

PLANA GÀIDHLIG COMHAIRLE LODAINN AN IAR

2021-2026



*This plan has been prepared under Section 3 of
the Gaelic Language (Scotland) Act 2005 and
was approved by Bòrd na Gàidhlig on [insert
approval date]*



**WEST LoTHIAN COUNCIL
GAELIC LANGUAGE
PLAN**

2021 – 2026

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

FOREWORD

West Lothian Council is committed to the use and promotion of the Gaelic Language in recognition of its status as one of Scotland's national languages and its unique contribution to the richness and diversity of Scottish culture today. In taking this forward we recognise that our contribution will help to sustain and develop the Gaelic language and its place as a part of the Scottish way of life and within the nation's heritage.

The West Lothian Council area has not been one of Scotland's traditional Gaelic speaking areas. This is an opportunity to positively and incrementally grow the use of the language in West Lothian in a way that is proportionate. The council will develop an approach which supports and responds positively to this heritage and demographic.

This will include proposals to enhance the status of Gaelic across the area and promote the acquisition and learning of the language as well as encourage its increased use. The council's actions will aim to support the aspirations and objectives included in the National Gaelic Language Plan and the Gaelic Language (Scotland) Act 2005.

Graham Hope
Chief Executive

Summary

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Summary

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

Our Gaelic Language Plan aims to:

- Enhance the status of Gaelic
- Promote learning of Gaelic
- Encourage increased use of Gaelic

This document is West Lothian Council's Gaelic Language Plan prepared within the framework of the Gaelic Language (Scotland) Act 2005. It sets out how we will use Gaelic in the operation of our functions, how we will enable the use of Gaelic when communicating with the public and key partners, and how we will promote and develop Gaelic.

This Gaelic Language Plan has been prepared in accordance with statutory criteria set out in the 2005 Act, and having regard to the *National Gaelic Language Plan* and the *Guidance on the Development of Gaelic Language Plans*.

The key components of our Gaelic Language Plan are:

Chapter 1 – Introduction

This chapter provides the background and context relating to the preparation of Gaelic Language Plans under the 2005 Act and the structure of West Lothian Council's main areas of operation. It also provides a summary of the use of the Gaelic language in West Lothian.

It also shows how we intend promoting the use of Gaelic in service planning and delivery and how we will take account of Gaelic and our Gaelic Language Plan when drafting new policies and considering new strategies.

Chapter 2 – Commitments

This chapter sets out how West Lothian Council will use and enable the use of Gaelic in relation to our main business functions. It covers key areas of operation such as corporate identity, signage, communication with the public and the use of Gaelic on our website. This chapter sets out the level of Gaelic language provision which we are committed to providing in the lifetime of the Plan.

Chapter 3 – Implementation and Monitoring

This chapter sets out how the implementation of our Gaelic Language Plan will be taken forward, and how implementation and outcomes will be monitored.

1. INTRODUCTION

Gaelic Language Plan

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

The Act builds on and sits beside other measures to support the rights of minority languages, including: the UN Declaration on the Rights of Persons Belonging to National or Ethnic, Religious and Linguistic Minorities (1992) and the Council of Europe's European Charter for Regional or Minority Languages (1992).

The Act established Bòrd na Gàidhlig as an executive non-departmental public body, responsible through Ministers to the Scottish Parliament with responsibility for promoting Gaelic development and providing advice to the Scottish Ministers on Gaelic issues. The Act requires Bòrd na Gàidhlig to prepare a National Gaelic Language Plan and gives it the power to request that public authorities, including local authorities, prepare and publish Gaelic Language Plans. This provision 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.

Bòrd na Gàidhlig provides public authorities with official notification of when they must prepare their Plan and details of the high level aims which should be met by the Plan. West Lothian Council received official notification from Bòrd na Gàidhlig in June 2018 that it has to prepare a statutory Gaelic Language Plan under the framework of the Act. The notification set out the corporate service aims and the high level aims the Plan should meet.

The categories align with the 2018-2023 National Gaelic Language Plan which contains the following three key aims: namely:

- **Increasing the use of Gaelic**
- **Increasing the learning of Gaelic**
- **Promoting a positive image of Gaelic**

West Lothian Council has consulted publicly on the draft of this Gaelic Language Plan and has considered representations made to it during the consultation process.

West Lothian Council's Gaelic Plan was submitted to Bòrd na Gàidhlig for approval on 20 December 2019.

West Lothian

West Lothian has a population of round 181,000 and has one of the fastest growing and youngest populations in Scotland, reflecting the area's location and attractiveness as a place to invest, live, work and visit. West Lothian Council is a publicly accountable organisation. West Lothian Council is one of 32 Scottish unitary local authorities, serving a community of over 175,000 citizens in central Scotland. West Lothian is home to an extensive business base with almost 72,000 jobs in the area.

Lodainn an Iar

Taghadh de dh'ainmean-àite bhon Ghàidhlig

Ainsean tuilleadh air na h-ainmean seo, feuch an stòr-dàta air www.ainmean-aithe.scot.

West Lothian

A selection of Gaelic-derived place-names

For more on these names, consult the database on www.ainmean-aithe.scot.



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Rannsachadh le Ainmean-Àite na h-Alba & Bòrd na Gàidhlig.
Mapa le Bòrd na Gàidhlig 2019 a' cleachdadh QGIS 3.
Research by Ainmean-Àite na h-Alba & Bòrd na Gàidhlig.
Map by Bòrd na Gàidhlig 2019 using QGIS 3.

