

# **COMHAIRLE NAN EILEAN SIAR GAELIC LANGUAGE PLAN 2013-17**



**In terms of Sections 3 and 7 of the Gaelic Language  
(Scotland) Act 2005**

*Ag Obair Còmhla airson nan Eilean  
Working Together for the Western Isles*

# SUMMARY

Comhairle nan Eilean Siar<sup>1</sup> not only recognises that Gaelic is an inalienable part of the lives, identity and cultural heritage of the people of the Western Isles, but that, as an official language of Scotland, it is also an integral part of the country's heritage, national identity and cultural life as a whole. The Comhairle is therefore committed to the objectives set out in the *National Gaelic Language Plan*, which aims to arrest the decline, and to plan for the growth, in the number of Gaelic speakers in Scotland. The Comhairle has accordingly put in place the necessary structures and initiatives which aim to ensure that Gaelic has a sustainable future in the Western Isles.

The Comhairle recognises that the position of Gaelic is extremely fragile in Scotland, and that if Gaelic is to be revitalised as a living language in this country, a concerted effort on the part of the Government, the public and private sectors, community organisations and individual speakers is required, in order to:

- **Enhance the status of Gaelic;**
- **Promote the acquisition and learning of Gaelic;**
- **Encourage the increased use of Gaelic.**

The Comhairle also acknowledges that there needs to be co-ordination of effort and direction of resources towards agreed actions and outcomes by public and Gaelic organisations in the Western Isles, in order to safeguard the future of the language in the Isles.

Comhairle nan Eilean Siar's Gaelic Language Plan 2013-2017, prepared within the framework of the Gaelic Language (Scotland) Act 2005, therefore sets out: how the Comhairle will use Gaelic in the operation of its functions; how it will enable the use of Gaelic when communicating with the public and key partners; how Gaelic medium education will be delivered and encouraged; how it will co-operate with other public and Gaelic organisations involved in Gaelic revitalisation; and how it will promote and develop the use of Gaelic within the organisation itself, and across the communities of the Western Isles as a whole.

The 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 Bòrd na Gàidhlig's *Guidance on the Development of Gaelic Language Plans*. This Plan is

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<sup>1</sup> Various referred to as, "The Comhairle", in this Plan.

the second iteration of the Comhairle's Gaelic Language Plan for 2007-2012, the Comhairle having undertaken an extensive review of the targets, outcomes and progress of the 2007-2012 Plan, and will last for a period of five years, concluding on 31 December 2017. An updated plan will come into force on 1 January 2018.

In addition to building on the success of the first iteration of the Plan, for 2007-12, this second iteration of the Plan focuses on new development areas and the setting of new targets, with an acknowledgement of the increasing role of digital technologies in the day-to-day lives of the communities of the Western Isles.

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 Draft Plan also went through an extensive public consultation process between 9 July 2012 and 20 August 2012, and the resulting responses, opinions and advice of the communities of the Western Isles and local and national Gaelic organisations were considered fully before the final draft Plan was produced.

**Comhairle nan Eilean Siar nevertheless recognises that the implementation of its Gaelic Language Plan 2013-17 will necessarily and inevitably be an incremental process within the lifetime of the Plan, with reference to current legal and policy commitments, and acknowledging both the reality of financial constraints upon departmental budgets within Comhairle nan Eilean Siar, and the organisation's primary duty to ensure the most effective public service possible.**

# BACKGROUND TO THE PLAN

## Key Foundation Documents of the Plan

Comhairle nan Eilean Siar's Gaelic Language Plan 2013-2017 is based on language planning development and research that has been conducted locally and nationally over a number of years, and is the second iteration of the Comhairle's Gaelic Language Plan. With regard to Sections 3 and 7 of the Gaelic Language (Scotland) Act 2005, this Plan has been formulated from the following five documents:

### 1) Bòrd na Gàidhlig's National Gaelic Language Plan 2012-17

The National Plan for Gaelic is under the stewardship of the national Gaelic development agency, Bòrd na Gàidhlig, established by the Gaelic Language (Scotland) Act 2005. It contains the following major strands:

- **Vision** – this Plan carries forward the first National Plan's vision of a sustainable future for Gaelic as a “healthy, vibrant language, increasingly used, valued and respected in a modern, multicultural and multilingual Scotland”;
- **Aims** – with the strapline *Fàs is Feabhas / Growth and Quality*, Bòrd na Gàidhlig aims to arrest the decline in the number of Gaelic speakers, expand the range of situations in which Gaelic is used, and help Gaelic speakers, both learners and native speakers, in developing their competence and confidence in using the language;
- **Headline Target** – to attain stability in the number of people speaking Gaelic, by raising the rate at which new Gaelic speakers are created to “replacement level” – i.e. the level at which the loss of mostly older Gaelic speakers is balanced by the creation of new speakers.

**Comhairle nan Eilean Siar supports the vision, aims and headline target of the *National Gaelic Language Plan*, by giving effect to the fundamental principles that: Gaelic and English should be accorded equal respect; that the use of Gaelic in all aspects of public life in the Western Isles should be normalised; and that the use and learning of Gaelic will be encouraged and supported where possible in the communities of the Western Isles.**

The *National Gaelic Language Plan* also identifies four interlinking, vitally important and internationally recognised principles of language development and planning, with corresponding action points, which must be addressed in the preparation of Language Plans. In terms of Gaelic, these are as follows:

### **a) Language Acquisition**

Increasing the number of Gaelic speakers by ensuring the language is transferred within families that speak Gaelic at home, and by securing effective opportunities for learning Gaelic, through:

- Increasing the use and inter-generational transmission of Gaelic in the home;
- Increasing the number of children acquiring Gaelic in the home;
- Increasing the numbers of children entering Gaelic medium education;
- Increasing the number of adult learners progressing to fluency.

### **b) Language Usage**

Encouraging greater use of Gaelic, and providing opportunities to use the language, through:

- Increasing the use of Gaelic in communities;
- Increasing the use of Gaelic in tertiary education and places of work;
- Increasing the presence of Gaelic in the media;
- Increasing the promotion of Gaelic in the arts;
- Increasing the profile of Gaelic in the tourism, heritage and recreation sectors.

### **c) Language Status**

Increasing the visibility and audibility of Gaelic, and creating a positive image for Gaelic in Scottish public life, through:

- Increasing the profile and prestige of Gaelic;
- Increasing the visibility and recognition of Gaelic.

### **d) Language Corpus**

Strengthening the relevance and consistency of Gaelic, and promoting research into the language, through:

- Increasing the relevance and consistency of the Gaelic language;
- Increasing the quality and accessibility of Gaelic translations.

**Comhairle nan Eilean Siar is committed to ensuring that the *National Gaelic Language Plan* is implemented in terms of the four language planning areas above: language acquisition; language usage; language status; and language corpus, and this is reflected in the content of the Comhairle's Gaelic Language Plan.**

## **2) Comhairle nan Eilean Siar Gaelic Language Plan 2007-12**

The Comhairle's Gaelic Language Plan for 2007-12 was written after extensive consultation with Bòrd na Gàidhlig and with the communities of the Western Isles. It laid out the aims of the Comhairle in terms of regenerating Gaelic across the Western Isles, and is in line with the Gaelic Language Act's key principle of equal respect for Gaelic and English. This second iteration of the Plan for 2013-17 builds upon the first iteration of the Plan for 2007-12, the Comhairle having reviewed the original Plan's targets, outcomes and progress.

## **3) Comhairle nan Eilean Siar Gaelic Policy**

The Comhairle's longstanding Gaelic Policy objectives are, to:

- a) Enable everyone who receives or uses Comhairle services, or contributes to the democratic services, to do so through the medium of Gaelic or English, according to choice;
- b) Promote the use of Gaelic in the Western Isles;
- c) Exploit the potential of Gaelic as a means of creating employment opportunities in the Western Isles;
- d) Encourage the use of Gaelic by other public bodies which have dealings with the Comhairle, and to support and encourage the use of Gaelic by organisations and businesses which provide services to the public in the Western Isles;
- e) Develop the ability of pupils and students to be confidently bilingual, in order that they can fully participate in the bilingual community of which they are part;
- f) Establish Gaelic as the administrative language for the Comhairle, by providing facilities for in-post training and to enable staff to develop their linguistic skills;
- g) Ensure that service through Gaelic is available as a right without having to seek it out expressly;
- h) Ensure that technological advances are used to attract new Gaelic-related businesses to the Western Isles.

#### **4) *Western Isles Gaelic Language Plan (2006)***

The *Western Isles Gaelic Language Plan Project* was established in 2003 following an initiative taken by a group representing Comhairle nan Eilean Siar, Lews Castle College and Comunn na Gàidhlig. The resulting Plan is based on comprehensive research carried out between 2003 and 2006 on the use of Gaelic in all the communities of the Western Isles, including extensive consultation with members of these communities in the form of public meetings, to identify what the communities' views and aspirations were in terms of the use of Gaelic.

The *Western Isles Gaelic Language Plan* is made up of 12 strategic strands, covering all aspects of Gaelic and Gaelic usage in the Western Isles, which have been identified in the revitalisation process of Gaelic in the communities of the Western Isles. They are:

- a) Image and Confidence;
- b) Language Learning;
- c) Support for Education and Childcare;
- d) Economy;
- e) Heritage and Local History;
- f) Culture and the Arts;
- g) Awareness;
- h) Young People;
- i) Sport;
- j) The Media;
- k) Island Organisations;
- l) Research and Language Development.

The *Western Isles Gaelic Language Plan* mirrors the vision and targets set out in the *National Gaelic Language Plan*. Both Plans are mutually compatible, and are underpinned by similar cross-cutting strategies, intended to revitalise Gaelic at local and national level.

#### **5) Bòrd na Gàidhlig's Guidance on the Development of Gaelic Language Plans**

This guidance document, which has been prepared following extensive research and consultation, has been implemented by Comhairle nan Eilean Siar, and sets out Bòrd na Gàidhlig's framework for preparing, structuring and developing organisational Gaelic Plans, with emphasis placed on its adherence to language planning principles.

These five documents, therefore, have provided the guiding principles by which Comhairle nan Eilean Siar's Gaelic Language Plan 2013-17 has been put together, from which the following three, guiding and strategic objectives, underpinning the Comhairle's Plan, have been distilled:

- **To strengthen Gaelic as a language in the family;**
- **To strengthen Gaelic as a language in the community;**
- **To increase the number of Gaelic speakers in the Islands.**



# **STRUCTURE OF THE PLAN**

**The key components of Comhairle nan Eilean Siar's Gaelic Language Plan 2013-17 are:**

## **Chapter 1 – Introduction**

This chapter provides background information about the Comhairle and its areas of operation, and information relating to the use of Gaelic, Gaelic census data, and Gaelic medium education provision, in the Western Isles. It also sets out the legal background and context relating to the preparation of Gaelic language plans in terms of the Gaelic Language (Scotland) Act 2005.

## **Chapter 2 – Core Commitments to Gaelic**

This chapter sets out, in tabular form, how Comhairle nan Eilean Siar will use, and enable the use of Gaelic, in relation to its main business functions, and in the delivery of its public services. It covers key areas of operation, such as corporate identity, signage, communication with the public, the use of Gaelic on its website, and so on. It also includes Comhairle nan Eilean Siar's commitments to the use of Gaelic in democratic services, and sets out the minimum level of Gaelic provision to which the Comhairle is committed to providing in the lifetime of the Plan.

## **Chapter 3 – Gaelic Development Areas**

This chapter sets out, in tabular form, over and above the implementation of the Comhairle's Core Commitments, how the Gaelic Plan will also be implemented with respect to six key Development Areas, which have been identified as crucial in terms of supporting and regenerating the use of Gaelic, both within the Comhairle itself, and across the communities of the Western Isles. This includes instances where co-operation with other Gaelic development and public organisations is necessary or appropriate, and encompasses a very wide range of areas of potential Gaelic development across the communities of the Western Isles.

## **Chapter 4 – Implementing and Monitoring**

This chapter details the ways in which the implementation of the Comhairle’s Gaelic Language Plan 2013-2017 will be taken forward, and how implementation and outcomes will be monitored.

### **Appendix – Gaelic Usage in Comhairle nan Eilean Siar**

In July 2012, a survey of the Gaelic skills of all staff employed by the Comhairle across the Islands, and the level of usage of Gaelic in the Comhairle workplace, was conducted. This appendix provides detailed information relating to the results of this survey.

# CHAPTER 1 – Introduction

## COMHAIRLE NAN EILEAN SIAR AND THE WESTERN ISLES: BACKGROUND INFORMATION

Comhairle nan Eilean Siar was established in 1975, as one of 32 all-purpose councils in Scotland. It serves over 26,500<sup>2</sup> people living in the Western Isles<sup>3</sup>, an island chain of 14 inhabited islands, covering an area of 3,000 square km in total. This includes the main islands of Lewis, Harris, North and South Uist, Benbecula, and Barra. The population figures for these islands are as follows:

Lewis:	18,489
Harris:	1,984
South Uist:	1,951
North Uist:	1,657
Benbecula:	1,249
Barra & Vatersay:	1,172
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Total	26,502 people

The Comhairle has 31 elected members, representing nine wards, from *An Taobh Siar agus Nis*, (Westside and Ness in Lewis), in the north, to *Barraigh, Bhatarsaigh, Eirisgeigh agus Uibhist a Deas*, (Barra, Vatersay, Eriskay and South Uist), in the south.

The Comhairle is the largest employer in the Islands, and has its main office in the largest population settlement in the islands, the town of Stornoway, on the Isle of Lewis. The Comhairle employs some 1,750 people throughout the islands, and has an annual expenditure of over £147 million. In terms of its structure, it has six Departments, which provide all the services of the Comhairle. These are as follows:

- Chief Executive's Department;
- Education and Children's Services Department;
- Development Department;
- Social and Community Services Department;
- Technical Services Department;
- Finance and Corporate Resources Department.

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<sup>2</sup> 26,502 were recorded as living in the Western Isles in the most recent census in 2001.

<sup>3</sup> This corresponds to the Westminster and Scottish Parliamentary Constituencies, "Na h-Eileanan an Iar".

## GAELIC IN THE WESTERN ISLES

### 2001 Census:

**The most recent results from the Census, in 2001, showed that:**

**70.4% of people aged three and over in the Western Isles had some sort of Gaelic language ability, representing 18,662 out of 26,502 people. This is a considerably larger percentage than the Scottish national average figure of 1.0%.**

Further 2001 Census figures:

- The number of those aged three and over who could speak, read or write Gaelic in the Western Isles: 16,049, (representing 62.3% of the population, compared to the figure of 1.3% nationally);
- The number of those aged three and over who could speak Gaelic in the Western Isles: 15,723, (representing 61.1% of the population, compared to the figure of 1.2% nationally);
- The number of those aged three and over who could read Gaelic in the Western Isles: 12,090;
- The number of those aged three and over who could write Gaelic in the Western Isles: 9,191;
- The number of those aged three and over who could understand Gaelic in the Western Isles: 16,889.

Other 2001 Census findings:

- The Western Isles also has a significantly higher percentage of residents aged three and over with some sort of Gaelic language ability than any other Gaelic speaking area in Scotland, where the figure of 70.4% compares to: 42.3% for Skye and Lochalsh; 6.8% for the rest of the Highlands (excluding Skye and Lochalsh); and 7.2% for Argyll.
- The distribution of the number and percentage of Gaelic speakers, by civil parish, in the Western Isles, is as follows:

Stornoway (Lewis):	5,973	(51.2%)
Barvas (Lewis):	2,281	(74.7%)
South Uist:	2,079	(67.3%)
Harris:	1,447	(69.9%)
Lochs (Lewis):	1,097	(62.5%)
Uig (Lewis):	1,046	(69.9%)
North Uist:	1,022	(68.6%)
Barra:	778	(68.5%)

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Total 15,723 people

- 77.9% of children of couples in the Western Isles, where both the mother and father spoke Gaelic, also spoke the language;
- The Barvas parish in the west of Lewis had the highest percentage of Gaelic speakers in all of Scotland, namely 74.7%.

### **Gaelic Medium Education:**

Currently, in 2012/13, the Comhairle offers Gaelic pre-school education in 20 nurseries and pre-school units across the Western Isles. The Comhairle also has Gaelic medium education provision in 20 primary schools in the Western Isles. There are: 12 Gaelic medium units in primary schools in Lewis; 2 in Harris; 2 in North Uist; 1 in Benbecula; 2 in South Uist; and 1 in Barra. In total, 551 pupils are currently in Gaelic medium education in these schools in 2012/13, accounting for some 33% of the overall total of 1,672 children attending primary schools in the Isles. This Plan aims to build on this already extensive provision by aiming to ensure that 55% of *all* Primary 1 enrolments in the Western Isles will be in Gaelic medium education by 2017<sup>4</sup>.

