

[REDACTED]

From: [REDACTED]
Sent: 27 April 2016 14:39
To: [REDACTED]
Subject: FW: Grant Offer

Categories: Purple Category

[REDACTED]

From: [REDACTED]
Sent: 15 July 2015 14:45
To: [REDACTED]
Subject: Grant Offer

Dear [REDACTED]

I attach a copy of the grant offer letter in respect of your recent funding application. A hard copy has been posted out to you this afternoon.



ASH Grant
2015-16 Final.do...

[REDACTED]

**The Scottish Government
Tobacco Control Team
Public Health Division (Population Health Improvement Directorate)
Area 3 E
St Andrew's House
EDINBURGH
EH1 3DG**

Population Health Improvement Directorate
Public Health Division

T: 0131-244 2576 F: 0131-244 2157

E: [REDACTED]



[REDACTED]
ASH Scotland
8 Frederick Street
EDINBURGH
EH2 2HB

15 July 2015

Dear [REDACTED]

ASH SCOTLAND GRANT APPLICATION 2015-18

Thank you for your application for a continuation of ASH Scotland's grant for the period 2015-18.

The breakdown of the full grant requested for this period is attached at Annex A. The total for each financial year is:

2015 / 16:	£584,100
2016 / 17:	£588,798
2017 / 18:	£593,543

Detailed scrutiny of the grant application has now been completed. I am pleased to confirm that Scottish Ministers are prepared to approve the three year funding bid, for the financial years 2015-16 to 2017-18, as outlined in the objectives enclosed with your application and attached with this grant offer at Annex B.

2015-16

The funding offered for the financial year 2015-2016 is on the basis that the funded activity is compatible with the priorities of Scottish Ministers as outlined in your 2015-16 workplan, which is attached with this grant offer at Annex C.

We intend to make payment on a quarterly basis, in June, September, December and February as detailed in Schedule 1 to the attached Conditions of Grant. Further instalments for this financial year will be paid upon receipt of a signed copy of the Conditions of Grant. In accordance with standard practice we will make payments direct to the organisation's bank.

2016-17

The funding application for the financial years 2016-17 and 2017-18 is approved in principle on the basis that the funded activity is compatible with the priorities of Scottish Ministers. Funding is subject to Scottish Government Spending Reviews in 2016-17 and 2017-18. Release of funding is subject to submission of workplans for each financial year, which should be agreed with the Scottish Government Tobacco Control Team, and submission of 6-monthly grant progress reports and end-year reports as outlined in the attached grant conditions.

Performance Monitoring

As will be the case with all public funding issues, we will need to be able to demonstrate to the Scottish Parliament that ASH Scotland is an effective organisation which is providing value for money. Consequently, it is crucial that ASH Scotland's work is rigorously evaluated in terms of quality as well as quantity. We shall, therefore, be paying close attention to the 6-monthly grant and end-year progress reports outlined in the attached grant conditions. **These reports should provide an update on progress against the workplan for the relevant financial year and associated expenditure against your proposed budget as outlined in Annex A.**

The Scottish Government will hold an Annual Review meeting with ASH Scotland at the end of each financial year to discuss progress against annual workplans, the overall objectives of the 3 year business plan, expenditure and ASH Scotland's response to the 'External Review of ASH Scotland 2014'. The key points of that review are attached at Annex D. These meetings will also provide an opportunity to discuss workplans and expenditure for the year ahead.

If you are prepared to accept the offer of grant on the terms and conditions stated, the top copy of the Conditions of Grant should be signed and returned to me as soon as possible. You should retain the other copy for your records.

Yours sincerely


Tobacco Control Team Leader

CONDITIONS OF GRANT

Definitions and Interpretation

1. In these Conditions, the words and expressions set out in Schedule 2 shall have meaning ascribed to them in that Schedule.

Purpose of the Grant

2. No part of the Grant shall be used to fund any activity carried out, or material published by the Grantee, which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

Payment of Grant

3. The Grant shall be paid by Scottish Ministers to the Grantee in accordance with the terms of Schedule 1 attached hereto.

4. As soon as possible after the end of the financial year in which grant is payable, the Grantee shall submit to Scottish Ministers its accounts showing all expenditure incurred by the Grantee during that Financial Year.

5. In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee during that Financial Year exceeds the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project in that Financial Year, the Grantee shall within 28 days of receiving a written demand in respect thereof from the Scottish Ministers, repay to the Scottish Ministers the amount of such excess. In the event that the Grantee fails to pay such amount within the 28 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the base lending rate (or the equivalent) of the Royal Bank of Scotland plc prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest thereon.

6. Notwithstanding any provision of this Agreement, the foregoing provisions of clauses 4, 5 & 6 and Schedule 1 shall be subject to the following: -

The Scottish Ministers shall not be bound to pay the Grantee, and the Grantee shall be deemed to have forfeited and to have no claim against the Scottish ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee in accordance with the preceding clauses 5 & 6 by 31 March in the Financial Year in which it should have been claimed, irrespective of the cause of the Grantee not making such a claim.

Inspection and Information

7. The Grantee shall keep and maintain for a period of 3 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of Grant. The Grantee shall afford the Scottish Ministers, their representatives, Audit Scotland and other such persons as the Scottish Ministers may reasonably specify

from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it and the Grantee shall provide reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

8. The Grantee shall ensure that adequate internal expenditure controls are in place and that resources are used economically, effectively and efficiently.

9. The grantee shall submit six-monthly reports detailing the progress made towards the stated aims and objectives of the Grant as specified in the Grant application form.

Assets and equipment

10. The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any equipment purchased with grant funds within 5 years of the award being made, where the equipment has a minimum value of £1,000 at the time of disposal.

Publicity

11. The Grantee shall where reasonably practicable acknowledge in all publicity material the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

Compliance with the Law

12. The grantee shall ensure that in relation to the grant, they and anyone acting on their behalf shall comply with the relevant law for the time being in force in Scotland.

Default

13. The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that: -

13.1 The Grantee commits a Default;

13.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant.

13.3 If at any time within the duration of the Agreement: -

(a) The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise that for the purposes of reconstruction or amalgamation, or circumstances arise which

would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

(b) A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or part of the property which from time to time be comprised in the property and undertaking of it, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

14. In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of the preceding clause 14, the Grantee shall pay the Scottish Ministers the appropriate sum within 28 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay such sum within the said period of 28 days, the Scottish Ministers shall be entitled to interest on the said sum at a rate of 2 per cent per annum above the base lending rate or the equivalent of the Royal Bank of Scotland plc prevailing at the time of the written demand, from a date of the written demand until payment in full of the said sum and interest.

15. Notwithstanding the provisions of the foregoing clause 15 in the event that the Grantee is in breach of any of the conditions specified in these Conditions, the Scottish Ministers may, provided that breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of the said clause for such a period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in such notice, and in the event of the Grantee failing to remedy the said breach within the period specified, the Grantee shall be bound to pay the said sum in accordance with the provisions of the foregoing clauses.

16. Any failure or omission by the Scottish Ministers to exercise or delay by the Scottish Ministers in exercising, any rights or remedy to which they are entitled by virtue of the foregoing clause 16 shall not be construed as a waiver of such rights or remedy.

17. The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

Termination

18. Notwithstanding the preceding clauses, of these Conditions, the Agreement may be terminated by Scottish Ministers giving not less than 3 months' notice in writing.

Continuation of Conditions

19. These conditions shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.

<u>ACCEPTANCE OF GRANT</u>	<u>BANK DETAILS</u>
We accept the foregoing conditions of grant.	Name and Address of Bank:
Signed..... (By a person duly authorised to sign on behalf of ASH Scotland)
Date.....

	Sort Code:
	Account Number:

Schedule 1

Payment of Grant

1. The Grant for Financial Year 2015-16 shall be paid by the Scottish Ministers to the Grantee in the following instalments:

	Amount	Payment Date
Payment 1	£146,025	June 2015
Payment 2	£146,025	September 2015
Payment 3	£146,025	December 2015
Payment 4	£146,025	February 2015

Each of the above payments contains the payment split as follows:-

Core £63,750

Information Service £19,425

Youth & Inequalities £62,850

Payment Dates during 2016-17 and 2017-18 will be made in the months of June, September, December and February in each of the financial years.

Schedule 2

Definitions

"**Agreement**" means the agreement constituted by the Scottish Ministers' invitation to apply for a grant, the Grantee's Application, the Award Letter, the Grantee's acceptance of the offer made in the Award Letter and these Conditions;

"**Application**" means the application for a Grant made by the Grantee;

"**Award Letter**" means the letter offering the Grant to the Grantee to which these Conditions are annexed;

"**Conditions**" means these grant conditions;

"**Core Cost**" means the day to day costs of the organization and all other necessary purposes.