West Lothian Council's mission statement is

"striving for excellence... working with and for our communities"

... and the following **values** demonstrate the practices West Lothian Council employees should adopt.

values - we are striving for excellence in:

- focusing on our customers` needs
- being honest, open and accountable
- providing equality of opportunities
- developing employees
- making best use of our resources
- working in partnership

West Lothian Council's priorities are:

1. Improving attainment and positive destinations for school children
2. Delivering positive outcomes and early interventions for early years
3. Minimising poverty, the cycle of deprivation and promoting equality
4. Improving the quality of life for older people
5. Improving the employment position in West Lothian
6. Delivering positive outcomes on health
7. Reducing crime and improving community safety
8. Protecting the built and natural environment

The council employs around 8,000 employees. Over 3,100 full time equivalent (FTE) staff (47% of the total) are employed in the education service, including teachers and support staff.

The council has 33 elected members across nine multi-member wards. Those members meet periodically at meetings of full council, and these take place approximately every six weeks. The area also has two Scottish Parliament constituencies Almond Valley and Linlithgow, and two parliamentary constituencies Livingston and Linlithgow and East Falkirk.

West Lothian Council operates from three main locations: West Lothian Civic Centre (Livingston), Whitehill Depot (Bathgate) and Kirkton Service Centre (Livingston). The Council has 242 operational properties including:

- 11 secondary schools
- 67 primary schools / early years centres
- 5 assisted special needs schools
- 8 partnership centres
- 3 children's residential care homes
- 3 care homes for the elderly
- 14 libraries
- 10 sports centres / swimming pools (operated by a Leisure Trust)
- 33 community centres/village halls

Gaelic in West Lothian

There are Gaelic speakers located across the Council area. The 2011 census recorded that there are:

667 residents able to speak Gaelic – 0.4% of the population compared to 1.1% across Scotland.

1,179 residents with 'any Gaelic skill' (0.7% of the population) compared to the Scottish average of 1.7%.

With 'any Gaelic skill' (age 3+) breakdown:

- Age 3-15 (71)
- Age 16-24 (105)
- Age 25-34 (185)
- Age 35-49 (347)
- Age 50-64 (279)
- Age 65+ (192)

	Gaelic Language skills in West Lothian		% change to 2011 & comparison with Scottish average
	2001	2011	
Residents able to speak Gaelic	573	667	(+16.4% change to 2011). The Scottish average is -1.8%
Residents who can read Gaelic	350	408	(+16.6% change to 2011). The Scottish average is -1.9%
Residents with 'any Gaelic skill'	1155	1179	(+2.1% change to 2011). The Scottish average is -5.8%
Gaelic literate speakers	276	354	(+28.3% change to 2011). The Scottish average is +2.8%

- Gaelic Medium Education (GME) is currently provided by West Lothian Council through a partnership arrangement with City of Edinburgh Council. This partnership arrangement supports delivering of high-quality GME for children and young people from West Lothian through effective use of resources across the Lothians. Children and young people attending GME travel to Parkside Primary or Gillespie's High School in Edinburgh. During academic sessions 2017-18 and 2018-19, under ten pupils attended GME in the City of Edinburgh.
- We already have 40 Gaelic language library and reference books in libraries across schools and communities. We will increase this provision and encourage uptake as part of our active offer of Gaelic service.
- There are no Gaelic adult learning courses in West Lothian

- The council offers a translation and interpretation service and this requires further development and promotion to increase uptake.

Gaelic within West Lothian Council

The council does not hold data on the total number of Gaelic speaking staff within the organisation.

A staff survey was conducted in April 2019 to identify information relating to staff. 947 members of staff responded to the survey. This included:

1. *Number of staff that do not understand any Gaelic – 842*
2. *Number of staff who are Gaelic learners – 2*
3. *Number of staff who have expressed a desire to learn Gaelic - 437*
4. *Number of staff who can speak in Gaelic (basic words and phrases through to fluent) – 88*
5. *Number of staff who can speak in Gaelic comfortably and/or fluently - 0*

A commitment will be made to maintain viable data on the above.

Implementing the National Gaelic Language Plan

West Lothian Council recognises that the various priority areas identified in the National Gaelic Language Plan will be primarily implemented through our Gaelic Language Plan but that opportunities will arise to promote and develop the language through existing policy measures. West Lothian Council will examine policy commitments to identify areas where Gaelic can be pro-actively incorporated and the priorities of the National Gaelic Language Plan initiated through additional methods. We see this development as corresponding to the normalisation principle which aims to include Gaelic as an everyday part of life in Scotland.

2. COMMITMENTS

In its statutory *Guidance on the Development of Gaelic Language Plans*, Bòrd na Gàidhlig notes that creating the right environment for the use of Gaelic in public life is one of the key components of language regeneration.

2.1 – Key Principles

The Key principles included within our Statutory Notice are:

Equal Respect

Gaelic language plan commitments to deliver to an equal standard in both Gaelic and English

Active Offer

Practical measures to ensure that staff and public are kept regularly informed of all opportunities that exist to use Gaelic in relation to the work of the public authority.

Third Parties:

Ensure that Arm's Length Executive Organisations and other contractors help deliver the public authority Gaelic language Plan

Normalisation

Gaelic Plan commitments are normalised within the structures of the public authority over time, with opportunities to grow Gaelic within existing budgets constantly assessed.