In terms of secondary education, a range of subjects are taught through the medium of Gaelic in six secondary schools across the Isles. This Plan makes the commitment that Gaelic medium education will be available in all S1-6 secondary schools in the Isles, to level 3 by 2014, in the following subject areas: mathematics; history; geography; modern studies; science; PSE (personal and social education); home economics; and media studies.<sup>5</sup>

### **Gaelic in Further Education:**

Lewis Castle College (UHI), with campuses in Stornoway and Benbecula, offers the BA degrees in *Gaelic Language and Culture*, and *Gaelic and Development*, which are both taught through the medium of Gaelic. In addition, the College offers: a Gaelic medium MA in *Gaelic with Education*; a PGDE in *Primary Teaching with Gaelic*; SQA accredited courses in Gaelic language, ranging from Access 3 to Higher Gaelic/Gàidhlig level; and a full-time Gaelic immersion course. There are also opportunities to access Gaelic courses through CPD (Continuing Professional Development), and Gaelic Ùlpan courses are available

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<sup>4</sup> See 2.2.1, pp40-41 of this Plan

<sup>5</sup> See 2.3.1, p42 of this Plan

throughout the Isles, at various levels, taught by Lews Castle College Gaelic staff.

## **COMHAIRLE NAN EILEAN SIAR AND GAELIC**

Because of the Gaelic language's continuing strength as a community language in the Western Isles, the Comhairle has always attempted to create a strong Gaelic ethos within the organisation itself. For example, the Comhairle's Gaelic Policy has been in operation from the Comhairle's inception, including the overall aim to maintain the Western Isles as, "a fundamentally bilingual community in which Gaelic and English have equal validity as languages of communication". In implementing this aim, the Policy seeks to ensure that the use of Gaelic is, "an integral part of the work of the Comhairle, permeating all services".

Since Comhairle nan Eilean Siar was established, it has championed Gaelic. It recognises that the language has a very special place in the life of the people of the Western Isles, and is an inalienable aspect of Islanders' identity. Gaelic remains a strong community language across the Islands, and permeates every facet of community life, whether it is in the fields of: employment; education; business; health services; housing; agriculture and farming; religion; the arts; the voluntary sector; sports; or the media.

This commitment to Gaelic by the Comhairle was given ultimate expression in January 1998, when the formerly-named "Western Isles Islands Council" changed its name legally to "Comhairle nan Eilean Siar", sending out the strongest possible signal of its intention to promote the language.

In 2001, the Comhairle created Sgioba na Gàidhlig, a team of Comhairle officers who were responsible initially for facilitating the delivery of the Comhairle's Gaelic Policy across the organisation. From 2007 onwards, Sgioba na Gàidhlig has also ensured the delivery of the Comhairle's Gaelic Language Plan across the organisation, and in the communities of the Western Isles. Sgioba na Gàidhlig will therefore bear primary responsibility for steering the day-to-day progress of this Plan for 2013-17.

**The Comhairle's strong and long-standing commitment to the Gaelic language, as enshrined in this Plan, ensures that it continues to work towards the goal of establishing Gaelic as the main language used for the delivery of public services in the Western Isles.**

## **SETTING THE CONTEXT FOR DEVELOPING GAELIC LANGUAGE PLANS**

### **The Gaelic Language (Scotland) Act 2005 and the issuing of a notice:**

The Gaelic Language (Scotland) Act 2005 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 that which already exists for the English language. One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig to require public bodies, such as Comhairle nan Eilean Siar, to prepare Gaelic language plans, and to renew them every five years. This was designed to ensure that the public sector in Scotland plays its part in creating a sustainable future for Gaelic, by raising its status and profile, and creating practical opportunities for its use.

Accordingly, Comhairle nan Eilean Siar has prepared its Gaelic Language Plan for 2013-17, which has built upon the first iteration of the Plan for 2007-12, in close consultation with Bòrd na Gàidhlig.

### **Consultation on a draft Gaelic Plan:**

The 2005 Act also requires public bodies to bring the preparation of their Gaelic Language Plans to the attention of the public, other public bodies and all other interested parties. Comhairle nan Eilean Siar therefore consulted publicly on the draft of this Gaelic Language Plan for a period of six weeks, from 9 July to 20 August, 2012, and took into account representations made to it during this consultation process.

In addition, the Draft Plan was scrutinised by Members at *Comataidh Buileachadh Plan Cànan*, the committee in the Comhairle which steers the implementation of the Comhairle's Gaelic Plan.

### **Approval of Comhairle nan Eilean Siar's Gaelic Language Plan 2013-2017:**

Comhairle nan Eilean Siar's Gaelic Language Plan final draft was submitted to Bòrd na Gàidhlig on 9 May, 2013, and received final approval on 2 September, 2013.

## **CHAPTER 2 – Core Commitments to Gaelic**

In Bòrd na Gàidhlig's statutory Guidance on the Development of Language Plans document, it states that the creation of the correct environment for the use of the Gaelic language in public life is one of the key aspects of language regeneration. The Bòrd has therefore identified four areas that are viewed as key in terms of stimulating the increased use of Gaelic within the operations of public bodies and public service delivery, and that public bodies, such as Comhairle nan Eilean Siar, ought to consider these areas when preparing their Gaelic Language Plans. These four areas are as follows:

### **1. Identity**

This concerns the increased visibility of Gaelic, in or outside the public body, which raises the profile of the language. This includes the following key action areas:

- **corporate identity**
- **bilingual signage**

### **2. Communications**

This concerns all the means by which members of the public can access the public body's services through the medium of Gaelic, thus encouraging the use of the language. This includes the following key action areas:

- **reception**
- **telephone**
- **mail and e-mail**
- **complaints procedure**
- **public meetings**
- **translation enquiries**
- **electoral process**
- **identification of Gaelic speakers**

### **3. Publications**

This concerns the production of various written materials in Gaelic by the public body, and its dealings with media outlets through the medium of Gaelic. This



raises the profile of the language, and encourages its use. This includes the following key action areas:

- **forms and published material**
- **website and blogs**
- **public relations and the media**
- **exhibitions and displays**

#### **4. Staffing**

This concerns the development of the Gaelic language skills amongst the staff of the public body, in order that services can be better delivered through the medium of Gaelic. This includes the following key action areas:

- **recruitment**
- **advertising**

**These four areas are described as the “Core Commitments” of the organisation to Gaelic, in that it shows the steps that Comhairle nan Eilean Siar intends to take in enabling and encouraging the use of Gaelic, and to raise its profile, in relation to its daily business functions, and in the delivery of its public services.**

**Accordingly, the table on pages 17-33 shows Comhairle nan Eilean Siar’s Core Commitments to Gaelic, as they pertain to the four areas identified by Bòrd na Gàidhlig in the statutory Guidance on the Development of Language Plans document.**



# COMHAIRLE NAN EILEAN SIAR GAELIC LANGUAGE PLAN 2013-2017

In terms of Sections 3 and 7 of the Gaelic Language (Scotland) Act 2005

## THE COMHAIRLE'S CORE COMMITMENTS TO GAELIC

### *Current Situation:*

Since "Comhairle nan Eilean Siar" came into being as a legal entity in January 1998, the Comhairle has achieved much in terms of placing the use of Gaelic at the heart of its identity, daily functions and the public services that it offers. This Gaelic name appears on or near the exterior of all Comhairle properties, on staff identity cards, letterheads, publications, Comhairle vehicles, on the Comhairle website, and in advertising. A Gaelic Policy has been in operation in the Comhairle since its inception, involving a very strong commitment to the equality of treatment of Gaelic and English, which feeds into the Comhairle's Gaelic Language Plan, whose progress is steered by the Gaelic team in the Comhairle, Sgioba na Gàidhlig. This entails that: there is much Gaelic and English bilingual signage outside and inside Comhairle buildings; reception areas are staffed by Gaelic speakers; telephone calls from the public in Gaelic will be dealt with by Gaelic speakers; letters and e-mails to the Comhairle in Gaelic will receive replies in Gaelic, with the same response time as for English-medium letters or e-mails; Gaelic is used in many forms and publications, and on much stationery; there is Gaelic content on the Comhairle website; important press releases are written in bilingual format; there is Gaelic content in Comhairle e-mails in the form of a bilingual disclaimer and contact details for some staff; and the Comhairle provides mobile translation facilities to allow public meetings to be held bilingually in communities. In addition, Gaelic translation enquiries from the public are serviced by Sgioba na Gàidhlig.

IDENTITY			
AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
Ensure that the Comhairle has a strong Gaelic corporate identity	<p><b>Gaelic Name:</b></p> <ul style="list-style-type: none"> <li>We will ensure that the name "Comhairle nan Eilean Siar" continues to appear in all instances, and that the Comhairle is never referred to as</li> </ul>	Chief Executive and Directors	Ongoing

IDENTITY			
AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p>“Western Isles Council”.</p> <ul style="list-style-type: none"> <li>• “Comhairle nan Eilean Siar” will continue to be displayed prominently on/near the exterior of Comhairle buildings, on staff identity cards, letterheads, publications, faxes, Comhairle vehicles, display materials, on the Comhairle website, and in advertising.</li> </ul>	Chief Executive and Directors	Ongoing
	<p><b>Bilingual Signage:</b></p> <ul style="list-style-type: none"> <li>• By means of audits, we will increase and update all internal and external bilingual signage in all Comhairle properties, with Gaelic lettering first, including: <ul style="list-style-type: none"> <li>➤ Signage on the exterior of buildings;</li> <li>➤ Signage in reception areas;</li> <li>➤ Visitor information and public information signage;</li> <li>➤ Directional signage inside and outside buildings;</li> <li>➤ Signage naming departments and offices;</li> <li>➤ Door and door access signage;</li> <li>➤ Fire, first aid and other safety signage, (where appropriate);</li> <li>➤ Signage for lifts, toilets, public telephones, eating and leisure facilities;</li> <li>➤ “No Smoking” signage;</li> <li>➤ CCTV signage;</li> <li>➤ Signage in adjacent car parking areas.</li> </ul> </li> <li>• All signage will be in accordance with the <i>Gaelic Orthographic Conventions (GOC)</i>, and proofed by Sgioba na Gàidhlig.</li> </ul>	Chief Executive and Directors / Sgioba na Gàidhlig	Ongoing
		Sgioba na Gàidhlig	Ongoing

IDENTITY			
AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>We will ensure that temporary or short-term bilingual signage can be put in place immediately in the event that it is required, by creating a database of temporary signage. This would include, for instance: <ul style="list-style-type: none"> <li>➤ Temporary public information signage;</li> <li>➤ “Out of Order” or “Please Use Other Door” notices;</li> <li>➤ “Meeting in Progress” or “Training in Progress” notices;</li> <li>➤ Signage to indicate short-term change of use, eg “Election Office” or “Polling Station”;</li> <li>➤ Temporary signage during periods of building work or renovation.</li> </ul> </li> <li>Signage on Comhairle vehicles will always be bilingual, with Gaelic lettering given prominence.</li> <li>All bilingual signage will continue to be updated where necessary.</li> </ul>	<p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p>Chief Executive and Directors</p> <p>Chief Executive and Directors</p>	<p>By end of 2013</p> <p>Ongoing</p> <p>Ongoing</p>
	<p><b>Bilingual Strapline:</b></p> <ul style="list-style-type: none"> <li>The Comhairle’s bilingual strapline, “<i>Ag obair còmhla airson nan Eilean / Working together for the Western Isles</i>”, wherever it is used, will always appear bilingually, with Gaelic wording first, and Gaelic and English lettering of at least equal prominence and size.</li> <li>We will display this bilingual strapline in e-mails, demonstrating the Comhairle’s commitment to the use of Gaelic.</li> </ul>	<p>Chief Executive and Directors</p> <p><b>Chief Executive and Directors</b></p>	<p>Ongoing</p> <p>By end of 2013</p>

<b>IDENTITY</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
		/ Head of Human Resources	
	<b>Core Values:</b> <ul style="list-style-type: none"> <li>The Comhairle's Corporate Strategy, and Mission Statement and Values, will always appear in bilingual format.</li> </ul>	Chief Executive / Sgioba na Gàidhlig	By end of 2013

<b>COMMUNICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
Ensure that the public can access Comhairle services through the medium of Gaelic if so desired.	<b>Reception:</b> <ul style="list-style-type: none"> <li>At least one Gaelic speaking member of staff will always be available in Comhairle buildings to deal with any front-of-house enquiries in Gaelic.</li> <li>The use of desk and other signage in reception areas, to indicate that Gaelic speaking members of staff are present or available, will be increased.</li> <li>Non-Gaelic speaking staff working in reception areas will be given guidance on how to deal with enquiries in Gaelic, and will be encouraged to take up Gaelic learning opportunities.</li> </ul>	Director Finance and Corporate Resources (FCR)	Ongoing
		Director FCR	By end of 2013
		Director FCR	Ongoing

<b>COMMUNICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
	<ul style="list-style-type: none"> <li>We will create lists of members of staff from each Comhairle Department who would be willing to deal with front-of-house enquiries in Comhairle buildings from the public in Gaelic.</li> <li>We will produce a guidance note for all offices that Gaelic is to be used as much as possible in communications with the public.</li> <li>All signage and any plasma or information screens in reception areas, will be fully bilingual.</li> </ul>	<p>Director FCR</p> <p>Director FCR</p> <p><b>Director FCR / Sgioba na Gàidhlig</b></p>	<p>By end of 2013</p> <p>By end of 2013</p> <p>By end of 2014</p>
	<p><b>Telephone:</b></p> <ul style="list-style-type: none"> <li>At least one Gaelic speaking member of staff will always available in Comhairle buildings to deal with any telephone calls in Gaelic.</li> <li>Non-Gaelic speaking staff will be given guidance on how to deal with members of the public who would prefer to speak in Gaelic on the telephone, and will be encouraged to take up Gaelic learning opportunities.</li> <li>We will create lists of members of staff from each Comhairle Department to whom a telephone call in Gaelic from the public or other organisations can be easily transferred if necessary.</li> <li>We will introduce the use of Gaelic greetings, <i>Madainn mhath / Feasgar math</i>, at all individual staff telephones, which will be followed immediately</li> </ul>	<p>Director FCR</p> <p>Director FCR</p> <p>Director FCR</p> <p>Director FCR</p>	<p>Ongoing</p> <p>Ongoing</p> <p>By end of 2013</p> <p>By end of 2013</p>

COMMUNICATIONS			
AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p>by <i>How can I help you?</i>, in the case of staff unable to continue in Gaelic. Non-Gaelic speaking staff will be encouraged to enrol on Gaelic Classes.</p> <ul style="list-style-type: none"> <li>We will produce a guidance note for all offices that Gaelic is to be used as much as possible in telephone communications with the public.</li> <li>We will develop a bilingual out-of-hours answering service for Comhairle buildings.</li> </ul>	<p>Director FCR</p> <p>Director FCR</p>	<p>By end of 2013</p> <p>By end of 2013</p>
	<p><b>Letters and e-mails:</b></p> <ul style="list-style-type: none"> <li>A response, written in Gaelic, will be sent to any letter or freedom of information enquiry written in Gaelic to the Comhairle.</li> <li>Any e-mail written in Gaelic to the Comhairle will be responded to in Gaelic.</li> <li>Sgioba na Gàidhlig will provide Gaelic translation services on request for responses to Gaelic letters or e-mails, including those written to Members.</li> <li>Any letters or e-mails in Gaelic received will have a similar response time to that of a letter or e-mail received in English.</li> <li>Initiating correspondence with any individual or organisation known to</li> </ul>	<p>Chief Executive and Directors / Sgioba na Gàidhlig</p> <p>Chief Executive and Directors / Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig</p> <p>Chief Executive and Directors / Sgioba na Gàidhlig</p> <p>Chief Executive and</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

<b>COMMUNICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
	<p>prefer communicating in Gaelic, will be done so in Gaelic, or at least bilingually.</p> <ul style="list-style-type: none"> <li>• Non-Gaelic speaking staff to be given guidance on how to deal with Gaelic letters or e-mails received.</li> <li>• We will produce a guidance note for all offices that Gaelic is to be used as much as possible in written communications with the public.</li> <li>• We will offer <i>Gaelic in the Workplace</i> classes for staff who wish to learn basic Gaelic salutations and phrases for inclusion in any letters and e-mails.</li> <li>• We will provide bilingual contact details, bilingual out-of-office replies, and bilingual or Gaelic-only electronic signatures, in e-mails for staff who wish this. We will also encourage the increased use of such information in Gaelic amongst staff.</li> <li>• We will encourage the use of bilingual messages or statements in staff e-mails, such as the Comhairle's bilingual strapline, or green and environmental messages relating to, for instance, the unnecessary printing of e-mails and wastage of paper.</li> </ul>	<p><b>Directors / Sgioba na Gàidhlig</b></p> <p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p>Chief Executive and Directors</p> <p><b>Sgioba na Gàidhlig / Western Isles Learning Shop</b></p> <p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p>Chief Executive and Directors</p>	<p>Ongoing</p> <p>By end of 2013</p> <p>Ongoing</p> <p>By end of 2013</p> <p>By end of 2013</p>
	<b>Complaints Procedure:</b>		



