



TERMS OF REFERENCE
POLICY AND RESOURCES COMMITTEE

Approved by: PRC

Approved on: 07/05/2024

Review due: 05/2025

The Board has established a Policy and Resources Committee as a Committee of the Board to support Bòrd na Gàidhlig in fulfilling its remit under the Gaelic Language (Scotland) Act 2005, the Education (Scotland) Act 2016, and for overall management of the organisation's financial and people resources.

Membership

- The members of the committee are Board Members: Seonaidh Charity, Domhnall Mackay, Michelle Macleod and John Neil Macdonald.
- The committee will be chaired by Seonaidh Charity
- The committee will be provided with a secretariat function by the Ceannard.

Reporting

- The committee will formally report in writing to the Board after each meeting. A copy of minutes of the meeting will usually form the basis of the report.
- The committee will provide the Board with an Annual Report, timed to support finalisation of the annual report and the governance statement, summarising its conclusions from the work it has done during the year.

Responsibilities

The committee will

- monitor progress with implementation by public authorities of their Gaelic language plans;
- approve Strategic Priorities for Gaelic Language Plans;
- monitor progress against targets and goals as set out in Bòrd na Gàidhlig's Corporate and Operational Plans;
- approve research and information strategies;
- approve the Medium-Term Financial Plan (MTFP) linked to its corporate plan and the Scottish Government Medium-Term Financial Strategy, and recommend the Plan to the Board;
- approve the annual budget (which has clear links to the MTFP) and recommend the organisation's budget to the Board;
- monitor the income and expenditure against authorised budgets;
- review significant financial reporting issues and judgements;
- develop and approve corporate policy and strategies including partnership working;
- Review and approve major changes to HR policies;
- ensure there is effective management of people-related matters within the organisation;
- approve major changes to staffing structures and for additional staffing as determined by the Ceannard;
- oversee the provisions of the Code of Conduct for Members and the introduction of any guidance or policy changes in accordance with the provisions of the Code; and

- consider such other issues as may be prescribed by the Board or as Scottish Ministers may direct from time to time.

The Policy and Resources Committee will also annually review its own performance and effectiveness and report the results of that review to the Board. The Chair of the Committee will consider any review of membership with the Chair of the Board.

Rights

The committee may:

- co-opt additional members to provide specialist skills, knowledge and experience to the group;
- procure specialist ad-hoc advice at the expense of the organisation, subject to budgetary approval by the Board or Ceannard.

Authority

The committee is authorised by the Board of Bòrd na Gàidhlig to approve, on their behalf:

- Gaelic Language Plans
- operational policies
- people policies
- grants schemes and awards, as per the Scheme of Delegated Authority

Meetings

The procedures for meetings are:

- the committee will meet at least four times a year. The Chair of the Committee may convene additional meetings, as he/she deems necessary;
- a minimum of two members of the Committee will be present for a meeting to be deemed quorate;
- Committee meetings will normally be attended by the Ceannard, and for matters relating to their roles by the other members of the Leadership Team.
- the Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter;
- the Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters;
- the Board or Ceannard may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

