

Communications

Aim	Action Areas	Responsible Officer(s)	Timescale		
Public access to Comhairle services through the medium of Gaelic	<u>Reception Areas:</u> <ul style="list-style-type: none"> Ensure at least one Gaelic speaking member of staff will always be available to deal with enquiries in Gaelic. 	Director Finance and Corporate Resources	Ongoing		
	<ul style="list-style-type: none"> Increase the use of desk and other signage in reception areas to indicate that visitors may use Gaelic. 	Director Finance and Corporate Resources	2018		
	<ul style="list-style-type: none"> Ensure that all plasma or information screens in reception areas will have at least some Gaelic content. 	Director Finance and Corporate Resources	Ongoing		
	<u>Telephone:</u> <ul style="list-style-type: none"> Ensure that at least one Gaelic speaking member of staff will always be in reception areas to deal with enquiries in Gaelic 	Director Finance and Corporate Resources	Ongoing		
	<ul style="list-style-type: none"> Update our list of members of staff from each Department to whom a telephone-call in Gaelic can be transferred if necessary. 	Director Finance and Corporate Resources	2018		
	<ul style="list-style-type: none"> Encourage staff with Gaelic skills by guidance notes to use Gaelic greetings, “madainn mhath/feasgar math”, when answering telephones. 	Director Finance and Corporate Resources		2019	
	<u>Letters and e-mails:</u> <ul style="list-style-type: none"> Send a Gaelic response to any letter or e-mail written to the Comhairle in Gaelic. Sgioba na Gàidhlig will assist when necessary. 	Chief Executive and Directors / Sgioba na Gàidhlig	Ongoing		

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Public access to Comhairle services through the medium of Gaelic	<ul style="list-style-type: none"> Initiate written correspondence in bilingual format at least with any individual or organisation known to use Gaelic. 	Chief Executive and Directors / Sgioba na Gàidhlig	Ongoing	
	<ul style="list-style-type: none"> Any Gaelic e-mail or letter to the Comhairle will have the same response time as an English e-mail or letter. 	Chief Executive and Directors / Sgioba na Gàidhlig	Ongoing	
	<ul style="list-style-type: none"> Provide, on request, bilingual e-mail contact details, out-of-office replies, electronic signatures, etc. for staff. 	Sgioba na Gàidhlig	Throughout the course of the Plan	
	<p>Complaints Procedure:</p> <ul style="list-style-type: none"> Produce an updated bilingual version of the downloadable complaints form. 	Sgioba na Gàidhlig	2018	
	<ul style="list-style-type: none"> Any Gaelic e-mail or letter of complaint to the Comhairle will have the same response time as an English e-mail or letter of complaint. 	Chief Executive and Directors / Sgioba na Gàidhlig	Ongoing	
	<ul style="list-style-type: none"> Transfer a complaint by telephone in Gaelic to a relevant Gaelic speaking Officer if necessary. 	Director Finance and Corporate Resources	Ongoing	
	<p>Translation Enquiries:</p> <ul style="list-style-type: none"> Continue to provide a Gaelic translation service in response to enquiries from the public and community organisations. 	Sgioba na Gàidhlig	Ongoing	
	<p>Elections:</p> <ul style="list-style-type: none"> Continue to provide bilingual information relating to Ward elections. 	Democratic Services Manager	Ongoing	
	<ul style="list-style-type: none"> Continue to provide bilingual local and national election results. 	Returning Officer	Ongoing	
	<p>Civic Events:</p> <ul style="list-style-type: none"> Ensure that wherever possible Members involved are briefed to speak some Gaelic at public events, such as official openings. 	Sgioba na Gàidhlig / Gaelic Communications Officer	Ongoing	

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Public access to Comhairle services through the medium of Gaelic	<ul style="list-style-type: none"> Continue to produce all Comhairle invitations to official events in bilingual format. 	Sgioba na Gàidhlig	Ongoing	
	<p><u>Gaelic Badges:</u></p> <ul style="list-style-type: none"> Subject to an equality impact assessment, introduce a Gaelic badge scheme in order to encourage communication between individuals with Gaelic skills. 	Head of Human Resources		2020

Publications

Aim	Action Areas	Responsible Officer(s)	Timescale	
As much Gaelic content as possible in Comhairle publications	<u>Forms and Stationery:</u> <ul style="list-style-type: none"> Produce a greater range of bilingual Comhairle forms. 	Chief Executive and Directors / Sgioba na Gàidhlig	2019	
	<ul style="list-style-type: none"> All letterheads, compliment slips and business cards will be bilingual. 	Chief Executive and Directors / Sgioba na Gàidhlig	2019	
	<u>Leaflets, Booklets and Posters:</u> <ul style="list-style-type: none"> Produce a greater range of Comhairle leaflets, booklets and posters with bilingual content. 	Chief Executive and Directors / Sgioba na Gàidhlig	2019	
	<u>Media Communications:</u> <ul style="list-style-type: none"> Continue to issue as many bilingual press releases as possible, with an emphasis on those of greatest interest to the public. 	Communications Officer / Gaelic Communications Officer	Ongoing	
	<ul style="list-style-type: none"> Offer Members Gaelic media training. Gaelic Communications Officer will provide support for the preparation of Gaelic interviews. 	Chief Executive and Directors / Gaelic Communications Officer	Ongoing	
	<u>Website:</u> <ul style="list-style-type: none"> Ensure that the website design incorporates Gaelic content where it is available. 	Head of I.T. / Sgioba na Gàidhlig	2018	
	<ul style="list-style-type: none"> Increase bilingual content throughout the website with regard to pages with most visits by users, e.g. bus timetables pages. 	Head of I.T. / Sgioba na Gàidhlig	2018	
	<ul style="list-style-type: none"> Create a Gaelic tab on the Comhairle's homepage leading to pages written in Gaelic. This will lead to other Gaelic pages, providing two levels of navigation for Gaelic, initially. 	Head of I.T. / Sgioba na Gàidhlig	2018	

