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**From:**  
**Sent:** 29 September 2017 16:46  
**To:** @glasgow.gcsx.gov.uk  
**Cc:**  
**Subject:** FW: Access to sanitary products

kindly passed your details to me as I am leading Scottish Government's work to provide access to free sanitary products.

It would be helpful to discuss this with you to get a feel for Glasgow's interest. You'll be interested to know, too, that we are also in touch with COSLA on this.

I'm on holiday next Monday/Tuesday, but perhaps we can fix a slot for a phone call later in the week.

Regards

Social Justice Delivery Team | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450 Argyll Street | Glasgow | G2 8LG

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**From:**  
**Sent:** 06 September 2017 09:40  
**To:**  
**Cc:**  
**Subject:** Access to sanitary products

To see interest from Glasgow in period poverty roll-out. I gave your name.

---

**From:** [redacted]  
**Sent:** 06 September 2017 09:39  
**To:** [redacted]  
**Subject:** RE: [redacted]

Hi



[REDACTED]

In terms of period poverty – there is an ongoing pilot in Aberdeenshire which with the addition of any available information from Elma's work in schools in North Ayrshire should give us a good basis to work out how to do a roll-out. The pilot evaluation won't be available until April 2018 and action after that may be influenced by the potential private members bill. I am sure the policy lead ([REDACTED]) will be able to provide more information.

Best wishes,

---

**From:** [REDACTED]  
**Sent:** 06 September 2017 08:33  
**To:** [REDACTED]  
**Subject:** RE: Draft UBI Committee Report

Dear

Thanks for your comments which are extremely helpful and constructive.

[REDACTED]

I also noticed the commitment and ambition around period poverty, well done! Is there any update on how this rollout will be managed as I have been asked in Glasgow to produce a paper on this.

Thanks in advance

Kindest regards

[REDACTED]

Glasgow City Council  
220 High Street  
Glasgow  
G4 0QW

[REDACTED]

T: 0141 276 2000  
Mobile: 07779 123456

**MacLennan G (Graeme)**

---

**From:** [redacted]  
**Sent:** 29 September 2017 17:02  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** FW: Period Poverty [OFFICIAL]

kindly passed your contact details on to me as I am leading Scottish Government's work on providing access to free sanitary products. We are indeed interested in finding out more about what you're doing in your schools and would appreciate a chat on the phone to hear your story.

I'm on holiday at the beginning of the week so perhaps could can suggest when would be good later next week.

Kind regards, and look forward to hearing from you.

[redacted] | Social Justice & Regeneration | Directorate for Housing,  
 Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450 Argyll Street | Glasgow |  
 G2 8LG

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-----Original Message-----

**From:** [redacted]  
**Sent:** 26 September 2017 10:06  
**To:** [redacted]  
**Subject:** FW: Period Poverty [OFFICIAL]

-----Original Message-----

**From:** [redacted]  
**Sent:** 18 September 2017 14:28  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** Re: Period Poverty [OFFICIAL]

Hi

Thank you for your email and apologies for the delay in reply -

I have been advised by colleagues that this project is being led by our  
[redacted], who I have copied in above.

[redacted], grateful if you could refer to the below email from Scottish  
Government seeking further information on our work on period poverty in  
schools.

Please let me know if I can be of any further assistance.

Thanks

North Ayrshire Council  
Cunninghame House  
Irvine  
KA12 8EE

From: <[redacted]>  
To: [redacted]@north-ayrshire.gov.uk>  
Cc:  
Date: 08/09/2017 16:02  
Subject: Period Poverty

Hi

I am not sure this query is in your area but I'd be grateful if you could  
pass it on to whoever would be best to speak to!

At the Citizens Basic Income meeting I was speaking to [redacted] about  
period poverty and she was saying that North Ayrshire Council had agreed to  
give free access to sanitary products in secondary schools. It had not yet  
been announced at that time but I assume that it has by now as I understood  
it was for this academic year. We are currently piloting improved access  
to sanitary products and would be really keen to speak to whoever handles  
this in North Ayrshire to understand costs and issues that you considered.

I have copied in my colleague [redacted] who leads on this policy area.

Kind regards,

**From:** @cosla.gov.uk>  
**Sent:** 02 October 2017 12:37  
**To:**  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hi

Done – sent to all directors and cc'd you.

**From:**  
**Sent:** 02 October 2017 12:30  
**To:** @cosla.gov.uk>  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hey

Thanks, that seems an eminently sensible question to add – happy for you to include it.

Cheers,

---

**From:** @cosla.gov.uk]  
**Sent:** 02 October 2017 11:11  
**To:**  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

I'm also thinking – in many places – probably mainly primary schools – they might not have vending machines, but have an arrangement where people would go to the school office or a department in the school if they required sanitary products. Do you want to ask anything about this? I wondered if "Do you have any other arrangements within schools for accessing sanitary products, if vending machines are not used" might give useful info. If not, happy to leave it out.

---

**From:**  
**Sent:** 02 October 2017 11:08  
**To:** @cosla.gov.uk>  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Great, thanks – yes, it is just the school estate. Will send request to shortly.

Cheers,

---

**From:** @cosla.gov.uk]  
**Sent:** 02 October 2017 11:06  
**To:**  
**Cc:**  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hi [redacted],

I will circulate the questions today – on the first I added the word “school” before estate – as I think that is the information you are looking for rather than all local authority buildings?

[redacted] will attend on 12<sup>th</sup> – can you send a diary invite?

Thanks

---

**From:** [redacted]  
**Sent:** 02 October 2017 10:48  
**To:** [redacted] <[\[redacted\]@cosla.gov.uk](mailto:[redacted]@cosla.gov.uk)>  
**Cc:** [redacted]  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hey [redacted]

Thanks for your email. The bullet points are the questions we'd like to put to schools (including primary schools) – we've put the same questions to Colleges Scotland and Universities Scotland. If they are able to respond by the 6<sup>th</sup> that would be very helpful but we'd still want to receive responses after that date – it will be crucial to our costing that we receive as accurate and complete a picture as we possibly can. Happy for you to direct responses to me.

Timing for the meeting on the 12<sup>th</sup> will be 12 noon till 2pm – we feel it's important COSLA is represented as you will be a key player as we develop our policy. As such, I'd be very grateful if you are able to field a stand-in.

Regards,

---

**From:** [redacted] <[\[redacted\]@cosla.gov.uk](mailto:[redacted]@cosla.gov.uk)>  
**Sent:** 02 October 2017 09:18  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hi

Thanks for your email. I'm sorry if I misunderstood – I thought you, or an analyst in your team, was putting together a survey and I would then circulate that to councils. Are the bullet points the survey? I had expected a survey monkey type thing but am happy to go with this if you'd rather – should responses go back to you?

I spoke to [redacted] last week, I probably won't get a chance to speak to others this week but I can circulate a survey and you'll maybe get some responses by 6<sup>th</sup> Oct. I wouldn't imagine all would be able to by then but we can try.

I won't be able to attend on 12<sup>th</sup> Oct due to other commitments – depending on the time I can see if someone else can attend from COSLA.

Thanks,

**From:** [redacted]  
**Sent:** 29 September 2017 16:54  
**To:** [redacted]@cosla.gov.uk>  
**Cc:** [redacted]  
**Subject:** ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hey [redacted]

Good to chat to you on Tuesday re our Programme for Government commitment on access to sanitary products and Monica Lennon's proposed Members Bill, and apologies for the delay in getting in touch. You kindly agreed to seek information from local authority estates managers on:

- How many sanitary products vending machines they currently have across their estate (per authority)
- What choice of products are offered
- Who the supplier of the vending machines is
- Is procurement done centrally by the LA or by individual schools or school clusters
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and indicate any costs that may be attached to this)
- Whether there are plans to introduce gender neutral toilets that would require additional vending machines to be introduced? Any developments in this area would need to be factored in going forward.

I recognise it may be ambitious but it would be really helpful if they are able to provide info by the end of next week (Fri 6 Oct), if at all possible.

We also said we'd give you some of the LA contacts we've heard from, and these are set out below. However, please note we've not yet spoken with [redacted].

[redacted]  
Glasgow City Council  
[redacted]@glasgow.gov.uk

[redacted]

[redacted]

[redacted]  
[redacted]

[redacted]@north-ayrshire.gov.uk

Finally, I'll shortly send you a calendar request to join our first Working Group meeting which will be at our Victoria Quay offices in Edinburgh on 12 October.

Hope you have a good weekend.

Regards,

Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

\*\*\*\*\*

Our Business Address is : COSLA, Verity House, 19 Haymarket Yards, EDINBURGH, EH12 5BH. t: +441314749200 w: <http://www.cosla.gov.uk>

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**From:** [redacted]  
**Sent:** 02 October 2017 15:16  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: PfG Commitment - Access to Sanitary Products - [OFFICIAL]

Many thanks for your prompt, helpful response.

Regards,

---

**From:** [redacted]@westlothian.gov.uk]  
**Sent:** 02 October 2017 14:34  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** FW: PfG Commitment - Access to Sanitary Products - [OFFICIAL]

\*\*\*\*\*  
 This email was sent via the Public Sector Network from West Lothian Council  
 \*\*\*\*\*

**DATA LABEL: OFFICIAL**

Please find below the response from West Lothian Council.

A report will be considered by Education committee at the end of October/early November which recommends a pilot of free sanitary products across our 11 secondary schools.

Regards

---

**From:** [redacted]@cosla.gov.uk]  
**Sent:** 02 October 2017 12:36  
**Cc:** [redacted]  
**Subject:** PfG Commitment - Access to Sanitary Products

Dear Colleagues,

Following the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, Scottish Government colleagues are asking for the following information from all Councils in order to develop an idea of the current picture in schools and for costing the delivery of the commitment. Could you please reply to [redacted]@gov.scot, and copy to me, your responses to the questions below:

- How many sanitary product vending machines do you currently have across your school estate? None
- What choice of products are offered? n/a
- Who is the supplier of the vending machines? n/a
- Is procurement done centrally by the LA or by individual schools or school clusters? Centrally
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?

Yes

- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?

Yes in the new West Calder HS due to open in 2018.

- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used?

Yes, informal arrangements are in place in secondary schools to provide sanitary products through pupil support offices.

We would be grateful for this information by **Friday 6 October**. I appreciate this may not be information you have to hand, but if you could forward as appropriate and complete as fully as is possible this would be really helpful,

Thanks

## COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House

19 Haymarket Yards

Edinburgh EH12 5BH



Our Business Address is : COSLA, Verity House, 19 Haymarket Yards, EDINBURGH, EH12 5BH. t: +441314749200 w: <http://www.cosla.gov.uk>

### West Lothian Council - Data Labels:

**OFFICIAL - Sensitive:** Contains Personal or Business Sensitive Information for authorised personnel only

**OFFICIAL:** Contains information for council staff only

**PUBLIC:** All information has been approved for public disclosure

**NON-COUNCIL BUSINESS:** Contains no business related or sensitive information

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**From:** <[redacted]@north-ayrshire.gov.uk>  
**Sent:** 02 October 2017 14:55  
**To:**  
**Cc:**  
**Subject:** RE: Period Poverty [OFFICIAL]

When you return feel free to contact me.

Sent with Good (www.good.com)

-----Original Message-----

**From :**  
**To :** <[redacted]>  
**cc :** [redacted]@NAYRSHIRE  
**Sent on :** 02/10/2017 10:27:28 GDT  
**Subject :** Re: FW: Period Poverty [OFFICIAL]

Thanks for your email. [redacted], is leading on  
 our activity. I have copied [redacted] in above.

Please let me know if you need anything further.

Thanks.

North Ayrshire Council  
 Cunninghame House  
 Irvine  
 KA12 8EE

Email: @north-ayrshire.gov.uk

From: [redacted]  
To: [redacted]  
Cc:  
Date: 29/09/2017 17:02  
Subject: FW: Period Poverty [OFFICIAL]

kindly passed your contact details on to me as I am leading Scottish Government's work on providing access to free sanitary products. We are indeed interested in finding out more about what you're doing in your schools and would appreciate a chat on the phone to hear your story.

I'm on holiday at the beginning of the week so perhaps could suggest when would be good later next week.

Kind regards, and look forward to hearing from you.

[redacted] | Social Justice & Regeneration | Directorate  
for Housing, Regeneration & Welfare | The Scottish Government | Atlantic  
Quay, 450 Argyll Street | Glasgow | G2 8LG

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-----Original Message-----

From: [redacted]  
Sent: 26 September 2017 10:06  
To:  
Subject: FW: Period Poverty [OFFICIAL]

-----Original Message-----

From: [redacted] @north-ayrshire.gov.uk]  
Sent: 18 September 2017 14:28  
To:  
Cc:  
Subject: Re: Period Poverty [OFFICIAL]

Hi Liz

Thank you for your email and apologies for the delay in reply - I

I have been advised by colleagues that this project is being led by our  
who I have copied in above.

