collaborations and we will explore different ways of communicating our research on Gaelic.

Action	Timeline	Responsibility
Contribute to major relevant inter-university research projects.	2025-2030	School of LLMVC
Publish the pre-eminent Gaelic academic journal Scottish Gaelic Studies.	2025-2030	School of LLMVC
Contribute to the knowledge and understanding of Gaelic society through academic publishing and related knowledge transfer initiatives.	2025-2030	School of LLMVC



Promoting the positive image of Gaelic

In the following section we have responded to high-level aims of the National Gaelic Language Plan and carried forward commitments from the previous iteration of the University of Aberdeen's Gaelic Language Plan 2019 – 2024 where appropriate and continue to identify opportunities to develop the presence of Gaelic in our operations.

1. Promote the use of Gaelic in signage, branding and corporate communications

Aim	Action	Timeline	Responsibility
1. Logo and brand	1.1 Review the University's bi-lingual logo and amend if required to align with recently updated branding guidelines.	2025-2026	Brand & Marketing
	1.2 Use the revised bilingual logo on our website, our corporate stationary and offer as an option for email signatures.	2026-2027	
	1.3 Mainstream Gaelic in our revised branding guidance as part of routine review.	2026-2027	
2. Signage and Placenames	2.1 Maintain our Gaelic signage at the University's main entrance and extend this where possible.	2025-2030	Directorate of Estates & Facilities
	2.2 Install bilingual signage as part of the programme of renewal of physical signage.	2025-2030	

Aim	Action	Timeline	Responsibility
3. Promotion	3.1 Continue to use communication channels, at least annually, to promote the University's Gaelic Language Plan, including the Staff News, plasma screens and social media. 3.2 Continue to build on bi-lingual promotional materials for the University's Gaelic language courses, including related prospectuses. 3.3 Encourage staff annually to use the Gaelic language online resource, for example bilingual email signatures.	2025-2030 2025-2030 2025-2030	External Relations working with Directorate of People
4. Written communication	4.1 Continue to respond in Gaelic to mail and emails received by the University in Gaelic. 4.2 Mainstream Gaelic by, where possible and appropriate, including reference to it in our graduation ceremonies, exhibitions and events.	2025-2030 2025-2030	External Relations / Directorate of People
5. Reception and phone	5.1 Develop Gaelic language training for front-facing staff and include a bilingual message on the University's main switchboard for out-of-hours callers.	2026-2027	Directorate of People

Aim	Action	Timeline	Responsibility
6. News releases	6.1 Build on our practice of producing high profile and Gaelic-related media releases bilingually through professional translators.	2025-2030	External Relations
7. Website	7.1 Increase relevant bilingual web content, for example, webpages pertaining to the Gaelic Language Plan and Gaelic research and teaching.	2026-2030	External Relations / Directorate of People
8. Corporate Publications	8.1 Increase the use of Gaelic in our corporate publications.	2027-2030	Directorate of Planning & Governance/External Relations
9. Language and Gaelic Orthographic Conventions	9.1 Where practicable, use professional translation services to ensure quality and accessibility for official translation, respecting Gaelic orthographic conventions.	2025-2030	External Relations / Directorate of People

2. Highlight Gaelic in public engagement

Aim	Action	Timeline	Responsibility
10. Public meetings	10.1 Continue to reference the Gaelic language in relevant University events, for example University Graduation ceremonies, and appropriate public meetings.	2025-2030	External Relations / Directorate of People
11. Media / Social Media	11.1 Maintain a directory of Gaelic speaking academics available to engage with Gaelic media to support promotion of the University and its Gaelic activities. 11.2 In order to showcase the University and the expertise in Gaelic, encourage Gaelic media to use the University as a location for filming/recording and support them to find interviewees. 11.3 In partnership with the University of Aberdeen Students' Union, produce bilingual social media content for promoting Gaelic themed events, study and research.	2025-2030 2025-2030 2025-2030	External Relations / Directorate of People
12. Exhibitions and Events	12.1 When planning exhibitions, mainstream Gaelic by identifying if there are Gaelic themes which can be showcased. 12.2 Build on our Gaelic themed events, aiming to host one event per year. 12.3 Maintain involvement in Seachdain na Gaidhlig / World Gaelic Week. 12.4 Explore ways to incorporate Gaelic into the University's Cruickshank Botanic Gardens.	2025-2030 2025-2030 2025-2030 2027-2028	Directorate of People / Directorate of Digital & Information Services / External Relations/School of LLMVC Directorate of Estates & Facilities

3. Encourage the use of Gaelic by staff and students

Aim	Action	Timeline	Responsibility
13. Internal audit	13.1 Continue to identify levels of Gaelic language skills amongst staff in the biennial staff survey.	Staff Survey will run in 2024, 2026, 2028 and 2030	Directorate of People
14. Induction	14.1 Review how best to include awareness of the Gaelic Language Plan within staff induction programmes.	2025-2026	Directorate of People
15. Language training	15.1 Encourage and support key staff, who are involved in the implementation of the University's Gaelic Language Plan, to develop their Gaelic language skills.	2025-2030	Directorate of People
16. Using Gaelic	16.1 Celebrate and support the use of Gaelic on campus, such as through the existing Gaelic staff network, the Gaelic book lending library and Gaelic conversation circles and support self-sustainability of these.	2025 - 2030	Directorate of People
	16.2 Build on the success of the first Gaelic careers event by exploring how this can be sustained.	2026-2027	
	16.3 Enhance Gaelic webpages by providing basic Gaelic phrases, greetings, basic vocabulary, and job titles.	2026-2027	
	16.4 Promote on an annual basis at least the opportunities for staff to develop their Gaelic language skills and raise awareness of the Gaelic Staff Network.	2025-2030	
	16.5 Build on the pilot 'lunch and learn' sessions to develop sustainable Gaelic language lunchtime sessions for staff.	2025-2026	
17. Awareness training	17.1 Develop and begin to deliver sustainable Gaelic awareness training for staff, with priority given to GLPAG members and Communications team staff.	2025-2026	Directorate of People

Pàipear 4.1 PT1

18. Recruitment	18.1 Where identified as relevant add a Gaelic language skills desirable criterion in job further particulars.	2025 - 2030	Directorate of People
	18.2 Continue to advertise and interview bilingually where possible where proficiency in Gaelic is identified as an essential criterion.	2025-2030	Directorate of People

4. Implementation and Monitoring

Delivery of the plan

The delivery of the University's Gaelic Language Plan will be over the period 2025-2030 and will be enabled by the Gaelic Language Plan Advisory Group (GLPAG).

Governance

The Gaelic Language Plan Advisory Group (GLPAG) has a remit to implement this Plan and it is chaired by a member of the Senior Management Team, reflecting the importance the University places on championing and promoting the Gaelic language. The Group comprises of staff from Schools and Directorates, including Gaelic speakers. The Aberdeen University Students' Union is represented on the Group.

The GLPAG will report on the progress of delivering the Gaelic Language Plan (GLP) to the University's Equality, Diversity and Inclusion Committee (EDIC) on an annual basis. EDIC reports to the University's Senior Management Team (SMT) and to Court on an annual basis.

Monitoring

The progress of the Plan will be a standing item on the agenda of GLPAG, which will have overall responsibility for monitoring and advising on the Plan. We will prepare an annual monitoring report as required by Bòrd na Gàidhlig for consideration by GLPAG and SMT. We will proactively update our University community on progress with implementing the Plan and will share our annual monitoring report.

We will continue to ensure the GLP is aligned with our Aberdeen 2040 strategy.

Services delivered by third parties

When we work with external organisations, we will make them aware of the Gaelic Language Plan and will seek to ensure that they engage with the principles of the Plan, as appropriate.

CONSULTATION ON THE DRAFT GAELIC LANGUAGE PLAN

Consultation on the Plan took place over a five-week period (June/July 2024) and invited feedback via an online survey (which resulted in 71 responses) and two open consultation events for the public and staff/students. We also proactively shared the draft Plan with local Gaelic organisations, the regional public authorities, other Scottish universities as well as through the University's social media channels.

As a result of the consultation, we have included more detail on the timelines and responsibility holders of each commitment. We have also provided greater clarity on our teaching and learning commitments and have included further detail on how the Plan will be monitored and progress shared with our community.

See Appendix 1 for further details on the consultation.

RESPONSIBILITY

The interim Convener of the Gaelic Language Plan Advisory Group (GLPAG) has overall responsibility for preparation, delivery and monitoring of University of Aberdeen's Gaelic Language Plan. They can be contacted as follows:

Professor Peter Edwards
Vice Principal for Regional Engagement
University of Aberdeen
King's College,
Aberdeen,
AB24 3FX
p.edwards@abdn.ac.uk
+44 (0)1224 273021
+44 (0)1224 272099

The Gaelic Language Development Officer has day-to-day responsibility for the delivery and monitoring of the University of Aberdeen's Gaelic Language Plan and will support the areas Schools and Directorates listed in the Action Plan. Queries regarding the day-to-day operation of the Plan should be addressed to:

Carola MacCallum
Organisational Development/Human Resources
University of Aberdeen
King's College,
Aberdeen,
AB24 3FX
carola.maccallum@abdn.ac.uk
+44 (0)1224 272650

Publishing the plan

The University of Aberdeen's Gaelic Language Plan will be published in Gaelic and in English on our website. In addition, we will:

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

Appendix 1

Consultation Process for the Development of the Gaelic Language Plan

The consultation on the University's draft Plan ran for a period of 4 and a half weeks, from the 13th of June to the 15th of July 2024.

The draft Plan was pro-actively shared with local Gaelic organisations, the regional public authorities, Scottish universities as well as internally with staff and students and externally through the University's social media channels. A webpage was also created.

The draft Plan was sent to Bòrd na Gàidhlig. They offered informal feedback, which has been incorporated.

As part of the consultation two open meetings, one for staff and students and one for the public, were held in a hybrid format, in person with a Teams link provided, on the 18th and 19th of June. The attendance at the meetings was small but the discussions were positive and constructive.

An online survey, which was open to staff, students and members of the public, was completed by 71 people. It was publicised through internal networks and external social media platforms. Most respondents were members of staff, followed by members of the public. A small number of students also provided feedback.

Analysis of Data

More than half (58%) of the respondents were members of staff of the University with members of the public being the second largest group at 21%. The breakdown of respondents can be seen in Chart 1 below.

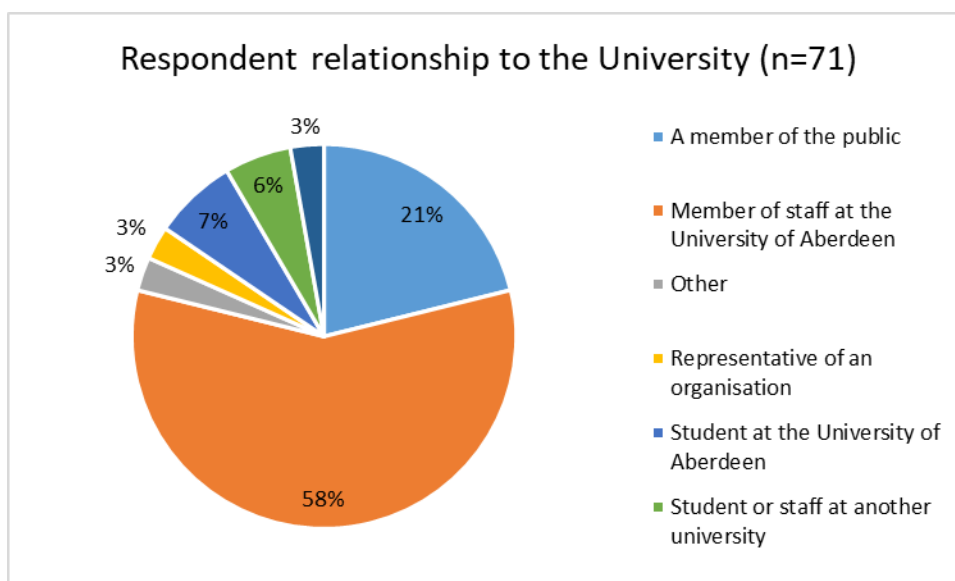


Chart 1: Respondents relationship to the University

There was a mixture of responses from both Gaelic-speakers (including learners) and non-Gaelic-speakers, with 50% of respondents speaking and understanding at least some Gaelic and 21% having an interest in learning. The language skills of the respondents can be seen in Chart 2 below.

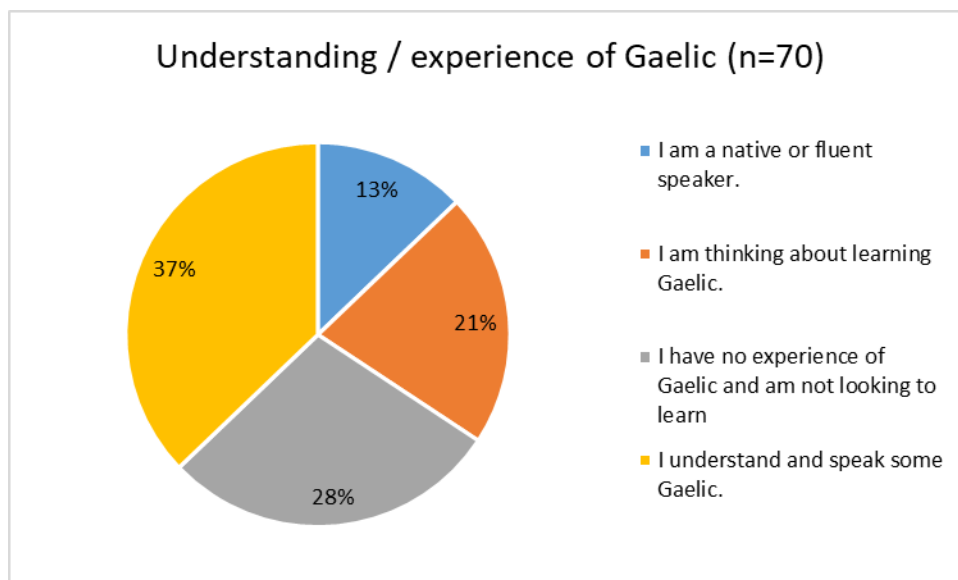


Chart 2: Respondents understanding / experience of Gaelic

Most respondents agreed that the draft GLP is appropriate, ambitious and clear. The extent to which respondents rated the Plan can be seen in Chart 3 below.

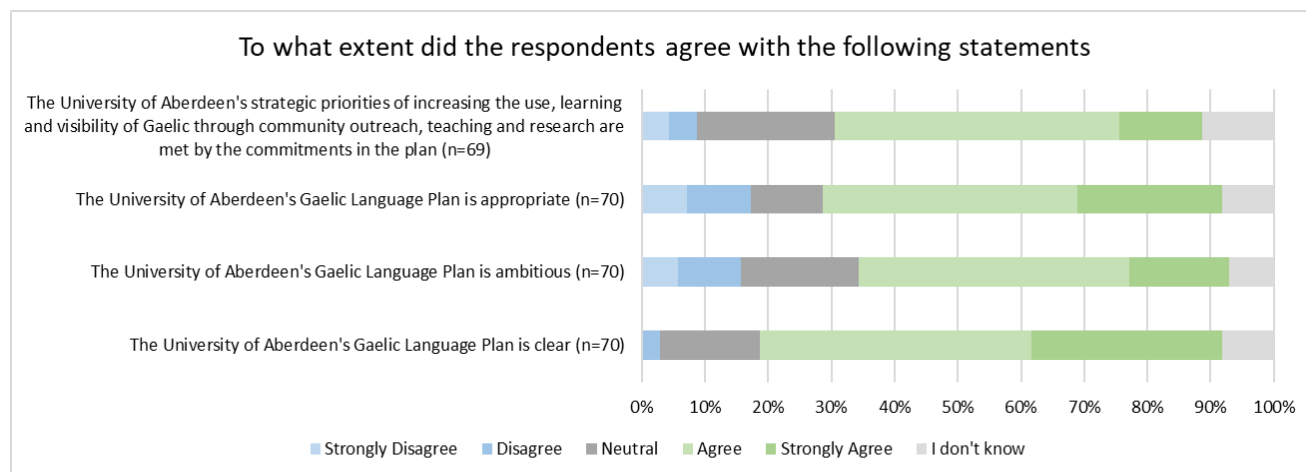


Chart 3: Respondents agreement with statements on the GLP

Of the 71 responses, 43 respondents provided additional free-text comments. Each comment was systematically reviewed and coded with one or more themes. The themes were then collated and summarised. The comments covered five main themes as follows:

1. The impact of the consultation on the provision of modern languages and Gaelic at the University and how the aspirations of the University's GLP aligned with Gaelic provision at the University.

2. Resourcing of the Plan, including the Gaelic Development Officer post
3. Community outreach
4. The aspirations for Gaelic teaching.
5. The desire to see similar provisions for Scots/Doric.

The respondents also made specific recommendations for actions to be included in the Plan, such as adding a timeline and a responsible lead for each action. Further detail on each thematic area can be seen below.

Theme	Feedback
Impact of the consultation on modern language and Gaelic provision held between November 2023 and March 2024	At the time of the Gaelic Language Plan consultation, the University had recently concluded a consultation on the future of modern languages at the institution. While the modern languages consultation concluded with the University renewing its commitment to delivering Gaelic education and research, single honours degrees have been closed to new entrants, but other programmes with Gaelic continue. Responses highlighted the need for the University to re-affirm its commitment to supporting Gaelic. Consequently, there was a desire for more demonstrable alignment between the aspirations of the Plan and management support, better awareness of Gaelic by senior management and the GLPAG.
Implementation and resourcing of the GLP	Some respondents questioned whether resourcing the GLP is good use of resources in the current financial climate. However, most of the comments were supportive of the Plan and noted that adequate resourcing of the Plan will be required to enable effective implementation. Clarity was sought from respondents regarding the Gaelic Language Plan Development Officer post. Respondents requested independent, open and regular updates on implementation of the Plan.
Outreach and promotion of Gaelic	The commitments to community outreach, greater regional engagement and closer relationships with local Gaelic organisations were welcomed. Suggestions were made that collaboration with local councils could provide strategic opportunities e.g. greater resilience.
Aspirations for teaching of Gaelic	Contradictions between aspirations to increase the number of Gaelic speakers while reducing provision of (single honours) Gaelic degrees were noted. Some respondents expressed concerns about the ability to deliver current teaching commitments with the reduction in staffing. Some responses expressed the potential - given the history and geographical location of the University – for

	the University to become a centre of excellence for Gaelic. The desire of staff to learn Gaelic was also mentioned.
Importance of Scots/Doric	Some respondents noted that they would welcome similar provisions for Scots / Doric. The University is mindful of its geographic location and is committed to supporting north-east Scots through its teaching, research and outreach activities based at the Elphinstone Institute and the School of LLMVC.
Specific recommendations for amendments.	The responses included practical suggestions for the GLP, e.g. timelines for the actions and commitments, a lead responsible for the implementation, and suggestions for training and awareness sessions.

Coinneamh:	Comataidh Poileasaidh is Ghoireasan
Ceann-là:	06 Cèitean 2025
Tìotal:	PGR028 E03 Plana Gàidhlig Comhairle Siorrachd Àir a Tuath
Gnìomh a dhìth:	Ri Aontachadh
Àireamh pàipear:	4.2
Neach-labhairt:	Jennifer McHarrie
Pàipearan-taic:	PT1 PGR028 E03 Plana Gàidhlig Comhairle Siorrachd Àir a Tuath

1. Adhbhar

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

2. Cùl-fhiosrachadh/Prìomh aithris

- 2.1. Geàrr-iomradh air adhartas agus geallaidhean ann an eagraan a dhà a chaidh a chur an gnìomh le Comhairle Siorrachd Àir a Tuath:
 - Chuim a' Chomhairle a' dol le lìbhrigeadh foghlam Gàidhlig aig Bun-sgoil Pàirc Whitehurst agus tha iad ga shanasachadh don sgoil air fad tro leasachaidhean mar Gàidhlig aig cruinneachadh na sgoile; sèiseanan spòrs le Comunn na Gàidhlig; stèidheachadh Comataidh cànan far an urrainn do sgoilearan air fad aig an sgoil Gàidhlig ionnsachadh.
 - Bha meudachadh anns na iarrtasan airson chlasaichean Gàidhlig anns a' choimhearsnachd agus chuir a' Chomhairle clas a bharrachd air dòigh air aon madainn Disathairne gach teirm air sgàth sin.
 - Bha soidhnichean Gàidhlig air an cur air dòigh taobh a-staigh togalaichean foghlaim ùra ann an 2024.
- 2.2. Chruthaich Comhairle Siorrachd Àir a Tuath an treasamh eagraan den phlana Gàidhlig aca a-rèir nam prìomhachasan ro-innleachdail a chaidh aontachadh eadar an t-ùghdarras agus Bòrd na Gàidhlig.
- 2.3. Chaidh measadh a dhèanamh air an dreachd eagraan a trì seo le oifigearan Bòrd na Gàidhlig agus an uair sin an Sgioba Stiùiridh. Dh'iarr an Sgioba Stiùiridh gun dèan a' Chomhairle atharrachaidhean.
- 2.4. Ghabh Comhairle Siorrachd Àir a Tuath ri molaidhean an Sgioba-stiùiridh a thaobh geallaidhean soilleir airson solar Àrd-sgoile a thairgsinn ann an 2028 agus air am prionnsapal 'Tairgse Gnìomhach'.

3. Moladh

- 3.1. Aire a thoirt don fhiosrachadh ann am PT1
- 3.2. Aonta a chur ri dreachd E03 de phlana Comhairle Siorrachd Àir a Tuath an cois PT1.

4. Prìomh Bhuidhean Ro-innleachdach

- 4.1. Buidhean air Ionmhas: N/A
- 4.2. Buidhean air Luchd-obrach: N/A
- 4.3. Buidhean air Trèanadh: N/A
- 4.4. Ceanglaichean ri Amasan Ro-innleachdail 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 nan amasan anns a' Phlana Chorporra aig Bòrd na Gàidhlig.
- 4.5. Buidhean air Cliù: N/A
- 4.6. Buidhean air Slàinte is Sàbhailteachd: N/A
- 4.7. Buidhean Laghail: Tha am pròiseas seo stèidhichte air na dleastanasan reachdail aig Bòrd na Gàidhlig gus Achd na Gàidhlig (Alba) 2005 a chur an gnìomh.
- 4.8. Buidhean 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.
- 4.9. Buidhean air an Àrainneachd: N/A

5. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☐	Clann is Òigridh	☒
Cultar	☒	Coimhearsnachdan	☒
Àrainneachd	☐	Bochdainn	☐
Slàinte	☐	Eadar-nàiseanta	☐
Foghlam	☒	Eaconamaidh	☒
Gnothachasan soirbheachail is ùr-ghnàthach	☐		

6. Cùrsa Riaghlachais

- 6.1. Thug an Sgioba-stiùiridh fa-near don aithisg seo air 25 Giblean 2025.

7. Dearbhadh air Cuairteachadh Sgrìobhainn

- 7.1. 'S e pàipear fosgailte a tha seo.



North Ayrshire Council

Comhairle Siorrachd Àir a Tuath

North Ayrshire Council Gaelic Language Plan 2024 to 2029

The NAC Gaelic Language Plan requires to be reviewed every five years under Section 3 of the Gaelic Language (Scotland) Act 2005 and this edition was approved by Bòrd na Gàidhlig on (insert date once approved).

Edition number	Effective Date	Details of last revision
1.0	2014	Signed off at Cabinet November 2014
2.0	2019	Signed off at Cabinet June 2019
3.0	September 2024	Updated version following consultation
4.0	TBC	To be formally approved by Bòrd na Gàidhlig

Foreword

North Ayrshire Council has been actively involved in supporting the Gaelic language and culture for over 20 years. As a local authority which serves a diverse range of cultures, we are committed to developing our Gaelic provision. This document is the third edition of our Gaelic Language Plan, and we are delighted to further develop the approach laid out in the first two editions of our Gaelic Language Plans.

The aim of the Gaelic Language (Scotland) Act is to secure the status of Gaelic as an official language of Scotland commanding equal respect to the English language. Our Gaelic Language Plan explains how we will promote and use Gaelic within our work and throughout North Ayrshire. It affects all Council services and a range of departments have been working together in its development. We have consulted with our communities and external partners to make sure this plan reflects their needs and aspirations for Gaelic in North Ayrshire.

There is a strong tradition in North Ayrshire of participation in Gaelic cultural events such as the annual fèis, clàrsach, accordion and fiddle playing, poetry, art and song. We have an expanding offer of Gaelic Medium Education in our school system. North Ayrshire Council is committed to supporting the aspirations of the Gaelic Language Plan and being proactive in implementing them in a proportionate way.

The strong tradition of Gaelic language provision and the recent discussions with communities provide a firm foundation for this third edition of our Gaelic Language Plan. We look forward to continuing to develop and promote Gaelic in North Ayrshire.

Craig Hatton
Chief Executive
North Ayrshire Council

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Introduction

North Ayrshire

North Ayrshire Council is a medium sized local authority on the west coast of Scotland serving a population of 134,220 in 2021 (National Records of Scotland). The local authority area is divided between the mainland and two islands – Arran and Cumbrae. The main centres of population include Ardrossan, Beith, Brodick, Dalry, Irvine, Largs, Millport, Kilwinning, Saltcoats, Stevenston and West Kilbride.

North Ayrshire is unique, beautiful and varied, representing the best of Scotland within its locations. It features rugged coastline, superb beaches and the dramatic islands of Arran and the Cumbraes, and is proud of its landscape, culture and heritage. Tourism is an important feature of the area and ancient ruined castles, the historic attractions of Kilwinning Abbey Tower and the North Ayrshire Heritage Centre and traditional festivals such as Marymass, the annual fèis and the Largs Viking Festival link the community with their heritage and create a strong sense of place. Gaelic heritage and culture form an important part of this through language, customs, stories, ideas, music and traditions.

The population is forecast to decline by around 10,000 overall due to an increase in net out migration, in particular of young people. According to the Scottish Index of Multiple Deprivation 2021, North Ayrshire is the fifth most deprived area in Scotland. The 2021 to 2022 figures from End Child Poverty show over 29% of children in North Ayrshire are in living poverty, the third worst in Scotland.

North Ayrshire Council

North Ayrshire Council is one of 32 Scottish local authorities established by The Local Government (Scotland) Act 1994. North Ayrshire Council was formed on 1 April 1996, bringing together services formerly delivered in the area by Cunninghame District Council and Strathclyde Regional Council. It is responsible for the delivery of education, culture and community services, roads, waste management, economic development, planning, housing, environmental health, and emergency planning. We employ approximately 6500 people.

The council leads the North Ayrshire Community Planning Partnership. Its Local Outcomes Improvement Plan is the focus for effective partnership working and the delivery of the Scottish Government's eleven national outcomes. Within the Local Outcomes Improvement Plan, the focus is on three priorities of Wellbeing, World and Work.

Our Council Plan 2023 to 2028 sets out the aspirations for the area and how the council will meet communities needs and expectations. Our aim is a North Ayrshire that is fair for all, our mission is working together to improve the lives of our people in North Ayrshire. Our Council Plan priorities agreed with our communities are Climate Change, Communities and Local Democracy, Wellbeing and A Sustainable Council.

The council faces considerable challenges to address poverty and inequalities. The council aims to do this by attracting jobs, improving wellbeing, raising skills and educational attainment, supporting community capacity and empowerment,

modernising services and leading on community wealth building. It has an ambitious Transformation Programme and works with its partners to deliver its ambitions through the Ayrshire Growth Deal. All of this is set against the challenging financial landscape we currently face.

More information about North Ayrshire Council can be found on our website.

The Gaelic Language (Scotland) Act 2005

The purpose of the Gaelic Language (Scotland) Act 2005 (the Act) is to secure the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language.

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

This document is the third edition of North Ayrshire Council's Gaelic Language Plan prepared within the framework of the Act. 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 locally.

Third edition of North Ayrshire Council'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.

Stakeholder engagement and public consultation on our draft Gaelic Language Plan

The 2005 Act requires public authorities to bring the preparation of their Gaelic language plans to the attention of all interested parties. North Ayrshire Council has engaged publicly on the draft of the third edition of the Gaelic language plan.

The draft Gaelic Language Plan 2024 to 2029 was made available on the council website for six weeks for comments and promoted through our local community networks and social media channels with print copies available in public libraries.

The council has considered representations made to us during the consultation process. A separate report on the findings of the consultation and the actions taken in response has been created.

Approval of North Ayrshire Council's Gaelic Language Plan

North Ayrshire Council's Gaelic Language Plan was submitted to Bòrd na Gàidhlig for approval on 18 September 2024.

Summary of Gaelic in Scotland

Results from the 2022 Census have shown that there was a 19.3% increase in the number of Gaelic speakers since 2011. The total number of people in Scotland recorded as being able to speak and/or read and/or understand Gaelic was 130,161. Of this figure, 69,701 people (1.86% of the population) aged three and over in Scotland were able to speak Gaelic. This has increased from 57,375 in the 2011 Census. For more information and maps visit the [Scotland Census website](#).

North Ayrshire Council recognises that Gaelic is an integral part of Scotland's heritage, national identity and cultural life. We are committed to the objectives set out in the National Gaelic Language Plan and have put in place the necessary structures and initiatives to ensure that Gaelic has a sustainable future in Scotland.

North Ayrshire Council also recognises that the position of Gaelic is extremely fragile and if Gaelic is to be revitalised as a living language in Scotland, a concerted effort on the part of government, the public and private sectors, community organisations and individual speakers is required to:

- enhance the status of Gaelic
- promote the acquisition and learning of Gaelic
- encourage the increased use of Gaelic

Nationally there are a number of cultural and educational activities accessible for all levels of Gaelic speakers/learners. These include though are not limited to:

- **Duolingo:** since the launch of Gaelic on the Duolingo app in 2019, over 1.8 million people have started learning the language
- **Gaelic education data:** [Gaelic education website](#)

Gaelic Medium Education (GME) is an immersive approach to teaching in which Gaelic is the primary language of instruction. It is designed to promote fluency in Gaelic, particularly among children from non-Gaelic-speaking homes. Key aspects of GME include:

- **Early Immersion:** In the early years (nursery and primary), Gaelic is used exclusively to build strong language foundations.
- **Gradual English Introduction:** English is gradually introduced around Primary 3, but Gaelic remains a key language of instruction.
- **Secondary Education:** Some subjects may continue to be taught in Gaelic at the secondary level, depending on availability.
- **Bilingual Competency:** The goal is to develop full bilingualism in Gaelic and English.

Gaelic Learner Education (GLE) is aimed at students learning Gaelic as an additional language rather than through immersion. It includes:

- **Primary School Gaelic Learning:** Programs such as *Gaelic Learners in Primary School (GLPS)* introduce Gaelic to children within English-medium education.
- **Secondary Gaelic as a Subject:** Students can take Gaelic as a language course at secondary level, with qualifications available at National, Higher, and Advanced Higher levels.
- **Adult and Community Learning:** There are courses for adults and older learners through organisations like [Sabhal Mòr Ostaig](#) and [LearnGaelic.scot](#).

Over 60 public bodies have a statutory Gaelic language plan in place outlining their commitments to sustain and grow of Gaelic in Scotland.

[Visit Scotland's "Scottish Gaelic Explained" video](#) which has reached over 743,000 views and is Visit Scotland's fourth most popular YouTube video.

There are a number of Gaelic cultural and education organisations including:

- [Comhairle nan Leabharaichean/Tha Gaelic Books Council](#)
- BBC Alba and Radio nan Gàidheal – [BBC Alba website](#) & [BBC Sounds website](#)
- [Comunn na Gàidhlig](#)
- [Spòrs Gàidhlig](#)
- [Fèisean nan Gàidheal](#)
- [An Comunn Gàidhealach](#)
- [LearnGaelic.scot](#)
- [SpeakGaelic.scot](#)

Gaelic within North Ayrshire

Gaelic usage is evidenced in the wide distribution of Gaelic origin place names in the area. For example:

- Arainn – Arran
- Cumaradh – Cumbræ
- Àird Rosain – Ardrossan
- Dàil Fhraoich – Dalry
- An Leargaidh – Largs
- Cill Bhreannain – Kilbirnie
- Cill D’Fhinnein – Kilwinning
- Cille Bhrìghde an Iar – West Kilbride

The 2022 Census gives the most recent picture of Gaelic skills, with 1.39% of the population registering Gaelic skills. This is up 0.59% from 2011. Public interest in Gaelic language learning opportunities is spread across the area. Arran had indigenous Gaelic speakers within living memory and the use and visibility of Gaelic is high on the Island. There is a thriving Fèis Arainn programme available for young people and strong adult provision on Arran supported by a full time Gaelic Development Worker based on the Island. The mainland has seen an increase in interest and the adult, music and song provision has steadily increased. Provision on the mainland is supported by the Gaelic Development Worker and a part time Gaelic Learner Worker.

The table below shows the number of people in North Ayrshire who can read, write and speak Gaelic; broken down into age groups and compared with the 2011 Census data to the current 2022 data.

Number of people in North Ayrshire who can read, write and speak Gaelic	2022	2011	Difference
Speaks Gaelic	1801	1129	45.87% increase
Age 3 to 24	372	189	65.24% increase
Age 25 to 64	972	663	37.7% increase
Age 65 and over	459	277	49.45% increase
Age 16 to 65 and over	1606	998	47.64% increase

North Ayrshire Council used the first two editions of the Gaelic Language Plan to start and to develop its conversation with communities around the potential for the growth and development of Gaelic language. The following sections set out the current opportunities and evidence good progress in this and a strong foundation for further development of the life of this third version of the plan.

We provide Gaelic language sessions in Arran primary schools, and on the mainland within Whitehirst Primary, Kilwinning we have Gaelic Medium Education (GME) provision for the whole of North Ayrshire for Primary provision.

We deliver a very effective Community Based Learning Programme starting with Gaelic Bookbug sessions and are building capacity within our Early Years and Library staff to be able to deliver of Gaelic Bookbug sessions.

Our community based Gaelic Language learning opportunities include traditional language classes, project based learning and traditional instruments that combines music with language. This is delivered in partnerships with the third sector, working with Suas Leis a' Ghàidhlig, Fèis Arainn, Arran Theatre and Arts Trust and Arran Geopark we organise Gaelic Language Days, Gaelic language walks, Gaelic book readings and tradition music providing an excellent opportunity for our learners to engage with Gaelic language and culture. We are deeply appreciative of our tutor and volunteer workforce and want to recognise their contribution towards the delivery of the Gaelic Language Plan.

We continue to support Largs Gaelic Choir and the newly established Còisir Ghàidhlig Arainn who perform at different events and compete in provincial mods, climaxing in the Royal National Mod with some choir members speaking Gaelic and many having an interest in the language and culture.

North Ayrshire Libraries have over 400 titles for both adults and children and the main collections are held within the Arran and Largs libraries, although each other public library has at least one book in Gaelic. There has been an increase in loans over the past year. One library hosts regular Gaelic classes. We will continue to ensure our Gaelic language library collection is vibrant and up to date.

As the Council is adhering to the Sustainability Policy, and reducing the carbon footprint all North Ayrshire Council documentation is available upon request, either by employee or a member of the public. All information is available in hard copy format in either English or Gaelic as well as other languages and braille.

North Ayrshire Council employee Gaelic language skills

Our latest information on staff Gaelic skills came from 2018 staff survey.

The table below shows the number of North Ayrshire Council staff with Gaelic language skills. The total number of respondents were 194, with the majority noting that they do not understand Gaelic, in any form.

Question asked to council employee (2018)	Number of NAC staff with Gaelic language skills
I do not understand Gaelic	158
I can understand and exchange simple Gaelic greetings	31
I can take part in basic conversations in Gaelic	2
I can comfortably take part in daily conversations with fluent Gaelic speakers	0
I can understand a few Gaelic words, signs or notices	32
I can write a simple Gaelic message on a greeting card	16
I can write about everyday subjects in Gaelic emails	0
I would like to learn Gaelic	79
Total number responding	194

Our bilingual Council logo will continue to be applied on all Council buildings, vehicles, clothing, print and digital media. Bilingual greetings and phrases are being added to new and refurbished buildings including corporate buildings, civic and heritage buildings, new schools' campuses and libraries.

The Gaelic Language Plan in our council

This plan is the policy of North Ayrshire Council and has been endorsed both by our senior management team and Council members, being approved by our Cabinet at their meeting (date to be confirmed).

The senior officer with operational responsibility for overseeing preparation, delivery and monitoring of North Ayrshire Council's Gaelic Language Plan is:

Rhonda Leith – Head of Service (Connected Communities)

The officer with operational responsibility for the day to day operation of North Ayrshire Council's Gaelic Language Plan is the Senior Manager (Information and

Culture). Questions about the day to day operation of the plan should be addressed to:

Lesley Forsyth – Senior Manager (Information and Culture)

If you wish to contact the Head of Service or Senior Manager mentioned, please direct all contact to their attention, either:

- By post:
Connected Communities
Communities and Housing
North Ayrshire Council
Cunninghame House
Irvine
KA12 8EE
- By email:
adultlearningteam@north-ayrshire.gov.uk.

The group designated to regularly monitor the implementation of the plan within North Ayrshire Council is the Gaelic Language Plan Development Group and consists of representatives from services across the council.

Gaelic language skills and educational activities will be regularly promoted to staff through internal communications at least twice each year of the plan. By 2027 a staff survey, coordinated by Learning and Organisational Development team will capture staff recommendation, training needs and uptake for additional training requirements.

We will share the Gaelic Language Plan and maximise the use of existing Gaelic resources to promote within third parties such as business, partners and community groups by sharing our knowledge and experience.

Planning and policy implications for Gaelic

Mainstreaming Gaelic

Our main means of implementing the various priority areas identified in the National Gaelic Language Plan will be through our Gaelic Language Plan, but we will seek opportunities to promote and develop the language through existing policy measures. We see this as part of the normalisation principle which aims to include Gaelic as an everyday part of life in Scotland.

In the development, refreshing, monitoring and evaluation of policies, North Ayrshire Council will consider the commitments made in this Gaelic Language Plan and ensure that the impacts on Gaelic will be in line with the National Gaelic Language Plan.

The National Gaelic Language Plan

The National Gaelic Language Plan recognises that for Gaelic to have a sustainable future, there needs to be a concerted effort on the part of government, the public sector, the private sector, community bodies and individual speakers to:

- increase the use of Gaelic
- increase the learning of Gaelic
- promote a positive image of Gaelic

North Ayrshire Council is committed to ensuring that the National Gaelic Language Plan is implemented, and in this section, we set out how we will achieve that aim in various settings.

Home and early years

North Ayrshire Council understands that a sustainable future for Gaelic needs more people to learn the language and supporting development in the home and early years is the key means of achieving this. We will help create a supportive environment for growing the number of Gaelic speakers in the home and early years in Scotland by:

- raising awareness of and encouraging more parents to choose Gaelic education for their children
- ensuring practical support, resources and advice for Gaelic Bookbug and in Gaelic early years education
- ensuring the links are strengthened between the use of Gaelic in the home and Gaelic early years provision
- improving the quality and availability of voluntary led Gaelic preschool activities and statutory early years education

Education

North Ayrshire Council understands that a sustainable future for Gaelic needs more people to learn the language and be able to speak the language, including

opportunities to use Gaelic. We will help create a supportive environment for growing the number of Gaelic speakers and in Scotland by:

- exploring initiatives to promote, establish and expand both Gaelic Medium Education (GME) and Gaelic Learner Education (GLE) at primary and secondary levels with the provision for Early Years and Secondary to be established, resources and staged ready to open in August 2028
- exploring opportunity to develop GME with interested parents in line with the Education (Scotland) Act 2016 and the Statutory Guidance on Gaelic Education
- working in partnership with neighbouring authorities to enable GME at primary and secondary levels
- Gaelic medium at primary school is offered within North Ayrshire
- ensuring adequate attention is given to the recruitment, retention, education, support and development of GME and GLE teachers, in the event there is sufficient demand to establish GME locally
- providing a wide range of opportunities for young people in both GME and GLE to engage in activities that enhance their Gaelic skills through greater use
- arranging opportunities to deliver early emersion in communities to raise awareness and interest
- ensuring that all steps are taken to secure the quality of both GME and GLE through National Guidance and other means
- extending access to, and participation in, a wide range of Gaelic learning opportunities for adults and increasing the numbers progressing to fluency
- ensuring good resources are available to support adults learning Gaelic, with the number of books/resources available in libraries will be increased to help to meet demand.

Community

North Ayrshire Council understands that the status of Gaelic needs more people to interact with the language on a daily basis, including seeing in use buildings and having opportunities to use it. We will help create a supportive environment for growing the number of Gaelic speakers in Scotland by:

- continuing to support and develop Gaelic learning opportunities for adults
- continuing to support existing and new Gaelic language and cultural community groups within the local authority area, to help grow the profile of the language, increase usage and encourage new learners
- working closely with Suas Leis a' Ghàidhlig in order to develop more Gaelic learning opportunities in the communities of North Ayrshire

The workplace

North Ayrshire Council understands that Gaelic is an important skill adding value to our workforce and that recognition of Gaelic skills will have a positive impact. We will take the following steps to increase our Gaelic capacity and the use of Gaelic as a workplace language in Scotland by:

- creating a positive attitude to Gaelic in the workplace through awareness raising and signage
- promoting recruitment of Gaelic speakers to posts within the organisation where the use of Gaelic is a designated responsibility or desired requirement
- ensuring the language is increasingly visible within the workplace

Media and arts, heritage and tourism

North Ayrshire Council understands the central role played by the media, arts, heritage and tourism industries in sustaining and growing engagement and increased use of Gaelic across Scotland. Also, we recognise the significant contribution that these areas make to the Scottish economy. We will take the following steps to help create a supportive environment for the growth of Gaelic media, arts, heritage and tourism in Scotland and internationally by:

- raising the profile of Gaelic activity in North Ayrshire and promoting through the media
- continuing to support and demonstrate the inclusion of Gaelic arts, culture and heritage in programmes of activity undertaken or funded by the local authority
- seeking opportunities for the arts and media to showcase the Gaelic language
- promoting the visibility and audibility of Gaelic as a unique part of Scotland's heritage
- increasing the use of Gaelic in heritage and tourism sectors, including signage and interpretive materials, in both the public and private sectors
- ensuring that appropriate recognition is given to Gaelic and that Gaelic is used in places of special interest and in promoting national events
- ensuring that the importance of Gaelic to Scotland's history and its relevance today features in the tourism experience

Across the council

North Ayrshire Council recognises the need to strengthen the relevance and consistency of Gaelic, the importance of facilitating quality translation services and to promote research into the language. We will take the following steps to strengthen Gaelic in Scotland by:

- continuing to promote knowledge and understanding of Gaelic Place Names
- continuing to use quality translation services to produce our Gaelic translations requested by local people

Our plan

Strategic priorities

North Ayrshire Council recognises the importance of the National Gaelic Language Plan and gives its commitment to extending the visibility of Gaelic, increasing its status, and demonstrating equal respect for English and Gaelic. The North Ayrshire Council Gaelic Language Plan sets out the first steps for services.

North Ayrshire Council and Bòrd na Gàidhlig agreed a set of 'strategic priorities' for this edition of our Gaelic Language Plan. These support the current National Gaelic Plan and the National Outcomes.

The table below highlights North Ayrshire Council's seven strategic priorities, action required to achieve these, how they will be measured, along with an achievable target.

Strategic Priority	Action Required	Success Measure	Target	Lead Service
Work with community planning partners and businesses to grow Gaelic usage and awareness	Promote and encourage Gaelic usage and awareness to businesses through integrating Gaelic language within Business Gateway support documents. Encourage third party organisations to provide Gaelic Medium sport and other extra – curricular activities for children and young people	Business adopting Gaelic language collateral.	Yearly	Business Development
Plan for the establishment of Gaelic early years	Scoping for interest for provision, scoping for	Gaelic Early Years provision will be established, resourced, staffed	2028	Education Directorate

Strategic Priority	Action Required	Success Measure	Target	Lead Service
provision by 2028	location of provision, recruitment of staff for provision, resourcing for provision. Arranging opportunities to deliver early emersion in communities to raise awareness and interest for example through Gaelic Bookbug sessions	and ready to open in August 2028		
Undertake its duty under the Education (Scotland) Act 2016 to support and promote Gaelic education, with progress measured through existing quality improvement and self-assessment processes.	Communities and Education teams within NAC work in partnership to promote Gaelic learning opportunities available in our education establishments to encourage enrolment and participation. Education Directorate representation at GLAN meetings to access funding, national networking and learning opportunities.	Positive feedback from Parents. Positive and improving attainment in NA GME Provision Progress measured through existing quality improvement and self-assessment process.	Monthly	Education Directorate and Communities Directorate

Strategic Priority	Action Required	Success Measure	Target	Lead Service
Increase Gaelic awareness and create more opportunities for Gaelic Learners Education in schools.	Communities Team within NAC continue to promote Gaelic learning opportunities available in our education establishments to encourage enrolment and participation.	Pupils roll at Bun-Sgoil Pàirc Whitehirst will continue to grow year on year.	Yearly	Education Directorate
Develop Gaelic provision within adult education based on a model of progression taking account to the learners' voice.	Communities Team within NAC will promote the Gaelic learning opportunities for adults to increase participation from residents, including staff. Community Learning and Development (CLD) Team within NAC will develop and deliver community-based adult learning Gaelic Programmes from beginners' level to advance conversation. Support Gaelic community groups and organisations to develop and deliver Gaelic	Increase in number of adult learners engaging with community based adult learning Gaelic programmes and community group/organisations Gaelic provision (Gaelic team performance indicator returns and case studies)	Yearly	Education and Communities Directorate

Strategic Priority	Action Required	Success Measure	Target	Lead Service
	language and culture opportunities in the community through learner's voice. Education scoping for interest levels for staff to upskill in Gaelic Language.			
Plan for the introduction of Gaelic medium provision at secondary level by 2028.	Development of a secondary level programme (GME)	The following completed: Interest for provision, scoping for location of provision, recruitment of staff for provision, resourcing for provision	2028	Education Directorate
Increase the profile of Gaelic through normalising it throughout Council strategies and service.	All services within North Ayrshire Council will follow the corporate approach and ensure documents are compliant with Gaelic transcript, logo and any other relevant information.	Documents will continue to have Gaelic transcript. Bilingual logo will be visible on Council materials.	Monthly	Communities Directorate/ Corporate Services

Corporate Services commitments

The presence of Gaelic in the corporate identity and signs of a public authority greatly enhances the visibility of the language, increases its status and makes an important statement about how Gaelic is valued and how it is given recognition. Developing the use of Gaelic through signage can also enrich the vocabulary of

Gaelic users, raise public awareness of the language and contribute to its development.

The table below highlights the main commitment areas for corporate services along with action required to achieve these goals.

Commitment	Action Required	Success Measure	Target	Lead Service
Increasing the use of Gaelic	Work with community planning partners and businesses to grow Gaelic usage and awareness.	Increased use and awareness of Gaelic among partners	Ongoing	Communities
Increasing the learning of Gaelic	Plan for the establishment of Gaelic early years provision by 2028.	Gaelic early years provision available	2028	Education
	Undertake its duty under the Education (Scotland) Act 2016 to support and promote Gaelic education, with progress measured through existing quality improvement and self-assessment processes.	Positive measurement of progress	Ongoing	Education
	Increase Gaelic awareness and create more opportunities for Gaelic Learners Education in schools.	More awareness and opportunities	Ongoing	Education
	Develop Gaelic provision within adult education based on a model	Co-produced programme with learners including	Ongoing	Communities

Commitment	Action Required	Success Measure	Target	Lead Service
	of progression taking account of the learners' voice. Continue to plan and prepare for the introduction of Gaelic medium provision at secondary level by 2028.	progression routes Secondary level Gaelic medium education	2028	Education
Promoting a positive image of Gaelic	Increase the profile of Gaelic through normalising it throughout council strategies and services.	Key strategies available in Gaelic	Ongoing	Policy and Performance/All
Gaelic Language Corpus	Gaelic Orthographic Conventions – The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority. Place names – Gaelic place name advice from Ainmean-Àite na h-Alba is sought and used.	Appropriate Orthographic Conventions are used Correct Gaelic Place Names are used	Ongoing Ongoing	Communications Roads

The above commitments will be achieved through increase and wider information along with staff involvement and training. The information below has this broken down with actions on how the commitments will be achieved.

Information

- **News releases** – high profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English
- **Social media** – Gaelic content distributed regularly through social media, working towards fully bilingual social media
- **Website** – Gaelic content available on the website, with emphasis given to the pages with the highest potential reach and working towards fully bilingual website in those geographical locations if the percentages or numbers of Gaelic speakers increases in the community
- **Corporate publications** – produced in Gaelic and English, with priority given to those with the highest potential reach and impact
- **Language** – a process is in place to ensure that the quality and accessibility of Gaelic language in all corporate information is high
- **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

Staff

- **Internal audit** – conduct an internal audit of Gaelic skills and training needs through the life of each edition of the plan
- **Induction** – knowledge of the public authority's Gaelic Language Plan and training opportunities are embedded in new staff inductions within 6 months of employment
- **Language training** – Gaelic language skills training and development, delivered to staff, particularly in relation to implementing the public authority's Gaelic Language Plan. Staff survey will be conducted by 2027 to capture any skills and training requirements for staff coordinated by Learning and Organisational Development team.
- Frequent staff emails will be circulated promoting staff to wider locality training and opportunities and Gaelic activities within North Ayrshire supported by Community Learning & Development Teams.

Staffing

In order to deliver services through the medium of Gaelic, it is necessary to develop the requisite job skills and language skills of staff. The provision of language learning for staff helps promote adult Gaelic learning and promotes Gaelic as a useful skill in the workplace. The identification of jobs in which Gaelic is a designated skill will contribute greatly to the status of the language and to identifying it as a positive skill to acquire.

The use of Gaelic in advertising also helps recognise that Gaelic should be used in public life and that Gaelic users have an important role to play within a public authority. Whatever the level of Gaelic skills required it is important that authorities

ensure that Gaelic is a genuine occupational requirement. Authorities should adopt and apply objective criteria to ensure appointments are made in each case on a fair and consistent basis, and reflect the identified skills needs of the post.

Day to day operations

The use of Gaelic at the initial point of contact that members of the public have with a public authority increases the visible and audible presence of the language and contributes to the sense that the use of Gaelic is possible and welcome. In addition to raising the profile of the language, it also creates opportunities for its practical use and encourages members of the public to use Gaelic in subsequent dealings with the public authority.

The use of Gaelic in interactions with an authority by mail, email and by telephone is important in creating practical opportunities for the use of the language, and in contributing to the sense that its use is possible and welcome. The presence of Gaelic in a wide range of bilingual forms and Gaelic only forms can also greatly enhance the visibility and prestige of the language. The preparation of Gaelic forms, applications and similar documents, can also assist in expanding the range of Gaelic terminology and the awareness of the Gaelic speaking public of such terminology, thus helping the development of the language itself.

Communications

The use of Gaelic in the media and a range of printed material can assist Gaelic development in a variety of ways. It helps increase the visibility of the language, it enhances Gaelic's status by being used in high profile publications, and it can help develop new and enhance existing terminology. The use of Gaelic in the media helps demonstrate a public authority's commitment to making important information available through the medium of Gaelic, as well as enhancing the visibility and status of the language. As public authorities are seeing an increase in people accessing information through their websites, including Gaelic will significantly enhance the status and visibility of the language.

Council wide

The development of Gaelic in this sector is vital to the future of Gaelic in Scotland. Attention to this will allow Gaelic to develop new terminology and registers leading to greater relevance and consistency. For those reasons steps will be taken to ensure the continued development of the Gaelic language.

Implementation and monitoring

Timetable

This Gaelic language plan will formally remain in force for a period of five years from the date it was approved by Bòrd na Gàidhlig. By no later than the end of this period we will review the plan, make such amendments as necessary and submit it to the Bòrd for approval.

A consultation was conducted to gather perspectives from the community, residents, pupils, employees, and both internal and external stakeholders before the plan received approval from Bòrd na Gàidhlig. Following the conclusion of the consultation, the outcomes were communicated to the relevant service leads for implementation and further progression.

Publicising the plan

External

North Ayrshire Council's Edition Three of the Gaelic Language Plan will be published bilingually on North Ayrshire Council's website. We shall, as a minimum:

- issue a press release announcing the plan
- use social media to promote the plan
- make copies of the plan available in our public offices and reception areas
- distribute copies of the plan to non-departmental Public Bodies and agencies, agents and contractors
- distribute copies of the Plan to Gaelic organisations
- distribute copies of the plan to other interested bodies
- make copies available on request (adhering to the sustainability policy, having documents on hardcopy is not a practice though all documents including the Gaelic Language Plan (third edition) is available upon request in either English or Gaelic.

Informing other organisations of the plan

We have used our local networks and contacts, including our Locality Partnership structure, to raise awareness of the plan within our communities. We will alert other organisations, including third parties and arm's length organisations with whom we work to deliver services, 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.

Internal

We will use our in house electronic communications to increase awareness of the Gaelic Language Plan (third edition) and its importance to the Council. Ensuring staff are aware of any changes and updates to the plan and the 2027 staff survey is promoted to all employees. The plan will be available in hard copy, upon request by any employee, either in English or Gaelic (or another language and Braille). The third

edition of the Gaelic Language Plan will be posted on the Council website and will be compliant with accessibility standards.

Resourcing the plan

Our activities will be funded through our regular revenue funding, and we will continue to seek additional funding to enrich opportunities for Gaelic in North Ayrshire.

Monitoring the plan

This will be monitored biannually, and progress reported annually on the North Ayrshire Council website and to Bòrd na Gàidhlig.

Coinneamh:	Comataidh Poileasaidh is Ghoireasan
Ceann-là:	06 Cèitean 2025
Tìotal:	Poileasaidhean
Gnìomh a dhìth:	Ri Aontachadh
Àireamh pàipear:	5.1
Neach-labhairt:	Karen Nic a' Ghobhainn
Pàipearan-taic:	PT1 - Poileasaidh Sàrachadh Cleamhnasach PT2.1 – Poileasaidh airson Ìrean Giùlain (PT2.2 Le atharraichean air an comharrachadh) PT3.1 – Poileasaidh Màthaireachd, Athaireachd, Uchd-mhacachd, Fòrladh Pàrantach Cumanta agus Co-roinnte (PT3.2 Le atharraichean air an comharrachadh) PT4.1 – Stiùireadh Obair Aonar (PT4.2 Le atharraichean air an comharrachadh)

1. Adhbhar

1.1. Airson aonta fhaighinn air na poileasaidhean seo.

2. Cùl-fhiosrachadh

- 2.1 Chaidh pìos lagh ùr a stèidheachadh san Dàmhair 2024, Achd Dìon Luchd-obrach (Atharrachadh air Achd Co-ionannachd 2010) 2023 a tha a gabhail a-steach sàrachadh cleamhnasach air luchd-obrach. Mar seo, chaidh trèanadh a thoirt do luchd-obrach air fad bho Arena HR air an lagh agus tha sinn air a bhith ag obair air am poileasaidh ùr seo gus dearbhadh gu bheil sinn a' dèanamh mar bu chòir dhuinn airson dìon sàrachadh cleamhnasach do luchd-obrach aig Bòrd na Gàidhlig.
- 2.2 Le dòighean-obrach 'hybrid' againn a-nis aig Bòrd na Gàidhlig, bha feum air ùrachadh a thaobh Poileasaidh Ìrean Giùlain againn gus gabhail a-steach na h-atharraichean seo. Chaidh tar-iomradh air Ìrean Giùlain Riaghaltas na h-Alba a dhèanamh gus dearbhadh gu bheil Bòrd na Gàidhlig a' sireadh na h-ìrean giùlain iomchaidh airson a phoileasaidh.
- 2.3 Chaidh pìos lagh ùr a stèidheachadh sa Ghiblean 2025, Achd Cùram Ùr-bhreitheach (Fòrladh agus Pàigheadh) 2023. Mar seo, chaidh obair a dhèanamh air a Phoileasaidh Màthaireachd, Athaireachd, Uchd-mhacachd, Fòrladh Pàrantach Cumanta agus Co-roinnte againn còmhla ri Arena HR gus dearbhadh gu bheil sinn a toirt taic do luchd-obrach air fad aig Bòrd na Gàidhlig le fòrladh pàrantach sam bith.
- 2.4 Le pìosan lagh ùr agus dòighean-obrach ùr, bha feum air beagan ùrachadh air an Stiùireadh Obair Aonar againn airson seo a chomharrachadh.