"**Default**" means:

(a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);

(b) Any failure to perform or the negligent performance of any obligation under this Agreement;

(c) Any breach of any legislation; or

(d) Any negligence or negligent or fraudulent mis-statement, or any other default,

in all cases by either party, its employees, agents or representatives;

"**Financial Year**" means a period from 1 April in one year until 31 March in the next;

"**Grant**" means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

"**Grantee**" means the <Name of organisation>

"**Intellectual Property Rights**" means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

"**Project**" means the purpose for which the Grant has been awarded as described in the Award Letter;

"**Payment**" means each of the payments specified in Schedule 1 hereto.

ANNEX A



Budgeted Expenditure 2015-16

Expenditure	Core	Information Service*	Youth & Inequalities	Total
Staffing	164,400	67,400	238,000	469,800
Property, services & equipment	50,700	14,200	44,800	109,700
Resources	3,500	4,600	4,900	13,000
Meetings & travel	10,300	2,500	5,900	18,700
Events	14,000			14,000
Professional services	7,200	1,900	3,700	12,800
Depreciation/capital expenditure	4,800	1,500	1,100	7,400
Total expenditure on Government Work Plan	254,900	92,100	298,400	645,400
Funding contributed by ASH Scotland		14,400	47,000	61,400
Funding Requested:				
2015/16	255,000	77,700	251,400	584,100
2016/17**	256,614	78,374	253,780	588,798
2017/18**	258,304	79,055	256,184	593,543

*This represents half of the Information Service expenditure. The other half is funded by the British Heart Foundation and ASH Scotland is requesting matched funding of £77,700.

**Includes a 1% cost of living increase each year

ANNEX B

<p>ASH Scotland's Vision <i>This is what we want</i></p>		<p>Strategic Outcomes <i>With a particular focus on inequalities, these are the areas in which we will contribute to achieving that vision</i></p>	<p>High Level Outcomes <i>And those changes are brought about by meeting these conditions</i></p>
<p>A healthier Scotland, with reduced harm and inequality caused by tobacco</p>	<p>More young people will have chosen to remain free from tobacco</p> <p>More people of all ages will live their lives free from second-hand tobacco smoke</p> <p>More people will have stopped smoking, particularly from deprived communities and equalities groups</p> <p>There will be greater support for a tobacco-free generation</p> <p>ASH Scotland will effectively drive wider action on smoking and health</p>	<p>tobacco is less attractive to young people</p> <p>tobacco is less available to young people</p> <p>more people choose to make their homes and cars smoke-free</p> <p>there are fewer outdoor public places where people are exposed to SHS</p> <p>smokers live in an environment which is more supportive of quit attempts</p> <p>more people want to stop smoking</p> <p>more people support the 2034 target and know what it means</p> <p>policy and practice changes to reflect the 2034 vision</p> <p>other organisations are able to make a greater contribution</p> <p>ASH Scotland is well-run, efficient and effective</p>	
			
			

<p>High Level Outcomes The changes we wish to bring about in order to meet our strategic objectives</p>		<p>Operational outcomes</p> <p>These are the measurable outcomes, likely to run through the 3-year strategy but with different actions each year. ASH Scotland activity under these can be monitored through outcome indicators, evidencing our delivery impact</p>
<p>tobacco is less attractive to young people</p>		<p>1) youth work services develop more effective responses to tobacco 2) Debate in the lead-up to plain, standardised packaging is evidence-based and positive 3) more further and higher education campuses become smoke-free 4) young people play an increased role in leading tobacco campaigning</p>
<p>tobacco is less available to young people</p>		<p>5) more schools have comprehensive tobacco policies 6) there is better understanding and enforcement of supply-side regulations</p>
<p>more people choose to make their homes and cars smoke-free</p>		<p>7) more family support organisations are promoting smoke-free homes 8) more LAACYP settings have developed and implemented tobacco policies</p>
<p>there are fewer outdoor public places where people are exposed to SHS</p>		<p>9) legislation to prohibit smoking in cars with children present has progressed 10) there will be increased understanding of, and support for, having certain outdoor areas smoke-free</p>
<p>smokers live in an environment which is more supportive of quit attempts</p>		<p>11) training will be available for staff supporting people to stop smoking 12) tackling tobacco is accepted as a key part of tackling health inequalities 13) an appropriate, bespoke regulatory framework for electronic cigarettes is implemented 14) mental health support services more robustly address tobacco use.</p>
<p>more people want to stop smoking</p>		<p>15) arguments for reducing the density of tobacco retail outlets in our communities are developed 16) we have better knowledge on supporting communities to stop smoking</p>
<p>more people support the 2034 target and know what it means</p>		<p>17) the Charter for a Tobacco-Free Generation drives awareness and policy and practice change 18) all attempts by the tobacco industry to gain traction in Scottish political life are opposed</p>
<p>policy and practice changes to reflect the 2034 vision</p>		<p>19) more local planning structure takes forward a comprehensive tobacco plan</p>
<p>other organisations are able to make a greater contribution</p>		<p>20) our international conference will run successfully in finance, numbers and impact 21) we will provide a top quality information service providing the best available evidence on tobacco and health 22) the STCA effectively co-ordinates networking, consulting and information exchange relating to tobacco control in Scotland 23) Scotland has a strong, co-ordinated voice campaigning for tobacco control measures in Scotland 24) ASH Scotland informs debates on tobacco, health and inequalities</p>
<p>ASH Scotland is well-run, efficient and effective</p>		<p>25) ASH Scotland demonstrates good governance practice 26) long term, sustainable and diverse funding is secured to fund all of our work 27) staff are equipped and supported to contribute to the delivery of organisational objectives</p>



Indicates Info Service (match funding from British Heart Foundation) Indicates Youth/Inequalities Indicates Core
 Workplan activities funded through other grants or funding sources, or the subject on other ongoing applications, are not included here.

Strategic Outcome 1: More young people will have chosen to be free from tobacco
High Level Outcome 1a: Tobacco is less attractive to young people

<p>Operational outcome 1: Youth work services develop more effective responses to tobacco (Tobacco Strategy actions – 13: work with youth sector; 14: work with service providers; 15: 16-24 age group; 24: local authority grounds)</p>	<p>Activities. We will:</p> <ul style="list-style-type: none"> - Support Greater Glasgow and Clyde and Lanarkshire health boards on developing youth work service policies, including providing information, guidance and TARS for youth work staff - Seek opportunities to support development of youth work tobacco policies in other deprived parts of Scotland 	<p>Outcome indicators:</p> <ul style="list-style-type: none"> - 7 youth work projects in deprived areas review and adapt policy and practice on tobacco - youth work staff indicate intervention has had positive impact - main youth sector organisations maintain commitment to working together on smoking prevention - Contacts in other geographical areas are tied up for future work
<p>Operational outcome 4: More further and higher education campuses become tobacco-free (Tobacco Strategy actions – 15: 16-24 age group)</p>	<p>Activities. We will:</p> <ul style="list-style-type: none"> - Work with NUS Scotland to develop guidance and supporting information on tobacco-free campuses, integrate this with their Healthy Bodies Healthy Mind programme - Engage some keen campuses in pilot work, with an emphasis on further education colleges - Develop background briefing and guidance on tobacco-free campuses 	<p>Outcome indicators:</p> <ul style="list-style-type: none"> - 4 college campuses make progress towards tobacco-free campus policies - More colleges report back on progress towards the tobacco elements of Healthy Body Healthy Minds awards

Strategic Outcome 1: More young people will have chosen to be free from tobacco
High Level Outcome 1b: Tobacco is less available to young people

Operational outcome 6: There is better understanding and enforcement of supply-side regulations

(Tobacco Strategy actions – 20: tobacco retailer's register; 21: rigorous enforcement)

Activities. We will:

- Develop analysis of the state of play regarding enforcement of existing legislation, such as age of sale and proxy purchasing. FastFacts briefing paper on enforcement activity and levels produced and distributed
- Collate information on, and develop policy analysis of, the level and form of the illicit tobacco market, including deconstruction of tobacco industry messaging and effective local and national policy responses. Briefing paper on illicit tobacco produced and distributed

Outcome indicators:

- FastFacts on enforcement informs stance taken by partner organisations
- Briefing paper on illicit tobacco informs views of political media and enforcement audiences
- Public discourse on illicit tobacco indicates ASH Scotland impact on debates

Strategic Outcome 2: More people of all ages will live their lives free from second-hand tobacco smoke
High Level Outcome 2a: More people choose to make their homes smoke-free

Operational outcome 7: More family support organisations are promoting smoke-free homes

(Tobacco Strategy actions – 26: supporting families; 28: REFRESH follow-on; 29: children's exposure to SHS; 30: awareness campaigns; 34: local authority grounds)

Activities. We will:

- Engage with the Early Years Collaborative (EYC), to share and promote understanding of the impact of tobacco exposure on children and of interventions to reduce it
- Through the EYC, provide direct support to at least one local family support organisation
- Promote ASH Scotland services on smoke-free homes to those who have attended smoke-free homes training
- Partner with early years team at NHS Lothian in utilising air quality monitoring feedback, combined with practical support, to aid families in deprived communities in creating smoke-free homes