, grateful if you could refer to the below email from Scottish  
Government seeking further information on our work on period poverty in  
schools.

Please let me know if I can be of any further assistance.

Thanks

Economy & Communities  
North Ayrshire Council  
Cunninghame House  
Irvine  
KA12 8EE

 north-ayrshire.gov.uk

From:  
To: @north-ayrshire.gov.uk>  
Cc:  
Date: 08/09/2017 16:02  
Subject: Period Poverty

Hi

I am not sure this query is in your area but I'd be grateful if you could  
pass it on to whoever would be best to speak to!

At the Citizens Basic Income meeting I was speaking to about  
period poverty and she was saying that North Ayrshire Council had agreed to  
give free access to sanitary products in secondary schools. It had not yet  
been announced at that time but I assume that it has by now as I understood  
it was for this academic year. We are currently piloting improved access  
to sanitary products and would be really keen to speak to whoever handles  
this in North Ayrshire to understand costs and issues that you considered.

I have copied in my colleague who leads on this policy area.

Kind regards,

\*\*\*\*\*

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

\*\*\*\*\*

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**From:** [redacted]  
**Sent:** 04 October 2017 11:47  
**To:** [redacted]@universities-scotland.ac.uk  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Hey

Many thanks for sending the info you received and apologies for the delay in getting back to you. Grateful if you could go back to those who haven't responded to try to get that info.

Regards,

---

**From:** [redacted]  
**Sent:** 26 September 2017 11:28  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Thanks very much for getting back so quickly. I have copied in my colleagues who are leading on this. They will take a look and be back in touch with you on next steps etc.

Thanks again

[redacted] | Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
 Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |

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**From:** [redacted]@universities-scotland.ac.uk  
**Sent:** 26 September 2017 11:19  
**To:** [redacted]  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Hi [redacted]

The attached spreadsheet contains what I've got back from our institutions. We got 9 responses. Hopefully that's a good enough sample to allow you to make a decent estimate, bearing in mind that Edinburgh, by far the biggest university, is missing, as is Glasgow University. Or, if your timing allows, I can go back to the missing institutions and encourage them to respond, to try to get a more comprehensive picture.

Best wishes,

---

**From:** [redacted]  
**Sent:** 20 September 2017 08:35  
**To:** [redacted]@universities-scotland.ac.uk>  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Hi

Apologies. I just realised that I didn't reply to this. We are working on the basis that ML will want to continue to pursue this but we honestly do not know. We met with [redacted] from Colleges Scotland yesterday and I think she is going to get in touch with you.

Regards

[redacted] | Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |  
Tel: 0141 244 3000 | Email: [redacted]

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**From:** [redacted]@universities-scotland.ac.uk]  
**Sent:** 14 September 2017 11:50  
**To:** [redacted]  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Thanks for all that. That's extremely helpful.

We knew about Monica Lennon's consultation and I had meant to ask you whether you expected that to go forward, now that something so similar is in the programme for government. I'm taking it from what you say here that the answer is yes, at least on current assumptions? (I realise it's not your responsibility and that you won't be able to give a definitive answer, but any general steer would be useful).

Best wishes,

---

**From:** [redacted]  
**Sent:** 14 September 2017 10:39  
**To:** [redacted]@universities-scotland.ac.uk>  
**Cc:** [redacted]  
**Subject:** Access to Sanitary Products in Schools, Colleges & Universities

Hi

It was good to speak with you earlier. It is helpful to know that this issue will be discussed at the next Universities Secretaries Group on 6<sup>th</sup> October. We agreed that in advance of that (and if possible over the next week) you would seek information from your estates managers on:



- How many sanitary products vending machines they currently have across their estate
- What choice of products are offered
- Who the supplier of the vending machines is
- Whether there are plans to introduce gender neutral toilets that would require additional vending machines to be introduced? Any developments in this area would need to be factored in going forward.

From this we can try and build up a potential cost range.

I mentioned that South Lanarkshire College had introduced a scheme to provide free sanitary products earlier in the year. I attach a brief note of what we know about that scheme.

The one bit of information missing from the attached is the unit cost per product – but we are asking SLC for this and will let you know that information when we get it as well.

For your meeting on the 6<sup>th</sup> October you will also want to be aware of Monica Lennon MSP's consultation on this issue. She is proposing a Private Member's Bill to place a duty on schools, colleges and universities to provide free access to sanitary products and she is also proposing a duty on Scottish Ministers to provide universal free access. I have attached a link to her consultation document.

<http://periodpovertyscotland.weebly.com/>

Regards

Scottish Government | Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5 Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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**From:** @collegesscotland.ac.uk>  
**Sent:** 04 October 2017 12:01  
**To:**  
**Subject:** RE: Access to sanitary products - colleges survey

Tomorrow works fine for me – worth touching base with at COSLA too? She's the lead from the perspective of schools.

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**From:**  
**Sent:** 04 October 2017 11:57  
**To:** @collegesscotland.ac.uk>  
**Subject:** RE: Access to sanitary products - colleges survey

Thanks, no probs. Funny you should mention a catch up, said she'd like to set something up with you and this week. I think, though, tomorrow morning would work better for us – is that any good for you?

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**From:** @collegesscotland.ac.uk]  
**Sent:** 04 October 2017 11:46  
**To:**  
**Subject:** RE: Access to sanitary products - colleges survey

Sorry delay completely at my end – the Learner Journey review kiboshed my week! I'm looking at both responses just now and collating it, will have something over to you at lunchtime. Would be good to catch up with you very quickly this afternoon just so I'm clear of what your expectations are over the next few weeks.

Happy Wednesday!

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**From:**  
**Sent:** 04 October 2017 11:44  
**To:** @collegesscotland.ac.uk>  
**Subject:** Access to sanitary products - colleges survey

Hey

Hope all's well. Just wondering where we're at with the colleges survey and additional questions? I think you were going to send over responses to date last week. Apologies if you've already sent it and I've missed it.

Cheers,

\*\*\*\*\*

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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**From:**  
**Sent:** 04 October 2017 17:10  
**To:**  
**Subject:** RE: Sanitary Products survey results

Hey

That's great, many thanks. I'm now not sure about meeting tomorrow; [redacted] had mentioned she wanted to speak with you and [redacted] (too I imagine) and there was a slot in her calendar which has since been blocked out – so I'm not sure if she's still available. I will hopefully speak with her tomorrow and clarify. But I think it would be sufficient for you to dial in to any meeting we may have.

Have a good evening and speak soon.

Cheers,

---

**From:** [redacted]@collegesscotland.ac.uk]  
**Sent:** 04 October 2017 16:31  
**To:** [redacted]  
**Subject:** Sanitary Products survey results

Hi

Please find attached the survey results for the two questionnaires, with my sincerest apologies for the delay. As I'd mentioned before, the first four respondents on Questionnaire 2 were unable to provide their institution, but I can go back out to facilities managers once we are taking the next steps in this project.

Let me know if you'd like me to come in tomorrow – and my apologies again for the delay in getting this to you.

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# Q1 How many sanitary product vending machines are there currently across the college estate?

Answered: 14 Skipped: 0

#	RESPONSES	DATE
1	23	9/21/2017 4:07 PM
2	14 across 4 campuses	9/19/2017 9:59 AM
3	30	9/19/2017 8:31 AM
4	Finnart - 4 machines Waterfront - 3 machines	9/18/2017 4:33 PM
5	We have 28 machines on five sites	9/18/2017 2:51 PM
6	23 across Perth College UHI Crieff Road Campus, Perth.	9/18/2017 12:25 PM
7	12 dispensing machines	9/18/2017 12:12 PM
8	6	9/18/2017 11:24 AM
9	4	9/18/2017 11:11 AM
10	14 at Paisley campus	9/18/2017 10:38 AM
11	5	9/18/2017 9:44 AM
12	17	9/18/2017 9:43 AM
13	13	9/18/2017 8:43 AM
14	10	9/18/2017 8:18 AM

## Q2 What choice of products are offered?

Answered: 14 Skipped: 0

#	RESPONSES	DATE
1	Tampons and towels	9/21/2017 4:07 PM
2	tampax and sanitary pads	9/19/2017 9:59 AM
3	kotex + tampax	9/19/2017 8:31 AM
4	Finnart - On our 1st floor there is Kotex 1 towel for £1, or 3 Tampax for £1. On the ground floor there's a more varied machine with most items at £2 (some £3), including Always x1, Tampax x 3, Nivea deodorant, tic tax 100s, hairbrush, and then there's Skins, Dental Kit (both at £3).	9/18/2017 4:33 PM
5	Sanitary towels and tampons	9/18/2017 2:51 PM
6	Tampons and sanitary towels	9/18/2017 12:25 PM
7	Sanitary towels and tampons	9/18/2017 12:12 PM
8	Tampax Kotex	9/18/2017 11:24 AM
9	Towels and Tampons	9/18/2017 11:11 AM
10	Tampax and press on towels	9/18/2017 10:38 AM
11	Kotex Maxi x 1 Sanitary Towel. Cost £1 Tampax Super Tampon x 3 with Applicator. Cost £2	9/18/2017 9:44 AM
12	tampon press on towel	9/18/2017 9:43 AM
13	pads and tampons	9/18/2017 8:43 AM
14	Sanitary towels	9/18/2017 8:18 AM



## Q3: Who is the supplier of the vending machines?

Answered: 14 Skipped: 0

#	RESPONSES	DATE
1	PHS	9/21/2017 4:07 PM
2	PHs via our FM company ISS	9/19/2017 9:59 AM
3	initial	9/19/2017 8:31 AM
4	Initial.	9/18/2017 4:33 PM
5	Rentokil-Initial	9/18/2017 2:51 PM
6	Co-an	9/18/2017 12:25 PM
7	Rentokil Initial - contract due for renewal soon.	9/18/2017 12:12 PM
8	Owned	9/18/2017 11:24 AM
9	Canon	9/18/2017 11:11 AM
10	PHS	9/18/2017 10:38 AM
11	Initial	9/18/2017 9:44 AM
12	PHS	9/18/2017 9:43 AM
13	Initial	9/18/2017 8:43 AM
14	PHS	9/18/2017 8:18 AM

## Q4 Are there plans to introduce gender neutral toilets that would require additional vending machines to be introduced?

Answered: 14 Skipped: 0

#	RESPONSES	DATE
1	Yes	9/21/2017 4:07 PM
2	We have gender neutral toilets in all campuses but no additional vending machines to be indtorduced	9/19/2017 9:59 AM
3	n/a	9/19/2017 8:31 AM
4	Yes, there will be a gender neutral toilet, however I'm unsure if the vending machines will be required, but I would expect they might be.	9/18/2017 4:33 PM
5	Not at this time	9/18/2017 2:51 PM
6	We already have gender neutral toilets	9/18/2017 12:25 PM
7	All our disabled toilets are gender neutral. We don't have machines in these. The Student Association plan on putting free products in these areas and in toilets which are well used by students.	9/18/2017 12:12 PM
8	We have 1	9/18/2017 11:24 AM
9	No plans as at present	9/18/2017 11:11 AM
10	Yes - 1 additional toilet at Paisley campus	9/18/2017 10:38 AM
11	We have a number of gender neutral toilets, however there are no plans to introduce vending machines into these spaces.	9/18/2017 9:44 AM
12	yes	9/18/2017 9:43 AM
13	Yes	9/18/2017 8:43 AM
14	No	9/18/2017 8:18 AM

## Access to Sanitary Products in Colleges

### Q5 College:

Answered: 10   Skipped: 4

#	RESPONSES	DATE
1	Forth Valley College	9/21/2017 4:07 PM
2	Edinburgh College	9/19/2017 9:59 AM
3	west collage scotland/clydebank campus	9/19/2017 8:31 AM
4	West College Scotland - Finnart and Waterfront Campuses	9/18/2017 4:33 PM
5	Fife College	9/18/2017 2:51 PM
6	Perth College UHI	9/18/2017 12:25 PM
7	West Lothian College	9/18/2017 12:12 PM
8	New College Lasnarkshire-COATBRIDGE campus	9/18/2017 11:24 AM
9	Sabhal Mòr Ostaig, Isle of Skye	9/18/2017 11:11 AM
10	West College Scotland, Renfrew Road, Paisley, PA3 4DR	9/18/2017 10:38 AM