Aim	Action Areas	Responsible Officer(s)		Timescale
As much Gaelic content as possible in Comhairle publications	<ul style="list-style-type: none"> Ensure that direct links to this Gaelic Plan and the Comhairle’s Gaelic Policy appear on the homepage. 	Head of I.T. / Sgioba na Gàidhlig	2018	
	<ul style="list-style-type: none"> Publish minutes from Comataidh Buileachaidh Plana Càinain meetings, accessible from the homepage. 	Head of I.T. / Sgioba na Gàidhlig	2018	
	<p>Facebook and Twitter:</p> <ul style="list-style-type: none"> Increase the Gaelic content of the Comhairle’s Facebook page, and increase the number of Gaelic posts. 	Gaelic Communications Officer	2018	
	<ul style="list-style-type: none"> Increase the number of Gaelic tweets on the Comhairle’s Twitter feed, particularly in relation to matters of great public interest. 	Gaelic Communications Officer	2018	
	<ul style="list-style-type: none"> Continue to take part in the annual “Gaelic Twitter Day”. 	Gaelic Communications Officer		Ongoing
	<p>Exhibitions and Displays:</p> <ul style="list-style-type: none"> Ensure that as much information as possible in Comhairle exhibitions is bilingual. 	Principal Officer Cultural and Information Services		Ongoing
	<ul style="list-style-type: none"> Ensure that all Comhairle pop-ups and banner stands will have at least some Gaelic content. 	Principal Officer Cultural and Information Services		Ongoing
	<ul style="list-style-type: none"> Ensure that all interpretive information relating to Museum nan Eilean exhibits is bilingual. 	Principal Officer Cultural and Information Services		Ongoing

Staffing

Aim	Action Areas	Responsible Officer(s)	Timescale		
A raised profile for Gaelic in the recruitment process	<u>Gaelic-Desirable Posts:</u> <ul style="list-style-type: none"> Extend, subject to legal requirements, the range of Gaelic-desirable posts in the Comhairle. 	Head of Human Resources	Throughout the course of the Plan		
	<u>Recruitment Advertising:</u> <ul style="list-style-type: none"> Continue to advertise Gaelic-essential posts in Gaelic only. 	Head of Human Resources / Sgioba na Gàidhlig	Ongoing		
	<ul style="list-style-type: none"> Increase, if possible, the number of recruitment advertisements in bilingual format for Gaelic-desirable posts. 	Head of Human Resources / Sgioba na Gàidhlig	2019		
	<ul style="list-style-type: none"> Indicate that the Comhairle has a Gaelic Policy and Gaelic Plan in all recruitment adverts. 	Head of Human Resources	2018		

Chapter 3 – Gaelic Development Areas

The six Gaelic Development Areas identified in this Chapter follow closely the format used by Bòrd na Gàidhlig in the *National Gaelic Language Plan*. Having also consulted publicly with the communities of the Western Isles, and reviewed and built upon the first two iterations of the Comhairle’s Gaelic Language Plan, they have been identified as crucial in terms of increasing Gaelic usage and acquisition, both within organisations themselves, and across communities. These Areas are inevitably inter-related and often overlap, and comprise a very wide range of Gaelic developmental activity. The six Gaelic Development Areas are therefore as follows:

1. Gaelic in the Home
2. Gaelic in Education and Learning
3. Gaelic and Communities
4. Gaelic in the Workplace
5. Gaelic in the Arts and Heritage
6. Corpus Planning for Gaelic

Accordingly, the tables on pages 31-52, demonstrate how Comhairle nan Eilean Siar intends to support and regenerate the use of Gaelic, both within the Comhairle itself, and across the communities of the Western Isles, as it pertains to the six, identified Gaelic Development Areas. It will also be made clear where co-operation with other Gaelic development and public organisations is necessary or appropriate.

1. Gaelic in the Home

Current Situation

In conjunction with NHS Eileanan Siar, the Comhairle is involved in the production of *New Mother Packs*, emphasising the benefits to parents of all new-born children in the Western Isles, of Gaelic and English bilingualism, and parents are also invited to enrol their children in Gaelic medium education (GME). The Comhairle has a website, entitled *Foghlam tro Mheadhan na Gàidhlig* (<http://www.gaelicmediumeducation.com>), which provides detailed information regarding the cognitive benefits of bilingualism for children, and encouraging its inter-generational transmission in homes.

Gaelic homework classes for parents of children in GME have been running for some time, and every parent has access to a Gaelic learners' programme and learning community support network. Gaelic classes available for parents include different levels of *Ùlpan* classes, leading to eventual fluency, and *Gàidhlig san Dachaigh* classes, where Gaelic is learnt as it pertains to the home environment. In addition, the Comhairle works with other Gaelic organisations, such as Comunn na Gàidhlig (CnaG), Comunn nam Pàrant (CnaP), and Cothrom, to promote and support the use of Gaelic in the home, via, for instance, the *Parental Advisory Scheme* and *Home Visit Scheme*, and in terms of CnaG's *Iomairtean Gàidhlig* schemes in North-west Lewis and South Uist.

1. Gaelic in the Home

Aim	Action Areas	Responsible Officer(s)	Timescale	
Promote the acquisition, learning and use of Gaelic in the home	1.1 GME for Pre-school Children: <ul style="list-style-type: none"> • Make Gaelic medium childcare available and pre-school education available in every school catchment area. 	Early Years Manager	2018	
	<ul style="list-style-type: none"> • Increase the number of pre-school children enrolling in GME. 	Senior Education Officers	2018	
	<ul style="list-style-type: none"> • Continue to develop the <i>Òrain na Cloinne Bige</i> digital app and website, which use Gaelic songs to aid Gaelic pre-school learning. 	Multimedia Unit Manager		Ongoing
	1.2 Benefits of Bilingualism – Raising Awareness: <ul style="list-style-type: none"> • Continue, in co-operation with NHS Eileanan Siar, to produce <i>New Mother Packs</i>, which explain the cognitive benefits to children of bilingualism, and invite new parents to enrol their children in GME. 	Early Years Manager		Ongoing
	<ul style="list-style-type: none"> • Develop an awareness-raising campaign, highlighting the cognitive benefits of bilingualism for children. 	GME Enrolments Sub-Committee	2018	
	<ul style="list-style-type: none"> • Continue to organise the annual Comhairle “Latha na Gàidhlig” throughout all schools, to highlight the benefits of bilingualism, and provide parents with information about GME. 	GME Enrolments Sub-Committee		Ongoing
	<ul style="list-style-type: none"> • Continue to develop the Comhairle’s <i>Foghlam tro Mheadhan na Gàidhlig</i> website, highlighting the cognitive benefits of GME for children. 	Multimedia Unit Manager		Ongoing