Outcome indicators:

- ASH Scotland listed as national partner in the Early Years Collaborative
- Engagement with family support organisation provides learning on enabling grassroots activity on smoke-free homes
- Training attendees have taken further action to promote smoke-free home engagement in their organisation

<p>Operational outcome 8: More LAACYP settings have developed and implemented tobacco policies (Tobacco Strategy actions – 11: looked after children; 14: parenting strategy; 15: 16-24 age group; 26: smoke-free homes; 29: children's exposure to SHS; 34: local authority grounds)</p>	<p>Activities. We will:</p> <ul style="list-style-type: none"> - Engage LAACYP services and national organisations, promoting our best practice tobacco policy and encouraging uptake - Engage Care Inspectorate to ensure tobacco policies are adequately reflected in the questions asked during inspection of services - Engage BAAF Scotland and Fostering Network to ensure tobacco is adequately reflected in the policy and practice guidelines they produce 	<p>Outcome indicators:</p> <ul style="list-style-type: none"> - Three local authority areas review and improve policy and practice - Services in other geographical areas consider change - National organisations change guidance, policies and standards
<p>Strategic Outcome 2: More people of all ages will live their lives free from second-hand tobacco smoke High Level Outcome 2b: There are fewer outdoor spaces where people are exposed to second-hand smoke</p>		
<p>Operational outcome 9: Legislation to prohibit smoking in cars with children present has progressed (Tobacco Strategy actions – 29: children's exposure to SHS)</p>	<p>Activities. We will:</p> <ul style="list-style-type: none"> - Update our evidence review on smoking in cars and circulate it to MSPs and other stakeholders involved in proposed legislation 	<p>Outcome indicators:</p> <ul style="list-style-type: none"> - Stakeholders indicate review has been used to inform discussion
<p>Operational outcome 10: There will be increased understanding of, and support for, having certain outdoor areas smoke-free (Tobacco Strategy actions – 33: NHS grounds; 34: local authority grounds)</p>	<p>Activities. We will:</p> <ul style="list-style-type: none"> - Produce a review of policies on smoke-free outdoor spaces in other countries, to inform discussions around the Public Health Bill, smoke-free NHS grounds and smoke-free local authority grounds 	<p>Outcome indicators:</p> <ul style="list-style-type: none"> - Stakeholders indicate review has been used to inform discussion

Strategic Outcome 3: More people will have stopped smoking, particularly from deprived communities
High Level Outcome 3a: Smokers live in an environment which is more conducive to stopping

<p>Operational outcome 12: Tackling tobacco is accepted as a key part of tackling health inequalities (Tobacco Strategy actions – 2: health inequalities)</p>	
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Monitor and collate new research on the relationship between tobacco and inequalities 	<p><i>Outcome indicators:</i></p> <ul style="list-style-type: none"> - Media monitoring indicates coverage for messaging on inequalities - Feedback from community and anti-poverty groups indicates that tobacco is being accepted as both cause and effect of inequality, and a necessary part of tackling it
<p>Operational outcome 13: An appropriate, bespoke regulatory framework for electronic cigarettes is implemented (Tobacco Strategy actions – 45: harm reduction)</p>	
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Monitor emerging evidence and evolving debates, producing updated briefings and background notes and disseminating these to politicians and to partner organisations and through the STCA research group - Engage with media representation of the issue, challenging commercial interests and seeking an appropriate balance between potential benefits and concerns - Participate in advisory boards for research to inform approaches on electronic cigarette use, as and when opportunities arise 	<p><i>Outcome indicators:</i></p> <ul style="list-style-type: none"> - Media coverage profiles ASH Scotland messaging on the issue - ASH Scotland advice and information has been useful to partner organisations, and recommended approaches have been adopted
<p>Operational outcome 14: Mental health support services more robustly address tobacco use (Tobacco Strategy actions – 32: mental health facilities) (Route map to 20:20 vision for Health and social care – key deliverable 2)</p>	
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Work with the Royal College of Psychiatrists to disseminate evidence on smoking and mental health to their membership, along with tobacco policy guidance for mental health services - Disseminate evidence review on links between mental health and smoking - Continue to proactively engage community-based organisations supporting 	<p><i>Outcome indicators:</i></p> <ul style="list-style-type: none"> - RCPsych members and networks put into practice evidence and guidance provided - Community-based organisations change policy and practice in response to guidance - Action research with Serenity Café enhances learning

<p>people with mental health issues, to increase understanding of the negative impact of smoking on people with mental health issues and to foster changes in policy and practice</p> <ul style="list-style-type: none"> - Work with the Comas service in Edinburgh to carry out action research around their Serenity Café, exploring how community organisations can support smoking cessation amongst their client groups - Provide additional support to some organisations seeking to change their own policy and practice 	<p>and informs further action plan</p> <ul style="list-style-type: none"> - 6 other mental health organisations change policy and practice
<p>Strategic Outcome 3: More people will have stopped smoking, particularly from deprived communities</p> <p>High Level Outcome 3b: More people want to stop smoking</p>	
<p>Operational outcome 15: The impact of the density of tobacco retail outlets in our communities is explored (Tobacco Strategy actions – 20: review of retailers register)</p>	
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Carry out an initial review of the alcohol licensing regime, its impact and lessons learned and collate case studies of restrictions on tobacco sales in other countries - Contribute to the Steering Group of the Edinburgh University research group considering the relationship between inequalities and tobacco and alcohol retail density 	<p><i>Outcome indicators:</i></p> <ul style="list-style-type: none"> - Review carried out, written up and communicated - Feedback collated from partner organisations
<p>Operational outcome 16: We have better knowledge on supporting communities to stop smoking (Tobacco Strategy actions – 2: health inequalities; 37: people-centred services)</p>	
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Carry out a pilot Cashtray project with one credit union, and conduct evaluation of its impact on service users smoking and financial saving behaviours - If evaluation positive then promote Cashtray account to other credit unions, health boards and other potential supporters to encourage roll-out - Seek partners with whom to undertake a pilot scheme engaging charity shops to link smokers with stop smoking support in local pharmacies - Seek partners with whom to undertake a pilot scheme focusing on food bank staff and volunteers as a means of raising, encouraging and supporting smoking cessation 	<p><i>Outcome indicators:</i></p> <ul style="list-style-type: none"> - Cashtray pilot provides learning on maximising effectiveness of linking smoking cessation to credit union savings - Plans are in place to run a pilot project with charity shops - A food bank provider is prepared to run a pilot project with us

Strategic Outcome 4: There will be greater support for a tobacco-free generation
High Level Outcome 4a: More people support the 2034 vision and know what it is

Operational outcome 17: The Charter for a Tobacco-Free Generation drives awareness and policy and practice change

(Tobacco Strategy actions – 2034 target)

Activities. We will:

- monitor ideas and international discussions of end-game targets and the discussion of policies which could help to deliver them
- promote the Charter for a Tobacco-Free Generation to a wide range of organisations with an interest in children and young people, seeking Charter signatories and encouraging organisations to review their own policy and practice with the objective of a tobacco-free generation in mind
- take every opportunity to deliver a positive message on how the 2034 target merely restricts smoking to the informed adults who choose to do it
- develop and utilise “Next Generation” badging to be used in a range of youth prevention work, in order to highlight that these activities are part of the wider 2034 agenda
- create new website pages to collate and updates developments in 2034 target and end-game thinking

Outcome indicators:

- Media monitoring indicates positive coverage of end-game discussions
- Partners and other audiences indicate increased awareness and understanding of the 2034 target
- A wide range of organisations have signed the Charter and indicate changes to policy and practice as a result
- “Tobacco-free generation” badging features on materials used by schools, youth services, smoke-free events and other work

Strategic Outcome 4: There will be greater support for a tobacco-free generation
High Level Outcome 4b: Policy and practice changes to reflect the 2034 vision

Operational outcome 19: More local planning structures take forward a comprehensive tobacco plan

(Tobacco Strategy actions – 3, 11, 19 local tobacco plans)

Activities. We will:

- Carry out an ongoing mapping exercise, through a combination of telephone contacts, event attendance and site visits, to maintain a database of current activity and record progress on a selection of local tobacco control activities
- Produce bank of example local tobacco control plan ideas as reference for local

Outcome indicators:

- We have up to date understanding of local tobacco control activity
- Example policies and case studies are being used
- ASH Scotland is being approached for advice or