# Provision of Sanitary Products for those who Experience Poverty

## Q1 Contact Name:

Answered: 19 Skipped: 1

#	RESPONSES	DATE
1		9/4/2017 1:15 PM
2		8/25/2017 4:54 PM
3		8/24/2017 12:01 PM
4		8/23/2017 3:03 PM
5		8/17/2017 9:18 AM
6		8/16/2017 4:06 PM
7		8/16/2017 2:45 PM
8		8/15/2017 5:50 PM
9		8/15/2017 1:47 PM
10		8/14/2017 1:46 PM
11		8/14/2017 11:02 AM
12		8/11/2017 9:25 AM
13		8/10/2017 2:30 PM
14		8/10/2017 9:52 AM
15		8/9/2017 9:13 AM
16		8/9/2017 9:07 AM
17		8/8/2017 2:45 PM
18		8/8/2017 9:41 AM
19		8/8/2017 7:49 AM

# Provision of Sanitary Products for those who Experience Poverty

## Q2 Job Title:

Answered: 19 Skipped: 1

#	RESPONSES	DATE
1	Vice Principal Resources & College Development	9/4/2017 1:15 PM
2	Director of Finance & Estates	8/25/2017 4:54 PM
3	Head of Facilities Management	8/24/2017 12:01 PM
4	Student Experience Manager	8/23/2017 3:03 PM
5	Principal	8/17/2017 9:18 AM
6	Director of Finance and Estates	8/16/2017 4:06 PM
7	PA to the Principal	8/16/2017 2:45 PM
8	Principal	8/15/2017 5:50 PM
9	x	8/15/2017 1:47 PM
10	Occupational Health Nurse	8/14/2017 1:46 PM
11	Student Association Development Officer	8/14/2017 11:02 AM
12	Head of Student Services	8/11/2017 9:25 AM
13	Facilities Coordinator	8/10/2017 2:30 PM
14	Head of Estates Services	8/10/2017 9:52 AM
15	HEAD OF STUDENT SERVICES	8/9/2017 9:13 AM
16	Assistant Principal	8/9/2017 9:07 AM
17	Director of OD and Facilities	8/8/2017 2:45 PM
18	Head of Estates	8/8/2017 9:41 AM
19	Vice principal academic	8/8/2017 7:49 AM

# Provision of Sanitary Products for those who Experience Poverty

## Q3 Email address:

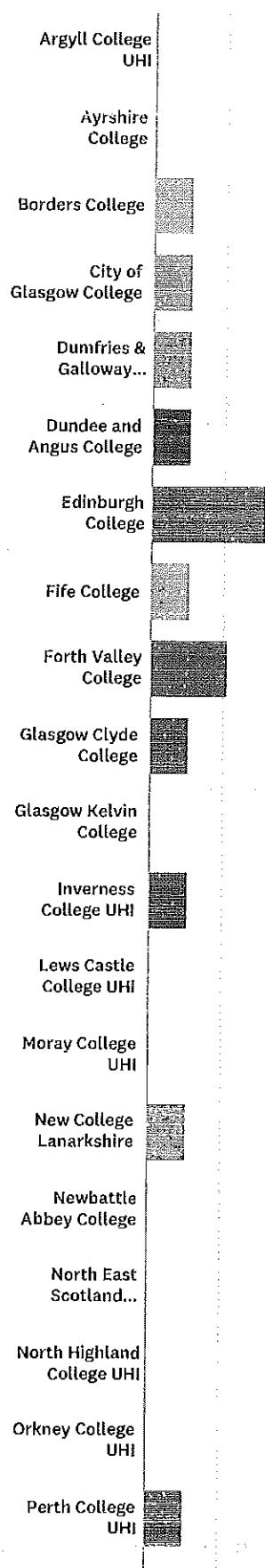
Answered: 19 Skipped: 1

#	RESPONSES	DATE
1		9/4/2017 1:15 PM
2		8/25/2017 4:54 PM
3		8/24/2017 12:01 PM
4		8/23/2017 3:03 PM
5		8/17/2017 9:18 AM
6		8/16/2017 4:06 PM
7	karen.richardson@fifehigh.ac.uk	8/16/2017 2:45 PM
8		8/15/2017 5:50 PM
9	x	8/15/2017 1:47 PM
10		8/14/2017 1:46 PM
11		8/14/2017 11:02 AM
12		8/11/2017 9:25 AM
13	mary.walker@edinburghcollege.ac.uk	8/10/2017 2:30 PM
14	dougall@edinburghcollege.ac.uk	8/10/2017 9:52 AM
15		8/9/2017 9:13 AM
16		8/9/2017 9:07 AM
17	valleyin@dundee.ac.uk	8/8/2017 2:45 PM
18	j.buchanan@fife.ac.uk	8/8/2017 9:41 AM
19		8/8/2017 7:49 AM

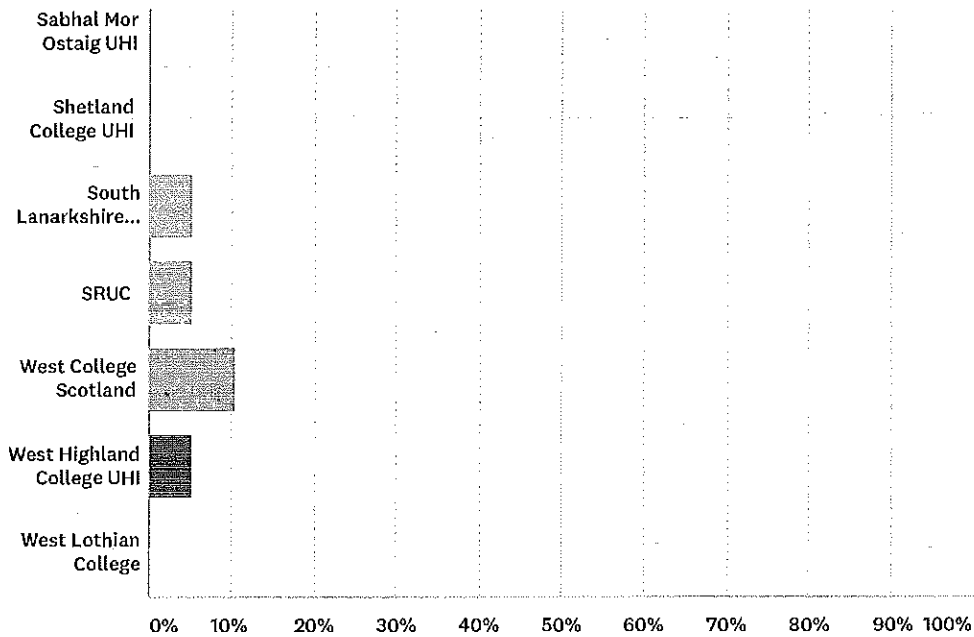
# Provision of Sanitary Products for those who Experience Poverty

## Q4 College:

Answered: 19 Skipped: 1



## Provision of Sanitary Products for those who Experience Poverty



ANSWER CHOICES	RESPONSES	
Argyll College UHI	0.00%	0
Ayrshire College	0.00%	0
Borders College	5.26%	1
City of Glasgow College	5.26%	1
Dumfries & Galloway College	5.26%	1
Dundee and Angus College	5.26%	1
Edinburgh College	15.79%	3
Fife College	5.26%	1
Forth Valley College	10.53%	2
Glasgow Clyde College	5.26%	1
Glasgow Kelvin College	0.00%	0
Inverness College UHI	5.26%	1
Lewis Castle College UHI	0.00%	0
Moray College UHI	0.00%	0
New College Lanarkshire	5.26%	1
Newbattle Abbey College	0.00%	0
North East Scotland College	0.00%	0
North Highland College UHI	0.00%	0
Orkney College UHI	0.00%	0
Perth College UHI	5.26%	1
Sabhal Mor Ostaig UHI	0.00%	0
Shetland College UHI	0.00%	0
South Lanarkshire College	5.26%	1

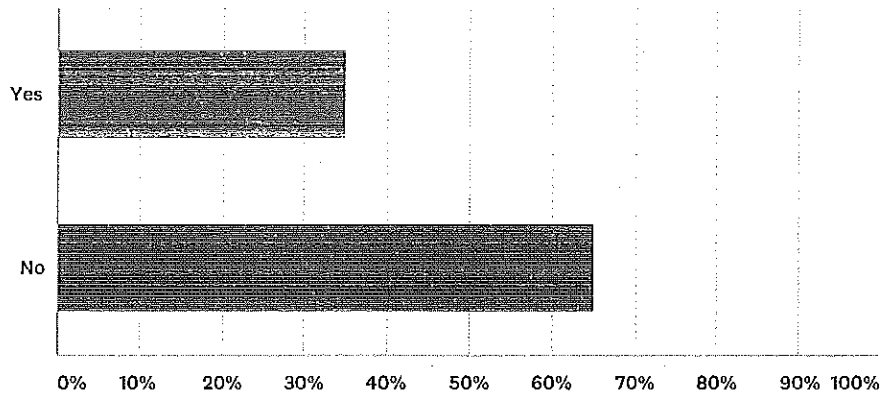


## Provision of Sanitary Products for those who Experience Poverty

SRUC	5.26%	1
West College Scotland	10.53%	2
West Highland College UHI	5.26%	1
West Lothian College	0.00%	0
<b>TOTAL</b>		<b>19</b>

## Q5 Does the college currently provide any free sanitary products?

Answered: 20 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	35.00%	7
No	65.00%	13
TOTAL		20

## Provision of Sanitary Products for those who Experience Poverty

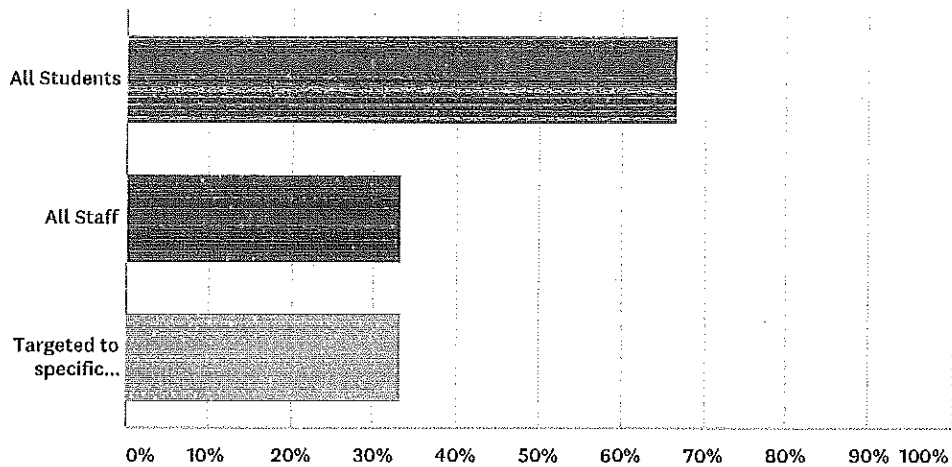
### Q6 How do individuals access the free products? (Please give a brief explanation in the box below)

Answered: 6    Skipped: 14

#	RESPONSES	DATE
1	Via Students Association (Women's Society)	8/24/2017 12:09 PM
2	They are available from our student services and learner engagement team	8/17/2017 9:36 AM
3	The free products are available to a section of the student population within the Learner Development team. The products are available upon request to a tutor or support worker.	8/16/2017 4:09 PM
4	Come into the Student Association, the same way they would to access C Card provision	8/14/2017 11:09 AM
5	Products are available from Student Services; Annexe Building Reception; Hair and Beauty Reception; and the Student Association Office. Products are also available from free dispensing machines that are installed in toilets across the college campus. This covers all floors in the Main Building and on the Ground Floor in the Annexe. It also includes fully accessible toilet options.	8/11/2017 9:32 AM
6	Through the Fife College Student Association offices at each Campus	8/8/2017 9:43 AM

## Q7 Who are the free sanitary products available to? (select all that apply)

Answered: 6 Skipped: 14



ANSWER CHOICES		RESPONSES	
All Students		66.67%	4
All Staff		33.33%	2
Targeted to specific individuals		33.33%	2
Total Respondents: 6			

#	IF TARGETED TO SPECIFIC INDIVIDUALS, PLEASE SPECIFY WHICH GROUP/S THE SCHEME TARGETS AND HOW RECIPIENTS ARE IDENTIFIED:	DATE
1	Women in hardship or with identifiable need	8/17/2017 9:36 AM
2	Students within the Learner Development section have access to free products on request.	8/16/2017 4:09 PM

## Q8 Please provide any information you have on the level of uptake of free products e.g. on approximate number of products provided/individuals reached by the scheme etc

