



Scottish
Forestry / Coilltearachd
na h-Alba

GAELIC LANGUAGE PLAN

2023 - 2028

This plan has been prepared under Section 3 of the Gaelic Language (Scotland) Act 2005 and was approved by Bòrd na Gàidhlig on Tuesday 5 September 2023.

Foreword

I am delighted to be sharing the first ever Gaelic Language Plan for Scottish Forestry (SF).

The Gaelic language plays an important and significant role in our landscape, our culture and our heritage. For us the significance could not be more relevant as, at its core, the names of the letters in the Gaelic alphabet are based on the names of many of Scotland's native trees.

We are committed to the role that Scottish Forestry (SF) can play in enhancing the status, supporting the usage of and development of Gaelic language skills, both to further the aims of Bòrd na Gàidhlig and to assist in the delivery of the National Gaelic Plan.

This new plan allows us to take stock of what we have achieved since becoming a Scottish Government Agency in 2019 and confirm our commitments to Gaelic for the next five years.

This plan focusses on creating communication resources across the core areas addressed in the Gaelic Language Act including ensuring Gaelic is clearly present and valued, staff have access to Gaelic awareness and language training throughout the period of the plan, as well as promoting our Gaelic offer to the businesses, communities and individuals we work with.

We really value the ongoing support of Bòrd na Gàidhlig and look forward to building that relationship even further throughout the development and implementation of our plan.

Paul Lowe
Interim Chief Executive Scottish Forestry

Contents

1. Introduction	4
2. Key principles	7
3. Plan commitments	8
4. Links to the National Performance Framework	18
5. Publication	19
6. Resourcing the plan	19
7. Monitoring the implementation of the plan	20
8. The Gaelic Language Plan in SF	20
9. Appendix 1 – Public Consultation Results	22

1. Introduction

Scottish Forestry (SF) is the Scottish Government agency responsible for forestry policy, support and regulations.

We are a progressive agency passionate about the crucial role trees have to play in tackling climate change and nature loss, supporting the economy and the people of Scotland's wellbeing.

Our purpose is the sustainable management and expansion of forests and woodlands to deliver more for Scotland. We provide expert advice to Ministers on forestry policy, support and work with landowners, forestry professionals, communities and a wide range of stakeholders interested in forestry across Scotland.

We were formed on 1 April 2019 and replaced the work of Forestry Commission Scotland, which was created as part of legislation which fully devolved forestry to Scotland. The agency is staffed with a National Office in Edinburgh and five local conservancy offices which are geographically spread across the country.

www.forestry.gov.scot

SF operates throughout Scotland and it follows that all of Scotland's Gaelic speakers and Gaelic communities are within the area in which the organisation operates. It therefore follows that this includes all of the areas where people are able to understand, speak, read or write Gaelic which forms a majority of the population.

1.1 Gaelic and Scottish Forestry

Our predecessor organisation Forestry Commission Scotland, worked closely with Forest Enterprise Scotland on the development and implementation of a Gaelic Language Plan. Published in 2017, it set out how the organisations sought to:

- use Gaelic in the operation of our core functions
- enable the use of Gaelic when communicating with the public and key partners
- promote and develop Gaelic within the organisation

As such, SF has a 'head-start' on work in relation to using and enabling the use of Gaelic, as well as promoting and developing Gaelic within the organisation. This includes:

- Corporate Documents having sections translated into Gaelic (e.g. Corporate Plan, Annual Report and Accounts).
- Bilingual signage in key areas including National and Conservancy offices.
- Bilingual Logo on website and corporate documents, clothing and fleet.

- Dedicated Gaelic resources on our external website including learning materials for the Gaelic alphabet in relation to trees and a history of Gaelic places
- Opportunity to promote Gaelic via our social media channels; press releases and Gaelic activity

1.2 Gaelic in Scotland

According to the 2011 Census around 87,000 people aged 3 and over in Scotland (1.7% of the population) have some Gaelic language skills. Highland, Eilean Siar and Glasgow City were the council areas with the largest numbers of people with Gaelic language ability¹. The Census also showed that approximately 50% of Gaelic speakers live in the Highlands and Islands, and 50% across the rest of the country².