<p>tobacco control alliances</p> <ul style="list-style-type: none"> - Compile and maintain a directory of tobacco control professionals willing to provide information and advice regarding tobacco control plan development and specialist issues. - Organise 4 regional meetings to allow inter-alliance networking and sharing of good practice. 	<p>engagement</p> <ul style="list-style-type: none"> - Regional meetings enhance local activity
<p>Strategic Outcome 5: ASH Scotland will effectively drive wider action on smoking and health High Level Outcome 5a: Other organisations are able to make a greater contribution</p>	
<p>Operational outcome 20: Our international conference will run successfully in finance, numbers and impact (Tobacco Strategy actions – Action 2, 3 – health inequalities, 25, 28, 30, 33, 34 – protection</p>	
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Finalise a comprehensive programme of speakers and parallel sessions - Effectively market the event to audiences in Scotland, the rest of the UK and beyond - See that that the administration of delegates and of the day itself is of the highest standard 	<p>Outcome indicators:</p> <ul style="list-style-type: none"> - Over 200 attend the event - Event progressed smoothly, meeting financial targets - Positive feedback and evaluation from attendees
<p>Operational outcome 21: We will provide a top quality information service providing the best available evidence on tobacco and health (Tobacco Strategy actions –</p>	
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Produce daily, weekly, library and research bulletins in a reliable and consistent manner - Maintain Scotland's only tobacco-based library and weekly research trawls maintaining an up to date research database - Provide a free enquiry service on all matters relating to tobacco in Scotland - Carry out a detailed evidence review on smoking and mental health - Provide information content for Chief Executive presentations - Carry out website maintenance, training and development - Produce 2 new information briefings and update 6 briefings; produce 4 fast facts 	<p>Outcome indicators:</p> <ul style="list-style-type: none"> - Daily, weekly and library bulletins prepared and sent timeously. 50 weekly bulletins to 310 people, 250 daily bulletins to 240 people, 6 library bulletins to 70 people - 50 research trawls carried out, with around 12,500 abstracts read to produce weekly research outputs - 700 enquiries answered, all within 3-day timescale - Evidence review published and disseminated, with positive feedback from stakeholders - 6 Chief Executive presentations prepared, receiving

<p>- Engage with and inform activities of the STCA Research Group and SCOT coalition</p>	<p>positive feedback</p> <ul style="list-style-type: none"> - New and updated briefings and fast facts well used and receive positive feedback
<p>Operational outcome 22: The STCA effectively co-ordinates networking, consulting and information exchange relating to tobacco control in Scotland (Tobacco Strategy actions -</p>	
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Maintain and facilitate the Scottish Tobacco Control Alliance in partnership - Develop the Co-ordinating Group into a more representative "STCA Council" - Seek to develop STCA membership (both by geography and sector), maintain records and extend brand recognition - Maintain and develop STCA web presence and deliver weekly bulletin - Increase the flexibility and appeal of STCA events through replacing topic groups with a more flexible STCA membership, while developing a programme of 15 membership events which continues to reflect different interests and needs (e.g. programme of research oriented discussions) - Organise and facilitate a programme of national and local meetings/events to discuss issues agreed by the membership as pertinent. STCA meetings will act as a bridge between researchers, research commissioners and practitioners. - Support and facilitate a relevant short-life special interest group. Topic to be agreed by members via the STCA Council <p>Outcome indicators:</p> <ul style="list-style-type: none"> - STCA Council recruited and members indicate working well - 50 STCA bulletins delivered, with positive feedback in membership survey and numbers in receipt steady around 230 - STCA membership stable in the face of budget and staff cuts across target sectors - all STCA events evaluate well - membership evaluation indicates STCA regarded as highly useful - individual meetings and events held and evaluate well. 	
<p>Operational outcome 24: ASH Scotland informs debates on tobacco, health and inequalities (Tobacco Strategy actions -</p>	
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Scan for relevant consultations (Scottish, UK, EU) and make a response to those which are relevant, drawing on best available evidence - Send representation to each meeting of the following, and provide any evidence reviews or background papers requested: <ul style="list-style-type: none"> • Ministerial Advisory Group, • Ministerial Sub-Group on Research • Ministerial Sub-Group on Enforcement • Ministerial Sub-Group on Youth Prevention <p>Outcome indicators:</p> <ul style="list-style-type: none"> - Responses submitted to all relevant consultations - Measurement of impact on eventual outcome or on the views of other stakeholders - stakeholder feedback of impact on national group meetings - media monitoring table indicates positive impact on media presentation of tobacco, health and inequalities - YouGov survey indicates positive trends in support for 	

<ul style="list-style-type: none"> - Scan the media each day, to identify and collate relevant articles - Identify opportunities to respond to negative or incorrect messages or to proactively or reactively present an ASH Scotland view and/or information and evidence on tobacco control - Participate in the annual YouGov survey of public opinion on a range of tobacco issues, ensuring that Scottish population figures are obtained and communicated 	<p>key tobacco control measures</p>
<p>Strategic Outcome 5: ASH Scotland will effectively drive wider action on smoking and health</p> <p>High Level Outcome 5b: ASH Scotland is well-run, efficient and effective</p>	
<p>Operational outcome 25: ASH Scotland demonstrates good governance practice</p>	
<p><i>Activities. We will:</i></p> <ul style="list-style-type: none"> - Support the maintenance of a suitably constituted Board (meetings, recruitment, training etc) - Underpin arrangements for meetings of the Board and sub-committees (papers, minutes, timings etc) - Carry out necessary functions to comply with regulatory requirements - Conduct an annual planning process and set in place systems to review and evaluate progress against the plan - Maintain financial systems to accurately record and report on all financial activity. - Ensure budgeting and reporting systems provide accurate, up-to-date information to the management team and Board. - Ensure that detailed analysis of costs per activity are available to inform decision making 	<p><i>Outcome indicators:</i></p> <ul style="list-style-type: none"> - Board members satisfied that Board and sub-committee's operate effectively (papers, minutes, timings etc) - All regulatory requirements are complied with - A comprehensive, forward looking strategic plan underpins all of our work and agreed outcomes are achieved - Organisation operates within projected budgets and year end financial outcomes match projections
<p>Operational outcome 26: Long term, sustainable and diverse funding is secured to fund all of our work</p>	
<p><i>Activities: We will:</i></p> <ul style="list-style-type: none"> - Maintain and strengthen mutually beneficial relationships with our long-term 	<p><i>Outcome indicators:</i></p> <ul style="list-style-type: none"> - Strong relations continue with existing funding partners

<ul style="list-style-type: none"> - partners. - Develop innovative projects, with clear health and social impacts, enabling us to develop partnerships with new funders. - Increase earned income from events and commissioned work. <p>Operational outcome 27: Staff are equipped and supported to contribute to the delivery of organisational objectives</p>	<ul style="list-style-type: none"> - New projects are developed and bids submitted and successful - New income from commissioned work grows each year
<p>Activities. We will:</p> <ul style="list-style-type: none"> - Review premises expenditure on an ongoing basis to ensure best value and quality is achieved. - Review quality of services on an ongoing basis to ensure standards are maintained. - Maintain office premises to a high standard, meeting health and safety and environmental requirements - Monitor and update IT systems to ensure they are fit for purpose and operate efficiently - Maintain high administrative standards to support all staff - Hold accurate, verified and updated central information including Simply Personnel - Complete review of organisational staffing requirements and put new structure in place - Set staff objectives in line with the strategic plan and give staff clear guidance on responsibilities and expectations - Ensure all staff receive regular support through the review and planning structure <ul style="list-style-type: none"> - Develop, review and maintain appropriate policies and procedures to recruit, develop and support staff 	<p><i>Outcome Indicators:</i></p> <ul style="list-style-type: none"> - Savings achieved through reviewing services - Staff survey indicates satisfaction with premises, IT and administrative and management support and that staff settling in after restructure - health and safety monitoring indicates no substantive concerns - Simply Personnel data is up to date and easily accessible

ASH SCOTLAND REVIEW

Recommendations to ASH Scotland:

- Develop an outcome focused strategy for 2015-18.
- Ensure that the 2015-18 ASH Scotland strategy is informed by a 5 – 10 year forward analysis of tobacco control issues.
- Consider, as part of the 2015 – 18 strategy, how it develops and implements a strategic approach to partnership working to enhance effectiveness and value.
- Continue to prioritise its national and international working, and review the purpose of local work to ensure it contributes effectively to strategic outcomes.
- Consider developing a revised logic model which can provide the basis for the organisational strategy and performance framework.
- Identify strategic priorities and partners for inequalities work which can contribute most to reducing tobacco harm and associated health inequalities.
- Review the purpose of the current Strategic Outcomes report with the Board and explore performance reporting formats to meet their needs.
- Ensure the minutes of the two sub-committees include recommendations to the Board; and that minutes of the Board include decisions made on the Strategic Outcomes report.