Aim	Action Areas	Responsible Officer(s)		Timescale
Promote the acquisition, learning and use of Gaelic in the home	1.3 Gaelic Support for Parents: <ul style="list-style-type: none"> Ensure that every parent of a child in GME has access to a Gaelic Learners' Programme and Community Learning support network. 	Early Years Manager	2018	
	<ul style="list-style-type: none"> On our <i>Foghlam tro Mheadhan na Gàidhlig</i> website, promote Stòrlann's <i>Gaelic4Parents.com</i> website, intended for parents of children in GME, including live, online Gaelic homework assistance. 	Multimedia Unit Manager		Ongoing
	1.4 Gaelic Learning for Early Years Staff: <ul style="list-style-type: none"> Ensure that Early Years teaching staff attend twice-weekly Gaelic learning classes, (available at different levels). 	Head Teacher e-Sgoil	2018	

2. Gaelic in Education and Learning

Current Situation

The Comhairle places Gaelic medium education at the heart of its educational provision in the Western Isles. Currently, there are 21 pre-school nurseries offering GME, along with 15 Croileagan / playgroup partner providers, and 20 out of 22 primary schools across the Western Isles offering GME. Indeed, the Comhairle aims to have 55% of all P1 enrolments in the Isles in GME by 2018. It is also available as a means of instruction in a range of subjects in all four S1-S6 secondary schools in the Isles, including Maths, History, Geography and Science. All secondary schools form an online, digital network as part of “e-Sgoil nan Eilean Siar”, enabling pupils in these schools to have more equal access to subjects not offered in their local secondary, including subjects through the medium of Gaelic. Additionally, GME has been promoted extensively by the Education Department’s own *Gaelic Action Plan 2016-18*, the *Foghlam tro Mheadhan na Gàidhlig* Facebook page, annual Lathaichean Fiosrachaidh na Gàidhlig (Gaelic Information Days), and New Mother Packs, where the benefits of bilingualism to children’s cognitive development are explained to parents, and they are invited to enrol their children in GME. Online Gaelic learning resources are extensively promoted, and Gaelic music and drama tuition are also widely available. Young people in the Isles also have access to extracurricular oral Gaelic instruction in extended learning areas, involving some youth club, work experience and residential activities, and dedicated youth workers co-ordinate Gaelic medium activities.

Education staff, including all teachers not fluent in Gaelic, are strongly encouraged to enrol on Ùlpan classes, (including residential courses). Fluent speaking teachers, who wish to improve their writing skills in Gaelic, are also encouraged to enrol on *Gràmar na Gàidhlig* classes which run twice a year. Finally, teachers are also encouraged to enrol on *Gaelic Immersion for Teachers (GIFT)* courses, designed to help qualified teachers with intermediate-level Gaelic transfer to Gaelic-medium classrooms.

2. Gaelic in Education and Learning

Aim	Action Areas	Responsible Officer(s)		Timescale
Promote the acquisition, learning and use of Gaelic in schools	2.1 GME in Primary Schools: <ul style="list-style-type: none"> Ensure that 55% of all P1 enrolments across the Isles are in GME. 	Senior Education Officer	2018	
	<ul style="list-style-type: none"> Increase GME enrolments in the Stornoway area by 10% per annum. 	Senior Education Officer	2018	
	<ul style="list-style-type: none"> Ensure through succession planning and a workplace development programme, that there are enough staff to meet the 55% target. 	Senior Education Officer	2018	
	<ul style="list-style-type: none"> Monitor GME drop-out rates in primary schools, and develop strategies to reduce these rates if necessary. 	Senior Education Officer	Throughout the course of the Plan	
	2.2 Support for Parents of Primary School GME Pupils: <ul style="list-style-type: none"> Ensure that every parent has access to a Gaelic Learners Programme and Learning Community support network. 	Senior Education Officer	2018	
	2.3 e-Sgoil: <ul style="list-style-type: none"> Continue to develop the Comhairle’s virtual school, e-Sgoil, to deliver more GME tuition across the Isles, and to create a wider teaching network across Scotland. 	Head-teacher e-Sgoil	Throughout the course of the Plan	
	2.4 GME in Secondary Schools: <ul style="list-style-type: none"> GME will be available in all S1-6 schools both at Broad General Education and National 5 level. 	Head-teacher e-Sgoil	2018	
	<ul style="list-style-type: none"> GME will be available in all S1-6 schools at Higher level. 	Head-teacher e-Sgoil	2018	