3. Prìomh aithris

3.1 Tha am fiosrachadh gu lèir ri fhaighinn anns na poileasaidhean agus an stiùireadh.

4. Moladh

4.1. Gun tèid na poileasaidhean agus an stiùireadh seo aontachadh.

5. Prìomh Bhuidhean Ro-innleachdach

- 5.1. Buidhean air Ionmhas: Cha bhi buaidh air ionmhas.
- 5.2. Buidhean air Luchd-obrach: Tha buaidhean aig na poileasaidh seo air luchd-obrach. Chaidh trèanadh a thoirt do luchd-obrach air fad a thaobh sàrachadh cleamhnasach agus thèid fios a' sgaoileadh air luchd-obrach air fad mu na h-atharraichean anns na poileasaidhean agus na stiùireadh seo.
- 5.3. Buidhean air Trèanadh: Bidh trèanadh air a libhrigeadh far am bidh neach-obrach ùr sam bith a tòiseachadh aig Bòrd na Gàidhlig a thaobh sàrachadh cleamhnasach.
- 5.4. Ceanglaichean ri Amasan Ro-innleachadh agus Corporra: Tha seo a' cur ris an t-amas chorporra gun cùm Bòrd na Gàidhlig air a' leasachadh nan dòighean-obrach aige.
- 5.5. Buidhean air Cliù: Cha bhi gin ann.
- 5.6. Buidhean air Slàinte is Sàbhailteachd: Cha bhi gin ann.
- 5.7. Buidhean Laghail: Nì ùrachadh na poileasaidhean seo cinnteach gu bheil sinn ag obair gu laghail a thaobh luchd-obrach.
- 5.8. Buidhean air Co-ionannachd: Cha bhi buaidh air co-ionannachd.
- 5.9. Buidhean air an Àrainneachd: Cha bhith buaidh air an àrainneachd.

6. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☒	Clann is Òigridh	☐
Cultar	☐	Coimhearsnachdan	☐
Àrainneachd	☐	Bochdainn	☐
Slàinte	☐	Eadar-nàiseanta	☐
Foghlam	☐	Eaconomaidh	☐
Gnothachasan soirbheachail is ùr-ghnathach			
	☒		

7. Cùrsa Riaghlachais

7.1. Ghabh an Sgioba-stiùiridh fa-near a' phàipeir seo air 25 An Giblean 2025.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

8.1. Tha am pàipear seo fosgailte don phoball.



Sexual Harassment Policy

Poileasaidh Sàrachadh Cleamhnasach

Air aontachadh le/Approved by:

Air aontachadh air/Approved on:

Lèirmheas a dhìth/Review due:

Eadar-theangachadh dearbhte/translation checked:

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1 Adhbhar

Purpose

Bòrd na Gàidhlig is committed to ensuring a safe, supportive and inclusive working environment for our employees. The organisation recognises its responsibilities under The [Worker Protection \(Amendment of Equality Act 2010\) Act 2023](#) and is committed to taking reasonable steps to prevent our employees from sexual harassment, including third party.

2 Rèis

Scope

This policy applies to all employees, workers, contractors and job applicants of Bòrd na Gàidhlig. Sexual Harassment is defined by law as “unwanted behaviour of a sexual nature which has the purpose or effect of creating an intimidating, hostile, degrading, humiliating or offensive environment for the complainant or of violating the complainant’s dignity”.

Bòrd na Gàidhlig has a zero-tolerance approach to sexual harassment, this behaviour is unethical, unprofessional and does not align with the values of our organisation.

Reports of sexual harassment of any nature or severity will be investigated promptly and appropriately under the Organisation’s Grievance and Disciplinary Procedures.

The organisation recognises its responsibilities in preventing sexual harassment in the workplace and believe that the procedures set out in this policy are achievable in doing so. However, everyone has a part to play in being aware of, preventing and reporting incidents pertaining to sexual harassment. This policy sets out what Bòrd na Gàidhlig will do to prevent this behaviour and the expectations of everyone in helping to protect others.

3 Aithris a’ Phoileasaidh

Policy Statement

This policy provides advice for all employees, workers, contractors and job applicants of Bòrd na Gàidhlig on what sexual harassment is, what Bòrd na Gàidhlig will do to prevent it and how they may raise any concerns where they have experienced any behaviour which they feels has created an intimidating, hostile, degrading, humiliating or offensive environment.

It also details the rights and responsibilities of everyone involved in the process.

4 INSERT TRANSLATION

What is Sexual Harassment?

Sexual harassment is unlawful. It is defined in the Equality Act 2010 as unwanted conduct of a sexual nature which has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment for them whether the perpetrator intended this or not.

Sexual harassment can still be unlawful even if a person may not have intended their conduct to be offensive.

Anyone can be a victim of sexual harassment, regardless of their sex, sexual orientation or gender identity or that of the harasser. Sexual harassment may also occur between people of the same sex.

Sexual harassment is often a manifestation of power relationships and frequently occurs within unequal relationships in the workplace, for example between manager or supervisor and a more junior colleague, or a longstanding employee and a new joiner. It frequently arises as the result of sexism and power inequalities between women and men. In cases where sexual harassment is found to have occurred, such abuses of power will be taken into account in deciding what disciplinary action to take.

We also recognise that certain vulnerable or minority groups may be more at risk from sexual harassment. Where a person has more than one protected characteristic, this may increase the risk of them experiencing sexual harassment. This is because multiple categories of identity such as gender, race, sexuality, trans status, religion and disability can interact in ways that create complex systems of oppression and power which can result in harassment based on a combination of different aspects of a person's identity. Such instances will pertain to unlawful harassment will be dealt with in accordance with Bòrd na Gàidhlig's Dignity at Work Policy.

Sexual harassment can occur in the workplace, in any work-related environment such as:

- Client visits, Conferences, award ceremonies, external training events etc
- Work related social events (i.e. lunches,

...nights out, Christmas parties etc.)

- Online platforms, work or personal (i.e. Facebook, Instagram, Messenger, WhatsApp etc)
- MS Teams, Zoom
- Emails
- Phone calls

The above are examples and not an exhaustive list.

Unwanted conduct of a sexual nature covers a range of behaviours and can include:

- sexual comments or jokes
- the display or circulation of pornography
- displaying sexually graphic pictures, posters or photos
- suggestive looks, staring or leering
- propositions and sexual advances
- requests or demands for sexual favours
- sexual gestures
- intrusive questions about a person's private or sex life or a person discussing their own sex life
- sexual posts or contact on social media
- spreading sexual rumours about a person
- sending sexually explicit emails or text messages, and
- sexual assault including unwelcome touching, hugging, massaging or kissing.

This is not an exhaustive list and if an employee believes an individual's unwanted conduct has been of a sexual nature, Bòrd na Gàidhlig will address it under this policy.

The conduct does not need to be sexually motivated, only sexual in nature.

It is not necessary for someone to object first before conduct can be described as unwanted.

The conduct does not need to be a 'pattern of behaviour' under employment case law (although there is separate criminal legislation, the Protection from Harassment Act 1997 which does require a "course of conduct"). A series of incidents which taken separately may seem trivial, can together constitute sexual harassment. Equally, one isolated incident can be sexual harassment.

See [Example 1](#)

The conduct does not have to be specifically targeted at an individual to amount to sexual harassment. Sexual harassment is not always obvious, repeated or continuous, it can be a one-off incident.

See [Example 2](#)

Conduct that is directed at one person may constitute sexual harassment of another person because of the environment it creates.

Some forms of sexual harassment are also criminal offences, for example behaviour that would be called exposure, sexual assault or rape. They are still disciplinary offences as well and are dealt with under this policy whether or not someone also reports them to police.

It is also unlawful for an employee to experience any detriment as a result of sexual harassment that happened to them.

See [Example 3](#)

Sexual interaction that is invited, mutual or consensual is not sexual harassment because it is not unwanted. However, sexual conduct that has been welcomed in the past can become unwanted.

See [Example 4](#)

There may be other sexual behaviour, although not unwanted, is still inappropriate in the workplace (including in a place that may legally count as work such as at a work event or travelling to and from work). For example, engaging in a consensual sexual act. We do not permit sexual contact in the workplace and any such behaviour may still be addressed as a breach of the sexual harassment policy. We recognise that if this behaviour were allowed to take place, there is a risk of one party believing that the conduct is welcome and the other considering the conduct to be unwanted, either at the time or in hindsight.

Sexism at work often goes hand in hand with sexual harassment. Where there has been harassment related to sex, but the harassment is not sexual in nature, action should be taken under the Dignity at Work Policy and the relevant disciplinary/grievance procedures which also cover harassment related to other protected

characteristics. This policy concerns itself only with behaviour that constitutes sexual harassment, that is behaviour that is 'sexual in nature'.

See [Example 5](#)

5

Victimisation

Victimisation is also unlawful under the Equality Act 2010. It is defined as treating an employee badly because they have reported sexual harassment at work, it is believed they will report a case of sexual harassment in the future, or they have helped someone else to report a case of sexual harassment. Subjecting an employee to a detriment can include, but is not limited to:

- dismissal
- denying a promotion or development opportunity
- denying shift hours or blacklisting a contractor.
- excluding from tasks, projects, meetings or day to day work
- telling other companies to not hire someone due to their reporting of sexual harassment.

Please see [Example 6](#)

6 INSERT TRANSLATION

Third Party Harassment

Sexual harassment and victimisation can be perpetrated by other employees and third parties. Third party harassment can result in legal liability for an employer. Third party means someone who an employee may interact with as part of their job but who is not employed by the same employer as them, for example a client or a supplier. Bòrd na Gàidhlig does not tolerate sexual harassment by a third party and encourages any employees who experience it to report it immediately to their line manager.

7 INSERT TRANSLATION

Prevention

Bòrd na Gàidhlig will take reasonable steps to prevent sexual harassment. We will implement measure such as:

- Conducting Risk Assessments that consider factors that can increase the risk of sexual harassment including:
 - work-place stress
 - power imbalances
 - job insecurity
 - lone working
 - travel requirements
 - customer or client facing roles

- lack of diversity and inclusion in the workforce.
- Line manager training
- Staff awareness sessions and mandatory training.
- Comprehensive induction.
- Monitor data related to sickness absence rates and turnover to identify patterns of behaviour.
- A commitment to improving equality, diversity and inclusion.
- Having clear processes for the reporting sexual harassment, directly or anonymously.
- Ensuring a zero-tolerance approach to sexual harassment, including third party.
- Annually review policy and procedures

Our Health and Safety Policy will provide more information on workplace risk assessments.

Bòrd na Gàidhlig will make third parties aware of our sexual harassment policy any time they interact with our employees. This may include a recorded message at the beginning of a telephone call, in email communications, at the start of online events and meetings, or in-person conferences.

The information provided to third parties will make clear that Bòrd na Gàidhlig will not tolerate sexual harassment and will set out the actions to be taken if a third party sexually harasses an employee including ejecting or banning a third party from events, meetings or contacting employees, reporting criminal acts to the police, or sharing information with other departments of the organisation.

8 INSERT TRANSLATION

Roles and Responsibilities

Bòrd na Gàidhlig

Bòrd na Gàidhlig have a legal duty to provide a safe working environment and ensure swift and effective action in recording and responding to a report of sexual harassment. Failure to do so can result in legal liability for any sexual harassment that occurs.

Bòrd na Gàidhlig will:

- ensure workers have access to confidential support and advice services during work hours and outside of them.
- maintain effective reporting and recording procedures.
- ensure line managers receive appropriate

training on how to respond and record sexual harassment reports.

Line Managers

All managers have a responsibility to ensure that their employees work in an environment which is safe, inclusive and free from inappropriate behaviour. All managers have a duty of care to protect the health, safety and wellbeing of their team members and colleagues.

Managers will ensure that they and their team are aware of the sexual harassment policy and the support options available to both managers and staff.

Managers will also ensure that they are sufficiently informed or have undertaken the appropriate level of training to carry out their duties effectively under this policy. If a manager feels they would benefit from additional training or support, they should discuss this, in the first instance, with their line manager who can either action appropriate learning or contact HR for advice.

Line managers will also:

- aim to create an inclusive culture and environment so that any incidences of sexual harassment and/or victimisation are robustly challenged and dealt with.
- treat informal and formal complaints seriously, with sensitivity to the feelings, perceptions and need for confidentiality of the employee making the report.
- be aware of behaviour and language that can cause offence including jokes and banter, and if necessary, remind employees of the expected standards.
- treat all employees fairly, taking prompt action where they are aware of any unacceptable behaviour.
- ensure employees who report sexual harassment, or support others to do so, are not treated less favourably than others as a result.
- assess and manage the risks arising from disclosures, reports and disciplinary processes.
- deal swiftly and explicitly with third party perpetrators with the view to banning individuals from premises, withdrawing membership or ending contracts.
- ensure this policy is always followed through.
- ensure that they and their team participate in regular sexual harassment training.

- lead their team by example and be aware that they themselves are in a position of power as well as leadership.

A line manager's failure to actively implement this policy, or to fail to deal with sexual harassment when they become aware of it, could constitute a breach of this policy and their employment contract, and disciplinary action may be taken.

Employees

All employees have a role to play in creating a working environment which is safe and respectful and is free from sexual harassment.

All employees will:

- have an awareness of what sexual harassment is.
- ensure they understand this policy and act in accordance with it.
- be aware of how their behaviour may impact others.
- challenge inappropriate behaviour wherever possible and if safe to do so.
- report incidents of sexual harassment when witnessed and/or support recipients of sexual harassment in reporting it.
- co-operate in investigations into alleged sexual harassment.
- not participate in, encourage or condone sexual harassment or victimisation of others.
- treat all individuals they encounter through work with dignity and respect.
- think about their own behaviour and whether it might amount to sexual harassment and change their behaviour.

9 INSERT TRANSLATION

Procedure for Receiving and Responding to Complaints of Sexual Harassment

Informal

If an employee feels confident and able to do so, they should voice their feelings and experience with the harasser. They should explain why they believe their behaviour is unacceptable, how it is making them feel and that it must stop. This can be done verbally or in writing.

This provides an opportunity to recognise that their behaviour is unacceptable and modify their conduct.

Line managers who are informally notified that an employee has been sexually harassed, should

continually monitor the situation and communicate with the employee regularly. They should also, where the employee has been unable to do so, address the concerns raised with the harasser.

The concerns should be recorded by the line manager and appropriate steps taken to formalise the procedure where necessary.

Bòrd na Gàidhlig recognise that sexual harassment may occur in unequal relationships, such as between manager and employee, and that in such instances, it may not be possible for the employee to inform the harasser, or they may feel uncomfortable in doing so due to the power imbalance in the working relationship.

If the employee is comfortable doing so, they may ask a third party for support such as a work colleague, HR Adviser or trade union representative. This person will be fully engaged in resolving the issue and will be equipped with guidance on how to do so.

If Bòrd na Gàidhlig believe that any informal concerns raised have a high and significant risk to employees, then the organisation will take appropriate formal action immediately and implement necessary safeguards to protect the health and wellbeing of employees.

Formal Reporting

If an employee does not wish to pursue an informal route, the informal route has failed, it is felt the alleged harasser will not respond to an informal process or the case is too serious for an informal process to be appropriate, a formal procedure should be followed.

The procedure followed should be in line with Bòrd na Gàidhlig's [Grievance Policy](#), see Appendix 1 which summarises the policy procedure .

A formal procedure allows for both the employee making the report and the harasser the right to be accompanied by a trade union representative, or a work colleague.

All reports will be handled and investigated in a timely and confidential manner. The employee will be invited to a meeting with the person to whom the report is made within 10 working days of reporting the alleged act or acts. The employee will have the right to be accompanied at this meeting by a trade

union representative. Following this initial meeting, the person to whom the complaint is made will instigate an investigation or refer the matter to our HR Adviser.

It may be appropriate at this stage for the person to whom the complaint is made to appoint an investigating officer of the same sex to conduct the investigation. The employee may also request this, and this request should be actioned and respected.

The investigating officer will:

- Interview the employee and the alleged harasser separately.
- Interview any other relevant third parties.
- Decide, in consideration of the evidence available, and on the balance of probability, whether or not the incident(s) of sexual harassment took place.
- Produce a report detailing the investigation findings and any recommendations.
- Decide on what the appropriate remedy for the employee is, in consultation with them (i.e.- an apology, a change to working arrangements for the harasser, a promotion if the employee was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal).
- Follow up to ensure that the recommendations are implemented, that the behaviour has stopped and that the employee is satisfied with the outcome.
- If they are unable to determine that the harassment took place, they may still make recommendations to ensure proper functioning of the workplace.
- Keep a written record of all actions taken.
- Ensure that all records concerning the matter are kept strictly confidential.
- Ensure that the process is done as quickly as possible and within the timescales set out in Appendix 1.

Breaches of confidentiality by those involved in any investigation process may lead to disciplinary action being taken.

Employees making reports are within their right to talk to a trusted colleague, trade union representative, friend or family member.

The investigation procedure will be sensitive to sexual harassment as an issue, managers conducting any investigations will have received appropriate training in understanding the dynamics of sexual violence and harassment. Sexual harassment investigations will not be conducted by managers without having first completed training.

If a complaint of sexual harassment is upheld, then it may progress to a disciplinary process. The sexual harassment investigation is likely to be the basis of that disciplinary investigation. The outcome of that disciplinary process could range from no sanction to a sanction including warnings, demotion and dismissal (with or without notice). These steps will be taken in accordance with Bòrd na Gàidhlig's [Disciplinary policy](#).

Where the complaint is not upheld, or proceeds to a disciplinary process under which the outcome involves the alleged perpetrator remaining with the organisation, the disciplinary outcome will include the option of a facilitated mediation meeting, at which the alleged perpetrator will be required to attend, and the employee will have the option to attend at their discretion. Support will be made available to all parties involved. The aim will be to understand and re-build working relationships where possible, provide closure as far as possible and enable the organisation and all parties involved to learn and move forward

Employees do not have to wait until the disciplinary process is complete to report the matter to the Police.

10 INSERT TRANSLATION

Right of Appeal

All employees have the right of appeal. Under this policy both the reporter and alleged perpetrator have the right to appeal for the following reasons:

- The correct procedure wasn't followed or was unfair.
- Substantial new evidence requires consideration.
- The outcome is either too severe or too lenient.

The appeal must be made in writing within 5 working days, stating the grounds of the appeal. The purpose of an appeal is not to re-hear the original grievance but consider the above reasons.

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 outcome may be adjourned by the person hearing the appeal, if it is considered necessary to undertake further investigation. The meeting will be reconvened as soon as possible.

The appeal manager's decision is final.

11 INSERT TRANSLATION

Legal Action

If an act of sexual harassment may also amount to a criminal offence, Bòrd na Gàidhlig will also report the matter to Police Scotland with the complainant and provide them with the support to do so. Wherever possible, Bòrd na Gàidhlig will follow the wishes of the reporter however the organisation must recognise its duty of care towards its employees and assess any risks before making a determination.

If formal or informal steps do not provide resolution, employees may take a case to an employment tribunal. A claim to an employment tribunal usually must be made three months less one day from when the incident occurred.

Bòrd na Gàidhlig commit to managing such matters appropriately, fairly and with empathy. The organisation recognises that for some people, the formal court and tribunal process can re-open past trauma and cause harm. As such, Bòrd na Gàidhlig commit to always being open to the possibility of alternative dispute resolution and mediation (including judicial mediation) where this is requested by an individual who alleges that they have been sexually harassed.

12

Further Support

Specialist help and support is available for anyone affected by sexual harassment, including:

- People who've experienced or witnessed sexual harassment
- Employers handling sexual harassment complaints

- Anyone accused of sexual harassment

Bòrd na Gàidhlig provide an Employee Assistance Programme for all staff who can support or signpost employees to appropriate organisations. Further support can also be provided from a trade union representative on employee rights and options during this process.

To contact the Police:

- Call 999 if you or someone else is in immediate danger
- Call 101 if it is not an emergency
- You can also report a crime online at [Police Scotland](#)

When reporting a crime to the police you may ask for a specialist officer who is trained to deal with sexual violence.

13 Measadh Buaidh Co-ionannachd

Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation.

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

14 Smachd Sgrìobhainn

Document Control

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

Appendix 1 – Grievance Procedure

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.	50
Appeal hearing Hearing to be arranged within 10 working days.	60
Appeal Outcome within 10 working days of hearing. Decision is final and this is the end of the process.	70

Appendix 2 – Risk Assessment

All risk assessments can be accessed [here](#).

DRAFT

Appendix 3

Examples of Sexual Harassment

1. A woman attends a job interview, and the interviewer tells her that he is happy to see she has increased her chances of getting the job by showing off her attractive legs. This violates her dignity and creates an offensive environment for her, constituting sexual harassment.
2. An LGBT employee may work in an office where people display pornography or make sexual comments about LGBT people. This causes an intimidating or hostile working environment for the LGBT employee even though no one has made comments about the employee directly or behaved in a sexual way towards them.
3. A supervisor stops a woman in his team from being promoted, because she had told the supervisor's best friend to stop asking her out and that she wasn't interested in a relationship.
4. An employee has a brief sexual relationship with her supervisor. The employee tells her supervisor that she thinks it was a mistake and doesn't want the relationship to continue. The next day, at a work-related social event, the supervisor grabs the employee's bottom, saying 'Come on, stop playing hard to get'. Although the original sexual relationship was consensual, the supervisor's conduct after the relationship ended is unwanted conduct of a sexual nature and is sexual harassment.
5. A manager deliberately allocates specific low-status tasks to the two female employees within the team, even though they have the same job description as the men in the team. This is harassment related to the protected characteristic of sex under the Equality Act 2010. It would be covered by the bullying and harassment policy and procedures, not the sexual harassment policy.
6. A line manager hears a rumour that one of his team may raise a formal grievance of sexual harassment against a colleague who frequently touches her without permission. As the employee is on a temporary contract, the manager does not renew the contract to avoid dealing with the grievance. The employee, in fact, had no intention of raising a grievance. Nevertheless, the manager has subjected her to a detriment because he believed that she would, and as such her dismissal is an act of victimisation.



Poileasaidh Ìrean Giùlain
Standards of Conduct Policy

Air aontachadh le/Approved by: ~~Bòrd Stiùiridh~~

Air aontachadh air/Approved on: ~~05/06/2019~~

Ath-nuadhachadh a dhìth/Review due on: ~~rd~~

Eadar-theangachadh dearbhte: ~~CS~~

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Pàipear 5.1 PT2.1

1 Ro-ràdh

Introduction

- 1.1 Tha cruinneachadh de phoileasaidhean aig Bòrd na Gàidhlig a tha ag amas air deagh stiùireadh dhaoine a libhrigeadh air feadh na buidhne agus air dèanamh cinnteach gum bi làimhseachadh cunbhalach ann. 'S e rùn nam poileasaidhean seo a bhith a' cuideachadh luchd-obrach agus manaidsearan gus an dleastanasan fa leth a thuigsinn agus gus amasan na buidhne a choileanadh
- Bòrd na Gàidhlig has a suite of policies aimed at delivering good people management across the organisation and is committed to treating every employee with equal dignity and respect, aims to ensure consistency of treatment. The intention of these policies is to help employees ~~and managers~~ understand their individual responsibilities to achieve the outcomes and priorities of the Bòrd na Gàidhlig Corporate Plan and Operational plan.

- 1.2 Bu chòir stiùireadh air obrachadh a' phoileasaidh seo iarraidh bhon t-sreath-mhanaidsear agaibh no bho Seirbheisean HR.
- Guidance should be sought from your line manager ~~or HR Services~~ on the operation of this policy.

Tha Bòrd na Gàidhlig den bheachd gum bu chòir dèiligeadh ri luchd-obrach uile le spèis, ge bith dè an gnè, inbhe pòsaidh/com-pàirteachas catharra, aois, cinneadh, tùs cinnidh, claoonadh gnèitheasach, dearbh-aithne gnè, ciorram, creideamh no eadar-dhealachadh sam bith eile nach eil buntainneach, m.e. cùl-raon sòisealta, pàtran obrach no gnìomhachd aonaidh-ciùird. Chan urrainn dha seo tachairt ach ma luchd-obrach uile ag aithneachadh na h-inbhean giùlain an dùil bhuapa agus ma bhios iad gan giùlan fhèin a rèir sin.

Bòrd na Gàidhlig believes that all employees should be treated with respect, regardless of sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, gender identity, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity. This can only happen if every member of staff is aware of the standards of behaviour expected from them and behaves accordingly.

- 1.3 Buinidh am poileasaidh seo do luchd-obrach uile Bhòrd na Gàidhlig. Buinidh prionnsabalan a' phoileasaidh seo do luchd-obrach a tha ag obair air pròbhadh an-dràsta.
- This policy applies to all employees of Bòrd na Gàidhlig. ~~For employees who are currently serving their probationary period, the principles of this policy will apply.~~

Commented [KN1]: Can we just combine the two to say it also applies to probationary employees?

- 1.4 Chan eil am poileasaidh seo na phàirt de chòraichean cùmhnantail an neach-obrach. Tha Bòrd na Gàidhlig a' glèidheadh na còrach mion-fhiosrachadh nam poileasaidhean atharrachadh mar a dh'fheumar mar thoradh air riathanasan reachdais no riathanas na buidhne, ann an co-chomhairleachaidh le Taobh Aonadh Ciùird (TUS) mar as iomchaidh. Buinidh am poileasaidh seo do luchd-obrach uile aig Bòrd na Gàidhlig. Chan eil am poileasaidh seo na phàirt de chòraichean cùmhnantail an neach-obrach. Tha Bòrd na Gàidhlig a' glèidheadh na còrach mion-fhiosrachadh nam poileasaidhean atharrachadh mar a dh'fheumar mar thoradh air riathanasan reachdais no riathanas na
- This policy does not form part of the employee's contractual rights. Bòrd na Gàidhlig reserve the right to vary the detail of the policies as may be required by legislation or organisational requirements, in consultation with Trade Union Side (TUS) as appropriate. 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.

buidhne, ann an co-chomhairle le Taobh Aonadh Ciùird (TU) mar as iomchaidh.

2 Aithris Phoileasaidh

Policy Statement

2.1 Tha am poileasaidh seo a' cur an cèill nan ìrean giùlain ris a bheilear an dùil bho riochdairean, luchd-obrach, cunnradairean agus luchd-obrach buidhne aig Bòrd na Gàidhlig. Tha seo stèidhichte, a tha stèidhichte air Luachan na buidhne a tha mar a leanas; Spèis, Atharrachadh, Conaltradh, Taic agus Earbsa.

This policy sets out the standards of behaviour expected of all Bòrd na Gàidhlig employees, representatives, contractors and agency workers of Bòrd na Gàidhlig. This is based on our which are based on organisational values which are as follows; Respect, Change, Communication, Support and Trust.

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2.2 Tha e cudromach gun leugh agus gun lean luchd-obrach na h-ìrean a tha air an cur an cèill anns a' phoileasaidh seo cho math ri poileasaidhean buntainneach eile aig Bòrd na Gàidhlig (faic Eisimeileachd air taobh duilleig 7) a tha rin lorg air SharePoint. Faodaidh stiùireadh air mineachadh agus obrachadh a' phoileasaidh ghiùlain iarraidh bho Sheirbheisean HRmhanaidsearan-loidhne uair sam bith.

It is important that employees read and act in accordance with the standards set out in this policy and all other relevant Bòrd na Gàidhlig policies (see Dependencies at page 7) that can be found on SharePoint. Guidance can be sought at all times from HR Servicesline managers on the interpretation and operation of the policy of conduct.

3 Ag Obair leis a' Phoileasaidh seo

Working with this Policy

3.1 Mar stiùirichean agus luchd-obrach Bhòrd na Gàidhlig tha sinn uile an urra ri obrachadh a' phoileasaidh seo.

We are all responsible as managers and employees of Bòrd na Gàidhlig for the operation of this policy.

3.2 Tha na leanas a' cur an cèill nan ìrean giùlain ris a bheilear an dùil bhon luchd-obrach uile:

The following sets out the standards of behaviour expected of all employees:

3.2.1 Treibhdhreas is Onair

Integrity & Honesty

Bidh luchd-obrach:

Employees will:

- A' coileanadh dhleastanasan agus uallaichean gu ciallach;
- Ag obair ann an dòigh phroifeasanta, a tha a' glèidheadh, is a tha airidh air, earbsa an fheadhainn ris a bheil iad a' dèiligeadh;
- A' dèanamh cinnteach gun cleachdar airgead agus stòrasan poblach gu ceart, gu

- Perform duties and obligations responsibly;
- Always act in a way that is professional and that deserves and retains the confidence of all those with whom they have dealings;
- Ensure public money and resources are used properly, efficiently and for the purposes for which they were provided;

Pàipear 5.1 PT2.1

h-èifeachdach agus airson nan adhbharan airson an deach an toirt seachad;

- Far a bheil uallach ionmhais na phrìomh thaobh anns an dreuchd, a' dèanamh cinnteach gum bi na gnòthaichean ionmhais pearsanta aca air an stiùireadh ann an dòigh iomchaidh gus milleadh cliù a sheachnadh;
- ~~Ann a bhith a'~~ dèiligeadh ris a phoball agus na ri gnòthaichean aca a' phobail, a' freagairt le co-fhaireachdainn, gu h-èifeachdach, gu sgiobalta, gu mothachail agus gu buadhmhòr;
- A' dèanamh cinnteach gun aithnichear strithean sam bith eadar com-pàirtean aig ìre thràth, agus gun gabhar gnìomh iomchaidh gus am fuasgladh (faic 4.2);
- A' cumail clàran oifigeil ceart agus Aa' làimhseachadh fiosrachadh ann an dòigh cho fosgailte 's a ghabhas taobh a-staigh an fhrèam-obrach laghail;
- Ag obair an-còmhnaidh a rèir riathanasan riaghlaidh no reachdail sam bith gu h-àraid far a bheil seo ann gus an dleastanasan a choileanadh gu h-iomchaidh.
- A' cur fiosrachadh agus chùisean buntainneach an cèill gu fìrinneach agus mearachdan sam bith a cheartachadh cho luath 's a tha e comasach.
- Where financial responsibility is a key aspect of their role, ensure that their personal financial dealings are conducted in an appropriate manner to avoid the possibility of reputational damage;
- ~~Respond~~ Deal with the public and their affairs fairly ~~sympathetically~~, efficiently, promptly, sensitively and effectively ~~when dealing with the affairs of the public~~;
- Ensure that any possible conflicts of interest are identified at an early stage and appropriate action is taken to resolve them (see 4.2);
- Keep accurate official records and ~~Handle~~ information as openly as possible within the legal framework;
- Act at all times in compliance with any legislative or regulatory requirements especially where this is for the proper performance of their duties.
- Set out the facts and relevant issues truthfully, and correct any errors as soon as is reasonably possible.

Cha bhi luchd-obrach:

Employees will not:

- A' cur an dreuchd aig Bòrd na Gàidhlig gu mì-fheum airson an leas priobhaideach aca no aig daoine eile adhartachadh;
- A' gabhail ri tiodhlaicean, aoigheachd no buannachdan sam bith bho threas-phàrtaidh, a dh'fhaodadh a bhith a' tarraing amharas air am breithneachadh no onoir pearsanta;
- A' foillseachadh fiosrachadh oifigeil do dhuine sam bith nach eil ùghdarraichte a
- Misuse their position in Bòrd na Gàidhlig to further their private interests or those of others;
- Accept gifts, hospitality or benefits of any kind from a third party, which might be seen to compromise their personal judgment or integrity;
- Disclose official information to anyone not authorised to receive it without the

Pàipear 5.1 PT2.1

bhith ga fhaighinn às aonais an ùghdarrais riatainaich. Tha an dleastanas seo a' leantainn às dèidh dhaibh Bòrd na Gàidhlig fhàgail;

required authority. This duty continues to apply after leaving Bòrd na Gàidhlig;

- A' mealladh no a' mì-stiùireadh luchd-obrach no com-pàirtichean eile aig Bòrd na Gàidhlig.
- A bhith fo bhuaidh uallach mì-iomchaidh bho chàch neo bho chothroman bhuannachd phearsanta

- Deceive or knowingly mislead other employees or Bòrd na Gàidhlig partners;
- Be influenced by improper pressures from others or the prospect of personal gain

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3.2.2 Neo-chlaonachd

Objectivity

Bidh luchd-obrach:

Employees will:

- A' toirt seachad fiosrachadh agus comhairle, a' gabhail a-steach comhairle do Mhinistearan, air bunait na fianais agus na roghainnean agus na firinnean a thaisbeanadh gu ceart;
- A' dèanamh cho-dhùnaidhean air airidheachd na cùise;
- A' toirt feart iomchaidh air comhairle fhiosraichte is phroifeiseanta.

- Provide information and advice, including advice to Ministers, on the basis of the evidence, and accurately present the options and facts;
- ~~Provide information and advice, on the basis of the evidence;~~

Cha bhì luchd-obrach:

Employees will not:

- A' seachnadh fiosrachadh no beachdachaidhean buntainneach mì-ghoireasach buntainneach a dh'fhaodadh a bhith mì-ghoireasach dhaibh nuair a tha iad a' toirt seachad comhairle no a' dèanamh cho-dhùnaidhean;
- A' cur bacadh air buileachadh phoileasaidhean nuair a tha co-dhùnaidhean air an gabhail, no le bhith a' diùltadh a bhith a' gabhail, no a' seachnadh gnìomh a tha a' sruthadh às na co-dhùnaidhean sin.

- Ignore inconvenient facts or relevant considerations ~~which they may find inconvenient~~ when providing advice or making decisions;
- Frustrate the implementation of policies once decisions are taken ~~or~~ by declining to take, or abstaining from, action which flows from those decisions.

Neo-Phàirteachd

Impartiality

Tha e cudromach gum bi luchd-obrach,

It is important that employees,

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- A' coileanadh na dleasan ag aibh ann an dòigh a tha cothromach, ceart agus a tha a' nochdadh dealas Bhòrd na Gàidhlig a thaobh co-ionannachd agus iomadachd.
- carry out your responsibilities in a way that is fair, just and equitable and reflects Bòrd na Gàidhlig's commitment to equality and diversity.

Cha bhi luchd-obrach:

- a bhith ag obair ann an dòigh a tha neo-dhligheach a' fàbharachadh no a' dèanamh leth-bhreith an aghaidh dhaoine no ùidhean sònraichte.
- act in a way that unjustifiably favours, or discriminates against particular individuals or interests.

Employees will not:

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3.2.3 Neo-Phàirteachd Phoileataigeach

Political Impartiality

Tha e cudromach gum bi luchd-obrach,

It is important that employees,

- seirbheis a thoirt do Bhòrd na Gàidhlig agus Riaghaltas na h-Alba, ge bith dè an cumadh poilitigeach a th' ann, cho math 's as urrainn dhut ann an dòigh a chumas neo-chlaonachd phoilitigeach agus a tha a rèir riathanasan a' Chòd seo, ge bith dè na creideasan poilitigeach a th' agaibh fhèin; A' leantainn Còd na Seirbheise Catharra agus a' leantainn prionnsabalan na neo-chlaonachd agus na neo-phàirteachd a tha na lùib a thaobh neo-phàirteachd phoileataigeach.
- serve Bòrd na Gàidhlig and the Scottish Government, whatever its political composition, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this Code, no matter what your own political beliefs are;
- Follow the Civil Service Code and observe its principles of objectivity and impartiality in relation to political impartiality.
- gnìomh a dhèanamh ann an dòigh a tha airidh air agus a chumas earbsa nam Ministearan, agus aig an aon àm dèanamh cinnteach gum bi e comasach dhut an aon dàimh a stèidheachadh leis an fheadhainn a dh' fhaodadh gum bi agad ri frithealadh ann an Riaghaltas san àm ri teachd às leth Bòrd na Gàidhlig;
- act in a way which deserves and retains the confidence of Ministers, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future Government on behalf of Bòrd na Gàidhlig;
- A' gabhail ùine gus a bhith eòlach air an stiùireadh shònraichte a thèid a chur a-mach do luchd-obrach ro thaghadh Pàrlamaidean na h-Alba, na RA agus na h-Eòrpa, cho math ri taghadh ionadail. San fharsaingeachd, tha stiùireadh air gnìomhachdan poileataigeach airson luchd-obrach Bòrd na Gàidhlig a' toirt iomradh air 2 bhuidhinn, luchd-obrach aig ìrean A-B agus luchd-obrach aig ìre C is nas àirde.
- Take time to familiarise themselves with the specific guidance which will be issued to employees prior to elections to the Scottish, UK and European Parliaments, as well as local elections. Generally, guidance on political activities for Bòrd na Gàidhlig employees, refers to 2 groups, employees of grades A-B and employees who are C grade and above.

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- Cumail ri cuingeachaidhean sam bith a chaidh a chur sìos air na gnìomhan poilitigeach agad.

Cha bhi luchd-obrach:

- Gníomhachadh ann an dòigh a tha air a dhearbhadh le beachdachaidhean poilitigeach pàrtaidh, no goireasan oifigeil a chleachdadh airson adhbharan poilitigeach pàrtaidh;

- Leigeil le do bheachdan poilitigeach pearsanta comhairle sam bith a bheir thu seachad no na gnìomhan agad a dhearbhadh.

- Comply with any restrictions that have been laid down on your political activities.

Employees will not:

- Act in a way that is determined by party political considerations, or use official resources for party political purposes;

- Allow your personal political views to determine any advice you give or your actions.

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3.2.4 Urram

Aig Bòrd na Gàidhlig bidh sinn:

- A' toirt taic do dh'iomadachd agus in-ghabhaltas anns gach taobh de ar n-obair
- A' gabhail ri àrainneachd obrach anns am faod sinn uile coileanadh a rèir nan ìrean giùlain, agus a bhith a' faireachdainn cofhurtail agus gu bheil spèis oinn, ge b' e de na diofairean no feartan pearsanta a th' againn;
- A' toirt ar lan thaic do neo-lethbhreith agus co-ionannachd chothroman airson an luchd-obrach uile agus anns gach taobh de dh'fhastadh.
- A' leanntainn poileasaidh Bhòrd na Gàidhlig air Urram san Àite-obrach.

Cha bhi sinn:

- Ri dol a-mach a bhios a' toirt oilbheum, a' fàbharachadh no a' dèanamh leth-bhreith neo-chothromach air daoine no ùidhean sònraichte.

Respect

In Bòrd na Gàidhlig we:

- Support diversity and inclusion in all aspects of our work
- Foster a working environment where we can all perform according to the standards of conduct while feeling comfortable and respected, regardless of individual differences or personal characteristics;
- Are committed to non-discrimination and equal opportunities for all employees and in all aspects of employment.
- Follow Bòrd na Gàidhlig policy on Dignity at Work.

We do not:

- Act in a way that offends, unjustifiably favours or discriminates against particular individuals or interests.

3.3 Ìre Èididh

Standard of Dress

Pàipear 5.1 PT2.1

Thathar an dùil gun cuir luchd-obrach orra èideadh a tha freagarrach airson an dreuchd agus àrainneachd obrach. Ann a bhith a' riochdachadh Bòrd na Gàidhlig feumaidh sinn beachdachadh air an dòigh anns a bheil sinn air èideadh, agus mar a dh'fhaodadh sin buaidh a thoirt air mar a tha daoine a' faicinn ar proifeiseantachd agus ar teisteachd agus mar sin, air an dòigh sam bi daoine a' faicinn Bòrd na Gàidhlig.

It is expected that our employees dress appropriately for their role and work environment. When representing Bòrd na Gàidhlig we must consider that the way we are dressed can have a direct influence on the perception of our professionalism and credibility and as a result, the manner in which Bòrd na Gàidhlig is perceived.

Mar a tha sibh buailteach a bhith ann an conaltradh ri luchd-ùidhe agus ris a' phoball, tha e cudromach gum bidh ìomhaigh phroifeiseanta agaibh a thaobh coltas agus ìrean èididh.

As you are liable to come into contact with stakeholders and members of the public, it is important that you present a professional image with regard to appearance and standards of dress.

Feumaidh pasaichean dearbh-aithne luchd-obrach a chaitheamh fad na h-ùine agus iad air an taisbeanadh air lainneard Bhòrd na Gàidhlig.

Staff ID passes must be worn at all times and displayed on a Bòrd na Gàidhlig lanyard.

4 Modh

Procedure

4.1 Tha am poileasaidh seo a' gabhail a-steach grunn mhodhan eadar-dhealaichte, agus faodaidh iad a bhith air am briseadh sìos mar a leanas:

This Policy incorporates several different procedures, these can be broken down as follows:

- Modh Strithean Eadar Com-pàirtean
- Modh air Draghan Fhoillseachadh
- Modh Smachdachaidh

- Conflicts of Interests Procedure
- Whistleblowing Procedure
- Disciplinary Procedure

4.2 Strithean Eadar Com-pàirtean

Conflicts of Interest

Ma thèid neach-obrach an sàs, tron obair aca le Bòrd na Gàidhlig ann an gnothach sam bith ceangailte ri buidheann gnìomhachais anns a bheil ùidh phearsanta aca, feumaidh iad an com-pàirt sin fhoillseachadh dhan t-sreath-mhanaidsear aca gun dàil. Thoir sùil air [Poileasaidh Strithean Eadar Com-pàirtean](#) airson tuilleadh fiosrachaidh.

If an employee becomes involved, through their work with Bòrd na Gàidhlig, in any matter relating to a business organisation in which they have a personal interest, they must disclose that interest to their line manager immediately. Please refer to the [Conflicts of Interest Policy](#) for further information.

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4.3 Draghan Fhoillseachadh

Whistleblowing

4.3.1 Tha dleasanais aig Bòrd na Gàidhlig gus aire luchd-obrach a thoirt don poileasaidh seo.

Bòrd na Gàidhlig has a duty to make employees aware of this policy. If an employee believes

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Pàipear 5.1 PT2.1

Ma tha neach-obrach a' creidsinn gu bheilear ag iarraidh orra a bhith ag obair ann an dòigh a tha a' dol an aghaidh a' phoileasaidh seo, feumaidh Bòrd na Gàidhlig an dragh aca a mheasadh agus dèanamh cinnteach nach tèid am peanasachadh airson a thogail.

that they are being required to act in a way which conflicts with this policy, Bòrd na Gàidhlig must consider their concern, and ensure they are not penalised for raising it.

4.3.2 Ma tha neach-obrach a' smaoinichadh gu bheil luchd-stiùiridh ag iarraidh orra a bhith ag obair ann an dòigh a tha, a rèir coltais:

If an employee considers that they are being asked by management to act in a way, which appears to:

- Mì-laghail, mì-ìomchaidh, no mì-bheusach;
- A' briseadh cunnradh bhun-reachdail no poileasaidh proifeasanta;
- A gabhail a-steach mì-rianachd; no
- Gun a bhith a rèir còd giùlain no seasamh beusach Bhòrd na Gàidhlig.
- Be illegal, improper or unethical;
- Be in breach of constitutional convention or a professional policy;
- Involve possible maladministration; or
- Be otherwise inconsistent with the code of conduct or ethical stance of Bòrd na Gàidhlig.

Bu chòir do luchd-obrach a' chùis a thogail a rèir a' Phoileasaidh is Modh air Draghan Fheillseachadh Innseireachd.

Employees should raise the matter in accordance with the Whistleblowing Policy & Procedure.

4.4 Smachdachadh

Disciplinary

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4.4.1 Dh'fhaodadh briseadh sam bith de na h-ìrean giùlan mar a chaidh a mhinicadh gu h-àrd a bhith air a mheas mar mhì-ghiùlan agus pròiseas smachdachaidh a bhith ann mar thoradh air seo. 'S e giùlan no dol a-mach a th' ann am mì-ghiùlan a tha a' gabhail a-steach briseadh phoileasaidhean no mhoth Bòrd na Gàidhlig, no giùlan a tha a' tuiteam fo na h-ìrean giùlain a dh'fheumas Bòrd na Gàidhlig bhon luchd-obrach aca. Bu chòir gach eucoir a mheas gu cùramach agus gu chòir gun tèid gnìomh smachdachaidh a ghabhail air airidheachd gach cùis fa leth a rèir a' Phoileasaidh Smachdachaidh.

Any breaches of the standards of behaviour outlined above may be considered as misconduct and will result in a disciplinary process being followed. Misconduct is behaviour or conduct which involves a breach of Bòrd na Gàidhlig policies or procedure or deliberate or wilful conduct which falls below the standards of behaviour which Bòrd na Gàidhlig reasonably requires of its employees. Each alleged offence should be carefully considered and disciplinary action taken on the merits of each individual case as per the Disciplinary Policy.

5 Dreuchdan is Dleasan

Roles & Responsibilities

5.1 Tha dleasan aig luchd-obrach uile:

All eEmployees have a responsibility to:

- A bhith eòlach air a' Phoileasaidh Ìrean Giùlain agus poileasaidhean co-
- Familiarise themselves with the Standards of Conduct Policy and any related policies

Pàipear 5.1 PT2.1

cheangailte, agus a bhith ag obair a rèir nam prionnsabalan na lùib;

and should act in accordance with the principles set out in it;

- Strithean sam bith eadar com-pàirtean a shoillearachadh;
- Highlight any potential conflicts of interest to their line manager as soon as it arises;
- A bhith a' soillearachadh ma thathar ag iarraidh orra a bhith ag obair ann an dòigh a tha an aghaidh a' phoileasaidh seo chun a mhanaidsear-loidhne agaibh cho luath 's a thachras e.
- Highlight if they are being required to act in a way which conflicts with this policy to their line manager as soon as it arises.

5.2 Tha dleastanas aig manaidsearan uile:

All ~~m~~Managers have a responsibility to:

- A bhith a' dèanamh cinnteach gum bi luchd-obrach mothachail air, is gum bi iad ag obair a rèir, a' phoileasaidh irean giùlain agus na poileasaidhean co-cheangailte ris;
- Ensure that employees are aware of, and act in compliance with, the standards of conduct policy and its related policies;
- Gnìomh freagarrach a ghabhail gus dèiligeadh ri cùisean a tha air èirigh bho bhrisidhean giùlain, a rèir Modh Smachdachaidh Bhòrd na Gàidhlig.
- Take appropriate action to address issues arising from breaches of conduct, as per the Bòrd na Gàidhlig Disciplinary Procedure.
- A bhith a' beachdachadh air a' gabhail gnìomhan mu dhraghan dligheach luchd-obrach, a' dèanamh cinnteach nach bi luchd-obrach air am peanasachadh airson an togail.
- Consider and act upon legitimate employee concerns, ensuring employees are not penalised for raising them.

5.3 Tha dleastanas aig Seirbheisean HR uile:

HR Services have a responsibility to:

- Cuideachadh a thoirt do stiùirichean agus luchd-obrach le mineachadh agus buileachadh a' phoileasaidh le bhith a' toirt ghoireasan, trèanadh agus stiùireadh seachad;
- Assist managers and employees in the interpretation and implementation of the policy through the provision of tools, training and guidance;
- Comhairle a thoirt seachad air cùisean giùlain sam bith a tha air an togail;
- Advise on any conduct issues raised;
- Cuideachadh a thoirt le bhith a' sgrùdadh cùisean giùlain.
- Assist with the monitoring of conduct issues.

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Pàipear 5.1 PT2.1

- 6.1 Tha Bòrd na Gàidhlig ag aithneachadh a dhleistanais gus dèanamh cinnteach nach dèanar leth-breith is nach bi duine sam bith fo ana-cothrom air sgàth aois, ciarramachd, ath-dhealbhadh gnè, pòsaidh is com-pàirteachais shìobhalta, leatromachd is màthaireachd, cinneadh, creideamh no feallsanachd, gnè no taobhadh feise. Chaidh am poileasaidh seo a sgrùdadh tro Mheasadh Buaidh Co-ionannachd gus co-ionannachd a chomasachadh.
- Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This policy has been screened through an Equality Impact Assessment to enable equality.

7

Earr-ràdh 1 – Ceanglaichean-lìn gu Stiùireadh Riaghaltas na h-Alba **-Eisimeileachdan is Reachdas Buntainneach**

Poileasaidhean agus Stiùireadh

-
-
- Clàran Corporra agus Tèarainteachd
- Tìodhlaidhean Aigheachd is Duaisean
- Poileasaidh Puist-Dealain is Cleachdadh an Eadar-lìn
- Poileasaidh Chùisean gearain
- Poileasaidh Stiùiridh Neo-làthaireachd
- Poileasaidh Stiùiridh is Leasachaidh
- Poileasaidh Urraim san Àite-obrach
- Poileasaidh Strithean Eadar-Com-pàirtean

Ceanglaichean-lìn gu Stiùireadh Riaghaltas na h-Alba

- Tìodhlaidhean is Aigheachd
- Achd nan Rùintean-dìomhair Oifigeil
- Inbhean Iomchaidh

Appendix 1 – Dependencies & Relevant Legislation **Scottish Government Guidance Links**

Policies and Guidance

-
-
-
- Gifts Hospitality & Prizes
- E-Mail & Internet Use Policy
- Grievance Policy
- Absence Management Policy
- Performance Management and Development Policy
- Dignity at Work Policy
- Conflicts of Interest Policy

Scottish Government Guidance Links

- Gifts & Hospitality
- Official Secrets Act
- Standards of Propriety
- Outside Occupations & Activities

- ~~Gnìomhachdan is Dreuchdan Taobh a-muigh~~
- ~~Inbhean Iomchaidh~~
- ~~Standards of Propriety~~

8 **Smachd Sgrìobhainn** **Document Control**

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Dreach <i>Version Number</i>	Adhbhar/Atharrachadh <i>Purpose/Change</i>	Ùghdar <i>Author</i>	Ceann-là <i>Date</i>
V2	Review and Renewal	KNG	06/04/25



Poileasaidh Ìrean Giùlain
Standards of Conduct Policy

Air aontachadh le/Approved by:

Air aontachadh air/Approved on:

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1 Ro-ràdh

Introduction

1.1 Tha cruinneachadh de phoileasaidhean aig Bòrd na Gàidhlig a tha ag amas air deagh stiùireadh dhaoine a libhrigeadh air feadh na buidhne agus air dèanamh cinnteach gum bi làimhseachadh cunbhalach ann. 'S e rùn nam poileasaidhean seo a bhith a' cuideachadh luchd-obrach agus manaidsearan gus an dleastanasan fa leth a thuigsinn agus gus amasan na buidhne a choileanadh

Bòrd na Gàidhlig has a suite of policies aimed at delivering good people management across the organisation and is committed to treating every employee with equal dignity and respect.. The intention of these policies is to help employees understand their individual responsibilities to achieve the outcomes and priorities of the Bòrd na Gàidhlig Corporate Plan and Operational plan.

1.2 Bu chòir stiùireadh air obrachadh a' phoileasaidh seo iarraidh bhon t-sreath-mhanaidsear agaibh no bho Seirbheisean HR.

Guidance should be sought from your line manager on the operation of this policy.

Tha Bòrd na Gàidhlig den bheachd gum bu chòir dèiligeadh ri luchd-obrach uile le spèis, ge bith dè an gnè, inbhe pòsaidh/com-pàirteachas catharra, aois, cinneadh, tùs cinnidh, claonadh gnèitheasach, dearbh-aithne gnè, ciorram, creideamh no eadar-dhealachadh sam bith eile nach eil buntainneach, m.e. cùl-raon sòisealta, pàtran obrach no gnìomhachd aonaidh-ciùird. Chan urrainn dha seo tachairt ach ma luchd-obrach uile ag aithneachadh na h-inbhean giùlain an dùil bhuapa agus ma bhios iad gan giùlan fhèin a rèir sin.

Bòrd na Gàidhlig believes that all employees should be treated with respect, regardless of sex, marital/civil partnership status, age, race, ethnic origin, sexual orientation, gender identity, disability, religion or any other irrelevant difference, e.g. social background, working pattern or trade union activity. This can only happen if every member of staff is aware of the standards of behaviour expected from them and behaves accordingly.

1.3

1.4 Buinidh am poileasaidh seo do luchd-obrach uile aig Bòrd na Gàidhlig. Chan eil am poileasaidh seo na phàirt de chòraichean cùmhnantail an neach-obrach. Tha Bòrd na Gàidhlig a' glèidheadh na còrach mion-fhiosrachadh nam poileasaidhean atharrachadh mar a dh' fheumar mar thoradh air riathanasan reachdais no riathanas na buidhne, ann an co-chomhairle le Taobh Aonadh Ciùird (TU) mar as iomchaidh.

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.

2 Aithris Phoileasaidh

Policy Statement

2.1 Tha am poileasaidh seo a' cur an cèill nan ìrean giùlain ris a bheilear an dùil bho riochdairean, luchd-obrach, cunnradairan agus luchd-obrach buidhne aig Bòrd na Gàidhlig. Tha seo stèidhichte air [Luachan](#) na buidhne a tha mar a leanas; Spèis, Atharrachadh, Conaltradh, Taic agus Earbsa.

This policy sets out the standards of behaviour expected of all Bòrd na Gàidhlig employees, representatives, contractors and agency workers of Bòrd na Gàidhlig. This is based on our organisational values which are as follows; Respect, Change, Communication, Support and Trust.

- 2.2 Tha e cudromach gun leugh agus gun lean luchd-obrach na h-ìrean a tha air an cur an cèill anns a’ phoileasaidh seo cho math ri poileasaidhean buntainneach eile aig Bòrd na Gàidhlig. Faodaidh stiùireadh air mìneachadh agus obrachadh a’ phoileasaidh ghiùlain iarraidh bho mhanaidsearan-loidhne uair sam bith.
- It is important that employees read and act in accordance with the standards set out in this policy and all other relevant Bòrd na Gàidhlig policies. Guidance can be sought at all times from line managers on the interpretation and operation of the policy of conduct.

