

STÒRLANN BOARD OF DIRECTORS 2019

MINUTE OF MEETING OF BOARD OF DIRECTORS

10.00, Wednesday, 23 May 2019
Scottish Government Offices, Glasgow

Present

Robert Dalzell (RD) – North Lanarkshire Council (Chair)
Norma Young (NY) – Highland Council
Angus MacLennan (AML) – CNES (By telephone)

Donald W Morrison (DWM) – Stòrlann
DJ MacRitchie (DJM) – Stòrlann (By telephone)
Neil Smith (NS) – Stòrlann (Note of Minute)

In Attendance

Douglas Ansdell (DA) – Scottish Government
Sarah Buchanan (SB) – Scottish Government

John Moffat (JM) – Mann Judd Gordon (By telephone 1100 - 1120)

Apologies

Gillian Campbell-Thow (GCT) – Glasgow City Council (Vice-chair)
Bethan Owen (BO) – City of Edinburgh Council
Catriona Garvin (CG) – Argyll and Bute Council – Sick Leave

ITEM		ACTION
1	OPENING ITEMS	
1a	Welcome The Chairperson welcomed all present.	
1b	Present and Apologies As above.	
1c	Declarations of Interest No notes of interest were presented.	
2	MINUTES	
2a	Minutes of Board Meeting 21/02/19 Minutes of the meeting held on 21 February 2019 in Glasgow had been circulated and were approved as a true record of the meeting. Proposed by AML and seconded by RD.	

2b	<p>Matters arising:</p> <p>Item 3C - The CE informed the board that a meeting with the Scottish Government had taken place.</p> <p>Item 4e - The CE informed the Board that the job evaluation process had commenced.</p> <p>Item 5A - NY requested that where elements of acceleration (such as external funding) have been utilised to expediate projects, these be added to the project update.</p>	
3	FINANCE BUSINESS	
3a	<p>Stòrlann Management Accounts: 1st July 2018 – 31st March 2019 Relevant documents prepared by Mann Judd Gordon had been circulated to the Board and a verbal update was provided by the JM. There were no issues arising and the Board approved the accounts.</p> <p>3b Stòrlann Audit Arrangements: 1st April 2018 – 31st March 2019 The CE and JM notified the Board that the audit had commenced on 20th May. Mann Judd have appointed Fay MacLeod as auditor.</p> <p>3c The Scottish Government Funding 2018-19 / 2019-20 Due to circumstances beyond control the Scot Gov funding was delayed but the CE informed the Board that he was in communication regarding this and did not anticipate the delay to last much longer.</p> <p>3d Bòrd na Gàidhlig Funding 2018-2019 The CE reported that the final report is now submitted and all key targets for 18-19 were met with no impediments.</p> <p>3e Bòrd na Gàidhlig Funding 2019-2022 The BnaG agreement document had been circulated. The board asked that planning should take place with regard to a geographical spread of CPD events throughout the year.</p> <p>3f Travel and Accommodation Expenditure Report The CE gave an update on the report which had been circulated.</p>	
4	CORPORATE AFFAIRS AND STAFFING	
4a	<p>Health and Safety The H and S update circulated to the Board was approved. The CE was asked to look into the provision of a defibrillator on the premises.</p> <p>4b Risk Register The current Risk Register had been circulated to members. The CE informed the Board that he had added the 'Challenge of matching Gaelic digital educational resources to that available for English' to the register due to the decrease in enrolments to GME and a perception that resources may be out of date. The register was approved.</p>	

<p>4c</p> <p>4d</p> <p>4e</p>	<p>Stòrlann Staff Handbook The CE thanked Board Members for their contribution to the new handbook which will be circulated to staff with a view to being adopted as policy in summer 2019. It was noted that there had been minor amendments such as to bereavement leave and staff participation in lifeline services. A letter for staff will be formulated by MacLeod and MacCallum. Any feedback from staff will be intimated at the next Board meeting. The Handbook was approved for circulation.</p> <p>Staffing and HR update The CE informed the Board that Claire MacLeod had been engaged to conduct a job evaluation of the Senior Management Team. This had been put in place in conjunction with HIE who provide such services to Stòrlann as part of a managed client agreement. Clarification was requested regarding the origination of this process. The Chair informed the Board it had come as a direct request from the CEO who had become aware of discrepancies in the salaries and conditions of employees in Gaelic organisations and similar public sector bodies.</p> <p>Stòrlann Board – Location of next meeting The CE reported that the previous perception that the Board were not fully engaged with staff and work issues such as pensions had been eliminated and suggested that to save on travel costs, the board change the present arrangements and have only one Board meeting in Stornoway. This would result in the August Board meeting being held in Glasgow. After discussion the Board decided to retain the current arrangement for the August meeting taking place in Stornoway, particularly to allow direct input from JM before the AGM but requested that further discussion take place at that time.</p>	
5	PROJECTS AND CONTRACTS	
<p>5a</p> <p>5b</p> <p>5c</p> <p>5d</p>	<p>Resources Schedule 2019-20 DJM and the CE provided an update on the schedule which had been circulated to members. It was requested that, if possible, the proposed project close date be added to the schedule for monitoring purposes.</p> <p>Giglets/BNG Learning Cloud and SNSA The CE gave an update on the projects which were proceeding as planned.</p> <p>An t-Alltan NS gave a brief verbal update on progress. The majority of workshops have been arranged with a small number waiting to be confirmed. Registration will be available once all are in place. The Board mentioned that most teachers return from the event energised and encouraged and reiterated that consideration be given to providing more CPD such as the days in Oban and Glasgow so that more teachers can benefit.</p> <p>BNG Additional Projects Update The CE updated the Board on the additional projects – Gàidhlig nan Òg and the trainee translator post.</p>	<p>CE</p>

<p>5e</p>	<p>GLAIF 2019-20 Funding The CE informed the Board that he was in discussion with staff at James Gilliespies High School in Edinburgh regarding access of resources produced there and he anticipated a joint GLAIF application would be made with the City of Edinburgh Council.</p>	
<p>5f</p>	<p>Gaelic Pre-assessment Papers 2019-20 The CE informed the Board that this project was ongoing and there were no issues to report.</p>	
<p>5g</p>	<p>Communications and Collaboration The CE updated the Board as per the report which had been circulated. The Board noted the report.</p>	
<p>6</p>	<p>AOCB</p>	
	<p>There was no other business.</p>	
<p>7</p>	<p>DATE OF NEXT MEETING</p>	
	<p>The next Board meeting was scheduled for 29th August in Stornoway. It was requested that members indicate their availability as early as possible so that travel and accommodation arrangements can be put in place.</p> <p>The Chairperson thanked all in attendance.</p>	