Aim	Action Areas	Responsible Officer(s)	Timescale	
Promote the acquisition, learning and use of Gaelic in schools	<ul style="list-style-type: none"> Ensure that every member of staff will have access to a Gaelic Learners Programme suited to their needs. 	Head-teacher e-Sgoil	2018	
	<ul style="list-style-type: none"> Increase Continuing Professional Development (CPD) Gaelic learning opportunities for staff. 	Service Manager – Learning and Development	Throughout the course of the Plan	
	<ul style="list-style-type: none"> Continue to encourage teachers to enrol on <i>Gaelic Immersion for Teachers</i> (GIFT) classes, through the Gaelic Specific Grants scheme. 	Director of Education and Children’s Services	Ongoing	
	<ul style="list-style-type: none"> Develop a succession planning and workforce development programme to ensure that there qualified staff in place to meet secondary targets. 	Head of Service – Education and Children’s Services	2018	
	<ul style="list-style-type: none"> Senior and promoted staff will be strongly encouraged to learn and use Gaelic skills as part of their day-to-day duties, in order to set an example to other staff of their commitment to Gaelic usage. 	Director of Education and Children’s Services	Throughout the course of the Plan	
	<p>2.5 Gaelic Culture and History:</p> <ul style="list-style-type: none"> Ensure that curriculum planning reflects Gaelic language, culture and history. 	Arts Officer / Head-teacher e-Sgoil / Senior Education Officer	Ongoing	
	<ul style="list-style-type: none"> Maximise the number of young people having an active involvement in Gaelic culture and creative arts, including traditional music, literature, and poetry. 	Arts Officer	2018	
	<ul style="list-style-type: none"> Continue to develop partnerships with Community Learning Development (CLD), Stòrlann, and other educative agencies, with a focus on developing the use of the language. 	Arts Officer	Throughout the course of the Plan	

Aim	Action Areas	Responsible Officer(s)	Timescale	
Promote the acquisition, learning and use of Gaelic in schools	<ul style="list-style-type: none"> Develop a new Gaelic creative arts strategy, developing new curriculum materials in co-operation with Gaelic arts and local history organisations. 	Arts Officer	2019	
	<ul style="list-style-type: none"> Ongoing funding for Gaelic initiatives and projects will be linked directly to agencies' ability to demonstrate meaningful Gaelic language development has resulted from these initiatives and projects. 	Director of Education and Children's Services	Throughout the course of the Plan	
	<p>2.6 Extracurricular Gaelic Activities:</p> <ul style="list-style-type: none"> Develop a Gaelic Youth Strategy that engages pupils in activities which actively promote the language in community settings. 	Extended Learning Manager	2018	
	<ul style="list-style-type: none"> In co-operation with CnaG, continue to employ dedicated Gaelic Youth Workers to co-ordinate a range of Gaelic medium, extracurricular, youth activities. 	Extended Learning Manager	Ongoing	
	<ul style="list-style-type: none"> Continue to support participation by pupils in all islands schools in the national, annual <i>Deasbad</i> Gaelic debating competition. 	Multimedia Unit Manager	Ongoing	
	<p>2.7 Multi-media Development:</p> <ul style="list-style-type: none"> Continue to develop resources for the Gaelic e-Stòras website for use in schools. 	Multimedia Unit Manager	Ongoing	
	<ul style="list-style-type: none"> Continue to produce GME promotional materials, and update relevant websites and information in social media. 	Multimedia Unit Manager	Ongoing	
	<ul style="list-style-type: none"> Continue to develop partnership working with relevant agencies in developing the use of Gaelic in online and multimedia resources. 	Multimedia Unit Manager	Throughout the course of the Plan	

Aim	Action Areas	Responsible Officer(s)	Timescale	
Promote the acquisition, learning and use of Gaelic in schools	<ul style="list-style-type: none"> Make all teaching staff aware of resources available, and continue to work in partnership with schools to develop new resources. 	Multimedia Unit Manager	Ongoing	
	<ul style="list-style-type: none"> Plan the school curriculum to ensure that Gaelic features strongly in the implementation of the Scottish Government's <i>Digital Education Strategy</i> recommendations. 	Director of Education and Children's Services	Throughout the course of the Plan	
	<p>2.8 School Leavers:</p> <ul style="list-style-type: none"> Develop, in conjunction with the Scottish Government's <i>Developing the Young Workforce Strategy</i>, an economic strategy to increase Gaelic job opportunities for school leavers and apprentices. 	Head-teacher e-Sgoil	2018	
	<ul style="list-style-type: none"> Plan the school curriculum to ensure that Gaelic features strongly in the implementation of <i>Developing the Young Workforce</i> strategy. 	Director of Education and Children's Services	Throughout the course of the Plan	
	<ul style="list-style-type: none"> Extend the number of vocational qualifications where using Gaelic is the key element. 	Head-teacher e-Sgoil	2018	
	<ul style="list-style-type: none"> Develop enterprise initiatives linked to post-school employment and training. 	Head-teacher e-Sgoil	2018	
	<ul style="list-style-type: none"> Require Modern Apprentices, young people aged 16+ who are being paid while training for employment at the Comhairle, to attend Gaelic learning classes as part of their contract of employment. 	Head of Human Resources	Ongoing	

3. Gaelic and Communities

Current Situation

The importance of the Gaelic language and culture to the Western Isles is recognised and strongly supported by the Comhairle. This is reflected in the Comhairle's Community Learning and Development Strategy, which promotes Gaelic learning in the Isles. Therefore, community-based Gaelic classes, organised by Sgioba na Gàidhlig and the Community Education service, are provided across the Isles. Currently there are many Gaelic Ùlpan classes and Community Education Gaelic beginners' classes being held across the Isles, and six community libraries across the Isles contain extensive collections of Gaelic books and resources. The Comhairle also supports community projects involving the use or learning of Gaelic, through the Business and Community Gateway services, and its Gaelic Projects Fund. The Community Education service also organises Gaelic medium youth activities throughout the Isles, in co-operation with other community-based initiatives, and dedicated Gaelic Youth Workers co-ordinate a range of Gaelic medium youth activities. Since 2015, Sgioba na Gàidhlig has run the Greis Gnìomhachais/Gaelic Student Placement Scheme, which provides annual ten-week Gaelic-related work experience opportunities for students from the Western Isles with Gaelic organisations every summer.

In terms of community services, over 500 Social and Community Services staff communicate daily in Gaelic with the public across the Western Isles, in care homes, care units, day centres, and in the home care service. Community Services staff without Gaelic skills are strongly encouraged to enrol on Gaelic courses. Gaelic is also present visually across the Isles in the form of bilingual and Gaelic-only public signage, road signage and street signage. In terms of the Isles' economy, the Comhairle also supports the stimulation of economic activity in communities through the Business Gateway and Community Gateway initiatives, which provide advice and financial support for businesses, including cultural tourism and other businesses with a strong focus on Gaelic.