[REDACTED]

From: [REDACTED]
Sent: 27 April 2016 14:40
To: [REDACTED]
Subject: FW: annual review meeting
Attachments: Scottish Govt review recommendations 2014-15.doc

Categories: Purple Category

[REDACTED]
The Scottish Government
Tobacco Control Team
Health Improvement & Equality Division
Area 3 E
St Andrew's House
EDINBURGH
EH1 3DG

From: [REDACTED]
Sent: 24 July 2015 15:28
To: [REDACTED]
Subject: FW: annual review meeting

From: [REDACTED]
Sent: 24 July 2015 15:28
To: [REDACTED]
Cc: [REDACTED]
Subject: annual review meeting

Dear [REDACTED]

Ahead of our annual review meeting on Monday, please find appended my report on progress in auctioning the recommendations from the independent IOD PARC review. The main one for us to check in on I think is recommendation 9 which was the one directed to the Scottish Government:

Recommendation 9: The Scottish Government should review the format of its regular performance reports from ASH Scotland to ensure that the reports enable an assessment of value for money and of contribution to the national Tobacco Control Strategy.

[REDACTED] and I look forward to seeing you on Monday afternoon

Best wishes

[REDACTED]

[REDACTED]

Response to Scottish Government review report recommendations

Report Summary of ASH Scotland's Weaknesses and Strengths

ASH Scotland's strengths

11.1 ASH Scotland demonstrates a number of strengths. These include its:

- Effectiveness in influencing national policies and public opinion;
- Extremely high quality research and evidence publications with an efficient and well respected information service
- Ability to work well with a range of local and national partners and partnerships and to use these to increase impact locally, nationally and internationally
- High level of productivity in terms of outputs and participation in events
- Strong reputation for effectiveness and credibility
- External stakeholders' positive views of the organisation and staff
- A well-managed organisation with a strong staff group, and good use of capacity
- Good governance
- Good use and careful management of resources
- Robust financial and planning systems

ASH Scotland's weaknesses

11.2 Areas of weakness are fewer, and largely relate to improving clarity on organisational strategy and direction. These include having a:

- Large number of strategic and high level outcomes which make prioritisation difficult
- Lack of a succinct, clear overview of performance to present to the Board to enable assessment of areas of over- and under-performance
- Lack of clarity on how activities contribute to achieving the intended outcomes
- Need for a more strategic approach to its work on inequalities and local engagement

Review Report Recommendations

Eight recommendations were set out for ASH Scotland, plus one further for the Scottish Government. These have been discussed internally and an initial response is outlined below.

11.3 We propose the following recommendations for ASH Scotland:

Recommendation 1: Develop an outcome focused strategy for 2015-18.

This was completed. ASH Scotland's 2015-18 strategy was published in April 2015 and is supported by outcome- focussed annual work-plans.

Recommendation 2: Ensure that the 2015-18 ASH Scotland strategy is informed by a 5 - 10 year forward analysis of tobacco control issues.

This forward looking analysis is part of our routine work and was also directly addressed as part of the process of developing our strategy through SWOT and PEST analyses.

Recommendation 3: Consider, as part of the 2015 - 18 strategy, how it develops and implements a strategic approach to partnership working to enhance effectiveness and value.

ASH Scotland's 2015-18 strategy has a strong engagement focus, recognising the need to engage with those working in front-line services and organisations and this focus is implemented through our annual work-plans and priorities.

Recommendation 4: Continue to prioritise its national and international working, and review the purpose of local work to ensure it contributes effectively to strategic outcomes.

ASH Scotland continues to prioritise national and international working and are engaged in a consultation over and re-launch of the STCA. We will continue to seek to inform and enable local work within available capacity and resources.

Recommendation 5: Consider developing a revised logic model which can provide the basis for the organisational strategy and performance framework.

ASH Scotland developed a driver diagram to provide an overview of our 3 year strategy, and broke this down further into more concrete aims. These were aligned with the national strategy and informed our 3 year funding application to the Scottish Government.

Recommendation 6: Identify strategic priorities and partners for inequalities work which can contribute most to reducing tobacco harm and associated health inequalities.

Currently ASH Scotland has identified key strategic priorities for the coming year: taking forward work on Scotland's Charter for a tobacco-free generation; mental health and tobacco; working to engage with economically disadvantaged communities and settings on tobacco. We are in the process of identifying and engaging with key partners to develop this work further.

Recommendation 7: Review the purpose of the current Strategic Outcomes report with the Board and explore performance reporting formats to meet their needs.

An interim reporting format was presented to the Board at our June 2015 meeting, supported by a targeted quarterly internal report against our work-plan. This reporting format will be reviewed and finalised with the Board at our September meeting.

Recommendation 8: Ensure the minutes of the two sub-committees include recommendations to the Board; and that minutes of the Board include decisions made on the Strategic Outcomes report

This recommendation has been actioned.

The Scottish Government

Recommendation 9: The Scottish Government should review the format of its regular performance reports from ASH Scotland to ensure that the reports enable an assessment of value for money and of contribution to the national Tobacco Control Strategy.

ASH Scotland has proposed a more outcomes focussed and streamlined reporting format, and we linked our work-plan proposals to the national strategy in our 3 year funding application.

SD July 2015

[REDACTED]

From: [REDACTED]
Sent: 27 April 2016 14:41
To: [REDACTED]
Subject: FW: End of Year Paperwork - Grant Ref. 2014/756 - The Second Hand Smoke Project
Attachments: RobTrustTargetsYear2.doc; ASH Training Grant 2015 JBucComments.docx
Categories: Purple Category

[REDACTED]

From: [REDACTED]
Sent: 24 July 2015 15:44
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: End of Year Paperwork - Grant Ref. 2014/756 - The Second Hand Smoke Project

Dear [REDACTED]

We very much appreciate receiving confirmation of Scottish Government funding for this year, and will get the paper acceptance form for our main grant back to you early next week. John – to note that we recently changed our bank account to CAF so the bank payment details may differ from your records.

However it has come to my attention that the Robertson Trust actively monitors and re-negotiates outcomes annually and they had discussions with us based on the learning from year 1 and with a view to the year 2 reporting being more outcomes focussed, and incorporating a follow up element. This was flagged up in our report previously sent you to so you will have it on file, but please find the information appended again.

I think it makes sense to use the same outcomes and reporting for year 2 as agreed with the Robertson Trust if you are happy with them? Joanne has tracked these changes onto your grant letter (second attachment). If you'd like any further information or to discuss these further please let us know and if you want any changes we'll be happy to go back to the Robertson Trust and discuss with them.

I'll not sign the grant offer acceptance letter for this year's SHS training until you've had the chance to consider this.

[REDACTED] - I'm copying you in for information as Siobhan is currently off

Best wishes

[REDACTED]

From: [REDACTED]
Subject: RE: End of Year Paperwork - Grant Ref. 2014/756 - The Second Hand Smoke Project

Hi [REDACTED]

Following on from our discussion yesterday here are points worth highlighting to SGvt:

- The milestones within the SGvt Grant Offer letter are based on year one of the project
- The targets and outcomes agreed with The Robertson Trust for year two are slightly different (see attached for info). These were amended in light of our experience of delivering year one of the project and during discussions with The Robertson Trust to secure funding for year two (RobTrust are very keen the targets are different each year to allow project development and progression)

I have amended the relevant sections in the attached SGvt Grant offer letter (changes are tracked in red) to ensure they are correct for year two.

I hope this is ok, if you need me to do anything else please let me know.

Thanks,


Chief Executive

ASH Scotland
8 Frederick Street
Edinburgh, EH2 2HB

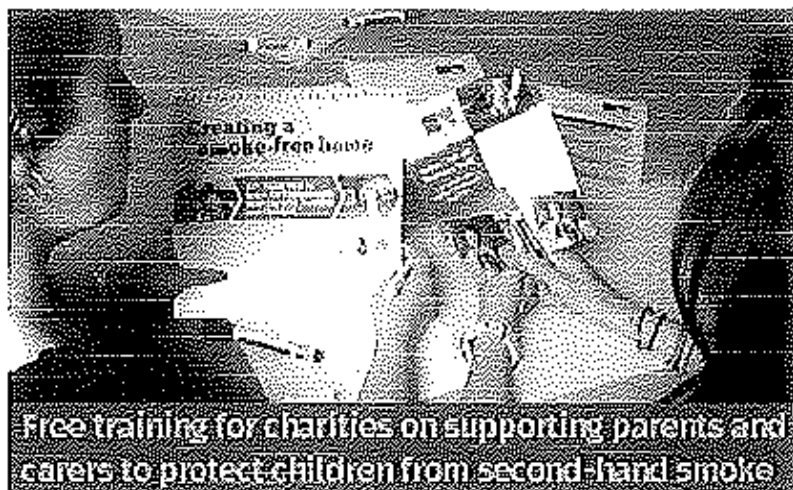
Telephone: 0131 220 9487

Tel: 0131 225 4725

Fax: 0131 225 4759

Web: <http://www.ashscotland.org.uk>

ASH Scotland's vision is of a healthier Scotland, free from the harm and inequality caused by tobacco.



CLICK ON IMAGE FOR MORE INFORMATION

Action on Smoking & Health (Scotland) (ASH Scotland) is a registered Scottish charity (SC 010412) and a company limited by guarantee (Scottish company no 141711).