Corporate Parenting

That the authority is aware of the duties of a Corporate Parent to ensure that looked after children and young people and care leavers with Gaelic receive the same opportunities as those with other languages. Looked after young people and children will be offered the same opportunities to learn Gaelic, as those who are not care experienced.

2.2 - High Level Aims and delivering the National Gaelic Language Plan

West Lothian Council recognises that the various priority areas identified in the National Gaelic Language Plan will be primarily implemented through our National Gaelic Language Plan but that opportunities will arise to promote and develop the language through existing policy measures. West Lothian Council will examine policy commitments to identify areas where Gaelic can be proactively incorporated and the priorities of the National Gaelic Language Plan initiated through additional methods. We see this development as corresponding to the normalisation principle which aims to include Gaelic as an everyday part of life in Scotland. West Lothian Council and Bòrd na Gàidhlig have agreed a strategic set of High Level Aims closely linked to the following three headings in the National Gaelic Language Plan.

The three strategic aims of the National Gaelic Language Plan are:

- increasing the use of Gaelic
- increasing the learning of Gaelic
- promoting a positive image of Gaelic.

The high-level aims set in our statutory notice are:

Using Gaelic

Support existing and new Gaelic language and culture groups in the West Lothian Council area to help grow the profile and use of Gaelic.

Promoting Gaelic

Undertake the duty outlined in the Education (Scotland) Act 2016 to promote, in such manner as it thinks appropriate, the potential provision for Gaelic medium and Gaelic learner education to West Lothian Council residents, including the opportunity that exists under this Act for parents to request the establishment of Gaelic Medium Education.

Once approved by Bòrd na Gàidhlig, promote the West Lothian Council Gaelic Language Plan and its key commitments to residents in the council area.

Include aspects of Gaelic language and culture to pupils educated by West Lothian Council, with the aim of attracting more young people to learn and use Gaelic.

Learning Gaelic

Establish a dialogue with the Gaelic Learning in the Primary School (GLPS) consortium, with a view to establishing Gaelic learner education within the council area during the lifetime of the plan.

Support families and groups of families within the Council area to access opportunities for Gaelic early years and / or primary school provision.

Support and encourage Gaelic learning opportunities for adults in West Lothian Council area, including an active and on-going dialogue with Newbattle Abbey College.

The following sections – Gaelic Acquisition, Usage, Status and Corpus – demonstrate how West Lothian Council will deliver the high-level aims and the National Gaelic Language Plan.

Acquisition and Usage

The National Plan sets out a vision for Gaelic of a healthy, vibrant language increasingly used, valued and respected in a modern, multicultural and multilingual Scotland. The National Plan explains why, in order to achieve that vision, four key concepts of language development must be addressed: how people are enabled to acquire Gaelic; how they are enabled to use Gaelic; how the status of Gaelic can be enhanced; and how the Gaelic corpus can be developed.

The 2005 Act is structured to require public authorities that have been issued with a statutory notice by the Bòrd to develop a Gaelic Language Plan, to engage with the National Plan.

Education

West Lothian Council recognises and values the importance of the development of Gaelic language learning and of the rights of young people to access education in Scotland's indigenous languages.

In terms of education, Gaelic is defined by two distinct approaches; Gaelic Medium Education (GME) and Gaelic Learner Education (GLE). Bòrd na Gàidhlig provides the following definitions in its Statutory Guidance on Gaelic Education.

- GME from early years until the end of primary school is delivered through immersion. With this form of education, Gaelic is the sole language of learning, teaching and assessment in the first three years of primary school. From P4-P7 immersion education continues and English is introduced. From P4 onwards, Gaelic remains the predominant language of the classroom. The purpose being to ensure that children achieve equal fluency and literacy in both Gaelic and English whilst reaching expected attainment levels in all areas of the curriculum.
- GME in secondary education continues the immersion process begun in early years and primary GME, and delivers a range of subjects in the broad General Education and Senior Phases through the medium of Gaelic.
- GLE is distinct from GME in that it is delivered to pupils who are in English medium education and Gaelic is offered as an additional language.

Gaelic Medium Education (GME)

Gaelic Medium Education is currently provided by West Lothian Council through a partnership arrangement with City of Edinburgh Council. This partnership arrangement supports delivering of high-quality GME for children and young people from West Lothian through effective use of resources across the Lothians. Children and young people attending GME travel to Bun-Taobh na Pairce or Gillespie's High School in Edinburgh.

Provision of GME is supported by West Lothian Council and information about its availability is provided to parents on the council's website and on application. Further support and communication for parents wishing their children to access GME has been identified as an aim of the West Lothian Gaelic Language Plan and is included in the actions listed below. West Lothian Council will continue its dialogue with communities about GME with an invitation to Parent Councils to contribute to the draft Gaelic Language Plan consultation.

Under the Education (Scotland) Act 2016 parents have the right to request GME in their Council area. Parents have access to Gaelic Medium Playgroups in City of Edinburgh through partner providers at a range of locations in the city. More information is available via Cròileagan Dhùn Èideann's website here <http://www.gaelicplaygroup.com/> and this will be further promoted to West Lothian residents during the lifetime of the plan. Resources are also available at www.e-sgoil.com

The demand for, and provision of, GME will be monitored on an ongoing basis by West Lothian Council in partnership with City of Edinburgh Council and this will be a key feature of ongoing strategic planning. West Lothian Council officers will also support the ongoing development of effective partnership working across the Forth Valley and West Lothian Regional Improvement Collaborative.