3. Gaelic and Communities

Aim	Action Areas	Responsible Officer(s)	Timescale	
<p>Promote the acquisition, learning and use of Gaelic in communities</p>	<p>3.1 Multi-agency Gaelic Development:</p> <ul style="list-style-type: none"> With other Gaelic organisations, continue to attend quarterly Gaelic Advisory Group meetings in order to discuss and implement multi-agency Gaelic development strategies in communities. 	<p>Head of Service – Education and Children’s Services / Multimedia Unit Manager / Sgioba na Gàidhlig</p>	<p>Ongoing</p>	
	<p>3.2 Community Gaelic Learning:</p> <ul style="list-style-type: none"> Continue to organise, in co-operation with LCC, community Gaelic Ùlpan classes across the Isles for learners. 	<p>Sgioba na Gàidhlig</p>	<p>Ongoing</p>	
	<ul style="list-style-type: none"> The Community Education service will continue to provide a range of other Gaelic beginner and conversation classes, and evening classes, across the Isles. 	<p>Community Education Officer</p>	<p>Ongoing</p>	
	<ul style="list-style-type: none"> Continue to organise, in co-operation with LCC, <i>Gràmar na Gàidhlig</i> classes for fluent speakers in Gaelic organisations. 	<p>Sgioba na Gàidhlig</p>	<p>Ongoing</p>	
	<ul style="list-style-type: none"> Co-operate with LCC in publicising their new online and interactive <i>Cùrsa Bogaidh Gàidhlig</i> course for Gaelic learners. 	<p>Sgioba na Gàidhlig</p>	<p>2018</p>	
	<p>3.3 Community Gaelic projects:</p> <ul style="list-style-type: none"> Continue to provide a budget for projects in the community which involve the meaningful use, learning or promotion of Gaelic. 	<p>Sgioba na Gàidhlig</p>	<p>Ongoing</p>	

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Promote the acquisition, learning and use of Gaelic in communities	3.4 Economic Development and Tourism: <ul style="list-style-type: none"> Continue, through the Business Gateway service, to provide capital support for projects which promote Gaelic cultural regeneration and development. 	Development Manager – Business & Regeneration Support	Ongoing
	<ul style="list-style-type: none"> Continue, through the Business Gateway service, to provide a range of financial advice and support for businesses with a strong focus on Gaelic usage. 	Development Manager – Business & Regeneration Support	Ongoing
	<ul style="list-style-type: none"> Support efforts to raise the profile of the economic benefits arising from the use of Gaelic in economic activities. 	Development Manager – Business & Regeneration Support	Ongoing
	<ul style="list-style-type: none"> Continue to provide, through the Business Gateway service, direct financial support for tourism-related projects which promote the use of Gaelic. 	Development Manager – Business & Regeneration Support	Ongoing
	<ul style="list-style-type: none"> Promote Gaelic and Gaelic heritage as a real asset in terms of cultural tourism. 	Development Manager – Business & Regeneration Support	Ongoing
	3.5 Gaelic Student Placement Scheme: <ul style="list-style-type: none"> Run the Gaelic Student Placement Scheme for the Western Isles, which places Gaelic speaking students from the Western Isles with Gaelic organisations for ten weeks work experience every summer. 	Sgioba n.a Gàidhlig	Ongoing
	3.6 Gaelic Medium Sports: <ul style="list-style-type: none"> Continue to support community Gaelic medium sports events, such as CnaG's <i>Cuach na Cloinne</i> football competition for primary schools. 	Sgioba na Gàidhlig	Ongoing

Aim	Action Areas	Responsible Officer(s)	Timescale	
Promote the acquisition, learning and use of Gaelic in communities	3.7 Residential Care Homes and Day Centres: <ul style="list-style-type: none"> Appoint as many Gaelic speaking staff as possible to care for the high percentage of Gaelic speaking clients with dementia, as part of reminiscence therapy. 	Director of Social and Community Services	Throughout the course of the Plan	
	<ul style="list-style-type: none"> Encourage more staff without Gaelic skills to take up Gaelic learning opportunities. 	Director of Social and Community Services	2019	
	<ul style="list-style-type: none"> Develop the presence and use of Gaelic in care homes and day centres generally, e.g. by erecting bilingual signage, and developing Gaelic-related activities and events. 	Director of Social and Community Services / Sgioba na Gàidhlig	2019	
	3.8 Care at Home and Housing Support: <ul style="list-style-type: none"> Continue to realise clients' preference for Gaelic speaking carers. 	Director of Social and Community Services	Ongoing	
	<ul style="list-style-type: none"> Continue to ensure that as many telephone operators of the Comhairle's <i>Fàire</i> care-line service as possible have Gaelic skills. 	Customer Services Manager	Ongoing	
	3.9 Libraries: <ul style="list-style-type: none"> Continue to ensure that public libraries in the Isles have an up-to-date range of Gaelic books and e-books, both for adults and children, and that signage in libraries is bilingual. 	Library Service Manager	Ongoing	
	<ul style="list-style-type: none"> Continue to support Gaelic <i>Bookbug</i> storytelling sessions in libraries for young children and parents, and gift them Gaelic books, games and activity bags. 	Library Service Manager	Ongoing	
	<ul style="list-style-type: none"> Support and organise Gaelic literature events and festivals when possible. 	Library Service Manager	Throughout the course of the Plan	