## COMMUNICATIONS

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>We will produce an updated bilingual version of the current, downloadable Comhairle complaints form.</li> <li>If a complaint is received by letter in Gaelic, the relevant Departmental Complaints Officer will ensure that a response is made in Gaelic, and that the response time is that of a complaint received in English.</li> <li>If a complaint is received by e-mail through in Gaelic, the relevant Departmental Complaints Officer will ensure that a response is made in Gaelic, and that the response time is that of a complaint received in English.</li> <li>If a complaint is received by telephone in Gaelic, the call will be transferred to the relevant Departmental Complaints Officer, or other, appropriate Gaelic speaking officer. If necessary, a return call in Gaelic will be made to the person making the complaint.</li> <li>Non-Gaelic speaking staff will be given guidance on how to deal with complaints in Gaelic.</li> </ul>	<p>Sgioba na Gàidhlig</p> <p>Chief Executive and Directors</p> <p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p>Chief Executive and Directors</p> <p>Chief Executive and Directors</p>	<p>By end of 2013</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
	<p><b>Public Meetings:</b></p> <ul style="list-style-type: none"> <li>We will provide, on request, Gaelic simultaneous interpretation provision for public meetings in communities.</li> </ul>	<p>Sgioba na Gàidhlig</p>	<p>By end of 2014</p>

<b>COMMUNICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
	<b>Translation Enquiries:</b> <ul style="list-style-type: none"> <li>Sgioba na Gàidhlig will continue to provide a Gaelic translation service in response to enquiries from the public.</li> </ul>	Sgioba na Gàidhlig	Ongoing
	<b>Gaelic and the Electoral Process:</b> <ul style="list-style-type: none"> <li>We will continue to make all information relating to ward elections bilingual, and will continue to provide bilingual local and national election results.</li> </ul>	Returning Officer	Ongoing
	<b>Other Customer-facing Services:</b> <ul style="list-style-type: none"> <li>We will ensure that staff involved in the delivery of a wide range of other customer-facing services, (such as: community care; customer services; sport and leisure; library, museum and cultural services; community education; and criminal justice), will be encouraged to use, learn or develop Gaelic skills.</li> </ul>	Customer Services Manager	Will continue for duration of Plan
	<b>Gaelic Badge Scheme:</b> <ul style="list-style-type: none"> <li>We will, subject to an equality impact assessment, introduce a Gaelic badge scheme to identify staff and Members as Gaelic speakers, encouraging the use of Gaelic in verbal communications between staff and members of the public, who might otherwise assume the default</li> </ul>	Head of Human Resources	By end of 2015

<b>COMMUNICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
	position of using English. (Gold badges would designate fluent Gaelic speakers, with silver and bronze badges designating advanced learners, and learners, respectively. It is anticipated that this scheme could, eventually, be rolled out community-wide).		

<b>PUBLICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
<b>Ensure that the Comhairle has as much bilingual content as possible in its printed material.</b>	<b>Forms, Stationery and Publications:</b>		
	<ul style="list-style-type: none"> <li>We will produce a greater range of bilingual Comhairle forms, by auditing the use of forms to see which English-only ones could be produced in bilingual format.</li> </ul>	<b>Chief Executive and Directors / Sgioba na Gàidhlig</b>	By end of 2015
	<ul style="list-style-type: none"> <li>Non-Gaelic speaking staff will be given guidance on how to deal with forms completed in Gaelic.</li> </ul>	Chief Executive and Directors	Ongoing
	<ul style="list-style-type: none"> <li>All letterheads, compliment slips and business cards will be bilingual.</li> </ul>	Chief Executive and Directors	By end of 2013
	<ul style="list-style-type: none"> <li>We will increase the bilingual content of a range of Comhairle-produced public information leaflets or letters, newsletters, circulars, any magazines or booklets, and posters.</li> </ul>	<b>Chief Executive and Directors / Sgioba na Gàidhlig</b>	By end of 2013

<b>PUBLICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
	<ul style="list-style-type: none"> <li>• Major reports and policy documents will be produced bilingually.</li> <li>• All official Comhairle invitations to events will be prepared in bilingual format.</li> <li>• We will, if possible, increase the Gaelic content of Comhairle-produced audio-visual material.</li> <li>• Any Comhairle products, such as business cards, diaries, pen-drives, mouse mats, pens, mugs, key-rings, membership or loyalty cards, ID card neck-straps, stickers, etc, will have the Comhairle's name prominently displayed on them, and we will aim to have at least some of any content that appears in bilingual format.</li> </ul>	<p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p>	<p>By end of 2013</p> <p>Ongoing</p> <p>By end of 2016</p> <p>As and when created</p>

<b>PUBLICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
Develop the use of Gaelic in the Comhairle's	<b>Increased Gaelic Website Content:</b>		

<b>PUBLICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
<b>website.</b>	<ul style="list-style-type: none"> <li>• We will aim to extend significantly the use of Gaelic throughout the Comhairle’s website, and will aim to ensure that where appropriate, Gaelic is the default language choice.</li> <li>• We will consider creating a Gaelic tab at the top of the Comhairle homepage, which will lead directly to a page which contains information relating to Gaelic matters.</li> <li>• We will increase the prominence of the Comhairle’s bilingual strapline, “<i>Ag obair còmhla airson nan Eilean / Working together for the Western Isles</i>”, on Comhairle web pages.</li> <li>• We will increase Gaelic content with regard to long-standing, rarely changing information about the Comhairle, its Departments, democratic procedures and public services. (Information that is updated regularly cannot always be in bilingual format at any given time).</li> <li>• We will aim to provide bilingual versions of all policies, major reports, important press releases and strategies, and bilingual information about all major schemes and projects of public interest.</li> <li>• The link to the local government Gaelic-English, English-Gaelic dictionary, <i>Faclair airson Riaghaltas ionadail</i>, will remain on the homepage.</li> <li>• We will begin to publish the minutes from meetings of the Comhairle’s Gaelic Committee, <i>Comataidh Buileachaidh Plana Cànan</i>, on the homepage, accessible by the “Comhairle Committees” icon.</li> </ul>	<p><b>Head of IT / Sgioba na Gàidhlig</b></p> <p>Head of IT</p> <p>Head of IT</p> <p><b>Head of IT / Sgioba na Gàidhlig</b></p> <p><b>Head of IT / Sgioba na Gàidhlig</b></p> <p>Head of IT</p> <p><b>Head of IT / Democratic Services Manager</b></p>	<p>By end of 2013</p> <p>Decision by end of 2013</p> <p>By end of 2013</p> <p>By end of 2013</p> <p>Will continue for duration of Plan</p> <p>Ongoing</p> <p>By end of 2013</p>

PUBLICATIONS			
AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<b>Indicating Commitment to Gaelic:</b>		
	<ul style="list-style-type: none"> <li>The website will clearly indicate the commitment of the Comhairle to the use of Gaelic in Comhairle services, with appropriate references to the Comhairle's Gaelic Policy and Gaelic Language Plan.</li> </ul>	Head of IT	By end of 2013
	<ul style="list-style-type: none"> <li>The Comhairle will also make an active offer of Gaelic service provision to the public on the homepage of the website.</li> </ul>	Head of IT	By end of 2013
	<ul style="list-style-type: none"> <li>A direct link to this Gaelic Plan will appear on the homepage.</li> </ul>	Head of IT	By end of 2013
	<b>Gaelic Blogs and <i>Twitter</i> Page:</b>		
	<ul style="list-style-type: none"> <li>Sgioba na Gàidhlig will aim to create a Gaelic blog, and/or <i>Twitter</i> page, providing information regarding Gaelic issues, news and learning, and more links to other Gaelic organisations, websites and blogs, such as <i>MyGaelic.com</i> and <i>TirnamBlog.com</i>.</li> </ul>	Sgioba na Gàidhlig	By end of 2014
	<ul style="list-style-type: none"> <li>Where possible we will provide some Gaelic content for the Leader's Blog.</li> </ul>	<b>Sgioba na Gàidhlig / Gaelic Communications Officer</b>	By end of 2013

<b>PUBLICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
<p><b>Ensure that the Comhairle’s bilingual communications strategy is adhered to whenever possible.</b></p>	<p><b>Bilingual Press Releases:</b></p> <ul style="list-style-type: none"> <li>We will continue to issue as many bilingual press releases as possible, with an emphasis on those relating to issues of greatest significance to the public, and those which deal with Gaelic issues.</li> <li>The Gaelic Communications Assistant post, which has been created since the first iteration of the Comhairle’s Gaelic Plan came in to being, will remain in place for the duration of this second iteration of the Plan, and beyond.</li> </ul>	<p><b>Communications Officer / Gaelic Communications Officer</b></p>	<p>Ongoing</p> <p>This may have to be revised, owing to financial constraints</p>
	<p><b>Gaelic Media Training:</b></p> <ul style="list-style-type: none"> <li>We will offer all Members and interested staff Gaelic media training sessions throughout the duration of this Plan.</li> <li>We will brief Members, where possible, to speak at least some Gaelic at official functions, such as the opening of new buildings, and so on.</li> </ul>	<p>Chief Executive and Directors</p> <p>Gaelic Communications Officer</p>	<p>By end of 2013</p> <p>Ongoing</p>

<b>PUBLICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>

<b>PUBLICATIONS</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
<b>Ensure that there is Gaelic content in all Comhairle exhibitions.</b>	<b>Bilingual Exhibitions:</b> <ul style="list-style-type: none"> <li>We will ensure that as much information and signage relating to Comhairle exhibitions is as bilingual as possible.</li> <li>All Comhairle pop ups and banner stands will have bilingual content.</li> </ul>	Principal Officer Cultural and Information Services / Sgioba na Gàidhlig	Ongoing
		Principal Officer Cultural and Information Services / Sgioba na Gàidhlig	Ongoing
	<b>Bilingual Museum Interpretation:</b> <ul style="list-style-type: none"> <li>We will ensure that all interpretive information in relation to museum exhibits is in bilingual format.</li> </ul>	Principal Officer Cultural and Information Services / Sgioba na Gàidhlig	By end of 2014
<b>STAFFING</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
Raise the profile of	Gaelic-desirable Posts:		



<b>STAFFING</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>
<b>Gaelic in the recruitment process.</b>	<ul style="list-style-type: none"> <li>We will, subject to legal requirements and the need to ensure the most effective public service possible, explore the possibility of extending the range of Gaelic desirable posts in the Comhairle.</li> <li>Because the Comhairle is part of a national recruitment portal, it is not possible at this time to allow application forms to be completed in Gaelic.</li> </ul>	Head of Human Resources	By end of 2015
	<p><b>Gaelic in Recruitment Advertising:</b></p> <ul style="list-style-type: none"> <li>Gaelic-essential recruitment advertisements will be in Gaelic only.</li> <li>We will ensure that more recruitment advertisements generally are in bilingual format, if possible, in terms of budgets.</li> <li>We will indicate that the Comhairle has a Gaelic Policy in all recruitment adverts.</li> </ul>	Head of Human Resources / Sgioba na Gàidhlig  Head of Human Resources / Sgioba na Gàidhlig  Head of Human Resources	Ongoing  By end of 2013  By end of 2013
<b>POLICY SCOPING</b>			
<b>AIM</b>	<b>ACTION AREAS</b>	<b>LEAD OFFICER(S)</b>	<b>TIMESCALE</b>

<p><b>Ensure that when new Comhairle policies or initiatives are being scoped, account is taken of any potential negative impact on Gaelic language services or development in relation to the four areas identified.</b></p>	<p><b>Gaelic Impact Assessments:</b></p> <ul style="list-style-type: none"> <li>• We will make assessments of the possible impact on Gaelic services in the Comhairle of new policies, strategies or initiatives, which will be included as part of the “risk” checklist for policy consideration.</li> </ul>	<p>Chief Executive and Directors</p>	<p>Will begin by end of 2014</p>
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## **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*. They have been identified as crucial in terms of increasing Gaelic usage and acquisition, and supporting Gaelic culture and linguistic development, 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 as follows:

<b>1. Gaelic in the Home</b>
<b>2. Gaelic in Education and Learning</b>
<b>3. Gaelic and Communities</b>
<b>4. Gaelic in the Workplace</b>
<b>5. Gaelic in the Arts, Media and Heritage</b>
<b>6. Corpus Planning for Gaelic</b>

**Accordingly, the tables on pages 35-79, 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 newborn children in the Western Isles, of Gaelic and English bilingualism, and parents are also invited to enroll 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 Gaelic medium education 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 closely 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.

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>1.1 Promote the acquisition, learning and usage of Gaelic in the home.</b>	<b>1.1.1 Raising Awareness of the Benefits of Bilingualism:</b> <ul style="list-style-type: none"> <li>We will continue to co-operate with <i>NHS Eileanan Siar</i> in producing <i>New Mother Packs</i>, emphasising the cognitive benefits of bilingualism for children to parents of all newborn children and children under 6, and inviting these parents to enroll their children in Gaelic medium education.</li> <li>We will conduct, with our Community Planning Partners (CPP), from a common budget, a comprehensive awareness-raising campaign highlighting the benefits to children of bilingualism, and the importance of inter-generational transmission of Gaelic at home, from Gaelic speaking parents to children.</li> </ul>	<p>Early Years Service Manager</p> <p>Early Years Service Manager</p>	<p>Ongoing</p> <p>By end of 2016</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>We will continue to maintain and update our <i>Foghlam tro Mheadhan na Gàidhlig</i> website, which explains in detail the benefits of bilingualism to children's cognitive development.</li> <li>We will liaise with, and seek the advice of, the Western Isles branch of the University of Edinburgh's research group, <i>Bilingualism Matters</i>, in order to maximise the potential of this campaign.</li> </ul>	Multimedia Unit Co-ordinator	Ongoing
		Sgioba na Gàidhlig	By end of 2013
	<p><b>1.1.2 Co-operation with Other Gaelic Organisations:</b></p> <ul style="list-style-type: none"> <li>We will continue to work with and support other Gaelic organisations, such as <i>Comann nam Pàrant</i>, to promote and support the use of Gaelic in the home, and via initiatives such as the <i>Parental Advisory Scheme</i>, the <i>Home Visit Scheme</i>, and <i>CnaG's Iomairtean Gàidhlig</i> schemes.</li> </ul>	Early Years Service Manager	Ongoing

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>1.2 Research the reasons amongst some Gaelic speaking parents for not speaking Gaelic at home to their children.</b></p>	<p><b>1.2.1 Parental Survey on Gaelic:</b></p> <ul style="list-style-type: none"> <li>We will conduct a survey of Gaelic speaking parents, to ascertain the reasons why some do not enroll their children in GME, or ensure that the inter-generational transmission of Gaelic at home occurs. Questionnaires for parents could be circulated to pupils to take home.</li> <li>From the results, it will be possible to map out more targeted strategies in terms of the promotion of Gaelic medium education and inter-generational</li> </ul>	Headteachers / Quality Improvement Officer	By end of 2014

transmission of Gaelic amongst Gaelic speaking parents, and address any concerns relating to lack of support or provision.