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Planning my Outcomes and Targets Form

Please read the Guidance Notes on our website before completing this form and returning it as soon as possible to the address at the top of the page or e.mail to: admin@therobertsontrust.org.uk

Planning my Outcomes and Targets	
Organisation Name	ASH Scotland
Address	8 Frederick Street Edinburgh EH2 2HB
E-mail	[REDACTED]
Telephone Number	0131 225 4725
Contact Person	[REDACTED] Date 28/05/15

Outcome 1	
Workers are better equipped to support parents/carers to change their smoking behaviours.	
Up to 3 Targets about the activities or services you will deliver to help you achieve this outcome:	
1	We will engage with 30 local projects/organisations through regional delivery of the training and encourage a maximum of 3 larger, national organisations (who have a role working with parents), to incorporate this training course into their staff training/CPD programmes.
2	We will continue to deliver the 1-day interactive training course to a maximum of 100 staff from a maximum of 5 new local authority areas that we did not engage with during year one.
3	We will be flexible in our approach and tailor the training content and duration when necessary by developing a half-day or condensed version of the training for professional groups who have difficulty releasing staff for a full-day event.

Outcome 2

Workers are more confident and knowledgeable in discussing the issue of second-hand smoke with service users.

Up to 3 Targets about the activities or services you will deliver to help you achieve this outcome:

- | | |
|---|--|
| 1 | When completing evaluation feedback on the day of the training, 90% of participants will record an increase in both knowledge and confidence in discussing the issue of second-hand smoke. |
| 2 | 80% of participants will have discussed with parents/carers the health risks of second-hand smoke exposure, since attending the training. |
| 3 | 80% of participants will have given practical advice to parents on ways they can effectively protect their children from second-hand smoke. |

Outcome 3

Parents/carers are better supported if they wish to change their smoking behaviour; children are better protected from the harmful effects of second-hand smoke.

Up to 3 Targets about the activities or services you will deliver to help you achieve this outcome:

- | | |
|---|--|
| 1 | 80% of participants will have changed their working policy or practice since attending the training. |
| 2 | 40% of participants will have observed some level of behaviour change in the parents/carers they work with or signs of a smoke-free home. |
| 3 | Following on from the learning from the Scottish Government 'Take it Right Outside' campaign we will incorporate further practical advice into the training materials on how to make a home smoke-free and send email updates to previous participants on developments such as legislation on smoke-free vehicles. |

Population Health Improvement Directorate
Public Health Division

T: 0131-244 5670 E: 0131-244 2157

E: [REDACTED]

[REDACTED]
ASH Scotland
Frederick Street
EDINBURGH
EH1 2 2HB



The Scottish
Government
Riaghaltas na h-Alba



LEGACY 2014
XX COMMONWEALTH GAMES
SCOTLAND

14 July 2015

Dear [REDACTED]

OFFER OF GRANT - TRAINING RESOURCE TO SUPPORT NATIONAL CAMPAIGN ON SECOND-HAND SMOKE

We are pleased to advise you that we are able to offer ASH (Scotland) ("the Grantee") a grant of up to £16,000.00 STERLING, payable over the financial year 2015 to 2016, to contribute to the training resource required to support the work on second-hand smoke. The work under the grant is more particularly described in Schedule 1 ("the Project") and subject to the following terms and conditions:

1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out in Schedule 4 shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, subparagraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions.

2. Purposes of the Grant

2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The aim of the Grant is to engage with 30 local projects/organisations through regional delivery of training and encourage a maximum of 3 larger, national organisations to incorporate this training course into their staff training/CPD programmes. 20 projects/services across Scotland; these will include both organisations with national remit and those which are more locally/community-based.

2.5 The milestones against which progress in achieving objectives shall be monitored are:

- Deliver the 1-day interactive training course to a maximum of 100 staff from a maximum of 5 new local authority areas that were not engaged with during year one. Deliver 10 workshops to participants from at least 10 different organisations (maximum 16 participants per workshop)
- 80% of participants will have raised the issue of second hand smoke with at least three service users when followed up at 3 months post training, discussed with parents/carers the risks of second-hand smoke exposure since attending the training and given practical advice to parents on ways to effectively protect children,

2.6 The eligible costs for which the Grant can be claimed are:

£16,000.00

2.7 The eligible costs exclude:

- reclaimable Value Added Tax

3. Payment of Grant

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of Schedule 1 attached.

3.2 The Grantee shall within 6 weeks of receiving the final instalment of the Grant submit to the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in Schedule 3. The statement shall be signed by the Grantee's financial director or equivalent.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in Schedule 1, unless otherwise agreed in writing by the Scottish Ministers.

4. Inspection and Information

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of end project report. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives / outcomes.

4.2 Revisions to targets / milestones against which progress in achieving objectives / outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of 2 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.

5. Confidentiality and Data Protection

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

6. Disposal of Assets

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 2 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale.

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such

materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignment for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall

be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignment

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

14. Compliance with the Law

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to me at Public Health Division, 3E, St Andrew's House, Regent Road, Edinburgh, EH1 3DG. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely

[REDACTED]

[REDACTED]
Tobacco Policy Team
GRANT ACCEPTANCE

On behalf of _____ I accept the foregoing offer of Grant by the Scottish Ministers dated [] on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed:

[Director/Company Secretary/Authorised Signatory]

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:
[Witness]

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

PART 1: THE PROJECT

This project addresses the urgent need to support parents and carers to keep their homes smoke free by giving those services that support them the knowledge and confidence to discuss the topic with their service users. We know from a number of studies that smoking parents want to protect their children, and usually take some form of measures (such as opening a window) but do not know about the risks or the way that smoke lingers in the air and spreads through the house.

This project proposal aims to build on 8 pilot training sessions run between June and November 2013 where we engaged with workers (paid and unpaid) involved in supporting families with young children. Sessions were run in Edinburgh, Glasgow, Falkirk, Dundee, Inverness, Kilmarnock and Dumfries with 85 participants drawn mainly from voluntary sector organisations, both local and national.

Initial evaluation indicates that when rating the improvement in knowledge of SHS and confidence in raising the issue, the average participant moved from 4 to 8 on a 1-10 scale and rated the course 8.5 for how well it had met their needs.

From Spring 2014, the Scottish Government has run a multi-media campaign to raise awareness of keeping homes smoke free; it is anticipated that this will increase demand for the support this project will offer.

This project will provide training for paid staff and volunteers who are supporting parents of under-fives to raise the issue of second-hand smoke with their service users. In this way, it will protect more children from the harms of exposure to second-hand smoke.

This project is about increasing parents'/carers' ability to protect children's health; it is not about driving people towards stop smoking services although in some cases that could be a serendipitous outcome.

One day training sessions will be delivered in a variety of locations across Scotland. Some of these will be delivered for larger national voluntary organisations, perhaps as part of their own internal training programme, while others will be available on a generally marketed first-come first-served basis available to smaller local projects.

The training will cover

- Health effects of SHS on babies and children
- Health Behaviour Change in relation to tobacco use
- Barriers – yours and theirs - and how to overcome them
- Nudging theory of health behaviour change
- Simple steps parents can take
- Communication skills to support a motivational approach
- Information on any local SHS projects/initiatives

Ultimately, what it will do is ensure

- Workers are more confident in raising the issue of second-hand smoke with service users
- Parents/carers are better supported if they wish to change their smoking behaviour

- Workers are better equipped to support parents/carers to change their smoking behaviours
- Children are better protected from the harmful effects of second-hand smoke

It is envisaged the project running for 3 years, and plan to build on the experience of Year 1 to develop the programme for Years 2 and 3

The audience for the training will consist of anyone, paid or unpaid, whose role involves supporting families with children under five. This will encompass family support workers, befrienders, home/school link workers, nursery nurses and crèche workers.

National organisations which have already accessed the pilot sessions for a few of their staff include Action for Children, Homestart, Children 1st, Barnardo's, Fosterplus and Women's Aid; participants from these projects indicated that they would recommend the course to colleagues. ASH Scotland were able to involve some smaller locally-based projects by promoting the workshop through relevant networks. It is therefore confident that there are a huge number of potential participants for this training.

Because of the role of the people that will be trained, i.e. those supporting families in need, ASH Scotland are consciously directing their efforts into the most disadvantaged areas and capitalising on the existing good relationships between clients and established projects, with workers who are best placed to initiate the discussion but need the confidence, skills and knowledge to actually do so.

The intention is to offer the training across all of Scotland, thus ensuring equality of access to the resource. Venues could be provided by host organisations or hired as required; ASH Scotland will also have training rooms available at their own office in Edinburgh.

The project will be led by one Training & Development Officer who will have this project as 0.5 of their remit, line managed by an experienced Senior Training & Development Officer; the project sponsor is the Training & Development Manager; the project will also receive administrative support from the central support team of ASH Scotland.

ASH Scotland is a well-established and experienced organisation, with appropriate HR policies and financial procedures in place and as such is able to provide first class management of the project as a whole.