Gaelic medium education is available in a number of local authorities, enabling young people to progress from early years into primary and secondary education. In the school year 2019/20 there were 6,197 pupils in Gaelic medium education. In addition to this, there were 103 English medium primary schools providing Gaelic language education as an additional language and 3,605 secondary pupils were studying Gaelic as a subject².

Regardless of overall numbers of Gaelic speakers, it can be expected that the trends of increased literacy, increase in numbers of fluent learners and increase in GME will continue, leading to greater demand for the services found at www.learnghaelic.scot

At the time of writing this plan, 57 public authorities in Scotland have [Gaelic Language Plans](#). These plans set out how organisations will use and enable the use of Gaelic in relation to their main business functions.

1.3 The National Gaelic Language Plan

Scottish Forestry supports the aim of the National Gaelic Language Plan 2018-23 that “Gaelic is used more often, by more people and in a wider range of situations.”

We are committed to achieving this aim by focussing our work, on these three headings:-

- Increasing the use of Gaelic within our organisation and encouraging more people to use Gaelic, more often when they interact with us
- Increasing the opportunity for people to learn Gaelic as part of our day-to-day operations
- Promoting a positive image of Gaelic whenever we can as part of our day-to-day operations as an organisation

¹ [National Records of Scotland, Scotland's Census 2011: Gaelic report \(part 1\), p6](#)

² [Bord na Gaidhlig, Gaelic School Data 2019/20](#)

1.4 Internal Gaelic Capacity Audit

There is little research available in terms of Gaelic spoken or understood in the SF workforce. To address this an internal Gaelic Capacity Audit will be undertaken in Autumn 2023. This will provide the following details:

- The number of SF employees who speak, read, write or understand Gaelic and the level of their language skills.
- The number of SF employees undertaking Gaelic language skills training (personally or in the workplace) and the number who express an interest in doing so.
- The departments and/or locations within SF in which those identified above work.
- The number of posts that are already designated as ones in which Gaelic is an essential or desirable job skill.
- The services or the internal processes that are already conducted through the medium of Gaelic.

1.5 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 the English language.

One of the key features of the 2005 Act is the provision enabling Bòrd na Gàidhlig to require public bodies to prepare 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.

1.6 Consultation on a draft Gaelic Language Plan

The 2005 Act requires public bodies to bring the preparation of its Gaelic Language Plan to the attention of all interested parties.

The purpose of this consultation is to seek the views of all who have an interest in the role we play as an Agency in the protection and development of the Gaelic Language.

The consultation period takes place between 28 March and 9 May 2022. Your views will help us shape the final version. At the end of the consultation period the plan will be concluded and then submitted to Bòrd na Gàidhlig for approval.

2. Key Principles

This section of the plan clarifies SF's commitment to key principles endorsed by the SF Executive Team which will be applied across the plan and throughout the Agency.

2.1 Equal Respect

Under the terms of the 2005 Act, Bòrd na Gàidhlig works with a view to securing the status of the Gaelic language as an official language of Scotland commanding equal respect to the English language and the Bòrd in turn expects that public authorities will demonstrate in their plans how the principle will be achieved and maintained in practice.

Scottish Forestry will ensure that where Gaelic is included as part of our operations and services, we will ensure they are of an equal standard and quality as those that we provide in English.

2.2 Active Offer

Scottish Forestry will make an active offer of our Gaelic services to our employees and the public. This will ensure that where Gaelic services are made available by us, Gaelic users are made aware of their existence, and are actively encouraged to use them.

This will take the responsibility away from the individual to ask for the service and will give Gaelic users the confidence to know that their needs will be met if that is their choice.

Our aim is to ensure that our Gaelic language services are as accessible as our English language services.

2.3 Mainstreaming

Scottish Forestry will ensure that opportunities for the public and our staff to use Gaelic are normalised, in support of the National Gaelic Language Plan 2018-23 aim that Gaelic is used more often, by more people and in a wider range of situations.

3. Plan Commitments

3.1 High Level Aims

SF's High-Level aims are a small number of strategic level actions, closely linked to the National Gaelic Language Plan 2018-23. The commitments made by SF in 3.1 are supported by clear actions and outcomes in section 3.2. Over the course of the next five years as an Agency we wish to establish clear policies and practices to enhance our Gaelic language offering and ensure staff and stakeholders are aware of this and feel they have the appropriate support.