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>1.3 Support non-Gaelic speaking parents of Gaelic medium children by providing Gaelic learning opportunities.</b>	<b>1.3.1 Gaelic <i>Ùlpan</i> Classes for Parents:</b> <ul style="list-style-type: none"> <li>• Every parent will have access to a Gaelic learners' programme, including <i>Ùlpan</i> classes, and learning community support network, which will be available as a resource for parents who have expressed a desire to develop their Gaelic language skills, both verbal and written. This will be evaluated quarterly.</li> <li>• We will continue to organise, in conjunction with Lews Castle College (LCC) Gaelic tutors, the provision of these classes, and will also continue to train more <i>Ùlpan</i> tutors.</li> </ul>	Extended Learning Manager  Sgioba na Gàidhlig	By end of 2015  Ongoing
	<b>1.3.2 Gaelic Home Learning:</b> <ul style="list-style-type: none"> <li>• Although <i>Ùlpan</i> classes are the primary method of language instruction, we will continue to support learning initiatives based in the home, such as <i>Gàidhlig san Dachaigh</i>, which uses <i>Total Immersion Plus (TIP)</i> methods of Gaelic language teaching, and the <i>Family Learning in Harris</i> initiative.</li> </ul>	Sgioba na Gàidhlig	Ongoing

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p><b>1.3.3 Gaelic Home Visit Scheme:</b></p> <ul style="list-style-type: none"> <li>We will assist in the recruitment of more sessional workers for this scheme, (working with <i>CnaG</i> and <i>CnaP</i> as part of <i>CnaG's Parental Advisory Scheme</i>), to raise awareness of Gaelic medium education amongst parents.</li> </ul>	Early Years Service Manager	By end of 2014
	<p><b>1.3.4 Gaelic Family Learning:</b></p> <ul style="list-style-type: none"> <li>We will continue to run <i>Gaelic for Parents</i> classes, which teach Gaelic words and phrases to non-Gaelic speaking parents of children in Gaelic medium education, and which provide parental support for assisting with P1-P3 Gaelic homework.</li> <li>On our <i>Foghlam tro Mheadhan na Gàidhlig</i> website, we will continue to publicise and provide a link to the national <i>Gaelic4Parents.com</i> website, which provides via text and sound clips, Gaelic learning opportunities for parents and children in the home environment.</li> <li>We will continue to support Gaelic learning holiday weeks every summer, which allow P1-P7 children to attend the local <i>fèisean</i> to receive Gaelic and music tuition sessions, while their parents attend Gaelic Ùlpan classes at the same venue.</li> </ul>	<p>Extended Learning Manager</p> <p>Multimedia Unit Co-ordinator</p> <p>Community Learning and Development Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
1.4 Make sure that Gaelic medium childcare available in every school catchment area.	1.4.1 Gaelic Speaking Child-minders: <ul style="list-style-type: none"> <li>We will audit, through our Early Years Services, childcare demand in the Western Isles by Learning Community Area (LCA).</li> <li>We will compile a list, available to the public, of child-minders for each LCA, who have Gaelic skills, and who are willing to support Gaelic learning in the home by providing childcare services through Gaelic.</li> </ul>	Early Years Service Manager	By end of 2014
		Early Years Service Manager	By end of 2015

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
1.5 Support use of Gaelic in the home, by encouraging the growth of Gaelic medium extra-curricular activities for children, and for families.	1.5.1 Gaelic After-school and Holiday Clubs: <ul style="list-style-type: none"> <li>We will establish after-school and holiday clubs, which will involve Gaelic medium activities, including sports and family activities.</li> <li>We will provide Gaelic training for leaders of after-school or holiday clubs.</li> </ul>	Early Years Service Manager	By end of 2014
		Early Years Service Manager	By end of 2014

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
1.6 Encourage the development and use of	1.6.1 Digital Technology and Gaelic Learning:		



AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
digital technologies for young Gaelic speakers.	<ul style="list-style-type: none"> <li>In conjunction with schools, we will research the ways in which modern, digital technologies, such as social online media, podcasts, webinars, Skype, e-books and other e-publications, and tablet and smart-phone apps, could be used to assist Gaelic learning and usage amongst Western Isles school children, both at school and at home.</li> </ul>	Quality Improvement Officer / Multimedia Unit Co-ordinator	Will continue for duration of Plan
	<p><b>1.6.2 Young People and Gaelic Social Online Media:</b></p> <ul style="list-style-type: none"> <li>We will encourage the establishment of Gaelic medium <i>Facebook</i> pages for pupils of schools in the Western Isles, to encourage the use of Gaelic outwith school hours, and to keep members informed of Gaelic-related events or learning opportunities.</li> <li>We will work with national Gaelic bodies and others in developing Gaelic medium leisure-related technology which can be used by young Gaelic speakers, such as a Gaelic version of <i>Abairleat.com</i>, a social network specifically for Irish speakers, which was launched in 2012.</li> </ul>	Quality Improvement Officer / Multimedia Unit Co-ordinator	By end of 2015
	Quality Improvement Officer / Multimedia Unit Co-ordinator	Will continue for duration of Plan	

## 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 20 pre-school nurseries offering Gaelic medium education (GME), along with 15 Croileagan / playgroup partner providers, and 20 primary schools across the Western Isles offering GME. 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. GME is promoted extensively by the Education Department through its *Gaelic Action Plan 2011-14*, the *Foghlam tro Mheadhan na Gàidhlig* website, annual *Lathaichean Fìorachaidh na Gàidhlig* and New Mother Packs, where the benefits of bilingualism to children's cognitive development are extolled to parents, new parents and potential parents alike. The Comhairle aims to have 55% of all P1 enrolments in the Isles in GME by 2014. Online Gaelic learning resources are extensively promoted, and Gaelic is also available as a subject in all secondary schools in the Isles. Gaelic music and drama tuition are also widely available. In addition, the Comhairle are supporting a CnaG project, in co-operation with LCC, to provide additional *Ùlpan*-based tuition on school premises for S2 pupils not fluent in Gaelic, and who wish to choose Gaelic as a subject in S3. This tuition will be provided by LCC Gaelic degree students. Similarly, Education staff, including all teachers not entirely fluent or literate in Gaelic, are strongly encouraged through the *Gaelic Action Plan* to enroll for *Ùlpan* classes, including residential courses, (catering for different levels of fluency), and *Gràmar na Gàidhlig* classes for fluent speakers who wish to improve their writing skills in Gaelic. Registered Gaelic speaking child-minding services, and Gaelic medium after-school clubs and holiday clubs are also offered by the Comhairle.

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>2.1 Promote Gaelic medium pre-school education, and make Gaelic pre-school education available in every school catchment area.</b></p>	<p><b>2.1.1 Support and Increase Gaelic Medium Pre-school Education:</b></p> <ul style="list-style-type: none"> <li>We will continue to promote pre-school Gaelic medium education and the benefits to children of early bilingualism through <i>Lathaichean Fìorachaidh na Gàidhlig</i>, "Gaelic Fun Afternoons", (in conjunction with <i>CnaG</i>), New Mother Packs, and so on, and will continue to support the work of the 20 pre-school nurseries offering GME.</li> <li>We will conduct, with our Community Planning Partners, a comprehensive awareness-raising campaign highlighting the benefits to children of early bilingualism. [See 1.1.1]</li> </ul>	<p>Early Years Service Manager</p> <p>Early Years Service Manager</p>	<p>Ongoing</p> <p>By end of 2016</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>We will complete an audit of Gaelic childcare demand by Learning Community Area. [See 1.4.1]</li> <li>We will continue to work with our partner providers, the <i>Croileagain</i> and other playgroups, in delivering Gaelic medium pre-school education.</li> <li>We will continue to support projects which provide Gaelic medium learning support, such as <i>Young Musicians Hebrides' Cànan tro Cheòl</i> and <i>Ciste Chiùil</i> projects, which use community musicians to deliver downloadable Gaelic medium musical activities courses to the 0-3 and 3-5 age groups.</li> </ul>	Early Years Service Manager	By end of 2014
		Early Years Service Manager	Ongoing
		Sgioba na Gàidhlig	Ongoing
	<p><b>2.1.2 Gaelic Medium Extended Services:</b></p> <ul style="list-style-type: none"> <li>We will provide all extended services through the medium of Gaelic in all rural areas, and work to expand provision in the Stornoway area. This would include child-minding, wrap-around care, after-school provision, holiday clubs, and so on.</li> </ul>	Early Years Service Manager	By end of 2014
	<p><b>2.1.3 Gaelic Medium Family Activities:</b></p> <ul style="list-style-type: none"> <li>We will promote Gaelic medium family activities on a Learning Community Area basis.</li> <li>We will co-ordinate and support the development of support for Gaelic parent and child groups, such as <i>Pàrant is Pàiste</i>.</li> </ul>	<p><b>Community Education Team Leader</b></p> <p><b>Early Years Service Manager / Community Learning and Development Team</b></p>	<p>By end of 2014</p> <p>By end of 2014</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>2.2</b>  <b>Increase the numbers of children in primary schools in Gaelic medium education across the Isles.</b></p>	<p><b>2.2.1 Increasing P1 Enrolments in Gaelic Medium Education:</b></p> <ul style="list-style-type: none"> <li>• We will aim to ensure that at least 55% of all Primary 1 enrolments in the Isles will be in GME.</li> <li>• In order to achieve this, we will ensure that every parent of a newborn child, and child below age 6, will be invited to enroll their child in GME, and will provide GME support packs for these parents.</li> <li>• We will set three-year targets based on intake rates to GME in the Isles, and accordingly implement targeted, comprehensive, awareness-raising media campaigns to highlight the benefits to children of bilingualism and GME. This will be reviewed quarterly.</li> <li>• We will increase GME enrolments in the Stornoway area, (the area of highest population in the Isles), by 10% per annum over the next five years. A targeted recruitment campaign will be implemented, and will be reviewed quarterly.</li> <li>• We will conduct surveys on the reasons why parents do not choose to enroll their children in GME. [See 1.2.1]</li> <li>• We will work with <i>Comann nam Pàrant</i>, <i>Comunn na Gàidhlig</i>, and other Gaelic bodies, to increase support for parents of children in GME, or parents intending to enroll their children in GME.</li> </ul>	<p>Early Years Service Manager</p> <p>Early Years Service Manager</p> <p>Early Years Service Manager</p> <p>Early Years Service Manager</p> <p><b>Head Teachers / Quality Improvement Officer</b></p> <p><b>Early Years Service Manager / Sgioba na Gàidhlig</b></p>	<p>By end of 2017</p> <p>By end of 2014</p> <p>Will be implemented when appropriate</p> <p>Ongoing</p> <p>By end of 2014</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p><b>2.2.2 P7 Roll in Gaelic Medium Education:</b></p> <ul style="list-style-type: none"> <li>• We will aim to ensure that at least 55% of the Primary 7 roll in the Isles will be in GME.</li> <li>• We will provide quarterly monitoring of pupil progress, and provide enhanced reporting of progress to parents of children in GME.</li> <li>• We will continue to implement our recruitment campaign for staffing of GME.</li> <li>• We will implement an early warning system in terms of any parents considering the withdrawal of their children from GME, and will carry out audits of the reasons why parents do so.</li> <li>• <b>The process of Staged Assessment and Intervention will be used to plan and support the Additional Support Needs (ASNs) of all children, including those in GME.</b></li> </ul>	<p>Head of Children's Services and Resources</p> <p><b>Head Teachers / Quality Improvement Officer</b></p> <p>Head of Children's Services and Resources</p> <p><b>Head Teachers / Quality Improvement Officer</b></p> <p><b>Head Teachers / Principal Teacher of Learning Support</b></p>	<p>By end of 2015</p> <p>By end of 2015</p> <p>Ongoing</p> <p>By end of 2014</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>2.3 Promote Gaelic learning in secondary schools, and make Gaelic medium education available in a wider range of subjects in secondary schools.</b>	<b>2.3.1 Subjects Taught Through Gaelic in Secondary Schools:</b> <ul style="list-style-type: none"> <li>We will ensure that, in addition to Gaelic itself as a subject, GME will be available in all S1-6 secondary schools in the Isles, to level 3 by 2014, in the following subject areas: maths; history; geography; modern studies; science; PSE (personal and social education); home economics; and media studies.</li> <li>In order to do this, we will first audit the situation in each school in terms of GME, consult with GME parents and pupils, and agree an enhanced programme of GME in respect of these subject areas. This will be reviewed quarterly.</li> </ul>	Quality Improvement Officer  Head Teachers	By end of 2014  By end of 2014
	<b>2.3.2 Promoting Gaelic as a Subject in Secondary Schools:</b> <ul style="list-style-type: none"> <li>Gàidhlig and Gaelic learners' courses will continue to be compulsory in the first three years of secondary education, (S1-S3), in all Western Isles schools, as part of the <i>Curriculum for Excellence</i>, Levels 2 and 3. (Only a very small number of pupils with specific, additional support needs, or pupils in other, exceptional circumstances which preclude Gaelic learning, are exempted from this).</li> <li>Thereafter, schools will enable and encourage pupils to continue with the study of Gaelic as a subject in their ensuing years of secondary education as part of their language entitlement.</li> </ul>	Head of Children's Services and Resources  Head Teachers	Ongoing  Will continue for duration of Plan
	<b>2.3.3 Additional Gaelic Medium Tuition for Pupils:</b>		

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>In addition to offering Gaelic as a subject in all island secondary schools, we will trial a scheme to provide additional Gaelic medium tuition and conversational practice on school premises for Gaelic learner pupils, provided by LCC Gaelic language students undertaking Gaelic degrees.</li> </ul>	<p>Quality Improvement Officer / Sgioba na Gàidhlig</p>	<p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>2.4</b>  <b>Ensure that most young people will have an active involvement in Gaelic culture and the arts.</b></p>	<p><b>2.4.1 Young People and Gaelic Medium Arts and Other Activities:</b></p> <ul style="list-style-type: none"> <li>We will aim to ensure that at least 60% of young people across the Isles will have an active involvement in Gaelic cultural activity, including traditional Gaelic music, singing and composition, participation in Gaelic Mòd events, and Gaelic prose, poetry and drama activities.</li> <li>In order to do this, we will audit the interests of young people, determine the levels of current provision, and address any gaps in such provision.</li> <li>We will implement a targeted recruitment campaign aimed at increasing the numbers of young people involved in Gaelic cultural activity. This will be reviewed quarterly.</li> <li>We will continue to encourage and support the participation of school pupils in Gaelic medium artistic activity, such as fèisean, local and national Mòds, the national, annual Gaelic short film competition, <i>Film G</i>,</li> </ul>	<p>Community Education Team Leader</p> <p>Head Teachers</p> <p>Head Teachers</p> <p>Community Learning and Development Team</p>	<p>By end of 2015</p> <p>By end of 2014</p> <p>By end of 2015</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p>and the national, annual <i>Deasbad BT Alba</i> Gaelic debating competition.</p> <ul style="list-style-type: none"> <li>We will continue to organise projects encouraging Gaelic medium arts activity, such as the <i>Cleas</i> project, which offers Gaelic medium workshops for all 12 to 18 year olds wishing to learn about film and TV production, and the <i>Bho Dhuilleag Gu Cleas</i> project, which involves the writing, acting and producing of Gaelic school plays as public, community performances.</li> </ul>	<p>/ Sgioba na Gàidhlig</p> <p>Community Learning and Development Team / Sgioba na Gàidhlig</p>	<p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>2.5</b>  <b>Ensure that all young people will have access to oral Gaelic instruction in extended learning and extra-curricular activities.</b></p>	<p><b>2.5.1 Community Learning, Youth Clubs, Work Experience:</b></p> <ul style="list-style-type: none"> <li>We will aim to ensure that all young people have access to Gaelic oral instruction in extended learning in Gaelic, to include areas of community learning and development, youth clubs, work experience and residential activities.</li> <li>In order to do this, we will identify a range of Gaelic medium services and resources, survey young person interest in these, and provide a menu of options. We will work closely with the <i>Lewis and Harris</i> and <i>Uist and Barra Youth Clubs Associations</i>, to develop a range of Gaelic medium activities. [See 3.2.2]</li> <li>We will implement a targeted recruitment of young people, and will train more staff to deliver these activities.</li> </ul>	<p>Extended Learning Manager / Community Education Team Leader</p> <p>Extended Learning Manager</p> <p>Extended Learning Manager / Community Learning and Development Manager</p>	<p>By end of 2016</p> <p>By end of 2015</p> <p>By end of 2015</p>



AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>We will develop Learning Community-based Gaelic learning courses, such as <i>Ùlpan</i> classes, for all non-Gaelic speaking young people to enable the development of language skills in social, and other, contexts.</li> </ul>	Extended Learning Manager / Quality Improvement Officer	By end of 2014

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>2.6</b> <b>Continue to support the production of new Gaelic learning resources, and to ensure that all staff and pupils are aware of all Gaelic resources available.</b>	<b>2.6.1 Gaelic Online and Digital Learning Resources:</b> <ul style="list-style-type: none"> <li>We will identify all Gaelic online and digital learning resources available, undertake an annual awareness survey of the latest learning resources and technologies, and identify all staff who should be aware of all these latest technological developments.</li> <li>We will circulate information on Gaelic online and digital resources, and provide reminders to staff and parents of children in GME or who are learning Gaelic of the resources that are currently available.</li> <li>We will determine all the multi-media resources required by staff, develop ICT solutions to deliver in more schools where a teacher is not available, and progress the recommendations of the national Secondary ICT Implementation Group.</li> <li>We will promote Gaelic learning through use of digital technologies, such as <i>Glow</i>, podcasts, webinars, <i>Skype</i>, e-books and other e-publications, through smart-phone and tablet apps, and through social online media such as <i>Twitter</i> and <i>Facebook</i>, where appropriate.</li> </ul>	Quality Improvement Officer / Multimedia Unit Co-ordinator  Quality Improvement Officer / Multimedia Unit Co-ordinator  Quality Improvement Officer / Multimedia Unit Co-ordinator  Quality Improvement Officer / Multimedia Unit Co-ordinator	Will continue for duration of Plan  Will continue for duration of Plan  Will continue for duration of Plan  By end of 2015