Aim	Action Areas	Responsible Officer(s)	Timescale		
Promote the acquisition, learning and use of Gaelic in communities	3.10 Bilingual Public Signage: <ul style="list-style-type: none"> Continue to ensure that all place-name signage in the Isles appears in Gaelic only. (Bilingual format will only be used where the Gaelic and English versions greatly diverge e.g. “An t-Òb” and “Leverburgh”.) 	Head of Assets and Infrastructure / Sgioba na Gàidhlig	Ongoing		
	<ul style="list-style-type: none"> Continue to ensure that place-names on directional road-signs are in bilingual format. 	Head of Assets Infrastructure / Sgioba na Gàidhlig	Ongoing		
	<ul style="list-style-type: none"> Continue to ensure that street signage in the main Isles population centres is bilingual. 	Head of Assets and Infrastructure / Sgioba na Gàidhlig	Ongoing		
	<ul style="list-style-type: none"> Continue to ensure that public signage for which the Comhairle is responsible, e.g. at harbours, public car parks, sports centres, etc., is bilingual. 	Head of Assets and Infrastructure / Sgioba na Gàidhlig	Ongoing		
	3.11 e-Sgìre: <ul style="list-style-type: none"> Develop the Gaelic page of the “e-Sgìre” online community hub, to include more text in Gaelic and more information regarding Gaelic news, events and funding opportunities. (http://cnes.geckowindow.com) 	Corporate Policy Manager / Sgioba na Gàidhlig		2019	

4. Gaelic in the Workplace

Current Situation

The Comhairle, as a workplace, has a very strong Gaelic ethos and identity, reinforced by its Gaelic Plan and Gaelic Policy, which ensure that the use of Gaelic is embedded in the day-to-day work of the Comhairle. Therefore, some posts are designated “Gaelic Essential “or “Gaelic Desirable”, and a high number of Comhairle staff across all Departments have good Gaelic skills, which they use in their work every day, (see Appendix 1). This includes the large number of Comhairle staff employed in community care services, who use Gaelic on a daily basis. The Policy and Plan also ensure that the Comhairle’s democratic processes can be accessed through Gaelic, entailing that all present at Comhairle committees have a right to contribute through the medium of Gaelic as well as English, facilitated by simultaneous interpretation services provided by Sgioba na Gàidhlig. Accordingly, all agendas, minutes, and briefing notes are also prepared bilingually. Sgioba na Gàidhlig provide very high standards of Gaelic translation for these committees, and general translation requests or queries from across the Comhairle are also forwarded to them.

Many members of staff attend a range of Gaelic classes, whether to learn or improve spoken or written Gaelic skills, and these classes are advertised extensively. For example, Ùlpan classes are available, free-of-charge, for beginners and those wishing to improve Gaelic skills, and *Gràmar na Gàidhlig* classes are available, also free-of-charge, for fluent speakers who wish to improve their written Gaelic skills. In addition, *Gaelic with Confidence* classes run for those who only wish to learn words, phrases and salutations as they pertain to the workplace. These Gaelic learning opportunities encourage staff to use Gaelic in internal staff communications. Telephone and e-mail communications in Gaelic are encouraged through the use of a “G” designation beside the names of staff in the internal directory to indicate that those staff have Gaelic skills, and are willing to communicate in Gaelic. In addition, an internal all-staff e-magazine, *e-ceangal*, contains some Gaelic content.

4. Gaelic in the Workplace

Aim	Action Areas	Responsible Officer(s)	Timescale	
Promote and increase the use of Gaelic in the Comhairle workplace	4.1 <u>Comataidh Buileachaidh Plana Cànanain:</u> <ul style="list-style-type: none"> This Committee, which steers the progress of this Plan, will remain in place for the duration of this Plan and beyond. 	Chief Executive	Throughout the course of the Plan	
	4.2 <u>Gaelic and Committees:</u> <ul style="list-style-type: none"> Continue to provide simultaneous Gaelic-to-English interpretation for all Committee meetings. 	Chief Executive / Sgioba na Gàidhlig	Ongoing	
	<ul style="list-style-type: none"> Continue to produce all agendas, briefing notes and minutes of meetings in bilingual format. 	Chief Executive / Sgioba na Gàidhlig	Ongoing	
	<ul style="list-style-type: none"> Encourage more Members without fluent Gaelic skills to take up Gaelic learning opportunities in order to stimulate more Gaelic usage during meetings. 	Chief Executive	2019	
	4.3 <u>Gaelic Translation Requests:</u> <ul style="list-style-type: none"> Sgioba na Gàidhlig will continue to provide translations for all Departments into Gaelic of letters, leaflets, forms, adverts and website content, and answer all translation queries, whenever necessary. 	Sgioba na Gàidhlig	Ongoing	
	4.4 <u>Gaelic Classes:</u> <ul style="list-style-type: none"> Continue to work with other bodies to provide and promote a range of Gaelic of Gaelic learning opportunities for staff and Members. 	Sgioba na Gàidhlig	Throughout the course of the Plan	

Aim	Action Areas	Responsible Officer(s)	Timescale	
Promote and increase the use of Gaelic in the Comhairle workplace	<ul style="list-style-type: none"> • This includes: <ul style="list-style-type: none"> ➤ Ùlpan classes; ➤ <i>Gràmar na Gàidhlig</i> classes; ➤ LCC's new online, interactive <i>Cùrsa Bogaidh</i> course, and; ➤ <i>Gaelic with Confidence</i> classes. 			
	<ul style="list-style-type: none"> • Make staff aware of Gaelic learning opportunities in Staff Development Appraisal (SDA) meetings, and as part of the enrolment process. 	Chief Executive and Directors	2019	
	<ul style="list-style-type: none"> • Section Heads and line managers will be encouraged to release staff, whenever possible, to take up Gaelic learning opportunities through Continuing Professional Development (CPD). 	Chief Executive and Directors	2018	
	<ul style="list-style-type: none"> • A new rolling database of staff and Members wishing to learn or improve Gaelic skills, will be developed. This will allow for information, reminders, and updates regarding Gaelic classes to be sent quickly to them. 	Sgioba na Gàidhlig	2018	
	<ul style="list-style-type: none"> • Staff and Members enrolled on courses will be given regular opportunities to provide feedback on their course(s), by completing feedback questionnaires. 	Sgioba na Gàidhlig	2018	
	<p>4.5 Intranet:</p> <ul style="list-style-type: none"> • Ensure that the intranet design incorporates Gaelic content where it is available. 	Head of I.T. / Sgioba na Gàidhlig	2018	