The key targets of this work (year one)

Engage with 20 projects/services across Scotland; these will include both organisations with national remits and those which are more locally/community based

1. Deliver workshops to a maximum of 150 workers from at least 10 different organisations
2. 80% of participants will have raised the issue of second-hand smoke with at least three service users when followed up at 3 months post training.

Key targets (year two):

- Engage with 30 local projects/organisations through regional delivery of training and encourage a maximum of 3 larger, national organisations to incorporate this training course into their staff training/CPD programmes;
- Deliver the 1-day interactive training course to a maximum of 100 staff from a maximum of 5 new local authority areas that were not engaged with during year one;
- 80% of participants will have discussed with parents/carers the risks of second-hand smoke exposure since attending the training and given practical advice to parents on ways to effectively protect children.

Monitoring processes will include keeping records of organisations contacted, their responses, marketing/advertising/promotion work, participant names, roles and contact details (email and phone), regular progress reports from the Training & Development Officer leading the project to their line manager and beyond.

Evaluation processes will include:

Pre-course questionnaire to assess existing confidence and knowledge of SHS; this also provides information for the trainer around the individuals who are coming along and the organisations for which they work thus ensuring an element of tailoring for the audience.

End-of-day questionnaire to track progress in confidence and knowledge and identify any further support/learning required

Evaluation will also be carried out immediately at the end of session to obtain feedback on the quality of trainer/venue/etc but more importantly to gauge the appropriateness of content and delivery method to inform future development.

The final activity on the day will be an action planning exercise which is then followed up in an online survey after 3 months. This helps us assess the impact of training and learn about any changes in participants' practice. Extrapolating from the impact of the pilot workshops, there is the potential that, by the end of Year 1, the issue of SHS will have been raised with around 1000 parents; thereafter there may well be a 'ripple effect' within the wider family and community, thus contributing to major culture change across Scotland.

Additionally, ASH Scotland will of course review and evaluate the training material each year, adapting and updating to incorporate lessons learned, shared practice and relevant new research.

PART 2: PAYMENT OF GRANT

1. The total Grant of £16,000 shall be payable by the Scottish Ministers to the Grantee in three instalments (August, November 2015 and February 2016) on receipt of a completed claim for Grant in the form set out in Schedule 2 together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.

2. The total Grant shall be payable over the financial year 2015 – 16 *and has* been allocated as follows:

	Amount	Payment Date
Payment	£6,000	August 2015
Payment	£5,000	November 2015
Payment	£5,000	February 2016

3. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.

4. Each claim shall be for an amount equal to the actual reasonable and proper costs and expenses incurred by the Grantee in connection with the Project since the submission by it of the last claim for an instalment of the Grant.

5. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.

6. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee has reasonably and properly incurred. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 2 weeks of receiving a claim and any required documentation and information relevant to the claim.

SCHEDULE 2
GRANT CLAIM FORM

Organisation: *[Name and address]*

Bank details: *[Name and address, sort code, account number]*

Project: *[Name / Description]*

Total agreed grant for 20xx-xx: *[Amount]*

Latest forecast of expenditure of grant for 20xx-xx: *[Amount]*

Grant claimed to date: *[Amount]*

Claim for grant for the period from _____ to _____

We hereby claim [total] grant of £ _____ in respect of the above period in accordance with the terms and conditions of the offer of Grant dated June 2014 and the Schedules attached thereto.

Completed by:

Position:

Contact Details:

Date:

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A	B	C	D
Item	Amount (£)	Paid Invoice [Y/N]	Other (please specify, e.g. certificate of payment in kind)

TOTAL*			

* Note the total should add up to the total expenditure claimed for the period.

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Training Resource To Support National Campaign on Second-Hand Smoke

This is to confirm that the grant claimed by ASH Scotland in relation to the above Project during the financial year ended 31 March 2016 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of ASH Scotland.

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

"Agreement" means the agreement constituted by the Scottish Ministers' invitation to apply for a grant, the Grantee's Application, these Conditions and the Grantee's acceptance of these Conditions;

"Conditions" means these grant conditions;

"Default" means:

(a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);

(b) Any failure to perform or the negligent performance of any obligation under this Agreement;

(c) Any breach of any legislation; or

(d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

"Financial Year" means a period from 1 April in one year until 31 March in the next;

"Grant" means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

"Grantee" means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the "Grantee" are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

"Intellectual Property Rights" means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

"Project" means the purpose for which the Grant has been awarded as described in the Offer of Grant;

"Payment" means each of the payments specified in Schedule 1 hereto.

[REDACTED]

From: [REDACTED]
Sent: 05 May 2016 09:06
To: [REDACTED]
Subject: FW: Ministerial Group

From: [REDACTED]
Sent: 27 July 2015 10:39
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Ministerial Group

Thanks very much Siobhan, I shall keep to that time-slot

Much appreciated

[REDACTED]
Chief Executive

ASH Scotland
8 Frederick Street
Edinburgh, EH2 2HB

Telephone: 0131 220 9487
Tel: 0131 225 4725
Fax: 0131 225 4759
Web: <http://www.ashscotland.org.uk>

ASH Scotland's vision is of a healthier Scotland, free from the harm and inequality caused by tobacco.



CLICK ON IMAGE FOR MORE INFORMATION

Action on Smoking & Health (Scotland) (ASH Scotland) is a registered Scottish charity (SC 010412) and a company limited by guarantee (Scottish company no 141711).

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From: [REDACTED]
Sent: 27 July 2015 10:38
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Ministerial Group

Thanks [REDACTED]

We haven't started thinking about the agenda for that meeting yet but I'm happy to offer a 10min presentation slot (followed by a short time for discussion). I'm conscious that the agenda is usually tight - do you think that 10mins would be enough?

Best wishes
[REDACTED]

[REDACTED]
Tobacco Control Team Leader | Public Health Division | Population Health Improvement Directorate | Scottish Government | 0131-244-2576 |
[REDACTED]

For your kids' sake, don't smoke indoors.
Take it right outside.

 Find out more at righttowild.org





From: [REDACTED]
Sent: 24 July 2015 13:44
To: [REDACTED]
Subject: Ministerial Group

Dear [REDACTED]

I hope this finds you both well

Could I offer a presentation on Australia's experience of and findings regarding standardised packaging at the next Ministerial Group on Tobacco? You may have seen my article in the Scotsman this week and subsequent correspondence with [REDACTED] of SGF. It would be good to nail some of the tobacco industry's misinformation ahead of the debate around legislation kicking off again here

Best wishes
[REDACTED]
[REDACTED]

Chief Executive

ASH Scotland
8 Frederick Street
Edinburgh, EH2 2HB

[REDACTED]

From: [REDACTED]
Sent: 27 April 2016 14:51
To: [REDACTED]
Subject: FW: Review Meeting 5 August
Attachments: ASH SCOTLAND ANNUAL REVIEW MEETING 5 AUGUST 2015 (Fin).docx

Categories: Purple Category

[REDACTED]

From: [REDACTED]
Sent: 17 August 2015 10:25
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Review Meeting 5 August

Thanks [REDACTED]

Revised note attached for your records.

[REDACTED]

**The Scottish Government
Tobacco Control Team
Public Health Division (Population Health Improvement Directorate)
Area 3 E
St Andrew's House
EDINBURGH
EH1 3DG**

From: [REDACTED]
Sent: 14 August 2015 16:52
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Review Meeting 5 August

Thanks for writing this up, [REDACTED] Can we propose a few tweaks for accuracy please?

ASH Scotland's main focus to host specific policy events for approx. 30 people in the future.

Would be more accurate as:

A new focus will be to host specific policy events for approx. 30 people in the future.

and

reduction in staff from 23 to 18

should be

reduction in staff from 24 to 18 (21fte to 15fte)

and

Information Services had been restructured to contain 4 development leads with a senior post created to oversee and ensure surety of data.

Should be

The Manager and Senior Officer levels had been replaced with 3 Development Leads for Alliances and Partnership, Children and Young People, and Inequalities, as well as a retained higher level post overseeing information, policy development and evidence-checking throughout the organisation.

Much appreciated

Kind regards

[REDACTED]
[REDACTED]
Chief Executive

ASH Scotland
8 Frederick Street
Edinburgh, EH2 2HB

Telephone: 0131 220 9487
Tel: 0131 225 4725
Fax: 0131 225 4759
Web: <http://www.ashscotland.org.uk>

ASH Scotland's vision is of a healthier Scotland, free from the harm and inequality caused by tobacco.



Free training for charities on supporting parents and carers to protect children from second-hand smoke

CLICK ON IMAGE FOR MORE INFORMATION

Action on Smoking & Health (Scotland) (ASH Scotland) is a registered Scottish charity (SC 010412) and a company limited by guarantee (Scottish company no 141711).