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>2.7</b> <b>Ensure that every member of staff will have access to appropriate Gaelic learning opportunities.</b>	<b>2.7.1 Gaelic Learners' Programme for Staff (GLPS):</b> <ul style="list-style-type: none"> <li>We will ensure that every member of staff will have access to a GLPS, with a menu of options, suited to their own interests and requirements. This will be reviewed quarterly.</li> <li>We will establish a GLPS Training for Trainers course, in order to create a pool of GLPS trainers.</li> </ul>	Quality Improvement Officer  Quality Improvement Officer	By end of 2014  By end of 2016
	<b>2.7.2 Gaelic <i>Ùlpan</i> and Grammar Classes for Staff:</b> <ul style="list-style-type: none"> <li>We will ensure that every member of staff, if required, is encouraged to take up Gaelic <i>Ùlpan</i> learning opportunities, catering for all levels of fluency, and/or written Gaelic learning opportunities for fluent speakers, provided by <i>Gràmar na Gàidhlig</i> classes.</li> <li>These two learning options are provided by LCC Gaelic tutors, and we will continue to ensure that funding is provided for these classes, and that they continue to take place on school or Comhairle premises, or are offered as residential courses.</li> <li>We will continue to work closely with Gaelic funding bodies and LCC in developing new Gaelic courses for teachers, including possible future Scottish Qualifications Authority (SQA)-accredited qualifications.</li> </ul>	Quality Improvement Officer / Sgioba na Gàidhlig  Sgioba na Gàidhlig  Sgioba na Gàidhlig	Ongoing  Ongoing  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. In addition, the Comhairle supports community projects involving the use or learning of Gaelic, through its Small Gaelic Projects Fund. 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, the home care service, and so on. Staff without Gaelic skills are strongly encouraged to enroll on Gaelic courses. The Community Education service also organises Gaelic medium youth activities throughout the Isles, in co-operation with other community-based initiatives, and a dedicated Gaelic youth worker was appointed in 2012 for Greater Broadbay, (the area of greatest population in the Western isles), to co-ordinate a range of Gaelic medium youth activities. 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, and continues to support CnaG's *Greis Gníomhachais* scheme, which provides yearly Gaelic-related work experience opportunities for Islands-based students with Gaelic organisations over the summer months. The Comhairle also established the *Include-Us* programme in 2012, which, by working with schools and other partners in teaching and developing business and enterprise skills and opportunities for 14-19 year-olds, aims to assist more young people in staying in the Islands, and thus tackle the problem of out-migration of young people. The Comhairle also provides direct support for tourism development and tourism related projects such as *Cearcaill na Gàidhlig*, *Scotland's Islands*, and *Tobar an Dualchais*. Finally, the Comhairle has established a Gaelic hub, *An Tosgan*, where many Gaelic development bodies will now be based, and which provides an opportunity for all Gaelic development organisations to collaborate in community-based Gaelic development initiatives.

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>3.1</b> <b>Continue to provide Gaelic learning opportunities, resources and information in communities.</b>	<b>3.1.1 Community Gaelic Ùlpan Classes:</b> <ul style="list-style-type: none"> <li>• We will continue to support and organise, in co-operation with LCC, the provision of community Ùlpan classes, for a range of Gaelic linguistic abilities, in Stornoway, the West Side of Lewis, Harris, Uist and Barra.</li> <li>• We will continue to organise, in co-operation with LCC, residential and summer Ùlpan classes in Ravenspoint, Lochs, Lewis.</li> <li>• We will continue to provide Gaelic conversation classes, based on Ùlpan, for advanced learners.</li> <li>• We will aim to recruit more Ùlpan tutors, and to start new classes in other communities across the Isles.</li> </ul>	Sgioba na Gàidhlig  Sgioba na Gàidhlig  Sgioba na Gàidhlig  Sgioba na Gàidhlig	Ongoing  Ongoing  Ongoing  Ongoing
	<b>3.1.2 Community Education Gaelic Classes:</b> <ul style="list-style-type: none"> <li>• The Community Education service will continue to provide a range of Gaelic beginners' and conversation classes across the Isles.</li> <li>• We will continue to promote Gaelic learning and literacy in communities, and will continue to advertise classes extensively.</li> <li>• We will continue to provide a range of Gaelic learning opportunities in the Comhairle's adult Learning Shop in Stornoway, such as <i>Gaelic for Parents</i> classes.</li> </ul>	Community Education Officer  Community Education Officer  <i>Western Isles Learning Shop</i>	Ongoing  Ongoing  Ongoing

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p><b>3.1.3 Other Community Gaelic Learning:</b></p> <ul style="list-style-type: none"> <li>• We will continue to support other Gaelic learning, community-based opportunities and initiatives, such as <i>Gàidhlig san Dachaigh Bhreascleit</i>, <i>Family Learning in Harris</i>, and <i>Cothrom' s Gaelic Family Learning</i> classes in Uist and Barra.</li> <li>• We will continue to co-operate with and support other organisations in providing community-based Gaelic classes, such as <i>CnaG's Iomairtean Gàidhlig</i> classes, in Ness, the West Side of Lewis, and South Uist, the <i>Cothrom</i> learning initiative in Uist and Barra, and LCC's <i>Sgoil Shàmhraidh na Gàidhlig</i>.</li> <li>• We will continue to support the annual <i>Fèisean</i>, which take place in Lewis, Harris, Uist and Barra, and which provide Gaelic tuition for children and adults. We will also support the <i>Blas na Gàidhlig</i> classes during <i>Hebridean Celtic Festival</i> week.</li> </ul>	Sgioba na Gàidhlig	Ongoing
		Sgioba na Gàidhlig	Ongoing
	<p><b>3.1.4 Gaelic and Community Libraries:</b></p> <ul style="list-style-type: none"> <li>• We will continue to ensure that the public has easy access to an extensive and up-to-date range of Gaelic books and resources, for adults and children, in the six community libraries across the Isles, and the three mobile libraries.</li> <li>• We will ensure that the <i>Western Isles Libraries Facebook</i> page provides up-to-date information on Gaelic resources available.</li> </ul>	Support Services Librarian	Ongoing
		Support Services Librarian	Ongoing

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>We will encourage the creation of library-based Gaelic reading groups across the Isles.</li> <li>We will continue to support Gaelic <i>Bookbug</i> storytelling sessions held in libraries for young children and their parents, and facilitate the delivery of the Gaelic Baby, Toddler, Pirate and P1 packs across the Western Isles.</li> <li>We will continue to provide Gaelic events for schools, as part of our annual Children's Literature Festival, and will aim to offer other Gaelic literary events wherever possible.</li> </ul>	<p>Library Team Leader</p> <p>Library Team Leader</p> <p>Library Team Leader</p>	<p>By end of 2017</p> <p>Ongoing</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>3.2 Support and develop community initiatives, activities, projects or services which involve the use, learning or promotion of Gaelic.</b></p>	<p><b>3.2.1 Gaelic Community Projects:</b></p> <ul style="list-style-type: none"> <li>We will continue to provide a budget to fund Gaelic projects in the community, through our Small Gaelic Projects Fund.</li> <li>We will advertise the availability of this funding more extensively on the Comhairle's website.</li> <li>We will continue, on behalf of community projects which support the use or learning of Gaelic, to apply to all relevant national and international bodies which provide funding opportunities for such projects.</li> </ul>	<p>Sgioba na Gàidhlig</p> <p>Head of IT / Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig</p>	<p>Ongoing</p> <p>By end of 2013</p> <p>Will continue for duration of Plan</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p><b>3.2.2 Gaelic Youth Work and Sports:</b></p> <ul style="list-style-type: none"> <li>We will continue to employ a dedicated Gaelic youth worker for the Greater Broadbay area, in order to co-ordinate further Gaelic medium, extra-curricular, youth activities.</li> <li>We will work closely with the <i>Lewis and Harris</i> and <i>Uist and Barra Youth Clubs Associations</i>, to develop a range of Gaelic medium activities, and will continue to offer Youth Gaelic Activities Summer Programmes in July across the Islands.</li> <li>We will continue to promote and support community sports competitions which are held through the medium of Gaelic, such as <i>CnaG's Cuach na Cloinne</i> football competition for primary school children in the Western Isles.</li> </ul>	<p>Extended Learning Manager / Community Education Team Leader</p> <p>Extended Learning Manager / Community Education Team Leader</p> <p>Sgioba na Gàidhlig</p>	<p>Ongoing</p> <p>By end of 2015</p> <p>Ongoing</p>
	<p><b>3.2.3 Community Services and Gaelic:</b></p> <ul style="list-style-type: none"> <li>We will aim to increase the visual Gaelic presence in waste management services, such as in re-cycling leaflets and posters, and that the <i>Waste Awareness Team</i>, which goes into schools to provide information to pupils on re-cycling, is able to do so in Gaelic where appropriate.</li> <li>We will continue to ensure that bilingual livery appears on all Comhairle-owned buses and other public service vehicles, and that drivers with Gaelic skills are encouraged to use Gaelic where possible.</li> </ul>	<p>Senior Recycling and Community Officer</p> <p>Principal Cleansing Officer</p>	<p>By end of 2017</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p><b>3.2.4 Community Language Plans:</b></p> <ul style="list-style-type: none"> <li>We will continue to support local language initiatives or plans which attempt to regenerate the use of Gaelic in communities, such as the Shawbost Gaelic Language Plan, steered by the <i>Shawbost Gaelic Forum</i>, and a Gaelic Plan for the Uists, steered by the <i>Uist Core Learning Interest Group</i>.</li> </ul>	<p><b>Community Education Team Leader / Sgioba na Gàidhlig</b></p>	<p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>3.3</b>  <b>Ensure that, whenever possible, staff involved in the provision of community care services are Gaelic speaking.</b></p>	<p><b>3.3.1 Residential Care Homes and Day Centres:</b></p> <ul style="list-style-type: none"> <li>Because of the high percentage of Gaelic speaking residents in Care Homes, we will aim to appoint, where possible, Gaelic speaking staff and attend to Gaelic speaking residents in their native language.</li> <li>It is particularly important in terms of dementia care that Gaelic speakers are available to care for and support those elderly residents who speak Gaelic as their first language, and all staff in this area will be strongly encouraged to use, learn or develop Gaelic skills.</li> <li>We will promote a Gaelic ethos within the general working environment of Care Homes and Day Centres, and staff without Gaelic skills will be encouraged to enroll on Gaelic learning courses.</li> <li>We will continue to develop a greater range of Gaelic medium</li> </ul>	<p>Director of Social and Community Services</p> <p>Director of Social and Community Services</p> <p>Director of Social and Community Services</p> <p>Director of Social</p>	<p>Will continue for duration of Plan</p> <p>Will continue for duration of Plan</p> <p>By end of 2016</p> <p>By end of 2017</p>



AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p>entertainments and activities in Care Homes and Day Centres.</p> <ul style="list-style-type: none"> <li>We will ensure that Gaelic radio, TV and internet facilities will be easily accessible in all Care Homes and Day Centres.</li> </ul>	<p>and Community Services</p> <p>Director of Social and Community Services</p>	<p>By end of 2017</p>
	<p><b>3.3.2 Care at Home and Housing Support Services:</b></p> <ul style="list-style-type: none"> <li>Where a client indicates a preference for a Gaelic speaking carer, we will continue to aim to realise that preference.</li> </ul>	<p>Director of Social and Community Services</p>	<p>Ongoing</p>
	<p><b>3.3.3 <i>Fàire</i> Care-line Service:</b></p> <ul style="list-style-type: none"> <li>We will aim to ensure that the vast majority of telephone operators of the <i>Fàire</i> service, which provides support and emergency care for elderly, disabled and vulnerable adults, have Gaelic skills.</li> <li>Because the use of Gaelic can be more effective in emergency scenarios, particularly involving the elderly who speak Gaelic as their first language, we will strongly encourage staff who operate this service, but who have weak, or no, Gaelic skills, to enroll on Gaelic learning courses.</li> </ul>	<p>Customer Services Manager</p>	<p>By end of 2014</p>
		<p>Customer Services Manager</p>	<p>By end of 2013</p>
	<p><b>3.3.4 Children's Support Services:</b></p> <ul style="list-style-type: none"> <li>We will, in terms of the Children (Scotland) Act 1995, make sure, whenever possible, that Gaelic speakers are available when required</li> </ul>	<p>External Education Consultant</p>	<p>By end of 2013</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p>during interviews, and that Gaelic, if it is the preferred language, will be recorded on <i>CareFirst</i>.</p> <ul style="list-style-type: none"> <li>Language preference will be established as part of assessments.</li> </ul>	External Education Consultant	By end of 2013

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>3.4 Create job opportunities and support business development through the stimulation of Gaelic-related economic activity.</b>	<b>3.4.1 Support for Gaelic Development:</b>		
	<ul style="list-style-type: none"> <li>We will continue to provide, through the <i>Business Gateway</i> service, a range of advice and financial support for businesses with a strong focus on Gaelic language use, or Gaelic-related economic activity.</li> </ul>	Economic Development Manager	Ongoing
	<ul style="list-style-type: none"> <li>We will continue to provide direct capital support for a range of community capital projects to promote regeneration and cultural development. The Comhairle's <i>Community Gateway</i> service, with a dedicated funding unit, will further support Gaelic community development projects.</li> </ul>	Economic Development Manager	Ongoing
	<ul style="list-style-type: none"> <li>We will develop an economic strategy to raise the profile of bilingual language use and its associated economic benefits and advantages.</li> </ul>	Economic Development Manager	By end of 2014
	<ul style="list-style-type: none"> <li>We will continue to provide funding for bilingual signage, and other projects promoting Gaelic visibility, through the Small Gaelic Projects fund. Free translation services by Sgioba na Gàidhlig, and marketing advice through <i>Business Gateway</i>, will continue to be offered.</li> </ul>	<b>Economic Development Manager / Sgioba na Gàidhlig</b>	Ongoing

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p><b>3.4.2 Gaelic and Tourism:</b></p> <ul style="list-style-type: none"> <li>We will aim to develop a strategy to raise the profile of Gaelic language use in tourism and its associated economic benefits and advantages.</li> <li>We will continue to provide direct financial support, through the <i>Community Gateway</i> service, for tourism development and tourism-related projects which promote the use of Gaelic, such as <i>Cearcaill na Gàidhlig</i>, <i>Scotland's Islands</i> and <i>Tobar an Dualchais</i>.</li> </ul>	<p>Development Manager</p> <p>Development Manager</p>	<p>By end of 2014</p> <p>Ongoing</p>
	<p><b>3.4.3 Employment Opportunities for Young People:</b></p> <ul style="list-style-type: none"> <li>As part of an economic strategy, [see 3.4.1], which incorporates activities geared towards young people, we will aim to create employment opportunities, so that young people, including young Gaelic speakers, are more likely to continue living in the Isles.</li> <li>We will continue to support the annual <i>CnaG's Greis Gníomhachais</i> scheme, in order to provide Gaelic-related work experience opportunities for Islands-based students with Gaelic organisations over the summer months. This scheme has been valuable in developing students' Gaelic language skills.</li> <li>We will continue to support the Comhairle's newly established <i>Include-Us</i> programme, which, by working with schools and other partners in teaching and developing business and enterprise skills and opportunities for 14-19 year-olds, aims to assist more young people in staying in the Islands.</li> </ul>	<p><i>Include-Us</i> Team</p> <p>Sgioba na Gàidhlig</p> <p><i>Include-Us</i> Team</p>	<p>Will continue for duration of Plan</p> <p>Ongoing</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>3.5</b> <b>Co-operate with other Gaelic community organisations in supporting the use and development of Gaelic in communities.</b>	<b>3.5.1 Multi-agency Gaelic Community Development:</b> <ul style="list-style-type: none"> <li>• We will re-instate <i>Fòram na Gàidhlig</i>, a quarterly meeting of Gaelic development bodies in Lewis and Harris, including the Comhairle, to determine the best use of available Gaelic development resources in communities, and address any gaps in provision, through co-operative development work.</li> <li>• In holding meetings of <i>Fòram na Gàidhlig</i>, we will ensure that Bòrd na Gàidhlig is given opportunities to attend either the first or second half of such meetings, where appropriate.</li> <li>• Similarly, we will continue to support and develop the <i>Uist Core Learning Interest Group</i>, a quarterly/twice yearly meeting of Gaelic development bodies in Uist, including the Comhairle, to determine the best use of available Gaelic development resources in communities, and address any gaps in provision, through co-operative development work.</li> <li>• We will continue to work in communities with other Gaelic organisations in supporting current Gaelic development initiatives, such as <i>CnaG's Iomairtean Gàidhlig</i> initiatives in North-west Lewis and in South Uist, or the <i>Sradagan</i> Gaelic youth clubs for 5-12 year olds.</li> </ul>	<p>Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig</p> <p>Community Education Team Leader</p> <p>Sgioba na Gàidhlig</p>	<p>By end of 2015</p> <p>Ongoing</p> <p>Will continue for duration of Plan</p> <p>Will continue for duration of Plan</p>
	<b>3.5.2 Gaelic Organisation Hub – An Tosgan:</b> <ul style="list-style-type: none"> <li>• We will develop further the Gaelic hub, <i>An Tosgan</i>, based at the <i>Studio Alba</i> in Stornoway, where many Gaelic development bodies will</li> </ul>	<p>Development Manager</p>	<p>Will continue for duration of Plan</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	increasingly be based, and which provides further opportunities for inter-agency Gaelic development work amongst these Gaelic bodies.		