3 Ag Obair leis a’ Phoileasaidh seo

Working with this Policy

- 3.1 Mar luchd-obrach Bhòrd na Gàidhlig tha sinn uile an urra ri obrachadh a’ phoileasaidh seo.
- We are all responsible as employees of Bòrd na Gàidhlig for the operation of this policy.
- 3.2 Tha na leanas a’ cur an cèill nan ìrean giùlain ris a bheilear an dùil bhon luchd-obrach uile:
- The following sets out the standards of behaviour expected of all employees:

3.2.1 Treibhdhreas is Onair

Integrity & Honesty

Bidh luchd-obrach:

Employees will:

- A’ coileanadh dhleastanasan agus uallaichean gu ciallach;
 - Ag obair ann an dòigh phroifeasanta, a tha a’ glèidheadh, is a tha airidh air, earbsa an fheadhainn ris a bheil iad a’ dèiligeadh;
 - A’ dèanamh cinnteach gun cleachdar airgead agus stòrasan poblach gu ceart, gu h-èifeachdach agus airson nan adhbharan airson an deach an toirt seachad;
 - Far a bheil uallach ionmhais na phrìomh thaobh anns an dreuchd, a’ dèanamh cinnteach gum bi na gnothaichean ionmhais pearsanta aca air an stiùireadh ann an dòigh iomchaidh gus milleadh cliù a sheachnadh;
 - A’ dèiligeadh ris a phoball agus na gnothaichean acale co-fhaireachdainn, gu h-èifeachdach, gu sgiobalta, gu mothachail agus gu buadhmhòr;
 - A’ dèanamh cinnteach gun aithnichear strìthean sam bith eadar com-pàirtean aig ìre thràth, agus gun gabhar gnìomh iomchaidh gus am fuasgladh (faic 4.2);
- Perform duties and obligations responsibly;
 - Always act in a way that is professional and that deserves and retains the confidence of all those with whom they have dealings;
 - Ensure public money and resources are used properly, efficiently and for the purposes for which they were provided;
 - Where financial responsibility is a key aspect of their role, ensure that their personal financial dealings are conducted in an appropriate manner to avoid the possibility of reputational damage;
 - Deal with the public and their affairs fairly, efficiently, promptly, sensitively and effectively;
 - Ensure that any possible conflicts of interest are identified at an early stage and appropriate action is taken to resolve them (see 4.2);

- A' cumail clàran oifigeil ceart agus a' làimhseachadh fiosrachadh ann an dòigh cho fosgailte 's a ghabhas taobh a-staigh an fhrèam-obrach laghail;
- Ag obair an-còmhnaidh a rèir riathanasan riaghlaidh no reachdail sam bith gu h-àraid far a bheil seo ann gus an dleastanas a choileanadh gu h-ìomchaidh.
- A' cur fiosrachadh agus chùisean buntainneach an cèill gu fìrinneach agus mearachdan sam bith a cheartachadh cho luath 's a tha e comasach.
- Keep accurate official records and handle information as openly as possible within the legal framework;
- Act at all times in compliance with any legislative or regulatory requirements especially where this is for the proper performance of their duties.
- Set out the facts and relevant issues truthfully, and correct any errors as soon as is reasonably possible.

Cha bhi luchd-obrach:

Employees will not:

- A' cur an dreuchd aig Bòrd na Gàidhlig gu mì-fheum airson an leas prìobhaideach aca no aig daoine eile adhartachadh;
- A' gabhail ri tìodhlaicean, aoigheachd no buannachdan sam bith bho threas-phàrtaidh, a dh'fhaodadh a bhith a' tarraing amharas air am breithneachadh no onoir pearsanta;
- A' foillseachadh fiosrachadh oifigeil do dhuine sam bith nach eil ùghdarraichte a bhith ga fhaighinn às aonais an ùghdarrais riatainaich. Tha an dleastanas seo a' leantainn às dèidh dhaibh Bòrd na Gàidhlig fhàgail;
- A' mealladh no a' mì-stiùireadh luchd-obrach no com-pàirtichean eile aig Bòrd na Gàidhlig.
- Misuse their position in Bòrd na Gàidhlig to further their private interests or those of others;
- Accept gifts, hospitality or benefits of any kind from a third party, which might be seen to compromise their personal judgment or integrity;
- Disclose official information to anyone not authorised to receive it without the required authority. This duty continues to apply after leaving Bòrd na Gàidhlig;
- Deceive or knowingly mislead other employees or Bòrd na Gàidhlig partners;

A bhith fo bhuaidh uallach mì-ìomchaidh bho chàch neo bho chothroman bhuannachd phearsanta

- Be influenced by improper pressures from others or the prospect of personal gain

3.2.2 Neo-chlaonachd

Objectivity

Bidh luchd-obrach:

Employees will:

- A' toirt seachad fiosrachadh agus comhairle, a' gabhail a-steach comhairle do Mhinistearan, air bunait na fianais agus na roghainnean agus na fìrinnean a thaisbeanadh gu ceart;
- Provide information and advice, including advice to Ministers, on the basis of the evidence, and accurately present the options and facts;

- A' dèanamh cho-dhùnaidhean air airidheachd na cùise;
- A' toirt feart iomchaidh air comhairle fhiosraichte is phroifeiseanta.
- Take decisions on the merits of the case;
- Take due account of expert and professional advice.

Cha bhi luchd-obrach:

Employees will not:

- A' seachnadh fiosrachadh no beachdachaidhean buntainneach mì-ghoireasach nuair a tha iad a' toirt seachad comhairle no a' dèanamh cho-dhùnaidhean;
- A' cur bacadh air buileachadh phoileasaidhean nuair a tha co-dhùnaidhean air an gabhail, no le bhith a' diùltadh a bhith a' gabhail, no a' seachnadh gnìomh a tha a' sruthadh às na co-dhùnaidhean sin.
- Ignore inconvenient facts or relevant considerations when providing advice or making decisions;
- Frustrate the implementation of policies once decisions are taken by declining to take, or abstaining from, action which flows from those decisions.

Neo-Phàirteachd

Impartiality

Tha e cudromach gum bi luchd-obrach,

It is important that employees,

- A' coileanadh na dleastanasan agaibh ann an dòigh a tha cothromach, ceart agus a tha a' nochdadh dealas Bhòrd na Gàidhlig a thaobh co-ionannachd agus iomadachd.
- carry out your responsibilities in a way that is fair, just and equitable and reflects Bòrd na Gàidhlig's commitment to equality and diversity.

Cha bhi luchd-obrach:

Employees will not:

- a bhith ag obair ann an dòigh a tha neo-dhligheach a' fàbharachadh no a' dèanamh leth-bhreith an aghaidh dhaoine no ùidhean sònraichte.
- act in a way that unjustifiably favours or discriminates against particular individuals or interests.

3.2.3 Neo-Phàirteachd Phoileataigeach

Political Impartiality

Tha e cudromach gum bi luchd-obrach,

It is important that employees,

- seirbheis a thoirt do Bhòrd na Gàidhlig agus Riaghaltas na h-Alba, ge bith dè an cumadh poilitigeach a th' ann, cho math 's as urrainn dhut ann an dòigh a chumas neo-chlaonachd phoilitigeach agus a tha a rèir riatanasan a' Chòd seo, ge bith dè na creideas an poilitigeach a th' agaibh fhèin;
- serve Bòrd na Gàidhlig and the Scottish Government, whatever its political composition, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this Code, no matter what your own political beliefs are;

- gnìomh a dhèanamh ann an dòigh a tha airidh air agus a chumas earbsa nam Ministearan, agus aig an aon àm dèanamh cinnteach gum bi e comasach dhut an aon dàimh a stèidheachadh leis an fheadhainn a dh' fhaodadh gum bi agad ri frithealadh ann an Riaghaltas san àm ri teachd às leth Bòrd na Gàidhlig;
- act in a way which deserves and retains the confidence of Ministers, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future Government on behalf of Bòrd na Gàidhlig;
- Cumail ri cuingeachaidhean sam bith a chaidh a chur sìos air na gnìomhan poilitigeach agad.
- Comply with any restrictions that have been laid down on your political activities.

Cha bhi luchd-obrach:

Employees will not:

- Gnìomhachadh ann an dòigh a tha air a dhearbhadh le beachdachaidhean poilitigeach pàrtaidh, no goireasan oifigeil a chleachdadh airson adhbharan poilitigeach pàrtaidh;
- Act in a way that is determined by party political considerations, or use official resources for party political purposes;
- Leigeil le do bheachdan poilitigeach pearsanta comhairle sam bith a bheir thu seachad no na gnìomhan agad a dhearbhadh.
- Allow your personal political views to determine any advice you give or your actions.

3.2.4 Urram

Respect

Aig Bòrd na Gàidhlig bidh sinn:

In Bòrd na Gàidhlig we:

- A' toirt taic do dh'iomadachd agus in-ghabhaltas anns gach taobh de ar n-obair
- Support diversity and inclusion in all aspects of our work
- A' gabhail ri àrainneachd obrach anns am faod sinn uile coileanadh a rèir nan ìrean giùlain, agus a bhith a' faireachdainn cofhurtail agus gu bheil spèis oinn, ge b' e de na diofairean no feartan pearsanta a th' againn;
- Foster a working environment where we can all perform according to the standards of conduct while feeling comfortable and respected, regardless of individual differences or personal characteristics;
- A' toirt ar lan thaic do neo-lethbhreith agus co-ionannachd chothroman airson an luchd-obrach uile agus anns gach taobh de dh'fhastadh.
- Are committed to non-discrimination and equal opportunities for all employees and in all aspects of employment.
- A' leanntainn poileasaidh Bhòrd na Gàidhlig air Urram san Àite-obrach.
- Follow Bòrd na Gàidhlig policy on Dignity at Work.

Cha bhi sinn:

We do not:

- Ri dol a-mach a bhios a' toirt oilbheum, a' fàbharachadh no a' dèanamh leth-bhreith neo-chothromach air daoine no ùidhean sònraichte.
- Act in a way that offends, unjustifiably favours or discriminates against particular individuals or interests.

3.3 Ìre Èididh

Thathar an dùil gun cuir luchd-obrach orra èideadh a tha freagarrach airson an dreuchd agus àrainneachd obrach. Ann a bhith a' riochdachadh Bòrd na Gàidhlig feumaidh sinn beachdachadh air an dòigh anns a bheil sinn air èideadh, agus mar a dh'fhaodadh sin buaidh a thoirt air mar a tha daoine a' faicinn ar proifeiseantachd agus ar teisteachd agus mar sin, air an dòigh sam bi daoine a' faicinn Bòrd na Gàidhlig.

Mar a tha sibh buailteach a bhith ann an conaltradh ri luchd-ùidhe agus ris a' phoball, tha e cudromach gum bidh ìomhaigh phroifeiseanta agaibh a thaobh coltas agus ìrean èididh.

Feumaidh pasaichean dearbh-aithne luchd-obrach a chaitheamh fad na h-ùine agus iad air an taisbeanadh air lainneard Bhòrd na Gàidhlig.

Standard of Dress

It is expected that our employees dress appropriately for their role and work environment. When representing Bòrd na Gàidhlig we must consider that the way we are dressed can have a direct influence on the perception of our professionalism and credibility and as a result, the manner in which Bòrd na Gàidhlig is perceived.

As you are liable to come into contact with stakeholders and members of the public, it is important that you present a professional image with regard to appearance and standards of dress.

Staff ID passes must be worn at all times and displayed on a Bòrd na Gàidhlig lanyard.

4 Modh

4.1 Tha am poileasaidh seo a' gabhail a-steach grunn mhodhan eadar-dhealaichte, agus faodaidh iad a bhith air am briseadh sìos mar a leanas:

- Modh Strìthean Eadar Com-pàirtean
- Modh air Draghan Fhoillseachadh
- Modh Smachdachaidh

Procedure

This Policy incorporates several different procedures, these can be broken down as follows:

- Conflicts of Interests Procedure
- Whistleblowing Procedure
- Disciplinary Procedure

4.2 Strìthean Eadar Com-pàirtean

Ma thèid neach-obrach an sàs, tron obair aca le Bòrd na Gàidhlig ann an gnothach sam bith ceangailte ri buidheann gnìomhachais anns a bheil ùidh phearsanta aca, feumaidh iad an com-pàirt sin fhoillseachadh dhan t-sreath-mhanaidsear aca gun dàil. Thoir sùil air [Poileasaidh Strìthean Eadar Com-pàirtean](#) airson tuilleadh fiosrachaidh.

Conflicts of Interest

If an employee becomes involved, through their work with Bòrd na Gàidhlig, in any matter relating to a business organisation in which they have a personal interest, they must disclose that interest to their line manager immediately. Please refer to the [Conflicts of Interest Policy](#) for further information.

4.3 Draghan Fhoillseachadh

Whistleblowing

4.3.1 Tha dleastanas aig Bòrd na Gàidhlig gus aire luchd-obrach a thoirt don phoileasaidh seo. Ma tha neach-obrach a' creidsinn gu bheil ag iarraidh orra a bhith ag obair ann an dòigh a tha a' dol an aghaidh a' phoileasaidh seo, feumaidh Bòrd na Gàidhlig an dragh aca a mheasadh agus dèanamh cinnteach nach tèid am peanasachadh airson a thogail.

Bòrd na Gàidhlig has a duty to make employees aware of this policy. If an employee believes that they are being required to act in a way which conflicts with this policy, Bòrd na Gàidhlig must consider their concern, and ensure they are not penalised for raising it.

4.3.2 Ma tha neach-obrach a' smaoineachadh gu bheil luchd-stiùiridh ag iarraidh orra a bhith ag obair ann an dòigh a tha, a rèir coltais:

If an employee considers that they are being asked by management to act in a way, which appears to:

- Mì-laghail, mì-ìomchaidh, no mì-bheusach;
- A' briseadh cunnradh bhun-reachdail no poileasaidh proifeasanta;
- A gabhail a-steach mì-rianachd; no
- Gun a bhith a rèir còd giùlain no seasamh beusach Bhòrd na Gàidhlig.

- Be illegal, improper or unethical;
- Be in breach of constitutional convention or a professional policy;
- Involve possible maladministration; or
- Be otherwise inconsistent with the code of conduct or ethical stance of Bòrd na Gàidhlig.

Bu chòir do luchd-obrach a' chùis a thogail a rèir a' [Phoileasaidh Innseireachd](#).

Employees should raise the matter in accordance with the [Whistleblowing Policy](#).

4.4 Smachdachadh

Disciplinary

4.4.1 Dh'fhaodadh briseadh sam bith de na h-ìrean giùlan mar a chaidh a mhìneachadh gu h-àrd a bhith air a mheas mar mhì-ghiùlan agus pròiseas smachdachaidh a bhith ann mar thoradh air seo. 'S e giùlan no dol a-mach a th' ann am mì-ghiùlan a tha a' gabhail a-steach briseadh poileasaidhean no mhodh Bòrd na Gàidhlig, no giùlan a tha a' tuiteam fo na h-ìrean giùlain a dh'fheumas Bòrd na Gàidhlig bhon luchd-obrach aca. Bu chòir gach eucoir a mheas gu cùramach agus gu chòir gun tèid gnìomh smachdachaidh a ghabhail air airdheachd gach cùis fa leth a rèir a' [Phoileasaidh Smachdachaidh](#).

Any breaches of the standards of behaviour outlined above may be considered as misconduct and will result in a disciplinary process being followed. Misconduct is behaviour or conduct which involves a breach of Bòrd na Gàidhlig policies or procedure or deliberate or wilful conduct which falls below the standards of behaviour which Bòrd na Gàidhlig reasonably requires of its employees. Each alleged offence should be carefully considered and disciplinary action taken on the merits of each individual case as per the [Disciplinary Policy](#).

5 Dreuchdan is Dleastanasan

Roles & Responsibilities

5.1 Tha dleastanas aig luchd-obrach uile:

All employees have a responsibility to:

	• A bhith eòlach air a’ Phoileasaidh Ìrean Giùlain agus poileasaidhean co-cheangailte, agus a bhith ag obair a rèir nam prionnsabalan na lùib; • Strìthean sam bith eadar com-pàirtean a shoillearachadh; • A bhith a’ soillearachadh ma thathar ag iarraidh orra a bhith ag obair ann an dòigh a tha an aghaidh a’ phoileasaidh seo chun a mhanaidsear-loidhne agaibh cho luath ‘s a thachras e.	• Familiarise themselves with the Standards of Conduct Policy and any related policies and should act in accordance with the principles set out in it; • Highlight any potential conflicts of interest to their line manager as soon as it arises; • Highlight if they are being required to act in a way which conflicts with this policy to their line manager as soon as it arises.
5.2	Tha dleastanas aig manaidsearan uile:	All managers have a responsibility to:
	• A bhith a’ dèanamh cinnteach gum bi luchd-obrach mothachail air, is gum bi iad ag obair a rèir, a’ phoileasaidh ìrean giùlain agus na poileasaidhean co-cheangailte ris; • Gnìomh freagarrach a ghabhail gus dèiligeadh ri cùisean a tha air èirigh bho bhrisidhean giùlain, a rèir Modh Smachdachaidh Bhòrd na Gàidhlig. • A bhith a’ beachdachadh air a’ gabhail gnìomhan mu dhraghan dligheach luchd-obrach, a’ dèanamh cinnteach nach bi luchd-obrach air am peanasachadh airson an togail.	• Ensure that employees are aware of, and act in compliance with, the standards of conduct policy and its related policies; • Take appropriate action to address issues arising from breaches of conduct, as per the Bòrd na Gàidhlig Disciplinary Procedure. • Consider and act upon legitimate employee concerns, ensuring employees are not penalised for raising them.
5.3	Tha dleastanas aig Seirbheisean HR uile:	HR Services have a responsibility to:
	• Cuideachadh a thoirt do stiùirichean agus luchd-obrach le mìneachadh agus buileachadh a’ phoileasaidh le bhith a’ toirt ghoireasan, trèanadh agus stiùireadh seachad; • Comhairle a thoirt seacad air cùisean giùlain sam bith a tha air an togail; • Cuideachadh a thoirt le bhith a’ sgrùdadh cùisean giùlain.	• Assist managers and employees in the interpretation and implementation of the policy through the provision of tools, training and guidance; • Advise on any conduct issues raised; • Assist with the monitoring of conduct issues.
6	Measadh Buaidh Co-ionannachd	Equality Impact Assessment
6.1	Tha Bòrd na Gàidhlig ag aithneachadh a dhleistanais gus dèanamh cinnteach nach	Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or

	dèanar leth-breith is nach bi duine sam bith fo ana-cothrom air sgàth aois, ciorramachd, ath-dhealbhadh gnè, pòsaidh is com-pàirteachais shìobhalta, leatromachd is màthaireachd, cinneadh, creideamh no feallsanachd, gnè no taobhadh feise. Chaidh am poileasaidh seo a sgrùdadh tro Mheasadh Buaidh Co-ionannachd gus co-ionannachd a chomasachadh.	disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This policy has been screened through an Equality Impact Assessment to enable equality.
7	Earr-ràdh 1 – Ceanglaichean-lìn gu Stiùireadh Riaghaltas na h-Alba • Tìodhlaicean is Aoigheachd • Achd nan Rùintean-dìomhair Oifigeil • Inbhean Iomchaidh	Appendix 1 – Scottish Government Guidance Links • Gifts & Hospitality • Official Secrets Act • Standards of Propriety
8	Smachd Sgrìobhainn	Document Control

Dreach Version Number	Adhbhar/Atharrachadh Purpose/Change	Ùghdar Author	Ceann-là Date
V2	Review and Renewal	KNG	06/04/25



**Màthaireachd, Athaireachd, Uchd-mhacachd,
Fòrladh Pàrantach Cumanta agus Co-roinnte**

**Maternity, Paternity, Adoption,
Ordinary & Shared Parental Leave**

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1.0 Poileasaidh air Màthaireachd

1.1 Adhbhar

Tha am poileasaidh seo a' cur an cèill còirichean agus làn-chòirichean an luchd-obrach aig Bòrd na Gàidhlig a tha leatromach, aig a bheil cèile a tha leatromach no a tha ag uchd-mhacachadh pàiste is tha am poileasaidh ag amas air dèanamh cinnteach gu bheil luchd-obrach fiosrach air na sochairean (a thaobh pàigheadh agus fòrladh) an dà chuid reachdail agus a bharrachd a tha rim faotainn.

Tha a' buidheann an geall nach bithear a' dèiligeadh ri neach-obrach sam bith ann an dòigh nas mì-fhàbharaiche, no gan cur à dreuchd, a chionn 's gu bheil iad leatromach, neo-làthaireach air fòrladh màthaireachd, no airson adhbhar sam bith eile ceangailte ri leatrom no màthaireachd.

Tha am poileasaidh seo a' cur an cèill na riatanasan a thaobh bhrathan air feadh leatrom an neach-obrach, bho thoirt brath air leatrom gu tilleadh a dh'obair.

1.2 Farsaingeachd

Tha am poileasaidh seo a' mìneachadh nan còirichean is làn-chòirichean a th' aig luchd-obrach a thaobh màthaireachd, a bharrachd air na dleastanasan aca, agus tha e a' dèiligeadh ris a h-uile seòrsa de luchd-obrach, gun umhail air uairean a thide a tha iad ag obair, fad seirbheis no dè cùmhnannt air a bheil iad air an fhastadh.

1.3 Mìneachadh Bhriathran

- **pàigheadh màthaireachd reachdail** (*statutory maternity pay—SMP*) Thèid seo a phàigheadh ri luchd-obrach ion-roghnach a tha a' gabhail fòrladh màthaireachd no a tha a' fàgail cosnadh ri linn leatrom no breith-chloinne. Thèid SMP, nas lugha cis agus tabhartasan Àrachais Nàiseanta, ma tha sin iomchaidh, a phàigheadh gach mìos. Faodar SMP obrachadh a-mach air stèidh làitheil.
- **seachdain sa bheilear an dùil gum bithear ri**

Maternity Policy

Purpose

This policy sets out the rights and entitlements of employees of Bòrd na Gàidhlig who are pregnant, whose spouse is pregnant or who are adopting a child and aims to ensure that employees are aware of the benefits available both statutory and additional (pay and leave).

The organisation is committed to no employee being treated less favourable or dismissed because they are pregnant, absent on maternity leave, or any other reason connected with pregnancy or maternity.

This policy sets out the requirements regarding notification throughout an employee's pregnancy from notification of pregnancy to return to work.

Scope

This policy outlines the maternity rights, entitlements and obligations of employees and covers all categories of employee, regardless of hours worked, length of service and the contract on which they are employed.

Definition of Terms

- **statutory maternity pay (SMP)** is payable to eligible employees who take maternity leave or leave employment because of pregnancy or childbirth. SMP, less tax and National Insurance Contributions, if applicable, will be paid on a monthly basis. SMP may be calculated on a daily basis;
- **expected week of confinement (EWC)** is the week in which the baby is due to

breith-chloinne (*expected week of confinement—EWC*) an t-seachdain sa bheilear an dùil gum beirear an leanabh, a rèir teisteanas bho dhotair no bean-ghlùine an neach-obrach sgrìobhte air an teisteanas màthaireachd (MATB1);

be born as certified by the employee's doctor or midwife on the maternity certificate (MATB1);

- **Teisteanas MATB1** an teisteanas airson shochairan màthaireachd a bhithear a' toirt do neach-obrach leatromach le dotair no bean-ghlùine. Bidh e a' cur an cèill an t-seachdain sa bheilear an dùil gum bithear ri breith-chloinne (EWC);
- **fòrladh màthaireachd** an ùine sam bithear air falbh bhon obair ri linn màthaireachd. Tha làn-chòir aig a h-uile neach-obrach, ge bith dè cho fhad 's a tha iad air a bhith ag obair don bhuidhinn, air 26 seachdain de dh'fhòrladh màthaireachd cumanta, air an leantainn le 26 seachdain de fdh'fhòrladh màthaireachd a bharrachd. Chan fhaod fòrladh tòiseachadh barrachd is 11 seachdain ron t-seachdain sa bheilear an dùil gum bithear ri breith-chloinne (EWC);
- **ùine airson pàigheadh màthaireachd** (*maternity pay period—MPP*) an ùine sam bi pàigheadh màthaireachd reachdail (SMP) ri pàigheadh do neach-obrach a tha ion-roghnach;
- **pàigheadh màthaireachd** Bidh làn-chòir aig a h-uile neach-obrach, far a bheil iad ion-roghnach, air 39 seachdain de Phàigheadh Màthaireachd Reachdail. Thèid seo a phàigheadh aig: 6 seachdainean aig 90 sa cheud de thuarastal seachdaineil cuibheasach agus na 33 seachdainean a chòrr aig a' phrìs neo-chaochlaideach airson pàigheadh màthaireachd reachdail (SMP)
- **pàigheadh màthaireachd a bharrachd** Far a bheil neach-obrach ion-roghnach air naoi mìosan de phàigheadh màthaireachd, bidh làn-chòir aca air pàigheadh màthaireachd a bharrachd. Far a bheil luchd-obrach ion-roghnach air pàigheadh màthaireachd reachdail (SMP), bidh iad ion-roghnach air a' phàigheadh mheudaichte, air chumha gu bheilear a' coileanadh nan slatan-tomhais a thaobh tilleadh a dh'obair.
- **MATB1 certificate** is the maternity benefit certificate given to a pregnant employee by the doctor or midwife. It states the expected week of confinement (EWC);
- **maternity leave** is the period of time away from work due to maternity. All employees, regardless of length of service are entitled to 26 weeks ordinary maternity leave followed by 26 weeks additional maternity leave. Leave cannot begin more than 11 weeks before the EWC;
- **maternity pay period (MPP)** is the period during which SMP is payable to an eligible employee;
- **maternity pay** All eligible employees will be entitled to 39 weeks of Statutory Maternity Pay. This will be paid at: 6 weeks at 90% of average weekly earnings and the remaining 33 weeks at the flat rate SMP
- **additional maternity pay** Employees who qualify for nine months maternity pay will automatically be entitled to take the additional maternity pay. Employees that qualify for SMP will qualify for the enhanced payment, providing the criteria on returning to work is met.

1.4 Modh

Procedure

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Nuair a tha neach-obrach a' faighinn daingneachadh meidigeach gu bheil iad leatromach, bu chòir dhaibh brath sgrìobhte a chur gu an stiùiriche-sreatha mu dheidhinn agus, is ma thèid iarraidh orra, teisteanas meidigeach a thoirt seachad mar dhaingneachadh.

When an employee receives medical confirmation that they are pregnant, they should immediately notify their line manager in writing of this and, if requested to do so, provide a medical certificate confirming it.

Tha seo air chor 's gun tèid aig Bòrd na Gàidhlig a dhèanamh cinnteach, far an gabh a dhèanamh gu reusanta, gum bithear a' seachnadh cunnart sam bith don t-slàinte is sàbhailteachd aca a dh'fhoadadh èirigh bhon obair aca.

This is to enable Bòrd na Gàidhlig to ensure, as far as is reasonably practicable, that any risk to their health and safety arising from their work may be avoided.

Aig a' char as anmoiche, bu chòir do neach-obrach brath a chur gu Bòrd na Gàidhlig gu bheil iad leatromach 15 seachdain ron t-seachdain sa bheilear an dùil gum bithear ri breith-chloinne.

At the latest, an employee should notify Bòrd na Gàidhlig that they are pregnant 15 weeks before the expected week of confinement.

Tha e mar phàirt den phoileasaidh a bhith a' tairginn taic is cobhair, far an gabh sin a dhèanamh, rè na leatromachd agus an dèidh na breithe. Aon uair 's gu bheil Bòrd na Gàidhlig mothachail air leatromachd an neach-obrach, bithear a' cur fios chun an neach-obrach air an reachdas làithreach agus comhairle dhaibh air còirichean is riatanasan uile.

It is part of the policy to offer support and assistance where possible during the pregnancy and after the birth. Once Bòrd na Gàidhlig is aware of an employee's pregnancy the employee will be informed on the current legislation and advised on all rights and requirements.

Bithear a' toirt fios dhaibh cuideachd a bheil iad ion-roghnach air na 26 seachdain de dh'fhòrladh màthaireachd cumanta agus 26 seachdain de dh'fhòrladh màthaireachd a bharrachd. Bidh làn-chòir aig a h-uile neach-obrach air 52 seachdain de fhòrladh màthaireachd reachdail. Tha seo a' buntainn ris a h-uile neach-obrach ge bith dè fad a' seirbheis.

The employee will also be informed whether they are eligible for the 26 weeks ordinary maternity leave and 26 weeks additional maternity absence. All pregnant employees are entitled to 52 weeks statutory maternity leave. This applies regardless of length of service.

Taobh a-staigh 28 là bho innse don fhaisteach gu bheil iad leatromach, bu chòir brath a chur gu luchd-obrach air a' chòir aca air fòrladh is pàigheadh màthaireachd. Bu chòir aontachadh cuideachd air ceann-là tillidh an dèidh an fhòrlaidh mhàthaireachd.

Employees should be notified within 28 days of telling the employer they are pregnant, their right to maternity leave and pay. A date of return should also be agreed following the maternity leave.

Bidh an neach-obrach ion-roghnach air pàigheadh màthaireachd reachdail (SMP) ma bhios iad fastaichte le Bòrd na Gàidhlig fad 26 seachdain gu leantail nuair a tha 15 seachdain ann gus an t-seachdain sa bheilear an dùil ris an leanabh agus ma tha iad a' cosnadh co-dhiù gu leòr a thaobh adhbharan Àrachais Nàiseanta. Thathar a' pàigheadh pàigheadh màthaireachd reachdail (SMP) fad 39 seachdain.

The employee will qualify for SMP if they have been employed by Bòrd na Gàidhlig continuously for 26 weeks by 15 weeks before the week the baby is due and earns at least enough to be relevant for National Insurance purposes. SMP is paid for 39 weeks.

~~Ach, t~~Tha am pàigheadh màthaireachd aig Bòrd na Gàidhlig nas fialaidh na an t-ìos-mheud reachdail agus, ma tha luchd-obrach ion-roghnach air pàigheadh màthaireachd reachdail (SMP), bidh iad ion-roghnach air a' phàigheadh a bharrachd, air chumha gu bheil a' coileanadh nan riatanasan a thaobh tilleadh a dh'obair.

~~However,~~ Bòrd na Gàidhlig maternity pay is more generous than the statutory minimum and if employees qualify for SMP they will qualify for the enhanced payment, providing the criteria on returning to work is met.

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Bidh a h-uile neach-obrach a tha ion-roghnach a' faighinn 26 seachdain aig pàigheadh slàn, air an leantainn le 13 seachdain aig pàigheadh màthaireachd reachdail (SMP) agus 13 seachdain gun phàigheadh. Gus am pàigheadh meudaichte seo fhaighinn, feumaidh an neach-obrach gabhail os laimh, ann an sgrìobhadh, ri tilleadh don dreuchd thùsail aca airson co-dhiù ~~ae~~~~n~~~~tri~~ mhiosan de dh'obair.

All qualifying employees will receive 26 weeks at full pay followed by 13 weeks at SMP and a further 13 weeks unpaid. In order to receive this enhanced payment, the employee must undertake, in writing, to return to their original post for a minimum period of ~~three~~~~one~~ working months.

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Ma tha an neach-obrach a' dearmad air tilleadh don dreuchd thùsail (~~no dreuchd eile aig a bheil teirmichean is cumhaichean coltach~~) bidh aca ri pàigheadh air ais do Bhòrd na Gàidhlig an diofar eadar an t-airgead a fhuair iad agus na pàighidhean màthaireachd reachdail air a bheil iad ion-roghnach. Gheibhear an gnothach seo bho Cheann an Ionmhais is Chùisean Corporra.

If the employee fails to return to the original post (~~or a post which has similar terms and conditions~~) then they will be liable to repay to Bòrd na Gàidhlig the difference between the money they have received and the statutory maternity payments to which they are entitled. This undertaking can be obtained from the Head of Finance and Corporate Affairs.

Far a bheil luchd-obrach ion-roghnach air fòrladh màthaireachd cumanta, bidh iad ion-roghnach air fòrladh màthaireachd a bharrachd.

Employees who qualify for ordinary maternity leave will also qualify for additional maternity leave.

Ma tha neach-obrach a' moladh gun till iad a dh'obair tràth gun a bhith a' cleachdadh an làn-chòrach iomlaine air 52 seachdainean de fhòrladh màthaireachd, dh'fhaodadh gum bi iad ion-roghnach air iarrtas a chur a-steach airson fòrladh pàrantach co-roinnte còmhla ris a' chèile aca. Airson tuilleadh fiosrachaidh air seo, faic an earrann air fòrladh pàrantach co-roinnte.

If an employee proposes to return to work early without using the full 52-week entitlement to maternity leave, they may be eligible to apply for shared parental leave with their partner. For more information on this, please see the shared parental leave section.

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Ma tha neach-obrach dheth tinn le tinneas ceangailte ri leatromachd rè ceithir seachdainean ron t- seachdain sa bheil an dùil gum bithear ri breith-chloinne, thèid pàigheadh màthaireachd reachdail (SMP) (no am pàigheadh a bharrachd, far a bheil sin iomchaidh) a phàigheadh mar bhuil.

If an employee is off sick with a pregnancy related illness during four weeks before the expected date of confinement then statutory maternity leave and pay will commence.

Faodaidh pàigheadh màthaireachd tòiseachadh air an latha a' thòisich am fòrladh màthaireachd.

Maternity pay will begin on the day maternity leave begins.

1.5 Cùram ro bhreith

Bidh làn-chòir aig neach-obrach ri ùine dheth pàighte, rè uairean obrach air adhbhar cùram ro bhreith. Faodar iarraidh orra cairt choinneimh no sgrìobhainn air choreigin eile a sholarachadh airson a h-uile coinneimh den leithid seach a' chiad turas.

Ante-Natal Care

An employee will be entitled to paid time off during working hours for the purpose of ante-natal care. They will be required to produce an appointment card or some other document confirming all appointments other than the first.

1.6 Slàinte is Sàbhailteachd

Feumar beachdachadh gu cùramach air slàinte is sàbhailteachd an neach-obrach a tha leatromach, no a tha ri beathachadh air a' chìoch, fhad 's a tha an neach-obrach aig obair. Ma tha iomagaineach sam bith ann, feumar aire an t-sreath-stiùiriche a tharraing riutha.

Health and Safety

Careful consideration must be given to the health and safety of pregnant and breast-feeding employee's whilst at work. If there are any concerns reference must be made to the line manager.

Bu chòir gum bi measadh cunnart air a dhèanamh le Ceann an Ionmhais is Chùisean Corporra.

A risk assessment should be conducted by the Head of Finance and Corporate Affairs.

Thathar luchd-obrach toirmisgte bho bhith ag obair, no bho bhith a' faighinn cead bhon fhastaiche a bhith ag obair, taobh a-staigh dà sheachdain bho cheann-là na breithe-cloinne.

Employees are prohibited from working or being permitted by the employer to work, during a period of two weeks from the date of childbirth.

1.7 Làithean Cumail ann an Coluadar

Faodaidh luchd-obrach taghadh a bhith ag obair agus a bhith air am pàigheadh airson suas ri 10 latha rè an fhòrlaidh mhàthaireachd aca. Tha na "làithean cumail ann an coluadar (KIT)" seo air an dealbhachadh gus an neach-obrach a chumail fiosraichte air atharrachaidhean is leasachaidhean taobh a-staigh na dreuchd aca agus fiosrachadh as ùr sam bith mu dheidhinn gnothachais. Cha chaill an neach-obrach a' chòir aca air pàigheadh màthaireachd reachdail (SMP) airson nan seachdainean sa bheilear ag obair nan làithean seo, agus cha toir na làithean seo am fòrladh màthaireachd gu crìch.

Keeping in Touch Days

Employees can choose to work and be paid for up to 10 days during their maternity leave. These "keeping in touch days (KIT)" are designed to keep the employee up to speed with changes and developments within their role and any business updates. KIT days do not extend the period of maternity or adoption leave and once KIT days have been utilised the employee will lose a week's SMP for any week in which they work for Bòrd na Gàidhlig.

Tha là KIT a' cunntadh mar là slàn mu bhios neach-obrach ag obair leth là neo là slàn. Bu chòir bruidhinn mu phàigheadh làithean KIT ro-làimh le manaidsear-loidhne an neach-obrach.

A KIT day counts as a full day whether the employee works a half day or a full working day. Payment of any KIT days should be discussed in advance with the employee's line manager.

~~Chan fhaod leth-bhreith a dhèanamh an aghaidh luchd-obrach ma tha iad a' taghadh gun a bhith a' gabhail cothrom airson tighinn a-steach a dh'obair rè an fhòrlaidh mhàthaireachd aca.~~

~~Employees must not be discriminated against if they choose not to take advantage of coming into work during their maternity leave.~~

1.8 Tilleadh a dh' Obair

Bu chòir an neach-obrach agus a mhanaidsear-loidhne cumail ann an conaltradh tro ùine fòrladh

Return to Work

The employee and line manager should maintain contact throughout any period

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~~Sam bith~~ Tòisichidh Bòrd na Gàidhlig air coluadar leis an neach-obrach air fòrladh gus dèanamh cinnteach gu bheil an neach-obrach agus a' bhuidheann ag obair a dh'ionnsaigh an aon cheann-là airson tilleadh a dh'obair.

Ma tha an neach-obrach ag iarraidh tilleadh a dh'obair nas tràithe na an ceann-là a chaidh aontachadh, tha feum aca brath a thoirt seachad air a' cheann-là atharraichte 2 mhios ro làimh.

Tha làn-chòir aig luchd-obrach air tilleadh don aon dreuchd ~~neo dreuchd gun chumhachan nas lugha,~~ aig an aon àite agus san aon chomas, air teirmichean is cumhaichean cosnaidh nach eil nas mì-fhàbharaiche na bha aca mus do thòisich am fòrladh màthaireachd aca, agus air leasachaidhean sam bith a chuireadh an gnìomh fhad 's nach robh iad an làthair.

Ma tha an t-ath-bhreithneachadh bliadhnail air tuarastail a' tachairt fhad 's a tha iad neo-làthaireachte, bheirar brath chun an neach-obrach air an tuarastal ath-bhreithnichte aig an àm seo.

Ma tha Bòrd na Gàidhlig a' buileachadh àrdachadh-pàighidh a bheirar gu buil bho cheann-là a tha eadar toiseach na h-ùine a chleachdar gus pàigheadh màthaireachd reachdail (SMP) obrachadh a-mach agus deireadh an fhòrlaidh mhàthaireachd, bithear ag ath-àireamhachadh tuarastal seachdaineil cuibheasach an neach-obrach gus an t-àrdachadh-pàighidh a ghabhail a-steach is fiachan sam bith pàighte.

Ma tha neach-obrach a' dèanamh iarrtas airson tilleadh a dh'obair air stèidh phàirt-ùine, bu chòir don neach-obrach iarrtas a chur a-steach fo Phoileasaidh Obrachadh Sùbailte aig Bòrd na Gàidhlig. ~~Bhòrd na Gàidhlig beachdachadh air an iarrtas gu reusanta agus cha bu chòir cead a dhiùltadh gu neo-reusanta. Chan eil e riatanach gum bithear a' dèanamh na h-aon dreuchd-pàirt-ùine 's a bhathar a' dèanamh mus do thòisich am fòrladh màthaireachd, ach bu chòir gu bheil i coltach a thaobh nàdar is inbhe na dreuchd agus le cumhaichean pro-rata ris an obair roimhe. (Ach, ma thathar a' tilleadh a dh'obair pàirt-ùine, aig an toiseach co-dhiù, cha bhithear a' coileanadh nan slatan tomhais airson a' phàighidh a bharrachd agus feumar an t-airgead a bharrachd a phàigheadh air ais.)~~

of leave to ensure that both parties are working towards the same date of return to work.

If an employee wants to return to work earlier than the original date agreed they are required to give 2 months' notice of the amended date.

Employees are entitled to return to the same job or one of no lesser conditions at the same place and in the same capacity, on Terms and Conditions of Employment no less favourable than those at the commencement of their maternity leave and to any improvements implemented in their absence.

If the annual salary review falls during the period of their absence, the employee will be notified of their reviewed salary at this time.

If Bòrd na Gàidhlig grants a pay rise that is effective from a date between the start of the period used to calculate SMP and the end of the maternity leave, then the employee's average weekly earnings taking account of the pay rise will be recalculated and any arrears paid.

If an employee wishes to return on a part-time basis then they should submit a request under Bòrd na Gàidhlig's Flexible Working Policy. ~~(However returning to work part-time, at least initially, will negate the enhanced payment criteria and will require repayment of the excess money).~~

Accrued annual leave and public holiday entitlement from the period of maternity leave will be carried over to when the employee returns to work.

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Thèid fòrladh bliahnail agus làithean-saora poblach tàrmaichte bhon ùine fòrladh màthaireil an toirt air adhart gu nuair a thilleas an neach-obrach a dh'obair.

Còir tilleadh a dh'obair air a dàileachadh leis an neach-obrach

Ma tha neach-obrach a' fulang bho thinneas aig deireadh an fhòrlaidh mhàthaireachd aca, bidh na riaghailtean àbhaisteach a thaobh pàigheadh tinneis gan cur an gnìomh.

Dearmad air Tilleadh a dh'Obair

~~Ma tha luchd-obrach a' dearmad air tilleadh a dh'obair an dèidh dhaibh an t-uas-mheud de fhòrladh màthaireachd fhaotainn an dèidh breith-chloinne, dh'fhaodadh iad an còir tilleadh aca a chall.~~

~~Bidh uallach air Ceann an Ionmhais is Chùisean Corporra comhairle a thoirt don neach-obrach gu bheil an ùine aca air ruith a mach.~~

~~Tha e riatanach, ge-tà, gum bi Bòrd na Gàidhlig a' cur fios gu luchd-obrach gus faighinn a mach dè tha iad an dùil a dhèanamh. Chan eil còir aig Bòrd na Gàidhlig a bhith a' gabhail mar fhiacham gu bheil luchd-obrach air an cùmhnant aca a bhriseadh agus nach eil còir tilleadh aca tuilleadh gu an-obair.~~

Postponement of Right to Return to Work by Employees

If an employee is suffering from an illness at the end of maternity leave then normal sick rules shall apply.

Failure to Return

~~If employees fail to return after the maximum period of maternity leave following giving birth, they may lose their rights to return.~~

~~The Head of Finance and Corporate Affairs will be responsible for advising the employee that the time period has expired.~~

~~It is imperative, however, that Bòrd na Gàidhlig contacts employees to ascertain their intentions. Bòrd na Gàidhlig is not entitled to just assume that employees have breached their contract and no longer have a right to return to work.~~

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1.9 Còirichean Luchd-obrach rè agus an dèidh Màthaireachd

~~An dèidh dhaibh tilleadh bho fhòrladh màthaireachd cumanta no fòrladh màthaireachd a bharrachd, bidh làn chòir aig an neach-obrach air an aon dreuchd agus na h-aon teirmichean is cumhaichean 's a bh' aca, ach far a bheil suidheachadh anbharr air èirigh no far a bheil adhbhar air choreigin eile ann a tha a' ciallachadh nach eil e comasach gu reusanta do Bhòrd na Gàidhlig an neach-obrach a thoirt air ais don dreuchd thùsail aca. Bidh làn chòir aig an neach-obrach air dreuchd choltach le teirmichean is cumhaichean a tha coltach no nas fheàrr.~~

● **leantalachas seirbheise** – An dèidh dhaibh tilleadh a dh'obair, bidh làn leantalachas seirbheise aig luchd-obrach a thaobh obrachadh a-mach airgead-dìolaidh anbharr agus sochairean eile ceangailte ri seirbheis. Tha seo air chumha gu bheil luchd-obrach a' tilleadh gu Bòrd na Gàidhlig air a' cheann-là shuidhichte.

● **sochairean sgeama peinnsein: suimeannan bho bhuill** – Fhad 's a tha iad air fòrladh màthaireachd,

Employee Rights During and After Maternity

~~On return from ordinary or additional maternity leave the employee is entitled to the same job and the same terms and conditions, except where a redundancy situation has arisen or there is some other reason why it is not reasonably practicable for Bòrd na Gàidhlig to take the employee back in their original job. The employee will be entitled to be offered a similar job with the same terms and conditions.~~

● **continuous service** - Employee's will continue to accrue continuous service during any period of leave.

● **pension scheme benefits, members' contributions** - Whilst on maternity leave

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bidh luchd-obrach fhathast nam ball de sgeama peinnsein Bòrd na Gàidhlig. Bidh Bòrd na Gàidhlig a' toirt air falbh suimeannan bho phàigheadh màthaireachd reachdail (SMP) an luchd-obrach far an gabh sin dèanamh.

- **sochairean sgeama peinnsein: suimeannan bho Bhòrd na Gàidhlig**— Bidh a' bhuidheann a' cumail a' cur a-steach suimeannan às leth an neach-obrach, stèidhte air an tuarastal a bh' aig an neach-obrach nuair a thòisich iad fòrladh màthaireachd. **Ma tha an t-ath-bhreithneachadh bliadhna air tuarastal a' tachairt rè ùine na neo-làthaireachd agus an neach-obrach fhathast a' faighinn pàigheadh màthaireachd reachdail (SMP), bidh Bòrd na Gàidhlig a' cur a-steach suimeannan stèidhte air an tuarastal ath-bhreithnichte.**
- **seirbheis ion-pheinnsean – Air tilleadh a dh'obair, bidh làn leantailachas seirbheise aig luchd-obrach a thaobh peinnsein.** Mura till luchd-obrach a dh'obair, bidh an t-seirbheis ion-pheinnsean aca a' sgur aig deireadh na h-ùine airson pàigheadh màthaireachd (MPP).

employees will remain in Bòrd na Gàidhlig pension scheme. Bòrd na Gàidhlig will deduct contributions from employees' SMP where possible;

- **pension scheme benefits, Bòrd na Gàidhlig contributions** – the organisation will continue to make its contributions on behalf of the employee, based on the employees' salary at the commencement of maternity leave.

- **pensionable service – Pensionable service will continue to accrue during any period of leave.** If employees do not return to work their pensionable service will cease at the end of MPP.

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1.10 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothrom air sgàth aois, ciorramachd, ath-dhealbhadh gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhadh no creideamh, 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 or sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

2.0 Poileasaidh Fòrladh Ùr-bhreithneach

2.1 Adhbhar

Tha am poileasaidh seo a' mìneachadh nan còraichean, nan dleastanasan agus nan dòighean-obrach leis am faod luchd-obrach Bòrd na Gàidhlig tagradh a dhèanamh airson fòrladh ùr-bhreithneach a ghabhail. Tha am fòrladh seo nam pàirt de Achd Cùram Ùr-bhreithneach (Saor-làithean agus Pàigheadh) 2023.

Neonatal Leave Policy

Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take neonatal leave. This leave forms part of the Neonatal Care (Leave and Pay) Act 2023.

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2.2 Farsaingeachd

Thèid cùram ùr-bhreithneach a thoirt do leanaban a dh' fheumas cùram a bharrachd tràth nam beatha. Faodaidh an cùram seo a bhith a' gabhail a-steach:

- cùram meidigeach a gheibhear san ospadal
- cùram a thèid a thoirt don leanabh às deidh

Scope

Neonatal care is given to babies who require additional care in early life. This care may include:

- medical care received in hospital
- care given to the baby after leaving

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- dha an ospadal fhàgail, fo stiùireadh comhairliche
- sgrùdadh leantainneach agus tadhalan le proifeiseantaich cùram slàinte air an rèiteachadh leis an ospadal
 - cùram maothachaidh no cùram deireadh-beatha

Gur dòcha nach tachair cùram ùr-bhreithneach ann an aonad ùr-bhreithneach. Ma thòisicheas leanabh fo 28 latha a' faighinn cùram ùr-bhreithneach, bidh pàrantan airidh air fòrladh cùraim ùr-bhreithneach a ghabhail.

- 'S e pàrantan ion-roghnach an fheadhainn aig a bheil uallach co-roinnte no leotha fhèin airson a' phàiste agus tha seo a' gabhail a-steach ma tha iad:
- am màthair no am pàrant breith
 - an t-athair
 - pòsta leis a' chom-pàirtiche catharra no com-pàirtiche na màthar no a' phàrant breith – tha seo a' gabhail a-steach com-pàirtichean den aon ghnè
 - a' gabhail ri leanabh, a' gabhail a-steach altramachd gus uchd-mhacachd
 - pàrantan san amharc ann am màthaireachd ionaid

Bidh gach pàrant ion-roghnach airidh air suim fa leth de fhòrladh. Tha luchd-obrach airidh air fòrladh ùr-bhreithneach bhon chiad latha aca a' tòiseachadh obair.

Faodaidh pàrantan an aon uiread den fhòrladh ùr-bhreithneach a ghabhail eadhon ged a thèid barrachd air 1 leanabh a thoirt a-steach do chùram ùr-bhreith ann an cùis ioma-bhreith.

Bidh e comasach dha pàrantan co-dhiù 1 seachdain a ghabhail, agus 12 seachdainean de fòrladh aig a' char as àirde a rèir dè cho fada 's a tha an leanabh aca a' faighinn cùram ùr-bhreithneach. Gheibh pàrantan 1 seachdain airson gach seachdain a tha an leanabh ann an cùram ùr-bhreith.

Feumaidh an leanabh a bhith ann an cùram airson co-dhiù 7 latha an dèidh a chèile. Ma tha pàrant air fòrladh pàrantachd reachdail a ghlèidheadh mu thràth, faodar fòrladh cùram ùr-bhreithneach a chur ris a' cheann thall.

Faodar fòrladh a ghabhail ann an 2 ìre mar a mhinichear gu h-ìosal.

- hospital, under the direction of a consultant
- ongoing monitoring and visits by healthcare professionals arranged by the hospital
 - palliative or end-of-life care

Neonatal care might not take place in a neonatal unit. If a baby under 28 days starts receiving neonatal care, parents will be eligible to take neonatal care leave.

Eligible parents are those with shared or sole responsibility for the child and this includes if they are:

- the mother or birth parent
- the father
- married to, the civil partner or for partner of the mother or birth parent – this includes same-sex partners
- adopting a child, including fostering to adopt
- intended parents in a surrogacy

Each eligible parent will be entitled to a separate amount of leave. Employees are entitled to neonatal leave from their first day of starting a job.

Parents can take the same amount of neonatal leave even if more than 1 baby is taken into neonatal care in the case of multiple births.

Parents will be able to take a minimum of 1 week, and a maximum of 12 weeks leave dependant on how long their baby is receiving neonatal care. Parents will receive 1 week for each week the baby is in neonatal care.

The baby must be in care for at least 7 consecutive days. If a parent has already booked statutory parental leave, neonatal care leave can be added to the end of this.

Leave can be taken in 2 tiers as explained below.

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2.3 Fòrladh Ìre 1

Tha Fòrladh Ìre 1 air an toirt seachad airson na h-ùine nuair a tha an leanabh fhathast a' faighinn cùram ùr-bhreithneach agus a' gabhail a-steach 1 seachdain às deidh don chùram crìochnachadh.

Leis na cuibhreannan fòrladh phàrantan reachdail eile, dh' fhaodadh seo leigeil le ball den luchd-obrach fòrladh ùr-bhreithneach a bharrachd a chruinneachadh rè na h-ùine seo a ghabhas a ghabhail a' cleachdadh fòrladh Ìre 2.

'S e eisimpleir de seo far a bheil leanabh air a bhreith agus fòrladh athaireachd reachdail air an toirt seachad às deidh a' bhreith ach gu bheil an leanabh a' faighinn 4 seachdainean de chùram ùr-bhreith. Leis gu bheil an fòrladh athaireachd reachdail air a chleachdadh rè na h-ùine seo, tha fòrladh ùr-bhreithneach a bharrachd air an cruinneachadh.

Tier 1 Leave

Tier 1 Leave is provided for the period when the child is still receiving neonatal care and including 1 week after care has ended.

Given the other statutory parental leave allowances, this may allow a staff member to have additional neonatal leave accrued during this period which can be taken using the Tier 2 leave.

An example of this may be where a child is born and statutory paternity leave is provided following the birth but the child receives 4 weeks of neonatal care. As the statutory paternity leave is used during this period, further neonatal leave is accrued.

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2.4 Fòrladh Ìre 2

Faodar am fòrladh ùr-bhreithneach cruinnichte seo a chleachdadh ann an Fòrladh Ìre 2 aig ceann-latha nas fhaide air adhart. Tha am fòrladh ri chleachdadh taobh a-muigh Ìre 1 agus ro dheireadh 68 seachdainean bho cheann-latha breith an leanabh.

Nuair a bhios pàrantan air saor-làithean cùram ùr-bhreith, bu chòir do mhanaidsearan dèanamh cinnteach gu bheil iad:

- a' cumail conaltradh
- a' cumail fiosrachadh a thèid a cho-roinn dìomhair
- a' toirt taic rè saor-làithean cùram ùr-bhreith

Tier 2 Leave

This accrued neonatal leave can be used in Tier 2 Leave at a later date. The leave is to be used outside Tier 1 and before the end of 68 weeks from the date of the child's birth.

When parents are on neonatal care leave, managers should make sure they:

- keep in touch
- keep information shared confidential
- provide support during neonatal care leave

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2.5 Pàigheadh agus Sochairean Cùmhnantail

Gus a bhith airidh air pàigheadh cùram ùr-bhreithneach, feumaidh 26 seachdainean de sheirbheis leantainneach a bhith aig pàrantan. Feumar na 26 seachdainean a chrìochnachadh ron 't-seachdain iomchaidh'. Feumaidh iad fhathast a bhith ann an cosnadh anns an t-seachdain mus tòisich cùram ùr-bhreithneach.

Feumaidh pàrantan co-dhiù £125 a chosnadh san t-seachdain air a' chuibheasachd airson 8 seachdainean ron t-seachdain iomchaidh.

Mairidh a h-uile sochair cùmhnantail eile aig Bòrd na Gàidhlig rè na h-ùine fòrladh seo. Tha còir aig luchd-obrach tilleadh chun na h-aon obrach no aon

Pay and Contractual Benefits

To be eligible for neonatal care pay, parents must have 26 weeks of continuous service. The 26 weeks must be completed before the 'relevant week'. They must still be in employment in the week before neonatal care starts.

Parents must have earned at least £125 a week on average for 8 weeks before the relevant week.

All other Bòrd na Gàidhlig contractual benefits will remain during this period of leave. Employees are entitled to return to

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de chumhachan nach eil nas ìsle na an fheadhainn aig toiseach an fòrladh ùr-bhreithneach agus gu leasachaidhean sam bith a chaidh a chur an gnìomh nan neo-làthaireachd.

the same job or one of no lesser conditions than those at the commencement of their neonatal leave and to any improvements implemented in their absence.

2.6 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothrom air sgàth aois, ciorramachd, ath-dhealbhadh gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhadh no creideamh, 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 or sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

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2.0 Poileasaidh air Fòrladh Athaireachd

2.1 Adhbhar

Tha am poileasaidh seo a' cur an ceill còirichean is uallaichean luchd-obrach Bòrd na Gàidhlig a thaobh fòrladh athaireachd agus na modhan-obrach leis am faod iad iarrtas a dhèanamh air a shon.

Paternity Leave Policy

Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take paternity leave.