Answered: 6 Skipped: 14

#	RESPONSES	DATE
1	Unmonitored - help yourself display 1000 taken 2016/17	8/24/2017 12:09 PM
2	numbers are not recorded but we estimate 150 to 200 women benefit	8/17/2017 9:36 AM
3	Not able to answer as no records are kept	8/16/2017 4:09 PM
4	We launched the free provision in May 2017, which was only one month prior to the Students finishing for the academic year. We had approximately 45 sanitary towels and 50 tampons used. Approximately 20 students, which we are aware of used this facility and there were additional provision taken during summer months whilst there was access to the sanitary products but no Association staff to monitor.	8/14/2017 11:09 AM
5	Initiative has been in place since January 2017 and uptake for products remains steady. Products available through the toilets have been replenished on a regular basis. Both staff and students utilise these essential items, with significant numbers of students in financial hardship accessing them.	8/11/2017 9:32 AM
6	Information not kept.	8/8/2017 9:43 AM

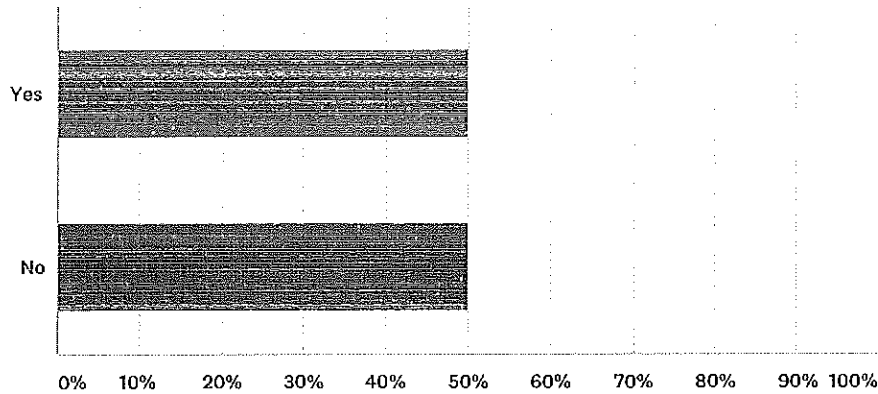
**Q9 Approximately how much does the college's provision of free sanitary products cost? (Please provide any information you can on the cost of the scheme e.g. cost of products/administration; type of products provided etc)**

Answered: 6 Skipped: 14

#	RESPONSES	DATE
1	£240 spent on sanitary towel and tampons	8/24/2017 12:09 PM
2	We receive supplies free from the NHS	8/17/2017 9:36 AM
3	Limited impact upon college resource budget	8/16/2017 4:09 PM
4	We purchased £250 from the income we made from the sale of NUS Cards and will require to top up prior to December. We would estimate total spend to be £500 per year.	8/14/2017 11:09 AM
5	Estimation of costs: Hand-out products Costs so far are £53.00 Projected additional costs £30.00 Total for hand-out products £83.00 Toilet vending machines Each vending machine holds 50 products, 25 towels and 25 tampons Elise towel boxes of 100 @ £39.90 each Fentex tampons boxes of 100 @ £59.90 each Each vending machine fully stocked is £24.85 each 6 vending machine fully stocked is £149.10 Projected costs each machine fully stocked 4 times = £149.10 X 4 = £596.40 We project we will spend £596.40 in vending machine stock costs until the end of the academic session 2016-17. Total costs for session 2016-17 Vending machine costs £596.40 Hand-out product costs £83.00 Total costs £679.40	8/11/2017 9:32 AM
6	Approximately £300 per annum, tampons and towels are provided.	8/8/2017 9:43 AM

## Q10 Have you received any feedback on your provision of free sanitary products?

Answered: 6 Skipped: 14

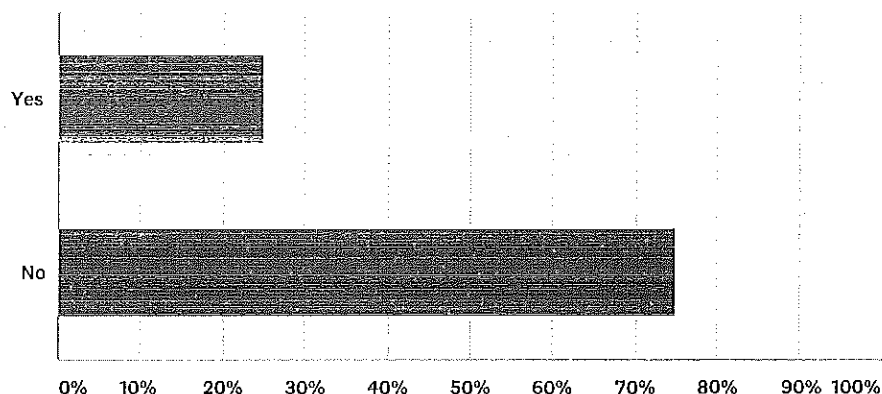


ANSWER CHOICES	RESPONSES	
Yes	50.00%	3
No	50.00%	3
<b>TOTAL</b>		<b>6</b>

#	IF YES, WHAT FEEDBACK HAVE YOU RECEIVED?	DATE
1	positive feedback	8/17/2017 9:36 AM
2	This has been introduced as part of our health and wellbeing focus for students and staff; South Lanarkshire College is now providing free sanitary products to all women and girls. We have around 5000 students attending the College with around half of these being female. The feedback has been exceptionally positive from both staff and students. Feedback - What difference has it made so far? Student Association – they are thrilled that the College is taking such a progressive step and acknowledging that for many students having no access to sanitary products is a real barrier to having a full and productive student experience. Staff – many staff recognise the impact of not being able to afford or have access to these essential hygiene products impacts the physical, emotional and mental health of all women and girls. Students - think this has made a huge difference to the lives of the girls and women who come to study at South Lanarkshire College. The feedback has been really positive. They feel valued, and appreciate the honesty that the College acknowledges that many students don't have the funds to buy these essential items. One particular comment from a student really stood out when they described the impact for her of introducing such an important initiative when she said "this has made a huge difference to my situation - to be able to get free sanitary products and not to lose my dignity in the process".	8/11/2017 9:32 AM
3	Happy at the service	8/8/2017 9:43 AM

## Q11 Has the college ever considered providing free sanitary products?

Answered: 12 Skipped: 8



ANSWER CHOICES		RESPONSES	
Yes		25.00%	3
No		75.00%	9
TOTAL			12

#	IF YES, WHY WAS PROVISION OF FREE SANITARY PRODUCTS NOT TAKEN FORWARD (I.E. WHAT DIFFICULTIES WERE CONSIDERED/ENCOUNTERED)?	DATE
1	This is an initiative which our Students' Association(SRUCSA) has taken forward. Products are supplied at each campus by SRUCSA and are augmented by donations by staff. SRUCSA is keen that this become a college supported activity for both students and staff and are considering a formal proposal to the Board.	8/23/2017 3:06 PM
2	There is no free provision at this time however we are currently carrying out a cost exercise to ascertain the viability of providing these products for free.	8/16/2017 2:45 PM
3	Cost of provision.	8/9/2017 9:07 AM



**Q12 Please use the box below to include any further comments on your college's experience providing free sanitary products or any thoughts you have on how free access for students could best be provided.**

Answered: 12 Skipped: 8

#	RESPONSES	DATE
1	The costs of this to the College would be prohibitive given the volumes of students who could be involved and with no effective control on supply of product. Also the logistics of assessing who would be eligible based on their financial situation would be impractical if not impossible.	9/4/2017 1:23 PM
2	Free and funded access to all students in Scotland's publically funded schools, colleges and universities Scotland would be desirable with a collective sourcing arrangement set up by SFC or agency.	8/23/2017 3:09 PM
3	we would consider providing a free global service to our learners and would be interested to learn from colleges that are doing this	8/17/2017 9:36 AM
4	.	8/16/2017 2:45 PM
5	Setting up the provision and distribution of products could be easily arranged. The issue is who would cover the cost of the supplies.	8/14/2017 1:47 PM
6	We want to support our students anyway possible and providing this essential provision will help our students to concentrate on essential skills. Funding would be greatly appreciated as students are struggling with the cost of living.	8/14/2017 11:14 AM
7	Giving women and girls straightforward access to these essential sanitary products allows individuals to continue with the main purpose they attend college, whether this is to focus on learning and teaching, supporting students in their studies or carrying out your daily job. Staff and students have worked cohesively to ensure this health improvement activity is inclusive and that regardless of your financial circumstances, background, mode of attendance you have access to these essential products without feeling embarrassed, anxious or have to lose your dignity. We genuinely believe that having access to these basic hygiene products will have a significant impact on the health and wellbeing of our students and staff - and I suppose we provide toilet tissue and hand towels so why wouldn't we give women and girls access to these essential items. Free products via vending machines provide the best means of accessibility, and are more conducive for allowing women to retain their dignity without being embarrassed or ashamed to have to ask for these essential hygiene items.	8/11/2017 9:35 AM
8	Would suggest this should be support by student support services and student association as they work closely with students and their needs whilst at college.	8/10/2017 9:53 AM
9	We haven't considered this up to this point but certainly will now look into what we can provide for students. We do provide a free breakfast for some at risk / deprived students as well as food bank vouchers, so providing free sanitary products would be something we can look at in future.	8/9/2017 9:15 AM
10	Although we do supply free sanitary products we do have a limited provision at reception for distribution.	8/8/2017 2:47 PM
11	This term promotion of the service is being increased through posters and social media posts.	8/8/2017 9:43 AM
12	Some assistance has been provided via work with food banks. Access to free products could be a 'right for all' through free machines, although I would be unclear on cost. Alternative may be coin 'vouchers' but this would need agreement of vendor providers for settlement. Distribution via student Services/ SA possible but may be embarrassing for those seeking assistance.	8/8/2017 7:54 AM

Respondent ID	Collector ID	Start Date	End Date	How many sanitary product vending machines are there currently across the college estate?	What choice of products are offered?	Who is the supplier of the vending machines?	Are there plans to introduce gender neutral toilets that would require additional vending machines to be introduced?	Open-Ended Response	College
6406272871	162070587	2017-09-21 16:05:34	2017-09-21 16:06:31	Open-Ended Response	23 Tampans and towels	PHS	Yes	Open-Ended Response	Perth Valley College
6401135485	162070587	2017-09-19 9:51:46	2017-09-19 9:58:39	14 across 4 campuses	tampax and sanitary pads	PHS via our FM company ISS	We have gender neutral toilets in all campuses but no additional vending machines to be introduced	Open-Ended Response	Edinburgh College west college scotland/clydebank campus
6401035569	162070587	2017-09-19 8:29:52	2017-09-19 8:31:03	30 kotex + tampax		initial	n/a		
6399582374	162070587	2017-09-18 16:29:37	2017-09-18 16:39:17	Finnart - 4 machines Waterfront - 3 machines We have 28 machines on five sites	Finnart - On our 1st floor there is Kotex 1 towel for £1, or 3 Tampax for £1. On the ground floor there's a more varied machine with most items at £2 (some £3), including Always x1, Tampax x3, Nives deodorant, tic tax 100s, hairbrush, and then there's Skins, Dental Kit (both at £3).	Initial	Yes, there will be a gender neutral toilet, however I'm unsure if the vending machines will be required, but I would expect they might be.	Open-Ended Response	West College Scotland - Finnart and Waterfront Campuses
6399331031	162070587	2017-09-18 14:48:14	2017-09-18 14:51:19		Sanitary towels and tampons	Rentokil-Initial	Not at this time	Open-Ended Response	Fife College
6399052765	162070587	2017-09-18 12:07:38	2017-09-18 12:11:34	12 dispensing machines	Sanitary towels and tampons	Rentokil Initial - contract due for renewal soon.	All our disabled toilets are gender neutral. We don't have machines in these. The Student Association plan on putting free products in these areas and in toilets which are well used by students.		West Lothian College New College Lanarkshire- COATBRIDGE campus Sabbal Mòr Ortag, Isle of Skye
6398998434	162070587	2017-09-18 11:22:57	2017-09-18 11:24:04		6 Tampax 4 Towels and Tampons	Owned Canon	We have 1		
6398984313	162070587	2017-09-18 11:08:54	2017-09-18 11:10:40		Tampax and press on towels	PHS	No plans as at present		West College Scotland, Renfrew Road, Paisley, PA3 4DR
6398950042	162070587	2017-09-18 10:36:20	2017-09-18 10:38:19	14 at Paisley campus	Kotex Maxi x1 Sanitary Towel, Cost £1 5 x 3 with Applicator, Cost £2 17 tampon press on towel 13 pads and tampons 10 Sanitary towels	Initial PHS Initial PHS	Yes - 1 additional toilet at Paisley campus		
6398931471	162070587	2017-09-18 9:37:29	2017-09-18 9:43:38			Initial	We have a number of gender neutral toilets, however there are no plans to introduce vending machines into these spaces.		
6398931212	162070587	2017-09-18 9:41:35	2017-09-18 9:43:21			PHS	Yes		
6398930351	162070587	2017-09-18 8:41:59	2017-09-18 8:43:09			Initial	Yes		
6398906335	162070587	2017-09-18 8:17:26	2017-09-18 8:18:15			PHS	No		
6395980580	162070587	2017-09-15 17:15:29	2017-09-18 12:25:12	23 across Perth College UHI Chief Road Campus, Perth.	Tampans and sanitary towels	Co-an	We already have gender neutral toilets		Perth College UHI

---

**From:**  
**Sent:** 06 October 2017 11:32  
**To:**  
**Subject:** RE: PfG Commitment - Access to Sanitary Products

Thanks Hope you have a good weekend.