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>3.6</b> <b>Increase the visibility and presence of Gaelic in communities.</b>	<b>3.6.1 Bilingual Public Signage and Information in Communities:</b> <ul style="list-style-type: none"> <li>We will 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 greatly diverge, eg, “An t-Ob” and “Leverburgh”, accordingly).</li> <li>We will work closely with bodies like <i>Àinmean-àite na h-Alba / Gaelic Place-names of Scotland (AAA)</i>, to ensure that as many Gaelic versions of place-names in the Western Isles appear on AAA’s national database.</li> <li>As part of a strategy to raise the profile of Gaelic language use in tourism, [see 3.4.2], we will aim, as part of a scheme to support consistent use of bilingual business signage, to support financially projects which provide bilingual shop or business signage, including bilingual menus, and so on.</li> <li>We will continue to ensure that all place-names in bilingual format on road signs will have the Gaelic version first.</li> <li>We will continue to ensure that all street signage is in bilingual format, with the Gaelic version given prominence.</li> </ul>	Principal Roads Maintenance Officer  Sgioba na Gàidhlig  Development Manager  Principal Roads Maintenance Officer  Principal Roads Maintenance Officer	Ongoing  Will continue for duration of Plan  By end of 2016  Ongoing  Ongoing

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>We will aim to ensure that all public signage for which the Comhairle is responsible, such as at harbours, bridges, causeways, parks, car parks, in public libraries, sports centres, on finger posts in towns, on litter bins, or public information signage, (eg relating to CCTV use), will be bilingual.</li> <li>We will continue to ensure that community civil engineering projects use the Gaelic version of place-names in their titles.</li> <li>Budgets permitting, we will look to establishing a bilingual signage fund to assist organisations and individuals in the implementation of bilingual signage schemes, as part of economic development.</li> <li>We will continue to work with HITRANS to ensure that bilingual signage is adopted as widely as possible across the Islands.</li> <li>We will aim to ensure that car park payment machines produce tickets with Gaelic salutations, and that electric vehicle charging machines display Gaelic salutations.</li> <li>We will aim to include some Gaelic content on Comhairle bus service tickets, and that passenger information notices are bilingual whenever possible.</li> </ul>	<p>Principal Roads Maintenance Officer</p> <p>Principal Engineer</p> <p>Economic Development Manager</p> <p>Principal Roads Maintenance Officer</p> <p>Principal Roads Maintenance Officer</p> <p>Transport Co-ordination Officer</p>	<p>By end of 2017</p> <p>Ongoing</p> <p>Will be implemented if possible</p> <p>Ongoing</p> <p>By end of 2016</p> <p>By end of 2015</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>3.7</b> Encourage the development of digital</p>	<p><b>3.7.1 e-Governance and Community Websites:</b></p> <ul style="list-style-type: none"> <li>We will continue to develop the <i>e-Sgìre</i> website,</li> </ul>	<p>Corporate Policy</p>	<p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>technologies in providing information and improving service delivery for Gaelic communities, and in terms of bringing such communities closer together.</b></p>	<p>(<a href="http://cnes.geckowindow.com">http://cnes.geckowindow.com</a>), which provides a hub for community information and opinion across the Isles, so that more up-to-date information relating to Gaelic matters is included via the Gaelic tab on the homepage, and will aim to develop the bilingual identity of the website.</p> <ul style="list-style-type: none"> <li>Information relating to Gaelic news, events or learning taking place in communities could be promoted on this website.</li> <li>We will aim to support projects which involve the development of community websites, such as <a href="http://www.siabost.co.uk">www.siabost.co.uk</a> or <a href="http://www.uist.co.uk">www.uist.co.uk</a>, and portals or other online communities, which use, or promote, Gaelic.</li> </ul>	<p><b>Manager / Sgioba na Gàidhlig</b></p> <p><b>Corporate Policy Manager / Sgioba na Gàidhlig</b></p> <p>Sgioba na Gàidhlig</p>	<p>Will continue for duration of Plan</p> <p>Will continue for duration of Plan</p>

## 4. GAELIC IN THE WORKPLACE

### **Current Situation:**

The Comhairle, as a workplace, has a very strong Gaelic ethos and identity, and many posts are designated “Gaelic Essential” or “Gaelic Desirable”. A high number of Comhairle staff across all Departments have fluent Gaelic skills, which they use on a daily basis. For instance, over 500 staff employed in community care services use Gaelic on a daily basis in their work. The Comhairle’s Gaelic Policy further ensures that the use of Gaelic is embedded in the day-to-day work of the Comhairle. For instance, the Comhairle’s democratic processes can be accessed through Gaelic, entailing that all present at Comhairle committees have the right to contribute through the medium of Gaelic as well as English, and accordingly, all agendas, minutes, and briefing notes are 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 forwarded to them. In addition, many members of staff attend a range of Gaelic classes, whether to learn or improve spoken or written Gaelic skills, and these classes are promoted and advertised extensively. Internal staff communications in Gaelic whether by e-mail or telephone 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* is prepared bilingually.

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>4.1 Maintain and encourage the use of Gaelic in meetings and committees, and in other aspects of democratic services.</b>	<b>4.1.1 Comataidh Buileachaidh Plana Cànan:</b> <ul style="list-style-type: none"> <li>This Committee steers progress of the Comhairle’s Gaelic Plan, and this will continue for the duration of this Plan and beyond. The minutes of meetings will continue to be presented before the <i>Policy and Resources Committee</i>.</li> </ul>	Chief Executive	Ongoing
	<b>4.1.2 Gaelic and Comhairle Meetings:</b> <ul style="list-style-type: none"> <li>We will continue to provide simultaneous interpretation for all Committee meetings, and all agendas, briefing notes and minutes for Comhairle meetings will continue to be produced bilingually.</li> </ul>	Chief Executive / Sgioba na Gàidhlig	Ongoing



AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>• Chairpersons will remind all present at the beginning of meetings of their right to contribute to debate in Gaelic if so desired.</li> <li>• We will encourage Members to learn or improve their Gaelic skills, in order to encourage more debate through the medium of Gaelic.</li> <li>• We will encourage more Gaelic speakers to use Gaelic, (who might feel constrained by the technical nature of debate and revert to English), by producing a booklet with a range of official or technical Gaelic vocabulary and phrases for use in committee meetings.</li> <li>• We will aim to produce constitutional documents in bilingual format.</li> <li>• The electronic voting display machine in the Comhairle Chamber will remain in bilingual format.</li> </ul>	<p>Chief Executive</p> <p>Chief Executive</p> <p><b>Chief Executive / Sgioba na Gàidhlig</b></p> <p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p><b>Chief Executive / Sgioba na Gàidhlig</b></p>	<p>By end of 2013</p> <p>By end of 2013</p> <p>By end of 2013</p> <p>By end of 2014</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>4.2</b>  <b>Maintain the very high standards of Gaelic translation services available at the Comhairle.</b></p>	<p><b>4.2.1 Simultaneous Interpretation:</b></p> <ul style="list-style-type: none"> <li>• We will continue to provide simultaneous interpretation for all Committee meetings. This has ensured, and will continue to ensure, that a high level of debate through the medium of Gaelic takes place at these meetings.</li> <li>• We will look at the possibility, subject to manpower considerations, of increasing Gaelic simultaneous interpretation provision for public</li> </ul>	<p>Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig</p>	<p>Ongoing</p> <p>By end of 2014</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	meetings, sub-committees, and so on.		
	<p><b>4.2.2 Written Translation:</b></p> <ul style="list-style-type: none"> <li>• We will continue to provide bilingual versions of all agendas, briefing notes, and minutes for all Committee meetings.</li> <li>• Departmental Management Teams (DMTs) will remind staff of the need to adhere to a Gaelic policy as much as possible, for all publications and signage.</li> <li>• Sgioba na Gàidhlig will continue to provide Gaelic translations for other Departments of letters, leaflets, forms, adverts, website content, etc.</li> <li>• For reasons of greater efficiency, we will use any translation memory software developed, which has a memory bank of re-usable texts and terminology that can be accessed. This will also ensure greater consistency in terms of translation.</li> <li>• We will continue to consider future shared translation service initiatives in the Western Isles, which may be developed in conjunction with other organisations involved in the provision of Gaelic translation services.</li> </ul>	<p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p>Chief Executive and Directors</p> <p>Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig</p> <p><b>Chief Executive / Sgioba na Gàidhlig</b></p>	<p>Ongoing</p> <p>By end of 2013</p> <p>Ongoing</p> <p>Will continue for duration of Plan</p> <p>Will continue for duration of Plan</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>4.3</b> <b>Continue to encourage Comhairle staff and Members to take up Gaelic learning opportunities.</b>	<b>4.3.1 Gaelic Skills Audit:</b> <ul style="list-style-type: none"> <li>We will undertake a Gaelic skills audit of Comhairle staff to establish up-to-date figures in terms of staff Gaelic skills, and to ascertain the demand for the range of Gaelic learning opportunities available.</li> <li>From the baseline figures established in the audit, we will aim by 2017 to increase the overall percentage of staff across the Comhairle who have some level of Gaelic skills, by 10%.</li> </ul>	Sgioba na Gàidhlig  <b>Chief Executive and Directors / Sgioba na Gàidhlig</b>	Ongoing  By end of 2017
	<b>4.3.2 Gaelic Classes:</b> <ul style="list-style-type: none"> <li>A rolling database of staff, (based initially on the results of the audit), wishing to learn or improve Gaelic skills, will be created. This will allow for information, reminders, and updates regarding Gaelic classes to be sent to these members of staff.</li> <li>All Members will also be regularly informed of all Gaelic learning opportunities available, and those who enroll for classes will be added to the database.</li> <li>We will liaise closely with LCC, and other bodies such as <i>CnaG</i>, in order to provide staff across the Isles, and Members, with the most suitable Gaelic learning opportunities. The classes available, which are funded and free-of-charge for staff, are as follows:               <ul style="list-style-type: none"> <li>➤ <i>Ùlpan</i> classes, for beginners and those wishing to improve Gaelic spoken skills;</li> </ul> </li> </ul>	Sgioba na Gàidhlig  Sgioba na Gàidhlig  Sgioba na Gàidhlig	By end of 2013  Ongoing  Ongoing

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>➤ Residential or summer <i>Ùipan</i> courses;</li> <li>➤ <i>Gràmar na Gàidhlig</i> classes, teaching grammar skills to fluent speakers;</li> <li>➤ Gaelic conversation classes, held by LCC, for advanced learners, to be extended across the Isles in 2012/13;</li> <li>➤ <i>Gaelic in the Workplace</i> classes, offered by Learning Shop staff, for the teaching of workplace Gaelic words and phrases to beginners;</li> <li>➤ <i>Gaelic with Confidence</i> classes, run by the Learning Shop, teaching writing skills to beginners, learners and fluent speakers;</li> <li>➤ LCC degree modules and SQA courses in Gaelic grammar, history and literature for learners and fluent speakers.</li> </ul> <ul style="list-style-type: none"> <li>• Section Heads and line managers will be encouraged to release staff, whenever possible, to take up Gaelic learning opportunities through Continuous Professional Development (CPD).</li> <li>• We will make staff aware of Gaelic learning opportunities in Staff Development Appraisal (SDA) meetings.</li> <li>• Regular updates in terms of Gaelic learning opportunities available will be sent via e-mail to all staff and Members, and will also appear in the staff e-magazine, <i>e-Ceangal</i>. Extensive use of leaflets and posters will also be made to advertise Gaelic learning opportunities.</li> <li>• All technological innovations, such as video conference and <i>Skype</i>, will be accessed, where necessary and where possible, in the teaching of classes.</li> <li>• Staff and Members enrolled on courses will be given opportunities to provide feedback on their course(s), by completing feedback questionnaires. Any problems or criticisms can therefore be addressed.</li> </ul>	<p>Chief Executive and Directors</p> <p>Chief Executive and Directors</p> <p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p> <p>Sgioba na Gàidhlig</p>	<p>Will continue for duration of Plan</p> <p>By end of 2013</p> <p>Ongoing</p> <p>Will continue for duration of Plan</p> <p>By end of 2013</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>All possible external funding will be applied for in order to assist with costs associated with Gaelic learning provision for staff and Members.</li> </ul>	Sgioba na Gàidhlig	Will continue for duration of Plan

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>4.4</b> <b>Increase awareness amongst staff of the Gaelic culture and language, and its importance to the Comhairle.</b>	<b>4.4.1 Gaelic Awareness in the Workplace:</b>		
	<ul style="list-style-type: none"> <li>Every new Comhairle 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.</li> </ul>	Chief Executive / Head of Human Resources / Sgioba na Gàidhlig	By end of 2014
	<ul style="list-style-type: none"> <li>We will also ensure that Gaelic awareness information is delivered to employees as part of the corporate induction process.</li> </ul>	Chief Executive / Head of Human Resources / Sgioba na Gàidhlig	By end of 2014
	<ul style="list-style-type: none"> <li>We will ensure that leaflets and posters relating to Gaelic events or learning are prominently displayed in Comhairle buildings.</li> </ul>	Sgioba na Gàidhlig	By end of 2013
	<ul style="list-style-type: none"> <li>Staff will be regularly informed by e-mail of Gaelic events, news and Gaelic learning opportunities.</li> </ul>	Sgioba na Gàidhlig	Ongoing
	<b>4.4.2 Gaelic Awareness Training:</b>		
	<ul style="list-style-type: none"> <li>We will organise Gaelic awareness sessions for staff, delivered by <i>Cli</i></li> </ul>	Chief Executive / Head of Human	Will continue for