2.2 Farsaingeachd

Feumaidh luchd-obrach na cumhaichean a leanas a choileanadh gus làn-chòir a bhith aca air fòrladh athaireachd àbhaisteach.

Scope

Employees will need to satisfy the following conditions to qualify for ordinary paternity leave.

Feumaidh iad:

- uallach a bhi aca, no an dùil a bhith aca, airson àrach a' phàiste;
- a bhi nan dearbh-athair a' phàiste no pòsta ri màthair a' phàiste no cèile sìobhalta / cèile / cèile aon-ghnèitheach màthair a' phàiste;
- air a bhith ag obair airson Bòrd na Gàidhlig gu leantail fad 26 seachdainean a' dol a-steach chun na 15mh seachdain air a bheil dùil ris an leanabh.

They must:

- have or expect to have responsibility for the child's upbringing;
- be either the biological father of the child, married to the child's mother or, be the civil partner / partner / same sex partner of the child's mother;
- have worked continuously for Bòrd na Gàidhlig for 26 weeks by the 15th week before the baby is due.

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Tha a' làn-chòir air fòrladh stèidhte air cleamhnas le màthair a' phàiste, agus mar sin bidh fòrladh athaireachd is fòrladh uchd-mhacachd cuideachd buntainneach do chom-pàirteachasan aon-ghnèitheach.

The entitlement to leave is based on a relationship with the child's mother, so paternity and adoption leave also apply to partnerships of the same sex.

2.3

Bidh feum air luchd-obrach brath a thoirt do Bhòrd

Taking Paternity Leave

Employees will be required to inform Bòrd

na Gàidhlig gu bheil iad an dùil fòrladh athaireachd a ghabhail ro dheireadh na còigeamh seachdain deug ron àm sa bheilear an dùil ris an leanabh, mura gabh seo a dhèanamh gu practaigeach. Feumaidh luchd-obrach innse don bhuidhinn:

- an t-seachdain sa bheilear an dùil gum beirear an leanabh;
- a bheil iad ag iarraidh aon no dà sheachdain de dh'fhòrladh a ghabhail;
- cuin a tha iad ag iarraidh gun tòisich am fòrladh.

na Gàidhlig of their intention to take paternity leave by the fifteenth week before the baby is expected, unless this is not reasonably practicable. Employees will need to tell the Company:

- the week the baby is due;
- whether they wish to take one- or two-weeks' leave;
- when they want their leave to start.

2.4 Dè cho fad 's a mhaireas Fòrladh Athaireachd?

Far a bheil luchd-obrach ion-roghnach air, bidh làn-chòir aca a chur romhpa gun gabh iad an dà chuid aon seachdain de fhòrladh athaireachd no dà sheachdain co-leantaileach de dh'fhòrladh athaireachd (chan e corra latha).

Length of Paternity Leave

Eligible employees will be entitled to choose to take either one week or two consecutive weeks' paternity leave (not odd days).

Faodaidh luchd-obrach a chur romhpa gun tòisich iad an cuid fòrladh:

- bho cheann-là breith a' phàiste (co-dhiù a bheil seo nas tràithe no nas anmoiche na bhathar an dùil); no
- bho uimhir làithean thaghte no seachdainean an dèidh breith a' phàiste (co-dhiù a bheil seo nas tràithe no nas anmoiche na bhathar an dùil); no

Employees can choose to start their leave:

- from the date of the child's birth (whether this is earlier or later than expected); or
- from a chosen date within a 52 week period of the child's birth so long as they provide their line manager with 28 days' notice.

~~bho cheann-là taghte.~~

•

Faodaidh fòrladh tòiseachadh air latha sam bith san t-seachdain no an dèidh breith a' phàiste, ach feumar a' chrìochnachadh:

~~taobh a-staigh 56 làithean bhon cheann-là air an do rugadh am pàiste, no~~

~~ma tha am pàiste air bhreith tràth, taobh a-staigh na h-ùine bhon cheann-là air an do rugadh am pàiste suas ri 56 làithean an-chleachdadh taobh a-staigh 52 seachdainean bho breith na pàiste. dèidh na seachdain san robh dùil ri breith.~~

Leave can start on any day of the week on or following the child's birth but must be utilised within 52 weeks of the child's birth.

•

Cha bhi ach aon ùine de dh'fhòrladh ri faotainn airson luchd-obrach, gun umhail gun robh barrachd is aon leanabh air a' bhreith bhon aon leatromachd.

Only one period of leave will be available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

Mu bhios an neach-obrach airson na cinn-là na seachdainean fòrladh athaireachd aca atharrachadh, feumaidh iad 28 làithean de fhios a thoirt don mhanaidsear-loidhne aca.

If the employee wishes to change the dates in which any week of their paternity leave commences then they must provide their line manager with 28 days' notice.

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2.5 Pàigheadh Athaireachd Reachdail (SPP)

Rè fòrladh athaireachd, bidh làn-chòir aig a' chuid as motha de luchd-obrach air Pàigheadh Athaireachd Reachdail bho Bhòrd na Gàidhlig.

Thèid pàigheadh athaireachd reachdail (SPP) a phàigheadh le Bòrd na Gàidhlig airson an dà chuid aon seachdain no dà sheachdain leantainneach a rèir mar a thagh an neachd-obrach. Bidh an reata airson pàigheadh athaireachd reachdail (SPP) aig an aon ìre 's a tha an reata airson pàigheadh màthaireachd reachdail (SMT) no 90 sa cheud de thuarastal seachdaineil cuibheasach ma tha seo nas isle. [Gheibh sibh barrachd fiosrachadh aig: https://www.gov.uk/paternity-pay-leave/pay.](https://www.gov.uk/paternity-pay-leave/pay)

Far a bheil tuarastal seachdaineil cuibheasach aig luchd-obrach a tha nas lugha na a' chrìoch chosnaidh as ìsle airson Àrachas Nàiseanta, cha bhi iad ion-roghnach air pàigheadh athaireachd reachdail (SPP).

Statutory Paternity Pay (SPP)

Employees who are eligible for paternity leave will also be entitled to Statutory Paternity Pay (SPP) from Bòrd na Gàidhlig.

SPP will be paid by Bòrd na Gàidhlig for either one or two weeks confirmed by the employee no later than the 15th week before the child's birth. The rate of SPP will be at the rate set by GOV.UK or 90% of average weekly earnings if this is less.
Further information can be found at <https://www.gov.uk/paternity-pay-leave/pay>.

Employees who have average weekly earnings below the lower earnings limit for National Insurance purposes will not qualify for SPP.

2.6 Sochairean Cùmhnantail

Tha làn-chòir aig luchd-obrach air an t-sochair a tha ri faotainn sna teirmichean is cumhaichean cosnaidh àbhaisteach aca, ach a thaobh nan teirmichean a tha a' dèiligeadh ri tuarastal no foicheall (mur e gu bheil an cùmhnant fastaidh aca ag ràdh a chaochladh), fad an fhòrlaidh athaireachd aca.

Ach bidh làn-chòir aig a' chuid as motha de luchd-obrach air pàigheadh athaireachd reachdail (SPP) airson na h-ùine seo. Ma tha còir chùmhnantail aig luchd-obrach air fòrladh athaireachd a bharrachd air a' chòir reachdail, faodaidh iad cothrom a ghabhail air cò dhiubh a tha nas fhàbharaiche. Bidh pàigheadh athaireachd sam bith air a bheil còir chùmhnantail aig luchd-obrach a' lùghdachadh na h-uimhir de phàigheadh athaireachd reachdail (SPP) air a bheil làn-chòir aca.

Contractual Benefits

Employees are entitled to the all of their normal terms and conditions of employment, except for terms relating to wages or salary (unless their contract of employment provides otherwise), throughout their paternity leave.

If employees have a contractual right to paternity leave as well as the statutory right, they may take advantage of whichever is the more favourable. Any paternity pay to which employees have a contractual right reduces the amount of SPP to which they are entitled.

2.7 Tilleadh a dh'Obair an dèidh Fòrladh Athaireachd

Bidh làn-chòir aig luchd-obrach tilleadh don aon obair an dèidh fòrladh athaireachd.

Return to Work after Paternity Leave

Employees will be entitled to return to the same job following paternity leave.

2.8 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothromach air sgàth aois, ciorramachd, ath-dhealbhadh gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhadh no creideamh, 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 or sexual orientation. This policy has been screened through an equality impact assessment to enable equality

3.0 Poileasaidh air Uchd-mhacachd

3.1 Adhbhar

Tha Bòrd na Gàidhlig ag aithneachadh gum bi feum aig pàrantan uchd-mhacach air ùine dheth nuair a tha pàiste a' tighinn don teaghlach aca agus, mar sin, tha am poileasaidh seo a' cur an cèill na còirichean, làn-chòirichean agus dleastanasan aig luchd-obrach a tha ag uchd-mhacachadh pàiste.

Adoption Policy

Purpose

Bòrd na Gàidhlig recognises the need of adoptive parents to have time off work when a child joins their family and as such this policy sets out the rights, entitlements and obligations of employees adopting a child.

3.2 Farsaingeachd

Bidh a' chòir air fòrladh is pàigheadh uchd-mhacachd aig luchd-obrach de gach gnè, pàrantan-ionaid (*surrogate parents*) agus pàrantan ann an cleamhnas aon-ghnèitheach a tha air a bhith air ùr-mhaidseadh ri pàiste airson uchd-mhacachd agus le buidheann uchd-mhacachd ùghdarraichte far a bheil am pàiste fo 18 bliadhna a dh'aois.

Scope

The right to adoption leave and pay applies to employees of any sex, surrogate parents and parents in a same-sex relationship who are newly matched with a child for adoption and by an approved adoption agency where the child is under the age of 18.

Far a bheil neach-obrach ag uchd-mhacachadh pàiste tro bhuidheann uchd-mhacachd ùghdarraichte, bidh làn-chòir aca air suas ri 52 seachdainean de fhòrladh uchd-mhacachd bhon chiad latha den fhasadh aca.

An employee who adopts a child through an approved adoption agency is entitled up to 52 weeks' adoption leave from day one of employment.

3.3 Mineachaidhean

Gheibhear mìneachaidhean buntainneach, a chleachdar san sgrìobhainn seo, gu h-ìosal:

- pàigheadh Uchd-mhacachd reachdail (SAP): 's e seo an reata suidhichte leis an stàit, ach feumaidh luchd-obrach na slatan-tomhais buntainneach a choileanadh;
- pàigheadh Uchd-mhacachd dreuchdail (OPA): 's e seo am pàigheadh dreuchdail a bharrachd, a tha ri pàigheadh do luchd-obrach a-mhàin ma tha iad a' coileanadh nan slatan-tomhais

Definitions

Relevant definitions used in the document follow below;

- Statutory Adoption Pay (SAP) is the rate set by Gov.uk, subject to employees meeting qualifying criteria;
- Occupational doption Pay (OPA) is additional occupational pay, only payable to employees meeting the qualifying criteria;

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- buntainnech;
- tuarastal seachdaineil cuibheasach (AWE): tha seo air àireamhachadh a rèir cosnadh sna 8 seachdainean ron t-seachdain mhaidhidh;
- fòrladh Uchd-mhacachd cumanta (OAL): 's e seo na ciad 26 seachdain den ùine de fhòrladh;
- Fòrladh Uchd-mhacachd a bharrachd (AAL): 's e seo 26 seachdainean a bharrachd de dh'fhòrladh (a' dèanamh suas 52 seachdain leantainneach gu h-iomlan);
- seachdain mhaidhidh: 's e seo an t-seachdain san d' fhuair an neach-obrach brath gun deach am maidseach le pàiste airson uchd-mhacachd.
- Average Weekly Earnings (AWE) are calculated by reference to the earnings in the 8 weeks prior to the qualifying (matching) week;
- Ordinary Adoption Leave (OAL) is the first 26 weeks of the leave period;
- Additional Adoption Leave (AAL) is a further 26 weeks leave (providing up to 52 continuous weeks in total);
- matching week is the week in which the employee is notified of being matched with the child for adoption.

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3.4

Airson a bhith ion-roghnach airson fòrladh uchd-mhacachd, feumaidh pàiste a bhith air ùr-mhaidseadh airson uchd-mhacachd le luchd-obrach le buidheann uchd-mhacachd ceadachd agus fios a thoirt do Bòrd na Gàidhlig taobh a-staigh 7 làithean bhon ùr-mhaidseadh le pàiste neo socrachadh am pàiste a bhith air a dhearbhadh ma tha pàiste aig an neach-obrach fo chùram-dhaltachd maireannach agus an neach gu bhith na phàrant gu laghail.

To qualify for adoption leave, employees must be newly matched with a child for adoption by an approved adoption agency and notify Bòrd na Gàidhlig within 7 days of being matched with a child or your adoption placement being confirmed if the employee is fostering a child permanently and becoming their legal parent.

Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children.

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Chan fhaighear fòrladh is pàigheadh uchd-mhacachd ann an suidheachaidhean far nach eil pàiste air ùr-mhaidseadh airson uchd-mhacachd, mar eisimpleir far a bheil leas-athair ag uchd-mhacachadh clann a' chèile aige.

3. Agallamhan ro uchd-mhacachd

Far a bheil neach-obrach ag uchd-mhacachadh pàiste nan aonar, tha làn-chòir aca air ùine dheth phàighte airson suas ri còig coinneamhan uchd-mhacachd a fhrithéaladh, ach tha seo cuibhrichte aig 6.5 uairean a thide airson gach coinneamh, ged nach fhaod an neach-obrach ùine a ghabhail ach na tha a dhith orra airson an choinneamh a fhrithéaladh.

Pre-adoption Interviews

An employee adopting a child alone is entitled to take paid time off to attend up to five adoption appointments capped at a maximum of 6.5 hours per appointment, although the employee must only take the time needed to attend the appointment.

Far a bheil an neach-obrach na phàirt de chàraid a tha ag uchd-mhacachadh pàiste le chèile, faodaidh an càraid taghadh gum bi aonan dhiubh a' faighinn ùine dheth phàighte gu suas ri còig choinneamhan

Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments

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uchd-mhacachd a fhrithéaladh agus faodaidh an neach eile taghadh gum bi iad a' faighinn ùine dheth neo-phàighthe airson suas ri dà choinneamh uchd-mhacachd.

and the other can elect to take unpaid time off to attend up to two adoption appointments.

3.5 Dè cho fad 's a mhaireas Fòrladh is Pàigheadh Uchd-mhacachd?

Bidh làn-chòir aig uchd-mhacairean air suas ri 26 seachdainean de fhòrladh uchd-mhacachd cumanta, air a leantainn gun dàil le suas ri 26 seachdainean de fhòrladh uchd-mhacachd a bharrachd – suas ri 52 seachdainean de fhòrladh uile gu lèir.

Length of Adoption Leave and Pay

Adopters will be entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave - a total of up to 52 weeks' leave.

Faodaidh luchd-obrach taghadh gun tòisich iad an cuid fòrlaidh:

- bho cheann-là air an do shocraicheadh am pàiste (co-dhiù a bheil seo nas tràithe no nas annoiche na bhathar an dùil) no
- bho cheann-là suidhichte a dh'fhaodas a bhith suas ri 14 làithean ron latha sa bheilear an dùil gun tèid am pàiste a shocrachadh. Faodaidh fòrladh tòiseachadh air latha sam bith san t-seachdain.

Employees can choose to start their leave:

- from the date of the child's placement (whether this is earlier or later than expected) or
- from a fixed date which can be up to 14 days before the expected date of placement. Leave can start on any day of the week.

Cha bhi ach aon ùine de fhòrladh ri faotainn, gun umhail gu bheil barrachd is aon phàiste ga shocrachadh airson uchd-mhacachd mar phàirt den aon ullachadh.

Only one period of leave will be available irrespective of whether more than one child is placed for adoption as part of the same arrangement.

Ma chrìochnaicheas socrachadh a' phàiste rè an fhòrlaidh uchd-mhacachd, faodaidh an t-uchd-mhacair a chumail orra air fòrladh uchd-mhacachd suas ri ochd seachdainean an dèidh crìoch an t-socrachaidh.

If the child's placement ends during the adoption leave period, the adopter will be able to continue adoption leave for up to eight weeks after the end of the placement.

3.6 Pàigheadh Uchd-mhacachd Reachdail

Rè an fhòrlaidh uchd-mhacachd aca, bidh làn-chòir aig a' chuid as motha de dh'uchd-mhacairean air Pàigheadh Uchd-mhacachd Reachdail (SAP) bho Bhòrd na Gàidhlig.

Statutory Adoption Pay

During their adoption leave, most adopters will be entitled to Statutory Adoption Pay (SAP) from Bòrd na Gàidhlig.

Bidh pàigheadh uchd-mhacachd reachdail (SAP) ga phàigheadh airson suas ri 39 seachdainean. Bidh an reata airson pàigheadh uchd-mhacachd reachdail (SAP) aig an aon ìre 's a tha an reata airson pàigheadh màthaireachd reachdail (SMP).

SAP will be paid for up to 39 weeks. The rate of SAP will be the same as the standard rate of SMP.

Far a bheil an tuarastal seachdaineil cuibheasach aig uchd-mhacairean nas lugha na a' chrìoch chosnaidh as ìsle airson tabhartasan Àrachais

Adopters who have average weekly earnings below the lower earnings limit for National Insurance Contributions will

Nàiseanta, cha bhi iad ion-roghnach air pàigheadh uchd-mhacachd reachdail (SAP). Dh'fhaodadh luchd-obrach ann an teaghlaichean le teachd-a-steach ìosal a bhith a' sireadh taic ionmhasail bhon ùghdarras ionadail aca.

not qualify for SAP. Employees in low-income families may be able to seek financial support from their local authority.

3.7 Brath gu bheilear am beachd Fòrladh Uchd-mhacachd a ghabhail

Feumaidh uchd-mhacairean brath a chur don stiùiriche-sreatha aca gu bheil iad an dùil fòrladh uchd-mhacachd a ghabhail taobh a-staigh 7 làithean bhon cheann-là air an d' fhuair iad brath bhon bhuidhinn uchd-mhacachd gun deach am maidseadh le pàiste airson uchd-mhacachd, mura gabh seo a dhèanamh gu practaigeach. Feumaidh iad innse do Bhòrd na Gàidhlig:

- cuin a tha iad an dùil gun tèid am pàiste a shocrachadh leotha; agus
- cuin a tha iad ag iarraidh gun tòisich am fòrladh uchd-mhacachd aca.

Notice of Intention to take Adoption Leave

Adopters will be required to inform their line manager of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption, unless this is not reasonably practicable. They will need to tell the organisation:

- when the child is expected to be placed with them; and
- when they want their adoption leave to start.

Faodaidh uchd-mhacairean an inntinn atharrachadh a thaobh a' chinn-là air a bheil iad ag iarraidh gun tòisich am fòrladh aca, air chumha gu bheil iad a' toirt brath chun an stiùiriche-sreatha aca co-dhiù 28 làithean ro làimh (mura gabh seo a dhèanamh gu practaigeach). Feumaidh iad brath a chur chun an stiùiriche-sreatha aca a thaobh a' chinn-là air a bheil iad an dùil gun tòisich pàighidhean sam bith airson pàigheadh uchd-mhacachd reachdail (SAP) co-dhiù 28 làithean ro làimh, mura gabh seo a dhèanamh gu practaigeach.

Adopters will be able to change their mind about the date on which they want their leave to start providing they tell their line manager at least 28 days in advance (unless this is not reasonably practicable). They will have to tell their line manager the date they expect any payments of SAP to start at least 28 days in advance, unless this is not reasonably practicable.

Bidh 28 làithean aig Bòrd na Gàidhlig sam feum e freagairt ri brath an neach-obrach gu bheil iad an dùil fòrladh a ghabhail. Sgrìobhaidh stiùiriche-sreatha an neach-obrach thuca, a' cur an cèill an ceann-là air a bheilear an dùil gun till an neach-obrach a dh'obair ma thathar a' cleachdadh na làn-chòrach aca air fòrladh uchd-mhacachd.

Bòrd na Gàidhlig will have 28 days in which to respond to their employees' notification of their leave plans. The employees line manager will write to them, setting out the date on which they expect the employee to return to work if the full entitlement to adoption leave is taken.

3.8 Teisteanas Maidsidh

Feumaidh uchd-mhacairean fianais sgrìobhte – 'teisteanas maidsidh' – fhaighinn bhon bhuidhinn uchd-mhacachd aca, agus feumaidh iad seo a thoirt don stiùiriche-sreatha aca mar fhianais air an làn-chòir aca air pàigheadh uchd-mhacachd reachdail (SAP). Iarraidh Bòrd na Gàidhlig an teisteanais seo mar dhearbhadh air làn-chòir air fòrladh uchd-mhacachd. Bu chòir do luchd-obrach iarraidh air a' bhuidhinn uchd-mhacachd aca airson teisteanas

Matching Certificate

Adopters will have to give their line manager documentary evidence – a 'matching certificate' – from their adoption agency as evidence of their entitlement to SAP. Bòrd na Gàidhlig will also ask for this certificate as proof of entitlement to adoption leave. Employees should ask their adoption agency for a matching certificate which will include basic information on

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maidsidh a tha a' gabhail a-steach bun-fhiosrachadh air maidseadh agus air a' cheann-là air a bheilear an dùil gun tèid am pàiste a shocrachadh.

matching and expected placement dates.

3.9 Sochairean Cùmhnantail

Tha làn-chòir aig luchd-obrach air an t-sochair a tha ri fhaotainn sna teirmichean is cumhaichean cosnaidh cumanta aca, ach na teirmichean a tha a' dèiligeadh ri tuarastal no foicheall, air feadh ùine an fhòrlaidh uchd-mhacachd chumanta aca. Ach bidh làn-chòir aig a' mhòr-chuid de dh'uchd-mhacairean air pàigheadh uchd-mhacachd reachdail (SAP) rè na h-ùine seo.

Contractual Benefits

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary, throughout their 26-week ordinary adoption leave period. However, most adopters will be entitled to SAP during this period.

Rè fòrladh uchd-mhacachd a bharrachd, bidh cùmhnant an fhastaidh a' cumail a' dol agus bidh cuid de shochairean is dleasan a' chùmhaint fhathast ann an gnìomh, mar eisimpleir tàrmachadh shaor-làithean, airgead-diolaidh ann an suidheachadh anabharra agus ùineachan bratha. A-rithist, cha bhithear a' pàigheadh tuarastal no foicheall rè ùine an fhòrlaidh uchd-mhacachd a bharrachd.

During additional adoption leave, the employment contract continues and some contractual benefits and obligations remain in force, for example holiday accrual, compensation in the event of redundancy and notice periods. Again, no salary or wages are payable during the period of additional adoption leave.

Bidh fòrladh pàrantach co-roinnte a' leigeil le uchd-mhacairean gealltanais a thoirt seachad gun crìochnaich iad am fòrladh uchd-mhacachd aca air ceann-là san àm ri teachd agus corralach an fhòrlaidh neo-chleachdte aca a cho-roinn leis a' chèile aca, no a thilleadh a dh'obair tràth bho fhòrladh uchd-mhacachd agus fòrladh is pàigheadh pàrantach co-roinnte a roghnachadh aig ceann-là an dèidh sin. Feuch gun toir thu sùil air an earrann mu dheidhinn fòrladh pàrantach co-roinnte.

Shared parental leave enables adopters to commit to ending to ending their adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from adoption leave and opt in to shared parental leave and pay at a later date. Please refer to the shared parental leave section.

3.10 Tilleadh a dh'Obair an dèidh Fòrladh Uchd-mhacachd

Far a bheil uchd-mhacairean an dùil a bhith a' tilleadh a dh'obair aig ceann na làn-còrach aca airson fòrladh uchd-mhacachd, chan fheum iad brath a bharrachd a thoirt do Bhòrd na Gàidhlig.

Return to Work after Adoption Leave

Adopters who intend to return to work at the end of their full adoption leave entitlement will not have to give any further notification to Bòrd na Gàidhlig.

Far a bheil uchd-mhacairean ag iarraidh tilleadh a dh'obair ro dheireadh na h-ùine de fhòrladh uchd-mhacachd aca, feumaidh iad brath a thoirt do Bhòrd na Gàidhlig co-dhiù 2 mhìos ron cheann-là air a bheil iad an dùil tilleadh.

Adopters who want to return to work before the end of their adoption leave period, must give Bòrd na Gàidhlig 2 months' notice of the date they intend to return.

3.11 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleasan a th' aige gus dèanamh cinnteach nach

Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is

bidh duine sam bith a' fulang leth-breith no ana-cothrom air sgàth aois, ciorramachd, ath-dhealbhadh gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhadh no creideamh, gnè no aomadh gnèitheasach. Chaidh am poileasaidh seo a sgrùdadh tro mheasadh buaidh air co-ionannachd gus co-ionannachd a chomasachadh.

discriminated against or disadvantaged on the grounds of a age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

4.0 Poileasaidh air Fòrladh Pàrantach Cumanta

4.1 Adhbhar

Tha am poileasaidh seo a' cur an ceill còirichean is uallaichean luchd-obrach Bòrd na Gàidhlig a thaobh fòrladh pàrantach cumanta agus na modhan-obrach leis am faod iad iarrtas a dhèanamh air a shon.

4.2 Farsaingeachd

Tha am poileasaidh seo a' buntainn ri luchd-obrach aig a bheil co-dhiù aon bhliadhna de leantalachas seirbheise ron cheann-là air am bi am fòrladh a' tòiseachadh agus a tha nam pàrant aig a bheil pàiste fo 18 bliadhna a dh'aois, no a tha air uallach fhoirmeil a ghabhail os làimh airson pàiste fo 18 bliadhna a dh'aois, no a tha air pàiste fo 18 bliadhna a dh'aois uchd-mhacachadh.

Chan fhaodar fòrladh pàrantach cumanta a chleachdadh ach airson cùram pàiste a ghabhail no airson ullachaidhean a dhèanamh airson leas a' phàiste.

Chan fhaod luchd-obrach làn-chòir sam bith air fòrladh pàrantach cumanta a chur an gnìomh mur urrainn dhaibh gèilleadh ri iarrtas airson fianais pàrantachd, no uallach pàrantach, a nochdadh, leithid teisteanas-breithe no pàipearan uchd-mhacachd.

Thoir fa-near: Cha bu chòir fòrladh pàrantach cumanta a mhearachdachadh airson fòrladh pàrantach co-roinnte. Tha modh-obrach sònraichte aig Bòrd na Gàidhlig airson fòrladh pàrantach co-roinnte.

4.3 Làn-chòir

Ordinary Parental Leave Policy

Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take ordinary parental leave.

Scope

This policy applies to employees who have at least one year's continuous service immediately prior to the date the leave is to commence and who are the parent of a child under the age of 18, have assumed formal parental responsibility for a child under the age of 18, or have adopted a child under the age of 18.

Ordinary parental leave may only be used in order to care for the child or to make arrangements for the child's welfare.

Employees may not exercise any entitlement to ordinary parental leave unless they can comply with a request to produce evidence of parenthood or parental responsibility, for example a birth certificate or adoption papers.

Note: Ordinary parental leave should not be confused with shared parental leave. Bòrd na Gàidhlig has a separate procedure for shared parental leave.

Entitlement

Pàipear 5.1 PT3.1

- Bidh còir aig luchd-obrach ion-roghnach air 18 seachdainean de fhòrladh pàrantach a' bhaisteach neo-phàighte (pro rata airson luchd-obrach pàirt-ùine) airson gach pàiste, a dh'fheumar a ghabhail suas chun an 18mh co-là-breith a' phàiste;
- airson ioma-bhreith (*multiple births*), faodar ochd seachdainean deug a ghabhail airson gach pàiste;
- chan fhaodar ùineachan airson fòrladh pàrantach cumanta eadar-iomlaideachadh eadar phàistean;
- 's e aon seachdain an ùine as giorra airson fòrladh pàrantach cumanta a ghabhail, ach ann an suidheachaidhean far a bheil an neach-obrach na phàrant aig a bheil pàiste le ciorram, far am faod an neach-obrach fòrladh pàrantach a ghabhail aon latha an dèidh a chèile;
- 's e ceithir seachdainean an ùine as fhaide airson fòrladh pàrantach cumanta a ghabhail taobh a-staigh ùine sam bith de 12 mìos gach pàiste. Sa cho-theacsa seo, 's e 12 mìos an ùine a tha a' tòiseachadh nuair a gheibh an neach-obrach an làn-chòir aca air fòrladh pàrantach a thaobh a' phàiste, agus bidh gach ùine de 12 mìos an dèidh sin a' tòiseachadh air ceann-bliadhna a' chinn-là sin.
- 'S e làn-chòir reachdail a th' ann am fòrladh pàrantach cumanta agus chan urrainnear a thar-aiseag bho fhastaidhear gu fastaidhear.
- eligible employees have the right to 18 weeks' unpaid ordinary parental leave (pro rata for part-time employees) for each child to be taken up to the child's eighteenth birthday;
- for multiple births, eighteen weeks may be taken for each child;
- ordinary parental leave periods cannot be interchanged between children;
- the minimum period of ordinary parental leave that can be taken is one week, except if the employee is a parent of a child with a disability and in such cases, the employee may take parental leave in blocks of one day at a time;
- the maximum period of ordinary parental leave is four weeks in any 12 month period per child. For these purposes, 12 months is the period of time beginning when the employee first becomes entitled to parental leave in respect of the child in question and each successive period of 12 months beginning on the anniversary of that date;
- ordinary parental leave is a maximum statutory entitlement and cannot be transferred from employer to employer.

4.4 A' dèanamh iarrtas airson Fòrladh Pàrantach Cumanta

Airson fòrladh pàrantach cumanta a ghabhail, feumaidh an neach-obrach cead fhaighinn ro làimh bho an stiùiriche-sreatha, a bhios mothachail gu dligheach air dè a' bhuaidh a bhiodh ann airson na buidhne a bharrachd air miann an neach-obrach. Cha chumar cead air ais, ge-tà, gu mì-reusanta.

Airson fòrladh pàrantach cumanta a ghabhail, feumar iarrtas a dhèanamh ann an sgrìobhadh gu stiùiriche-sreatha an neach-obrach, sa bhitheantas a' toirt brath co-dhiù 21 làithean ron cheann-là air

Requesting Ordinary Parental Leave

Taking ordinary parental leave is subject to the prior approval of the employee's line manager who will pay due regard to the impact on the organisation and their wishes. However, approval will not be unreasonably withheld.

A request to take ordinary parental leave must be made in writing to the employee's line manager, normally providing at least 21 days' notice before

Pàipear 5.1 PT3.1

am biodh am fòrladh a' tòiseachadh, agus a' sònrachadh cuin a thathar ag iarraidh gun tòisich am fòrladh agus dè cho fad, air iarraidh.

the leave is due to commence and must specify when the leave is requested to start and the duration requested.

Mur urrainn don neach-obrach brath a thoirt 21 làithean ro làimh airson deagh adhbhar, faodar ùine a' bhratha a lùghdachadh le cead na buidhne an dèidh a bhith mothachail gu dligeach air feumalachdan obrachaidh na buidhne.

If the employee is unable to provide 21 days' notice for good reason, the notification period may be reduced at the discretion of the organisation after paying due regard to operational needs.

4.5 Cur an dàil Fòrladh

Cha chuirear dàil ann am fòrladh pàrantach cumanta far a bheilear ga ghabhail sa bhad an dèidh ùine de fhòrladh màthaireachd, athaireachd no uchd-mhacachd.

Postponing Leave

Ordinary parental leave will not be postponed when it is to be taken immediately after a period of maternity, paternity or adoption leave.

Ma dh'fheumas Bòrd na Gàidhlig dàil a chur ann am fòrladh pàrantach cumanta a chaidh iarraidh, bheirear brath chun an neach-obrach ann an sgrìobhadh mu dheidhinn an dàileachaidh taobh a-staigh 5 làithean-obrach bhon cheann-là air an d' fhuair e an t-iarrrtas, còmhla ri adhbhar airson an dàileachaidh.

If Bòrd na Gàidhlig has to postpone a request for ordinary parental leave, the employee will be notified in writing of the postponement within 5 working days of receiving the original request, together with the reason for the postponement.

Dh'fhaodadh gun èirich suidheachaidhean far am feum a' bhuidheann dàil a chur ann am fòrladh pàrantach cumanta a chaidh iarraidh air sàilleibh riathanasan obrachaidh ris nach robh dùil. Far a bheil seo riatanach, cha bhithear a' cur dàil ann am fòrladh pàrantach cumanta nas fhaide na 3 mìosan.

There may be occasions when the organisation needs to postpone an existing request to take ordinary parental leave due to unforeseen operational requirements. Should this be necessary, the ordinary parental leave will not be postponed for more than 3 months.

Cha bhi fòrladh pàrantach cumanta air a dhàileachadh gu mì-reusanta, agus co-dhiù bidh stiùiriche-sreatha an neach-obrach a' co-bheachdachadh air an t-suidheachadh còmhla riutha mus cuirear dàil san iarrrtas a rinneadh.

Ordinary parental leave will not be unreasonably postponed, and in any event the employees line manager will discuss the situation with them before postponing an existing request.

4.6 Sochairean Cùmhnantail

Tha fòrladh pàrantach cumanta gun phàigheadh.

Contractual Benefits

Ordinary parental leave is unpaid.

Tha làn-chòir aig luchd-obrach air an t-sochair a tha ri faotainn sna teirmichean is cumhaichean cosnadh àbhaisteach aca, ach a thaobh nan teirmichean a tha a' dèiligeadh ri tuarastal no foicheadh (mur e gu bheil an cùmhnant fastaidh aca ag ràdh a chaochladh), air feadh an fhòrlaidh phàrantach cumanta aca.

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary (unless their contract of employment provides otherwise), throughout their ordinary parental leave.

4.7 Tilleadh a dh'Obair an dèidh Fòrladh Pàrantach Cumanta

Aig ceann ùine an fhòrlaidh aca, bidh làn-chòir aig luchd-obrach tilleadh don aon obair, air chumha nach robh am fòrladh nas fhaide na ceithir

Returning to work following Ordinary Parental Leave

At the end of the leave period, employees will be entitled to return to the same job, provided that the leave was for a period of

Pàipear 5.1 PT3.1

seachdainean agus nach tàinig e sa bhad an dèidh ùine de fhòrladh a bharrachd airson màthaireachd, athaireachd no uchd-mhacachd.

Ma bha am fòrladh pàrantach cumanta nas fhaide na ceithir seachdainean no ma thàinig e sa bhad an dèidh ùine de fhòrladh a bharrachd airson màthaireachd, athaireachd no uchd-mhacachd, bidh làn-chòir aig luchd-obrach tilleadh don aon dreuchd no, mura bheil sin practaigeach, do dhreuchd coltach a thaobh inbhe, teirmichean is cumhaichean 's a bha aca san dreuchd a bh' aca roimhe.

Ann an càs far a bheil suidheachadh anabharra ag àirigh rè fòrladh pàrantach cumanta, bithear a' dèiligeadh ri luchd-obrach mar gun robh iad ag obair mar is àbhaist.

four weeks or less and did not follow on immediately from a period of additional maternity, paternity or adoption leave.

If the period of ordinary parental leave was longer than four weeks or followed on immediately from a period of additional maternity, paternity or adoption leave, then employees will be entitled to return to the same job or, if that is not practicable, to a similar job in terms of status, terms and conditions as the previous job.

In cases where a redundancy situation arises during a period of ordinary parental leave, employees will be treated as if they were working normally.

4.8 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothrom air sgàth aois, ciorramachd, ath-dhealbhadh gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhadh no creideamh, 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 or sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

5.0 Poileasaidh air Fòrladh Pàrantach Co-roinnte

5.1 Adhbhar

Tha am poileasaidh seo a' cur an ceill còirichean is uallaichean luchd-obrach Bòrd na Gàidhlig a thaobh fòrladh pàrantach co-roinnte (SPL) agus na modhan-obrach leis am faod iad iarrtas a dhèanamh air a shon.

Tha e ag amas air:

- barrachd so-lùbachd a thoirt do luchd-obrach aig a bheil pàistean nuair a tha iad a' cur romhpa ciamar as fheàrr as urrainn dhaibh

Shared Parental Leave Policy

Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take shared parental leave (SPL).

It aims to:

- provide more flexibility to employees who have children in deciding how best to care for, and bond with, their

Pàipear 5.1 PT3.1

cùram pàiste a ghabail, agus ceangal dlùth ris, rè na ciad bhliadhna an dèidh breith no uchd-mhacachd;

- dèanamh cinnteach gu bheil Bòrd na Gàidhlig a' gèilleadh ris na dleasan laghail a tha air a thaobh fòrladh pàrantach co-roinnte (SPL).

child during the first year of birth or adoption;

- ensure that Bòrd na Gàidhlig complies with its legal obligations to employees in respect of shared parental leave (SPL).

5.2 Farsaingeachd

Tha fòrladh pàrantach co-roinnte ri fhaotainn airson phàrantan a tha an dùil ri breith leanabh air, no an dèidh, 5 Giblean 2015. Tha e cuideachd ri fhaotainn airson phàrantan uchd-mhacach far a bheilear a' socrachadh a' phàiste air, no an dèidh, 5 Giblean 2015.

Bidh fòrladh pàrantach co-roinnte a' leigeil le màthraichean gealltanais a thoirt seachad gun crìochnaich iad am fòrladh màthaireachd aca air ceann-là san àm ri teachd agus corralach an fhòrlaidh neo-chleachdte aca a cho-roinn leis a' chèile aca, no a thilleadh a dh'obair tràth bho fhòrladh màthaireachd agus fòrladh is pàigheadh pàrantach co-roinnte a roghnachadh aig ceann-là an dèidh sin.

Thoir fa-near: Cha bu chòir fòrladh pàrantach cumanta a mhearachdachadh airson fòrladh pàrantach co-roinnte. Tha modh-obrach sònraichte aig Bòrd na Gàidhlig airson fòrladh pàrantach cumanta.

Scope

Shared parental leave is available to parents with babies due on or after 5 April 2015. It is also available to adoptive parents where the child is being placed for adoption on or after 5 April 2015.

Shared parental leave enables mothers to commit to ending their maternity leave and pay at a future date and to share the untaken balance of leave and pay as shared parental leave with their partner, or to return to work early from maternity leave and opt into the shared parental leave at a later date.

Note: Ordinary parental leave should not be confused with shared parental leave. Bòrd na Gàidhlig has a separate procedure for ordinary parental leave.

5.3 Ion-roghnachd airson Fòrladh Pàrantach Co-roinnte

Cha ghabh fòrladh pàrantach co-roinnte a chleachdadh ach le dithis: sin ri ràdh, a' mhàthair/uchd-mhacair còmhla ri athair a' phàiste no an cèile, cèile siobhalta no com-pàirtiche a th' aig màthair a' phàiste no uchd-mhacair a' phàiste. Far a bheil neach-obrach an dùil ri leanabh bho rèiteachadh far am bi iad nam pàrantan-ionaid (*surrogacy arrangement*), dh'fhaodadh iad a bhith ion-roghnach air fòrladh pàrantach co-roinnte air chumha gu bheil iad ion-roghnach air fòrladh is pàigheadh uchd-mhacachd.

Feumaidh an dithis phàrantan a bhith a' co-roinn prìomh uallach airson cùram a' phàiste aig àm a bhreithe/àm a shocrachadh airson uchd-mhacachd.

Chan eil làn-chòir aig an neach-obrach air fòrladh pàrantach co-roinnte a bharrachd / pàigheadh

Eligibility for Shared Parental Leave

Shared parental leave can only be used by two people, these being the mother/adopter and either the father of the child, the spouse, civil partner or partner of the child's mother/ adopter. Intended parents in a surrogacy arrangement may qualify for shared parental leave providing that they qualify for adoption leave and pay.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

The employee is not entitled to additional shared parental leave / shared parental

Pàipear 5.1 PT3.1

pàrantach co-roinnte a bharrachd ma tha iad an dùil ri barrachd is aon leanabh. Bidh an aon làn-chòir aca, agus tha seo buntainneach ri suidheachaidhean far a bheilear an sàs ann an ioma-uchd-mhacachd (*multiple adoptions*) a tha a' tachairt ann an aon shocrachadh.

pay if they are expecting more than one child. The entitlement is the same and this also applies to multiple adoptions that occur in a single placement.

Far a bheil neach-obrach ag iarraidh fòrladh pàrantach co-roinnte a ghabhail, feumaidh iad gach aon de na slatan-tomhais a leanas a choileanadh:

An employee seeking to take shared parental leave must satisfy each of the following criteria:

- feumaidh gu bheil, no gun robh, làn-chòir aig màthair/uchd-mhacair a' phàiste air fòrladh màthaireachd reachdail/fòrladh uchd-mhacachd reachdail, no mura robh làn-chòir aca air fòrladh màthaireachd reachdail/fòrladh uchd-mhacachd reachdail feumaidh gun robh làn-chòir aca air pàigheadh màthaireachd reachdail/pàigheadh uchd-mhacachd reachdail no cuibhreann màthaireachd, agus feumaidh gu bheil iad air crìoch a chur, no air brath a thoirt gun cuir iad crìoch, air làn-chòraichean sam bith a thaobh màthaireachd/uchd-mhacachd;
- feumaidh gu bheil iad fhathast ag obair do Bhòrd na Gàidhlig aig toiseach gach ùine de fhòrladh pàrantach co-roinnte;
- feumaidh gu bheil iad a' coileanadh na deuchainne a thaobh leantalachas seirbheise, fo àm feum an neach-obrach air a bhith ag obair don bhuidhinn, mar ìos-mheud, fad 26 seachdainean aig deireadh an 15mh seachdain ron cheann-là air a bheil dùil ris a' phàiste/ri maidseadh;
- feumaidh an cèile aca an deuchainn a choileanadh a thaobh cosnadh agus tuarastal;
- feumaidh iad na brathan is fianais iomchaidh a thoirt seachad mar a dh'iarrar.
- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
- must still be working for Bòrd na Gàidhlig at the start of each period of shared parental leave;
- must pass the continuity test requiring the employee to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;
- their partner must meet the employment and earnings test;
- must provide correct notifications and evidence as required.

5.4 Làn-chòir

Dh'fhaodadh gum bi làn-chòir aig luchd-obrach ion-roghnach air suas ri 50 seachdainean de fhòrladh pàrantach co-roinnte a ghabhail rè na ciad bhliadhna a' phàiste san teaghlach aca.

Entitlement

Eligible employees may be entitled to take up to 50 weeks shared parental leave during the child's first year in their family.

Thathar ag àireamhachadh na h-uimhir de sheachdainean rim faotainn le bhith a' cleachdadh làn-chòir na màthar air fòrladh màthaireachd/uchd-mhacachd, a bhios a' leigeil

The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks'

Pàipear 5.1 PT3.1

leotha suas ri 52 seachdainean de dh'fhòrladh a ghabhail. Ma tha iad a' lùghdachadh na làn-chòrach aca air fòrladh màthaireachd/uchd-mhacachd, faodaidh iad agus/no an cèile aca iar-aonta an t-siostam airson fòrladh pàrantach co-roinnte a roghnachadh agus seachdainean sam bith a chòrr a ghabhail mar fhòrladh pàrantach co-roinnte.

Faodaidh màthair/uchd-mhacair an làn-chòir aca air fòrladh màthaireachd/uchd-mhacachd a lùghdachadh le bhith a' tilleadh a dh'obair mus eil an làn-chòir air 52 seachdainean air a ghabhail, no faodaidh iad brath a thoirt gum bi iad a' giorrachadh an cuid fòrlaidh air ceann-là sònraichte san àm ri teachd.

Mura bheil làn-chòir aig a' mhàthair/uchd-mhacair air fòrladh màthaireachd/uchd-mhacachd ach tha làn-chòir aca air pàigheadh màthaireachd reachdail (SMP), pàigheadh uchd-mhacachd reachdail (SAP) no cuibhreann màthaireachd (MA), feumaidh iad an làn-chòir aca a lùghdachadh ri nas lugha na 39 seachdainean (an ùine phàighidh). Ma nì iad seo, dh'fhaodadh gum bi làn-chòir aig a' chèile aca air suas ri 50 seachdainean de fhòrladh pàrantach co-roinnte. Tha seo ga àireamhachadh le bhith a' toirt air falbh bho 52 an àireamh de sheachdainean de phàigheadh màthaireachd reachdail (SMP), pàigheadh uchd-mhacachd reachdail (SAP) no cuibhreann màthaireachd (MA) a thugadh leis a' mhàthair/uchd-mhacair.

Gabhaidh fòrladh pàrantach co-roinnte tòiseachadh mar a leanas:

- faodaidh màthair fòrladh pàrantach co-roinnte a ghabhail an dèidh dhi an dà sheachdain de fhòrladh màthaireachd a ghabhail, a tha riatanach fon lagh, sa bhad an dèidh breith a' phàiste;
- faodaidh an t-uchd-mhacair fòrladh pàrantach co-roinnte a ghabhail an dèidh dhaibh co-dhiù dà sheachdain de fhòrladh uchd-mhacachd a ghabhail;
- faodaidh an t-athair/com-pàirtiche/cèile fòrladh pàrantach co-roinnte a ghabhail sa bhad an dèidh breith/socrachadh a' phàiste, ach faodaidh iad taghadh gun cleachd iad suas làn-chòir sam bith aca air fòrladh athaireachd cumanta (10 làithean), ma tha iad ion-roghnach, oir chan fhaod an t-athair/cèile fòrladh no pàigheadh athaireachd a ghabhail an dèidh dhaibh fòrladh pàrantach co-roinnte no pàigheadh pàrantach co-roinnte a ghabhail.

leave. If they reduce their maternity/adoption leave entitlement, then they and/or their partner may opt-in to the shared parental leave system and take any remaining weeks as shared parental leave.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

If the mother/adopter is not entitled to maternity/adoption leave but is entitled to statutory maternity pay (SMP), statutory adoption pay (SAP) or maternity allowance (MA), they must reduce their entitlement to less than 39 weeks (the pay period). If they do this, their partner may be entitled to up to 50 weeks of shared parental leave. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.

Shared parental leave can commence as follows:

- the mother can take shared parental leave after she has taken the legally required two weeks of maternity leave immediately following the birth of the child;
- the adopter can take shared parental leave after taking at least two weeks of adoption leave;
- the father/partner/spouse can take shared parental leave immediately following the birth/placement of the child, but may first choose to exhaust any ordinary paternity leave entitlement (10 days), if eligible as the father/partner cannot take paternity leave or pay once they have taken any shared parental leave or shared parental pay.

Far a bheil a' mhàthair/uchd-mhacair a' toirt brath gum bi iad a' giorrachadh na làn-chòrach aca a thaobh màthaireachd/uchd-mhacachd, faodaidh cèile na màthar/uchd-mhacair fòrladh a ghabhail fhad 's a tha a' mhàthair/uchd-mhacair fhathast a' cleachdadh na làn-chòrach aca a thaobh màthaireachd/uchd-mhacachd.

Sa chumantas, bidh fòrladh pàrantach co-roinnte a' tòiseachadh air a' cheann-là a chaidh a thaghadh leis an neach-obrach agus a chaidh a shònrachadh sa bhrath a thug iad gus fòrladh pàrantach co-roinnte a bhucaigeadh, no ann am brath sam bith an dèidh sin a dh'atharraich an ceann-là.

Ma tha an neach-obrach ion-roghnach air, faodar pàigheadh pàrantach co-roinnte a phàigheadh airson cuid, no iomlanachd, na h-ùine de fhòrladh pàrantach co-roinnte.

Feumaidh fòrladh pàrantach co-roinnte crìochnachadh chan ann nas anmoiche na aon bhliadhna an dèidh breith/socrachadh a' phàiste. Bidh fòrladh pàrantach co-roinnte sam bith nach deach a ghabhail ro chiad cho-là-breith a' phàiste, no ro chiad cheann-bliadhna socrachadh a' phàiste, ga chall.

5.5 Brath air làn-choir air Fòrladh Pàrantach Co-roinnte

Far a bheil neach-obrach ion-roghnach an dùil ri fòrladh pàrantach co-roinnte a ghabhail, feumaidh iad brath a thoirt air an làn-choir aca agus gu bheil iad an dùil fòrladh pàrantach co-roinnte a ghabhail co-dhiù ochd seachdainean mus faod iad ùine sam bith de fhòrladh pàrantach co-roinnte a ghabhail.

Mar phàirt de na slatan-tomhais airson ion-roghnachd, feumaidh luchd-obrach am brath ceart a thoirt seachad.

Feumaidh am brath a bhith ann an sgrìobhadh agus feumaidh e gabhail a-steach gach aon de na leanas:

- ainm an neach-obrach;
- ainm a' phàrant eile;
- ceann-là tòiseachaidh agus ceann-là crìochnachaidh airson fòrladh no pàigheadh màthaireachd/uchd-mhacachd, no cuibhreann màthaireachd, a chaidh a ghabhail a thaobh a' phàiste agus an uiread iomlan de fhòrladh pàrantach co-roinnte a tha ri faotainn

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

Shared parental leave will generally commence on the employee's chosen start date specified in their shared parental leave booking notice, or in any subsequent variation notice.

If the employee is eligible to receive it, shared parental pay may be paid for some, or all, of the shared parental leave period.

Shared parental leave must end no later than one year after the birth/placement of the child. Any shared parental leave not taken by the first birthday or first anniversary of placement for adoption is lost.

Notification of an entitlement to Shared Parental Leave

An employee entitled and intending to take shared parental leave must provide notice of their entitlement and intention to take shared parental leave at least eight weeks before they can take any period of shared parental leave.

Part of the eligibility criteria requires the employee to provide the correct notification.

Notification must be in writing and requires each of the following:

- the name of the employee;
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of shared parental leave available;

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- an ceann-la air a bheilear an dùil ri breith a' phàiste agus an ceann-là air an do rugadh am pàiste dha-rìribh no, far a bheilear a' dèiligeadh ri pàiste uchd-mhacaichte, an ceann-là air an d' fhuair an neach-obrach brath gun deach am maidseadh le pàiste agus an ceann-là air an tèid a shocrachadh airson uchd-mhacachd;
- an uimhir de fhòrladh pàrantach co-roinnte a bhios an neach-obrach agus an cèile aca an dùil a ghabhail;
- fios, ris nach bithear a' dèiligeadh mar aonta ceangaltach, air cuin a bhios an neach-obrach an dùil fòrladh a ghabhail. Feumaidh an neach-obrach foirgheall soidhnichte a thoirt seachad a tha ag ràdh:
- gu bheil iad, no gum bi iad, a' coileanadh nan cumhaichean airson ion-roghnachd agus gu bheil làn-chòir aca air fòrladh pàrantach co-roinnte;
- gu bheil am fiosrachadh a thug iad seachad ceart;
- mur iad a' mhàthair/uchd-mhacair, feumaidh iad daingneachadh gur iad an dàrna cuid athair a' phàiste no cèile, cèile sìobhalta no com-pàirtiche na màthar/uchd-mhacair;
- gun toir iad fios gu Bòrd na Gàidhlig sa bhad ma tha iad a' sgar de bhith ion-roghnach. Feumaidh an neach-obrach foirgheall soidhnichte bhon chèile aca a thoirt seachad a tha a' daingneachadh:
- an ainm, an seòladh aca agus an àireamh àrachais nàiseanta aca (no foirgheall nach eil àireamh àrachais nàiseanta aca);
- gur iad màthair/uchd-mhacair a' phàiste no gur iad athair a' phàiste no gur iad cèile, cèile sìobhalta no com-pàirtiche na màthar/uchd-mhacair;
- gu bheil iad a' coileanadh na deuchainne a thaobh cosnadh agus tuarastal agus gum b' ann orrasan, air ceann-là breith a' phàiste no socrachadh airson uchd-mhacachd, am prìomh uallach airson a' phàiste, còmhla ris an neach-obrach;
- gu bheil iad ag aontachadh ris an uimhir de dh'fhòrladh pàrantach co-roinnte a tha an neach-obrach an dùil ri ghabhail;
- gu bheil iad ag aontachadh gum faod a' buidheann a bhith a' giùllachd an fhiosrachaidh a gheibhear ann am foirm an fhoirghill; agus
- san t-suidheachadh far is e an cèile a' the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
- the amount of shared parental leave the employee and their partner each intend to take
- a non-binding indication of when the employee expects to take the leave. The employee must provide a signed declaration stating:
- that they meet, or will meet, the eligibility conditions and are entitled to take shared parental leave;
- that the information they have given is accurate;
- if they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- that should they cease to be eligible they will immediately inform Bòrd na Gàidhlig. The employee must provide a signed declaration from their partner confirming:
- their name, address and national insurance number (or a declaration that they do not have a national insurance number);
- that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that they satisfy the employment and earnings test and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee;
- that they consent to the amount of shared parental leave that the employee intends to take;
- that they consent to the organisation processing the information contained in the declaration form; and
- in the case whether the partner is the

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mhàthair/uchd-mhacair, gun toir iad fios chun a' chèile aca sa bhad ma tha iad a' sgur de choileanadh nan slatan-tomhais airson ion-roghnachd.

mother/adopter that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

5.6 Dearbhadh air Ion-roghnachd

Faodaidh Bòrd na Gàidhlig, taobh a-staigh 14 làithean bhon d' fhuair eadh brath air làn-chòir air fòrladh pàrantach co-roinnte, iarraidh:

- ainm is seòladh-gnothachais an fhastaidheir a tha a' fastadh cèile an neach-obrach (far nach eil cèile an neach-obrach fhathast air thuarastal, no far a bheil iad ag obair air an ceann fhèin, feumar fiosrachadh pearsanta a thoirt na àite);
- far a bheilear a' dèiligeadh ri pàrantan bith-eòlasach, lethbhreac de theisteanas-breithe airson a' phàiste (no, far nach deach a leithid fhaighinn fhathast, foirgeall a thaobh àm is àite na breithe);
- far a bheilear a' dèiligeadh ri pàiste uchd-mhacaichte, fianais sgrìobhte air ainm is seòladh na buidhne uchd-mhacachd, an ceann-là air an d' fhuair eadh brath gun deach am maidseadh le pàiste agus an ceann-là air a bheil a' bhuidheann uchd-mhacachd an dùil gum bithear a' socrachadh a' phàiste airson uchd-mhacachd.

Gus làn-chòir fhaighinn air fòrladh pàrantach co-roinnte, feumaidh an neach-obrach am fiosrachadh seo a thoirt seachd taobh a-staigh 14 làithean bhon d' fhuair eadh an t-iartras.

Evidence of Eligibility

Bòrd na Gàidhlig may, within 14 days of the shared parental leave entitlement notification being given, request:

- the name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed their contact details must be given instead);
- in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth);
- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

In order to be entitled to shared parental leave, the employee must produce this information within 14 days of receiving the request.

5.7 A' bucaigeadh Fòrladh Pàrantach Co-roinnte

A bharrachd air brath a thoirt air an làn-chòir aca air fòrladh pàrantach co-roinnte/pàigheadh pàrantach co-roinnte, feumaidh luchd-obrach brath a thoirt gum bi iad a' gabhail fòrladh. Ann an iomadh cùis, bithear a' toirt brath gum bithear a' gabhail fòrladh aig an aon àm 's a thathar a' toirt brath gu bheil làn-chòir aca air fòrladh pàrantach co-roinnte.