Cheers,

---

**From:** @aberdeenshire.gov.uk]  
**Sent:** 06 October 2017 11:31  
**To:**  
**Cc:** @cosla.gov.uk  
**Subject:** RE: PfG Commitment - Access to Sanitary Products

Many thanks. I will work towards that date.

You will hear from me again then.

Many thanks

Gordon House  
Blackhall Road  
Inverurie

@aberdeenshire.gov.uk



---

**From:** @gov.scot  
**Sent:** 06 October 2017 11:29  
**To:** @aberdeenshire.gov.uk>  
**Cc:** @cosla.gov.uk  
**Subject:** RE: PfG Commitment - Access to Sanitary Products

Hey

Thanks for your email. No problem with extending deadline – would you be able to provide the info by, say, Wednesday of next week (11 Oct)?

Regards,

---

**From:** [redacted]@aberdeenshire.gov.uk]  
**Sent:** 06 October 2017 11:27  
**To:**  
**Cc:** [redacted]@cosla.gov.uk  
**Subject:** PFG Commitment - Access to Sanitary Products

Good morning,

I'm responding in relation to the above request for information. Would you be able to extend the deadline for this information please? We are collating this from numerous departments.

Kind Regards

Gordon House  
Blackhall Road  
Inverurie

[redacted]@aberdeenshire.gov.uk



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[www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

Dh'fhaodadh fiosrachadh sochaire, a tha a-mhàin airson an neach gu bheil am post-dealain air a chur, a bhith an seo. Ma tha thu air am post-dealain fhaighinn mar mhearachd, gabh ar leisgeul agus cuir fios chun an neach a chuir am post-dealain agus dubh às am post-dealain an dèidh sin. 'S e beachdan an neach a chuir am post-dealain a tha ann an gin sam bith a thèid a chur an cèill agus chan eil e a' ciallachadh gu bheil iad a' riochdachadh beachdan Chomhairle Obar Dheathain.

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**From:**  
**Sent:** 06 October 2017 14:44  
**To:** /@east-ayrshire.gov.uk  
**Cc:** /@east-ayrshire.gov.uk;  
(EDU)  
**Subject:** Access to Sanitary Products in Schools

Hi,

gave me your contact information and suggested that you would be a good person to speak with. My Unit is responsible for taking forward the First Minister's programme for Government Commitment to provide access to free sanitary products in schools, colleges and universities. It would be really helpful to be able to talk through with you and other relevant colleagues the implications and practicalities of this from a local authority perspective.

We are interested in:

- Views on how this commitment should be delivered within schools (Ministers are keen to ensure that dignity and choice are at the heart of delivery options)
- Operationally how this could be delivered and what issues need to be considered
- What kind of timescales you might be looking at to make this shift in provision.

Is it possible to set up a meeting or teleconference with you and other relevant colleagues to chat through this any time soon? If so could you provide some potential dates that would suit and my colleague will try and set something up.

Regards

| Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |

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**From:** [redacted]  
**Sent:** 06 October 2017 15:58  
**To:** [redacted]  
**Subject:** RE: PfG Commitment - Access to Sanitary Products

Thanks [redacted] we may well be back in touch on this.

Cheers,

---

**From:** [redacted] <[redacted]@falkirk.gov.uk>  
**Sent:** 06 October 2017 15:57  
**To:** [redacted]  
**Subject:** RE: PfG Commitment - Access to Sanitary Products

Same to you.

If you need any further detail just get in touch

---

**From:** [redacted]  
**Sent:** 06 October 2017 15:55  
**To:** [redacted]  
**Cc:** [redacted] <[redacted]@cosla.gov.uk>  
**Subject:** RE: PfG Commitment - Access to Sanitary Products

Hey

That's really helpful, thank you v much for sending. Hope you have a good weekend.

Regards,

---

**From:** [redacted] <[redacted]@falkirk.gov.uk>  
**Sent:** 06 October 2017 15:48  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** PfG Commitment - Access to Sanitary Products

Dear Colleagues,

Further to the email sent by [redacted] on 2 October, 2017 regarding sanitary products please find detailed below the response from Falkirk Council.

**1. How many sanitary product vending machines do you currently have across your school estate?**

We have 13 vending machines in 5 of our 8 High Schools

2. **What choice of products are offered?**

- The products available are generally sanitary towels and tampons.

3. **Who is the supplier of the vending machines?**

- PHS are the supplier of vending machines in the 5 High Schools

4. **Is procurement done centrally by the LA or by individual schools or school clusters?**

1 High School is a PPP school and their procurement is done by the Facilities Management Team (MITIE)  
The 4 NPDO High Schools are procured via their Facilities Management Team (FES)

5. **Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?**

Yes – Costs are not available

6. **Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?**

No

7. **Do you have any other arrangement within schools for accessing sanitary products, if for example vending machines are not used?**

- All 8 High Schools will provide free sanitary products to pupils within the school when requested from a medical attendant, the school office or a member of the schools' Pastoral team.

If you require any additional information do not hesitate to get in touch

---

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Mac

s)

**From:**  
**Sent:** 01 August 2017 16:25  
**To:** @collagescotland.ac.uk  
**Cc:** (re), Rook (re)  
**Subject:** FW: Colleges - provision of feminine hygiene products for students who experience poverty

Hi

Grateful if you'd hold fire with the survey for a couple of days – we'd like another look to see if we can add a question in to get a feel for how much it is costing any colleges who are currently making provision available and how much they think any further response might cost.

Many thanks.

Regards

n | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450  
 Argyll Street | Glasgow | G2 8LG

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 Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)



From: [REDACTED]  
 Sent: 24 August 2017 15:36  
 To: [REDACTED] @hotmail.co.uk  
 [REDACTED]@scol.ac.uk;  
 [REDACTED]@aberdeencity.gov.uk  
 Cc: [REDACTED]  
 Subject: RE: Your support requested, part of ASP evaluation

Dear All,

I'm a researcher at the Scottish Government working with colleagues at CFINE on evaluating the Access to Sanitary Products pilot. It's important to for us make sure we collect the information we need to capture the learning from the pilot and better understand how action in this area could be taken forward.

One key area for the evaluation is understanding local partners' experiences providing sanitary products to their service users, what's gone well and any challenges faced. As [REDACTED] has mentioned, to help with this we would like to speak to local partners - near the beginning and again at the end of the pilot. In the first instance, I would be looking to conduct a short telephone interview lasting around 30 minutes once you have the pilot activities up and running in your organisation. We would be very appreciative if you could find the time to help us with this.

I would be grateful if you could reply to this email to confirm whether you would be willing to speak with me and, if so, when might be convenient (I appreciate that partners are at different stages in setting up activities and am very happy to be flexible in terms of how soon would work best to talk). I would be happy to provide further information about the evaluation plan and what the interview will cover.

Thank you and regards,

[REDACTED]  
 Government

Tackling Poverty | Equality and Social Justice Analysis | Scottish

| ☒ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

From: [REDACTED] @cfine.org

Sent: 23 August 2017 14:14

To: [REDACTED]  
 [REDACTED] @hotmail.co.uk; [REDACTED]@scol.ac.uk; [REDACTED]@aberdeencity.gov.uk  
 Cc: [REDACTED]  
 Subject: RE: Your support requested, part of ASP evaluation

Colleagues

DATA  
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SCANNERS

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Donate now to support CFIW tackling poverty and building resilience

 $\text{CO}_2$ 

has been swept for the presence of computer viruses.

2

**From:**  
**Sent:** 31 August 2017 09:38  
**To:**  
**Cc:** y)  
**Subject:** RE: Call for Information - Provision of Sanitary Products for those who Experience Poverty

Hi

Just wanted to check how things are going with the survey?

Many thanks,

; Tackling Poverty | Equality and Social Justice Analysis | Scottish Government

| ☒ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

Follow us on Twitter to keep up to date with equality and poverty analysis: <https://twitter.com/EqualityPoverty>

**From:**  
**Sent:** 08 August 2017 10:39  
**To:**  
**Cc:** )  
**Subject:** RE: Call for Information - Provision of Sanitary Products for those who Experience Poverty

Fantastic, many thanks,

Regards

Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450 Argyll Street | Glasgow G2 8LG

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 Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)

**From:** @collegesscotland.ac.uk]  
**Sent:** 08 August 2017 08:59  
**To:**  
**Subject:** Fwd: Call for Information - Provision of Sanitary Products for those who Experience Poverty

For info

Thanks

Sent from my iPhone

Begin forwarded message:

**From:** [collegesscotland.ac.uk](mailto:collegesscotland.ac.uk)  
**Date:** 7 August 2017 at 16:49:40 BST  
**Subject:** Call for Information - Provision of Sanitary Products for those who Experience Poverty



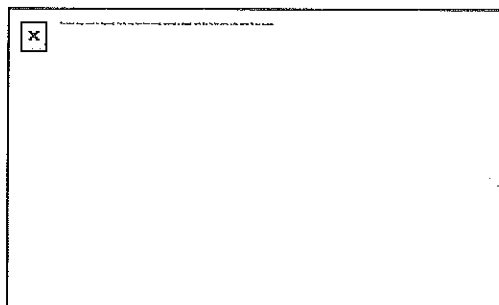
Dear Principals (*copied to PAs*)

The Scottish Government is committed to tackling poverty in all its forms and in doing so, Ministers have committed to take action to address the difficulties people from low income homes have in accessing the sanitary products they need. The Scottish Government is providing modest funding to Community Food Initiatives North East to deliver a 6-month pilot across 7 regeneration areas of Aberdeen to provide free sanitary protection to those most in need. This involves a number of local charities that traditionally support people who experience poverty and education establishments, including North East Scotland College. The pilot will be evaluated and the information gleaned will be used to inform further developments.

To enhance the information gathered from the pilot and to help build a detailed picture of the issue, Scottish Government needs to understand what action colleges are currently taking to support students to access free sanitary products and is working with Colleges Scotland to gain this information.

We would therefore be grateful if you could complete the survey at <https://www.surveymonkey.co.uk/r/WHVK7K8> by **Monday 28 August 2017**.

Regards



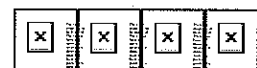
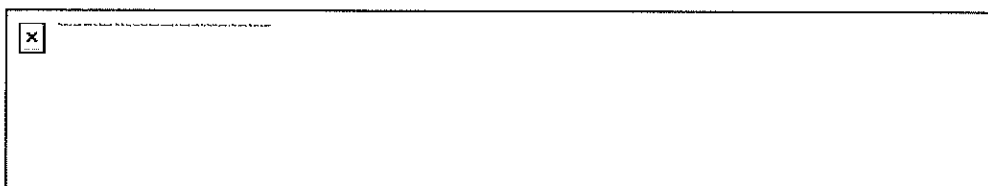
Colleges Scotland, Argyll Court, Castle Business Park, Stirling FK9 4TY  
Tel: 01786 892100, Fax: 01786 892001, E-mail: [policy@collegesscotland.ac.uk](mailto:policy@collegesscotland.ac.uk)  
[www.collegesscotland.ac.uk](http://www.collegesscotland.ac.uk)



From: ...@slc.ac.uk>  
 Sent: 01 September 2017 16:11  
 To: ... U)  
 Subject: Re: Project feedback

We'll try to get something to you by Monday lunchtime.

Cheers.



>>> --  
 Good afternoon,

Firstly, I appreciate you taking the time to speak with me earlier today and secondly for agreeing to answer questions we have in relation to the on-going free sanitary products project. I have produced a list of questions below which we are especially keen to have feedback on.