Gaelic Learner Education (GLE)

Gaelic Learner Education (GLE) provides young people with progressive opportunities to learn Gaelic language and experience Gaelic culture as part of the wider offer of languages in schools. Opportunities for schools to engage with GLE will be developed in collaboration with key local and national partners including Bòrd na Gaidhlig, regional local authorities, higher and further education establishments, schools and parents.

A West Lothian Gaelic Education Steering group will be convened to support the strategic development of GLE in schools and this group will include key local authority officers, primary and secondary teachers, parents and local partners. West Lothian officers will seek advice and expertise of colleagues at Newbattle Abbey College, where professional development and engagement opportunities for schools, parents and adult learners are offered, in order to explore the scope to participate in existing programmes or to develop local alternatives. Teachers who have experience or an interest in Gaelic learning have been identified and local training opportunities will be developed and offered. West Lothian Council is also planning to work with other schools where GLE is currently being delivered (James Gillespie's High School, City of Edinburgh) to offer digital opportunities to open up Gaelic learning to learners across the region.

Awareness of Gaelic is included in cultural and educational provision as appropriate to the curriculum rationale and contexts for learning in individual schools. Through the Gaelic Language Plan there will be further exploration of how learning opportunities can be planned which raise awareness of Gaelic in primary and secondary schools through Curriculum for Excellence and community and cultural activities

A stock of Gaelic language books is available through West Lothian Library Services and 22 items are available in children's collections across West Lothian libraries. Requests for Gaelic items are infrequent however this may be due to a lack of awareness and so has been identified as an area for development in the Gaelic Language Plan.

Library services provide Bookbug bags in Gaelic at each stage:

- Baby (gifted by the health visitor at around 6 weeks)
- Toddler (gifted by the health visitor at around 18 months)
- Explorer (gifted by nurseries at 3)

- Family Bag (gifted through schools in P1)

Gaelic Bookbug packs have been provided to the Bathgate Gaelic circle and there is scope to explore opportunities for Gaelic Bookbug sessions which has also been identified for future development in the Gaelic Language Plan.

Language Acquisition

West Lothian Council recognises that a sustainable future for Gaelic requires more people to learn the language and that attention requires to be focused on the home, education and adult learning as the key means of achieving this. We will take the following steps to help create a supportive environment for growing the number of Gaelic speakers in Scotland. Information is available here: <https://www.duolingo.com/course/gd/en/Learn-Scottish%20Gaelic> and <https://learngaelic.scot/a1.jsp>

- Gaelic in the Home
- Gaelic in Education
- Gaelic in Adult Learning

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Gaelic in the Home	This is currently undeveloped in West Lothian.	Signpost Comann nam Parant, the national parent representation body, Bord na Gaidhlig and other national organisations via the council's website. Further promote Gaelic resources such as Bookbug packs and online activities to encourage usage of Gaelic in the home. Explore Family Learning opportunities, and identify	Raised awareness of the importance of the home in the acquisition and usage of Gaelic.	Education Services	By 2023

		facilitators, initially through the Gaelic Circle group in Bathgate.			
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Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Gaelic Learner Education (GLE)	<p>There is currently no GLE in West Lothian.</p> <p>Interested teachers / teachers with knowledge of Gaelic are being identified.</p>	<p>Establish a Gaelic steering group for education.</p> <p>Support schools with planning and development of GLE through provision of learning and teaching resources. https://go-gaelic.scot/</p> <p>Develop GLE opportunities as part of the 1+2 Languages approach.</p> <p>Promote opportunities for digital learning of Gaelic in secondary, including opportunities for regional SQA accredited courses (for example through the E-Sgoil or schools in Edinburgh).</p> <p>Explore opportunities for learner involvement in Gaelic cultural experiences. Increased opportunities for young people to be involved in Gaelic cultural experiences.</p>	<p>Increased support and opportunities for GLE at all levels.</p> <p>Increased number of learners experiencing GLE.</p> <p>Increased opportunities for professional learning in Gaelic for teachers and improve education.</p>	Education Services	By 2022

	Offer professional learning opportunities for interested teachers / teachers with a knowledge of Gaelic (for example through adult learning opportunities and the Gaelic Learning in Primary School Consortium).	Better staff awareness of Gaelic learning, resources and funding opportunities.	
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Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
		Raise awareness across school communities of GLE through established communication channels (for example via 1+2 Twitter account, school Twitter accounts, school websites, council communications, etc)			
Gaelic Medium Education (GME)	GME is currently provided through a partnership agreement with City of Edinburgh Council.	Review existing information on GME provided on West Lothian Council's website to include broader information about GME provision at all levels in line with the statutory guidance for Gaelic education. Communicate and promote pre-school age Gaelic Medium Playgroup opportunities through Early Learning and Childcare communication channels and via West Lothian Council's website. In order to increase the	Clear information on GME at all levels is easily available through West Lothian Council's website.	Education Services	By 2022

		learning of Gaelic in the area at early years level, we will support Gaelic early years' organisations.		
		Track and monitor uptake of	Sustained or increased uptake of GME	

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
		<p>GME in partnership with City of Edinburgh Council.</p> <p>Work in partnership with City of Edinburgh Council to support and sustain current arrangements and to align planning around GME. Provide opportunities for dialogue with Parent Councils and wider parent body regarding Gaelic Language Plan and GME / GLE provision.</p> <p>The council provides a commitment to consider what the West Lothian position and strategy would be in the event that provision by City of Edinburgh Council is unavailable or insufficient to meet West Lothian's GME needs, including entering into dialogue with other local authorities to explore alternative partnership arrangements.</p> <p>Commitment to support adult learning opportunities and promote where possible.</p>	<p>partnership provision with ongoing review of arrangements and capacity.</p> <p>Positive evaluation of GME arrangements and co-ordinated planning in place.</p>		