Tha còir aig luchd-obrach trì brathan a thoirt seachad sa bheil iad a' socrachadh nan ùineachan sa bheil iad an dùil fòrladh a ghabhail. Faodaidh gach brath a bhith a' gabhail a-steach an dara cuid aon ùine de ghrunn sheachdainean de fhòrladh no dà no barrachd is dà sheachdain de fhòrlach neo-leantainneach, far a bheil an neach-obrach an dùil gum bi iad a' tilleadh a dh'obair eadar ùineachan

Booking Shared Parental Leave

In addition to notifying their entitlement to shared parental leave/shared parental pay, employees must also give notice to take the leave. In many cases, notice to take leave will be given at the same time as the notice of entitlement to shared parental leave.

Employees have the right to submit three notifications specifying the shared parental leave periods they are intending to take. Each notification may contain either a single period of a number of weeks of leave or two or more weeks of discontinuous leave, where the employee intends to return to work between

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de fhòrladh.

Chan fhaodar fòrladh pàrantach co-roinnte a ghabhail ach ann an seachdainean iomlan, ach faodaidh e tòiseachadh air latha sam bith san t-seachdain. Mar eisimpleir, nan robh seachdain de fhòrladh pàrantach co-roinnte a' tòiseachadh air Dimàirt, bhiodh e a' crìochnachadh air Diluain.

Feumaidh luchd-obrach fòrladh pàrantach co-roinnte a bhucaigeadh le bhith a' toirt a' bhratha cheart co-dhiù ochd seachdainean ron cheann-là air a bheilear ag iarraidh gum bithear am fòrladh a' tòiseachadh agus (far a bheil seo iomchaidh) agus a' faighinn pàigheadh pàrantach co-roinnte.

5.8 Brath air Fòrladh Leantainneach

Faodaidh brath a bhith airson ùine de fhòrladh leantainneach, a tha a' ciallachadh gu bheilear a' toirt brath gum bithear a' gabhail uimhir de sheachdainean mar aon ùine neo-bhrìste de fhòrladh.

Tha còir aig luchd-obrach air bloca leantainneach de fhòrladh, air am bi iad a' toirt fios ann an aon bhrath, fhad 's nach bi e a' dol thairis air an àireamh iomlan de sheachdainean de fhòrladh pàrantach co-roinnte a tha rim faotainn dhaibh agus gu bheil iad air brath a thoirt mu dheidhinn co-dhiù ochd seachdainean ro làimh.

Faodaidh luchd-obrach trì brathan air leth a thoirt seach airson ùineachan leantainneach de fhòrladh.

5.9 Brath air Fòrladh Neo-leantainneach

Faodaidh an t-aon bhrath cuideachd a bhith a' gabhail a-steach iarrtas airson dà ùine, no barrachd is dhà, de fhòrladh neo-leantainneach, rud a tha a' ciallachadh gu bheilear ag iarraidh àireamh shònraichte de sheachdainean de fhòrladh thar ùine shònraichte, air a bhriseadh le eadar-ùineachan far a bheil an neach-obrach a' tilleadh a dh'obair.

Far a bheil iomagain ann a thaobh an urrainnear gabhail ris a' bhrath, thèid coinneamh a chur air dòigh gus còmhraidh a dhèanamh air airson tighinn gu rèiteachadh a tha a' coileanadh feumalachdan gach taobh.

Bidh Bòrd na Gàidhlig a' toirt fa-near brath air fòrladh neo-leantainneach, ach tha còir aig a' bhuidhinn am brath a dhiùltadh. Ma tha am pàtran

periods of leave.

Shared parental leave can only be taken in complete weeks but may begin on any day of the week. For example if a week of shared parental leave began on a Tuesday it would finish on a Monday.

Employees must book shared parental leave by giving the correct notification at least eight weeks before the date on which they wish to start the leave and (if applicable) receive shared parental pay.

Continuous Leave Notification

A notification can be for a period of continuous leave, which means notification of a number of weeks taken in a single unbroken period of leave.

Employees have the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of shared parental leave available to them and at least eight weeks' notice has been provided.

Employees may submit up to three separate notifications for continuous periods of leave.

Discontinuous Leave Notification

A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work.

Where there is concern over accommodating the notification, a meeting will be arranged to discuss the notification with a view to agreeing an arrangement that meets the needs of both parties.

Bòrd na Gàidhlig will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern

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fòrlaidh ga dhiùltadh, faodaidh luchd-obrach an dara cuid am brath a thoirt air ais taobh a-staigh 15 làithean no am fòrladh a ghabhail mar bhloca leantainneach.

Ma tha luchd-obrach a' cur romhpa gun gabh iad fòrladh mar aon bhloca leantainneach, bidh suas ris an 19mh latha aca bhon cheann-là air an tugadh am brath tùsail gus taghadh a dhèanamh air cuin a tha iad ag iarraidh gum bi am fòrladh a' tòiseachadh. Chan fhaod am fòrladh tòiseachadh nas luaithe na ochd seachdainean bhon cheann-là air an tugadh am brath tùsail. Mura bheil an neach-obrach a' taghadh ceann-là tòiseachaidh eile, bidh am fòrladh a' tòiseachadh air a' chiad latha fòrlaidh a chaidh iarraidh sa bhrath thùsail.

Bithear a' beachdachadh air gach iarrtas airson fòrladh neo-leantainneach a rèir airidheachd na cùise. Far a bheilear ag aontachadh ri aon iarrtas, cha bhi sin a' stèidheachadh ro-shampall no a' cruthachadh còir airson neach-obrach eile air pàtran co-chosmhail de fhòrladh pàrantach co-roinnte.

is refused, employees can either withdraw it within 15 days of giving it or can take the leave as a single continuous block.

If the employees choose to take the leave in a single continuous block, they have until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification. Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of shared parental leave.

5.10 A' freagairt ri Brath air Fòrladh Pàrantach Co-roinnte

Aon uair 's gun d' fhuair eadh brath bucaigidh, bheirear freagairt ri luchd-obrach ann an sgrìobhadh gun a bhith nas fhaide na an 14mh latha an dèidh an iarrtas fhaighinn.

Responding to a Shared Parental Leave Notification

Once a leave booking notice is received a response will be provided to the employees in writing no later than the 14th day after the leave request was made.

5.11 Atharrachaidhean do Fhòrladh Pàrantach Co-roinnte a chaidh a chur air dòigh cheana

Far a bheil luchd-obrach air ùine de fhòrladh pàrantach co-roinnte a bhucaigeadh, tha cead aca atharrachadh no a chur às air chumha gu bheil iad a' toirt fios ann an sgrìobhadh co-dhiù ochd seachdainean mus tòisich latha an atharrachaidh. Chan fhaod latha tòiseachaidh ùr sam bith a bhith nas tràithe na ochd seachdainean bho cheann-là an iarrtais atharrachaidh.

Variations to arranged Shared Parental Leave

Employees are permitted to vary or cancel an agreed and booked period of shared parental leave, provided that they provide written confirmation at least eight weeks before the date of the variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Far a bheil an neach-obrach a' toirt brath airson am fòrladh aca atharrachadh no a chur às, a' gabhail a-steach brath gum bi iad a' tilleadh a dh'obair tràth, is àbhaist gum bithear ga chunntadh mar bhrath ùr agus mar sin lùghdaichidh seo a' chòir aca air fòrladh a bhucaigeadh/atharrachadh le bhith a' toirt air falbh aon iarrtas. Ach far an deach an t-atharrachadh adhbharachadh le breith thràth an leanab, no a chionn 's gun do dh'iarr Bòrd na Gàidhlig atharrachadh don fhòrladh, is an neach-

Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing their right to book/vary leave by one request. However, a change as a result of a child being born early, or as a result of Bòrd na Gàidhlig requesting the leave be changed, and the employee being agreeable to the change, it will not count as further

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obrach taitneach leis an atharrachadh, cha bhi sin a' cunntadh mar bhrath a bharrachd.

notification.

Bithear a' deimhinneachadh atharrachaidhean ann an sgrìobhadh.

Variations will be confirmed in writing.

5.12 Pàigheadh Pàrantach Co-roinnte

Dh'fhaodadh gum bi làn-chòir aig luchd-obrach ion-roghnach air suas ri 37 seachdainean de phàigheadh pàrantach co-roinnte fhad 's a tha iad a' gabhail fòrladh pàrantach co-roinnte. Bidh an àireamh de sheachdainean a tha rim faotainn ag atharrachadh a rèir an uireid a bhios a' mhàthair/uchd-mhacair a' lùghdachadh na h-ùine aca airson pàigheadh màthaireachd/uchd-mhacachd no cuibhreann màthaireachd.

Shared Parental Pay

Eligible employees may be entitled to take up to 37 weeks shared parental pay while taking shared parental leave. The number of weeks available will depend on the amount by which the mother/adopter reduces their maternity/adoption pay period or maternity allowance period.

A bharrachd air feumalachdan ion-roghnachd a choileanadh airson fòrladh pàrantach co-roinnte, far a bheil neach-obrach ag iarraidh tagradh a dhèanamh airson pàigheadh pàrantach co-roinnte, feumaidh iad gach aon de na slatan-tomhais a leanas a choileanadh:

In addition to meeting the eligibility requirements for shared parental leave, an employee seeking to claim shared parental pay must further satisfy each of the following criteria:

- feumaidh gun robh làn-chòir aig a' mhàthair/uchd-mhacair air pàigheadh màthaireachd reachdail/pàigheadh uchd-mhacachd reachdail no cuibhreann màthaireachd, agus feumaidh gu bheil iad air an ùine aca airson pàigheadh màthaireachd/pàigheadh uchd-mhacachd no cuibhreann màthaireachd a lùghdachadh;
- feumaidh an neach-obrach a bhith an dùil gum bi iad a' gabhail cùram a' phàiste rè na seachdain sam bidh pàigheadh pàrantach co-roinnte ri phàigheadh;
- feumaidh gu bheil aig an neach-obrach, anns na h-ochd seachdainean a' dol suas ri, agus a' gabhail a-steach, an 15mh seachdain ron cheann-là air a bheil dùil ris a' phàiste/ri maidseadh, tuarastal seachdaineil cuibheasach nach eil nas lugha na a' chrìoch chosnaidh as ìsle airson tabhartasan Àrachais Nàiseanta a tha an gnìomh aig an àm;
- feumaidh an neach-obrach fuireach fo fhastadh leantainneach gus an tòisich a' chiad sheachdain de phàigheadh pàrantach co-roinnte;
- feumaidh an neach-obrach brath ceart a thoirt seachad a rèir nan riaghailtean air an cur an cèill gu h-ìosal.
- Far a bheil làn-chòir aig luchd-obrach air pàigheadh pàrantach co-roinnte fhaighinn,
- the mother/adopter must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;
- the employee must intend to care for the child during the week in which shared parental pay is payable;
- the employee must have average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date which are not less than the lower earnings limit in force for National Insurance contributions;
- the employee must remain in continuous employment until the first week of shared parental pay has begun;
- the employee must give proper notification in accordance with the rules set out below;
- Where employees are entitled to receive shared parental pay they

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feumaidh iad, co-dhiù ochd seachdainean mus faigh iad pàigheadh pàrantach co-roinnte sam bith, brath sgrìobhte a thoirt sa bheil iad a' cur an cèill gu bheil làn-chòir aca air pàigheadh pàrantach co-roinnte. Far an gabh a dhèanamh, bu chòir gum bi seo mar phàirt den bhrath a tha ag ràdh gu bheil làn-chòir aca air fòrladh pàrantach co-roinnte.

A bharrachd air na dh'fheumar a bhith sa bhrath a tha ag ràdh gu bheil làn-chòir aca air fòrladh pàrantach co-roinnte, feumaidh brath sam bith a tha ag ràdh gu bheil làn-chòir aca air pàigheadh pàrantach co-roinnte a bhith a' gabhail a-steach:

- ceann-là tòiseachaidh agus ceann-là crìochnachaidh airson pàigheadh màthaireachd/uchd-mhacachd no cuibhreann màthaireachd;
- an t-sùim iomlan de phàigheadh pàrantach co-roinnte a tha ri fhaotainn, an t-sùim iomlan de phàigheadh pàrantach co-roinnte a tha gach cuid an neach-obrach agus an cèile aca an dùil a ghabhail, agus fios, ris nach bithear a' dèiligeadh mar aonta ceangaltach, air cuin a bhios an neach-obrach an dùil tagradh a dhèanamh airson pàigheadh pàrantach co-roinnte;
- foirgheall soidhnichte bhon neach-obrach a tha a' daingneachadh gu bheil am fiosrachadh a thug iad seachad ceart, gu bheil iad, no gum bi iad, a' coileanadh nan cumhaichean ion-roghnachd airson pàigheadh pàrantach co-roinnte, agus gun toir iad fios gu Bòrd na Gàidhlig sa bhad ma tha iad a' sgur de bhith ion-roghnachd.

Còmhla ris a' bhrath, feumaidh gu bheil foirgheall soidhnichte bho chèile an neach-obrach a tha a' daingneachadh:

- gu bheil iad ag aontachadh gum faod an neach-obrach tagradh a dhèanamh airson pàigheadh pàrantach co-roinnte agus gum faod a' bhuidheann pàighidhean pàrantach co-roinnte sam bith a ghiullachd airson an neach-obrach;
- san t-suidheachadh far is e an cèile a' mhàthair/uchd-mhacair, gu bheil iad air am pàigheadh màthaireachd/pàigheadh uchd-mhacachd no cuibhreann màthaireachd aca a lùghdachadh;
- san t-suidheachadh far is e an cèile a' mhàthair/uchd-mhacair, gun toir iad fios chun a' chèile aca sa bhad ma tha iad a' sgur de choileanadh nan slatan-tomhais airson ion-roghnachd.

must, at least eight weeks before receiving any shared parental pay, provide written notice advising of their entitlement to shared parental pay. Where possible, this should be included as part of the notice of entitlement to take shared parental leave.

In addition to what must be included in the notice of entitlement to take shared parental leave, any notice that advises of an entitlement for shared parental pay must include:

- the start and end dates of any maternity/adoption pay or maternity allowance;
- the total amount of shared parental pay available, the amount of shared parental pay the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim shared parental pay;
- a signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the criteria for shared parental pay and that they will immediately inform Bòrd na Gàidhlig should they cease to be eligible.

Notice must be accompanied by a signed declaration from the employee's partner confirming:

- their agreement to the employee claiming shared parental pay and for the organisation to process any shared parental pay payments to the employee;
- in the case where the partner is the mother/adopter, that they have reduced their maternity/adoption pay or maternity allowance;
- in the case where the partner is the mother/adopter, that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Thèid pàigheadh pàrantach co-roinnte a phàigheadh aig an reata suidhichte leis an stàit agus bithear ga làimhseachadh mar thuarastal agus mar sin bidh e fo bhuaidh lùghdachaidhean pàigheadh mar a choisinnear (PAYE).

5.13 Sochairean Cùmhnantail

Rè fòrladh pàrantach co-roinnte, bidh teirmichean is cumhaichean uile ann an cùmhnant fastaidh an neach-obrach a' cumail a' dol, ach a thaobh tuarastal. Gu h-àraid, bithear a' cumail a' tàrmachadh làn-chòir air fòrladh bliadhnail agus làithean-saora poblach.

5.14 Coluadar rè Fòrladh Pàrantach Co-roinnte

Mus tòisich fòrladh pàrantach co-roinnte, bithear ag aontachadh air ullachaidhean airson cumail ann an coluadar.

Tha Bòrd na Gàidhlig a' glèidheadh na còrach aige an tachartas sam bith a bhith a' dèanamh conaltradh reusanta còmhla ri luchd-obrach bho àm gu àm rè fòrladh pàrantach co-roinnte. Dh'fhaodadh an coluadar a bhith a' gabhail a-steach còmhraidhean air planaichean airson tilleadh a dh'obair, ullachaidhean sònraichte a dh'fheumar dèanamh, trèanadh, no dìreach airson an neach-obrach a chumail fiosraichte air leasachaidhean aig obair fhad 's a tha iad air a bhith dheth.

5.15 Làithean cumail ann an coluadar rè Fòrladh Pàrantach Co-roinnte (SPLIT)

Faodaidh luchd-obrach obair no trèanadh a choileanadh airson suas ri 20 làithean fhad 's a tha iad air fòrladh pàrantach co-roinnte gun a bhith a' toirt gu crìch am fòrladh pàrantach co-roinnte aca agus gun bhuaidh sam bith air a' chòir aca air tagradh a dhèanamh airson pàigheadh pàrantach co-roinnte. 'S e "làithean fòrladh pàrantach co-roinnte cumail ann an coluadar" (*Shared Parental Leave In Touch—SPLIT*) a chanar riutha seo.

Cha bhi Bòrd na Gàidhlig fo dhleastanas a bhith a' tairgse obair, agus cha bhi an neach-obrach fo dhleastanas obair a dhèanamh, fhad 's a tha iad air fòrladh pàrantach co-roinnte, agus bidh an neach-obrach gun dolaidh sam bith ma tha iad a' diùtadh a dh'obair.

Cha bhi làithean sam bith air an do dh'obair an neach-obrach a' leudachadh fad na h-ùine de fhòrladh pàrantach co-roinnte.

Pàighear obair sam bith a chaidh a dhèanamh fo ullachaidhean SPLIT aig an reata làitheil

Shared parental pay will be paid at a rate set by the State and is treated as earnings and therefore subject to normal pay as you earn (PAYE) deductions.

Contractual Benefits

During shared parental leave, all terms and conditions of the employees' contract of employment will continue, except for salary. In particular, contractual annual leave and public holiday entitlement will continue to accrue.

Contact during Shared Parental Leave

Before a period of shared parental leave begins arrangements for keeping in touch will be agreed.

Bòrd na Gàidhlig reserves the right in any event to maintain reasonable contact with employees from time to time during their shared parental leave. Contact may include discussions about plans to return to work, special arrangements to be made, training, or simply to update on developments at work during the absence.

Shared Parental Leave in Touch Days (SPLIT)

Employees can agree to work or attend training for up to 20 days during shared parental leave without bringing their period of shared parental leave to an end or impacting on their right to claim shared parental pay. These are known as "Shared Parental Leave in Touch" or "SPLIT" days.

Bòrd na Gàidhlig will not be obliged to offer, nor will the employee be obliged to attend, work whilst on shared parental leave and the employee will not suffer any detriment if they refuse to work.

Any days worked do not extend the total duration of the shared parental leave period.

Any work undertaken under the SPLIT arrangements will be paid at the normal

Pàipear 5.1 PT3.1

àbhaisteach de phàigheadh. Far am pàighear pàigheadh pàrantach co-roinnte agus tha seo nas lugha na an reata làitheil àbhaisteach, thèid am pàigheadh a bharrachadh chun an reata làitheil àbhaistich. Far nach eilear a' faighinn pàigheadh sam bith, pàighear an reata làitheil àbhaisteach aig an ath chean-là pàighidh.

Faodar làithean SPLIT a ghabhail mar làn-làithean no leth-làithean.

5.16 Tilleadh a dh'Obair an dèidh Fòrladh Pàrantach Co-roinnte

Bidh luchd-obrach air fios foirmeil sgriobhte fhaighinn a thaobh ceann-là mu dheireadh den fhòrladh pàrantach co-roinnte aca, agus thathar an dùil gum bi iad a' tilleadh a dh'obair air an ath latha-obrach an dèidh a' chinn-là sin, mura toir iad brath contrarra gu Bòrd na Gàidhlig.

Ma tha neach-obrach airson tilleadh a dh'obair nas tràithe na an ceann-là tillidh a bhathar an dùil, faodaidh iad brath sgriobhte a thoirt seachad gus am fòrladh atharrachadh, a' toirt fios co-dhiù ochd seachdainean ron cheann-là air am bi iad a' tilleadh. Bidh seo a' cunntadh mar aon de na trì brathan aca.

Ma tha an neach-obrach air trì brathan a chleachdadh mar-thà gus fòrladh a bhucaigeadh agus/no atharrachadh, cha bhi Bòrd na Gàidhlig fo dhleastanas sam bith a bhith a' gabhail ris a' bhrath gum bi an neach-obrach a' tilleadh tràth, ach faodaidh am Bòrd roghnachadh gum bithear a' gabhail ris.

Air dhaibh tilleadh a dh'obair an dèidh fòrladh pàrantach co-roinnte, ma tha an t-sùim iomlan de fhòrladh màthaireachd/athaireachd/uchd-mhacachd reachdail agus fòrladh pàrantach co-roinnte a' tighinn gu 26 seachdain no nas lugha na sin, is àbhaist gum bi an neach-obrach a' tilleadh don aon obair a bh' aca mus do thòisich am fòrladh màthaireachd/athaireachd/uchd-mhacachd agus an ùine as ùire de dh'fhòrladh pàrantach co-roinnte. Bidh seo air na h-aon teirmichean is cumhaichean obrach mar nach robh iad air a bhith neo-làthaireach.

Ma tha an t-sùim iomlan de dh'fhòrladh màthaireachd/athaireachd/uchd-mhacachd reachdail agus fòrladh pàrantach co-roinnte a' tighinn gu 26 seachdain no nas motha na sin, bidh làn-chòir aig an neach-obrach a thilleadh don aon

daily rate of pay. Where shared parental pay is being paid and this is less than the normal daily rate, the pay will be topped up to the normal daily rate. Where no pay is being received, the full normal daily rate will be paid at the next available pay date.

SPLIT days may be taken as full or half days.

Returning to Work After Shared Parental Leave

Employees will have been formally advised in writing of the end date of any period of shared parental leave and they are expected to return on the next working day after this date unless they notify Bòrd na Gàidhlig to the contrary.

If an employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave, giving at least eight weeks' notice of their date of early return. This will count as one of their three notifications.

If the employee has already used their three notifications to book and/or vary leave then Bòrd na Gàidhlig is under no obligation to accept the notice to return early but may choose to do so.

On returning to work after Shared Parental Leave, if the employees aggregate total statutory maternity/paternity/adoption leave and shared parental leave amounts to 26 weeks or less, they will normally return to the same job which they occupied immediately before commencing maternity/paternity/ adoption leave and the most recent period of shared parental leave. This will be on the same terms and conditions of employment as if they had not been absent.

If an employee's maternity/paternity/ adoption leave and shared parental leave amounts to 26 weeks or more in aggregate, they are entitled to return to the same job they held before

Pàipear 5.1 PT3.1

obair 's a bha aca mus do thòisich an ùine as ùire de fhòrladh. Far nach gabh seo a dhèanamh, thèid iad do obair eile a tha gach cuid iomchaidh is freagarrach san t-suidheachadh, agus air teirmichean is cumhaichean nach eil nas mì-fhàbharaich na bhiodh aca mar làn-chòir mura robh iad neo-làthaireach.

Ma tha neach-obrach cuideachd a' gabhail ùine de fhòrladh pàrantach neo-phàighte de 4 seachdainean no nas lugha, cha toir seo buaidh sam bith air a' chòir aca a bhith a' tilleadh agus is àbhaist gum bi làn-chòir aca tilleadh don aon obair 's a bha aca mus do thòisich an ùine mu dheireadh de dh'fhòrladh mas e gu bheil an t-sùim iomlan de fhòrladh màthaireachd/athaireachd /uchd-mhacachd agus fòrladh pàrantach co-roinnte a' dol thairis air 26 seachdainean.

Ma tha neach-obrach cuideachd a' gabhail 5 seachdainean de dh'fhòrladh pàrantach co-roinnte neo-phàighte, fiù 's ma tha an t-sùim iomlan de fhòrladh màthaireachd/athaireachd/uchd-mhacachd agus fòrladh pàrantach co-roinnte a' dol thairis air 26 seachdainean, bidh làn-chòir aca a bhith a' tilleadh don aon obair 's a bh' aca mus do thòisich an ùine mu dheireadh de fhòrladh no, far nach gabh seo a dhèanamh, gu obair eile a tha gach cuid iomchaidh is freagarrach san t-suidheachadh, agus air teirmichean is cumhaichean nach eil nas mì-fhàbharaich na bhiodh aca mar làn-chòir mura robh iad neo-làthaireach.

commencing the last period of leave. Where this is not possible it will be to another job which is both suitable and appropriate in the circumstances, and on terms and conditions no less favourable than those to which they would have been entitled had they not been absent.

If an employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on their right to return and they will normally still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and shared parental leave do not exceed 26 weeks.

If an employee also takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/ adoption and shared parental leave do not exceed 26 weeks, they will be entitled to return to the same job they held before commencing the last period of leave or, where this is not possible, another job which is both suitable and appropriate in the circumstances, and on terms and conditions no less favourable than those to which they would have been entitled had they not been absent.

5.17 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothromach air sgàth aois, ciorramachd, ath-dhealbhadh gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhadh no creideamh, gnè no aomadh gnèitheasach.

Chaidh am poileasaidh air fòrladh màthaireachd, athaireachd, uchd-mhacachd agus pàrantach co-roinnte a chur tro mheasadh air buaidh co-ionannachd gus co-ionannachd a chur an comas.

Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation.

The maternity, paternity, adoption, ordinary and shared parental leave policy has been screened through an equality impact assessment to enable equality.

6.0 Smachd Sgrìobhainn

Document Control

Dreach Version Number	Adhbhar/ Atharrachadh Purpose/Change	Ùghdar Author	Ceann-là Date
<u>V2</u>	<u>Addition of Neonatal Leave and changes following review by Arena HR</u>	<u>KNG</u>	<u>10.04.2025</u>



**Màthaireachd, Athaireachd, Uchd-mhacachd,
Fòrladh Pàrantach Cumanta agus Co-roinnte**

**Maternity, Paternity, Adoption,
Ordinary & Shared Parental Leave**

Air aontachadh le/Approved by: Comataidh Poileasaidh is Goireasan

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1.0 Poileasaidh air Màthaireachd

1.1 Adhbhar

Tha am poileasaidh seo a' cur an cèill còirichean agus làn-chòirichean an luchd-obrach aig Bòrd na Gàidhlig a tha leatromach, aig a bheil cèile a tha leatromach no a tha ag uchd-mhacachadh pàiste is tha am poileasaidh ag amas air dèanamh cinnteach gu bheil luchd-obrach fiosrach air na sochairean (a thaobh pàigheadh agus fòrladh) an dà chuid reachdail agus a bharrachd a tha rim faotainn.

Tha a' buidheann an geall nach bithear a' dèiligeadh ri neach-obrach sam bith ann an dòigh nas mì-fhàbharaiche, no gan cur à dreuchd, a chionn 's gu bheil iad leatromach, neo-làthaireach air fòrladh màthaireachd, no airson adhbhar sam bith eile ceangailte ri leatrom no màthaireachd.

Tha am poileasaidh seo a' cur an cèill na riatanasan a thaobh bhrathan air feadh leatrom an neach-obrach, bho thoirt brath air leatrom gu tilleadh a dh'obair.

1.2 Farsaingeachd

Tha am poileasaidh seo a' mìneachadh nan còirichean is làn-chòirichean a th' aig luchd-obrach a thaobh màthaireachd, a bharrachd air na dleastanasan aca, agus tha e a' dèiligeadh ris a h-uile seòrsa de luchd-obrach, gun umhail air uairean a thide a tha iad ag obair, fad seirbheis no dè cùmnant air a bheil iad air an fhastadh.

1.3 Mìneachadh Bhriathran

- **pàigheadh màthaireachd reachdail** (*statutory maternity pay—SMP*) Thèid seo a phàigheadh ri luchd-obrach ion-roghnach a tha a' gabhail fòrladh màthaireachd no a tha a' fàgail cosnadh ri linn leatrom no breith-chloinne. Thèid SMP, nas lugha cìs agus tabhartasan Àrachais Nàiseanta, ma tha sin iomchaidh, a phàigheadh gach mìos. Faodar SMP obrachadh a-mach air stèidh làitheil.
- **seachdain sa bheilear an dùil gum bithear ri breith-chloinne** (*expected week of confinement—EWC*) an t-seachdain sa bheilear an dùil gum beirear an leanabh, a rèir teisteanas bho dhotair no bean-ghlùine an neach-obrach sgrìobhte air an teisteanas màthaireachd (MATB1);

Maternity Policy

Purpose

This policy sets out the rights and entitlements of employees of Bòrd na Gàidhlig who are pregnant, whose spouse is pregnant or who are adopting a child and aims to ensure that employees are aware of the benefits available both statutory and additional (pay and leave).

The organisation is committed to no employee being treated less favourable or dismissed because they are pregnant, absent on maternity leave, or any other reason connected with pregnancy or maternity.

This policy sets out the requirements regarding notification throughout an employee's pregnancy from notification of pregnancy to return to work.

Scope

This policy outlines the maternity rights, entitlements and obligations of employees and covers all categories of employee, regardless of hours worked, length of service and the contract on which they are employed.

Definition of Terms

- **statutory maternity pay (SMP)** is payable to eligible employees who take maternity leave or leave employment because of pregnancy or childbirth. SMP, less tax and National Insurance Contributions, if applicable, will be paid on a monthly basis. SMP may be calculated on a daily basis;
- **expected week of confinement (EWC)** is the week in which the baby is due to be born as certified by the employee's doctor or midwife on the maternity certificate (MATB1);

- **Teisteanas MATB1** an teisteanas airson shochairan màthaireachd a bhithear a' toirt do neach-obrach leatromach le dotair no bean-ghlùine. Bidh e a' cur an cèill an t-sheachdain sa bheilear an dùil gum bithear ri breith-chloinne (EWC);
- **fòrladh màthaireachd** an ùine sam bithear air falbh bhon obair ri linn màthaireachd. Tha làn-chòir aig a h-uile neach-obrach, ge bith dè cho fhad 's a tha iad air a bhith ag obair don bhuidhinn, air 26 seachdain de dh'fhòrladh màthaireachd cumanta, air an leantainn le 26 seachdain de fdh'fhòrladh màthaireachd a bharrachd. Chan fhaod fòrladh tòiseachadh barrachd is 11 seachdain ron t-seachdain sa bheilear an dùil gum bithear ri breith-chloinne (EWC);
- **ùine airson pàigheadh màthaireachd** (*maternity pay period—MPP*) an ùine sam bi pàigheadh màthaireachd reachdail (SMP) ri phàigheadh do neach-obrach a tha ion-roghnach;
- **pàigheadh màthaireachd** Bidh làn-chòir aig a h-uile neach-obrach, far a bheil iad ion-roghnach, air 39 seachdain de Phàigheadh Màthaireachd Reachdail. Thèid seo a phàigheadh aig: 6 seachdainean aig 90 sa cheud de thuarastal seachdaineil cuibheasach agus na 33 seachdainean a chòrr aig a' phrìs neo-chaochlaideach airson pàigheadh màthaireachd reachdail (SMP)
- **pàigheadh màthaireachd a bharrachd** Far a bheil neach-obrach ion-roghnach air naoi mìosan de phàigheadh màthaireachd, bidh làn-chòir aca air pàigheadh màthaireachd a bharrachd. Far a bheil luchd-obrach ion-roghnach air pàigheadh màthaireachd reachdail (SMP), bidh iad ion-roghnach air a' phàigheadh mheudaichte, air chumha gu bheilear a' coileanadh nan slatan-tomhais a thaobh tilleadh a dh'obair.
- **MATB1 certificate** is the maternity benefit certificate given to a pregnant employee by the doctor or midwife. It states the expected week of confinement (EWC);
- **maternity leave** is the period of time away from work due to maternity. All employees, regardless of length of service are entitled to 26 weeks ordinary maternity leave followed by 26 weeks additional maternity leave. Leave cannot begin more than 11 weeks before the EWC;
- **maternity pay period (MPP)** is the period during which SMP is payable to an eligible employee;
- **maternity pay** All eligible employees will be entitled to 39 weeks of Statutory Maternity Pay. This will be paid at: 6 weeks at 90% of average weekly earnings and the remaining 33 weeks at the flat rate SMP
- **additional maternity pay** Employees who qualify for nine months maternity pay will automatically be entitled to take the additional maternity pay. Employees that qualify for SMP will qualify for the enhanced payment, providing the criteria on returning to work is met.

1.4 Modh

Nuair a tha neach-obrach a' faighinn daingneachadh meidigeach gu bheil iad leatromach, bu chòir dhaibh brath sgriobhte a chur gu an stiùiriche-sreatha mu dheidhinn agus, is ma thèid iarraidh orra, teisteanas meidigeach a thoirt seachad mar dhaingneachadh.

Procedure

When an employee receives medical confirmation that they are pregnant, they should immediately notify their line manager in writing of this and, if requested to do so, provide a medical certificate confirming it.

Tha seo air chor 's gun tèid aig Bòrd na Gàidhlig a dhèanamh cinnteach, far an gabh a dhèanamh gu reusanta, gum bithear a' seachnadh cunnart sam bith don t-slàinte is sàbhailteachd aca a dh'fhaodadh èirigh bhon obair aca.

This is to enable Bòrd na Gàidhlig to ensure, as far as is reasonably practicable, that any risk to their health and safety arising from their work may be avoided.

Aig a' char as anmoiche, bu chòir do neach-obrach brath a chur gu Bòrd na Gàidhlig gu bheil iad leatromach 15 seachdain ron t-seachdain sa bheilear an dùil gum bithear ri breith-chloinne.

At the latest, an employee should notify Bòrd na Gàidhlig that they are pregnant 15 weeks before the expected week of confinement.

Tha e mar phàirt den phoileasaidh a bhith a' tairgsinn taic is cobhair, far an gabh sin a dhèanamh, rè na leatromachd agus an dèidh na breithe. Aon uair 's gu bheil Bòrd na Gàidhlig mothachail air leatromachd an neach-obrach, bithear a' cur fios chun an neach-obrach air an reachdas làithreach agus comhairle dhaibh air còirichean is riathanasan uile.

It is part of the policy to offer support and assistance where possible during the pregnancy and after the birth. Once Bòrd na Gàidhlig is aware of an employee's pregnancy the employee will be informed on the current legislation and advised on all rights and requirements.

Bithear a' toirt fios dhaibh cuideachd a bheil iad ion-roghnach air na 26 seachdain de dh'fhòrladh màthaireachd cumanta agus 26 seachdain de dh'fhòrladh màthaireachd a bharrachd. Bidh làn-chòir aig a h-uile neach-obrach air 52 seachdain de fhòrladh màthaireachd reachdail. Tha seo a' buntainn ris a h-uile neach-obrach ge bith dè fad a' seirbheis.

The employee will also be informed whether they are eligible for the 26 weeks ordinary maternity leave and 26 weeks additional maternity absence. All pregnant employees are entitled to 52 weeks statutory maternity leave. This applies regardless of length of service.

Taobh a-staigh 28 là bho innse don fhastaiche gu bheil iad leatromach, bu chòir brath a chur gu luchd-obrach air a' chòir aca air fòrladh is pàigheadh màthaireachd. Bu chòir aontachadh cuideachd air ceann-là tillidh an dèidh an fhòrlaidh mhàthaireachd.

Employees should be notified within 28 days of telling the employer they are pregnant, their right to maternity leave and pay. A date of return should also be agreed following the maternity leave.

Bidh an neach-obrach ion-roghnach air pàigheadh màthaireachd reachdail (SMP) ma bhios iad fastaichte le Bòrd na Gàidhlig fad 26 seachdain gu leantail nuair a tha 15 seachdain ann gus an t-seachdain sa bheilear an dùil ris an leanabh agus ma tha iad a' cosnadh co-dhiù gu leòr a thaobh adhbharan Àrachais Nàiseanta. Thathar a' pàigheadh pàigheadh màthaireachd reachdail (SMP) fad 39 seachdain.

The employee will qualify for SMP if they have been employed by Bòrd na Gàidhlig continuously for 26 weeks by 15 weeks before the week the baby is due and earns at least enough to be relevant for National Insurance purposes. SMP is paid for 39 weeks.

Tha am pàigheadh màthaireachd aig Bòrd na Gàidhlig nas fialaidh na an t-ìos-mheud reachdail agus, ma tha luchd-obrach ion-roghnach air pàigheadh màthaireachd reachdail (SMP), bidh iad ion-roghnach air a' phàigheadh a bharrachd, air chumha gu bheilear a' coileanadh nan riathanasan a thaobh tilleadh a dh'obair.

Bòrd na Gàidhlig maternity pay is more generous than the statutory minimum and if employees qualify for SMP they will qualify for the enhanced payment, providing the criteria on returning to work is met.

Bidh a h-uile neach-obrach a tha ion-roghnach a' faighinn 26 seachdain aig pàigheadh slàn, air an leantainn le 13 seachdain aig pàigheadh màthaireachd reachdail (SMP) agus 13 seachdain gun phàigheadh. Gus am pàigheadh meudaichte seo fhaighinn, feumaidh an neach-obrach gabhail os laimh, ann an sgrìobhadh, ri tilleadh don dreuchd thùsail aca airson co-dhiù trì mhìosan de dh'obair.

Ma tha an neach-obrach a' dearmad air tilleadh don dreuchd thùsail bidh aca ri pàigheadh air ais do Bhòrd na Gàidhlig an diofar eadar an t-airgead a fhuair iad agus na pàighidhean màthaireachd reachdail air a bheil iad ion-roghnach. Gheibhear an gnòthach seo bho Cheann an Ionmhais is Chùisean Corporra.

Far a bheil luchd-obrach ion-roghnach air fòrladh màthaireachd cumanta, bidh iad ion-roghnach air fòrladh màthaireachd a bharrachd.

Ma tha neach-obrach a' moladh gun till iad a dh'obair tràth gun a bhith a' cleachdadh an làn-chòrach iomlaine air 52 seachdainean de fhòrladh màthaireachd, dh'fhaodadh gum bi iad ion-roghnach air iarrtas a chur a-steach airson fòrladh pàrantach co-roinnte còmhla ris a' chèile aca. Airson tuilleadh fiosrachaidh air seo, faic an earrann air fòrladh pàrantach co-roinnte.

Ma tha neach-obrach dheth tinn le tinneas ceangailte ri leatromachd rè ceithir seachdainean ron t-seachdain sa bheilear an dùil gum bithear ri breith-chloinne, thèid pàigheadh màthaireachd reachdail (SMP) (no am pàigheadh a bharrachd, far a bheil sin iomchaidh) a phàigheadh mar bhuil.

Faodaidh pàigheadh màthaireachd tòiseachadh air an latha a thòisich am fòrladh màthaireachd.

1.5 Cùram ro bhreith

Bidh làn-chòir aig neach-obrach ri ùine dheth pàighte, rè uairean obrach air adhbhar cùram ro bhreith. Faodar iarraidh orra cairt choinneimh no sgrìobhainn air choreigin eile a sholarachadh airson a h-uile coinneimh den leithid seach a' chiad turas.

1.6 Slàinte is Sàbhailteachd

Feumar beachdachadh gu cùramach air slàinte is

All qualifying employees will receive 26 weeks at full pay followed by 13 weeks at SMP and a further 13 weeks unpaid. In order to receive this enhanced payment, the employee must undertake, in writing, to return to their original post for a minimum period of three working months.

If the employee fails to return to the original post then they will be liable to repay to Bòrd na Gàidhlig the difference between the money they have received and the statutory maternity payments to which they are entitled. This undertaking can be obtained from the Head of Finance and Corporate Affairs.

Employees who qualify for ordinary maternity leave will also qualify for additional maternity leave.

If an employee proposes to return to work early without using the full 52-week entitlement to maternity leave, they may be eligible to apply for shared parental leave with their partner. For more information on this, please see the shared parental leave section.

If an employee is off sick with a pregnancy related illness during four weeks before the expected date of confinement then statutory maternity leave and pay will commence.

Maternity pay will begin on the day maternity leave begins.

Ante-Natal Care

An employee will be entitled to paid time off during working hours for the purpose of ante-natal care. They will be required to produce an appointment card or some other document confirming all appointments other than the first.

Health and Safety

Careful consideration must be given to the

sàbhailteachd an neach-obrach a tha leatromach, no a tha ri beathachadh air a' chòrach, fhad 's a tha an neach-obrach aig obair. Ma tha iomagaineann sam bith ann, feumar aire an t-sreath-stiùiriche a tharraing riutha.

Bu chòir gum bi measadh cunnart air a dhèanamh le Ceann an Ionmhais is Chùisean Corporra.

Thathar luchd-obrach toirmisgte bho bhith ag obair, no bho bhith a' faighinn cead bhon fhastaiche a bhith ag obair, taobh a-staigh dà sheachdain bho cheann-là na breithe-cloinne.

1.7 Làithean Cumail ann an Coluadar

Faodaidh luchd-obrach taghadh a bhith ag obair agus a bhith air am pàigheadh airson suas ri 10 latha rè an fhòrlaidh mhàthaireachd aca. Tha na "làithean cumail ann an coluadar (KIT)" seo air an dealbhachadh gus an neach-obrach a chumail fiosraichte air atharrachaidhean is leasachaidhean taobh a-staigh na dreuchd aca agus fiosrachadh as ùr sam bith mu dheidhinn gnothachais. Cha chaill an neach-obrach a' chòir aca air pàigheadh màthaireachd reachdail (SMP) airson nan seachdainean sa bheilear ag obair nan làithean seo, agus cha toir na làithean seo am fòrladh màthaireachd gu crìch.

Tha là KIT a' cunntadh mar là slàn mu bhios neach-obrach ag obair leth là neo là slàn. Bu chòir bruidhinn mu phàigheadh làithean KIT ro-làimh le manaidsear-loidhne an neach-obrach.

~~Chan fhaod leth-bhreith a dhèanamh an aghaidh luchd-obrach ma tha iad a' taghadh gun a bhith a' gabhail cothrom airson tighinn a-steach a dh'obair rè an fhòrlaidh mhàthaireachd aca.~~

1.8 Tilleadh a dh' Obair

Bu chòir an neach-obrach agus a mhanaidsear-loidhne cumail ann an conaltradh tro ùine fòrladh sam bith gus dèanamh cinnteach gu bheil an neach-obrach agus a' bhuidheann ag obair a dh'ionnsaigh an aon cheann-là airson tilleadh a dh'obair.

Ma tha an neach-obrach ag iarraidh tilleadh a dh'obair nas tràithe na an ceann-là a chaidh aontachadh, tha feum aca brath a thoirt seachad air a' cheann-là atharraichte 2 mhìos ro làimh.

Tha làn-chòir aig luchd-obrach air tilleadh don aon

health and safety of pregnant and breast-feeding employee's whilst at work. If there are any concerns reference must be made to the line manager.

A risk assessment should be conducted by the Head of Finance and Corporate Affairs.

Employees are prohibited from working or being permitted by the employer to work, during a period of two weeks from the date of childbirth.

Keeping in Touch Days

Employees can choose to work and be paid for up to 10 days during their maternity leave. These "keeping in touch days (KIT)" are designed to keep the employee up to speed with changes and developments within their role and any business updates. KIT days do not extend the period of maternity or adoption leave and once KIT days have been utilised the employee will lose a week's SMP for any week in which they work for Bòrd na Gàidhlig.

A KIT day counts as a full day whether the employee works a half day or a full working day. Payment of any KIT days should be discussed in advance with the employee's line manager.

~~Employees must not be discriminated against if they choose not to take advantage of coming into work during their maternity leave.~~

Return to Work

The employee and line manager should maintain contact throughout any period of leave to ensure that both parties are working towards the same date of return to work.

If an employee wants to return to work earlier than the original date agreed they are required to give 2 months' notice of the amended date.

Employees are entitled to return to the

dreuchd neo dreuchd gun chumhachan nas lugha, na bha aca mus do thòisich am fòrladh màthaireachd aca, agus air leasachaidhean sam bith a chuireadh an gnìomh fhad 's nach robh iad an làthair.

Ma tha an t-ath-bhreithneachadh bliadhnail air tuarastail a' tachairt fhad 's a tha iad neo-làthaireachte, bheir an brath chun an neach-obrach air an tuarastal ath-bhreithnichte aig an àm seo.

Ma tha Bòrd na Gàidhlig a' buileachadh àrdachadh-pàighidh a bheir an gu buil bho cheann-là a tha eadar toiseach na h-ùine a chleachdar gus pàigheadh màthaireachd reachdail (SMP) obrachadh a-mach agus deireadh an fhòrlaidh mhàthaireachd, bithear ag ath-àireamhachadh tuarastal seachdaineil cuibheasach an neach-obrach gus an t-àrdachadh-pàighidh a ghabhail a-steach is fiachan sam bith pàighte.

Ma tha neach-obrach a' dèanamh iarrtas airson tilleadh a dh'obair air stèidh phàirt-ùine, bu chòir don neach-obrach iarrtas a chur a-steach fo Phoileasaidh Obrachadh Sùbailte aig Bòrd na Gàidhlig.

Thèid fòrladh bliadhnail agus làithean-saora poblach tàrmaichte bhon ùine fòrladh màthaireil an toirt air adhart gu nuair a thilleas an neach-obrach a dh'obair.

Còir tilleadh a dh'obair air a dàileachadh leis an neach-obrach

Ma tha neach-obrach a' fulang bho thinneas aig deireadh an fhòrlaidh mhàthaireachd aca, bidh na riaghailtean àbhaisteach a thaobh pàigheadh tinneis gan cur an gnìomh.

same job or one of no lesser conditions than those at the commencement of their maternity leave and to any improvements implemented in their absence.

If the annual salary review falls during the period of their absence, the employee will be notified of their reviewed salary at this time.

If Bòrd na Gàidhlig grants a pay rise that is effective from a date between the start of the period used to calculate SMP and the end of the maternity leave, then the employee's average weekly earnings taking account of the pay rise will be recalculated and any arrears paid.

If an employee wishes to return on a part-time basis then they should submit a request under Bòrd na Gàidhlig's Flexible Working Policy.

Accrued annual leave and public holiday entitlement from the period of maternity leave will be carried over to when the employee returns to work.

Postponement of Right to Return to Work by Employees

If an employee is suffering from an illness at the end of maternity leave then normal sick rules shall apply.

1.9 Còirichean Luchd-obrach rè agus an dèidh Màthaireachd

- **leantalachas seirbheise** – An dèidh dhaibh tilleadh a dh'obair, bidh làn leantalachas seirbheise aig luchd-obrach a thaobh obrachadh a-mach airgead-diòlaidh anbharra agus sochairean eile ceangailte ri seirbheis. Tha seo air chumha gu bheil luchd-obrach a' tilleadh gu Bòrd na Gàidhlig air a' cheann-là shuidhichte.

Employee Rights During and After Maternity

- **continuous service** - Employee's will continue to accrue continuous service during any period of leave.

- **sochairean sgeama peinnsein: suimeannan bho bhuill** – Fhad 's a tha iad air fòrladh màthaireachd, bidh luchd-obrach fhathast nam ball de sgeama peinnsein Bòrd na Gàidhlig. Bidh Bòrd na Gàidhlig a' toirt air falbh suimeannan bho phàigheadh màthaireachd reachdail (SMP) an luchd-obrach far an gabh sin dèanamh.
- **sochairean sgeama peinnsein: suimeannan bho Bhòrd na Gàidhlig**– Bidh a' bhuidheann a' cumail a' cur a-steach suimeannan às leth an neach-obrach, stèidhte air an tuarastal a bh' aig an neach-obrach nuair a thòisich iad fòrladh màthaireachd.
- **seirbheis ion-pheinnsean** – Air tilleadh a dh'obair, bidh làn leantalachas seirbheise aig luchd-obrach a thaobh peinnsein. Mura till luchd-obrach a dh'obair, bidh an t-seirbheis ion-pheinnsean aca a' sgur aig deireadh na h-ùine airson pàigheadh màthaireachd (MPP).
- **pension scheme benefits, members' contributions** - Whilst on maternity leave employees will remain in Bòrd na Gàidhlig pension scheme. Bòrd na Gàidhlig will deduct contributions from employees' SMP where possible;
- **pension scheme benefits, Bòrd na Gàidhlig contributions** – the organisation will continue to make its contributions on behalf of the employee, based on the employees' salary at the commencement of maternity leave.
- **pensionable service** – Pensionable service will continue to accrue during any period of leave. If employees do not return to work their pensionable service will cease at the end of MPP.

1.10 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothrom air sgàth aois, ciorramachd, ath-dhealbadh gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhadh no creideamh, 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 or sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

2.0 Poileasaidh Fòrladh Ùr-bhreithneach

2.1 Adhbhar

Tha am poileasaidh seo a' mìneachadh nan còraichean, nan dleastanasan agus nan dòighean-obrach leis am faod luchd-obrach Bòrd na Gàidhlig tagradh a dhèanamh airson fòrladh ùr-bhreithneach a ghabhail. Tha am fòrladh seo nam pàirt de Achd Cùram Ùr-bhreithneach (Saor-làithean agus Pàigheadh) 2023.

Neonatal Leave Policy

Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take neonatal leave. This leave forms part of the Neonatal Care (Leave and Pay) Act 2023.

2.2 Farsaingeachd

Thèid cùram ùr-bhreithneach a thoirt do leanaban a dh' fheumas cùram a bharrachd tràth nam beatha. Faodaidh an cùram seo a bhith a' gabhail a-steach:

- cùram meidigeach a gheibhear san ospadal
- cùram a thèid a thoirt don leanabh às deidh dha an ospadal fhàgail, fo stiùireadh comhairliche

Scope

Neonatal care is given to babies who require additional care in early life. This care may include:

- medical care received in hospital
- care given to the baby after leaving hospital, under the direction of a consultant

- sgrùdadh leantainneach agus tadhalan le proifeiseantaich cùram slàinte air an rèiteachadh leis an ospadal
- cùram maothachaidh no cùram deireadh-beatha

Gur dòcha nach tachair cùram ùr-bhreithneach ann an aonad ùr-bhreithneach. Ma thòisicheas leanabh fo 28 latha a' faighinn cùram ùr-bhreithneach, bidh pàrantan airidh air fòrladh cùraim ùr-bhreithneach a ghabhail.

'S e pàrantan ion-roghnach an fheadhainn aig a bheil uallach co-roinnte no leotha fhèin airson a' phàiste agus tha seo a' gabhail a-steach ma tha iad:

- am màthair no am pàrant breith
- an t-athair
- pòsta leis a' chom-pàirtiche catharra no com-pàirtiche na màthar no a' phàrant breith – tha seo a' gabhail a-steach com-pàirtichean den aon ghnè
- a' gabhail ri leanabh, a' gabhail a-steach altramachd gus uchd-mhacachd
- pàrantan san amharc ann am màthaireachd ionaid

Bidh gach pàrant ion-roghnach airidh air suim fa leth de fhòrladh. Tha luchd-obrach airidh air fòrladh ùr-bhreithneach bhon chiad latha aca a' tòiseachadh obair.

Faodaidh pàrantan an aon uiread den fhòrladh ùr-bhreithneach a ghabhail eadhon ged a thèid barrachd air 1 leanabh a thoirt a-steach do chùram ùr-bhreith ann an cùis ioma-bhreith.

Bidh e comasach dha pàrantan co-dhiù 1 seachdain a ghabhail, agus 12 seachdainean de fhòrladh aig a' char as àirde a rèir dè cho fada 's a tha an leanabh aca a' faighinn cùram ùr-bhreithneach. Gheibh pàrantan 1 seachdain airson gach seachdain a tha an leanabh ann an cùram ùr-bhreith.

Feumaidh an leanabh a bhith ann an cùram airson co-dhiù 7 latha an dèidh a chèile. Ma tha pàrant air fòrladh pàrantachd reachdail a ghlèidheadh mu thràth, faodar fòrladh cùram ùr-bhreithneach a chur ris a' cheann thall.

Faodar fòrladh a ghabhail ann an 2 ìre mar a mhìnichear gu h-ìosal.

2.3 Fòrladh Ìre 1

Tha Fòrladh Ìre 1 air an toirt seachad airson na h-

- ongoing monitoring and visits by healthcare professionals arranged by the hospital
- palliative or end-of-life care

Neonatal care might not take place in a neonatal unit. If a baby under 28 days starts receiving neonatal care, parents will be eligible to take neonatal care leave.

Eligible parents are those with shared or sole responsibility for the child and this includes if they are:

- the mother or birth parent
- the father
- married to, the civil partner or for partner of the mother or birth parent – this includes same-sex partners
- adopting a child, including fostering to adopt
- intended parents in a surrogacy

Each eligible parent will be entitled to a separate amount of leave. Employees are entitled to neonatal leave from their first day of starting a job.

Parents can take the same amount of neonatal leave even if more than 1 baby is taken into neonatal care in the case of multiple births.

Parents will be able to take a minimum of 1 week, and a maximum of 12 weeks leave dependant on how long their baby is receiving neonatal care. Parents will receive 1 week for each week the baby is in neonatal care.

The baby must be in care for at least 7 consecutive days. If a parent has already booked statutory parental leave, neonatal care leave can be added to the end of this.

Leave can be taken in 2 tiers as explained below.

Tier 1 Leave

ùine nuair a tha an leanabh fhathast a' faighinn cùram ùr-bhreithneach agus a' gabhail a-steach 1 seachdain às deidh don chùram crìochnachadh.

Leis na cuibhreannan fòrladh phàrantan reachdail eile, dh' fhaodadh seo leigeil le ball den luchd-obrach fòrladh ùr-bhreithneach a bharrachd a chruinneachadh rè na h-ùine seo a ghabhas a ghabhail a' cleachdadh fòrladh ìre 2.

'S e eisimpleir de seo far a bheil leanabh air a bhreith agus fòrladh athaireachd reachdail air an toirt seachad às deidh a' bhreith ach gu bheil an leanabh a' faighinn 4 seachdainean de chùram ùr-bhreith. Leis gu bheil an fòrladh athaireachd reachdail air a chleachdadh rè na h-ùine seo, tha fòrladh ùr-bhreithneach a bharrachd air an cruinneachadh.

2.4 Fòrladh ìre 2

Faodar am fòrladh ùr-bhreithneach cruinnichte seo a chleachdadh ann an Fòrladh ìre 2 aig ceann-latha nas fhaide air adhart. Tha am fòrladh ri chleachdadh taobh a-muigh ìre 1 agus ro dheireadh 68 seachdainean bho cheann-latha breith an leanaibh.

Nuair a bhios pàrantan air saor-làithean cùram ùr-bhreith, bu chòir do mhanaidsearan dèanamh cinnteach gu bheil iad:

- a' cumail conaltradh
- a' cumail fiosrachadh a thèid a cho-roinn dìomhair
- a' toirt taic rè saor-làithean cùram ùr-bhreith

2.5 Pàigheadh agus Sochairan Cùmhnantail

Gus a bhith airidh air pàigheadh cùram ùr-bhreithneach, feumaidh 26 seachdainean de sheirbheis leantainneach a bhith aig pàrantan. Feumar na 26 seachdainean a chrìochnachadh ron 't-seachdain iomchaidh'. Feumaidh iad fhathast a bhith ann an cosnadh anns an t-seachdain mus tòisich cùram ùr-bhreithneach.

Feumaidh pàrantan co-dhiù £125 a chosnadh san t-seachdain air a' chuibheasachd airson 8 seachdainean ron t-seachdain iomchaidh.