1. Can you provide a rough number of students who have accessed the products since the project started?
2. Can you advise on the volume of products which have been accessed?
3. Can you advise how the stocks are replenished when running low and if there is a designated member of staff in charge of doing this?
4. Are the products being offered by staff, or provided through a dispenser?
5. If through a dispenser, can you provide information as to how this is achieved?
6. Can you advise on the cost of replacing the products when required and how this is met?
7. Can you advise on how often the products were replaced on average?
8. Can you advise where the products are sought from?
9. In terms of the products, we would be keen to know the types on offer. For example, are they own brand or mainstream brands. Are any of the products reusable? What variety was offered in terms of tampons, towels, or menstrual cups?
10. How has the project been received since implementation and can you provide any feedback from the students, be it positive or negative? Similarly, have college staff provided any feedback?
11. What has been the most difficult aspect of this project and have there been any issues which you have had to take advice on?
12. Do you feel that any attitudes toward the project have changed from the beginning to current day?

You also mentioned on the telephone call that several outside groups have shown an interest in the project and you were willing to share this information. We would be very grateful if this was shared with us and any further information kept on record which would help us understand how this project has been managed and received.

We fully understand that this will be time consuming and greatly appreciate your time and effort.

Kind regards,

Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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SLC is an active EAUC member and the UK Green Gown Award 2016 winner for its new pioneering "carbon positive" building.

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5.

**From:** [redacted]@slc.ac.uk>  
**Sent:** 04 September 2017 08:48  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** Feedback regarding the SLC initiative  
**Attachments:** SLC Period Poverty Q&A.docx

Hello,

Please find attached the information you are looking for.

As indicated on the telephone we've had a lot of interest for this initiative from various groups including politicians and unions.

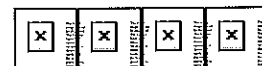
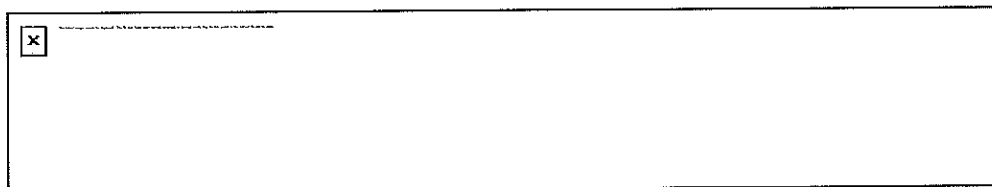
In terms of wider interest there's been enquiries from the Operations Manager at Glasgow Airport, NUS, politicians, BBC Scotland, Radio Scotland and the EIS.

As you probably know, the EIS passed a resolution at its national conference welcoming the initiative, it has been very positive in its dialogue with the college and is apparently investigating the "cost and availability ... in schools and colleges".

Happy to share any further information with you if you require it and to discuss further by email or phone if you need any more information.

[redacted] is our Head of Student Services and has been responsible for the successful implementation of this initiative.

Best wishes.



>>>

>>

Hi

Thank you. I appreciate your help.

Kind regards,

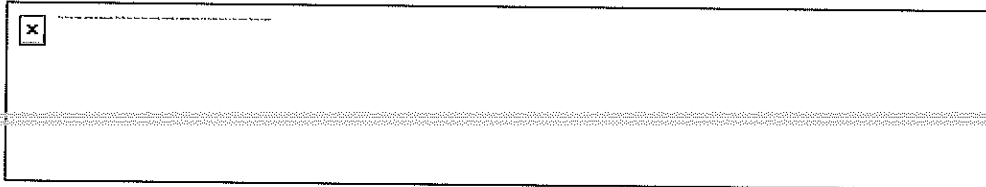
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**From:** [redacted]  
**Sent:** 01 September 2017 16:11

To: [redacted]  
Subject: Re: Project feedback

We'll try to get something to you by Monday lunchtime.

Cheers.



>>> \_\_\_\_\_ 1 September 2017 >>>  
Good afternoon

Firstly, I appreciate you taking the time to speak with me earlier today and secondly for agreeing to answer questions we have in relation to the on-going free sanitary products project. I have produced a list of questions below which we are especially keen to have feedback on.

1. Can you provide a rough number of students who have accessed the products since the project started?
2. Can you advise on the volume of products which have been accessed?
3. Can you advise how the stocks are replenished when running low and if there is a designated member of staff in charge of doing this?
4. Are the products being offered by staff, or provided through a dispenser?
5. If through a dispenser, can you provide information as to how this is achieved?
6. Can you advise on the cost of replacing the products when required and how this is met?
7. Can you advise on how often the products were replaced on average?
8. Can you advise where the products are sought from?
9. In terms of the products, we would be keen to know the types on offer. For example, are they own brand or mainstream brands. Are any of the products reusable? What variety was offered in terms of tampons, towels, or menstrual cups?
10. How has the project been received since implementation and can you provide any feedback from the students, be it positive or negative? Similarly, have college staff provided any feedback?
11. What has been the most difficult aspect of this project and have there been any issues which you have had to take advice on?
12. Do you feel that any attitudes toward the project have changed from the beginning to current day?

You also mentioned on the telephone call that several outside groups have shown an interest in the project and you were willing to share this information. We would be very grateful if this was shared with us and any further information kept on record which would help us understand how this project has been managed and received.

We fully understand that this will be time consuming and greatly appreciate your time and effort.



Kind regards,

!  
Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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**Can you provide a rough number of students who have accessed the products since the project started?**

We introduced the scheme in January 2017 initially handing out products via a range of pick up points across the campus. Products are available from Student Services; Annexe Building Reception; Hair and Beauty Reception and the Student Association Office. We have had around 40 – 60 students accessing the products in this way. In April 2017 we introduced free products in vending machines across campus, offering a range of products. From April to August 1200 products were accessed by staff / students (600 sanitary towels and 600 tampons). It's difficult to say accurately as we're unable to track this but if someone accessed the products twice that would suggest at least 600 students or if it was three times 400 students. So far it would suggest that products tend to be accessed on an emergency basis with no one taking advantage of the service and no evidence of any unnecessary wastage.

**Can you advise on the volume of products which have been accessed?**

From January 2017 – August 2017 1200 products via vending machines and 120 hand-out products

**Can you advise how the stocks are replenished when running low and if there is a designated member of staff in charge of doing this?**

Hand-out products purchased and managed on an ongoing basis by Student Services. Vending machines are serviced by an external contractor which is managed through the College's Facilities Department.

**Are the products being offered by staff, or provided through a dispenser?**

Both - products are accessible at various locations throughout the College and to improve accessibility and remove any embarrassment are available free through vending machines in toilets.

**If through a dispenser, can you provide information as to how this is achieved?**

Existing vending machines were re-configured so that products are available without the need to pay cash

**Can you advise on the cost of replacing the products when required and how this is met?**

To date our costs for both hand-out products and to top up the vending machines have been approx. £700. We anticipate for 2017-18 August – June our costs will be around £900 - £1200.

**Can you advise on how often the products were replaced on average?**

We purchased 120 hand-out products, 60 initially and then a further 60. 1200 products via vending machines. Each vending machine holds 50 products, fully stocked and are located in 6 toilets across campus. Vending machines were replenished 4 times.

**Can you advise where the products are sourced from?**

Hand-out products purchased through Boots and the contractor Interface Environment Management serviced the vending machines.

**In terms of the products, we would be keen to know the types on offer. For example, are they own brand or mainstream brands. Are any of the products reusable? What variety was offered in terms of tampons, towels, or menstrual cups?**

Hand out products were Boots branded and we purchased regular sanitary towels and two different products of tampons.

In vending machines, we have Elise branded sanitary towels and tampons.

**How has the project been received since implementation and can you provide any feedback from the students, be it positive or negative? Similarly, have college staff provided any feedback?**

This has been introduced as part of the College's ongoing commitment to improving the health and wellbeing of students and staff.

**Feedback - What difference has it made so far?**

**Student Association** – they are thrilled that the College is taking such a progressive step and acknowledging that for many students having no access to sanitary products is a real barrier to having a full and productive student experience

**Staff** – many staff recognise the impact of not being able to afford or have access to these essential hygiene products impacts the physical, emotional and mental health of all women and girls.

**Students** - think this has made a huge difference to the lives of the girls and women who come to study at South Lanarkshire College. The feedback has been really positive. They feel valued, and appreciate the honesty that the College acknowledges that many students don't have the funds to buy these essential items.

One particular comment from a student really stood out when they described the impact for her of introducing such an important initiative when she said "this has made a huge difference to my situation - to be able to get free sanitary products and not to lose my dignity in the process".

**What has been the most difficult aspect of this project and have there been any issues which you have had to take advice on?**

It's not been a difficult initiative to introduce. Possibly, arranging with vending contractor what our requirements were took the most time but now that they have been installed there has been no noted concerns.

**Do you feel that any attitudes toward the project have changed from the beginning to current day?**

Introducing this new initiative has allowed for more open discussions to take place regarding the accessibility and affordability of sanitary products. We genuinely believe that having access to these essential hygiene products will have a positive and significant impact on our students and staff

Outcome:

- Staff and students feel valued
- Appreciate honesty through greater awareness that many women and girls can't afford essential sanitary products
- Full and productive student/work experience
- Improve learning and attainment/work productivity through increased attendance

---

**From:** .....  
**Sent:** 08 September 2017 15:34  
**To:** .....  
**Cc:** .....  
**Subject:** RE: PFG

Apologies. I am in meetings on Wednesday morning. I am free Thursday morning up to 11 o'clock. Will I call you at 9.30?

Regards

....., Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5 Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |

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*Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)*

---

**From:** .....@universities-scotland.ac.uk]  
**Sent:** 08 September 2017 15:28  
**To:** .....  
**Subject:** RE: PFG

Hi,

I'm afraid Tuesday is pretty booked up for me. Would Wednesday morning or Thursday morning work for you?

My phone number is ..... off work for the rest of today, by the way).

Best wishes,

Sent from my Windows Phone

---

**From:** .....  
**Sent:** 08/09/2017 15:21  
**To:** .....  
**Cc:** .....  
**Subject:** RE: PFG

It would be great to talk with you. I don't work Mondays but I am in the office on Tuesday and my diary is relatively free. Is there a time that suits to speak? I don't have a number for you so perhaps you could email your contact details.

Regards

\_\_\_\_\_ | Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |  
\_\_\_\_\_ |

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*Fairer Scotland Action Plan* – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)

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**From:** \_\_\_\_\_ [[@universities-scotland.ac.uk](mailto:_____@universities-scotland.ac.uk)]  
**Sent:** 08 September 2017 12:06  
**To:** \_\_\_\_\_  
**Cc:** \_\_\_\_\_  
**Subject:** RE: PFG

Could you have a word with \_\_\_\_\_ in the first instance since the Secretaries will be at the forefront of administering the FM's pledge.

The question I asked \_\_\_\_\_ was: "I noted the FM's commitment to free sanitary products in schools, colleges and universities. Is she expecting universities to pay for this themselves, or is she setting up some sort of "period poverty" scheme to fund this?"

Thanks

---

**From:** \_\_\_\_\_  
**Sent:** 08 September 2017 10:13  
**To:** \_\_\_\_\_  
**Cc:** \_\_\_\_\_  
**Subject:** RE: PFG

Hi

I'm sorry I don't have telephone number for you. Happy to chat. My contact details are below.

Regards

\_\_\_\_\_ | Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |

---

**From:**  
**Sent:** 08 September 2017 09:29  
**To:**  
**Cc:** S  
**Subject:** RE: PFG

Sorry for not getting back sooner, my colleague (copied in) is dealing with this and would be happy to have a call with you or one of your team to discuss the project

Scottish Government Advanced Learning and Science Directorate  
5 Atlantic Quay  
Glasgow G2 8LU



---

**From:**  
**Sent:** 05 September 2017 15:29  
**To:**  
**Cc:**  
**Subject:** RE: PFG

Thanks

I noted the FMâ€™s commitment to free sanitary products in schools, colleges and universities. Is she expecting universities to pay for this themselves, or is she setting up some sort of â€”period povertyâ€™ scheme to fund this?

---

**From:**  
**Sent:** 05 September 2017 15:21  
**To:**  
**Subject:** PFG

PFG is now on SG website

<http://www.gov.scot/programme2017>

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Dhâ€™fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlÃ radh neo air a sgrÃ dadh airson dearbhadh gu bheil an siostam ag obair gu h-Ã ifeachdach neo airson adhbhar laghail eile. Dhâ€™fhaodadh nach eil beachdan anns aâ€™ phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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From: J)  
 Sent: 08 September 2017 16:44  
 To:  
 Cc:  
 Subject: RE: Further Feedback regarding the SLC initiative

Hi

Much appreciated.

Have a great weekend also.