Increasing the use of Gaelic

High-level Aim	<p>We are committed to increasing the use of Gaelic where the subject matter is of most interest to the general public or relates specifically to Gaelic issues.</p> <p>Through each aspect of Scottish Forestry's work we will identify situations in which the use of Gaelic is essential, desirable or where it makes a contribution to the National Gaelic Language Plan 2018-23 aim of 'Gaelic is used more often, by more people and in a wider range of situations', including where we deal with our partner organisations, stakeholder groups or the general public.</p>
Desired Outcome	For Gaelic to be given equal respect across SF brand both internal and external platforms and materials.
Current Practice	Inconsistent practice across the Agency.
Actions Required	<p>SF will update the community fund guidance to state that eligible projects include those that want to use woodlands to promote Gaelic.</p> <p>Promote that communication from the public, businesses and stakeholders in Gaelic is always welcome via our public facing digital platforms.</p>
Target Date	Ongoing
Responsibility	SF GLP Implementation and Monitoring group

High-level Aim	We will ensure that Gaelic is embedded across the corporate structure of Scottish Forestry, including but not limited to, ensuring that Gaelic features in the organisation's corporate and business plans and policies, and where appropriate in our communications with customers and stakeholders.
Desired Outcome	For Gaelic to be given equal respect across SF plans and policies

Current Practice	Inconsistent practice across the Agency.
Actions Required	<p>Continue to include bilingual foreword in key agency documents.</p> <p>Develop guidance to identify which publications should be proactively published in Gaelic and English.</p> <p>Increase the creation of bilingual publications and documents in line with guidance document.</p> <p>Continue to offer translation of all documents into Gaelic upon request.</p> <p>Use Gaelic elements (e.g. Gaelic names, bilingual captions, Gaelic summary) in key publications</p>
Target Date	Ongoing - specific milestones and detailed actions can be found in section 3.3 of this plan
Responsibility	SF GLP Implementation and Monitoring group

Increasing the learning of Gaelic

High-level Aim	We recognise the importance of creating opportunities for the practical use of Gaelic in everyday situations, we will encourage and inspire people through our use of Gaelic language in our communications and promotions. We will enable and support staff to develop their Gaelic language skills.
Desired Outcome	Increased awareness and respect for Gaelic, accessible services/resources and training package available to all staff with a regular offer helping staff to pronounce/read Gaelic place/landscape names. Plus a clear regular Gaelic training offer for staff who wish to learn/build on their Gaelic language.
Current Practice	Training previously available to staff but no offer since becoming SF.
Actions Required	Develop internal and external communication plan to promote existing Gaelic services and resources available. A number of other appropriate actions are listed in section 3.3 of this plan
Target Date	Year two
Responsibility	Corporate Communications and People Teams

Promoting the positive image of Gaelic

High-level Aim	We understand the importance of extending the visibility of Gaelic, promoting its use and value and increasing its
----------------	--

	status through our work in promoting and supporting sustainable forest management, working in partnership with others in the forestry sector and across government to increase the contribution of forests and woodlands to Scotland, its economy and environment; and forest and woodlands' contribution to the health and wellbeing of Scotland's people.
Desired Outcome	For our internal and external audiences to be aware of and utilise our Gaelic support offer.
Current Practice	Inconsistent practice across the Agency.
Actions Required	Review of templates, signage, logos, documents, public facing platforms and processes. Work with other public authorities that have Gaelic Language Plans
Target Date	Ongoing - specific milestones and detailed actions can be found in section 3.3 of this plan
Responsibility	SF GLP Implementation and Monitoring Group

3.2 Other Commitments

Support and respect for the learning of Gaelic

High-level Aim	Support and respect importance of Gaelic education developing inspiring, relevant and useful SF resources.
Desired Outcome	SF has respected well used education materials.
Current Practice	Some materials are available on OWL website and the outdoor learning directory.
Actions Required	Key actions outlined on page 14
Target Date	Year three
Responsibility	Education Team

3.3 Corporate Service Aims

Status

Desired Outcome	Logo and brand Render the corporate logo and branding in both Gaelic and English at the first opportunity and as part of any renewal process. The logo should demonstrate equal prominence for both languages.
Current Practice	A bilingual logo is used in all key documents. Usage of this logo is promoted via agency brand guidelines.
Actions Required	Carry out audit of corporate templates to ensure the logo demonstrates prominence for both languages.