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From: [REDACTED]
Sent: 06 August 2015 15:05
To: [REDACTED]
Subject: Review Meeting 5 August

[REDACTED]

Grateful if you could let me know if you are content with the attached note of yesterday's meeting thanks.

[REDACTED]

**The Scottish Government
Tobacco Control Team
Public Health Division (Population Health Improvement Directorate)
Area 3 E
St Andrew's House
EDINBURGH
EH1 3DG**

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Tha am post-d seo (agus faidhlic neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadichte a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillsachadh neo sgaoileadh, gun chrad. Ma 's e is gun d'fhuair sibh seo le

ASH SCOTLAND ANNUAL REVIEW MEETING 5 AUGUST 2016, ST ANDREW'S HOUSE EDINBURGH

In Attendance

[REDACTED]

1. The purpose of the meeting was to undertake an Annual Review discussion between the Scottish Government and ASH Scotland relating to end year reports for 2014-15 and workplans for 2015-16 and beyond.

End Year Report

2. [REDACTED] and [REDACTED] summarised the main activities that had taken place during 2014/15. Firstly, ASH Scotland noted with satisfaction a positive, affirmative report following the independent review into ASH Scotland's Government funded work and governance.

3. The main activities were as follows:-

- Active membership of the Ministerial Sub Group on Smoking Prevention and the consequential activities with youth organisations to deliver a programme of work in support of the group's objectives.
- Support for the Scottish Government's "Take it Right Outside" campaign building on learning from the work of the REFRESH project.
- ASH Scotland's successful campaign for a strong tobacco/smoking policy for the Glasgow 2014 Commonwealth Games and on-going work to promote-smoke-free events including negotiations with the Ryder Cup organisers.
- Policy development following "Looked after and Accommodated Children and Young People work". Developed a policy guide for schools plus support for the NUS on smoke free campuses.
- A successful international tobacco conference held in Scotland.
- Policy and engagement work on –e-cigarettes.
- Evidence review of mental health.
- Work with the STCA partnership, including meeting with core Group and change in title to Scottish Tobacco Free Alliance. A new focus will be to host specific policy events for approx. 30 people in the future.
- Oversaw a staff restructuring resulting in a reduced management structure from 7 to 2 and reduction in staff from 24 to 18 (21 fte to 15fte). This resulted in a reduction of core costs with redundancy payments met from existing reserves. The Chief Executive's role would concentrate on HR, Finance and Policy Development with the

Deputy Chief Executive concentrating mainly on project engagement and outreach work. The Manager and Senior Officer levels had been replaced with 3 Development Leads for Alliances and Partnership, Children and Young People, and Inequalities, as well as a retained higher level post overseeing information, policy development and evidence-checking throughout the organisation.

4. ██████████ explained that the Scottish Government was about to embark on a spending review exercise in which all Divisional Policy areas would have to bid for the available funds with proper justification for the funds sought. As this was likely to be a difficult process, due to the current financial climate, it was essential that as Head of Tobacco policy he had the necessary information to be able to defend all bids and in particular to be in a position to demonstrate value for money and spend. In this regard John Watson agreed to provide one page of information which would highlight the key activities undertaken by ASH Scotland together with supportive information in the form of pie charts. **Action : John Watson to provide SG with 1 Page Key Highlights Brief.**

2015-2018

5. ██████████ provided a summary of the main activities contained in the three year work plan. The "Children's Charter" was highlighted as an excellent piece of work. As a result spin off work had materialised such as "Tobacco Free Schools" and "Tobacco Free Youth Services" and ASH Scotland was pleased that a list of organisations had expressed an interest particularly in the development of toolkits. Other areas would be developed such as a communication strategy and finance work addressing inequalities and tied in with organisations such as credit unions in order to smoke the stop smoking message. He also reported on-going work regarding the introduction of Standardised Packaging and the requirement to support with positive messaging. Additional priorities covered mental health and work to enable prisons to go smoke-free.

6. It was confirmed that a 2015-16 workplan had been submitted and that further workplans would need to be submitted and agreed under the new grant arrangements. It was pointed out that the funding would be subject to spending reviews. ██████████ stressed that it was important that workplans and progress reports to the Scottish Government took account of work being progressed by partners in order to maximise joint working and avoid duplication of effort.

Second Hand Smoke (2014-17) (Match Funded with The Robertson Trust)

7. It was confirmed that the Scottish Government had awarded funding for the project for 2015-16 and had approved funding in principle for 2016-17. John Watson confirmed that all the first year targets had been met. ██████████ confirmed that the "Take it Right Outside" campaign would be re-run towards the end of the year. One area to be improved was the web-site and she indicated it would be helpful if ASH Scotland could provide additional information in relation to the barriers faced or what worked well. Case studies demonstrating success would also be helpful and should be forwarded to ██████████ SG Comms. **Action : ASH Scotland to provide additional material for Take it Right Outside Website.**

ASH Scotland Review

8. In relation to the ASH Scotland independent review it was acknowledged that reference had been made throughout the meeting. It was noted that ASH Scotland had developed a 2015-18 strategic plan and also a 2016-17 workplan to take account of the recommendations contained in the report. The structural reorganisation referred to in paragraph 3 above had taken account of the review findings. [REDACTED] submitted a short report on progress towards implementing the recommendations so far. It was agreed that grant reports should include progress updates in the future.

[REDACTED]
Tobacco Control
August 2015

[REDACTED]

From: [REDACTED]
Sent: 05 May 2016 08:46
To: [REDACTED]
Subject: FW: Closer reading of PH England EC review ahead of Wednesday release

From: [REDACTED]
Sent: 18 August 2015 16:27
To: [REDACTED]
Subject: FW: Closer reading of PH England EC review ahead of Wednesday release

Hi [REDACTED]

I'm expecting tomatoes to feature in the reporting of the PHE EC report tomorrow. Sigh. Copying you in to my advance reading of all 111 pages – we've put out an embargoed press release and are anticipating quite a lot of media interest.

- PH England don't want to inhibit EC use so they seem to be calling for a review of MHRA licensing process to speed up the availability of products. Also the cost is so prohibitive all but the tobacco industry may be excluded.
- They say that more data is needed on a trajectory of dual use to determine whether ECs support cessation or support smoking
- They think that banning ecig use in prisons and healthcare settings risks increasing inequalities *'Whilst quitting cigarettes and all nicotine use should remain the main goal across all social groups, EC are of interest because, as with other clearer nicotine delivery systems, they potentially offer a wide reach, low-cost, intervention to reduce smoking and improve health in these more deprived groups in society where smoking is elevated.'*
- They cite the Cochrane Review. I do worry about this a little since only 13 studies got over the barrier for inclusion and I'd be reluctant to cite it as the authors themselves concluded the standard of evidence was low grade: *'There is evidence from two trials that ECs help smokers to stop smoking long-term compared with placebo ECs. However, the small number of trials, low event rates and wide confidence intervals around the estimates mean that our confidence in the result is rated 'low' by GRADE standards. The lack of difference between the effect of ECs compared with nicotine patches found in one trial is uncertain for similar reasons. ECs appear to help smokers unable to stop smoking altogether to reduce their cigarette consumption when compared with placebo ECs and nicotine patches, but the above limitations also affect certainty in this finding. In addition, lack of biochemical assessment of the actual reduction in smoke intake further limits this evidence. No evidence emerged that short-term EC use is associated with health risk.'*
<http://www.cochrane.org/CD010216/TOBACCO-can-electronic-cigarettes-help-people-stop-smoking-or-reduce-the-amount-they-smoke-and-are-they-safe-to-use-for-this-purpose>
- There wasn't time for this report to do a systematic review – Appendix A suggests they assessed 94 papers and 9 additional reports. I can't help wondering how many of these would have made it over the bar for a Cochrane Review
- They are very, very keen to publicise the *'current best estimate that using EC is around 95% safer than smoking'* – ties in with David Nutt 2014 finding
- They are calling for a new nicotine strategy to be incorporated into any revised tobacco strategies
- They say no evidence of EC normalising smoking and note that *'the gateway theory is ill defined and we suggest its use be abandoned until it is clear how it can be tested in this field'*.
- They note (as have we previously) that there is emerging evidence of effectiveness of EC in people with mental health problems.

- Passive vaping – EC release negligible levels of nicotine into ambient air with no identified health risks to bystanders (press will probably cite the bit about being similar to levels generated by eating a tomato).
- Regulatory interventions should ensure optimal product safety but make sure EC are not regulated more strictly than cigarettes and can continue to evolve and improve their competitiveness against cigarettes
- PHE say 'no evidence EC users exposed to dangerous level of aldehydes'



Head of Research Information and Policy Development
ASH Scotland
8 Frederick Street
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EH2 2HB
0131 220 9480

ASH Scotland website: www.ashscotland.org.uk

ASH Scotland's vision is of a healthier Scotland, free from the harm and inequality caused by tobacco.

E-mail your enquiries on tobacco and smoking to

the ASH Scotland Information Service: enquiries@ashscotland.org.uk

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