Mairidh a h-uile sochair cùmhnantail eile aig Bòrd na Gàidhlig rè na h-ùine fòrladh seo. Tha còir aig luchd-obrach tilleadh chun na h-aon obrach no aon de chumhachan nach eil nas ìsle na an fheadhainn

Tier 1 Leave is provided for the period when the child is still receiving neonatal care and including 1 week after care has ended.

Given the other statutory parental leave allowances, this may allow a staff member to have additional neonatal leave accrued during this period which can be taken using the Tier 2 leave.

An example of this may be where a child is born and statutory paternity leave is provided following the birth but the child receives 4 weeks of neonatal care. As the statutory paternity leave is used during this period, further neonatal leave is accrued.

Tier 2 Leave

This accrued neonatal leave can be used in Tier 2 Leave at a later date. The leave is to be used outside Tier 1 and before the end of 68 weeks from the date of the child's birth.

When parents are on neonatal care leave, managers should make sure they:

- keep in touch
- keep information shared confidential
- provide support during neonatal care leave

Pay and Contractual Benefits

To be eligible for neonatal care pay, parents must have 26 weeks of continuous service. The 26 weeks must be completed before the 'relevant week'. They must still be in employment in the week before neonatal care starts.

Parents must have earned at least £125 a week on average for 8 weeks before the relevant week.

All other Bòrd na Gàidhlig contractual benefits will remain during this period of leave. Employees are entitled to return to the same job or one of no lesser

aig toiseach an fòrladh ùr-bhreithneach agus gu leasachaidhean sam bith a chaidh a chur an gnìomh nan neo-làthaireachd.

conditions than those at the commencement of their neonatal leave and to any improvements implemented in their absence.

2.6 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothrom air sgàth aois, ciorramachd, ath-dhealbhachd gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhachd no creideamh, 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 or sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

2.0 Poileasaidh air Fòrladh Athaireachd

2.1 Adhbhar

Tha am poileasaidh seo a' cur an ceill còirichean is uallaichean luchd-obrach Bòrd na Gàidhlig a thaobh fòrladh athaireachd agus na modhan-obrach leis am faod iad iarrras a dhèanamh air a shon.

Paternity Leave Policy

Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take paternity leave.

2.2 Farsaingeachd

Feumaidh luchd-obrach na cumhaichean a leanas a choileanadh gus làn-chòir a bhith aca air fòrladh athaireachd àbhaisteach.

Scope

Employees will need to satisfy the following conditions to qualify for ordinary paternity leave.

Feumaidh iad:

- uallach a bhi aca, no an dùil a bhith aca, airson àrach a' phàiste;
- a bhi nan dearbh-athair a' phàiste no pòsta ri màthair a' phàiste no cèile sìobhalta / cèile / cèile aon-ghnèitheach màthair a' phàiste;
- air a bhith ag obair airson Bòrd na Gàidhlig gu leantail fad 26 seachdainean a' dol a-steach chun na 15mh seachdain air a bheil dùil ris an leanabh.

They must:

- have or expect to have responsibility for the child's upbringing;
- be either the biological father of the child, married to the child's mother or, be the civil partner / partner / same sex partner of the child's mother;
- have worked continuously for Bòrd na Gàidhlig for 26 weeks by the 15th week before the baby is due.

Tha a' làn-chòir air fòrladh stèidhte air cleamhnas le màthair a' phàiste, agus mar sin bidh fòrladh athaireachd is fòrladh uchd-mhacachd cuideachd buntainneach do chom-pàirteachasan aon-ghnèitheach.

The entitlement to leave is based on a relationship with the child's mother, so paternity and adoption leave also apply to partnerships of the same sex.

2.3

Bidh feum air luchd-obrach brath a thoirt do Bhòrd na Gàidhlig gu bheil iad an dùil fòrladh athaireachd

Taking Paternity Leave

Employees will be required to inform Bòrd na Gàidhlig of their intention to take

a ghabhail ro dheireadh na còigeamh seachdain deug ron àm sa bheilear an dùil ris an leanabh, mura gabh seo a dhèanamh gu practaigeach. Feumaidh luchd-obrach innse don bhuidhinn:

- an t-seachdain sa bheilear an dùil gum beirear an leanabh;
- a bheil iad ag iarraidh aon no dà sheachdain de dh'fhòrladh a ghabhail;
- cuin a tha iad ag iarraidh gun tòisich am fòrladh,

paternity leave by the fifteenth week before the baby is expected, unless this is not reasonably practicable. Employees will need to tell the Company:

- the week the baby is due;
- whether they wish to take one- or two-weeks' leave;
- when they want their leave to start.

2.4 Dè cho fad 's a mhaireas Fòrladh Athaireachd?

Far a bheil luchd-obrach ion-roghnach air, bidh làn-chòir aca a chur romhpa gun gabh iad an dà chuid aon seachdain de fhòrladh athaireachd no dà sheachdain co-leantaileach de dh'fhòrladh athaireachd (chan e corra latha).

Faodaidh luchd-obrach a chur romhpa gun tòisich iad an cuid fòrladh:

- bho cheann-là breith a' phàiste (co-dhiù a bheil seo nas tràithe no nas anmoiche na bhathar an dùil); no
- bho uimhir làithean thaghte no seachdainean an dèidh breith a' phàiste (co-dhiù a bheil seo nas tràithe no nas anmoiche na bhathar an dùil); no

-

Faodaidh fòrladh tòiseachadh air latha sam bith san t-seachdain no an dèidh breith a' phàiste, ach feumar a' chleachdadh taobh a-staigh 52 seachdainnean bho breith na pàiste.

Cha bhi ach aon ùine de dh'fhòrladh ri faotainn airson luchd-obrach, gun umhail gun robh barrachd is aon leanabh air a' bhreith bhon aon leatromachd.

Mu bhios an neach-obrach airson na cinn-là na seachdainnean fòrladh athaireachd aca atharrachadh, feumaidh iad 28 làithean de fhios a thoirt don mhanaidsear-loidhne aca.

2.5 Pàigheadh Athaireachd Reachdail (SPP)

Rè fòrladh athaireachd, bidh làn-chòir aig a' chuid as motha de luchd-obrach air Pàigheadh Athaireachd Reachdail bho Bhòrd na Gàidhlig.

Thèid pàigheadh athaireachd reachdail (SPP) a phàigheadh le Bòrd na Gàidhlig airson an dà chuid aon seachdain no dà sheachdain leantainneach a

Length of Paternity Leave

Eligible employees will be entitled to choose to take either one week or two consecutive weeks' paternity leave (not odd days).

Employees can choose to start their leave:

- from the date of the child's birth (whether this is earlier or later than expected); or
- from a chosen date within a 52 week period of the child's birth so long as they provide their line manager with 28 days' notice.

Leave can start on any day of the week on or following the child's birth but must be utilised within 52 weeks of the child's birth.

Only one period of leave will be available to employees irrespective of whether more than one child is born as the result of the same pregnancy.

If the employee wishes to change the dates in which any week of their paternity leave commences then they must provide their line manager with 28 days' notice.

Statutory Paternity Pay (SPP)

Employees who are eligible for paternity leave will also be entitled to Statutory Paternity Pay (SPP) from Bòrd na Gàidhlig.

SPP will be paid by Bòrd na Gàidhlig for either one or two weeks confirmed by the employee no later than the 15th week

rèir mar a thagh an neachd-obrach. Bidh an reata airson pàigheadh athaireachd reachdail (SPP) aig an aon ìre 's a tha an reata airson pàigheadh màthaireachd reachdail (SMT) no 90 sa cheud de thuarastal seachdaineil cuibheasach ma tha seo nas ìsle. Gheibh sibh barrachd fiosrachadh aig: <https://www.gov.uk/paternity-pay-leave/pay>.

Far a bheil tuarastal seachdaineil cuibheasach aig luchd-obrach a tha nas lugha na a' chrìoch chosnaidh as ìsle airson Àrachas Nàiseanta, cha bhi iad ion-roghnach air pàigheadh athaireachd reachdail (SPP).

before the child's birth. The rate of SPP will be at the rate set by GOV.UK or 90% of average weekly earnings if this is less. Further information can be found at <https://www.gov.uk/paternity-pay-leave/pay>.

Employees who have average weekly earnings below the lower earnings limit for National Insurance purposes will not qualify for SPP.

2.6 Sochairean Cùmhnantail

Tha làn-chòir aig luchd-obrach air an t-sochair a tha ri faotainn sna teirmichean is cumhaichean cosnaidh àbhaisteach aca, ach a thaobh nan teirmichean a tha a' dèiligeadh ri tuarastal no foicheall (mur e gu bheil an cùmhnant fastaidh aca ag ràdh a chaochladh), fad an fhòrlaidh athaireachd aca.

Ach bidh làn-chòir aig a' chuid as motha de luchd-obrach air pàigheadh athaireachd reachdail (SPP) airson na h-ùine seo. Ma tha còir chùmhnantail aig luchd-obrach air fòrladh athaireachd a bharrachd air a' chòir reachdail, faodaidh iad cothrom a ghabhail air cò dhiubh a tha nas fhàbharaiche. Bidh pàigheadh athaireachd sam bith air a bheil còir chùmhnantail aig luchd-obrach a' lùghdachadh na h-uimhir de phàigheadh athaireachd reachdail (SPP) air a bheil làn-chòir aca.

Contractual Benefits

Employees are entitled to the all of their normal terms and conditions of employment, except for terms relating to wages or salary (unless their contract of employment provides otherwise), throughout their paternity leave.

If employees have a contractual right to paternity leave as well as the statutory right, they may take advantage of whichever is the more favourable. Any paternity pay to which employees have a contractual right reduces the amount of SPP to which they are entitled.

2.7 Tilleadh a dh'Obair an dèidh Fòrladh Athaireachd

Bidh làn-chòir aig luchd-obrach tilleadh don aon obair an dèidh fòrladh athaireachd.

Return to Work after Paternity Leave

Employees will be entitled to return to the same job following paternity leave.

2.8 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothromach air sgàth aois, ciorramachd, ath-dhealbhachd gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhachd no creideamh, 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 or sexual orientation. This policy has been screened through an equality impact assessment to enable equality

3.0 Poileasaidh air Uchd-mhacachd

3.1 Adhbhar

Tha Bòrd na Gàidhlig ag aithneachadh gum bi feum aig pàrantan uchd-mhacach air ùine dheth nuair a tha pàiste a' tighinn don teaghlach aca agus, mar sin, tha am poileasaidh seo a' cur an cèill na còirichean, làn-chòirichean agus dleastanasan aig luchd-obrach a tha ag uchd-mhacachadh pàiste.

3.2 Farsaingeachd

Bidh a' chòir air fòrladh is pàigheadh uchd-mhacachd aig luchd-obrach de gach gnè, pàrantan-ìonaid (*surrogate parents*) agus pàrantan ann an cleamhnas aon-ghnèitheach a tha air a bhith air ùr-mhaidseadh ri pàiste airson uchd-mhacachd agus le buidheann uchd-mhacachd ùghdarraichte far a bheil am pàiste fo 18 bliadhna a dh'aois.

Far a bheil neach-obrach ag uchd-mhacachadh pàiste tro bhuidheann uchd-mhacachd ùghdarraichte, bidh làn-chòir aca air suas ri 52 seachdainean de fhòrladh uchd-mhacachd bhon chiad latha den fheadhainn aca.

3.3 Mìneachaidhean

Gheibhear mìneachaidhean buntainneach, a chleachdar san sgrìobhainn seo, gu h-ìosal:

- pàigheadh Uchd-mhacachd reachdail (SAP): 's e seo an reata suidhichte leis an stàit, ach feumaidh luchd-obrach na slatan-tomhais buntainneach a choileanadh;
- pàigheadh Uchd-mhacachd dreuchdail (OPA): 's e seo am pàigheadh dreuchdail a bharrachd, a tha ri pàigheadh do luchd-obrach a-mhàin ma tha iad a' coileanadh nan slatan-tomhais buntainneach;
- tuarastal seachdaineil cuibheasach (AWE): tha seo air àireamhachadh a rèir cosnadh sna 8 seachdainean ron t-seachdain mhaidhidh;
- fòrladh Uchd-mhacachd cumanta (OAL): 's e seo na ciad 26 seachdain den ùine de fhòrladh;
- Fòrladh Uchd-mhacachd a bharrachd (AAL): 's e seo 26 seachdainean a bharrachd de dh'fhòrladh (a' dèanamh suas 52 seachdain leantainneach gu h-iomlan);
- seachdain mhaidhidh: 's e seo an t-seachdain san d' fhuair an neach-obrach brath gun deach am maidseach le pàiste airson uchd-mhacachd.

Adoption Policy

Purpose

Bòrd na Gàidhlig recognises the need of adoptive parents to have time off work when a child joins their family and as such this policy sets out the rights, entitlements and obligations of employees adopting a child.

Scope

The right to adoption leave and pay applies to employees of any sex, surrogate parents and parents in a same-sex relationship who are newly matched with a child for adoption and by an approved adoption agency where the child is under the age of 18.

An employee who adopts a child through an approved adoption agency is entitled up to 52 weeks' adoption leave from day one of employment.

Definitions

Relevant definitions used in the document follow below;

- Statutory Adoption Pay (SAP) is the rate set by Gov.uk, subject to employees meeting qualifying criteria;
- Occupational Adoption Pay (OPA) is additional occupational pay, only payable to employees meeting the qualifying criteria;
- Average Weekly Earnings (AWE) are calculated by reference to the earnings in the 8 weeks prior to the qualifying (matching) week;
- Ordinary Adoption Leave (OAL) is the first 26 weeks of the leave period;
- Additional Adoption Leave (AAL) is a further 26 weeks leave (providing up to 52 continuous weeks in total);
- matching week is the week in which the employee is notified of being matched with the child for adoption.

3.4

Airson a bhith ion-roghnach airson fòrladh uchd-mhacachd, feumaidh pàiste a bhith air ùr-mhaidseadh airson uchd-mhacachd le luchd-obrach le buidheann uchd-mhacachd ceadachta agus fios a thoirt do Bòrd na Gàidhlig taobh a-staigh 7 làithean bhon ùr-mhaidseadh le pàiste neo socrachadh am pàiste a bhith air a dhearbhadh ma tha pàiste aig an neach-obrach fo chùram-dhaltachd maireannach agus an neach gu bhith na phàrant gu laghail.

Chan fhaighear fòrladh is pàigheadh uchd-mhacachd ann an suidheachaidhean far nach eil pàiste air ùr-mhaidseadh airson uchd-mhacachd, mar eisimpleir far a bheil leas-athair ag uchd-mhacachadh clann a' chèile aige.

To qualify for adoption leave, employees must be newly matched with a child for adoption by an approved adoption agency and notify Bòrd na Gàidhlig within 7 days of being matched with a child or your adoption placement being confirmed if the employee is fostering a child permanently and becoming their legal parent.

Adoption leave and pay is not available in circumstances where a child is not newly matched for adoption, for example when a step-parent is adopting a partner's children.

3. Agallamhan ro uchd-mhacachd

Far a bheil neach-obrach ag uchd-mhacachadh pàiste nan aonar, tha làn-chòir aca air ùine dheth phàigheadh airson suas ri còig coinneamhan uchd-mhacachd a fhrithealadh, ach tha seo cuibhrichte aig 6.5 uairean a thìde airson gach coinneamh, ged nach fhaod an neach-obrach ùine a ghabhail ach na tha a dhìth orra airson an choinneamh a fhrithealadh.

Pre-adoption Interviews

An employee adopting a child alone is entitled to take paid time off to attend up to five adoption appointments capped at a maximum of 6.5 hours per appointment, although the employee must only take the time needed to attend the appointment.

Far a bheil an neach-obrach na phàirt de chàraid a tha ag uchd-mhacachadh pàiste le chèile, faodaidh an càraid taghadh gum bi aonan dhiubh a' faighinn ùine dheth phàigheadh gu suas ri còig choinneamhan uchd-mhacachd a fhrithealadh agus faodaidh an neach eile taghadh gum bi iad a' faighinn ùine dheth neo-phàigheadh airson suas ri dà choinneamh uchd-mhacachd.

Where an employee is part of a couple jointly adopting a child, the couple can elect for one of them to take paid time off to attend up to five adoption appointments and the other can elect to take unpaid time off to attend up to two adoption appointments.

3.5 Dè cho fad 's a mhaireas Fòrladh is Pàigheadh Uchd-mhacachd?

Bidh làn-chòir aig uchd-mhacairean air suas ri 26 seachdainean de fhòrladh uchd-mhacachd cumanta, air a leantainn gun dàil le suas ri 26 seachdainean de fhòrladh uchd-mhacachd a bharrachd – suas ri 52 seachdainean de fhòrladh uile gu lèir.

Length of Adoption Leave and Pay

Adopters will be entitled to up to 26 weeks' ordinary adoption leave followed immediately by up to 26 weeks' additional adoption leave - a total of up to 52 weeks' leave.

Faodaidh luchd-obrach taghadh gun tòisich iad an cuid fòrlaidh:

- bho cheann-là air an do shocraicheadh am pàiste (co-dhiù a bheil seo nas tràithe no nas anmoiche na bhathar an dùil) no
- bho cheann-là suidhichte a dh'fhaodas a bhith

Employees can choose to start their leave:

- from the date of the child's placement (whether this is earlier or later than expected) or
- from a fixed date which can be up to 14

suas ri 14 làithean ron latha sa bheilear an dùil gun tèid am pàiste a shocrachadh. Faodaidh fòrladh tòiseachadh air latha sam bith san t-seachdain.

Cha bhi ach aon ùine de fhòrladh ri faotainn, gun umhail gu bheil barrachd is aon phàiste ga shocrachadh airson uchd-mhacachd mar phàirt den aon ullachadh.

Ma chrìochnaicheas socrachadh a' phàiste rè an fhòrlaidh uchd-mhacachd, faodaidh an t-uchd-mhacair a chumail orra air fòrladh uchd-mhacachd suas ri ochd seachdainean an dèidh crìoch an t-socrachaidh.

3.6 Pàigheadh Uchd-mhacachd Reachdail

Rè an fhòrlaidh uchd-mhacachd aca, bidh làn-chòir aig a' chuid as motha de dh'uchd-mhacairean air Pàigheadh Uchd-mhacachd Reachdail (SAP) bho Bhòrd na Gàidhlig.

Bidh pàigheadh uchd-mhacachd reachdail (SAP) ga phàigheadh airson suas ri 39 seachdainean. Bidh an reata airson pàigheadh uchd-mhacachd reachdail (SAP) aig an aon ìre 's a tha an reata airson pàigheadh màthaireachd reachdail (SMP).

Far a bheil an tuarastal seachdaineil cuibheasach aig uchd-mhacairean nas lugha na a' chrìoch chosnaidh as ìsle airson tabhartasan Àrachais Nàiseanta, cha bhi iad ion-roghnach air pàigheadh uchd-mhacachd reachdail (SAP). Dh'fhaodadh luchd-obrach ann an teaghlach le teachd-a-steach ìosal a bhith a' sireadh taic ionmhasail bhon ùghdarras ionadail aca.

3.7 Brath gu bheilear am beachd Fòrladh Uchd-mhacachd a ghabhail

Feumaidh uchd-mhacairean brath a chur don stiùiriche-sreatha aca gu bheil iad an dùil fòrladh uchd-mhacachd a ghabhail taobh a-staigh 7 làithean bhon cheann-là air an d' fhuair iad brath bhon bhuidhinn uchd-mhacachd gun deach am maidseadh le pàiste airson uchd-mhacachd, mura gabh seo a dhèanamh gu practaigeach. Feumaidh iad innse do Bhòrd na Gàidhlig:

- cuin a tha iad an dùil gun tèid am pàiste a shocrachadh leotha; agus
- cuin a tha iad ag iarraidh gun tòisich am fòrladh uchd-mhacachd aca.

days before the expected date of placement. Leave can start on any day of the week.

Only one period of leave will be available irrespective of whether more than one child is placed for adoption as part of the same arrangement.

If the child's placement ends during the adoption leave period, the adopter will be able to continue adoption leave for up to eight weeks after the end of the placement.

Statutory Adoption Pay

During their adoption leave, most adopters will be entitled to Statutory Adoption Pay (SAP) from Bòrd na Gàidhlig.

SAP will be paid for up to 39 weeks. The rate of SAP will be the same as the standard rate of SMP.

Adopters who have average weekly earnings below the lower earnings limit for National Insurance Contributions will not qualify for SAP. Employees in low-income families may be able to seek financial support from their local authority.

Notice of Intention to take Adoption Leave

Adopters will be required to inform their line manager of their intention to take adoption leave within 7 days of being notified by their adoption agency that they have been matched with a child for adoption, unless this is not reasonably practicable. They will need to tell the organisation:

- when the child is expected to be placed with them; and
- when they want their adoption leave to start.

Faodaidh uchd-mhacairean an inntinn

Adopters will be able to change their mind

atharrachadh a thaobh a' chinn-là air a bheil iad ag iarraidh gun tòisich am fòrladh aca, air chumha gu bheil iad a' toirt brath chun an stiùiriche-sreatha aca co-dhiù 28 làithean ro làimh (mura gabh seo a dhèanamh gu practaigeach). Feumaidh iad brath a chur chun an stiùiriche-sreatha aca a thaobh a' chinn-là air a bheil iad an dùil gun tòisich pàighidhean sam bith airson pàigheadh uchd-mhacachd reachdail (SAP) co-dhiù 28 làithean ro làimh, mura gabh seo a dhèanamh gu practaigeach.

Bidh 28 làithean aig Bòrd na Gàidhlig sam feum e freagairt ri brath an neach-obrach gu bheil iad an dùil fòrladh a ghabhail. Sgrìobhaidh stiùiriche-sreatha an neach-obrach thuca, a' cur an cèill an ceann-là air a bheilear an dùil gun till an neach-obrach a dh'obair ma thathar a' cleachdadh na làn-chòrach aca air fòrladh uchd-mhacachd.

3.8 Teisteanas Maidsidh

Feumaidh uchd-mhacairean fianais sgrìobhte – 'teisteanas maidsidh' – fhaighinn bhon bhuidhinn uchd-mhacachd aca, agus feumaidh iad seo a thoirt don stiùiriche-sreatha aca mar fhianais air an làn-chòir aca air pàigheadh uchd-mhacachd reachdail (SAP). Iarraidh Bòrd na Gàidhlig an teisteanais seo mar dhearbhadh air làn-chòir air fòrladh uchd-mhacachd. Bu chòir do luchd-obrach iarraidh air a' bhuidhinn uchd-mhacachd aca airson teisteanas maidsidh a tha a' gabhail a-steach bun-fhiosrachadh air maidseadh agus air a' cheann-là air a bheilear an dùil gun tèid am pàiste a shocrachadh.

3.9 Sochairean Cùmhnantail

Tha làn-chòir aig luchd-obrach air an t-sochair a tha ri fhaotainn sna teirmichean is cumhaichean cosnaidh cumanta aca, ach na teirmichean a tha a' dèiligeadh ri tuarastal no foicheall, air feadh ùine an fhòrlaidh uchd-mhacachd chumanta aca. Ach bidh làn-chòir aig a' mhòr-chuid de dh'uchd-mhacairean air pàigheadh uchd-mhacachd reachdail (SAP) rè na h-ùine seo.

Rè fòrladh uchd-mhacachd a bharrachd, bidh cùmhnant an fhastaidh a' cumail a' dol agus bidh cuid de shochairean is dleastanasan a' chùmhnant fhathast ann an gnìomh, mar eisimpleir tàrmachadh shaor-làithean, airgead-dìolaidh ann an suidheachadh anabharra agus ùineachan bratha. A-rithist, cha bhithear a' pàigheadh tuarastal no foicheall rè ùine an fhòrlaidh uchd-mhacachd a bharrachd.

about the date on which they want their leave to start providing they tell their line manager at least 28 days in advance (unless this is not reasonably practicable). They will have to tell their line manager the date they expect any payments of SAP to start at least 28 days in advance, unless this is not reasonably practicable.

Bòrd na Gàidhlig will have 28 days in which to respond to their employees' notification of their leave plans. The employees line manager will write to them, setting out the date on which they expect the employee to return to work if the full entitlement to adoption leave is taken.

Matching Certificate

Adopters will have to give their line manager documentary evidence – a 'matching certificate' – from their adoption agency as evidence of their entitlement to SAP. Bòrd na Gàidhlig will also ask for this certificate as proof of entitlement to adoption leave. Employees should ask their adoption agency for a matching certificate which will include basic information on matching and expected placement dates.

Contractual Benefits

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary, throughout their 26-week ordinary adoption leave period. However, most adopters will be entitled to SAP during this period.

During additional adoption leave, the employment contract continues and some contractual benefits and obligations remain in force, for example holiday accrual, compensation in the event of redundancy and notice periods. Again, no salary or wages are payable during the period of additional adoption leave.

Bidh fòrladh pàrantach co-roinnte a' leigeil le uchd-mhacairean gealltanais a thoirt seachad gun crìochnaich iad am fòrladh uchd-mhacachd aca air ceann-là san àm ri teachd agus corralach an fhòrlaidh neo-chleachdte aca a cho-roinn leis a' chèile aca, no a thilleadh a dh'obair tràth bho fhòrladh uchd-mhacachd agus fòrladh is pàigheadh pàrantach co-roinnte a roghnachadh aig ceann-là an dèidh sin. Feuch gun toir thu sùil air an earrann mu dheidhinn fòrladh pàrantach co-roinnte.

Shared parental leave enables adopters to commit to ending to ending their adoption leave and pay at a future date, and to share the untaken balance of leave and pay as shared parental leave and pay with their partner, or to return to work early from adoption leave and opt in to shared parental leave and pay at a later date. Please refer to the shared parental leave section.

3.10 Tilleadh a dh'Obair an dèidh Fòrladh Uchd-mhacachd

Far a bheil uchd-mhacairean an dùil a bhith a' tilleadh a dh'obair aig ceann na làn-còrach aca airson fòrladh uchd-mhacachd, chan fheum iad brath a bharrachd a thoirt do Bhòrd na Gàidhlig.

Return to Work after Adoption Leave

Adopters who intend to return to work at the end of their full adoption leave entitlement will not have to give any further notification to Bòrd na Gàidhlig.

Far a bheil uchd-mhacairean ag iarraidh tilleadh a dh'obair ro dheireadh na h-ùine de fhòrladh uchd-mhacachd aca, feumaidh iad brath a thoirt do Bhòrd na Gàidhlig co-dhiù 2 mhìos ron cheann-là air a bheil iad an dùil tilleadh.

Adopters who want to return to work before the end of their adoption leave period, must give Bòrd na Gàidhlig 2 months' notice of the date they intend to return.

3.11 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothrom air sgàth aois, ciorramachd, ath-dhealbhachd gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhachd no creideamh, 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 a age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This policy has been screened through an equality impact assessment to enable equality.

4.0 Poileasaidh air Fòrladh Pàrantach Cumanta

4.1 Adhbhar

Tha am poileasaidh seo a' cur an ceill còirichean is uallaichean luchd-obrach Bòrd na Gàidhlig a thaobh fòrladh pàrantach cumanta agus na modhan-obrach leis am faod iad iarrtas a dhèanamh air a shon.

Ordinary Parental Leave Policy

Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take ordinary parental leave.

4.2 Farsaingeachd

Tha am poileasaidh seo a' buntainn ri luchd-obrach aig a bheil co-dhiù aon bhliadhna de leantailachas seirbheise ron cheann-là air am bi am fòrladh a' tòiseachadh agus a tha nam pàrant aig a bheil pàiste fo 18 bliadhna a dh'aois, no a tha air uallach

Scope

This policy applies to employees who have at least one year's continuous service immediately prior to the date the leave is to commence and who are the parent of a child under the age of 18, have assumed

fhoirmeil a ghabhail os làimh airson pàiste fo 18 bliadhna a dh'aois, no a tha air pàiste fo 18 bliadhna a dh'aois uchd-mhacachadh.

Chan fhaodar fòrladh pàrantach cumanta a chleachdadh ach airson cùram pàiste a ghabhail no airson ullachaidhean a dhèanamh airson leas a' phàiste.

Chan fhaod luchd-obrach làn-chòir sam bith air fòrladh pàrantach cumanta a chur an gnìomh mur urrainn dhaibh gèilleadh ri iarrtas airson fianais pàrantachd, no uallach pàrantach, a nochdadh, leithid teisteanas-breithe no pàipearan uchd-mhacachd.

Thoir fa-near: Cha bu chòir fòrladh pàrantach cumanta a mhearachdachadh airson fòrladh pàrantach co-roinnte. Tha modh-obrach sònraichte aig Bòrd na Gàidhlig airson fòrladh pàrantach co-roinnte.

formal parental responsibility for a child under the age of 18, or have adopted a child under the age of 18.

Ordinary parental leave may only be used in order to care for the child or to make arrangements for the child's welfare.

Employees may not exercise any entitlement to ordinary parental leave unless they can comply with a request to produce evidence of parenthood or parental responsibility, for example a birth certificate or adoption papers.

Note: Ordinary parental leave should not be confused with shared parental leave. Bòrd na Gàidhlig has a separate procedure for shared parental leave.

4.3 Làn-chòir

- Bidh còir aig luchd-obrach ion-roghnach air 18 seachdainean de fhòrladh pàrantach a' bhaisteach neo-phàighte (pro rata airson luchd-obrach pàirt-ùine) airson gach pàiste, a dh'fheumar a ghabhail suas chun an 18mh co-là-breith a' phàiste;
- airson ioma-bhreith (*multiple births*), faodar ochd seachdainean deug a ghabhail airson gach pàiste;
- chan fhaodar ùineachan airson fòrladh pàrantach cumanta eadar-iomlaideachadh eadar phàistean;
- 's e aon seachdain an ùine as giorra airson fòrladh pàrantach cumanta a ghabhail, ach ann an suidheachaidhean far a bheil an neach-obrach na phàrant aig a bheil pàiste le ciorram, far am faod an neach-obrach fòrladh pàrantach a ghabhail aon latha an dèidh a chèile;
- 's e ceithir seachdainean an ùine as fhaide airson fòrladh pàrantach cumanta a ghabhail taobh a-staigh ùine sam bith de 12 mìos gach pàiste. Sa cho-theacsa seo, 's e 12 mìos an ùine a tha a' tòiseachadh nuair a gheibh an neach-obrach an làn-chòir aca air fòrladh pàrantach a

Entitlement

- eligible employees have the right to 18 weeks' unpaid ordinary parental leave (pro rata for part-time employees) for each child to be taken up to the child's eighteenth birthday;
- for multiple births, eighteen weeks may be taken for each child;
- ordinary parental leave periods cannot be interchanged between children;
- the minimum period of ordinary parental leave that can be taken is one week, except if the employee is a parent of a child with a disability and in such cases, the employee may take parental leave in blocks of one day at a time;
- the maximum period of ordinary parental leave is four weeks in any 12 month period per child. For these purposes, 12 months is the period of time beginning when the employee first becomes entitled to parental leave in

thaobh a' phàiste, agus bidh gach ùine de 12 mìos an dèidh sin a' tòiseachadh air ceann-bliadhna a' chinn-là sin.

- 'S e làn-chòir reachdail a th' ann am fòrladh pàrantach cumanta agus chan urrainnear a thar-aiseag bho fhastaidhear gu fastaidhear.

respect of the child in question and each successive period of 12 months beginning on the anniversary of that date;

- ordinary parental leave is a maximum statutory entitlement and cannot be transferred from employer to employer.

4.4 A' dèanamh iarrtas airson Fòrladh Pàrantach Cumanta

Airson fòrladh pàrantach cumanta a ghabhail, feumaidh an neach-obrach cead fhaighinn ro làimh bho an stiùiriche-sreatha, a bhios mothachail gu dligeach air dè a' bhuidhe a bhiodh ann airson na buidhne a bharrachd air miann an neach-obrach. Cha chumar cead air ais, ge-tà, gu mì-reusanta.

Airson fòrladh pàrantach cumanta a ghabhail, feumar iarrtas a dhèanamh ann an sgrìobhadh gu stiùiriche-sreatha an neach-obrach, sa bhitheantas a' toirt brath co-dhiù 21 làithean ron cheann-là air am biodh am fòrladh a' tòiseachadh, agus a' sònrachadh cuin a thathar ag iarraidh gun tòisich am fòrladh agus dè cho fad, air iarraidh.

Mur urrainn don neach-obrach brath a thoirt 21 làithean ro làimh airson deagh adhbhar, faodar ùine a' bhratha a lùghdachadh le cead na buidhne an dèidh a bhith mothachail gu dligeach air feumalachdan obrachaidh na buidhne.

Requesting Ordinary Parental Leave

Taking ordinary parental leave is subject to the prior approval of the employee's line manager who will pay due regard to the impact on the organisation and their wishes. However, approval will not be unreasonably withheld.

A request to take ordinary parental leave must be made in writing to the employee's line manager, normally providing at least 21 days' notice before the leave is due to commence and must specify when the leave is requested to start and the duration requested.

If the employee is unable to provide 21 days' notice for good reason, the notification period may be reduced at the discretion of the organisation after paying due regard to operational needs.

4.5 Cur an dàil Fòrladh

Cha chuirear dàil ann am fòrladh pàrantach cumanta far a bheilear ga ghabhail sa bhad an dèidh ùine de fhòrladh màthaireachd, athaireachd no uchd-mhacachd.

Ma dh'fheumas Bòrd na Gàidhlig dàil a chur ann am fòrladh pàrantach cumanta a chaidh iarraidh, bheirear brath chun an neach-obrach ann an sgrìobhadh mu dheidhinn an dàileachaidh taobh a-staigh 5 làithean-obrach bhon cheann-là air an d'fhuair an t-iarrtas, còmhla ri adhbhar airson an dàileachaidh.

Dh'fhaodadh gun èirich suidheachaidhean far am feum a' bhuidheann dàil a chur ann am fòrladh pàrantach cumanta a chaidh iarraidh air sàilleibh riathanasan obrachaidh ris nach robh dùil. Far a bheil seo riathanach, cha bhithear a' cur dàil ann am fòrladh pàrantach cumanta nas fhaide na 3 mìosan.

Postponing Leave

Ordinary parental leave will not be postponed when it is to be taken immediately after a period of maternity, paternity or adoption leave.

If Bòrd na Gàidhlig has to postpone a request for ordinary parental leave, the employee will be notified in writing of the postponement within 5 working days of receiving the original request, together with the reason for the postponement.

There may be occasions when the organisation needs to postpone an existing request to take ordinary parental leave due to unforeseen operational requirements. Should this be necessary, the ordinary parental leave will not be

Cha bhi fòrladh pàrantach cumanta air a dhàileachadh gu mì-reusanta, agus co-dhiù bidh stiùiriche-sreatha an neach-obrach a' co-bheachdachadh air an t-suidheachadh còmhla riutha mus cuirear dàil san iarrtas a rinneadh.

4.6 Sochairean Cùmhnantail

Tha fòrladh pàrantach cumanta gun phàigheadh.

Tha làn-chòir aig luchd-obrach air an t-sochair a tha ri faotainn sna teirmichean is cumhaichean cosnaidh àbhaisteach aca, ach a thaobh nan teirmichean a tha a' dèiligeadh ri tuarastal no foicheall (mur e gu bheil an cùmhnant fastaidh aca ag ràdh a chaochladh), air feadh an fhòrlaidh phàrantaich cumanta aca.

4.7 Tilleadh a dh'Obair an dèidh Fòrladh Pàrantach Cumanta

Aig ceann ùine an fhòrlaidh aca, bidh làn-chòir aig luchd-obrach tilleadh don aon obair, air chumha nach robh am fòrladh nas fhaide na ceithir seachdainean agus nach tàinig e sa bhad an dèidh ùine de fhòrladh a bharrachd airson màthaireachd, athaireachd no uchd-mhacachd.

Ma bha am fòrladh pàrantach cumanta nas fhaide na ceithir seachdainean no ma thàinig e sa bhad an dèidh ùine de fhòrladh a bharrachd airson màthaireachd, athaireachd no uchd-mhacachd, bidh làn-chòir aig luchd-obrach tilleadh don aon dreuchd no, mura bheil sin practaigeach, do dhreuchd coltach a thaobh inbhe, teirmichean is cumhaichean 's a bha aca san dreuchd a bh' aca roimhe.

Ann an càs far a bheil suidheachadh anabharra ag èirigh rè fòrladh pàrantach cumanta, bithear a' dèiligeadh ri luchd-obrach mar gun robh iad ag obair mar is àbhaist.

4.8 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th' aige gus dèanamh cinnteach nach bidh duine sam bith a' fulang leth-breith no ana-cothrom air sgàth aois, ciorramachd, ath-dhealbhachd gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhachd no creideamh, gnè no aomadh gnèitheasach. Chaidh am poileasaidh seo a

postponed for more than 3 months.

Ordinary parental leave will not be unreasonably postponed, and in any event the employees line manager will discuss the situation with them before postponing an existing request.

Contractual Benefits

Ordinary parental leave is unpaid.

Employees are entitled to the benefit of their normal terms and conditions of employment, except for terms relating to wages or salary (unless their contract of employment provides otherwise), throughout their ordinary parental leave.

Returning to work following Ordinary Parental Leave

At the end of the leave period, employees will be entitled to return to the same job, provided that the leave was for a period of four weeks or less and did not follow on immediately from a period of additional maternity, paternity or adoption leave.

If the period of ordinary parental leave was longer than four weeks or followed on immediately from a period of additional maternity, paternity or adoption leave, then employees will be entitled to return to the same job or, if that is not practicable, to a similar job in terms of status, terms and conditions as the previous job.

In cases where a redundancy situation arises during a period of ordinary parental leave, employees will be treated as if they were working normally.

Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This policy has been screened

sgrùdadh tro mheasadh buaidh air co-ionannachd gus co-ionannachd a chomasachadh.

through an equality impact assessment to enable equality.

5.0 Poileasaidh air Fòrladh Pàrantach Co-roinnte

5.1 Adhbhar

Tha am poileasaidh seo a' cur an ceill còirichean is uallaichean luchd-obrach Bòrd na Gàidhlig a thaobh fòrladh pàrantach co-roinnte (SPL) agus na modhan-obrach leis am faod iad iarrtas a dhèanamh air a shon.

Tha e ag amas air:

- barrachd so-lùbachd a thoirt do luchd-obrach aig a bheil pàistean nuair a tha iad a' cur romhpa ciamar as fheàrr as urrainn dhaibh cùram pàiste a ghabail, agus ceangal dlùth ris, rè na ciad bhliadhna an dèidh breith no uchd-mhacachd;
- dèanamh cinnteach gu bheil Bòrd na Gàidhlig a' gèilleadh ris na dleastanasan laghail a tha air a thaobh fòrladh pàrantach co-roinnte (SPL).

5.2 Farsaingeachd

Tha fòrladh pàrantach co-roinnte ri fhaotainn airson phàrantan a tha an dùil ri breith leanaibh air, no an dèidh, 5 Giblean 2015. Tha e cuideachd ri fhaotainn airson phàrantan uchd-mhacach far a bheilear a' socrachadh a' phàiste air, no an dèidh, 5 Giblean 2015.

Bidh fòrladh pàrantach co-roinnte a' leigeil le màthraichean gealltanais a thoirt seachad gun crìochnaich iad am fòrladh màthaireachd aca air ceann-là san àm ri teachd agus corralach an fhòrlaidh neo-chleachdte aca a cho-roinn leis a' chèile aca, no a thilleadh a dh'obair tràth bho fhòrladh màthaireachd agus fòrladh is pàigheadh pàrantach co-roinnte a roghnachadh aig ceann-là an dèidh sin.

Thoir fa-near: Cha bu chòir fòrladh pàrantach cumanta a mhearachdachadh airson fòrladh pàrantach co-roinnte. Tha modh-obrach sònraichte aig Bòrd na Gàidhlig airson fòrladh pàrantach

Shared Parental Leave Policy

Purpose

This policy sets out the rights, responsibilities and procedures whereby employees of Bòrd na Gàidhlig can apply to take shared parental leave (SPL).

It aims to:

- provide more flexibility to employees who have children in deciding how best to care for, and bond with, their child during the first year of birth or adoption;
- ensure that Bòrd na Gàidhlig complies with its legal obligations to employees in respect of shared parental leave (SPL).

Scope

Shared parental leave is available to parents with babies due on or after 5 April 2015. It is also available to adoptive parents where the child is being placed for adoption on or after 5 April 2015.

Shared parental leave enables mothers to commit to ending their maternity leave and pay at a future date and to share the untaken balance of leave and pay as shared parental leave with their partner, or to return to work early from maternity leave and opt into the shared parental leave at a later date.

Note: Ordinary parental leave should not be confused with shared parental leave. Bòrd na Gàidhlig has a separate procedure for ordinary parental leave.

cumanta.

5.3 Ion-roghnachd airson Fòrladh Pàrantach Co-roinnte

Cha ghabh fòrladh pàrantach co-roinnte a chleachdadh ach le dithis: sin ri ràdh, a' mhàthair/uchd-mhacair còmhla ri athair a' phàiste no an cèile, cèile sìobhalta no com-pàirtiche a th' aig màthair a' phàiste no uchd-mhacair a' phàiste. Far a bheil neach-obrach an dùil ri leanabh bho rèiteachadh far am bi iad nam pàrantan-ionaid (*surrogacy arrangement*), dh'fhaodadh iad a bhith ion-roghnach air fòrladh pàrantach co-roinnte air chumha gu bheil iad ion-roghnach air fòrladh is pàigheadh uchd-mhacachd.

Feumaidh an dithis phàrantan a bhith a' co-roinn prìomh uallach airson cùram a' phàiste aig àm a bhreithe/àm a shocrachadh airson uchd-mhacachd.

Chan eil làn-chòir aig an neach-obrach air fòrladh pàrantach co-roinnte a bharrachd / pàigheadh pàrantach co-roinnte a bharrachd ma tha iad an dùil ri barrachd is aon leanabh. Bidh an aon làn-chòir aca, agus tha seo buntainneach ri suidheachaidhean far a bheilear an sàs ann an ioma-uchd-mhacachd (*multiple adoptions*) a tha a' tachairt ann an aon shocrachadh.

Far a bheil neach-obrach ag iarraidh fòrladh pàrantach co-roinnte a ghabhail, feumaidh iad gach aon de na slatan-tomhais a leanas a choileanadh:

- feumaidh gu bheil, no gun robh, làn-chòir aig màthair/uchd-mhacair a' phàiste air fòrladh màthaireachd reachdail/fòrladh uchd-mhacachd reachdail, no mura robh làn-chòir aca air fòrladh màthaireachd reachdail/fòrladh uchd-mhacachd reachdail feumaidh gun robh làn-chòir aca air pàigheadh màthaireachd reachdail/pàigheadh uchd-mhacachd reachdail no cuibhreann màthaireachd, agus feumaidh gu bheil iad air crìoch a chur, no air brath a thoirt gun cuir iad crìoch, air làn-chòraichean sam bith a thaobh màthaireachd/uchd-mhacachd;
- feumaidh gu bheil iad fhathast ag obair do Bhòrd na Gàidhlig aig toiseach gach ùine de fhòrladh pàrantach co-roinnte;
- feumaidh gu bheil iad a' coileanadh na

Eligibility for Shared Parental Leave

Shared parental leave can only be used by two people, these being the mother/adopter and either the father of the child, the spouse, civil partner or partner of the child's mother/ adopter. Intended parents in a surrogacy arrangement may qualify for shared parental leave providing that they qualify for adoption leave and pay.

Both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.

The employee is not entitled to additional shared parental leave / shared parental pay if they are expecting more than one child. The entitlement is the same and this also applies to multiple adoptions that occur in a single placement.

An employee seeking to take shared parental leave must satisfy each of the following criteria:

- the mother/adopter of the child must be/have been entitled to statutory maternity/adoption leave or if not entitled to statutory maternity/adoption leave they must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have ended or given notice to reduce any maternity/adoption entitlements;
- must still be working for Bòrd na Gàidhlig at the start of each period of shared parental leave;
- must pass the continuity test

deuchainne a thaobh leantailachas seirbheise, fo àm feum an neach-obrach air a bhith ag obair don bhuidhinn, mar ìos-mheud, fad 26 seachdainean aig deireadh an 15mh seachdain ron cheann-là air a bheil dùil ris a' phàiste/ri maidseadh;

- feumaidh an cèile aca an deuchainn a choileanadh a thaobh cosnadh agus tuarastal;
- feumaidh iad na brathan is fianais iomchaidh a thoirt seachad mar a dh'iarrar.

requiring the employee to have a minimum of 26 weeks' service at the end of the 15th week before the child's expected due date/matching date;

- their partner must meet the employment and earnings test;
- must provide correct notifications and evidence as required.

5.4 Làn-chòir

Dh'fhaodadh gum bi làn-chòir aig luchd-obrach ion-roghnach air suas ri 50 seachdainean de fhòrladh pàrantach co-roinnte a ghabhail rè na ciad bhliadhna a' phàiste san teaghlach aca.

Thathar ag àireamhachadh na h-uimhir de sheachdainean rim faotainn le bhith a' cleachdadh làn-chòir na màthar air fòrladh màthaireachd/uchd-mhacachd, a bhios a' leigeil leotha suas ri 52 seachdainean de dh'fhòrladh a ghabhail. Ma tha iad a' lùghdachadh na làn-chòrach aca air fòrladh màthaireachd/uchd-mhacachd, faodaidh iad agus/no an cèile aca iar-aonta an t-siostam airson fòrladh pàrantach co-roinnte a roghnachadh agus seachdainean sam bith a chòrr a ghabhail mar fhòrladh pàrantach co-roinnte.

Faodaidh màthair/uchd-mhacair an làn-chòir aca air fòrladh màthaireachd/uchd-mhacachd a lùghdachadh le bhith a' tilleadh a dh'obair mus eil an làn-chòir air 52 seachdainean air a gabhail, no faodaidh iad brath a thoirt gum bi iad a' giorrachadh an cuid fòrlaidh air ceann-là sònraichte san àm ri teachd.

Mura bheil làn-chòir aig a' mhàthair/uchd-mhacair air fòrladh màthaireachd/uchd-mhacachd ach tha làn-chòir aca air pàigheadh màthaireachd reachdail (SMP), pàigheadh uchd-mhacachd reachdail (SAP) no cuibhreann màthaireachd (MA), feumaidh iad an làn-chòir aca a lùghdachadh ri nas lugha na 39 seachdainean (an ùine phàighidh). Ma nì iad seo, dh'fhaodadh gum bi làn-chòir aig a' chèile aca air suas ri 50 seachdainean de fhòrladh pàrantach co-roinnte. Tha seo ga àireamhachadh le bhith a' toirt air falbh bho 52 an àireamh de sheachdainean de phàigheadh màthaireachd reachdail (SMP), pàigheadh uchd-mhacachd reachdail (SAP) no

Entitlement

Eligible employees may be entitled to take up to 50 weeks shared parental leave during the child's first year in their family.

The number of weeks available is calculated using the mother's/adopter's entitlement to maternity/adoption leave, which allows them to take up to 52 weeks' leave. If they reduce their maternity/adoption leave entitlement, then they and/or their partner may opt-in to the shared parental leave system and take any remaining weeks as shared parental leave.

A mother/adopter may reduce their entitlement to maternity/adoption leave by returning to work before the full entitlement of 52 weeks has been taken, or they may give notice to curtail their leave at a specified future date.

If the mother/adopter is not entitled to maternity/adoption leave but is entitled to statutory maternity pay (SMP), statutory adoption pay (SAP) or maternity allowance (MA), they must reduce their entitlement to less than 39 weeks (the pay period). If they do this, their partner may be entitled to up to 50 weeks of shared parental leave. This is calculated by deducting from 52 the number of weeks of SMP, SAP or MA taken by the mother/adopter.

cuibhreann màthaireachd (MA) a thugadh leis a' mhàthair/uchd-mhacair.

Gabhaidh fòrladh pàrantach co-roinnte tòiseachadh mar a leanas:

- faodaidh màthair fòrladh pàrantach co-roinnte a ghabhail an dèidh dhi an dà sheachdain de fhòrladh màthaireachd a ghabhail, a tha riatanach fon lagh, sa bhad an dèidh breith a' phàiste;
- faodaidh an t-uchd-mhacair fòrladh pàrantach co-roinnte a ghabhail an dèidh dhaibh co-dhiù dà sheachdain de fhòrladh uchd-mhacachd a ghabhail;
- faodaidh an t-athair/com-pàirtiche/cèile fòrladh pàrantach co-roinnte a ghabhail sa bhad an dèidh breith/socrachadh a' phàiste, ach faodaidh iad taghadh gun cleachd iad suas làn-chòir sam bith aca air fòrladh athaireachd cumanta (10 làithean), ma tha iad ion-roghnach, oir chan fhaod an t-athair/cèile fòrladh no pàigheadh athaireachd a ghabhail an dèidh dhaibh fòrladh pàrantach co-roinnte no pàigheadh pàrantach co-roinnte a ghabhail.

Far a bheil a' mhàthair/uchd-mhacair a' toirt brath gum bi iad a' giorrachadh na làn-chòrach aca a thaobh màthaireachd/uchd-mhacachd, faodaidh cèile na màthar/uchd-mhacair fòrladh a ghabhail fhad 's a tha a' mhàthair/uchd-mhacair fhathast a' cleachdadh na làn-chòrach aca a thaobh màthaireachd/uchd-mhacachd.

Sa chumantas, bidh fòrladh pàrantach co-roinnte a' tòiseachadh air a' cheann-là a chaidh a thaghadh leis an neach-obrach agus a chaidh a shònrachadh sa bhrath a thug iad gus fòrladh pàrantach co-roinnte a bhucaigeadh, no ann am brath sam bith an dèidh sin a dh'atharraich an ceann-là.

Ma tha an neach-obrach ion-roghnach air, faodar pàigheadh pàrantach co-roinnte a phàigheadh airson cuid, no iomlanachd, na h-ùine de fhòrladh pàrantach co-roinnte.

Feumaidh fòrladh pàrantach co-roinnte crìochnachadh chan ann nas anmoiche na aon bhliadhna an dèidh breith/socrachadh a' phàiste. Bidh fòrladh pàrantach co-roinnte sam bith nach deach a ghabhail ro chiad cho-là-breith a' phàiste, no ro chiad cheann-bliadhna socrachadh a' phàiste, ga chall.

Shared parental leave can commence as follows:

- the mother can take shared parental leave after she has taken the legally required two weeks of maternity leave immediately following the birth of the child;
- the adopter can take shared parental leave after taking at least two weeks of adoption leave;
- the father/partner/spouse can take shared parental leave immediately following the birth/placement of the child, but may first choose to exhaust any ordinary paternity leave entitlement (10 days), if eligible as the father/partner cannot take paternity leave or pay once they have taken any shared parental leave or shared parental pay.

Where a mother/adopter gives notice to curtail their maternity/adoption entitlement then the mother/adopter's partner can take leave while the mother/adopter is still using their maternity/adoption entitlements.

Shared parental leave will generally commence on the employee's chosen start date specified in their shared parental leave booking notice, or in any subsequent variation notice.

If the employee is eligible to receive it, shared parental pay may be paid for some, or all, of the shared parental leave period.

Shared parental leave must end no later than one year after the birth/placement of the child. Any shared parental leave not taken by the first birthday or first anniversary of placement for adoption is lost.

5.5 Brath air làn-choir air Fòrladh Pàrantach Co-roinnte

Far a bheil neach-obrach ion-roghnach an dùil ri fòrladh pàrantach co-roinnte a ghabhail, feumaidh iad brath a thoirt air an làn-chòir aca agus gu bheil iad an dùil fòrladh pàrantach co-roinnte a ghabhail co-dhiù ochd seachdainean mus faod iad ùine sam bith de fhòrladh pàrantach co-roinnte a ghabhail.

Mar phàirt de na slatan-tomhais airson ion-roghnachd, feumaidh luchd-obrach am brath ceart a thoirt seachad.

Feumaidh am brath a bhith ann an sgrìobhadh agus feumaidh e gabhail a-steach gach aon de na leanas:

- ainm an neach-obrach;
- ainm a' phàrant eile;
- ceann-là tòiseachaidh agus ceann-là crìochnachaidh airson fòrladh no pàigheadh màthaireachd/uchd-mhacachd, no cuibhreann màthaireachd, a chaidh a ghabhail a thaobh a' phàiste agus an uiread iomlan de fhòrladh pàrantach co-roinnte a tha ri faotainn
- an ceann-la air a bheilear an dùil ri breith a' phàiste agus an ceann-là air an do rugadh am pàiste dha-rìribh no, far a bheilear a' dèiligeadh ri pàiste uchd-mhacaichte, an ceann-là air an d' fhuair an neach-obrach brath gun deach am maidseadh le pàiste agus an ceann-là air an tèid a shocrachadh airson uchd-mhacachd;
- an uimhir de fhòrladh pàrantach co-roinnte a bhios an neach-obrach agus an cèile aca an dùil a ghabhail;
- fios, ris nach bithear a' dèiligeadh mar aonta ceangaltach, air cuin a bhios an neach-obrach an dùil fòrladh a ghabhail. Feumaidh an neach-obrach foirgheall soidhnichte a thoirt seachad a tha ag ràdh:
- gu bheil iad, no gum bi iad, a' coileanadh nan cumhaichean airson ion-roghnachd agus gu bheil làn-chòir aca air fòrladh pàrantach co-roinnte;
- gu bheil am fiosrachadh a thug iad seachad ceart;
- mur iad a' mhàthair/uchd-mhacair, feumaidh iad daingneachadh gur iad an dàrna cuid athair a' phàiste no cèile, cèile sìobhalta no com-pàirtiche na màthar/uchd-mhacair;
- gun toir iad fios gu Bòrd na Gàidhlig sa bhad ma tha iad a' sgur de bhith ion-roghnach. Feumaidh

Notification of an entitlement to Shared Parental Leave

An employee entitled and intending to take shared parental leave must provide notice of their entitlement and intention to take shared parental leave at least eight weeks before they can take any period of shared parental leave.

Part of the eligibility criteria requires the employee to provide the correct notification.

Notification must be in writing and requires each of the following:

- the name of the employee;
- the name of the other parent;
- the start and end dates of any maternity/adoption leave or pay, or maternity allowance, taken in respect of the child and the total amount of shared parental leave available;
- the date on which the child is expected to be born and the actual date of birth or, in the case of an adopted child, the date on which the employee was notified of having been matched with the child and the date of placement for adoption;
- the amount of shared parental leave the employee and their partner each intend to take
- a non-binding indication of when the employee expects to take the leave. The employee must provide a signed declaration stating:
- that they meet, or will meet, the eligibility conditions and are entitled to take shared parental leave;
- that the information they have given is accurate;
- if they are not the mother/adopter they must confirm that they are either the father of the child or the spouse, civil partner or partner of the mother/adopter;
- that should they cease to be eligible they will immediately inform Bòrd na

an neach-obrach foirgheall soidhnichte bhon chèile aca a thoirt seachad a tha a' daingneachadh:

- an ainm, an seòladh aca agus an àireamh àrachais nàiseanta aca (no foirgheall nach eil àireamh àrachais nàiseanta aca);
- gur iad màthair/uchd-mhacair a' phàiste no gur iad athair a' phàiste no gur iad cèile, cèile sìobhalta no com-pàirtiche na màthar/uchd-mhacair;
- gu bheil iad a' coileanadh na deuchainne a thaobh cosnadh agus tuarastal agus gum b' ann orrasan, air ceann-là breith a' phàiste no socrachadh airson uchd-mhacachd, am prìomh uallach airson a' phàiste, còmhla ris an neach-obrach;
- gu bheil iad ag aontachadh ris an uimhir de dh'fhòrladh pàrantach co-roinnte a tha an neach-obrach an dùil ri ghabhail;
- gu bheil iad ag aontachadh gum faod a' buidheann a bhith a' giullachd an fhiosrachaidh a gheibhear ann am foirm an fhoirghill; agus
- san t-suidheachadh far is e an cèile a' mhàthair/uchd-mhacair, gun toir iad fios chun a' chèile aca sa bhad ma tha iad a' sgur de choileanadh nan slatan-tomhais airson ion-roghnachd.