Best,

---

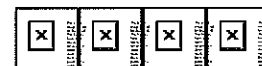
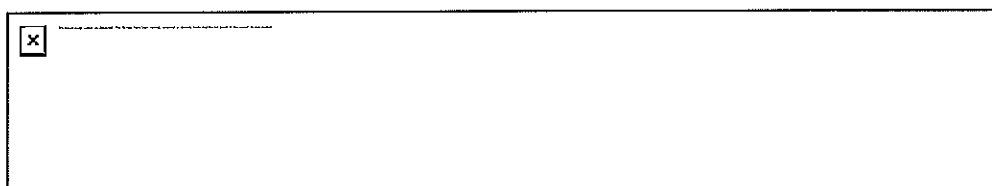
From: J)  
 Sent: 08 September 2017 16:42  
 To:  
 Cc:  
 Subject: Re: Further Feedback regarding the SLC initiative

Thanks for the further email.

That's no problem. is going to look out the detail and will get back to you sometime Monday.

Have a good weekend.

Regards



>>> < > 08 September 2017 >>>

Hi

Thank you for providing the information requested last week, we found it very helpful.

Following on from the answers provided, we have some further areas which we would like to explore with your help. We appreciate your time with this -

1. You mentioned that you have vending machines located in 6 toilets across campus. Can you possibly advise on how many students these toilets are serving? I appreciate this may not be easy information to retrieve but we are grateful for any information you can provide.
2. You mentioned that the vending machines were replenished a total of 4 times. Can you give an idea of the time period during which each replenishment was carried out?
3. You mentioned that you had existing vending machines reconfigured to allow for coin free dispensing. Can you advise of the cost for each machine to be reconfigured as such, and also the subsequent cost (if any) to install the vending machines back into the toilets?
4. Can we request further information in regard to the contract arrangements with the vending machine company? How did you choose the company which reconfigured the vending machines? Can you advise of any contract agreement between the college and the company in regard to an upfront cost to reconfigure, stock, and replenish each machine? For example, was this an upfront payment for the year, monthly agreement, or an "as required" basis?

We appreciate your help as always and thank you for your time.

Kind regards,

Social Justice & Regeneration Division  
 Scottish Government  
 6th Floor, 5 Atlantic Quay  
 150 Broomielaw  
 Glasgow  
 G2 8LU

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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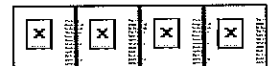
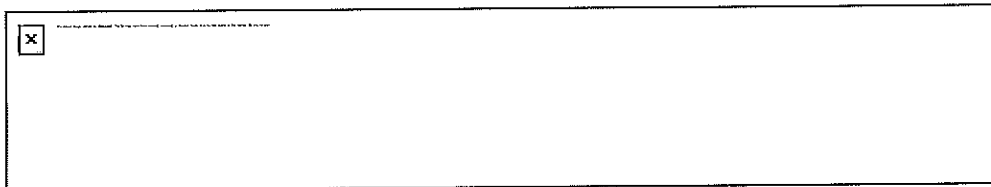
**From:** [REDACTED]  
**Sent:** 11 September 2017 11:29  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Further Feedback regarding the SLC initiative  
**Attachments:** SLC Period Poverty Q&A 2.docx

Hi ,

Please find attached answers to the additional information you requested. If you require any further clarification,

please do not hesitate to contact us.

Kind regards



>>> [REDACTED] 09/09/2017 11:29

Hi ,

Thank you for providing the information requested last week, we found it very helpful.

Following on from the answers provided, we have some further areas which we would like to explore with your help. We appreciate your time with this -

1. You mentioned that you have vending machines located in 6 toilets across campus. Can you possibly advise on how many students these toilets are serving? I appreciate this may not be easy information to retrieve but we are grateful for any information you can provide.
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3. You mentioned that you had existing vending machines reconfigured to allow for coin free dispensing. Can you advise of the cost for each machine to be reconfigured as such, and also the subsequent cost (if any) to install the vending machines back into the toilets?
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We appreciate your help as always and thank you for your time.

Kind regards,

Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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1. You mentioned that you have vending machines located in 6 toilets across campus. Can you possibly advise on how many students these toilets are serving? I appreciate this may not be easy information to retrieve but we are grateful for any information you can provide.

**We had around 2600 female students enrolled in the session 2016-17. In addition to this we have 200 female staff.**

2. You mentioned that the vending machines were replenished a total of 4 times. Can you give an idea of the time period during which each replenishment was carried out?

**~~The vending machines were in operation from March 2017. They were replenished~~  
4 times in the period March – August.**

3. You mentioned that you had existing vending machines reconfigured to allow for coin free dispensing. Can you advise of the cost for each machine to be reconfigured as such, and also the subsequent cost (if any) to install the vending machines back into the toilets?

**There was no charge from the contractor to change the existing vending machines to be coin free.**

4. Can we request further information in regard to the contract arrangements with the vending machine company? How did you choose the company which reconfigured the vending machines? Can you advise of any contract agreement between the college and the company in regard to an upfront cost to reconfigure, stock, and replenish each machine? For example, was this an upfront payment for the year, monthly agreement, or an "as required" basis?

**Our facilities staff hold the stock for the machines and replenish when necessary; the company (Interface Environment Management) who provides the stock are informed when additional stock is required. In addition, they are in once a week for the hygiene bins and monitor stock at this point.**

**Subject:** PfG commitment Access to Sanitary Products in Schools, Colleges & Universities  
**Location:** Phone call

**Start:** Thu 14/09/2017 09:30  
**End:** Thu 14/09/2017 10:00  
**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:**

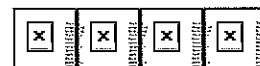
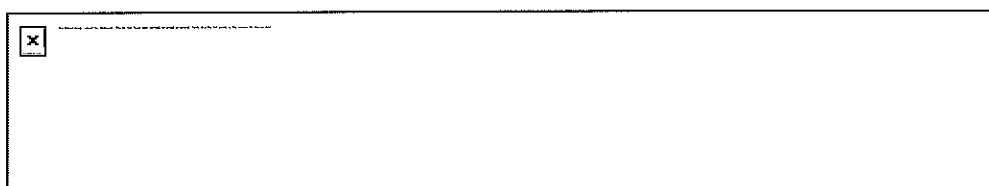
**Required Attendees:**

to phone

Hope this time is ok for you

**From:** "uk">  
**Sent:** 13 September 2017 12:51  
**To:**  
**Cc:**  
**Subject:** RE: Further Feedback regarding the SLC initiative

Hi \_\_\_\_\_  
 Absolutely, no problem - happy to help.



>>>  
 Hi

That's great, thank you for your help once again.

Kind regards,

---

**From:**  
**Sent:** 13 September 2017 12:19  
**To:** .  
**Cc:** P. (Graham),  
**Subject:** RE: Further Feedback regarding the SLC initiative

Hi  
 Please find attached additional information as requested. Any further information you need, please get in touch.  
 Kind regards



>>> <\_\_\_\_\_> 17 11:16 >>>  
 Hi

Thank you for the information provided. On the back of this I have a few more questions regarding the contractor.

1. You mentioned that the contractor reconfigured the machines for free. Can you advise if this was on a one-time basis, or if there were any agreements in place going forward with the

contractor which would see funds being sent to them for future needs? It is interesting to note that they chose not to charge for this service.

2. Can you provide contact details for the contractor you chose and IEM for supplying?
3. Can you advise if the machines were removed for reconfiguration, or they stood in place whilst the work was carried out?

Once again, thank you for your help.

Kind regards,

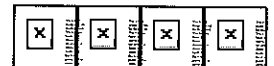
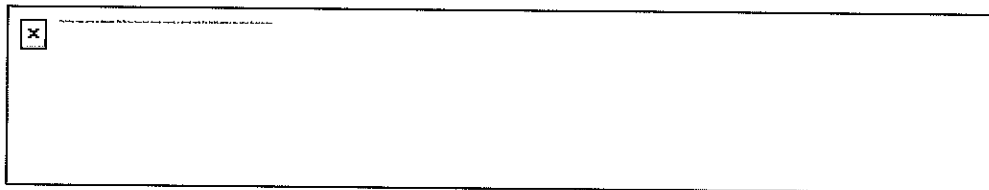
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**From:** [redacted]@slc.ac.uk]  
**Sent:** 11 September 2017 11:29  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** Re: Further Feedback regarding the SLC initiative

Hi

Please find attached answers to the additional information you requested. If you require any further clarification, please do not hesitate to contact us.

Kind regards



>>>

18/09/2017 16:29 >>>

Hi

Thank you for providing the information requested last week, we found it very helpful.

Following on from the answers provided, we have some further areas which we would like to explore with your help. We appreciate your time with this -

1. You mentioned that you have vending machines located in 6 toilets across campus. Can you possibly advise on how many students these toilets are serving? I appreciate this may not be easy information to retrieve but we are grateful for any information you can provide.
2. You mentioned that the vending machines were replenished a total of 4 times. Can you give an idea of the time period during which each replenishment was carried out?
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upfront cost to reconfigure, stock, and replenish each machine? For example, was this an upfront payment for the year, monthly agreement, or an "as required" basis?

We appreciate your help as always and thank you for your time.

Kind regards,

Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow

G2 SLC

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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mail by mistake and delete this e-mail from your system.  
\*\*\*\*\*

1. You mentioned that the contractor reconfigured the machines for free. Can you advise if this was on a one-time basis, or if there were any agreements in place going forward with the contractor which would see funds being sent to them for future needs? It is interesting to note that they chose not to charge for this service.

**There was no future agreement made at this time. Current re-configuration of the machines was done on a one-off basis. There are no plans to have any additional vending machines installed. The current arrangements cover all floors of the Main Campus, lower ground in the Annexe Building and includes fully accessible toilet options. The only future costs will be the restocking of vending machines.**

2. Can you provide contact details for the contractor you chose and IEM for supplying?

#### **Interface Environment Management**

3. Can you advise if the machines were removed for reconfiguration, or they stood in place whilst the work was carried out?

**The machines were configured on site.**

**From:**  
**Sent:** 14 September 2017 12:19  
**To:**  
**Cc:**  
**Subject:** RE: Further Feedback regarding the SLC initiative

Hi

I am well - thank you. We've had a very busy start to our academic session, which is great, and we're currently in the middle of our Freshers' event so there a lovely fun atmosphere going on...

Individual unit costs:  
Vending machines hold 25 of each product.

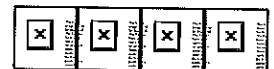
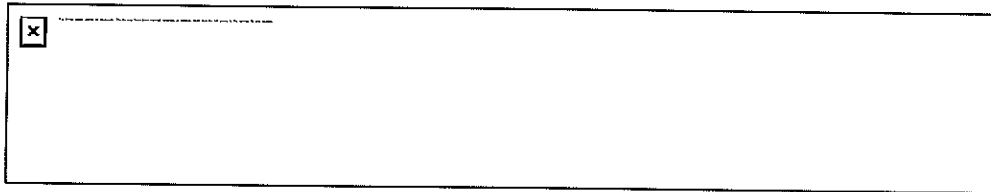
**Consumable details**

Elise towels boxes of 100 @ £39.90 each  
Femtex tampons boxes of 100 @ £59.90 each

In terms of the attached briefing, that all looks fine to me and happy for you to share. One point to clarify under 'Product Types' in the vending machines, we use Elise branded sanitary towels and Femtex branded tampons.

The only other thing to note is that we have worked very closely with Interface Environment Management for a number of years and the deal we secured for the vending machines may or may not be the available to other organisations. I have advised their Chief Executive that we are sharing their company information to interested parties and they have happily agreed to this.

Any further information we can help you with, please let me know.  
Kind regards



>>> <mailto: >

Hi ..

I hope you are well today.

Can you advise on the individual unit cost for each product when purchased, and any costs involved when restocking each machine? We are keen to know the outlay at the beginning.

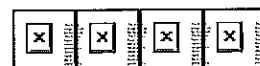
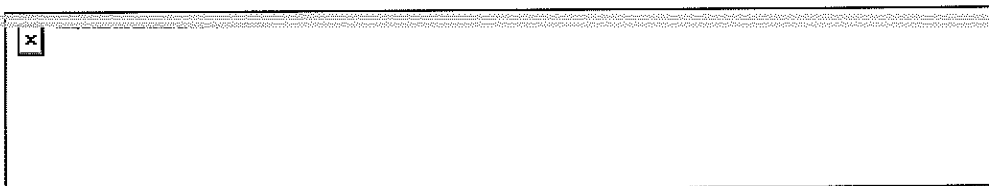
This information has been really helpful. We are also talking to Universities and ask if you mind us sharing this information with them? I have attached a copy of the briefing we are sending to them for your thoughts. Please feel free to add anything which may have been missed.