Aim	Action Areas	Responsible Officer(s)	Timescale	
Promote and increase the use of Gaelic in the Comhairle workplace	4.6 Gaelic Awareness: <ul style="list-style-type: none"> Every new employee will receive a Gaelic information pack, detailing Gaelic learning opportunities, the benefits of GME for children, and the importance of Gaelic to the identity of the Comhairle. 	Chief Executive / Head of Human Resources / Sgioba na Gàidhlig	2019	
	<ul style="list-style-type: none"> Staff will be regularly informed of Gaelic events, news and learning opportunities through e-mail, the e-Sgìre hub, and the Comhairle Facebook and Twitter pages. 	Sgioba na Gàidhlig / Gaelic Communications Officer	Throughout the course of the Plan	
	4.7 Gaelic in Internal Communications: <ul style="list-style-type: none"> Increase coverage of the “G” designation beside the names of staff in the Comhairle’s internal directory to indicate that they are willing to communicate in Gaelic. 	Chief Executive / Head of Human Resources	2019	
	<ul style="list-style-type: none"> Section Heads and line managers will encourage staff with Gaelic skills, whenever possible, to use Gaelic in day-to-day internal communications. 	Chief Executive / Head of Human Resources	2019	
	4.8 Gaelic Online Assistance: <ul style="list-style-type: none"> Develop a Gaelic assistance page for staff, including soundfiles, containing Gaelic phrases and workplace terminology, and include it in the Employee Pages on the intranet. 	Head of I.T. / Sgioba na Gàidhlig	2018	
	4.10 e-Ceangal: <ul style="list-style-type: none"> Include a page written in Gaelic in every edition of the quarterly Comhairle staff e-magazine, “e-Ceangal”. 	Sgioba na Gàidhlig / Gaelic Communications Officer	Ongoing	

5. Gaelic in the Arts and Heritage

Current Situation

The Comhairle extensively promotes and supports Gaelic medium arts activity in terms of the *Outer Hebrides Cultural Strategy*, which includes raising the status and profile of Gaelic as a key strategic objective. The Arts Development Budget therefore provides direct financial support to organisations which promote Gaelic medium arts, such as An Lanntair, Taigh Chearsabhagh and Ceòlas Uibhist, which are involved in promoting and developing a range of both traditional and contemporary arts activities and projects. This budget also finances an Arts Development Grants Scheme which assists professional performing arts companies who perform in Gaelic. Sgioba na Gàidhlig from its Small Gaelic Projects fund also supports a wide range of Gaelic medium arts projects, from diverse arts organisations such as Fèisean nan Gàidheal, Cabraich and Acair, for example. The Comhairle also supports major Gaelic cultural events, such as local island Mòds, the annual *Hebridean Celtic Festival*, (which includes Gaelic taster sessions as part of the fringe programme), the annual *Faclan* Gaelic book festival, Ceòlas Uibhist, and participation in the national Gaelic short film competition, *Film G*. In addition, the Comhairle, in conjunction with Studio Alba and Creative Scotland, provides facilities for the making of Gaelic-related films. Furthermore, Comhairle representatives sit on the Board of Directors of Studio Alba.

The Comhairle is committed to preserving the cultural heritage of the Isles, and funds the work of the local historical societies, the Comainn Eachdraidh, across the Isles. It also provides funding for projects involved in the digitisation of Gaelic archive materials, such as those run by Tobar an Dualchais and Hebridean Connections, and has also been instrumental in establishing the Tasglann project, a professionally staffed archive service for the Isles which also offers advice and support for the Comainn Eachdraidh. The Comhairle has also built a new museum building, which is committed to the use of fully bilingual interpretation for exhibits, and improving the Gaelic skills of staff.

5. Gaelic in the Arts and Heritage

Aim	Action Areas	Responsible Officer(s)	Timescale
<p>Promote and increase Gaelic medium arts and heritage activity in the Isles</p>	<p>5.1 Gaelic Arts Activity:</p> <ul style="list-style-type: none"> Continue to fund, in terms of the <i>Outer Hebrides Cultural Strategy</i>, as wide a range as possible of Gaelic medium arts projects in the Isles which use or promote the use of Gaelic. 	<p>Arts Development Officer / Sgioba na Gàidhlig</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> Continue to fund projects encouraging young people to participate in Gaelic medium arts activities, such as the <i>Film G</i> competition, and work with schools as part of a strategy to stimulate interest in Gaelic medium arts activity amongst young people. 	<p>Arts Development Officer / Senior Education Officer / Sgioba na Gàidhlig</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> Continue to develop online resources to support and promote Gaelic medium arts activity amongst school pupils and young people. 	<p>Multimedia Manager</p>	<p>Throughout the course of the Plan</p>
	<p>5.2 Gaelic Arts and Economic Development:</p> <ul style="list-style-type: none"> Continue to develop the <i>Outer Hebrides Creative and Cultural Industries Strategy</i>, which supports skills development, business growth and innovation within the creative and cultural industries in the Isles. 	<p>Development Manager – Sectoral & Project Support</p>	<p>Ongoing</p>
	<p>5.3 Traditional Arts Activity:</p> <ul style="list-style-type: none"> Continue to support events which promote traditional Gaelic cultural activity, such as local Mòds, Ceòlas, the fèisean held throughout the Isles, and the <i>Hebridean Celtic Festival</i>. 	<p>Arts Development Officer / Sgioba na Gàidhlig</p>	<p>Ongoing</p>