<p>Gaelic in Adult Learning</p>	<p>There is currently no Gaelic Adult Learning provision in West Lothian</p>	<p>A commitment to support adult learning opportunities and promote these where possible.</p> <p>A commitment to support adult learning opportunities and promote these where possible, particularly for adult learning community classes (paid for) and offer as part of the community schools programme.</p> <p>Develop opportunities for digital Gaelic learning for adults. A commitment to support adult learning opportunities and promote these where possible.</p> <p>Work with partners/schools to support Family Learning in Gaelic.</p>	<p>Adults in West Lothian have access to Gaelic language provision where there is a demand for this.</p> <p>Adults in West Lothian increase their Gaelic language skills where there is a demand for this.</p>	<p>Adult Learning (Education Services)</p>	<p>By 2022</p>

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Working with Partners	An Education Officer and 1+2 Languages Development Officer (with Gaelic as part of remit) are engaging with national organisations and local authorities to support Gaelic Language Planning and build networks.	<p>Maintain dialogue and co-operation with East and Mid Lothian Councils in development, implementation and review of Gaelic Language Plan.</p> <p>Develop dialogue regarding Gaelic learning with partners in the Regional Improvement Collaborative and explore opportunities for joint working.</p> <p>Work in partnership with City of Edinburgh Council to sustain GME provision.</p> <p>The council provides a commitment to consider what the West Lothian position and strategy would be in the event that provision by City of Edinburgh Council is unavailable or insufficient to meet West Lothian's GME needs, including entering into dialogue with other local</p>	Partnership working leads to strategic planning, increased collaboration and sharing effective practice in development of Gaelic learning.	Education Services	By 2022

	<p>There is currently no Gaelic provision with local further education providers</p>	<p>authorities to explore alternative partnership arrangements.</p> <p>Establish a Gaelic steering group for education including key stakeholders.</p> <p>Consult with local further education sector regarding Gaelic provision and seek expertise of colleagues at</p>	<p>Opportunities are developed for adults to engage in Gaelic learning.</p>		
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Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
	or local businesses/tourism.	Newbattle Abbey College to explore development of local opportunities. Identify key local partners (for example from business or tourism) and explore potential for collaboration to support Gaelic learning and usage.	Increase awareness of Gaelic learning and usage with local partners including tourism sectors	Economic Development Manger	

Language Usage

The National Plan seeks to encourage greater use of Gaelic, to provide opportunities to use the language and to promote access to Gaelic forms of expression. The Council will encourage its use, and seek to support them. For example, the Council will continue to offer Gaelic groups access to council controlled meeting accommodation free of charge, where this is possible. The council will continue to work with Gaelic groups and Management Committees to provide alternative accommodation, where required. The Council is working, through the tackling depopulation outcome in the Single Outcome Agreement (SOA), to develop its tourism offer, and the National Plan will be used to inform this development.

West Lothian Council recognises that creating a sustainable future for Gaelic requires not only increasing the number of people able to speak the language, but increasing actual usage. We recognise the importance of enabling more people to use Gaelic as their preferred and normal mode of communication in an increasingly wide range of daily activities.

- Gaelic in Communities
- Gaelic in the Arts
- Gaelic in Tourism, Heritage and Recreation

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Gaelic in Communities	There is currently no Gaelic Adult Learning provision in West Lothian	A commitment to support adult learning opportunities and promote these where possible. Consider opportunities for digital Gaelic learning for adults. Work with partners/schools to support Family Learning in Gaelic.	Adults in West Lothian have access to Gaelic language provision where there is a demand for this. Adults in West Lothian increase their Gaelic language skills where there is a demand for this.	Adult Learning (Education Services)	By July 2022
Gaelic in the Arts	There is currently no routine consideration of the Gaelic language when programming Public and Visual Arts provision. There is currently no routine consideration of the Gaelic	On an annual basis, the Public Art Strategy Group will identify options to enhance the use of Gaelic in the council's Public and Visual Art programmes. The council will work with its partners who have responsibility for the operation of West Lothian's Performing Arts. A commitment is made to include information about Feisean and	The council can demonstrate inclusion of Gaelic language in its Public and Visual Art programmes. The council can demonstrate inclusion of Gaelic language and/or culture in key	Education Services (Culture and Sport) Education Services (Culture and Sport)	By 2023

		Gaelic Books Council on the council's website			
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Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
	language when working with key delivery partners on programming the Performing Arts.	venues to encourage programming which incorporates the Gaelic language and/or culture.	delivery partners Performing Arts programmes		
Gaelic in Tourism, Heritage and Recreation	There is currently no routine consideration of the barriers to participating in physical activity for Gaelic language speakers	<p>The partnership agreement with sportscotland for the delivery of Active Schools and Community Sports will include a commitment to considering the barriers to participation for Gaelic language speakers and this consideration will be given when developing annual programmes of activity on a school by school basis. Community sports clubs will also be encouraged to consider such barriers and be supported to identify approaches to overcome them.</p> <p>A commitment to liaise with Visit Scotland regarding opportunities to promote Gaelic tourism in the area</p>	Increased levels of participation in physical activity for Gaelic language speakers and in the number of community sports clubs whose plans identify approaches to overcome barriers for Gaelic language speakers	Education Services (Culture and Sport)	By 2023

Language Status

The National Plan seeks to increase the visibility of Gaelic, enhance its recognition and create a positive image for Gaelic in Scottish public life. In preparing this Gaelic Language Plan West Lothian Council is helping to raise the profile of the Gaelic language in the West Lothian area.