Gàidhlig. The employee must provide a signed declaration from their partner confirming:

- their name, address and national insurance number (or a declaration that they do not have a national insurance number);
- that they are the mother/adopter of the child or they are the father of the child or are the spouse, civil partner or partner of the mother/adopter;
- that they satisfy the employment and earnings test and had at the date of the child's birth or placement for adoption the main responsibility for the child, along with the employee;
- that they consent to the amount of shared parental leave that the employee intends to take;
- that they consent to the organisation processing the information contained in the declaration form; and
- in the case whether the partner is the mother/adopter that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

5.6 Dearbhadh air Ion-roghnachd

Faodaidh Bòrd na Gàidhlig, taobh a-staigh 14 làithean bhon d' fhuair eadh brath air làn-chòir air fòrladh pàrantach co-roinnte, iarraidh:

- ainm is seòladh-gnothachais an fhaistidheir a tha a' fastadh cèile an neach-obrach (far nach eil cèile an neach-obrach fhathast air thuarastal, no far a bheil iad ag obair air an ceann fhèin, feumar fiosrachadh pearsanta a thoirt na àite);
- far a bheilear a' dèiligeadh ri pàrantan bith-eòlasach, lethbhreac de theisteanas-breithe airson a' phàiste (no, far nach deach a leithid fhaighinn fhathast, foirgheall a thaobh àm is àite na breithe);
- far a bheilear a' dèiligeadh ri pàiste uchd-mhacaichte, fianais sgrìobhte air ainm is seòladh na buidhne uchd-mhacachd, an ceann-là air an d' fhuair eadh brath gun deach am maidseadh le pàiste agus an ceann-là air a bheil a' bhuidheann uchd-mhacachd an dùil gum bithear a' socrachadh a' phàiste airson uchd-mhacachd.

Evidence of Eligibility

Bòrd na Gàidhlig may, within 14 days of the shared parental leave entitlement notification being given, request:

- the name and business address of the partner's employer (where the employee's partner is no longer employed or is self-employed their contact details must be given instead);
- in the case of biological parents, a copy of the child's birth certificate (or, where one has not been issued, a declaration as to the time and place of the birth);
- in the case of an adopted child, documentary evidence of the name and address of the adoption agency, the date on which they were notified of having been matched with the child and the date on which the agency expects to place the child for adoption.

Gus làn-chòir fhaighinn air fòrladh pàrantach co-roinnte, feumaidh an neach-obrach am fiosrachadh seo a thoirt seachd taobh a-staigh 14 làithean bhon d' fhuair e an t-iarrtas.

In order to be entitled to shared parental leave, the employee must produce this information within 14 days of receiving the request.

5.7 A' bucaigeadh Fòrladh Pàrantach Co-roinnte

A bharrachd air brath a thoirt air an làn-chòir aca air fòrladh pàrantach co-roinnte/pàigheadh pàrantach co-roinnte, feumaidh luchd-obrach brath a thoirt gum bi iad a' gabhail fòrladh. Ann an iomadh cùis, bithear a' toirt brath gum bithear a' gabhail fòrladh aig an aon àm 's a thathar a' toirt brath gu bheil làn-chòir aca air fòrladh pàrantach co-roinnte.

Booking Shared Parental Leave

In addition to notifying their entitlement to shared parental leave/shared parental pay, employees must also give notice to take the leave. In many cases, notice to take leave will be given at the same time as the notice of entitlement to shared parental leave.

Tha còir aig luchd-obrach trì brathan a thoirt seachd sa bheil iad a' sonrachadh nan ùineachan sa bheil iad an dùil fòrladh a ghabhail. Faodaidh gach brath a bhith a' gabhail a-steach an dara cuid aon ùine de ghrunn sheachdainean de fhòrladh no dà no barrachd is dà sheachdain de fhòrlach neo-leantainneach, far a bheil an neach-obrach an dùil gum bi iad a' tilleadh a dh'obair eadar ùineachan de fhòrladh.

Employees have the right to submit three notifications specifying the shared parental leave periods they are intending to take. Each notification may contain either a single period of a number of weeks of leave or two or more weeks of discontinuous leave, where the employee intends to return to work between periods of leave.

Chan fhaodar fòrladh pàrantach co-roinnte a ghabhail ach ann an seachdainean iomlan, ach faodaidh e tòiseachadh air latha sam bith san t-seachdain. Mar eisimpleir, nan robh seachdain de fhòrladh pàrantach co-roinnte a' tòiseachadh air Dimàirt, bhiodh e a' crìochnachadh air Diluain.

Shared parental leave can only be taken in complete weeks but may begin on any day of the week. For example if a week of shared parental leave began on a Tuesday it would finish on a Monday.

Feumaidh luchd-obrach fòrladh pàrantach co-roinnte a bhucaigeadh le bhith a' toirt a' bhratha cheart co-dhiù ochd seachdainean ron cheann-là air a bheilear ag iarraidh gum bithear am fòrladh a' tòiseachadh agus (far a bheil seo iomchaidh) agus a' faighinn pàigheadh pàrantach co-roinnte.

Employees must book shared parental leave by giving the correct notification at least eight weeks before the date on which they wish to start the leave and (if applicable) receive shared parental pay.

5.8 Brath air Fòrladh Leantainneach

Faodaidh brath a bhith airson ùine de fhòrladh leantainneach, a tha a' ciallachadh gu bheilear a' toirt brath gum bithear a' gabhail uimhir de sheachdainean mar aon ùine neo-bhrìste de fhòrladh.

Continuous Leave Notification

A notification can be for a period of continuous leave, which means notification of a number of weeks taken in a single unbroken period of leave.

Tha còir aig luchd-obrach air bloca leantainneach de fhòrladh, air am bi iad a' toirt fios ann an aon bhrath, fhad 's nach bi e a' dol thairis air an àireamh iomlan de sheachdainean de fhòrladh pàrantach co-roinnte a tha rim faotainn dhaibh agus gu bheil iad air brath a thoirt mu dheidhinn co-dhiù ochd

Employees have the right to take a continuous block of leave notified in a single notification, so long as it does not exceed the total number of weeks of shared parental leave available to them and at least eight weeks' notice has been

seachdainean ro làimh.

Faodaidh luchd-obrach trì brathan air leth a thoirt seach airson ùineachan leantainneach de fhòrladh.

5.9 Brath air Fòrladh Neo-leantainneach

Faodaidh an t-aon bhrath cuideachd a bhith a' gabhail a-steach iarrtas airson dà ùine, no barrachd is dhà, de fhòrladh neo-leantainneach, rud a tha a' ciallachadh gu bheilear ag iarraidh àireamh shònraichte de sheachdainean de fhòrladh thar ùine shònraichte, air a bhriseadh le eadar-ùineachan far a bheil an neach-obrach a' tilleadh a dh'obair.

Far a bheil iomagain ann a thaobh an urrainnear gabhail ris a' bhrath, thèid coinneamh a chur air dòigh gus còmhraidh a dhèanamh air airson tighinn gu rèiteachadh a tha a' coileanadh feumalachdan gach taobh.

Bidh Bòrd na Gàidhlig a' toirt fa-near brath air fòrladh neo-leantainneach, ach tha còir aig a' bhuidhinn am brath a dhiùltadh. Ma tha am pàtran fòrlaidh ga dhiùltadh, faodaidh luchd-obrach an dara cuid am brath a thoirt air ais taobh a-staigh 15 làithean no am fòrladh a ghabhail mar bhloca leantainneach.

Ma tha luchd-obrach a' cur romhpa gun gabh iad fòrladh mar aon bhloca leantainneach, bidh suas ris an 19mh latha aca bhon cheann-là air an tugadh am brath tùsail gus taghadh a dhèanamh air cuin a tha iad ag iarraidh gum bi am fòrladh a' tòiseachadh. Chan fhaod am fòrladh tòiseachadh nas luaithe na ochd seachdainean bhon cheann-là air an tugadh am brath tùsail. Mura bheil an neach-obrach a' taghadh ceann-là tòiseachaidh eile, bidh am fòrladh a' tòiseachadh air a' chiad latha fòrlaidh a chaidh iarraidh sa bhrath thùsail.

Bithear a' beachdachadh air gach iarrtas airson fòrladh neo-leantainneach a rèir airidheachd na cùise. Far a bheilear ag aontachadh ri aon iarrtas, cha bhi sin a' stèidheachadh ro-shampall no a' cruthachadh còir airson neach-obrach eile air pàtran co-chosmhail de fhòrladh pàrantach co-roinnte.

5.10 A' freagairt ri Brath air Fòrladh Pàrantach Co-roinnte

Aon uair 's gun d' fhuair eadh brath bucaigidh, bheirear freagairt ri luchd-obrach ann an sgrìobhadh gun a bhith nas fhaide na an 14mh latha

provided.

Employees may submit up to three separate notifications for continuous periods of leave.

Discontinuous Leave Notification

A single notification may also contain a request for two or more periods of discontinuous leave, which means asking for a set number of weeks of leave over a period of time, with breaks between the leave where the employee returns to work.

Where there is concern over accommodating the notification, a meeting will be arranged to discuss the notification with a view to agreeing an arrangement that meets the needs of both parties.

Bòrd na Gàidhlig will consider a discontinuous leave notification but has the right to refuse it. If the leave pattern is refused, employees can either withdraw it within 15 days of giving it or can take the leave as a single continuous block.

If the employees choose to take the leave in a single continuous block, they have until the 19th day from the date the original notification was given to choose when they want the leave period to begin. The leave cannot start sooner than eight weeks from the date the original notification was submitted. If the employee does not choose a start date then the leave will begin on the first leave date requested in the original notification. Each request for discontinuous leave will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar pattern of shared parental leave.

Responding to a Shared Parental Leave Notification

Once a leave booking notice is received a response will be provided to the employees in writing no later than the

an dèidh an iarrtas fhaighinn.

14th day after the leave request was made.

5.11 Atharrachaidhean do Fhòrladh Pàrantach Co-roinnte a chaidh a chur air dòigh cheana

Far a bheil luchd-obrach air ùine de fhòrladh pàrantach co-roinnte a bhucaigeadh, tha cead aca atharrachadh no a chur às air chumha gu bheil iad a' toirt fios ann an sgrìobhadh co-dhiù ochd seachdainean mus tòisich latha an atharrachaidh. Chan fhaod latha tòiseachaidh ùr sam bith a bhith nas tràithe na ochd seachdainean bho cheann-là an iarrtais atharrachaidh.

Far a bheil an neach-obrach a' toirt brath airson am fòrladh aca atharrachadh no a chur às, a' gabhail a-steach brath gum bi iad a' tilleadh a dh'obair tràth, is àbhaist gum bithear ga chunntadh mar bhrath ùr agus mar sin lùghdaichidh seo a' chòir aca air fòrladh a bhucaigeadh/atharrachadh le bhith a' toirt air falbh aon iarrtas. Ach far an deach an t-atharrachadh adhbharachadh le breith thràth an leanab, no a chionn 's gun do dh'iarr Bòrd na Gàidhlig atharrachadh don fhòrladh, is an neach-obrach taitneach leis an atharrachadh, cha bhi sin a' cunntadh mar bhrath a bharrachd.

Bithear a' deimhinneachadh atharrachaidhean ann an sgrìobhadh.

Variations to arranged Shared Parental Leave

Employees are permitted to vary or cancel an agreed and booked period of shared parental leave, provided that they provide written confirmation at least eight weeks before the date of the variation. Any new start date cannot be sooner than eight weeks from the date of the variation request.

Any variation or cancellation notification made by the employee, including notice to return to work early, will usually count as a new notification reducing their right to book/vary leave by one request. However, a change as a result of a child being born early, or as a result of Bòrd na Gàidhlig requesting the leave be changed, and the employee being agreeable to the change, it will not count as further notification.

Variations will be confirmed in writing.

5.12 Pàigheadh Pàrantach Co-roinnte

Dh'fhaodadh gum bi làn-chòir aig luchd-obrach ion-roghnach air suas ri 37 seachdainean de phàigheadh pàrantach co-roinnte fhad 's a tha iad a' gabhail fòrladh pàrantach co-roinnte. Bidh an àireamh de sheachdainean a tha rim faotainn ag atharrachadh a rèir an uireid a bhios a' mhàthair/uchd-mhacair a' lùghdachadh na h-ùine aca airson pàigheadh màthaireachd/uchd-mhacachd no cuibhreann màthaireachd.

A bharrachd air feumalachdan ion-roghnachd a choileanadh airson fòrladh pàrantach co-roinnte, far a bheil neach-obrach ag iarraidh tagradh a dhèanamh airson pàigheadh pàrantach co-roinnte, feumaidh iad gach aon de na slatan-tomhais a leanas a choileanadh:

- feumaidh gun robh làn-chòir aig a' mhàthair/uchd-mhacair air pàigheadh màthaireachd reachdail/pàigheadh uchd-mhacachd reachdail no cuibhreann màthaireachd, agus feumaidh gu bheil iad air an ùine aca airson pàigheadh

Shared Parental Pay

Eligible employees may be entitled to take up to 37 weeks shared parental pay while taking shared parental leave. The number of weeks available will depend on the amount by which the mother/adoption pay reduces their maternity/adoption pay period or maternity allowance period.

In addition to meeting the eligibility requirements for shared parental leave, an employee seeking to claim shared parental pay must further satisfy each of the following criteria:

- the mother/adoption pay must be/have been entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period;

màthaireachd/pàigheadh uchd-mhacachd no cuibhreann màthaireachd a lùghdachadh;

- feumaidh an neach-obrach a bhith an dùil gum bi iad a' gabhail cùram a' phàiste rè na seachdain sam bidh pàigheadh pàrantach co-roinnte ri phàigheadh;
- feumaidh gu bheil aig an neach-obrach, anns na h-ochd seachdainean a' dol suas ri, agus a' gabhail a-steach, an 15mh seachdain ron cheann-là air a bheil dùil ris a' phàiste/ri maidseadh, tuarastal seachdaineil cuibheasach nach eil nas lugha na a' chrìoch chosnaidh as ìsle airson tabhartasan Àrachais Nàiseanta a tha an gnìomh aig an àm;
- feumaidh an neach-obrach fuireach fo fhastadh leantainneach gus an tòisich a' chiad sheachdain de phàigheadh pàrantach co-roinnte;
- feumaidh an neach-obrach brath ceart a thoirt seachad a rèir nan riaghailtean air an cur an cèill gu h-ìosal.
- Far a bheil làn-chòir aig luchd-obrach air pàigheadh pàrantach co-roinnte fhaighinn, feumaidh iad, co-dhiù ochd seachdainean mus faigh iad pàigheadh pàrantach co-roinnte sam bith, brath sgrìobhte a thoirt sa bheil iad a' cur an cèill gu bheil làn-chòir aca air pàigheadh pàrantach co-roinnte. Far an gabh a dhèanamh, bu chòir gum bi seo mar phàirt den bhrath a tha ag ràdh gu bheil làn-chòir aca air fòrladh pàrantach co-roinnte.
- the employee must intend to care for the child during the week in which shared parental pay is payable;
- the employee must have average weekly earnings for the period of eight weeks leading up to and including the 15th week before the child's expected due date/matching date which are not less than the lower earnings limit in force for National Insurance contributions;
- the employee must remain in continuous employment until the first week of shared parental pay has begun;
- the employee must give proper notification in accordance with the rules set out below;
- Where employees are entitled to receive shared parental pay they must, at least eight weeks before receiving any shared parental pay, provide written notice advising of their entitlement to shared parental pay. Where possible, this should be included as part of the notice of entitlement to take shared parental leave.

A bharrachd air na dh'fheumar a bhith sa bhrath a tha ag ràdh gu bheil làn-chòir aca air fòrladh pàrantach co-roinnte, feumaidh brath sam bith a tha ag ràdh gu bheil làn-chòir aca air pàigheadh pàrantach co-roinnte a bhith a' gabhail a-steach:

- ceann-là tòiseachaidh agus ceann-là crìochnachaidh airson pàigheadh màthaireachd/uchd-mhacachd no cuibhreann màthaireachd;
- an t-sùim iomlan de phàigheadh pàrantach co-roinnte a tha ri fhaotainn, an t-sùim iomlan de phàigheadh pàrantach co-roinnte a tha gach cuid an neach-obrach agus an cèile aca an dùil a ghabhail, agus fios, ris nach bithear a' dèiligeadh mar aonta ceangaltach, air cuin a bhios an neach-obrach an dùil tagradh a dhèanamh airson pàigheadh pàrantach co-roinnte;
- foirgheall soidhnichte bhon neach-obrach a tha a' daingneachadh gu bheil am fiosrachadh a thug iad seachad ceart, gu bheil iad, no gum bi iad, a' coileanadh nan cumhaichean ion-
- In addition to what must be included in the notice of entitlement to take shared parental leave, any notice that advises of an entitlement for shared parental pay must include:
- the start and end dates of any maternity/adoption pay or maternity allowance;
- the total amount of shared parental pay available, the amount of shared parental pay the employee and their partner each intend to claim, and a non-binding indication of when the employee expects to claim shared parental pay;
- a signed declaration from the employee confirming that the information they have given is correct, that they meet, or will meet, the

roghnachd airson pàigheadh pàrantach co-roinnte, agus gun toir iad fios gu Bòrd na Gàidhlig sa bhad ma tha iad a' sgur de bhith ion-roghnach.

criteria for shared parental pay and that they will immediately inform Bòrd na Gàidhlig should they cease to be eligible.

Còmhla ris a' bhrath, feumaidh gu bheil foirgheall soidhnichte bho chèile an neach-obrach a tha a' daingneachadh:

- gu bheil iad ag aontachadh gum faod an neach-obrach tagradh a dhèanamh airson pàigheadh pàrantach co-roinnte agus gum faod a' bhuidheann pàighidhean pàrantach co-roinnte sam bith a ghiullachd airson an neach-obrach;
- san t-suidheachadh far is e an cèile a' mhàthair/uchd-mhacair, gu bheil iad air am pàigheadh màthaireachd/pàigheadh uchd-mhacachd no cuibhreann màthaireachd aca a lùghdachadh;
- san t-suidheachadh far is e an cèile a' mhàthair/uchd-mhacair, gun toir iad fios chun a' chèile aca sa bhad ma tha iad a' sgur de choileanadh nan slatan-tomhais airson ion-roghnachd.

Notice must be accompanied by a signed declaration from the employee's partner confirming:

- their agreement to the employee claiming shared parental pay and for the organisation to process any shared parental pay payments to the employee;
- in the case whether the partner is the mother/ adopter, that they have reduced their maternity/adoption pay or maternity allowance;
- in the case where the partner is the mother/ adopter, that they will immediately inform their partner should they cease to satisfy the eligibility conditions.

Thèid pàigheadh pàrantach co-roinnte a phàigheadh aig an reata suidhichte leis an stàit agus bithear ga làimhseachadh mar thuarastal agus mar sin bidh e fo bhuidheann lùghdachaidhean pàigheadh mar a choisinnear (PAYE).

Shared parental pay will be paid at a rate set by the State and is treated as earnings and therefore subject to normal pay as you earn (PAYE) deductions.

5.13 Sochrairean Cùmhnantail

Rè fòrladh pàrantach co-roinnte, bidh teirmichean is cumhaichean uile ann an cùmhnant fastaidh an neach-obrach a' cumail a' dol, ach a thaobh tuarastal. Gu h-àraid, bithear a' cumail a' tàrmachadh làn-chòir air fòrladh bliadhnail agus làithean-saora poblach.

Contractual Benefits

During shared parental leave, all terms and conditions of the employees' contract of employment will continue, except for salary. In particular, contractual annual leave and public holiday entitlement will continue to accrue.

5.14 Coluadar rè Fòrladh Pàrantach Co-roinnte

Mus tòisich fòrladh pàrantach co-roinnte, bithear ag aontachadh air ullachaidhean airson cumail ann an coluadar.

Tha Bòrd na Gàidhlig a' glèidheadh na còrach aige an tachartas sam bith a bhith a' dèanamh conaltradh reusanta còmhla ri luchd-obrach bho àm gu àm rè fòrladh pàrantach co-roinnte. Dh'fhaodadh an coluadar a bhith a' gabhail a-steach còmhraidhean air planaichean airson tilleadh a dh'obair, ullachaidhean sònraichte a dh'fheumar dèanamh, trèanadh, no dìreach airson an neach-obrach a chumail fiosraichte air leasachaidhean aig obair fhad 's a tha iad air a bhith dheth.

Contact during Shared Parental Leave

Before a period of shared parental leave begins arrangements for keeping in touch will be agreed.

Bòrd na Gàidhlig reserves the right in any event to maintain reasonable contact with employees from time to time during their shared parental leave. Contact may include discussions about plans to return to work, special arrangements to be made, training, or simply to update on developments at work during the absence.

5.15 Làithean cumail ann an coluadar rè Fòrladh Pàrantach Co-roinnte (SPLIT)

Faodaidh luchd-obrach obair no trèanadh a choileanadh airson suas ri 20 làithean fhad 's a tha iad air fòrladh pàrantach co-roinnte gun a bhith a' toirt gu crìch am fòrladh pàrantach co-roinnte aca agus gun bhuaidh sam bith air a' chòir aca air tagradh a dhèanamh airson pàigheadh pàrantach co-roinnte. 'S e "làithean fòrladh pàrantach co-roinnte cumail ann an coluadar" (*Shared Parental Leave In Touch—SPLIT*) a chanar riutha seo.

Cha bhi Bòrd na Gàidhlig fo dhleastanas a bhith a' tairgse obair, agus cha bhi an neach-obrach fo dhleastanas obair a dhèanamh, fhad 's a tha iad air fòrladh pàrantach co-roinnte, agus bidh an neach-obrach gun dolaidh sam bith ma tha iad a' diùltadh a dh'obair.

Cha bhi làithean sam bith air an do dh'obair an neach-obrach a' leudachadh fad na h-ùine de fhòrladh pàrantach co-roinnte.

Pàighear obair sam bith a chaidh a dhèanamh fo ullachaidhean SPLIT aig an reata làitheil àbhaisteach de phàigheadh. Far am pàighear pàigheadh pàrantach co-roinnte agus tha seo nas lugha na an reata làitheil àbhaisteach, thèid am pàigheadh a bharrachadh chun an reata làitheil àbhaistich. Far nach eilear a' faighinn pàigheadh sam bith, pàighear an reata làitheil àbhaisteach aig an ath cheann-là pàighidh.

Faodar làithean SPLIT a ghabhail mar làn-làithean no leth-làithean.

5.16 Tilleadh a dh'Obair an dèidh Fòrladh Pàrantach Co-roinnte

Bidh luchd-obrach air fios fòirmeil sgrìobhte fhaighinn a thaobh ceann-là mu dheireadh den fhòrladh pàrantach co-roinnte aca, agus thathar an dùil gum bi iad a' tilleadh a dh'obair air an ath latha-obrach an dèidh a' chinn-là sin, mura toir iad brath contrarra gu Bòrd na Gàidhlig.

Ma tha neach-obrach airson tilleadh a dh'obair nas tràithe na an ceann-là tillidh a bhathar an dùil, faodaidh iad brath sgrìobhte a thoirt seachad gus am fòrladh atharrachadh, a' toirt fios co-dhiù ochd seachdainean ron cheann-là air am bi iad a' tilleadh. Bidh seo a' cunntadh mar aon de na trì brathan aca.

Ma tha an neach-obrach air trì brathan a chleachdadh mar-thà gus fòrladh a bhucaigeadh agus/no atharrachadh, cha bhi Bòrd na Gàidhlig fo

Shared Parental Leave in Touch Days (SPLIT)

Employees can agree to work or attend training for up to 20 days during shared parental leave without bringing their period of shared parental leave to an end or impacting on their right to claim shared parental pay. These are known as "Shared Parental Leave in Touch" or "SPLIT" days.

Bòrd na Gàidhlig will not be obliged to offer, nor will the employee be obliged to attend, work whilst on shared parental leave and the employee will not suffer any detriment if they refuse to work.

Any days worked do not extend the total duration of the shared parental leave period.

Any work undertaken under the SPLIT arrangements will be paid at the normal daily rate of pay. Where shared parental pay is being paid and this is less than the normal daily rate, the pay will be topped up to the normal daily rate. Where no pay is being received, the full normal daily rate will be paid at the next available pay date.

SPLIT days may be taken as full or half days.

Returning to Work After Shared Parental Leave

Employees will have been formally advised in writing of the end date of any period of shared parental leave and they are expected to return on the next working day after this date unless they notify Bòrd na Gàidhlig to the contrary.

If an employee wishes to return to work earlier than the expected return date, they may provide a written notice to vary the leave, giving at least eight weeks' notice of their date of early return. This will count as one of their three notifications.

If the employee has already used their three notifications to book and/or vary leave then Bòrd na Gàidhlig is under no

dhleastanas sam bith a bhith a' gabhail ris a' bhrath gum bi an neach-obrach a' tilleadh tràth, ach faodaidh am Bòrd roghnachadh gum bithear a' gabhail ris.

Air dhaibh tilleadh a dh'obair an dèidh fòrladh pàrantach co-roinnte, ma tha an t-sùim iomlan de fhòrladh màthaireachd/athaireachd/uchd-mhacachd reachdail agus fòrladh pàrantach co-roinnte a' tighinn gu 26 seachdain no nas lugha na sin, is àbhaist gum bi an neach-obrach a' tilleadh don aon obair a bh' aca mus do thòisich am fòrladh màthaireachd/athaireachd/uchd-mhacachd agus an ùine as ùire de dh'fhòrladh pàrantach co-roinnte. Bidh seo air na h-aon teirmichean is cumhaichean obrach mar nach robh iad air a bhith neo-làthaireach.

Ma tha an t-sùim iomlan de dh'fhòrladh màthaireachd/athaireachd/uchd-mhacachd reachdail agus fòrladh pàrantach co-roinnte a' tighinn gu 26 seachdain no nas motha na sin, bidh làn-chòir aig an neach-obrach a thilleadh don aon obair 's a bha aca mus do thòisich an ùine as ùire de fhòrladh. Far nach gabh seo a dhèanamh, thèid iad do obair eile a tha gach cuid iomchaidh is freagarrach san t-suidheachadh, agus air teirmichean is cumhaichean nach eil nas mì-fhàbharaich na bhiodh aca mar làn-chòir mura robh iad neo-làthaireach.

Ma tha neach-obrach cuideachd a' gabhail ùine de fhòrladh pàrantach neo-phàighte de 4 seachdainean no nas lugha, cha toir seo buaidh sam bith air a' chòir aca a bhith a' tilleadh agus is àbhaist gum bi làn-chòir aca tilleadh don aon obair 's a bha aca mus do thòisich an ùine mu dheireadh de dh'fhòrladh mas e gu bheil an t-sùim iomlan de fhòrladh màthaireachd/athaireachd /uchd-mhacachd agus fòrladh pàrantach co-roinnte a' dol thairis air 26 seachdainean.

Ma tha neach-obrach cuideachd a' gabhail 5 seachdainean de dh'fhòrladh pàrantach co-roinnte neo-phàighte, fiù 's ma tha an t-sùim iomlan de fhòrladh màthaireachd/athaireachd/uchd-mhacachd agus fòrladh pàrantach co-roinnte a' dol thairis air 26 seachdainean, bidh làn-chòir aca a bhith a' tilleadh don aon obair 's a bh' aca mus do thòisich an ùine mu dheireadh de fhòrladh no, far nach gabh seo a dhèanamh, gu obair eile a tha gach cuid iomchaidh is freagarrach san t-suidheachadh, agus air teirmichean is cumhaichean nach eil nas

obligation to accept the notice to return early but may choose to do so.

On returning to work after Shared Parental Leave, if the employees aggregate total statutory maternity/paternity/adoption leave and shared parental leave amounts to 26 weeks or less, they will normally return to the same job which they occupied immediately before commencing maternity/paternity/ adoption leave and the most recent period of shared parental leave. This will be on the same terms and conditions of employment as if they had not been absent.

If an employee's maternity/paternity/ adoption leave and shared parental leave amounts to 26 weeks or more in aggregate, they are entitled to return to the same job they held before commencing the last period of leave. Where this is not possible it will be to another job which is both suitable and appropriate in the circumstances, and on terms and conditions no less favourable than those to which they would have been entitled had they not been absent.

If an employee also takes a period of unpaid parental leave of 4 weeks or less this will have no effect on their right to return and they will normally still be entitled to return to the same job as they occupied before taking the last period of leave if the aggregate weeks of maternity/paternity/adoption and shared parental leave do not exceed 26 weeks.

If an employee also takes a period of 5 weeks of unpaid parental leave, even if the total aggregate weeks of maternity/paternity/ adoption and shared parental leave do not exceed 26 weeks, they will be entitled to return to the same job they held before commencing the last period of leave or, where this is not possible, another job which is both suitable and appropriate in the circumstances, and on terms and

mì-fhàbharaich na bhiodh aca mar làn-chòir mura robh iad neo-làthaireach.

conditions no less favourable than those to which they would have been entitled had they not been absent.

5.17 Measadh Buaidh air Co-ionannachd

Tha Bòrd na Gàidhlig ag aithneachadh an dleastanas a th’ aige gus dèanamh cinnteach nach bidh duine sam bith a’ fulang leth-breith no ana-cothromach air sgàth aois, ciorramachd, ath-dhealbhadh gnè, pòsadh is com-pàirteachas sìobhalta, leatromachd is màthaireachd, cinneadh, cràbhadh no creideamh, gnè no aomadh gnèitheasach.

Chaidh am poileasaidh air fòrladh màthaireachd, athaireachd, uchd-mhacachd agus pàrantach co-roinnte a chur tro mheasadh air buaidh co-ionannachd gus co-ionannachd a chur an comas.

Equality Impact Assessment

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation.

The maternity, paternity, adoption, ordinary and shared parental leave policy has been screened through an equality impact assessment to enable equality.

6.0 Smachd Sgrìobhainn

Document Control

Dreach Version Number	Adhbhar/ Atharrachadh Purpose/Change	Ùghdar Author	Ceann-là Date
V2	Addition of Neonatal Leave and changes following review by Arena HR	KNG	10.04.2025



Stiùireadh Obair-Aonair
Lone Worker Guidance

Lèirmheas air a dhèanamh / Review conducted: 28/09/2022

Ath-nuadhachadh a dhìth/Review due on: 28/09/2023

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1. Ro-ràdh

Introduction

1.1. Tha sreath de phoileasaidhean aig Bòrd na Gàidhlig a tha ag amas air deagh stiùireadh dhaoine air feadh na buidhne agus a tha ag amas air dèanamh cinnteach gu bheil daoine air an làimhseachadh gu cunbhalach. Is e rùn nan stiùiridhean sin luchd-obrach agus manaidsearan a chuideachadh gus na dleastanasan fa leth aca a thuigsinn gus toraidhean agus prìomhachasan plana corporra agus plana obrach Bhòrd na Gàidhlig a libhrigeadh.

Bòrd na Gàidhlig has a suite of policies aimed at delivering good people management across the organisation and aims to ensure consistency of treatment. The intention of these policies is to help employees and managers understand their individual responsibilities to achieve the outcomes and priorities of the Bòrd na Gàidhlig corporate plan and operational plan

1.2. Bu chòir dhut stiùireadh iarraidh bhon mhanaidsear-sreatha agad no bho sheirbheisean HR mu chur an gnìomh a' phoileasaidh seo.

Guidance should be sought from your line manager ~~or HR services~~ on the operation of this guidance.

1.3. Tha an stiùireadh seo an sàs airson an luchd-obrach uile aig Bòrd na Gàidhlig, a gabhail a-steach luchd-obrach. Airson luchd-obrach a tha a' dèanamh na h-ùine dearbhadh aca aig an àm seo, bidh prìonnasabalan a' phoileasaidh seo an gnìomh.

This guidance applies to all employees of Bòrd na Gàidhlig, including those currently serving their probationary period of Bòrd na Gàidhlig. ~~For employees who are currently serving their probationary period, the principles of this guidance will apply.~~

1.4. Chan eil an stiùireadh seo mar phàirt de chòraichean cùmhnant an neach-obrach. Tha Bòrd na Gàidhlig a' glèidheadh na còrach mion-fhiosrachadh nan stiùiridhean atharrachadh nuair a bhios seo riatanach mar thoradh air reachdas no feumalachdan na buidhne, ann an co-chomhairle ri taobh nan le aonadh ciùird (TUS) mar a bhios iomchaidh.

This guidance does not form part of the employee's contractual rights. Bòrd na Gàidhlig reserve the right to vary the detail of the policies and guidance documents as may be required by legislation or organisational requirements, in consultation with trade union ~~side~~ (TUS) as appropriate.

2. Aithisg ~~phoileasaidh~~ Stiùireadh

Guidance Statement

2.1. Cha bhi Bòrd na Gàidhlig a' brosnachadh obair-aonair agus nì e nas urrainn dha gus dèanamh cinnteach nach bi feum air obair-aonair far an gabh sinn a sheachnadh gu reusanta is gu practaigeach. Far a bheil feum air obair-aonair, an dàrna chuid corra uair no gu cunbhalach, gabhaidh am Bòrd ceuman reusanta gus dèanamh cinnteach mu

The Bòrd discourages lone working and will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, whether on an occasional or regular basis, the Bòrd will take reasonable steps to ensure the health, safety and welfare of employees working alone.

Pàipear 5.1 PT4.1

shlàinte, sàbhailteachd agus sunnd an luchd-obrach a tha ag obair leotha fhèin.

- 2.2. Nì am Bòrd cinnteach cuideachd gun tèid measadh chunnartan air slàinte is sàbhailteachd a dhèanamh gus na cunnartan agus riosgan a tha an lùib obair-aonair a chomharrachadh agus gus dòighean-obrach sàbhailte a dhealbhadh agus a chur an gnìomh gus an tèid cur às do na cunnartan no gu bheil iad air an riaghladh gu h-iomchaidh, agus mar sin gu bheil cothrom aig luchd-obrach-aonair an cuid obrach a dhèanamh ann an àrainneachd shàbhailte. (faic am poileasaidh slàinte is sàbhailteachd agus fiosrachadh ann an Leas-phàipear A)

The Bòrd will also ensure that a health and safety risk assessment is carried out to identify the hazards and risks of lone working and to devise and implement safe working arrangements so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment. (see health and safety guidance and details in Appendix A)

3. Ag obair leis an Stiùireadh seo

Working with this Guidance

- 3.1. Nì a h-uile duine le uallach airson manaidsearachd no stiùireadh luchd-obrach air an toir an stiùireadh seo buaidh cinnteach gu bheil iad mothachail air na dòighean-obrach iomchaidh. Feumaidh iad dèanamh cinnteach gu bheil na gnìomhan a nì an luchd-obrach aca air an dèanamh le làn aire do shlàinte is sàbhailteachd a h-uile duine a tha an sàs ann.
- 3.2. Tha dleastanas air luchd-obrach a bhith a' co-obrachadh leis a' Bhòrd air cùisean slàinte, sàbhailteachd is sunnd. Feumaidh iad a bhith eòlach air a' phoileasaidh obair-aonair, agus air dòighean-obrach is riaghailtean Bhòrd na Gàidhlig agus feumaidh iad an leantainn.

All those with responsibility for the management or supervision of employees affected by this guidance will ensure that they are aware of the relevant procedures. They must ensure that the tasks carried out by their staff are performed with the utmost regard for the health and safety of all involved.

Employees have a responsibility to co-operate with the Bòrd on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the lone working guidance, Bòrd procedures and rules.

4. Mineachadh air Obair-aonair

Definition of Lone Working

- 4.1 Mar as trice, tha luchd-obrach-aonair air am mineachadh mar luchd-obrach a tha ag obair leotha fhèin às aonais stiùireadh dlùth no dìreach.

Lone workers generally would be considered as an employee who works by themselves without close or direct supervision.

Pàipear 5.1 PT4.1

- | | | |
|-----|---|---|
| 4.2 | Airson an luchd-obrach sin air fad, feumar measadh chunnartan a dhèanamh gus faighinn a-mach a bheil e sàbhailte dhan neach-obrach agad a bhith ag obair leotha fhèin le ceumannan gus smachd a chumail air an t-suidheachadh agus suidheachaidhean obrach sàbhailte. Feumar am measadh ùrachadh gu cunbhalach. | For all of these staff, a risk assessment must be carried out in order to assess whether it is safe for your employee to work alone with control measures and safe working arrangements <u>in place</u> . This assessment must be regularly reviewed. |
| 4.3 | Nuair a tha measachadh a' sealltainn nach eil e sàbhailte do neach a bhith ag obair leotha fhèin, feumar barrachd taic a thoirt seachad no feumar sgur den obair-aonair | Where an assessment shows that it is not safe for a person to work alone further assistance must be provided or the lone-working ceased. |

5. Aithris Choitcheann air an Dòigh-obrach

General Statement of Procedure

- | | | |
|------|--|--|
| 5.1. | Is urrainn obair-aonair a bhith fìor shàbhailte cho fad 's a thèid beagan cheuman glic a ghabhail agus cho fad 's a tha dòighean-obrach iomchaidh an sàs. Tha gach measadh chunnartan a tha buntainneach ri obair-aonair a' gabhail a-steach stiùireadh mu bhith a' lasachadh nan cunnartan agus bu chòir an luchd-obrach uile ath-sgrùdadh a dhèanamh orra mar phàirt den trèanadh aca air stèidh leantainneach nuair a bhios sin iomchaidh. | Lone working can be perfectly safe as long as some sensible precautions are taken and relevant procedures are in place. Each risk assessment relevant to lone working includes guidance on how to mitigate the risks and these should be reviewed by all staff as part of their training and on an ongoing basis when appropriate. |
| 5.2. | Tha uallach air luchd-obrach na ceumannan bacaidh bunaiteach a leanas a ghabhail: <ul style="list-style-type: none">• Dèan cinnteach gu bheil fios aig neach-obrach eile, am manaidsear-streatha agad ma ghabhas sin dèanamh, gu bheil thu ag obair nad aonar, far a bheil thu, dè tha thu a' dèanamh agus cuine a tha thu an dùil a bhith deiseil;• Dèan cinnteach gu bheil dòigh agad a bhith ann an conaltradh le cuideigin ma tha suidheachadh èiginn ann, mar eisimpleir <u>am fòn-làimhe obrach agaibh a chaidh a thoirt dhuibh; no rèidio dà-shligheach;</u> | Employees have a responsibility to take the following basic precautionary steps: <ul style="list-style-type: none">• Ensure that another member of staff, preferably your line manager, is aware you are working alone, where you are, what you are doing and what time you expect to finish;• Make sure you have some means of communication with someone in the event of an emergency, such as <u>your provided work mobile phone; a mobile phone or two-way radio;</u> |

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Pàipear 5.1 PT4.1

- Dèan cinnteach gu bheil cothrom agad air uidheamachd ciad-chobhair iomchaidh;
- Ma tha thu ag obair ann an togalach air nach eil thu eòlach, faigh a-mach far a bheil an t-slighe èiginn a-mach as fhaisge ort agus mu na dòighean-obrach falmhachaidh èiginn anns an togalach;
- Dèan cinnteach nach urrainn do dhaoine nach bu chòir a bhith ann faighinn a-steach dhan togalach le bhith a' dèanamh cinnteach gu bheil na h-uinneagan agus na dorsan a-muigh glaiste gu tèarainte;
- Lean pròiseas no stiùireadh sam bith a bheir am manaidsear-streatha agad no uachdaran an togalaich dhut a thaobh obair-aonair;
- Gabh a h-uile ceum reusanta gus do shàbhailteachd is sunnd a dhìon;
- Cuir fios chun a' mhanaidsear-streatha agad cho luath 's a ghabhas mu thachartasan, tubaistean no draghan sàbhailteachd sam bith.
- Ensure you have access to appropriate first aid equipment;
- If working in an unfamiliar building, know where your nearest emergency exit is and the building's emergency evacuation procedures;
- Make sure intruders cannot access the premises by checking that all windows and external doors are securely locked;
- Comply with any arrangements or follow any guidance provided by your line manager or the building landlord for lone working;
- Take all reasonable steps to ensure your own safety and welfare;
- Inform your line manager as soon as possible of any incidents, accidents or safety concerns

5.3. Tha dleastanas aig manaidsearan no luchd-stiùiridh aig luchd-obrach-aonair a bhith a' dèanamh cinnteach: Managers or supervisors of lone workers have a responsibility to ensure:

- Gu bheil fios aig luchd-obrach mun Phoileasaidh Obair-aonair agus na stiùiridhean co-cheangailte; agus gu bheil iad gan leantainn;
- Gu bheilear a' seachnadh obair-aonair cho fad 's a tha seo comasach gu practaigeach;
- Tha dòighean-obrach ann gus am bi fios aig cuideigin far a bheil an neach-obrach-aonair fad an t-siubhail;
- Thèid sgrùdadh a dhèanamh aig deireadh gach greis de dh'obair-aonair;
- That employees are aware of, and act in compliance with, the Lone Working guidance and its related policies;
- Lone working is avoided as far as is reasonably practicable;
- Arrangements are in place so that someone is aware of a lone worker's whereabouts at all times;
- A check is carried out at the end of the lone working period;

Pàipear 5.1 PT4.1

- Tha dòighean-obrach èiginn ann gus am faigh luchd-obrach comhairle is taic ma tha seo a dhìth;
- Thèid fiosrachadh agus trèanadh gu leòr a thoirt do luchd-obrach-aonair gus an tuig iad na cunnartan agus na dòighean-obrach sàbhailte co-cheangailte ri bhith ag obair leotha fhèin;
- Gun gabh an obair a dhèanamh gu sàbhailte le aon neach;
- Gu bheil neach obrach sam bith a tha ag obair leotha fhèin comasach air an obair a dhèanamh leotha fhèin.
- Emergency procedures are in place so that lone workers can obtain advice and assistance if required;
- Lone workers are provided with adequate information and training to understand the risks and the safe working procedures associated with working alone;
- The job can be done safely by one person;
- Any employee working alone is capable of undertaking the work on their own.

6. Measadh Buaidh air Co-ionannachdan Equality Impact Assessment

- 6.1 Tha Bòrd na Gàidhlig ag aithneachadh a dhleastanas 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, torrachas agus màthaireachd, cinneadh, creideamh no feallsanachd, gnè no taobhadh feise. Chaidh an stiùireadh seo a chur tro mheasadh buaidh co-ionannachd gus co-ionannachd a chur an comas.
- Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This guidance has been screened through an equality impact assessment to enable equality.

7	Pàipeir-taice 1 – Eisimileachdan is Reachdas Buntainneach	Appendix 1 – Dependencies & Relevant Legislation
	Measaidhean chunnartan	Risk Assessments
	Gheibhear na measaidhean chunnartan gu h-ìosal air an eadar-lìon an seo <u>an seo</u> :	The risk assessments below can all be found on the intranet here <u>here</u> :
	A' dràibheadh is tu ag obair A' siubhal air còmhdaill phoblach A' coinneachadh ri luchd-ùidh bhon taobh a-muigh	Driving at Work Travel by Public Transport Meeting External Stakeholders

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8	Smachd Sgrìobhainn	Document Control		
	Dreach Version Number	Adhbhar/Atharrachadh Purpose/Change	Ùghdar Author	Ceann-là Date
	V2	Review	KNG	06/04/25

Eàrr-ràdh ii

Appendix ii

~~Stiùireadh Obair aonair~~

~~Tha e mar amas aig an sgrìobhainn seo barrachd stiùiridh shònraichte a thoirt seachad mu mhodhan obrach a bu chòir toirt gu buil nuair a tha ball den sgioba ga m(h) eas a bhith ri obair aonair. Bu chòir a leughadh ann an co-bhonn ris a' Phoileasaidh air Slàinte is Sàbhailteachd aig Obair agus le Stiùireadh Obair aonair cho math ris na measaidhean gabhaidh buntainneach a tha a' nochdadh ann an Eàrr-ràdh 1.~~

~~Ullachaidhean rianachd anns an Fharsaingeachd a thaobh Obraichean aonair~~

~~Ged a tha e doirbh gu tric mar chleachdadh, feumaidh obraichean aonair a bhith air an stiùireadh fhathast. Bidh ìre an stiùiridh seo an crochadh air na gabhaidhean a tha ann agus comas an obraiche aonair.~~

~~Tha e an urra ri manaidsearan aire a ghabhail a thaobh fallaineachd inntinn an luchd-obrach air fad. Gus an dleastanas seo a choileanadh, bu chòir dhut:~~

- ~~• Coinneamhan cunbhalach bus ri bus a chur air dòigh leis an neach-obrach~~
- ~~• Cuireadh a thoirt dhaibh a bhith ag obair anns an oifis bho àm gu àm, gus an cùm iad suas càirdeas ris an luchd-obrach eile~~
- ~~• Dèanamh cinnteach gun tèid obraichean aonair a thoirt a-steach ann an gnothaichean sòisealta~~

~~Lone Working Guidance~~

~~This document is intended to provide more specific guidance around procedures that should be implemented where a member of staff is considered to be lone working. It should be read in conjunction with both the Health and Safety at Work Guidance and the Lone Working Guidance as well as the relevant risk assessments, all of which are detailed in Appendix 1.~~

~~General Management Provisions for Lone Workers~~

~~Although often difficult in practice lone workers must still be supervised. The extent of this supervision will depend on the risks involved and the abilities of the lone worker.~~

~~Managers have a responsibility to care for the mental well-being of all staff. In order to fulfil this responsibility, you should:~~

- ~~• Arrange regular one-to-one meetings with the employee~~
- ~~• Invite them to work in the office occasionally, so that they maintain relationships with their colleagues~~
- ~~• Make sure to include lone workers in socials~~

- Cothrom math a thoirt seachad air fiosrachadh, leithid sgrìobhainnean-stiùiridh agus naidheachdan na companaidh gus am fairich na h-obraichean gu bheil iad mar chuid den bhuidhinn.

- Trèanadh a thoirt seachad mu bhith ag obair nad-aonar, a chuireas ri mothachadh mu na gàbhaidhean sin gus nach fhairich an t-obraiche a bhith a' faireachdainn cho iomallach nuair a thig duilgheadasan am bàrr.

Bu chòir gabhail ri modh-obrach gus conaltradh a chumail ri obraiche aonair sam bith. Am measg nan siostaman a thathar a' moladh, tha:

- conaltradh pearsanta le neach eile;
- conaltradh air fòn bho àm gu àm;

Bu chòir do luchd-fastaidh dearbhadh nach eil duilgheadasan a thaobh na slàinte aig obraichean aonair a dh'fhàgadh nach bi iad freagarrach airson obair aonair. Mura bheilear cinnteach, faodaidh gum bi aig an fhastaidhear ri comhairle leigheis iarraidh, dhan fhaodar cead fhaighinn bhon neach-obrach.

Ullachaidhean anns an Fharsaingeachd mu Shiubhal aonair

Chan eil siubhal àbhaisteach, mar eisimpleir le euideigin a tha stèidhichte ann an oifis leis a' Bhòrd gu oifis eile, no gu coinneamhan le buidhnean luchd-ùidhe agus an leithid ga mheas mar obair aonair mar as trice. Bu chòir cumail ri stiùireadh coitcheann, ge tà, gus gàbhaidhean sam bith a chumail aig an ìre as ìsle, agus is e a' chiad fhear dhiubh siubhal air còmh dhail phoblach far an urrainnear. Gheibhear barrachd fios a thaobh mar a thathar a' lasachadh ghàbhaidhean nuair a thathar a' siubhal air còmh dhail phoblach anns a' mheasadh ghàbhaidh bhuntainneach.

- Providing good access to information, such as guidance documents and company news, so that the workers feel part of the organisation;

- Provide training on working alone, to increase awareness of these risks so that the worker does not feel as isolated when problems arise

A method of communicating with any lone worker must be adopted. Suggested systems include:

- personal checks by another person;
- periodic telephone contact;

Employers should check that lone workers do not have medical issues that would make them unsuitable for lone work. If unsure, the employer may need to seek medical advice, which may require the consent of the employee.

General Provisions for Lone Travel

Normal travel, for instance by someone based in one Bòrd office to another, or to meetings with stakeholder organisations, etc is not generally considered as lone working however, general guidelines should be followed to minimise any risks, the first of which is to travel by public transport wherever possible. Further details on how to mitigate risks when travelling by public transport can be found in the relevant risk assessment.

If travel by public transport is not suitable due to the location of your meeting and you need

Mura bheil siubhal air còmhadhail phoblach freagarrach ri linn far a bheil a' choinneamh agad gus an fheum thu dràibheadh, bu chòir dhut an ath mhodh as iomchaidhe a thaghadh a rèir Riaghailtean Siubhail is Chosgaisean Bhòrd na Gàidhlig. Mas ann a' dràibheadh a tha thu na de chàr fhèin no ann an càr eile, tha fios a thaobh mar a lasaicheas tu gàbhaidhean anns a' mheasadh ghàbhaidh bhuntainneach.

Chan eil feum sònraichte ann modh obrach sònraichte a thaobh conaltraidh a bhith an sàs airson an t-seòrsa seo de shiubhal *ad hoc* nas lugha na tha an dara cuid am manaidsear-streatha no an neach-obrach a' faireachdainn gu bheil e cudromach ri linn an àite, na h-uarach no air adhbhar brìgheil sam bith eile.

Gheibhear stiùireadh anns an fharsaingeachd air mar as urrainnear cuid de na gàbhaidhean an lùib a bhith a' siubhal agus a' coinneachadh ri luchd-cleachdaidh air an taobh a-muigh a lasachadh sna measaidhean gàbhaidh buntainneach air a bheil iomradh gu h-àrd.

Cuideachd, thathar a' moladh gum bi na leanas an sàs airson gach obraiche:

1. Bu chòir miosachain Outlook a chumail ris an uair fad na tìde le fios mu àiteachan is uairean nan coinneamhan agus nuair a thathar an dùil an dachaigh no an oifis a ruigsinn nan dèidh uile.
2. Bu chòir do gach ball den sgioba dèanamh cinnteach mar sin gu bheil fòn làimhe air a theàirdseadh leotha anns a bheil àireamh fòn am manaidsear-streatha aca agus loidhne-chuideachaidh Prògram Cuideachadh Luchd-obrach.
3. Bu chòir dhan neach-obrach fios fhàgail aig am manaidsear-streatha nuair a dh'fhàgas iad àite àbhaisteach na h-obrach aca, agus bu chòir dhaibh fios a thoirt an dèidh dhaibh tilleadh an dara cuid ris an oifis no ris an taigh, ge b' e dè a tha buntainneach an là sin. Faodar am

to drive, you should select the next appropriate method in accordance with Bòrd na Gàidhlig's Travel and Subsistence Rules. If you are driving, whether in your own or another car, there are details of how you can mitigate risks in the relevant risk assessment.

There is no specific need to have a formal communication process in place for this type of ad hoc travel unless either the line manager or employee feels it is important due to the location, time or any other significant factor.

General guidance on how to mitigate some of the risks associated with travel and meeting external clients can be found in the relevant risks assessments as detailed above.

In addition, it is recommended that the following is in place for each worker:

1. Outlook calendars should be kept up to date at all times and should include details of meeting locations, times and expected arrival times home or back to the office after each.
2. Each member of staff should ensure that they have a charged mobile phone with them that contains the numbers of their line manager and the Employee Assistance Programme.
3. The member of staff should check out with their line manager when they leave their normal place of work, and should check back in again when they return either to the office, or home, whichever is relevant that day. This check out/in can be done via a text message sent to the line manager.

~~fios seo a chur le teachdaireachd-teacsa air a cur dhan manaidsear streatha.~~

4. ~~Bu chòir don mhanaidsear streatha dèanamh cinnteach (le cead bhon neach-obrach) gu bheil fios-conaltraidh èiginn aca a dh'fhaodar cleachdadh ma bheir an neach-obrach fios mu cheist no mura cuir an neach-obrach fios mu thilleadh an dèidh uair air a h-aontachadh.~~

Nuair a dh'èireas duilgheadas:

5. ~~Mura leig neach-obrach fios gu bheil e air ais mar a bha dùil, bu chòir don mhanaidsear streatha feuchainn an toiseach ri fios a chur thuca a dh'fhaighinn a mach càite bheil iad.~~
6. ~~Mura obraich sin, bu chòir dhaibh fios a chur an uair sin dhan àireamh èiginn air a bheil iomradh ann am puing 4 gu h-àrd gun fhios nach d'fìnn an neach-obrach dìreach dearmad air fios a thoirt gu bheil iad air ais.~~
7. ~~Mura bheil conaltradh air a bhith ris an neach-obrach 2 uair an dèidh an ama ris an robh dùil agus mura bheil an neach-conaltraidh èiginn aca air am faicinn no conaltradh a chumail riutha nas motha, bu chòir don mhanaidsear streatha fios a chur dhan phoileas an uair sin, le fios mun t-slighe is mun uair ris a bheil dùil airson an neach-obrach. Bu chòir dhaibh fios a chur dhan Cheannard cuideachd aig an ìre seo.~~

4. ~~The line manager should ensure that (with the member of staff's permission) they have emergency contact details that can be used either if the member of staff reports an issue, or if the member of staff fails to report in after an agreed time.~~

When a problem occurs:

5. ~~If a member of staff does not report in as expected, the line manager should first try to contact them to establish their whereabouts.~~
6. ~~If that fails, then they should contact the emergency contact as described in point 4 above in case the member of staff has simply forgotten to check in.~~
7. ~~If there has been no contact from the member of staff 2 hours after the time expected and their emergency contact has not seen them or cannot contact them either, then the line manager should inform the police, providing the expected travel route and times for the member of staff. They should also inform the Ceannard at this point.~~



Stiùireadh Obair-Aonair
Lone Worker Guidance

Lèirmheas air a dhèanamh / Review conducted: 28/09/2022

Ath-nuadhachadh a dhìth/Review due on: 28/09/2023

Eadar-theangachadh dearbhte/translation checked:CS

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1. Ro-ràdh

1.1. Tha sreath de phoileasaidhean aig Bòrd na Gàidhlig a tha ag amas air deagh stiùireadh dhaoine air feadh na buidhne agus a tha ag amas air dèanamh cinnteach gu bheil daoine air an làimhseachadh gu cunbhalach. Is e rùn nan stiùiridhean sin luchd-obrach agus manaidsearan a chuideachadh gus na dleastanasan fa leth aca a thuigsinn gus toraidhean agus prìomhachasan plana corporra agus plana obrach Bhòrd na Gàidhlig a lìbhrigeadh.