	Update any template designs which do not meet the desired outcomes.
Target Date	Year one
Responsibility	Communications

Desired Outcome	Signage Prominent signage will include Gaelic and English as part of any renewal process.
Current Practice	SF became a new agency in 2019 – not all signage has been updated to new brand.
Actions Required	SF will create a written policy for the use of Gaelic in its signage and use a bilingual logo as standard Carryout audit of office requirements Render all permanent signage bilingual on a renewal basis or at the first opportunity.
Target Date	Year one / ongoing for render of signage
Responsibility	Communications and Business Support

Communicating with the Public

Desired Outcome	Promotion Positive message that communication from the public, businesses and stakeholders in Gaelic is always welcome.
Current Practice	This does not currently take place
Actions Required	Develop internal process Draft and approve messaging for social platforms and website pages (including contact us, application pages etc). Agree web pages on which to include message. Draft/approve standard text for corporate documents.
Target Date	Year one
Responsibility	Communications

Desired Outcome	Written Communication Written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with the general policy.
-----------------	---

Current Practice	This does not currently take place across the whole organisation.
Actions Required	<p>Clear processes in place to respond in Gaelic.</p> <p>Continue with bilingual letter-heading throughout Scotland.</p> <p>Audit current forms, update any without Gaelic statement or welcome note.</p> <p>Identify where our digital forms are hard wired and owned by Scottish Government/different agencies and understand approach by these stakeholders, plus feasibility, time and cost to have bilingual header, Gaelic statement and welcome note.</p> <p>All core SF templates to have bilingual header, Gaelic statement and welcome note.</p> <p>All complaints procedures to be bilingual on website.</p>
Target Date	Year one (ongoing throughout plan for templates hardwired into systems)
Responsibility	Communications

Desired Outcome	<p>Reception and phone</p> <p>Where Gaelic speaking staff can provide this service, they are supported to do so, and the service is promoted to the public.</p>
Current Practice	This does not currently take place
Actions Required	<p>Complete the Gaelic Capacity Audit to identify Gaelic speaking staff (and roles suitable) who may be able to provide this services if and when required.</p> <p>Encourage staff to learn how to offer greeting in Gaelic, with priority focus on the two Conservancy teams which cover the Western Isles, Highland and Argyll areas.</p> <p>Where Gaelic speaking staff can provide a Gaelic speaking service, we will support them to do so and will actively promote this via our internal and external digital channels.</p>
Target Date	Year two/three
Responsibility	People Team (L&SD), Conservancies, Communications

Desired Outcome	<p>Public meetings</p> <p>Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted.</p>
-----------------	--

Current Practice	No formal processes in place and no event team at SF.
Actions Required	Establish clear process for event management.
Target Date	Year three
Responsibility	Executive Office

Information

Desired Outcome	News releases High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.
Current Practice	Gaelic translation provided on request.
Actions Required	Ensure Gaelic Media outlets are included in media distribution lists. Continue to offer Gaelic translation on request for all press releases. Establish a process to identify key press-releases for translation Increase the number of press-releases made available bilingually. Draft copy for webpages.
Target Date	Year One/thought-out plan period
Responsibility	Media

Desired Outcome	Social Media Gaelic content distributed regularly through social media, guided by the level of actual and potential users
Current Practice	Nothing currently in place
Actions Required	A commitment to at least 14 bilingual posts in year one and to increase this to at least 20 thereafter.
Target Date	Year One/through-out plan period
Responsibility	Media and Communications

Desired Outcome	Website Gaelic content should be available on SF website, with emphasis given to the pages with the highest potential reach.
Current Practice	Some Gaelic content available
Actions Required	Undertake audit of the key pages to promote Gaelic translation service as part of website modernisation work. Pages will include landing page agency description, about us page, contact etc

	<p>Create bilingual copy for pages identified.</p> <p>Review value of having translation software on website for all content to be translated into Gaelic. Seek BnG approval to ensure software appropriate.</p> <p>Update GLP web page on SF website.</p>
Target Date	Year two
Responsibility	Communications