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p><i>Gàidhlig</i>, to highlight the importance of the Comhairle’s bilingual identity, and to encourage uptake of Gaelic learning opportunities.</p> <ul style="list-style-type: none"> <li>We will liaise with Edinburgh University, which, through their <i>Bilingualism Matters</i> initiative, promotes the benefits to children’s cognitive development of bilingualism, to arrange talks and information sessions for parents, teachers, educators and policy makers where appropriate.</li> <li>In conjunction with <i>CnaG</i>, LCC and <i>Stòrlann</i>, we will continue to organise annual “Gaelic Days”, highlighting the benefits to cognitive development of bilingualism and Gaelic medium education (GME), and encouraging the uptake of Gaelic learning opportunities.</li> </ul>	<p>Resources / Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig / Early Years Service Manager</p> <p>Sgioba na Gàidhlig / Early Years Service Manager</p>	<p>duration of Plan</p> <p>Will continue for duration of Plan</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>4.5 Encourage the greater use of Gaelic in internal communications amongst staff.</b></p>	<p><b>4.5.1 Gaelic in Internal e-mails and Telephone Conversations:</b></p> <ul style="list-style-type: none"> <li>We will increase the coverage of the use of a “G” designation beside the names of individuals in the Comhairle’s internal directory to indicate that those staff have Gaelic skills, and are willing to communicate in Gaelic.</li> <li>Section heads and line managers will encourage staff with Gaelic skills to use them in their day-to-day activities.</li> <li>We will produce a guidance note for all Departments emphasising that the use of Gaelic in internal communications should be encouraged wherever</li> </ul>	<p>Chief Executive / Head of Human Resources / Sgioba na Gàidhlig</p> <p>Chief Executive / Head of Human Resources / Sgioba na Gàidhlig</p> <p>Chief Executive / Head of Human</p>	<p>By end of 2013</p> <p>Will continue for duration of Plan</p> <p>By end of 2013</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p>possible, both in terms of the importance of Gaelic to the Comhairle's identity, and to assist learners by creating a stronger Gaelic environment.</p> <ul style="list-style-type: none"> <li>Staff with Gaelic skills will also be encouraged to download Gaelic spellcheckers.</li> </ul>	<p><b>Resources / Sgioba na Gàidhlig</b></p> <p>Sgioba na Gàidhlig</p>	<p>Will continue for duration of Plan</p>
	<p><b>4.5.2 Colleague-assisted Gaelic Learning:</b></p> <ul style="list-style-type: none"> <li>We will look to establishing a Gaelic language “buddy” scheme, where Gaelic speaking volunteers in all Departments are willing to spend some time each week, in the office environment, to assist colleagues who are learning Gaelic, with conversational practice.</li> </ul>	<p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p>	<p>By end of 2014</p>
	<p><b>4.5.3 Creating Gaelic Office Environments:</b></p> <ul style="list-style-type: none"> <li>Wherever possible or practical, Departments will be encouraged to attempt to create more Gaelic user areas within offices, where Gaelic speakers and learners can be seated in close, or closer, proximity.</li> </ul>	<p><b>Chief Executive and Directors / Sgioba na Gàidhlig</b></p>	<p>Will continue for duration of Plan</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>4.6 Develop the use of Gaelic in the Comhairle's</b></p>	<p><b>4.6.1 Increased intranet Content in Gaelic:</b></p> <ul style="list-style-type: none"> <li>We will increase the Gaelic content of the intranet, and its “Employee</li> </ul>	<p><b>Head of IT / Sgioba</b></p>	<p>By end of 2013</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
intranet.	<p>Pages”, so that much more of all five sections of the “Employee Information” page is provided in bilingual format.</p> <ul style="list-style-type: none"> <li>We will also look to increasing the Gaelic content of such pages as the “My View” human resources employee self-service portal.</li> </ul>	<p>na Gàidhlig</p> <p>Head of IT / Sgioba na Gàidhlig</p>	<p>By end of 2015</p>
	<p><b>4.6.2 Bilingual Staff e-magazine:</b></p> <ul style="list-style-type: none"> <li>We will continue to provide, subject to manpower considerations, a fully bilingual version of the quarterly staff e-magazine, <i>e-Ceangal</i>.</li> <li>We will ensure that staff are regularly informed about Gaelic development matters and Gaelic learning opportunities in <i>e-Ceangal</i>.</li> </ul>	<p>Chief Executive / Sgioba na Gàidhlig</p> <p>Chief Executive / Sgioba na Gàidhlig</p>	<p>Will be implemented if possible</p> <p>Ongoing</p>
	<p><b>4.6.3 Gaelic Online Toolkit /Assistance:</b></p> <ul style="list-style-type: none"> <li>We will consider developing a page for Gaelic learners and speakers containing Gaelic phrases, salutations, and technical and workplace vocabulary. This would include sound clips, demonstrating how words or phrases should be pronounced.</li> <li>At the very least, we will encourage staff to access other, existing online toolkits.</li> <li>We will encourage the use of, and consider making available on Comhairle systems, free-of-cost Gaelic versions of IT applications that are currently available, such as: the <i>Firefox</i> browser, and its spell-checker</li> </ul>	<p>Head of IT / Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig</p> <p>Head of IT / Sgioba na Gàidhlig</p>	<p>By end of 2016</p> <p>Will continue for duration of Plan</p> <p>Will continue for duration of Plan</p>



AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	add-on; <i>Thunderbird</i> e-mail; <i>Open Office</i> ; and <i>LibreOffice</i> .		

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>4.7</b> <b>Look at developing opportunities for informal Gaelic learning and usage, and for the sharing of information relating to Gaelic.</b>	<b>4.7.1 Comhairle Employees and Gaelic Online Social Media:</b> <ul style="list-style-type: none"> <li>We will consider creating, subject to the result of a pilot study to establish appropriate guidelines and practice, a <i>Facebook</i> page for Comhairle employees who wish to use or practice Gaelic skills. Ideally, it would be monitored to make sure that at least 70% of contributions were in Gaelic. (This page would also provide members with up-to-date information relating to local Gaelic events, news, and learning opportunities, and would also provide information regarding other online Gaelic social media, such as <i>MyGaelic.com</i>, <i>TirnamBlog.com</i>, and national Gaelic news).</li> </ul>	Sgioba na Gàidhlig	By end of 2016
	<b>4.7.2 Gaelic Social Activities:</b> <ul style="list-style-type: none"> <li>We will assess the demand in the Gaelic Skills Audit [see 4.3.1] for the creation of informal opportunities to use Gaelic, such as Gaelic conversation groups, who could meet socially.</li> </ul>	Sgioba na Gàidhlig	By end of 2014
	<b>4.7.3 Information About Gaelic Events, News and Learning:</b> <ul style="list-style-type: none"> <li>We will keep staff informed regularly through e-mails, a possible <i>Facebook</i> page, [see 4.7.1], posters and leaflets, about Gaelic news,</li> </ul>	Sgioba na Gàidhlig	Will continue for duration of Plan

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p>events or learning opportunities.</p> <ul style="list-style-type: none"> <li>The Comhairle's Gaelic Communications Officer will ensure that all staff are informed of all important developments or events relating to Gaelic.</li> </ul>	<p><b>Communications Officer / Gaelic Communications Officer</b></p>	<p>Ongoing</p>

## 5. GAELIC IN THE ARTS, MEDIA 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 activity, such as *An Lanntair*, *Taigh Chearsabhagh* and *Ceòlas*. This budget also finances an Arts Development Grants scheme which assists professional performing arts companies who perform in Gaelic. Sgioba na Gàidhlig also funds a wide range of Gaelic medium arts projects and Gaelic arts bodies such as *Fèisean nan Gàidheal* and *Pròiseact nan Eilean*, and supports major cultural events such as the local *Mòd* and *Hebridean Celtic Festival*. The Comhairle also funds the annual *Cleas* project, which offers free Gaelic medium workshops for 12 to 18 year olds who wish to learn about film and TV script-writing, editing and directing, and encourages participation in the national Gaelic short film competition, *Film G*. The *Bho Dhuilleag Gu Cleas* project, which involves the writing, acting and producing of Gaelic school plays as public, community performances, has also been organised by the Comhairle. In addition, the Comhairle, in conjunction with *Studio Alba* and *Creative Scotland*, provides facilities and expertise as part of a free service for the making of Gaelic-related films in the Isles. In terms of the media, the Comhairle has provided substantial funding for the new *Creative Industries and Media Centre (CIMC)*, a media village and focus for Gaelic cultural activity, operated on behalf of the Comhairle by *MG Alba*, which it is anticipated will lead to the creation of jobs in the Gaelic creative industries sector. Furthermore, Comhairle representatives sit on the Board of Directors of *Studio Alba*, also based at *CIMC*. Finally, 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 *Tobar an Dualchais* and *Hebridean Connections*, and has also been instrumental in establishing the three-year *Tasglann* project, a professionally staffed archive service for the Isles, which also offers practical advice and support for the *Comainn Eachdraidh*. The Comhairle is also currently involved in the project to redevelop Lews Castle in Stornoway, including the creation of a new museum, which will maintain the Gaelic ethos of *Museum nan Eilean* in its commitment to bilingual interpretation and improving the Gaelic skills of staff.

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>5.1</b> <b>Continue to promote and support Gaelic medium arts activity in the Isles.</b>	<b>5.1.1 Supporting and Developing Gaelic Medium Arts Activity:</b> <ul style="list-style-type: none"> <li>We will continue to fund, in terms of the <i>Outer Hebrides Cultural Strategy</i> and our Arts Development Budget and Arts Development Grants scheme, Gaelic medium arts projects, and Gaelic arts organisations in the Isles, which significantly use, promote, or stimulate the use of, Gaelic.</li> </ul>	Arts Development Officer	<b>Ongoing – subject to review of Arts Development Budget</b>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<ul style="list-style-type: none"> <li>We will develop the newly established <i>Outer Hebrides Creative and Cultural Industries Strategy 2012-15</i>, which aims to develop the creative industries sector, by supporting the growth of businesses and thereby increasing employment and stimulating Gaelic medium arts activity.</li> <li>We will continue to fund projects encouraging young people to participate in Gaelic medium arts activities, such as the <i>Cleas</i> project or <i>Film G</i> competition, and will work collaboratively with schools as part of a strategy to stimulate interest in Gaelic medium arts activity amongst the young.</li> <li>We will look to creating a webpage or <i>Facebook</i> page, which promotes Gaelic arts activity, particularly amongst the young, and provides information on funding opportunities.</li> </ul>	<p>Economic Development Officer – Creative and Cultural Industries</p> <p>Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig</p>	<p>Will continue for duration of Plan</p> <p>Ongoing</p> <p>By end of 2016</p>
	<p><b>5.1.2 Supporting and Developing Traditional Cultural Activity:</b></p> <ul style="list-style-type: none"> <li>We will develop a programme, with a focus on tuition, to support traditional Gaelic cultural activity in communities, involving traditional singing, ceilidhs, music, writing, drama, and poetry readings and storytelling.</li> <li>We will continue to support major cultural events which promote traditional Gaelic cultural activity, such as local Mòds, the National Mòd (when held in the Western Isles), <i>Ceòlas</i> in Uist, all the fèisean held throughout the Isles, and the <i>Hebridean Celtic Festival</i>.</li> <li>Community Education will continue to offer classes promoting Gaelic culture, such as Traditional Gaelic Singing classes in Uist, and <i>Ceòl na</i></li> </ul>	<p>Head of Children’s Services and Resources</p> <p>Arts Development Officer / Sgioba na Gàidhlig</p> <p>Community Education Officer</p>	<p>By end of 2015</p> <p>Ongoing – subject to review of Arts Development Budget</p> <p>Ongoing</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<i>Cloinne</i> classes in Harris for young people. We will aim to increase these across the Isles in a programme supporting traditional Gaelic culture.		

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>5.2</b> Support and engage with Gaelic media services in the Isles.	<b>5.2.1 Developing Gaelic Media Services in the Isles:</b> <ul style="list-style-type: none"> <li>We will continue to support the development of the new <i>Creative Industries and Media Centre (CIMC)</i>, in terms of the <i>Outer Hebrides Creative and Cultural Industries Strategy 2012-15</i>.</li> </ul>	Economic Development Regeneration Team	Will continue for duration of Plan

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<b>5.3</b> Ensure that the use of Gaelic is central to local history and heritage services.	<b>5.3.1 New Museum Project:</b> <ul style="list-style-type: none"> <li>We will continue to support, in terms of the <i>Dualchas sa Chaisteal</i> project, the development of Lews Castle as a new museum facility, which aims to create a fully bilingual museum interpretation scheme, Gaelic-first museum website, and strategy to develop the Gaelic skills of staff.</li> </ul>	Economic Development Officer – Special Projects / Sgioba na Gàidhlig	Ongoing
	<b>5.3.2 Gaelic Archive Services:</b> <ul style="list-style-type: none"> <li>We will continue, if budget provision exists, and subject to Comhairle funding, to develop the <i>Tasglann</i> project, which makes Comhairle records</li> </ul>	Project Manager – Tasglann	Ongoing

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p>and archive materials accessible to the public, and will continue to support any <i>Tasglann</i> initiative which involves making such materials more widely available.</p> <ul style="list-style-type: none"> <li>We will continue to provide funding for projects involved in the digitisation of Gaelic archive materials, such as <i>Tobar an Dualchais</i> in Uist and the web-based archive, <i>Hebridean Connections</i>.</li> </ul>	Sgioba na Gàidhlig	Ongoing
	<p><b>5.3.3 Supporting Heritage and Local History Organisations:</b></p> <ul style="list-style-type: none"> <li>We will continue to offer practical advice and support for the <i>Comainn Eachdraidh</i> through the services offered by <i>Tasglann</i>, and will continue to support <i>Comainn Eachdraidh</i> projects which use or promote Gaelic.</li> </ul>	<b>Project Manager – Tasglann / Sgioba na Gàidhlig</b>	Ongoing

## 6. CORPUS PLANNING FOR GAELIC

### **Current Situation:**

Sgioba na Gàidhlig in the Comhairle are one of the principal generators of new Gaelic terminology. On a daily basis, as part of their normal translation duties in the preparation of bilingual agendas, reports, briefing notes, minutes and replying to translation queries, the team are 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 Gaelic grammar, language and translation skills.

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
<p><b>6.1</b>  <b>Continue to support, and contribute to, corpus planning for the Gaelic language.</b></p>	<p><b>6.1.1 Creating New Gaelic Terminology:</b></p> <ul style="list-style-type: none"> <li>• We will continue to support, fund and contribute to dictionary, thesaurus and neologism projects which develop the vocabulary of the Gaelic language.</li> <li>• We will continue to create new vocabulary as part of Sgioba na Gàidhlig's day-to-day duties.</li> <li>• We will 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.</li> </ul>	<p>Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig</p> <p>Sgioba na Gàidhlig</p>	<p>Will continue for duration of Plan</p> <p>Will continue for duration of Plan</p> <p>Will continue for duration of Plan</p>

AIM	ACTION AREAS	LEAD OFFICER(S)	TIMESCALE
	<p><b>6.1.2 Standardisation of Gaelic usage:</b></p> <ul style="list-style-type: none"> <li>We will at all times continue to ensure the consistency of spelling, word use and grammar, in terms of <i>GOC</i>.</li> </ul>	Sgioba na Gàidhlig	Ongoing
	<p><b>6.1.3 Gaelic Place-names:</b></p> <ul style="list-style-type: none"> <li>We will work closely with bodies like <i>Àinmean-àite na h-Alba / Gaelic Place-names of Scotland (AAA)</i>, to ensure that as many Gaelic versions of place-names in the Western Isles appear on its national database. [See 3.6.1].</li> </ul>	Sgioba na Gàidhlig	Will continue for duration of Plan



## **CHAPTER 4 – Implementing 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 9 July 2012 and 20 August 2012, and the resulting responses, opinions and advice of the communities of the Western Isles and local and national Gaelic organisations were considered fully before the final Plan was produced.

### **Launch and Implementation of the Gaelic Language Plan:**

Staff will be formally informed of the launch of the Plan, and the content and importance of the Plan, by means of Comhairle-wide communications from Sgioba na Gàidhlig in conjunction with the Communications team. It will appear prominently on the staff intranet, and will be featured in the staff e-magazine, *e-Ceangal*, [4.6.2]. In addition, subject to the result of a pilot study to establish appropriate guidelines and practice, it will be heavily featured on a proposed staff Gaelic *Facebook* page [4.7.1], where opinions will be sought regarding the process of the Plan’s implementation.

In addition, the new iteration of the Plan will be accessible through a direct and prominently-placed link on the homepage of the Comhairle website, (“Indicating Commitment to Gaelic”, p29), and its launch will feature strongly on the *e-Sgìre* community hub website. [3.7.1]. This hub is linked to the Comhairle’s homepage, and it provides opportunities for the public to make comments online regarding the Plan. (Subject, of course, to moderation guidelines).

The Comhairle will also produce guidance notes for staff, to ensure that they are fully aware of the importance of the Plan, and the need for its implementation across the Comhairle and in the communities on a day-to-day basis. The Comhairle will also arrange regular Gaelic awareness sessions for staff, [4.4.2], 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, [4.3.2], and in the preparation of information packs for new employees, [4.4.1], staff will be informed of the importance of the Gaelic Language Plan and its implementation.

## **Monitoring of Gaelic Language Plan Progress:**

Governance of this Plan will take place on an annual basis through reporting to the *Policy and Resources Committee*, and *Comataidh Buileachaidh Plana Cànan*, which will inform Members of the progress made in terms of the Plan, will give Members and senior officers opportunities to comment on the progress of the Plan, and will raise and address any areas of concern or difficulty. These detailed reports will be prepared by a responsible Sgioba na Gàidhlig officer, who will meet regularly with named representatives from all Departments of the Comhairle, who will be involved in implementing aspects of the Plan. This officer and group of Departmental representatives will review progress in terms of the Plan, and raise and address any areas of concern or difficulty pertaining to the implementation of the Plan from the point of view of the individual Departments.

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

## **Gaelic Impact Assessments:**

As has been stated already in the Plan, (“Gaelic Impact Assessment”, p32-33), in the formation, renewal and monitoring of policies, Comhairle nan Eilean Siar will ensure that any potential negative impacts on the use of Gaelic in its services are fully considered, and included as part of the “risk” checklist for policy consideration.

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## **APPENDIX:**

### **Gaelic Usage in Comhairle nan Eilean Siar**

In July 2012, a comprehensive study of the Gaelic skills of all staff employed by the Comhairle across the Islands, and the usage of Gaelic in the Comhairle workplace, was conducted. This survey, (which also gave respondents the opportunity to express any opinions that they held regarding the use of Gaelic in the workplace), has further been used to ascertain the levels of interest amongst staff in learning or improving Gaelic skills.