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Language Status	There is currently no routine consideration of the Gaelic language when considering signage	Recognising the importance of Gaelic, the Council will seek to promote a positive image of Gaelic locally and increase the visibility of Gaelic, for example in new signage.	The council will demonstrate inclusion of Gaelic language and ensure that the language is more visible in West Lothian	Road Services Manager/Asset Manager	By 2023
Language Status	There is currently no routine Consideration of consultation with Gaelic groups or promotion of the Gaelic language	The council will continue to consult with Gaelic groups in West Lothian on the development and progression of the Gaelic Language Plan. Gaelic will feature in the council's communications guidelines	West Lothian Council recognises that the status of a language is affected by its presence in the daily environment and the extent to which it is used, valued and perceived to be valued by those institutions which play an important role in our daily lives.	Customer Services Manager/Corporate Communications Manager	By July 2022

Language Corpus

West Lothian Council recognises the need to strengthen the relevance and consistency of Gaelic, the importance of facilitating translation services.

Function	Current Position	Proposed Action	Proposed Outcome/Indicator	Lead Officer/Service	Timescale
Language Corpus	There is currently no routine consideration of Gaelic language in the council's translation services.	<p>The Council will adhere to the most recent Gaelic Orthographic conventions (2009) and place-names as advised by The Gaelic Place-names of Scotland.</p> <p>A commitment is provided to ensure Gaelic translations are provided to a high professional standard.</p>	West Lothian Council recognises that the status of a language is used consistently, correctly	Asset Manager/Customer Services Manager/Roads Manager/Corporate Communications Manager	By October 2022

2.3. Corporate Service Aims

The Bòrd has identified four core areas of service delivery that it wishes public bodies to address when preparing Gaelic Language Plans:

1. **Identity and Status** including, corporate identity and signage and expanding visibility of Gaelic
2. **Communications**, including, reception, telephone, mail and e-mail, forms and complaints procedures
3. **Publications**, including, public relations and media, printed material and websites
4. **Staffing**, including recruitment and training

West Lothian Council recognises that action in each of these areas can help raise the visibility and profile of Gaelic and bring greater opportunity for Gaelic speakers to use the language.

The plan has been developed taking account of the West Lothian residents who are Gaelic speakers and of the demand made for information or communication in Gaelic. The council provides a commitment to better promote Gaelic learning opportunities to staff, customers and community.

Identity and Status

Rationale

The presence of Gaelic in the corporate identity and signs of a public authority enhances the visibility of the language, increases its status and makes an important statement about how Gaelic is valued and how it is given recognition. Developing the use of Gaelic through signage can also enrich the vocabulary of Gaelic users, raise public awareness of the language and contribute to its development. West Lothian Council recognises the importance of raising the visibility of Gaelic, increasing its status and creating a positive image of the language.

Summary of current practice:

West Lothian Council does currently have an agreed policy for the use of Gaelic in its corporate identity.

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Corporate Identity	West Lothian Council's corporate identify does not include any Gaelic language elements	We will review the Council's corporate identity and engage with stakeholders to identify how Gaelic language should be reflected in the Council's corporate identity. Guidelines will be disseminated across the organisation.	The Council's corporate guidelines will incorporate guidelines for the use of Gaelic language in the Council's corporate identity.	Communications Manager	Year one ongoing
		The council's corporate logo will be made fully bilingual when next renewed.	To show equal respect to Gaelic.		Year one ongoing
		Until then, a bilingual version of the council's logo and corporate letterhead will be developed and used on any Gaelic	Should any communications be received or		By 2022

		correspondence with equal respect to English. Guidelines will be disseminated across the organisation.	requested in Gaelic, a Gaelic version of the council's logo will be used on correspondence from the council (letterheads etc)		
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Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Signage	No council owned bilingual signage exists in West Lothian	<p>A commitment to create fully bilingual “West Lothian Council” boundary signs and ‘Welcome to West Lothian’ signs will be introduced on a renewal basis</p> <p>When signage is being renewed or replaced at council-owned visitor locations or key council buildings (e.g. country parks and arts venues), a commitment is provided that the new signage shall include Gaelic</p>	<p>Welcome signs at the main entry points into West Lothian will include Gaelic, demonstrating equal respect for Gaelic and English</p> <p>All new signage at council-owned visitor locations will include Gaelic, demonstrating equal respect for the Gaelic and English languages.</p>	<p>Road Services Manager</p> <p>Park & Woodlands Manager/Arts Manager</p>	Year one ongoing

Communications

West Lothian Council recognises the importance of creating opportunities for the practical use of Gaelic in a wide range of everyday situations and is committed to increasing its level of provision in this area.

Rationale

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

The use of Gaelic in interactions with the authority by mail, e-mail and by telephone is important in creating practical opportunities for the use of the language, and in contributing to the sense that its use is possible and welcome. The presence of Gaelic in a wide range of bilingual forms and Gaelic only forms can also greatly enhance the visibility and prestige of the language. The preparation of Gaelic versions of forms, applications and similar documents can also help the development of the language itself.

Summary of current practice

The council has a translation service contract in place. However West Lothian Council doesn't currently have an agreed policy for the use of Gaelic in its corporate communications or customer service strategy.