Desired Outcome	<p>Corporate Publications</p> <p>Produced in Gaelic and English, with priority given to those with the highest potential reach.</p>
Current Practice	<p>SF has core branded templates which incorporate bilingual logo and purpose statement. Not all correspondence letters i.e. grants includes this.</p> <p>Bilingual foreword for some publications including our Annual Report, strategy and Business Plans</p> <p>Gaelic translation of all publications available but not actively promoted.</p>
Actions Required	<p>All corporate templates to include bilingual logo and purpose statement where feasible.</p> <p>Continue to include bilingual foreword in key agency documents.</p> <p>Undertake review to increase use of bilingual publications and documents.</p> <p>Develop guidance to identify which publications should be proactively published in Gaelic and English.</p> <p>Continue to offer translation of all documents into Gaelic upon request.</p> <p>We will use Gaelic elements (e.g. Gaelic names, bilingual captions, Gaelic summary) in key publications</p>
Target Date	Year two/three
Responsibility	Communications

Desired Outcome	<p>Language utility</p> <p>A process is in place to ensure that the quality and</p>
-----------------	--

	accessibility of Gaelic language in all corporate information is high.
Current Practice	No formal process in place
Actions Required	Formal process to be developed, communicated and made accessible to all staff.
Target Date	Year two
Responsibility	Communications.

Desired Outcome	Education Continue to offer and develop relevant accessible Gaelic educational material.
Current Practice	Some Gaelic Education material available on the OWL Scotland website and the outdoor learning directory.
Actions Required	<p>Review key educational resources and ensure these are in Gaelic.</p> <p>All future Education resources will be in both Gaelic and English.</p> <p>SF will track how we work with other environmental organisations with Gaelic Language Plans with regard to educational material. This will include working with Forestry and Land Scotland and others to consider producing a national resource that could be used in schools/education settings based the Gaelic alphabet and its relations to tree species.</p> <p>Undertake annual review of activity and success.</p>
Target Date	Year two
Responsibility	Education

Staff

Desired Outcome	Internal audit Conduct an internal audit of Gaelic skills and training needs through the life of each plan.
Current Practice	No current practices in place
Actions Required	Conduct internal audit of Gaelic skills and training needs in Autumn 2023 and Autumn 2025. Use insight to identify support and training needs relating to Gaelic for staff.
Target Date	Year one and three
Responsibility	People Team/Communications

Desired Outcome	Induction Knowledge of the public authority's Gaelic Language Plan included in new staff inductions
Current Practice	No current practice in place
Actions Required	Include Gaelic Language Plan on staff induction SharePoint page and SF intranet. Ensure opportunities for Gaelic language training is highlighted during induction.
Target Date	Year one
Responsibility	People Team

Desired Outcome	Language training Gaelic language skills training and development offered to staff, particularly in relation to implementing SF's Gaelic Language Plan.
Current Practice	Historically offered under previous organisation, no current practice in place.
Actions Required	Promote free resources that are available such as Duolingo, SpeakGaelic and learnGaelic.scot. Investigate training/support on basic pronunciation of Gaelic names for staff and offer training.
Target Date	Throughout plan
Responsibility	People Team (L&SD)/Communications

Desired Outcome	Awareness training Gaelic awareness training offered to staff, with priority given to directors, board members, councillors and staff dealing directly with the public.
Current Practice	No current practices in place. Historically ran Gaelic awareness sessions in predecessor organisation.

Actions Required	We will re-run Gaelic awareness sessions - with priority for Executive Team, Board Members and staff dealing with the public and those working in Gaelic speaking Island and rural communities.
Target Date	Year two
Responsibility	People Team (L&SD)

Desired Outcome	Recruitment Recognising and respecting Gaelic skills within the recruitment process throughout the agency.
Current Practice	There are no current practices in place.
Actions Required	We will highlight the SF Gaelic Language Plan in relevant job descriptions and associated adverts. Review recruitment guidelines to identify opportunities to add Gaelic as an essential/desirable criterion.
Target Date	Year three
Responsibility	People Team

Desired Outcome	Recruitment Gaelic named as an essential and / or desirable skill in job descriptions in order to deliver the Gaelic Language Plan and in accordance with the Bòrd na Gàidhlig recruitment advice.
Current Practice	There are no current practices in place.
Actions Required	We will offer job specifications in Gaelic and English for positions where Gaelic language is a pre-requisite of the role.
Target Date	Year two
Responsibility	People Team