These results, which have shown that Gaelic is not only widely used, and its use widely supported, in the Comhairle workplace, also revealed a high level of interest from Comhairle staff in terms of enrolling on Gaelic learning courses. The survey also, therefore, shows that the Comhairle is well-placed in terms of its ability to deliver its public services through the medium of Gaelic, as and when required, and provides a significant justification for the need to deliver an effective, strong and aspirational Gaelic language plan for 2013-17 on behalf of the Comhairle.

A total of **311** members of Comhairle staff took part in the survey. Of the 231 members of staff who disclosed which Department<sup>6</sup> of the Comhairle they were employed in, the breakdown in terms of the six Departments was as follows:

<b>Social and Community Services:</b>	<b>22.9%</b>
<b>Education and Children Resources:</b>	<b>22.1%</b>
<b>Finance and Corporate Services:</b>	<b>16.0%</b>
<b>Development Department:</b>	<b>15.6%</b>
<b>Chief Executive's Department:</b>	<b>12.1%</b>
<b>Technical Services:</b>	<b>11.3%</b>

The following pages summarise the main findings of the survey in percentage terms, with the largest percentages in bold type.

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<sup>6</sup> It should be noted that Members did not take part in this survey, but that future audits of Gaelic skills and usage in the Comhairle will also include this group.

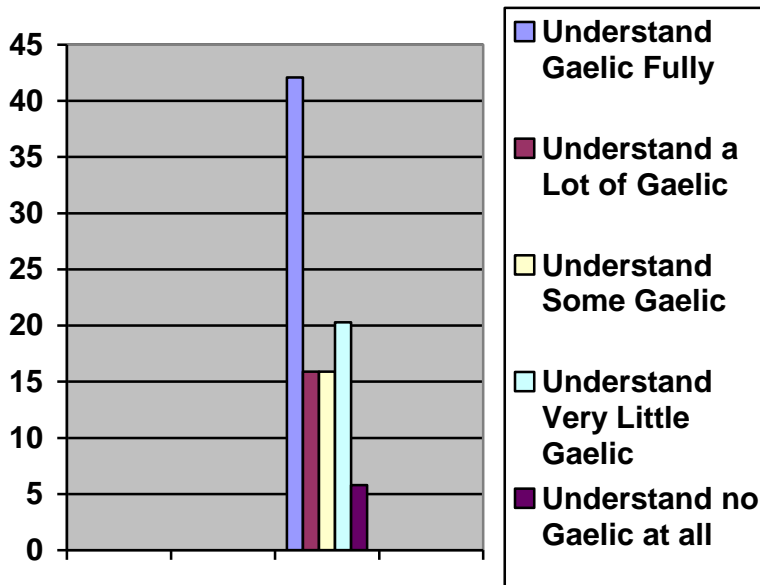
# Comhairle nan Eilean Siar Gaelic Survey: July 2012

Responses: 311

## 1. Gaelic Skills

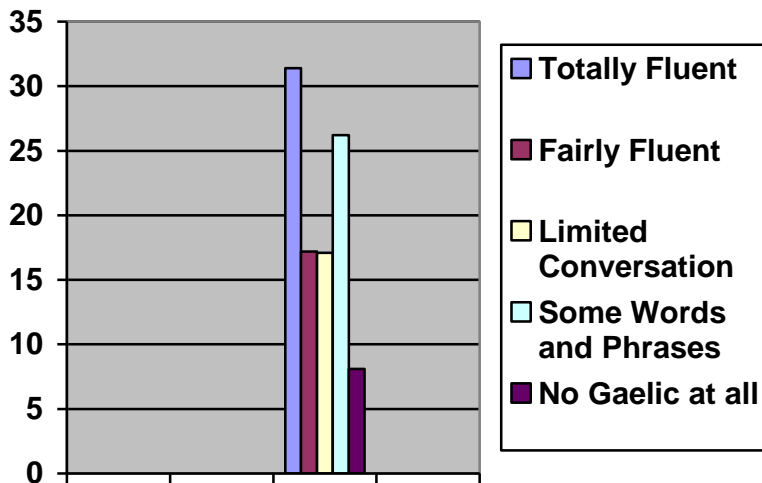
### 1.1 How well do you understand Gaelic?

I understand Gaelic fully	42.1%
I understand a lot of Gaelic	15.9%
I understand some Gaelic	15.9%
I understand only a very little Gaelic	20.3%
I understand no Gaelic at all	5.8%



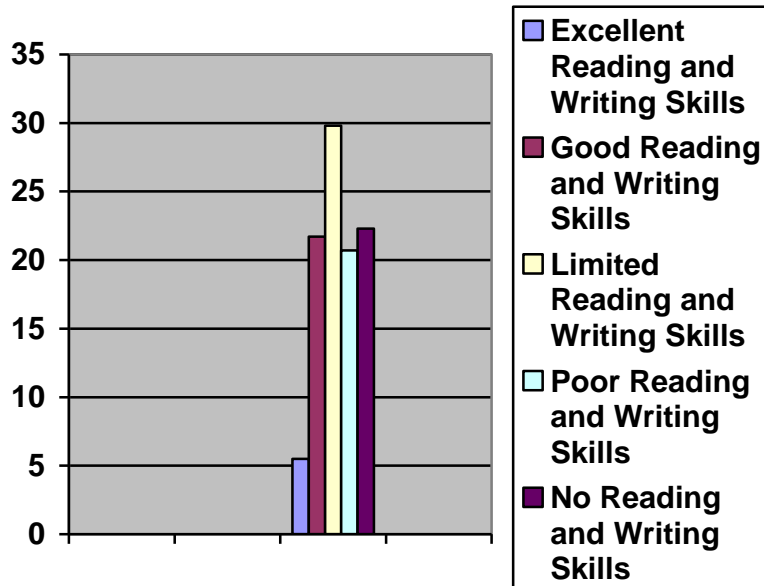
### 1.2 How would you describe your spoken Gaelic skills?

<b>I am totally fluent</b>	<b>31.4%</b>
I am fairly fluent	17.2%
I have limited conversational skills	17.1%
I only have some words and phrases	26.2%
I have no Gaelic at all	8.1%



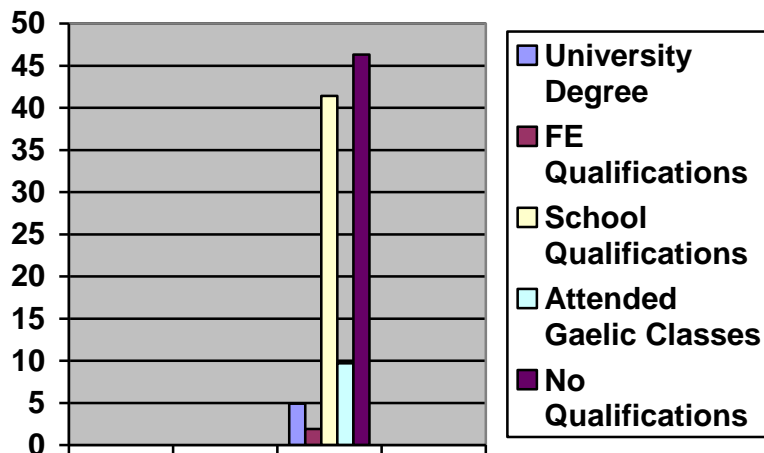
### 1.3 How would you describe your Gaelic reading and writing skills?

I have excellent reading and writing skills	5.5%
I have good reading and writing skills	21.7%
<b>I have limited reading and writing skills</b>	<b>29.8%</b>
I have poor reading and writing skills	20.7%
I have no reading and writing skills	22.3%



#### 1.4 What, if any, Gaelic qualifications have you got? (Tick all that apply)

University degree (or as part of a degree)	4.9%
FE qualifications (eg DipHE, CertHE, SVQ, NC, etc)	1.9%
School qualifications (eg Advanced Higher, Higher, Standard Grade, O-Grade, etc)	41.4%
No formal qualifications, but have attended Gaelic classes (eg Ùlpan classes, night classes, etc)	9.7%
<b>No qualifications</b>	<b>46.3%</b>



## 2. Gaelic Learning

**2.1 If you are not currently attending a Gaelic course, do you wish an opportunity to attend one in future?**

AQ: 237<sup>7</sup>

SQ: 74<sup>8</sup>

Yes	37.6%
<b>No</b>	<b>42.6%</b>
Don't Know	19.8%

**2.2 Have you tried learning Gaelic before?**

AQ: 192

SQ: 119

<b>Yes</b>	<b>57.3%</b>
No	42.7%

<sup>7</sup> The number of staff who "Answered the Question"

<sup>8</sup> The number of staff who "Skipped the Question"



### 2.3 If you have made efforts in the past to learn Gaelic, what practical difficulties, if any, did you encounter?

AQ: 146

SQ: 165

<b>Not enough time</b>	<b>38.4%</b>
Don't know where to go	0.7%
Resources aren't good enough	5.5%
Lack of interest	8.2%
Perceived inability to learn languages	6.2%
Pressure of work	30.8%
Unable to be present at classes regularly	34.2%
Other (please specify)	34.2%

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#### Selection of Comments<sup>9</sup> from "Other" Option:

- Not enough Gaelic spoken between classes.
- My job is busy, and I can't devote the time needed to learn another language properly. I find it hard to retain the Gaelic I have learned from one block of evening classes to another.
- I have attended evening classes and I am working my way through Ùlpan, but although I get on well in class, I cannot replicate that in the real world. It's intimidating trying to talk to native speakers and my mind goes blank when required to respond. I have worked with native speakers for over 20 years and hear their criticisms of fluent "learners" so why bother? I've discovered via the very good Ùlpan class that a lot of what we are taught isn't used in the real world, which makes you wary of even using what you've learnt. The only way I think I could succeed would be to spend a year on a residential course delivered by a real native speaker (not a Gaelic intellectual), and I do not have time for that.
- Native speaker snobbery.
- Attitude of Gaelic speakers to my attempts to speak the language put me off - subject of ridicule. Also, not enough people speak it to you /in front of you to make learning it easy.
- Classes do not relate well to real life situations, and language is too formal - it is very off-putting when you try to use what you have learned and people don't understand because you are using Mainland Gaelic instead of the local vocabulary, etc. Also, the Ùlpan class rushes things, and you don't get the time to ensure that it all sinks in properly.

### 2.4 If you wish to use, acquire or improve Gaelic skills, which of the following would you be interested in attending? (Tick all that apply). Have you got any other suggestions?

AQ: 185

SQ: 126

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<sup>9</sup> All comments included in this appendix are quoted verbatim.

<b>Spoken Gaelic classes</b>	<b>51.4%</b>
Gaelic literacy classes	32.4%
Conversation classes for those with a lot of Gaelic already	27.6%
Informal Gaelic social activities	28.1%

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#### **Selection of Comments:**

- I would like an online or 'portable' learning system I could use on my iPod whilst traveling, etc.
- Work related learning – terminology and report writing.
- Classes in Gaelic literacy to a higher level.
- Grammar and vocabulary classes.

## **2.5 What do you think would help you learn Gaelic, or improve your Gaelic skills?**

#### **Selection of Comments** *(out of 245 responses in total):*

- I am a fluent Gaelic speaker and it was my first language. I lived away for 5 years to study and moved back to the Island 4 years ago, and have found I'm not as confident with it as I used to be. I would be interested in attending classes for more fluent speakers, to gain confidence, and to practice conversational Gaelic.
- Speaking it more often.
- Recorded (CD) classes, so I can play them in the car and on smartphone.
- Being around Gaelic speakers.
- Hear it being spoken more regularly at work by locals.
- Using Gaelic more often in real life settings.
- I've come to the conclusion that I would be better to do a series of week-long immersion courses, rather than evening classes. However, I don't have the time to do so.
- Handouts, smaller, more grouped-together classes of similar levels, not mixing with more advanced people.
- Speaking more with people who have more Gaelic than I have, and not being made to feel inadequate when you do speak in Gaelic.
- Conversing with older members of the community. Possibly classes focusing on grammar, etc.
- For Council work, interview practice.
- More conversational Gaelic in my office environment.
- Help with written Gaelic - I can speak and read [it] fluently.
- Learn Gaelic phonetically, to improve conversation skills.

- The fact that my child is going through Gaelic Medium and I need to try my best in supporting them with their reading etc. Therefore, ironically, it's my children that will encourage me to speak Gaelic to them, more than what I would normally do!
- Gaelic conversation classes with others with a background in Gaelic, rather than classes that are open to all who perhaps have not long since started learning the language.
- TIME!
- Having classes that get beyond what you did yesterday, and the weather, and work towards fluency and time to practise.
- In-house training.

## 2.6 Are you aware of any existing resources nearby that would help you to learn Gaelic, or improve your Gaelic skills? What are these?

AQ: 234

SQ: 77

Yes	47.4%
No	30.8%
Don't Know	23.5%

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### Selection of Comments:

- Lewis Castle College.
- Ulpan.
- My wife.
- DVDs, Ulpan classes, local community classes, online, BBC Alba programmes, (eg "Speaking our Language").
- Barra Learning Centre.
- Currently feel too snowed under with work to take on any more learning.
- CnES website.
- BBC website.

## 2.7 Have you ever used MG Alba's flexible Gaelic online learning resource <http://www.learnghaelic.net/> ?

AQ: 234

SQ: 77

Yes	3.0%
No	42.3%

<b>Never heard of it</b>	<b>49.1%</b>
I intend to now	5.6%

### 3. Gaelic in the Workplace

#### 3.1 How often do you use Gaelic in the course of your working day?

AQ: 235

SQ: 76

All the time	5.5%
Most of the time	11.5%
<b>Sometimes</b>	<b>32.3%</b>
Very Rarely	22.6%
Never	28.1%

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#### Selection of Comments:

- Place-names are fine, most people working around me are very good Gaelic speakers, so I have help.
- I can't write or converse in Gaelic other than a few stilted phrases and understanding some words. These were mainly learned when my children were at Croileagan, so not much use in my current workplace. I use the Gaelic names of organisations on a daily basis.
- Will assist, (silently at first), a colleague who will shortly provide Gaelic "Bookbug" Sessions.
- Cannot speak it, so no inclusion in those conversations.

#### 3.2 How often do you think it is *possible* for you to use Gaelic in the course of your working day?

AQ: 235

SQ: 76

All the time	4.3%
Most of the time	15.3%
<b>Sometimes</b>	<b>55.7%</b>

Very Rarely	18.3%
Never	3.4%
Don't Know	3.0%

### 3.3 Do you feel that having Gaelic would be beneficial in your line of work in any capacity?

AQ: 226

SQ: 85

<b>Yes</b>	<b>63.3%</b>
No	25.7%
Don't know	11.1%

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#### Selection of Comments:

- It would be good to be able to converse with other members of the community, (particularly the older generations who have excellent Gaelic and prefer to speak in Gaelic).
- Maybe of use when dealing with the public, (Where Necessary).
- Some members of the public would wish to converse in Gaelic, but I'm not fluent enough to do so. Having more Gaelic would enable me to speak Gaelic to work colleagues as well.
- It is useful to be able to speak to clients in Gaelic, either on the phone, or when out and about.
- Working with Historical Societies in particular, plus [would be able] to make the most of Gaelic media.

### 3.4 If you use Gaelic in the course of your working day, when do you use it? (Tick all that apply)

AQ: 146

SQ: 165

<b>Talking to colleagues</b>	<b>87.7%</b>
Talking to more senior members of staff	38.4%
During formal meetings	18.5%
Talking to members of the public in reception areas	60.3%
Talking to members of the public on the telephone	66.4%
Talking to someone from another organisation	39.7%

In e-mails to colleagues	19.9%
In e-mails to more senior members of staff	9.6%
In written correspondence with the public or other organisations	9.6%
Communicating with the media	15.8%
Translating written materials from English into Gaelic	8.9%
Talking to parents	24.7%
Talking to pupils	20.5%

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#### **Selection of Comments:**

- Place-names and polite “hello”, “goodbye”, etc.
- Practise with native-speaking colleague.
- When giving formal presentations, I try to include some spoken and written Gaelic.
- Talking to clients face-to-face.
- Talking to Service Users.

### **3.5 If you do not use Gaelic regularly in the course of your working day, would you like more opportunities to use it?**

AQ: 204

SQ: 107

<b>Yes</b>	<b>40.7%</b>
No	17.2%
Don't know	26.0%
I don't speak Gaelic	16.2%

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#### **Selection of Comments:**

- Yes, in more formal settings such as Committees.
- To use it at work with whoever wishes to use it.
- If you are really interested in developing Gaelic as a language, it has to be done in the home and from childhood onwards. The use of Gaelic at work is a consequence of the learning, and not a driver for it. This type of artificial approach will create the wrong perception about the language.
- Working with Historical Societies in particular, plus unable to make the most of Gaelic media, and normal polite introductions etc.