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Reception	The Council does not currently have any Gaelic provision in reception areas	The Council's Translation and Interpretation services includes provision of Gaelic	Customers coming into reception areas in Council offices will be offered, encouraged and supported in making use of translation services in Gaelic and material to	Customer Services Manager	By 2022

			assist in communication		
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Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
		<p>Reception/customer services/ contact centre staff will be offered and encouraged to uptake Gaelic language skills training to enable them to meet the needs of Gaelic customers.</p> <p>Customers who speak Gaelic will be will be actively offered translation in the Gaelic language.</p>	<p>All customer services / contact centre staff will be supported to communicate in Gaelic</p>		By 2023
Telephone	<p>The Council does not currently have any provision for telephone call handling in Gaelic</p>	<p>The Council's Translation and Interpretation services includes provision of Gaelic</p> <p>Training for customer services/ contact centre staff in how to meet customer needs and ensuring that the needs of people who speak languages other than English including the Gaelic language.</p> <p>Customers who speak Gaelic will be actively offered translation in the Gaelic language</p>	<p>Customers contacting the Council by telephone will be engaged with in Gaelic</p> <p>All customer services / contact centre staff will be supported to communicate in Gaelic</p>	Customer Services Manager	By July 2022

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Mail and E:Mail	The Council does not currently have an agreed policy on how to respond to Gaelic mail and e:mail	<p>The Council's Translation and Interpretation services includes provision of Gaelic</p> <p>Any mail or e:mail received in Gaelic will be translated and responses will be provided in Gaelic</p> <p>The council will publicise the council's Gaelic services, such as translation, to the public and stakeholders.</p>	<p>All staff will be made aware of the provision to translate mail and e:mail from and into Gaelic.</p> <p>All correspondence received in Gaelic will be replied to in Gaelic</p>	Customer Services Manager & HR (equality)	By July 2023
Forms (including complaints procedure and handling of complaints)	The Council does not currently have any forms in Gaelic	<p>The Council's Translation and Interpretation services include provision of Gaelic.</p> <p>The Council's website includes an accessibility and translation facility that includes Gaelic. All forms and documents on the Council's website, such as the Council's complaints procedure, can be translated into languages other than English, including Gaelic.</p> <p>Forms or complaints submitted</p>	All staff will be made aware of the website facility that allows all on-line forms to be translated into languages other than English, including Gaelic.	Customer Services Manager/Project and Systems Manager	By July 2023

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
		<p>in Gaelic will be dealt with in line with English-medium Council standards and protocol.</p> <p>The council will actively publicise the council's Gaelic services, such as translation, to the public and stakeholders.</p>			
Communications Guidelines	The Council does not currently have reference to or guidance on the use of Gaelic within its communications guidelines (West Lothian Way)	The Council's communications guidelines, "The West Lothian Way", will be updated to inform staff on how to respond to communications via mail and email in Gaelic.	Guidance will be in place on the council's website about the Gaelic Language Plan and the requirement to communicate with customers in Gaelic if that is their language of choice.	Corporate Communications Manager	By July 2022
Website	The council does not currently have any website information aimed at a Gaelic audience	The council will develop a specific web page, with Gaelic content, setting out information relating to the council's Gaelic Language Plan. The council will follow the BnG national guidance on public authority websites when developing our website.	Provide Gaelic speaking customers with information without the need to translate the content	Corporate Communications Manager	By July 2022

Publications

West Lothian Council is committed to increasing the use of Gaelic in these areas where the subject matter is of most interest to the general public or relates specifically to Gaelic issues.

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

Summary of current practice

- West Lothian Council does not currently print material in Gaelic or issue any communications in Gaelic.
- West Lothian Council currently has no Gaelic content on its webpages and no reports are published in Gaelic.

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Website	No content on the website is provided in Gaelic	Review the use of the translation facility. Ensure Gaelic function is fully operational via web translation Review word and PDF forms. Ensure that any documents and forms are available on the web as non PDFs thereby allowing them to be more easily	The council website has an accessibility and translation facility that enables the site and all documents on the site to be translated into Gaelic	Communications Manager	By July 2022

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
		<p>translated</p> <p>The council will provide a commitment to actively publicise the council's Gaelic services, such as translation services, to the public and stakeholders.</p>			
Public Relations and Social Media	The Council does not currently have guidelines relating to the use of Gaelic in press releases and social media	Review the use of Gaelic in press releases when requested. The Council's communications guidelines, "The West Lothian Way", will be updated accordingly.	<p>All press releases will be provided in Gaelic and English if related to Gaelic language or culture and when requested by news/media outlets</p> <p>Guidelines will set out how the Council will use Gaelic in press releases relating to Gaelic subject matter</p>	Communications Manager	By July 2022

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
		<p>Social Media will be utilised to raise awareness of Gaelic activities.</p> <p>The council will promote the council's Gaelic Language Plan in the council's corporate publications (e.g. Bulletin)</p>	<p>Promotion of Gaelic activities (internal or external) will be promoted on council's Social Media channels and other available channels.</p> <p>Promotion of Gaelic via social media will be recorded and reported on.</p> <p>Promotion of the council's plan and responsibilities contained within the council's corporate newspaper and distributed to all homes</p>		
<p>Printed material – Council documents and papers</p>	<p>The Council does not have a policy relating to the use of Gaelic in printed material</p>	<p>Ensure that guidelines are in place via the West Lothian Way to ensure that content aimed at a Gaelic audience is available in Gaelic.</p>	<p>Documents and printed material that are available on the Council's website can be translated using a new online facility</p>	<p>Customer Services Manager/Communications Manager/Education Services</p>	<p>By July 2022</p>