Desired Outcome	Recruitment Bilingual job adverts for all posts where Gaelic is an essential skill.
Current Practice	There are no current practices in place.
Actions Required	Promote Gaelic and the SF GLP via our recruitment process by including information to encourage Gaelic speakers to apply for roles
Target Date	Year two
Responsibility	People Team

Gaelic Language Corpus

Desired Outcome	Gaelic Orthographic Conventions The most recent Gaelic Orthographic Conventions will
-----------------	--

	be followed in relation to all written materials produced by the agency.
Current Practice	No current activity in place.
Actions Required	All translators used will follow the most recent Gaelic Orthographic Conventions.
Target Date	Year one and throughout plan period
Responsibility	Communications supported by People Team.

Desired Outcome	<p>Place-names</p> <p>Gaelic place name advice from Ainmean-Àite na h-Alba is sought and used.</p> <p>Regular training to help all staff with pronunciation/reading of Gaelic place/landscape names is available.</p>
Current Practice	We have used Ainmean-Àite na h-Alba for place name spellings but it is not clear how consistent use is across the agency.
Actions Required	<p>We will ensure we have clear guidance on how we consult Àinmean-àite na h-Alba, the national advisory partnership for Gaelic place-names to ensure consistency in our use of Gaelic place-names.</p> <p>We will ensure staff are aware of this tool and ensure there is clear accessible guidance on how to use it on our intranet.</p> <p>Identify and offer relevant training on Gaelic place names and landscapes for staff.</p>
Target Date	Year one and throughout period of plan.
Responsibility	Communications

4. Links to the National Performance Framework

SF recognises that through the social, economic and educational benefits it brings, Gaelic contributes to the achievement of Scotland's ambitions as set out in the [National Performance Framework](#).

We believe that the implementation of this Gaelic Language Plan will help advance on the following priorities of the National Performance Framework:

- Communities – by providing key services and support in Gaelic we aim to be an inclusive SG agency which helps empower Scottish communities.

- Children and Young people/ Education - by maintaining and improving our Gaelic educational resources we are respecting children who wish to learn in Gaelic.
- Health - our forests and woodlands have an important role to play in the people of Scotland's wellbeing, by ensuring our work is available in Gaelic we believe we will reach and engage with a wider audience.
- Environment – trees have a critical role to play in climate change and nature loss, it is our believe by ensuring our work is available in Gaelic this will help reach a wider audience to engage with our work.
- Culture – Through his plan we are committed to play our role in enhancing the status, usage and acquisition of Gaelic.

Further details of our Corporate Outcomes and links to the National Performance Framework can be found in our [Corporate Plan](#).

5. Publication and Communications

The SF Gaelic Language Plan will be published in Gaelic and in English on our website. In addition we will:

- Issue a bilingual press release announcing the plan, supported via appropriate social media content.
- Distribute copies to key stakeholders in the public, private and third sectors
- Distribute copies of the plan to relevant Gaelic organisations and other interested bodies
- Make hard copies available on request.
- Information on the publication of the Gaelic Language Plan will also be shared with all staff through our internal communication channels. The information will include details of responsibility for delivery and the opportunities that exist for staff to use their Gaelic and/or develop their skills.

6. Resourcing the Plan

SF does not expect any significant additional costs as a result of these commitments, other than staff and translation costs which will be met from existing budgets. External funding may be sought for individual projects such as the creation of Gaelic marketing materials, digital resources and additional Gaelic resources for staff learning and staff awareness/training. As an agency we rely on certain services such as Learning and Skills Development, recruitment. HR support, wellbeing etc via a service level agreement with another SG Agency, but are currently transitioning elements of this support to other providers. Should it transpire that awareness and Gaelic language staff training and processes around recruitment does not fall under our renewed service level agreements we may need to adjust the deadline for some actions.

7. Monitoring the Implementation of the Plan

The Gaelic Language Plan will be monitored by SF Communications team with input for the other departments identified as part of the GLP Monitoring and Implementation Group. They will be responsible for an annual review of the plans targets 12 months after the Plan's approval and each year thereafter. This report will be submitted to Bòrd na Gàidhlig and made available to the public. Details of the report will also be shared with staff through internal communication channels.