Aim	Action Areas	Responsible Officer(s)		Timescale
Promote and increase Gaelic medium arts and heritage activity in the Isles	<ul style="list-style-type: none"> Maximise the number of young people having an active involvement in Gaelic culture and creative arts, including traditional music, literature, and poetry. [See 2.5] 	Arts Development Officer	2018	
	<p>5.4 <u>Museum:</u></p> <ul style="list-style-type: none"> Continue to develop the Comhairle’s new museum facility, to create a fully bilingual museum interpretation scheme, Gaelic-first museum website, and strategy to develop the Gaelic skills of staff. 	Heritage Manager / Sgioba na Gàidhlig		Ongoing
	<p>5.5 <u>Gaelic Archive Services:</u></p> <ul style="list-style-type: none"> Continue to develop the Tasglann project, which makes Comhairle records and archive materials accessible to the public. 	Heritage Manager		Ongoing
	<p>5.6 <u>Comainn Eachdraidh:</u></p> <ul style="list-style-type: none"> Continue to offer practical advice and support for the Comainn Eachdraidh through the services offered by Tasglann, and continue to support Comainn Eachdraidh projects which use or promote Gaelic. 	Heritage Manager / Sgioba na Gàidhlig		Ongoing

6. Corpus Planning for Gaelic

Current Situation

Sgioba na Gàidhlig is one of the principal generators of new Gaelic terminology. On a daily basis, as part of normal translation duties in the preparation of bilingual agendas, reports, briefing notes, and minutes for a variety of committees dealing with a huge range of subjects, the team is often required to create new terminology or neologisms. Indeed, the Comhairle was a major contributor to the European Language Initiative's: *Faclair na Pàrlamaid* dictionary, (2001); *Dictionary for Local Government* (2010); and the *Co-fhaclair Gàidhlig* thesaurus (2011). At all times, the Gaelic Orthographic Conventions (GOC) are adhered to in matters of translation. Furthermore, members of Sgioba na Gàidhlig have attended advanced Gaelic grammar and GOC courses, reinforcing and developing Gaelic grammar, language and translation skills.

6. Corpus Planning for Gaelic

Aim	Action Areas	Responsible Officer(s)	Timescale
<p>Continue to contribute to corpus planning for the Gaelic language.</p>	<p>6.1 Creating Gaelic Terminology:</p> <ul style="list-style-type: none"> Continue to support, fund and contribute to dictionary, thesaurus and neologism projects which develop the vocabulary of the Gaelic language. 	Sgioba na Gàidhlig	Ongoing
	<ul style="list-style-type: none"> Continue to generate new vocabulary as part of Sgioba na Gàidhlig’s day-to-day duties. 	Sgioba na Gàidhlig	Ongoing
	<ul style="list-style-type: none"> Continue to share information relating to new Gaelic terminology with other public bodies involved in Gaelic translation work, to establish and standardise best practice in this area. 	Sgioba na Gàidhlig	Ongoing
	<p>6.2 Gaelic Orthographic Conventions:</p> <ul style="list-style-type: none"> Continue to ensure consistency of spelling, word use, and grammar in translation work, in terms of GOC. 	Sgioba na Gàidhlig	Ongoing

Chapter 4 – Implementation and Monitoring

This Plan has been endorsed by Comhairle Members, having been scrutinised by the Comhairle’s Policy and Resources Committee, and Comataidh Buileachaidh Plana Cànan, the Comhairle’s Gaelic Committee. The measures contained in this Plan therefore carry the full authority, support and approval of Comhairle nan Eilean Siar. The Plan, when in draft form, also went through an extensive public consultation process between X and X, and the resulting responses and views of the communities of the Western Isles and local and national Gaelic organisations were considered fully before the final Plan was produced. The final draft of the Plan was approved by Bòrd na Gàidhlig on X.

Launch of the new Gaelic Language Plan

The new Plan will be launched in the public domain by means of a press release to local and national agencies. It will be immediately accessible to the public in bilingual format through a prominently-placed link on the homepage of the Comhairle website, and will be featured in the *What’s New* section of the homepage. It will also appear on the *e-Sgìre* community hub website, and will be strongly featured on the Comhairle’s Twitter and Facebook pages, with links provided to the Plan.

Comhairle staff will be formally notified of the launch of the new Plan and its importance as a legal requirement in terms of the Gaelic Language (Scotland) Act 2005, by means of Comhairle-wide communications from Sgioba na Gàidhlig in conjunction with the Communications Team. The Plan itself will appear prominently in bilingual format on the staff intranet, and its aims and targets will be featured in the next edition of the staff quarterly e-magazine, *e-Ceangal*.

Implementation

A Gaelic Plan Team, made up of the Chief Executive, Head of Human Resources, and Sgioba na Gàidhlig will meet twice per year to discuss the implementation and progress of the Plan. This team will ensure that staff are fully aware of the importance of the Plan, and the need for its implementation across the Comhairle and in communities on a day-to-day basis.

The Comhairle will also arrange Gaelic awareness sessions for staff, in order to: increase awareness of the importance of the Gaelic language and culture to the identity of the Comhairle; to stress the importance the implementation of the Plan; and to explain how the pursuance of the aims of the Plan will affect the discharge of their day-to-day duties. Similarly, in annual staff SDA meetings, and in the preparation of information packs for new employees as part of the enrolment process, staff will be informed of the importance of the Gaelic Language Plan and its implementation. [See 4.6]

Monitoring of Progress

Governance of this Plan will take place through regular reporting to Comataidh Buileachaidh Plana Cànan and the Policy and Resources Committee, which will inform Members of the progress made in terms of the Plan. It will also give Members opportunities to comment on the progress of the Plan, and raise and address any areas of concern or difficulty that may have arisen. These detailed reports will be prepared by Sgioba na Gàidhlig, who will meet regularly with Heads of Department within the Comhairle in order to assess progress, and deal with any issues arising. All Departments will also be required to submit an annual report, using a common template, detailing progress that has been made by that Department in terms of fulfilling the aims and action points in the Plan for which they are responsible.

In addition, an annual implementation report in relation to the Gaelic Language Plan will be prepared and submitted to Bòrd na Gàidhlig by Sgioba na Gàidhlig. This report, which will also go before Comataidh Buileachaidh Plana Cànan, gives Bòrd na Gàidhlig the opportunity to scrutinise progress in terms of the Plan, and report back to the Comhairle.

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