	The Council's Translation and Interpretation	Materials that exist to reach a Gaelic audience will be produced in Gaelic online	Materials that exist to reach a Gaelic audience will be		
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Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
	services includes provision of Gaelic	and print	produced in Gaelic online and print		
Printed material in libraries	There is over 40 Gaelic language library and reference books in libraries across schools and communities	The Library service will review its book purchasing policy and practice and source relevant books and printed resources in Gaelic to meet demand	Gaelic books and printed material will be available	Customer Services Manager	By 2024
Public Exhibitions	The Council has not made any provision for Gaelic in any exhibitions it holds	The Museum and Library services will review their exhibitions policies and will make provision for Gaelic in exhibitions	Where there is a demand, will make provision for Gaelic in exhibitions	Customer Services Manager	By 2024

Staffing

West Lothian Council recognises the importance of seeing Gaelic as an important job skill for some job roles. The council will identify all job roles where it is essential or desirable to learn Gaelic and enable those staff to develop their Gaelic skills.

Rationale

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

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
Recruitment	There are currently no jobs where speaking Gaelic is an occupational requirement.	If a job has an occupational requirement to speak Gaelic, a commitment is provided to advertise the vacancy in both English and Gaelic.	Bilingual advertisements for posts requiring Gaelic language will appear on myjobscotland and Gaelicteaching.com	HR	By 2023
Training	As there are currently no services provided through the	Gaelic awareness training will be developed for staff. Community classes will be provided and promoted to staff.	The council's Gaelic Language Plan will be available on the intranet and staff will	HR	By 2023

Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
	medium of Gaelic, there is no training provided for employees.	Gaelic language skills will be offered to staff who noted an interest in their staff survey response and where Gaelic has a direct impact on their role. Priority will be given to staff in roles such as: Communications, schools and education, community development, senior officers, those delivering on the plan	be directed to Gaelic personal learning opportunities should they wish to pursue these		

<p>Language Learning</p>	<p>As there are currently no services provided through the medium of Gaelic, there is no training provided for employees.</p>	<p>Employees will be made aware of the council's Gaelic Language Plan and will be provided with contact information should they wish to develop their own learning in Gaelic. A commitment will be provided to promote community classes and this will be promoted to staff.</p> <p>Should any staff member require to learn or improve their knowledge of Gaelic language to fulfil their work remit, then the council will offer language learning opportunities</p> <p>2019 staff survey results suggested that there is a healthy interest amongst staff to learn Gaelic. As included as part of future Employee skills audits/questionnaires, the council will seek to include</p>	<p>The council's Gaelic Language Plan will be available on the intranet and staff will be directed to Gaelic personal learning opportunities should they wish to pursue these.</p> <p>The council will offer language learning opportunities for staff where this is required to fulfil work remit.</p>	<p>HR</p>	<p>By 2023</p>
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Function	Current Position	Proposed Action	Proposed Outcome/ Indicator	Lead Service/ Officer	Timescale
		questions relating to staff' Gaelic skills			
Policy development	Gaelic is not currently included as part of the council's Integrated Impact Assessment Process	The Council's Integrated Impact Assessment process will include screening questions relating to Gaelic and signposting those who are developing relevant new policies to the council's Gaelic Language Plan and the National Gaelic Language Plan to ensure that policies are developed in line with these policies.	Ensure council policies are considered and in line with Gaelic Language Plan and national policies	HR	By 2023

3. IMPLEMENTATION AND MONITORING

Timetable

This Gaelic Language Plan will formally remain in force for a period of 5 years from this date or until a new plan has been put in place.

The plan will be publicised on the council's website and intranet so that employees can be made aware of the councils' duties under The Gaelic Language (Scotland) Act 2005 and what actions the council intends to take.

Publicising the Plan

West Lothian Council's Gaelic Language Plan will be published bilingually on its website. In addition, we shall:

- issue a press release announcing the plan
- make copies of the plan available in our public offices and reception areas
- make the plan known to employees via our Intranet
- distribute copies of the Plan to Gaelic organisations
- make copies available on request.

Administrative Arrangements for Implementing the National Gaelic Language Plan

This plan is the policy of West Lothian Council and has been endorsed both by our senior management team and Council members.

Overall Responsibility:

The Chief Executive and elected members will be responsible for ensuring that the Council delivers on the commitments set out in this plan.

Individual Staff members:

All employees will be provided with information on the content of the plan via the council intranet and developments will be notified via internal email and departmental meetings. Staff will also be made aware of the plan via the staff induction.

Services delivered by third parties:

All third party organisations which deliver services on behalf of the Council will be advised of the commitments within the Gaelic Language Plan.

Informing other organisations of the Plan

Partner organisations will be advised of the Council's commitments within this Gaelic Language Plan through the Community Planning Partnership. There is a commitment that all third party organisations, partner organisations and others delivering services are aware of the Council's expectation and requirements.

Resourcing the Plan

West Lothian Council will resource the activities outlined through the budgets of responsible services.

Monitoring the Implementation of the Plan

Progress towards the delivery of the plan will be reported annually to the Policy and Resources Policy Development and Scrutiny Panel annually. These progress reports will then be submitted to Bòrd na Gaidhlig. The council's internal Gaelic officer group – with representation from all Council services – will oversee the delivery and monitoring of the plan.

Contact details

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

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