8. The Gaelic Language Plan in SF

Overall Responsibility for the Plan

The Head of Scottish Forestry Executive Office has overall responsibility for preparation, delivery and monitoring of Scottish Forestry's Gaelic Language Plan. He can be contacted as follows: -

Jonathan Taylor
Head of Scottish Forestry Executive Office
Scottish Forestry
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

Telephone Number – 07771 667042
jonathan.taylor@forestry.gov.scot

8.2 Day-to-Day Responsibility for the Plan

The SF Head of Corporate Communications has day-to-day responsibility for the delivery and monitoring of Scottish Forestry's Gaelic Language Plan. Queries regarding the day-to-day operation of the plan should be addressed to:

Rachel Martin
Head of Corporate Communications
Scottish Forestry
Saughton House
Broomhouse Drive
Edinburgh
EH11 3XD

Rachel.martin@forestry.gov.scot

Administrative Arrangements for Implementing the Gaelic Language Plan

This plan is the policy of SF and has been endorsed both by our senior management team and Chief Executive Officer.

Individual Staff members:

Staff will be advised where the Plan is located on our Intranet and will be encouraged to comment on it during the consultation period and to make suggestions for improvements throughout the period of the plan.

8.3 Gaelic Language Plan Implementation and Monitoring Group

As recommended by Bòrd na Gàidhlig, SF will create a Gaelic Language Implementation and Monitoring Group. This will be a cross-business group of colleagues. Terms of reference for the group are currently in development and will be published in the final version of the Gaelic Language Plan.

8.4 Engaging with Staff

As set out above, information on the publication of the Gaelic Language Plan will be shared with all staff through our internal communication channels. The information will include details of SF's duties in relation to the Gaelic Language (Scotland) Act 2005; responsibility for delivery; and the opportunities that exist for staff to use their Gaelic and/or develop their skills. The Head of Corporate Communications will engage with staff alongside those responsible to support the implementation of the agreed actions.

8.5 Arm's Length Organisations and Third Parties

Information on our Gaelic Language Plan will be made available to those who deliver services/goods on behalf of SF. This will help to ensure that, as appropriate, contractors and other third parties are aware of and can help deliver the commitments set out in the plan.

9.0 Appendix 1 - Consultation Results

Introduction

The public consultation on Scottish Forestry's draft Gaelic Language Plan was launched on the 19 April 2022 and closed on the 3 June 2022. A fully accessible user friendly draft plan was available to the public, stakeholders and other organisations. It was hosted on our website and the launch was promoted via our social media channels such as Twitter, Facebook etc. English and Gaelic versions of the consultation were made available. Due to the ongoing COVID-19 pandemic there was no public meeting held to advertise the consultation. The consultation consisted of the draft plan along with the opportunity to contribute suggestions to the draft plan via a feedback form.

Methodology

The consultation was live for six weeks via a digital form on the Scottish Forestry website, promoted via our social media platform, external stakeholders and staff. As previously mentioned, the draft plan and feedback form were made available in both English and Gaelic and fully accessible to provide the most user friendly experience as possible. Printable copies were available upon request. The digital feedback form allowed for stakeholders to give a full view of all aspects of the plan, once completed stakeholders were able to submit the form online. The form provided an open feedback box permitting for as much or as little information as stakeholders wished to give.

All feedback received was forwarded to the Corporate Communications team to review and consider any changes necessary to the plan.

Results

We received 2 responses in total to the consultation;

- 0 in Gaelic
- 1 Internal
- 1 External

Response Themes

There were two different themes highlighted through the responses these were:

- **Resources** – External response questioned the use of money for the plan.
- **Templates** – The internal feedback highlighted that a lot of the Scottish Forestry digital templates are hard wired and owned by Scottish Government and we will need to engage with a number of external

stakeholders if we want to have Gaelic versions which could take a lot of time and resource, and in some cases may not be feasible.

Considerations

All stakeholder feedback was considered carefully during analysis. The below actions were taken in response to recurring themes within the responses;

- **Templates** – In response to stakeholder feedback we have extended the time frame to audit and update our written communication/templates to allow for external stakeholder engagement and adequate resourcing to deliver on this commitment where feasible.

In conclusion, Scottish Forestry would like to thank all those who took the time to consult on the draft plan. We do not consider that the public consultation has suggested any requirement for a fundamental change to the proposed plan. The existing draft plan is sufficiently flexible to consider many of the points raised by respondents and considerations for minor changes were accepted.