1.2. Bu chòir dhut stiùireadh iarraidh bhon mhanaidsear-sreatha agad no bho sheirbheisean HR mu chur an gnìomh a' phoileasaidh seo.

1.3. Tha an stiùireadh seo an sàs airson an luchd-obrach uile aig Bòrd na Gàidhlig, a gabhail a-steach luchd-obrach a tha a' dèanamh na h-ùine dearbhaidh aca aig an àm seo.

1.4. Chan eil an stiùireadh seo mar phàirt de chòraichean cùmhnant an neach-obrach. Tha Bòrd na Gàidhlig a' glèidheadh na còrach mion-fhiosrachadh nan stiùiridhean atharrachadh nuair a bhios seo riatanach mar thoradh air reachdas no feumalachdan na buidhne, ann an co-chomhairle le aonadh ciùird (TU) mar a bhios iomchaidh.

2. Aithisg Stiùireadh

2.1. Cha bhi Bòrd na Gàidhlig a' brosnachadh obair-aonair agus nì e nas urrainn dha gus dèanamh cinnteach nach bi feum air obair-aonair far an gabh sinn a sheachnadh gu reusanta is gu practaigeach. Far a bheil feum air obair-aonair, an dàrna chuid corra uair no gu cunbhalach, gabhaidh am Bòrd ceuman reusanta gus dèanamh cinnteach mu shlàinte, sàbhailteachd agus sunnd an luchd-obrach a tha ag obair leotha fhèin.

Introduction

Bòrd na Gàidhlig has a suite of policies aimed at delivering good people management across the organisation and aims to ensure consistency of treatment. The intention of these policies is to help employees and managers understand their individual responsibilities to achieve the outcomes and priorities of the Bòrd na Gàidhlig corporate plan and operational plan

Guidance should be sought from your line manager on the operation of this guidance.

This guidance applies to all employees of Bòrd na Gàidhlig, including those currently serving their probationary period..

This guidance does not form part of the employee's contractual rights. Bòrd na Gàidhlig reserve the right to vary the detail of the policies and guidance documents as may be required by legislation or organisational requirements, in consultation with trade union (TU) as appropriate.

Guidance Statement

The Bòrd discourages lone working and will avoid the need for employees to work alone where reasonably practicable. Where lone working is necessary, whether on an occasional or regular basis, the Bòrd will take reasonable steps to ensure the health, safety and welfare of employees working alone.

- 2.2. Nì am Bòrd cinnteach cuideachd gun tèid measadh chunnartan air slàinte is sàbhailteachd a dhèanamh gus na cunnartan agus riosgan a tha an lùib obair-aonair a chomharrachadh agus gus dòighean-obrach sàbhailte a dhealbhadh agus a chur an gnìomh gus an tèid cur às do na cunnartan no gu bheil iad air an riaghladh gu h-iomchaidh, agus mar sin gu bheil cothrom aig luchd-obrach-aonair an cuid obrach a dhèanamh ann an àrainneachd shàbhailte. (faic am poileasaidh slàinte is sàbhailteachd agus fiosrachadh ann an Leas-phàipear A)
- The Bòrd will also ensure that a health and safety risk assessment is carried out to identify the hazards and risks of lone working and to devise and implement safe working arrangements so that the risks are eliminated or adequately controlled, thus enabling lone workers to carry out their work in a safe environment. (see health and safety guidance and details in Appendix A)
- 3. Ag obair leis an Stiùireadh seo**
- Working with this Guidance**
- 3.1. Nì a h-uile duine le uallach airson manaidsearachd no stiùireadh luchd-obrach air an toir an stiùireadh seo buaidh cinnteach gu bheil iad mothachail air na dòighean-obrach iomchaidh. Feumaidh iad dèanamh cinnteach gu bheil na gnìomhan a nì an luchd-obrach aca air an dèanamh le làn aire do shlàinte is sàbhailteachd a h-uile duine a tha an sàs ann.
- All those with responsibility for the management or supervision of employees affected by this guidance will ensure that they are aware of the relevant procedures. They must ensure that the tasks carried out by their staff are performed with the utmost regard for the health and safety of all involved.
- 3.2. Tha dleastanas air luchd-obrach a bhith a' co-obrachadh leis a' Bhòrd air cùisean slàinte, sàbhailteachd is sunnd. Feumaidh iad a bhith eòlach air a' phoileasaidh obair-aonair, agus air dòighean-obrach is riaghailtean Bhòrd na Gàidhlig agus feumaidh iad an leantainn.
- Employees have a responsibility to co-operate with the Bòrd on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the lone working guidance, Bòrd procedures and rules.
- 4. Mìneachadh air Obair-aonair**
- Definition of Lone Working**
- 4.1 Mar as trice, tha luchd-obrach-aonair air am mìneachadh mar luchd-obrach a tha ag obair leotha fhèin às aonais stiùireadh dlùth no dìreach.
- Lone workers generally would be considered as an employee who works by themselves without close or direct supervision.
- 4.2 Airson an luchd-obrach sin air fad, feumar measadh chunnartan a dhèanamh gus faighinn a-mach a bheil e sàbhailte dhan neach-obrach agad a
- For all of these staff, a risk assessment must be carried out in order to assess whether it is safe for your employee to work alone with control measures and safe working arrangements in

bhith ag obair leotha fhèin le ceumannan gus smachd a chumail air an t-suidheachadh agus suidheachaidhean obrach sàbhailte. Feumar am measadh ùrachadh gu cunbhalach.

place. This assessment must be regularly reviewed.

- 4.3 Nuair a tha measachadh a' sealltainn nach eil e sàbhailte do neach a bhith ag obair leotha fhèin, feumar barrachd taic a thoirt seachad no feumar sgur den obair-aonair

Where an assessment shows that it is not safe for a person to work alone further assistance must be provided or the lone working ceased.

5. Aithris Choitcheann air an Dòigh-obrach

General Statement of Procedure

- 5.1. Is urrainn obair-aonair a bhith fìor shàbhailte cho fad 's a thèid beagan cheuman glic a ghabhail agus cho fad 's a tha dòighean-obrach iomchaidh an sàs. Tha gach measadh chunnartan a tha buntainneach ri obair-aonair a' gabhail a-steach stiùireadh mu bhith a' lasachadh nan cunnartan agus bu chòir an luchd-obrach uile ath-sgrùdadh a dhèanamh orra mar phàirt den trèanadh aca air stèidh leantainneach nuair a bhios sin iomchaidh.

Lone working can be perfectly safe as long as some sensible precautions are taken and relevant procedures are in place. Each risk assessment relevant to lone working includes guidance on how to mitigate the risks and these should be reviewed by all staff as part of their training and on an ongoing basis when appropriate.

- 5.2. Tha uallach air luchd-obrach na ceumannan bacaidh bunaiteach a leanas a ghabhail:

Employees have a responsibility to take the following basic precautionary steps:

- Dèan cinnteach gu bheil fios aig neach-obrach eile, am manaidsear-streatha agad ma ghabhas sin dèanamh, gu bheil thu ag obair nad aonar, far a bheil thu, dè tha thu a' dèanamh agus cuine a tha thu an dùil a bhith deiseil;
- Dèan cinnteach gu bheil dòigh agad a bhith ann an conaltradh le cuideigin ma tha suidheachadh èiginn ann, mar eisimpleir am fòn-làimhe obrach agaibh a chaidh a thoirt dhuibh;
- Dèan cinnteach gu bheil cothrom agad air uidheamachd ciad-chobhair iomchaidh;
- Ensure that another member of staff, preferably your line manager, is aware you are working alone, where you are, what you are doing and what time you expect to finish;
- Make sure you have some means of communication with someone in the event of an emergency, such as your provided work mobile phone;
- Ensure you have access to appropriate first aid equipment;

- Ma tha thu ag obair ann an togalach air nach eil thu eòlach, faigh a-mach far a bheil an t-slighe èiginn a-mach as fhaisge ort agus mu na dòighean-obrach falmhachaidh èiginn anns an togalach;
 - Dèan cinnteach nach urrainn do dhaoine nach bu chòir a bhith ann faighinn a-steach dhan togalach le bhith a' dèanamh cinnteach gu bheil na h-uinneagan agus na dorsan a-muigh glaiste gu tèarainte;
 - Lean pròiseas no stiùireadh sam bith a bheir am manaidsear-streatha agad no uachdaran an togalaidh dhut a thaobh obair-aonair;
 - Gabh a h-uile ceum reusanta gus do shàbhailteachd is sunnd a dhion;
 - Cuir fios chun a' mhanaidsear-streatha agad cho luath 's a ghabhas mu thachartasan, tubaistean no draghan sàbhailteachd sam bith.
- 5.3. Tha dleastanas aig manaidsearan no luchd-stiùiridh aig luchd-obrach-aonair a bhith a' dèanamh cinnteach:
- Managers or supervisors of lone workers have a responsibility to ensure:
- Gu bheil fios aig luchd-obrach mun Phoileasaidh Obair-aonair agus na stiùiridhean co-cheangailte; agus gu bheil iad gan leantainn;
 - Gu bheilear a' seachnadh obair-aonair cho fad 's a tha seo comasach gu practaigeach;
 - Tha dòighean-obrach ann gus am bi fios aig cuideigin far a bheil an neach-obrach-aonair fad an t-siubhail;
 - Thèid sgrùdadh a dhèanamh aig deireadh gach greis de dh'obair-aonair;
 - Tha dòighean-obrach èiginn ann gus am faigh luchd-obrach comhairle is taic ma tha seo a dhìth;
 - If working in an unfamiliar building, know where your nearest emergency exit is and the building's emergency evacuation procedures;
 - Make sure intruders cannot access the premises by checking that all windows and external doors are securely locked;
 - Comply with any arrangements or follow any guidance provided by your line manager or the building landlord for lone working;
 - Take all reasonable steps to ensure your own safety and welfare;
 - Inform your line manager as soon as possible of any incidents, accidents or safety concerns
 - That employees are aware of, and act in compliance with, the Lone Working guidance and its related policies;
 - Lone working is avoided as far as is reasonably practicable;
 - Arrangements are in place so that someone is aware of a lone worker's whereabouts at all times;
 - A check is carried out at the end of the lone working period;
 - Emergency procedures are in place so that lone workers can obtain advice and assistance if required;
 - Lone workers are provided with adequate information and training to

- Thèid fiosrachadh agus trèanadh gu leòr a thoirt do luchd-obrach-aonair gus an tuig iad na cunnartan agus na dòighean-obrach sàbhailte co-cheangailte ri bhith ag obair leotha fhèin;
- Gun gabh an obair a dhèanamh gu sàbhailte le aon neach;
- Gu bheil neach obrach sam bith a tha ag obair leotha fhèin comasach air an obair a dhèanamh leotha fhèin.

understand the risks and the safe working procedures associated with working alone;

- The job can be done safely by one person;
- Any employee working alone is capable of undertaking the work on their own.

6. Measadh Buaidh air Co-ionannachdan Equality Impact Assessment

6.1 Tha Bòrd na Gàidhlig ag aithneachadh a dhleastanas 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, torrachas agus màthaireachd, cinneadh, creideamh no feallsanachd, gnè no taobhadh feise. Chaidh an stiùireadh seo a chur tro mheasadh buaidh co-ionannachd gus co-ionannachd a chur an comas.

Bòrd na Gàidhlig recognises its responsibility to ensure that no-one is discriminated against or disadvantaged on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity race, religion or belief, sex or sexual orientation. This guidance has been screened through an equality impact assessment to enable equality.

7 Pàipeir-taice 1 – Eisimileachdan is Reachdas Buntainneach

Appendix 1 – Dependencies & Relevant Legislation

Measaidhean chunnartan

Risk Assessments

Gheibhear na measaidhean chunnartan gu h-ìosal air an eadar-lìon [an seo](#).

The risk assessments below can all be found on the intranet [here](#).

8 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	Review	KNG	06/04/25

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	06 Cèitean 2025
Tìotal:	Dàta Daonna
Gnìomh a dhìth:	Airson Fiosrachadh
Àireamh pàipear:	5.2
Neach-labhairt:	Karen Nic a' Ghobhainn
Pàipearan-taic:	PT1 Aithisg air Feachd-obrach

1. Adhbhar

- 1.1. Tha am pàipear seo airson fios a chumail ris a' Chomataidh Poileasaidh is Ghoireasan air cùisean daonna aig Bòrd na Gàidhlig thairis bliadhna 2024/25.

2. Cùl-fhiosrachadh

- 2.1 Tha an aithisg a' toirt seachad fiosrachadh air cùisean àbhaisteach aig buidheann sam bith – àireamh luchd-obrach; àireamh luchd-obrach a tha a' fàgail; àireamh a tha a' tòiseachadh; ìre tinneis (an comas ri bliadhnaichean eile).

3. Prìomh aithris

- 3.1 Cha do dh' atharraich mòran a thaobh measgachadh boireannaich is fireannaich san sgioba an taca ri 2023/24.
- 3.2 Tha làithean tinneas uile gu lèir nas ìsle ach leis gu bheil an t-àireamh de luchd-obrach nas lugha, chì sibh gu bheil àrdachadh san ìre tinneas againn sa cheud an taca ri 2023/24. Mar sin tha e duilich dearbhadh an co-dhùnadh air seo. Tha e dòchasach leis gu bheil na làithean uile gu lèir air lughdachadh ach tàmailteach gu bheil an ìre tinneas air àrdachadh.
- 3.2 Tha sinn mothachail gu bheil an sgioba againn beag ach tha sinn an dòchas gum bi sinn soirbheachail a sanasachd dhreuchdan san bliadhna a tha romhainn.
- 3.3 Chomharraich aon neach-obrach fichead bliadhna aig Bòrd na Gàidhlig sam bliadhna 2024/25.

4. Moladh

- 4.1. Aire a thoirt don fhiosrachadh ann am PT1.

5. Prìomh Bhuidhean Ro-innleachdach

- 5.1. Buidhean air Ionmhas: Cha bhi buaidh air ionmhas.
- 5.2. Buidhean air Luchd-obrach: Cha bhi buaidh a bharrachd air luchd-obrach.
- 5.3. Buidhean air Trèanadh: Cha bhi buaidh air trèanadh.
- 5.4. Ceanglaichean ri Amasan Ro-innleachadh agus Corporra: Tha seo a' cur ris an t-amas chorporra gun cum Bòrd na Gàidhlig air a' leasachadh nan dòighean-obrach aige.
- 5.5. Buidhean air Cliù: Cha bhi buaidh air cliù.
- 5.6. Buidhean air Slàinte is Sàbhailteachd: Cha bhi buaidh air slàinte is sàbhailteachd.

- 5.7. Buaidhean Laghail: Cha bhi buaidh laghail ann.
 5.8. Buaidhean air Co-ionannachd: Cha bhi buaidh air co-ionannachd.
 5.9. Buaidhean air an Àrainneachd: Cha bhith buaidh air an àrainneachd.

6. Ceangalaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☐	Gnothachasan soirbheachail is	
Cultar	☐	ùr-ghnathach	☒
Àrainneachd	☐	Coimhearsnachdan	☐
Slàinte	☐	Bochdainn	☐
Foghlam	☐	Eadar-nàiseanta	☐
Clann is Òigridh	☐	Eaconomaidh	☐

7. Cùrsa Riaghlachais

- 7.1. Ghabh an Sgioba-stiùiridh fa-near a' phàipeir seo air 25 An Giblean 2025.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

- 8.1. Tha am pàipear seo fosgailte don phoball.

Aithisg air Feachd-obrach aig 31 Màrt 2025

1. Àireamh luchd-obrach

	Aig 31 Màrt 2025		Aig 31 Màrt 2024	
	Boireannaich	Fireannaich	Boireannaich	Fireannaich
Buill a' Bhùird Stiùiridh	3	6	3	6
Sgioba Stiùiridh	3	1	3	1
An Sgioba (Gabhail a-steach Sgioba Stiùiridh)	14	5	14	6

2. Luchd-obrach dheth tinn

	2024/25	2023/24	2022/23	2021/22	2020/21	2019/20
Làithean uile gu lèir	132.5	158	260.5	195.5	132.8	125
Sa cheud	2.7%	2.5%	4.5%	3.9%	2.4%	3%
Làithean cuibheasach airson gach neach-obrach	6.9	6.7	11.3	9.9	6.3	5.5

Mar a chì sibh gu h-àrd, tha ìrean tinneas ann an làithean air a dhol sìos 'sa bhuidheann an taca ri 2023/24 ach leis nach eil ach 19 luchd-obrach againn a-nis, tha an ìre againn sa cheud agus na làithean cuibheasach air a dhol suas beagan. Bha 27% de làithean dheth tinn mar phàirt de ùine fhada (>4 seachdain) agus 73% mar phàirt de ùine ghoirid (<4 seachdain).

Fhoillsich Riaghaltas na h-Alba gun robh 8.6 làithean cuibheasach airson gach neach-obrach aca air a chall sa bhliadhna 2024 le ìre tinneas 3.8% aca air fad sa bhuidheann. Tha sinn mothachail gu bheil ìrean tinneas a toirt buaidh mhòr air an t-obair againn gu h-àraid leis nach eil againn ach 19 luchd-obrach.

Bha 255 làithean obrach sa bhliadhna 2024/25.

3. Gluasadan

Ann an 2024/25, dh' fhàg 4 neach obrach aig Bòrd na Gàidhlig agus aon neach bhon Bhòrd Stiùiridh. Tha sinn air sanasach a dhèanamh airson aon dreuchd nach deach a lìonadh fhathast. Tha aon neach-obrach air fòrladh màthaireil agus aon neach-obrach air fòrladh sònraichte (Sabbatical).

4. Fiosrachadh eile

'S e an fhaid seirbheis cuibheasach aig luchd-obrach Bhòrd na Gàidhlig 7 bliadhnaichean agus 10 mìosan. Tha an fhaid seirbheis airson daoine fa leth eadar 1 bliadhna agus 6 mìosan agus 20 bliadhna agus 4 mìosan.

Chomharraich 31 Màrt deireadh pileat gu h-oifigeil a' toirt a-steach obrachadh Hybrid. Tha a' mhòr-chuid de luchd-obrach Bhòrd na Gàidhlig a-nis ag obair co-dhiù dà latha san t-seachdain ann an aon de na h-oifisean, ag obair bhon taigh an còrr den t-seachdain. Tha seo a rèir a' phoileasaidh air Obair Shùbailte agus gheibh luchd-obrach Cumhachan is Cùmhnantan ùraichte gus am pàtran obrach seo a dhearbhadh.

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	06 Cèitean 2025
Tìotal:	Aithris airson Dleastanas Bith-iomadachd
Gnìomh a dhìth:	Airson Aontachadh
Àireamh pàipear:	5.3
Neach-labhairt:	Karen Nic a' Ghobhainn
Pàipearan-taic:	PT1 Aithris airson Dleastanas Bith-iomadachd

1. Adhbhar

- 1.1. Tha am pàipear seo airson aonta fhaighinn air an aithris airson Dleastanas Bith-iomadachd aig Bòrd na Gàidhlig fhoillseachadh.

2. Cùl-fhiosrachadh

- 2.1 Tha dleastanas aig Bòrd na Gàidhlig mar bhuidheann phoblach fo Achd Glèidhteachas Nàdair 2004 agus Achd an Fhiadh-Bheatha agus na h-Àrainneachd Nàdair 2011 aithisg fhoillseachadh gach trì bliadhna gu poblach air an adhartas aca a thaobh cùisean Bith-iomadachd.

3. Prìomh aithris

- 3.1 Tha am fiosrachadh uile ri fhaighinn ann an PT1.

4. Moladh

- 4.1. Aontachadh ris an t-aithisg gus an tèid fhoillseachadh gu poblach.

5. Prìomh Bhuidhean Ro-innleachdach

- 5.1. Buidhean air Ionmhas: Cha bhi buaidh air ionmhas.
- 5.2. Buidhean air Luchd-obrach: Cha bhi buaidh air luchd-obrach.
- 5.3. Buidhean air Trèanadh: Cha bhi buaidh air trèanadh.
- 5.4. Ceanglaichean ri Amasan Ro-innleachadh agus Corporra: Tha seo a' cur ris an t-amas chorporra gun cùm Bòrd na Gàidhlig air a' leasachadh nan dòighean-obrach aige.
- 5.5. Buidhean air Cliù: Cha bhi buaidh air cliù.
- 5.6. Buidhean air Slàinte is Sàbhailteachd: Cha bhi buaidh air slàinte is sàbhailteachd.
- 5.7. Buidhean Laghail: Bith an aithisg seo a cumail ri dleastanasan laghail aig Bòrd na Gàidhlig.
- 5.8. Buidhean air Co-ionannachd: Cha bhi buaidh air co-ionannachd.
- 5.9. Buidhean air an Àrainneachd: Bith an t-obair san aithisg seo a cur ri gnothachasan soirbheachail airson an àrainneachd.

6. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☐	Àrainneachd	☒
Cultar	☐	Slàinte	☐

Foghlam	☐	Coimhearsnachdan	☐
Clann is Òigridh	☐	Bochdainn	☐
Gnothachasan soirbheachail is		Eadar-nàiseanta	☐
ùr-ghnathach	☒	Eaconomaidh	☐

7. Cùrsa Riaghlachais

7.1. Ghabh an Sgioba-stiùiridh fa-near a' phàipeir seo air XX An Giblean 2025.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

8.1. Tha am pàipear seo fosgailte don phoball.

BIODIVERSITY DUTY REPORT

December 2024

Bòrd na Gàidhlig identifies with Level 2 within the framework as a public body that engages directly or indirectly with communities, young people or the public but does not own or manage land, regulate land use, or have responsibilities linked to biodiversity

- Section 1: Introductory information about your public body
- Section 2: Actions to protect and enhance biodiversity
- Section 3: Mainstreaming biodiversity
- Section 4: Nature-based solutions, climate change and biodiversity
- Section 5: Public engagement and workforce development
- Section 6: Research and monitoring
- Section 7: Biodiversity highlights and challenges

SECTION 1: INTRODUCTION

Please describe your organisation's role and purpose, including any particular environmental responsibilities

Bòrd na Gàidhlig is an executive non-departmental public body, responsible through Ministers to the Scottish Parliament. Established under the Gaelic Language (Scotland) Act 2005 (The Act), Bòrd na Gàidhlig is the principal public body in Scotland responsible for promoting Gaelic language development and providing advice to the Scottish Ministers on issues relating to the Gaelic language. Under the terms of the Act, Bòrd na Gàidhlig is required to exercise its functions with a view to securing the status of Gaelic as an official language of Scotland commanding equal respect to the English language.

SECTION 2: ACTIONS TO PROTECT AND ENHANCE BIODIVERSITY

Please describe and explain any actions that your organisation has undertaken alone or as part of a partnership to benefit biodiversity directly, to tackle the main drivers of biodiversity loss, or to achieve wider outcomes for nature and people

Bòrd na Gàidhlig promotes active travel through the Cycle to Work Scheme, the Travel and Subsistence Policy and the Business Travel Plan.

An Environmental Working Group has been established to monitor and develop these processes as well as ensuring the duties under the Climate Emergency Charter. The working group will allow for more action points to be developed over the next few years.

SECTION 3: MAINSTREAMING BIODIVERSITY

Please outline any steps your organisation has taken to incorporate biodiversity measures into its wider policies, plans or strategies. This should include decision-making structures and staff and organisational roles and responsibilities.

We currently have a range of policies to support our role in Biodiversity such as our Business Travel Plan where employees are encouraged to consider the environmental impacts of their travel plans and choices. Our Travel and Subsistence Policy and Environmental Policy communicate and promote the reduction of environmental impacts by Bòrd na Gàidhlig and aim to reduce the carbon footprint of the organisation.

Bòrd na Gàidhlig is committed to the Sustainable Development Goals as outlined by the Scottish Government within our Climate Emergency Charter. An action plan is currently being developed by the Environmental Working Group to raise awareness and promote initiatives within the organisation to support the charter.

Bòrd na Gàidhlig has the statutory responsibility to require public authorities to develop Gaelic language plans. As part of our work, we have requested Scottish Government, NatureScot, Forestry and Land Scotland, Scottish Land Commission, Crofting Commission and as well as local authorities to develop Gaelic language plans. Thus, we link our work with a wide range of organisations who have statutory responsibilities for land management, conservation and land use.

SECTION 4: NATURE-BASED SOLUTIONS, CLIMATE CHANGE AND BIODIVERSITY

How has your organisation integrated biodiversity into nature-based solutions to the climate emergency and other socio-economic outcomes?

Given the remit of the organisation, Bòrd na Gàidhlig is limited in what can be done to improve access to nature for all. We work closely with our delivery partners and funded organisations to support these outcomes where possible.

Bòrd na Gàidhlig does not own any land and shares its working spaces with other public bodies. We fully support the initiatives undertaken within these shared spaces to support biodiversity and reducing our carbon footprint.

SECTION 5: PUBLIC ENGAGEMENT AND WORKFORCE DEVELOPMENT

Public Engagement

Bòrd na Gàidhlig works with other public bodies and delivery partners to actively engage with the public and uses these opportunities to promote the work of the organisation. We regularly engage with the public through exhibitions and events, engagement with schools and other public bodies. Bòrd na Gàidhlig ensures to promote biodiversity and climate awareness in all suitable circumstances.

Workforce development

Bòrd na Gàidhlig's policies allow all staff to request days off for volunteering and our Environmental Policy is currently under review. The Environmental Working Group will promote any opportunities for staff to engage in appropriate training and drive environmental impact awareness throughout the organisation through information sharing and any opportunities for collaborative working within shared working spaces.

SECTION 6: RESEARCH AND MONITORING

Describe any research activities that your organisation has undertaken to help develop understanding and awareness of biodiversity or nature

Bòrd na Gàidhlig has not carried out any research activities on biodiversity because of the nature of its statutory remit, nor would it be appropriate for an organisation such as Bòrd na Gàidhlig to do so.

What follow-up actions or monitoring have you undertaken to assess the impacts of the actions you have taken? How have you measured this? If you do not carry out any monitoring activities, please explain why.

Bòrd na Gàidhlig has not carried out any monitoring activities because of the nature of its statutory remit, nor would it be appropriate for an organisation such as Bòrd na Gàidhlig to monitor biodiversity in relation to any decisions that it has made.

SECTION 7: BIODIVERSITY HIGHLIGHTS AND CHALLENGES

Describe your organisation's main achievements for biodiversity over the reporting period and what you are most proud of (this can include processes, plans, projects, partnerships, events and actions).

Bòrd na Gàidhlig has worked with other bodies to support any biodiversity projects where this is possible and appropriate within the remit of the organisation.

Looking ahead, what do you think will be the main challenges over the next three years?

Bòrd na Gàidhlig aims to encourage partnership working and staff awareness of the importance of biodiversity and other environmental factors which are impacted by our organisation as well as through our delivery partners.

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	06 Cèitean 2025
Tìotal:	Slàinte is Sàbhailteachd
Gnìomh a dhìth:	Airson Fiosrachadh
Àireamh pàipear:	5.4
Neach-labhairt:	Karen Nic a' Ghobhainn
Pàipearan-taic:	Chan eil

1. Adhbhar

- 1.1. Tha am pàipear seo airson fios a chumail ris a' Chomataidh air Slàinte is Sàbhailteachd aig Bòrd na Gàidhlig.

2. Cùl-fhiosrachadh

- 2.1 Tha dleastanas air buill a' bhùird-stiùiridh a dhearbhadh gun tèid a h-uile oidhirp a dhèanamh gus dìon a thoirt dhan luchd-obrach tro phoileasaidh is siostaman airson slàinte is sàbhailteachd aig an ìre as àirde.
- 2.2 Tha a' bhuidheann a' cleachdadh companaidh ùr Barbour EHS gus taic a chumail rithe airson nan dleastanasan seo a choileanadh an dèidh crìoch a chur air cùmhnant Peninsula aig toiseach na bliadhna.
- 2.3 Tha luchd-obrach Bòrd na Gàidhlig ag obair ann am measgachadh de shuidheachaidhean eadar an taigh agus na h-oifisean.

3. Prìomh aithris

- 3.1 Cha robh tubaist aig ìre 'reportable' aig Bòrd na Gàidhlig ann an 24/25.
- 3.2 Cha deach tubaist sam bith a chlàradh aig Bòrd na Gàidhlig ann an 24/25.
- 3.3 Chaidh gluasad gu bathar-bog ùr Slàinte is Sàbhailteachd bho Peninsula gu Barbour EHS aig toiseach na bliadhna. Chaidh barrachd cleachdadh den bhathar-bhog a dhèanamh le trèanadh agus aithne a thoirt do luchd-obrach mus do chrìochnaich sinn an cùmhnant agus tha an dùil barrachd a dhèanamh a rithist le Barbour EHS anns am bliadhna a tha romhainn.

3.4 Tha am buidheann air a bhith ag obair gu dìcheallach gus na modhan-obrach againn a' leasachadh. 'S e iad seo cuid de na gnìomhan:

- Pileat air obair 'hybrid' gus seo a steidheachadh airson a h-uile neach-obrach gu foirmeil. Tha a mhòr-chuid de luchd-obrach a-nis san t-oifis dà là san t-seachdain.
- Conaltradh cunbhalach – an dà chuid, foirmeil – m.e. coinneamhan Aon Sgioba, cleachdadh bathar-bog Microsoft Engage gus fios a sgaoileadh don bhuidheann.
- Taic le uidheamachd, m.e. sgrìonaichean, càballan ceangal anns na h-oifisean agus ann an dachaighean far an robh seo iomchaidh.

- Ceisteachan a' sgaoileadh air luchd-obrach a thaobh cleachdadh uidheamachd sgrion taisbeanaidh.
- Rinn luchd-obrach trèanadh air Slàinte is Sàbhailteachd air loidhne tro bathar-bog Peninsula agus chaidh luchd-obrach san Optima air trèanadh Marasgal Teine agus Ciad-fhuasgladh san Àite Obrach.
- Chaidh measaidhean cunnart ùr an sgrìobhadh a thaobh Sàrachadh Cleamhnasach agus lèirmheas a dhèanamh air na measaidhean stèidhichte againn.

4. Moladh

4.1. Aontachadh ris an t-aithisg gus an tèid fhoillseachadh gu poblach.

5. Prìomh Bhuidhean Ro-innleachdach

- 5.1. Buidhean air Ionmhas: Cha bhi buaidh air ionmhas.
- 5.2. Buidhean air Luchd-obrach: Cha bhi buaidh air luchd-obrach.
- 5.3. Buidhean air Trèanadh: Cha bhi buaidh air trèanadh.
- 5.4. Ceanglaichean ri Amasan Ro-innleachadh agus Corporra: Tha seo a' cur ris an t-amas chorporra gun cum Bòrd na Gàidhlig air a' leasachadh nan dòighean-obrach aige.
- 5.5. Buidhean air Cliù: Cha bhi buaidh air cliù.
- 5.6. Buidhean air Slàinte is Sàbhailteachd: Cha bhi buaidh air slàinte is sàbhailteachd.
- 5.7. Buidhean Laghail: Bith an aithisg seo a cumail ri dleastanasan laghail aig Bòrd na Gàidhlig.
- 5.8. Buidhean air Co-ionannachd: Cha bhi buaidh air co-ionannachd.
- 5.9. Buidhean air an Àrainneachd: Bith an t-obair san aithisg seo a cur ri gnothachasan soirbheachail airson an àrainneachd.

6. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☐	Gnothachasan soirbheachail is	
Cultar	☐	ùr-ghnathach	☒
Àrainneachd	☒	Coimhearsnachdan	☐
Slàinte	☐	Bochdainn	☐
Foghlam	☐	Eadar-nàiseanta	☐
Clann is Òigridh	☐	Eaconomaidh	☐

7. Cùrsa Riaghlachais

7.1. Ghabh an Sgioba-stiùiridh fa-near a' phàipeir seo air XX An Giblean 2025.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

8.1. Tha am pàipear seo fosgailte don phoball.

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	06 Cèitean 2025
Tìotal:	Aithisg Bhliadhnail na Comataidh
Gnìomh a dhith:	Ri Aontachadh
Àireamh pàipear:	6.1
Neach-labhairt:	Ealasaid Dhòmhnallach, Ceannard
Pàipearan-taic:	PT1 Aithisg Bhliadhnail CPG 24/25

1. Adhbhar

- 1.1. Aithris air an obair a rinn a' Chomataidh Poileasaidh is Ghoireasan airson na bliadhna 2024/25.

2. Cùl-fhiosrachadh

- 2.1. Tha am pàipear seo a' mìneachadh prìomh obair na comataidh thar na bliadhna a dh' fhalbh. Tha e cuideachd ag innse mu bhallrachd na comataidh, làthaireachd aig a' chomataidh agus na h-oifigearan a thug taic don chomataidh.

3. Moladh

- 3.1. Thathar ag iarraidh air a' Chomataidh beachdachadh air an aithisg bhliadhnail a chithear ann an PT1 agus aonta a chur ris an aithisg gus an tèid a chur am beulaibh a' Bhùird-stiùiridh aig an ath choinneamh aca san Ògmhios 2025.

4. Prìomh Bhuaidhean Ro-innleachdadh

- 4.1. Buidhean air Ionmhas: Cha bhi gin ann.
- 4.2. Buidhean air Luchd-obrach: Cha bhi gin ann.
- 4.3. Buidhean air Trèanadh: Cha bhi gin ann.
- 4.4. Ceanglaichean ri Amasan Ro-innleachdadh agus Corporra: Tha an aithisg bhliadhnail a cuir ris an amas corporra gun cùm Bòrd na Gàidhlig air a' leasachadh nan dòighean-obrach aca.
- 4.5. Buidhean air Cliù: Cha bhith gin ann.
- 4.6. Buidhean air Slàinte is Sàbhailteachd: Cha bhi gin ann.
- 4.7. Buidhean Laghail: Tha an aithisg a' sealltainn gu bheil a' Chomataidh a' coileanadh nan dleastanasan aice, agus tha cuid dhiubh mar dleastanasan reachdail is laghail.
- 4.8. Buidhean air Co-ionannachd: Chan eil gin ann.
- 4.9. Buidhean air an Àrainneachd: 'S e an aon buaidh a tha air an àrainneachd nach robh aig buill no oifigear a bhith a' siubhal airson nan coinneamhan is tha sin math a thaobh na h-àrainneachd.

5. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☐	Clann is Òigridh	☐
Cultar	☐	Coimhearsnachdan	☐
Àrainneachd	☐	Bochdainn	☐
Slàinte	☐	Eadar-nàiseanta	☐
Foghlam	☐	Eaconamaidh	☐
Gnothachasan soirbheachail is ùr-ghnàthach	☒		

6. Cùrsa Riaghlachais

6.1. Dh'aontaich an Sgioba-stiùiridh ri susbaint a' phàipeir seo air 25/04/2025.

7. Dearbhadh air Cuairteachadh Sgrìobhainn

7.1. Tha am pàipear seo fosgailte don phoball.

Aithisg Bhliadhnail na Comataidh Poileasaidh is Goireasan dhan Bhòrd Stiùiridh

1. Cùl-fhiosrachadh

- 1.1. Bidh a' Chomataidh Poileasaidh is Goireasan (CPG) a' dèanamh aithris gach bliadhna dhan Bhòrd-stiùiridh air a h-obair thar na bliadhna, agus air na h-aithisgean a chaidh a thoirt dhan Chomataidh le luchd-rannsachaidh is eile.
- 1.2. Tha an Aithisg Bhliadhnail seo air a toirt seachad às leth na Comataidh Poileasaidh is Goireasan agus i a' coimhead air a h-obair eadar an Giblean 2024 agus am Màrt 2025.

2. Tar-shealladh

- 2.1. Tha ùine na h-Aithisg Bliadhnail seo a' gabhail a-steach beachdachadh air na cunntasan deireannach airson 2024/25.
- 2.2. Tha a' Chomataidh air a bhith a' cumail sùil air obair oifigearan agus luchd-rannsachaidh a chaidh a chur air bhonn leis a' bhuidhinn.
- 2.3. Choinnich a' Chomataidh ceithir tursan rè àm na h-aithisg seo.

3. Obair na comataidh

Coinneamhan CPG

- 3.1. Tha Pàipear-taice A a' liostadh ballrachd na Comataidh thar ùine, a bharrachd air luchd-frithealaidh cunbhalach bhon Sgioba Stiùiridh.
- 3.2. Chùm CPG coinneamhan air:
 - 07 Cèitean 2024
 - 10 Sultain 2024
 - 05 Samhain 2024
 - 28 Gearran 2025
- 3.3. Chaidh na coinneamhan uile a chraoladh beò air Teams Live. Thug Cathraiche na CPG seachad dreachd de na geàrr-chunntasan airson seachd de na coinneamhan aig CPG dhan ath choinneimh Bùird-stiùiridh.

4. Prìomh ghnìomhan

- 4.1. A bharrachd air aithisgean bhon luchd-stiùiridh air adhartas air plana gnìomh 2024-25 agus aithisgean ionmhais, bheachdaich a' Chomataidh air grunn chùisean eile tron bhliadhna.

- 4.2. Tha dleastanas air a' Chomataidh gus planaichean Gàidhlig a sgrùdadh agus aontachadh. Thèid na planaichean seo a sgrùdadh leis an Sgioba Stiùiridh mus tèid iad air adhart dhan Chomataidh. Tron ùine Giblean 2023 gu Màrt 2024, dh'aontaich a' Chomataidh ri 8 Planaichean Gàidhlig:

Comhairle Baile Dhùn Èideann
Comhairle na Gàidhealtachd
Comhairle Pheart is Cheann Rois,
Siorrachd Rinn Friù an Ear
Comhairle Mhoireibh
Ùghdarras Pàirc Nàiseanta Loch Laomainn is nan Tròisichean
Ùghdarras Pàirc Nàiseanta a' Mhonaidh Ruaidh

- 4.3. Dh'aontaich CPG grunn iarrtasan taic-airgid. Dh'aontaich a' Chomataidh ris na Prìomhachasan is Bun-riaghailtean aig Sgeamaichean Taic-airgid ùra 2024/25.
- 4.4. Fhuair a' Chomataidh aithisg air buaidh taic BnG air obair òigridh is chuir iad fàilte air an adhartas.
- 4.5. Fhuair a' Chomataidh aithisgean cunbhalach air cuspairean co-cheangailte ri ionmhas agus adhartas le Plana Ghnìomh 23/24. Fhuair iad cuideachd aithisgean air feachd-obrach, a' gabhail a-staigh trèanadh is leasachadh, slàinte is sàbhailteachd agus pàrantan corporra
- 4.6. Fhuair a' Chomataidh aithisgean cunbhalach air cuspairean co-cheangailte ri foghlaim, mar eisimpleir adhartas air fòghlam àrd-sgoile agus adhartas air a' trusadh agus a' gleidheadh luchd-teagaisg. Chaidh aontachadh gun robh seo a' dùblachadh an fhiosrachaidh a bhathas a' toirt don Bhòrd agus mar sin chaidh an nì seo a thoirt air falbh bhon phlana-obrach.
- 4.7. Dh'aontaich a' Chomataidh ris na poileasaidhean a leanas:
- Poileasaidh air Mì-chnàthachadh Shusbaintean agus Alcoil
Deagh Shunnd agus Trom-uallach
Poileasaidh Chùisean Gearain; Poileasaidh Trusaidh
Poileasaidh airson Stiùireadh Neo-làthaireachd
Poileasaidh Smachdachaidh
Poileasaidh airson Strì eadar Com-pàirtean
Poileasaidh Co-ionannachd, Iomadachd agus In-ghabhaltas agus Poileasaidh na Meadhanan Sòisealta
- 4.8. Chaidh taisbeanaidhean a thoirt dhan Chomataidh bho Comunn na Gàidhlig agus Iain Mac a' Mhaoilean (Stiùiriche Bhòrd na Gàidhlig).

5. Co-dhùnaidhean

- 5.1. Tha a' Chomataidh Poileasaidh is Ghoireasan den bheachd gu bheil i air a bhith soirbheachail ann a bhith a' toirt air adhart prìomhachasan corporra a' Bhùird-stiùiridh rè ùine na h-aithisg bliadhnail seo.
- 5.2. Feuchaidh a' Chomataidh ri sùil a chumail air dòigh-obrach agus dòigh-làimhseachaidh na buidhne a thaobh prìomhachasan corporra, eadar poileasaidhean, ro-innleachdan agus goireasan a chur gu feum anns an dòigh as èifeachdaiche.
- 5.3. Bu toil leam taing a thoirt do Bhuill eile a' Bhùird-stiùiridh a bha air a' CPG. Bu mhath leam taing a thoirt dhan Sgioba-stiùiridh agus dhan Sgioba Rianachd cuideachd airson an cuid taice ann a bhith a' cur coinneamhan comataidh air dòigh agus ag ullachadh phàipearan agus airson an deòin, agus an dìcheall a bhith daonnan a' feuchainn ri piseach a thoirt air an dòigh sa bheil sinn ag obair.

Paipear Taic 1: Ballrachd Comataidh Poileasaidh is Ghoireasan aig Bòrd na Gàidhlig
Giblean 2024 gu Màrt 2025

Buill:

Seonaidh Charity (Cathraiche)

Dòmhnall MacAoidh (Ball Chomataidh gu 30mh Sultain 2024)

Màiri T NicAonghais (Ball Chomataidh bho 1mh Dàmhair 2024)

Michelle NicLeòid

John Neil Dòmhnallach

Làthaireachd:

Ball	Àireamh de choinneamhan 2024-25	Làthaireachd
Seonaidh Charity	4	4
Màiri NicAonghais	2	2
Dòmhnall MacAoidh	2	2
Michelle NicLeòid	4	3
John Neil Dòmhnallach	4	4

An Làthair gu cunbhalach:

Sgioba-stiùiridh

Ealasaid Dhòmhnallach, Ceannard

Iain Mac a' Mhaoilein, Stiùiriche

Jennifer McHarrie, Stiùiriche

Nicola Pearson, Ceann an Ionmhais is Cùisean Corporra

An Làthair gu neo-chunbhalach:

Oifigearan

Steven Kellow, Manaidsear Maoineachaidh is Phròiseactan

Karen Nic a' Ghobhainn, Manaidsear Ghnìomhan

Taobh a-muigh

Cha robh gin ann.

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	06 Cèitean 2025
Tìotal:	Bun-riaghailtean na Comataidh
Gnìomh a dhìth:	Ri Aontachadh
Àireamh pàipear:	6.2
Neach-labhairt:	Ealasaid Dhòmhnallach, Ceannard
Pàipearan-taic:	PT1 Bun-riaghailtean na Comataidh

1. Adhbhar

- 1.1. 'S e adhbhar na h-aithisg seo, cothrom a thoirt do Bhuill na Comataidh beachdachadh air Bun-riaghailtean airson na Comataidh Poileasaidh is Ghoireasan, agus ballrachd na Comataidh; agus molaidhean a thoirt seachad ma tha atharraichean sam bith a dhìth gus cuideachadh le bhith a' dèanamh cinnteach gum bi siostaman-riaghlaidh èifeachdach ann fhathast.

2. Cùl-fhiosrachadh

- 2.1. 'S e an aon atharrachadh air bun-riaghailtean na comataidh ùrachadh air ballrachd na comataidh.

3. Prìomh Aithris

- 3.1. Tha na atharraichean ri fhaicinn ann an dearg.

4. Moladh

- 4.1. Thathar ag iarraidh air a' Chomataidh beachdachadh air na bun-riaghailtean a chithear ann an PT1 agus aonta a chur riutha gus an tèid a chur am beulaibh a' Bhùird-stiùiridh aig an ath choinneamh aca san Ògmhios 2025.

5. Prìomh Bhuaidhean Ro-innleachdach

- 5.1. Buidhean air Ionmhas: Cha bhi gin ann.
- 5.2. Buidhean air Luchd-obrach: Cha bhi gin ann.
- 5.3. Buidhean air Trèanadh: Cha bhi gin ann.
- 5.4. Ceanglaichean ri Amasan Ro-innleachadh agus Corporra: Tha bun-riaghailtean a' cuir ris an amas choprporra gun cùm Bòrd na Gàidhlig air a' leasachadh nan dòighean-obrach aca.
- 5.5. Buidhean air Cliù: Cha bhith gin ann.
- 5.6. Buidhean air Slàinte is Sàbhailteachd: Cha bhi gin ann.
- 5.7. Buidhean Laghail: Tha bun-riaghailtean cudromach a thaobh a bhith a' cumail taic ris a' bhuidheann ann an coileanadh dleastanasan reachdail is laghail, agus a thaobh deagh riaghladh.
- 5.8. Buidhean air Co-ionannachd: Chan eil gin ann.
- 5.9. Buidhean air an Àrainneachd: Chan eil gin ann.

6. Ceanglaichean ri Frèama-obrach Coileanadh Nàiseanta

Còraichean Daonna	☐	Clann is Òigridh	☐
Cultar	☐	Coimhearsnachdan	☐
Àrainneachd	☐	Bochdainn	☐
Slàinte	☐	Eadar-nàiseanta	☐
Foghlam	☐	Eaconamaidh	☐
Gnothachasan soirbheachail is ùr-ghnàthach	☒		

7. Cùrsa Riaghlachais

7.1. Dh'aontaich an Sgioba-stiùiridh ri susbaint a' phàipeir seo air 25/04/2025.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

8.1. Tha am pàipear seo fosgailte don phoball.



NA BUN-RIAGHAILTEAN
A' CHOMATAIDH POILEASaidh IS GHOIREASAN

Tha am Bòrd Stiùiridh air Comataidh Poileasaidh is Ghoireasan a stèidheachadh mar Chomataidh den Bhòrd-stiùiridh gus taic a thoirt do Bhòrd na Gàidhlig ann a bhith a' coileanadh an raon-dleastanais aige fo Achd na Gàidhlig (Alba) 2005 agus Achd Foghlam (Alba) 2016, agus airson rianachd iomlan a thoirt air stòrasan ionmhasail is goireasan daonna na buidhne.

Ballrachd

- Is iad buill na comataidh Buill a' Bhùird-stiùiridh: Seonaidh Charity, ~~Dòmhnall M MacAoidh~~ Michelle Nicleòid, John Neil Dòmhnallach agus Mairi NicAonghais.
- Bidh Seonaidh Charity sa chathair air a' chomataidh.
- Bidh rùnaireachd na comataidh air a sholarachadh leis a' Cheannard.

Aithriseadh

- Bidh a' chomataidh ag aithris gu foirmeil ann an sgrìobhadh chun a' Bhùird-stiùiridh an dèidh gach coinneamh. Mar is àbhaist, bi gearr-chunntas na coinneimh na bhun-stèidh airson na h-aithris.
- Bidh a' chomataidh a' toirt Aithisg Bhliadhnail don Bhòrd-stiùiridh, ann an deagh ùine gus taic a thoirt a thaobh crìoch a chur air an aithisg bhliadhnail agus air an aithris air riaghladh, anns an toir a' chomataidh gearr-chunntas air na co-dhùnaidhean a rinneadh bhon obair aice rè na bliadhna.

Uallaichean

Bidh a' chomataidh

- a' cumail sùil air adhartas ùghdarrasan poblach ann an cur an gnìomh an cuid phlanaichean cànanain;
- a' ceadachadh Prìomhachasan Ro-innleachdail airson Phlanaichean Cànanain;
- a' cumail sùil air adhartas an aghaidh targaidean is crìochan mar a chuireadh an cèill anns na Planaichean Corporra agus Gnìomh aig Bòrd na Gàidhlig;
- a' ceadachadh ro-innleachdan air rannsachadh agus fiosrachadh;
- a' ceadachadh Plana Ionmhasail sa Mheadhan-ùine (MTFP) ceangailte ris a' phlana chorporra agus ris an Ro-innleachd Ionmhasail sa Mheadhan-ùine aig Riaghaltas na h-Alba, agus a' moladh a' Phlana ris a' Bhòrd Stiùiridh;
- a' ceadachadh a' bhuidseit bhliadhnail (aig a bheil ceanglaichean soilleir ris an MTFP) agus a' moladh buidseat na buidhne ris a' Bhòrd-stiùiridh;
- a' cumail sùil air teachd-a-steach agus caiteachas an aghaidh bhuidseatan ùghdarraichte;
- a' dèanamh lèirmheas air cùisean is co-dhùnaidhean cudromach a thaobh aithriseadh ionmhasail;
- a' leasachadh agus a' ceadachadh poileasaidh corporra agus ro-innleachdan, nam measg air obrachadh ann an com-pàirteachas;
- a' sgrùdadh agus ag aontachadh atharraichean sònraichte gu poileasaidhean daonna;
- a' dèanamh cinnteach gu bheil rianachd èifeachdach ann airson chùisean ceangailte ris an luchd-obrach taobh a-staigh na buidhne;
- a' ceadachadh atharrachaidhean mòra ris na structaran airson luchd-obrach agus gu luchd-obrach a bharrachd mar a tha an Ceannard a' socrachadh;

- a’ marasgladh ullachaidhean a’ Chòd Ghiùlain airson Buill Bhòrd na Gàidhlig agus mar a tha stiùireadh no atharrachaidhean poileasaidh sam bith air an toirt a-steach ann an co-rèir ri ullachaidhean a’ Chòd; agus
- a’ beachdachadh air cùisean sam bith eile a dh’fhaodar am Bòrd-stiùiridh òrdachadh no Ministearan na h-Alba a riaghladh bho àm gu àm.

Bidh a’ Chomataidh Poileasaidh is Ghoireasan cuideachd a’ dèanamh lèirmheas air a’ choileanadh is èifeachdas aice fhèin gach bliadhna agus ag aithris toraidhean an lèirmheis sin don Bhòrd-stiùiridh. Beachdaichidh Cathraiche na Comataidh air lèirmheas sam bith air ballrachd le Cathraiche a’ Bhùird-stiùiridh.

Còraichean

Faodaidh a’ chomataidh:

- buill a bharrachd a cho-thaghadh gus sgilean, fios agus eòlas sònraichte a thoirt dhan bhuidhinn;
- comhairle shònraichte fhaighinn air stèidh ad-hoc agus sin air a phàigheadh leis a’ bhuidhinn, le ùmhlachd do chead buidseit bhon Bhòrd-stiùiridh no bhon Oifigear Chunntachail.

Ùghdarras

Tha a’ chomataidh ùghdarraichte le Bòrd-stiùiridh Bhòrd na Gàidhlig na leanas, às an leth, a cheadachadh:

- Planaichean Gàidhlig
- poileasaidhean obrachaidh
- poileasaidhean air luchd-obrach
- sgeamaichean thabhartasan is duaisean, ann an co-rèir ris an Sgeama airson Ùghdarras air a Thiomnadh

Coinneamhan

Is iad modhan na comataidh:

- bidh a’ chomataidh a’ coinneachadh co-dhiù ceithir tursan gach bliadhna. Faodaidh Cathraiche na Comataidh coinneamhan a bharrachd a ghairm, mar a tha e/i ga mheas riatanach;
- mar ìos-mheud, bidh dithis bhall den Chomataidh an làthair mus bi coinneamh air a meas cuòraichte;
- am bitheantas, bidh an Ceannard an làthair aig coinneamhan na Comataidh, agus far a bheil cùisean ann a tha a’ buntainn ris na dreuchdan aca bidh buill eile den Sgioba-stiùiridh an làthair;
- faodaidh a’ Chomataidh iarraidh air oifigich sam bith eile bhon bhuidhinn a bhith an làthair gus a cuideachadh le còmhraidhean air cùis shònraichte;
- faodaidh a’ Chomataidh iarraidh air a h-uile duine a tha an làthair nach eil nam buill den Chomataidh, no air feadhainn dhiùbhsan, a tharraing air ais gus deasbad fosgailte is fosgarra fhurastachadh air cùisean sònraichte;

- faodaidh am Bòrd Stiùiridh no an Ceannard iarraidh air a' Chomataidh coinneamhan a bharrachd a ghairm gus cùisean sònraichte a dheasbad air a bheil iad ag iarraidh comhairle na Comataidh.

Coinneamh:	A' Chomataidh Poileasaidh is Ghoireasan
Ceann-là:	06 Cèitean 2025
Tìotal:	Plana Obrach na Comataidh
Gnìomh a dhìth:	Ri Aontachadh
Àireamh pàipear:	6.3
Neach-labhairt:	Ealasaid Dhòmhnallach, Ceannard
Pàipearan-taic:	PT1 Plana Obrach 2025/26

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 Bòrd na Gàidhlig. 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.
- 3.2. Tha sùbailteachd sa phlana-obrach a leigeas leinn rudan a ghluasad gus dèanamh cinnteach gu bheil a' chomataidh gan deasbad aig an àm iomchaidh.
- 3.3. Chan eil fiosrachadh às ùr air Sgrùdadh Ràitheil air PCCan aig a' choinneimh seo oir chaidh an ùrachadh a thoirt don Bhòrd sa Mhàrt. Thathas a' moladh Sgrùdadh Ràitheil air PCCan a thoirt air falbh bhon phlana-obrach mar a thathar ag aithris don bhòrd

4. Moladh

- 4.1. Aonta a chur ris a' phlana obrach airson 2025/26.

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 cum 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	☐	Clann is Òigridh	☐
Cultar	☐	Coimhearsnachdan	☐
Àrainneachd	☐	Bochdainn	☐
Slàinte	☐	Eadar-nàiseanta	☐
Foghlam	☐	Eaconamaidh	☐
Gnothachasan soirbheachail is ùr-ghnàthach	☒		

7. Cùrsa Riaghlachais

7.1. Dh'aontaich an Sgioba-stiùiridh ri susbaint a' phàipeir seo air 25 Giblean 2025.

8. Dearbhadh air Cuairteachadh Sgrìobhainn

8.1. Tha am pàipear seo fosgailte don phoball.

A' Chomataidh Poileasaidh is Ghoireasan (CPG) Plana Obrach 2025/26		Cèitean 08/05/2025	Sultain 09/09/2025	Gearran 10/02/2026	Coinneamhan Ad Hoc
Puingean Stèidhichte	Cùisean Tòiseachaidh/Fàilte	√	√	√	√
	Geàrr-chunntas na coinneamh mu dheireadh	√	√	√	
	Clàr gnìomhan	√	√	√	
	Plana-obrach na Comataidh	√	√	√	
	Lèirmheas air a' choinneamh	√	√	√	√
	Taisbeanadh	✗	√	√	
	Aithisg air Leasachaidh	√	√	√	
Deagh Riaghladh	Poileasaidhean Daonna	√	√	√	
	Suirbhidh Luchd-obrach		√		
	Ro-innleachd ICT		√		
	Ùrachadh Bun-Riaghailtean na Comataidh	√			
	Èifeachdas na Comataidh		√		
	Aithisg Bhliadhnail na Comataidh	√			
	Dàta Daonna	√			
	Slàinte is Sàbhailteachd	√			
	Sgrùdadh Ràitheil den PCC 25/26	✗			
	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	√	√	√	√
	Adhartas nam Prìomh Buidhnean Lìbhrigidh		√	√	
	Molaidhean Taic-airgid nam prìomh buidhnean			√	
Puingean Ad-hoc	Buaidh bho thaic BnG air obair òigridh	✗	√		