Kind regards,

---

**From:** [redacted] k]  
**Sent:** 13 September 2017 12:51  
**To:** [redacted]  
**Cc:** [redacted] ie)  
**Subject:** RE: Further Feedback regarding the SLC initiative

Hi [redacted]  
Absolutely, no problem - happy to help.  
[redacted]



>>> [redacted] 13/09/2017 12:19 >>>  
Hi [redacted]

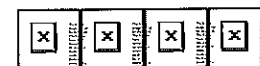
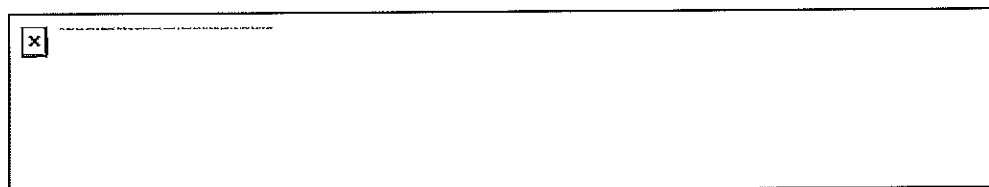
That's great, thank you for your help once again.

Kind regards,

---

**From:** [redacted] @slc.ac.uk]  
**Sent:** 13 September 2017 12:19  
**To:** [redacted]  
**Cc:** [redacted] :)  
**Subject:** RE: Further Feedback regarding the SLC initiative

Hi [redacted]  
Please find attached additional information as requested. Any further information you need, please get in touch.  
Kind regards



>>> [redacted] 13/09/2017 11:16 >>>  
H

Thank you for the information provided. On the back of this I have a few more questions regarding the contractor.

1. You mentioned that the contractor reconfigured the machines for free. Can you advise if this was on a one-time basis, or if there were any agreements in place going forward with the contractor which would see funds being sent to them for future needs? It is interesting to note that they chose not to charge for this service.

2. Can you provide contact details for the contractor you chose and IEM for supplying?
3. Can you advise if the machines were removed for reconfiguration, or they stood in place whilst the work was carried out?

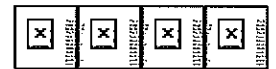
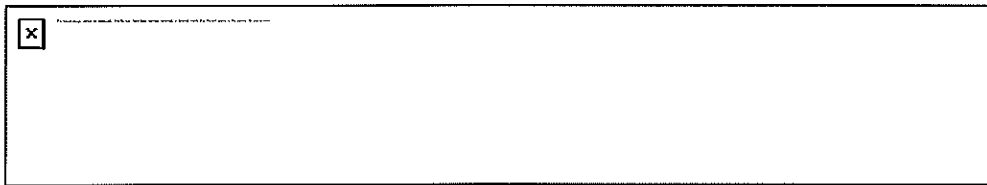
Once again, thank you for your help.

Kind regards,

---

**From:**  
**Sent:** 11 September 2017 11:29  
**To:**  
**Cc:**  
**Subject:** Re: Further Feedback regarding the SLC initiative

Hi  
Please find attached answers to the additional information you requested. If you require any further clarification, please do not hesitate to contact us.  
Kind regards  
-



>>> \_\_\_\_\_ > 08/09/2017 16:29 >>>  
Hi ,

Thank you for providing the information requested last week, we found it very helpful.

Following on from the answers provided, we have some further areas which we would like to explore with your help. We appreciate your time with this -

1. You mentioned that you have vending machines located in 6 toilets across campus. Can you possibly advise on how many students these toilets are serving? I appreciate this may not be easy information to retrieve but we are grateful for any information you can provide.
2. You mentioned that the vending machines were replenished a total of 4 times. Can you give an idea of the time period during which each replenishment was carried out?
3. You mentioned that you had existing vending machines reconfigured to allow for coin free dispensing. Can you advise of the cost for each machine to be reconfigured as such, and also the subsequent cost (if any) to install the vending machines back into the toilets?
4. Can we request further information in regard to the contract arrangements with the vending machine company? How did you choose the company which reconfigured the vending machines? Can you advise of any contract agreement between the college and the company in regard to an upfront cost to reconfigure, stock, and replenish each machine? For example, was this an upfront payment for the year, monthly agreement, or an "as required" basis?

We appreciate your help as always and thank you for your time.

Kind regards,

Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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**From:** [REDACTED]  
**Sent:** 14 September 2017 13:47  
**To:**  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Hey

Many thanks for that info. We're still very much in the early stages of exploring how we might deliver this so all leads are helpful.

Regards,

---

**From:** [REDACTED] <[REDACTED]@collegesscotland.ac.uk>  
**Sent:** 14 September 2017 12:04  
**To:** [REDACTED]  
**Cc:**  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Thanks [REDACTED] – I'll get onto this and be back in touch as soon as possible.

In the meantime you may be interested to know that every college students' association in Scotland is a member of the National Union of Students. NUS owns a purchasing consortium which all of the students' associations have access to, and which would offer these products at what I'd expect to be a substantial discount. The consortium is ran by NUS at UK level, but if this sounds like something that you might be interested in knowing more about it may be worth your while to contact NUS Scotland about this. I would suggest the best person to contact would be Risga Carson – her email is [risga@nus-scotland.org.uk](mailto:risga@nus-scotland.org.uk)

Best,

---

**From:** [REDACTED]  
**Sent:** 14 September 2017 11:49  
**To:** [REDACTED] <[REDACTED]@collegesscotland.ac.uk>  
**Cc:** [REDACTED]  
**Subject:** Access to Sanitary Products in Schools, Colleges & Universities

Hey

Good to chat to you earlier re our PfG commitment on access to sanitary products and Monica Lennon's proposed Members Bill. You kindly agreed to seek information from your estates managers on:

- How many sanitary products vending machines they currently have across their estate
- What choice of products are offered
- Who the supplier of the vending machines is



8. Whether there are plans to introduce gender neutral toilets that would require additional vending machines to be introduced? Any developments in this area would need to be factored in going forward.

From this we can try and build up a potential cost range. I mentioned the South Lanarkshire College to provide free sanitary products, of which you're aware. I attach a brief note of what we know about that initiative. The one bit of information missing is the unit cost per product but we are asking SLC for this.

As discussed, it would be very helpful if you are able to provide this information over the next week. Thanks in advance.

Regards,

?

Directorate for Housing & Social Justice  
Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

Tel: 0800 000 000

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## **South Lanarkshire College Access to Free Sanitary Products Initiative**

### **Background**

In January 2017, South Lanarkshire College (SLC) began trialling a project where students are given access to sanitary products free of charge, distributing these via a range of pick-up points across the campus: Student Services; Annexe Building Reception; Hair and Beauty Reception; and the Student Association Office. Following from the initial hand-out areas, in April 2017 SLC introduced free products to be made available in vending machines located in the toilets throughout the campus.

### **Product types**

SLC offer two different brands of products. For the hand-out station they have purchased Boots branded sanitary towels and two types of tampons. In the vending machines, they are using Elise branded sanitary towels and tampons.

### **Take up**

SLC had around 2,600 female students enrolled in the session 2016-17. In addition to this they have 200 female staff. Since the scheme began, between 40 and 60 students have accessed a total of 120 products through the campus pick up points. From April to August 2017, 1,200 products were used by staff and students: 600 sanitary pads and 600 tampons. However, SLC are unable to track accurately the usage per student. Products tend to be accessed on an emergency basis and SLC have not found any evidence of students or staff taking advantage of the service nor any evidence of unnecessary wastage.

### **Costs**

SLC have met the cost of procuring the items themselves through Student Services. Interface Environment Management (IEM) service the vending machines and are responsible for providing the stock. Staff manage the level of products available in the vending machines and inform IEM when stock is running low so that they may deliver new products. To date, costs for both hand-out products and costs incurred to restock the vending machines have been approximately £700. SLC anticipates for the academic year 2017-18, their costs will be around £900- £1,200.

### **Dispensing the products**

As previously mentioned, SLC trialled the delivery of the free products via hand-out stations. Aware that dignity plays a factor in this initiative, SLC decided in March 2017 to extend their offer to include vending machines in the toilets. This was achieved by reconfiguring existing vending machines, which were initially coin operated, to become coin free. There was no cost involved in this. SLC advise that arranging their requirements with the vending contractor took time but following installation there have been no concerns noted. Since the vending machines were installed, they have been replenished a total of four times during the period April 2017-August 2017. Each vending machine holds 50 products, fully stocked and

located in 6 toilets across campus. Facilities staff hold the stock for the machines and replenish when necessary; IEM are informed when additional stock is required. In addition, IEM monitor stock on a weekly basis when collecting the hygiene bins.

### **Feedback from Staff and Students**

The Student Association is thrilled that the College has taken such a progressive step and acknowledge that for many students having no access to sanitary products is a real barrier to having a full and productive student experience.

This is an issue which is very clearly on the radar of students – most recently, the National Union of Students (NUS) passed a motion at its 2017 conference aimed at tackling period poverty and providing sanitary products across all campuses.

Many staff recognise that the impact of not being able to afford, or have access to these essential hygiene products, impacts the physical, emotional, and mental health of the students.

SLC thinks the initiative has made a huge difference to the lives of the students. The feedback has been very positive. Students feel valued, and appreciate the honesty that the College acknowledges that many people don't have the funds to buy these essential items. As one beneficiary commented *"this has made a huge difference to my situation - to be able to get free sanitary products and not to lose my dignity in the process"*.

When asked if they felt that attitudes have changed from the beginning of the initiative to date, SLC responded that introducing this initiative has allowed for more open discussions to take place regarding the accessibility and affordability of sanitary products. They genuinely believe that having access to these essential hygiene products will have a positive and significant impact on their students and staff.

**From:** [redacted]  
**Sent:** 14 September 2017 13:26  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Further Feedback regarding the SLC initiative

Hi [redacted],

Thank you for confirming the cost of the products and for your feedback. This has been very helpful.

Kind regards,

**From:** [redacted] [mailto:slc.ac.uk]  
**Sent:** 14 September 2017 12:19  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Further Feedback regarding the SLC initiative

Hi

I am well - thank you. We've had a very busy start to our academic session, which is great, and we're currently in the middle of our Freshers' event so there a lovely fun atmosphere going on...

Individual unit costs:  
 Vending machines hold 25 of each product.

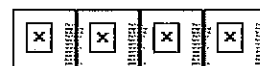
**Consumable details**

Elise towels boxes of 100 @ £39.90 each  
 Femtex tampons boxes of 100 @ £59.90 each

In terms of the attached briefing, that all looks fine to me and happy for you to share. One point to clarify under 'Product Types' in the vending machines, we use Elise branded sanitary towels and Femtex branded tampons.

The only other thing to note is that we have worked very closely with Interface Environment Management for a number of years and the deal we secured for the vending machines may or may not be the available to other organisations. I have advised their Chief Executive that we are sharing their company information to interested parties and they have happily agreed to this.

Any further information we can help you with, please let me know.  
 Kind regards



>>> <\_\_\_\_\_ > 14/09/2017 10:59 >>>

Hi

I hope you are well today.

Can you advise on the individual unit cost for each product when purchased, and any costs involved when restocking each machine? We are keen to know the outlay at the beginning.

This information has been really helpful. We are also talking to Universities and ask if you mind us sharing this information with them? I have attached a copy of the briefing we are sending to them for your thoughts. Please feel free to add anything which may have been missed.

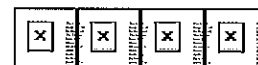
Kind regards,

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**From:** \_\_\_\_\_ @slc.ac.uk]  
**Sent:** 13 September 2017 12:51  
**To:** \_\_\_\_\_  
**Cc:** \_\_\_\_\_ (ie)  
**Subject:** RE: Further Feedback regarding the SLC initiative

Hi

Absolutely, no problem - happy to help.



>>> <\_\_\_\_\_ > 14/09/2017 10:59 >>>

H

That's great, thank you for your help once again.

Kind regards,

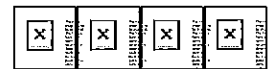
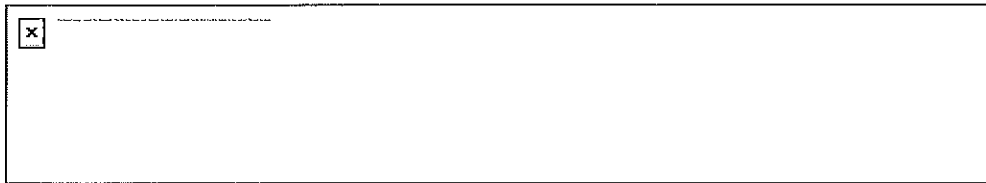
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**From:** \_\_\_\_\_ @slc.ac.uk]  
**Sent:** 13 September 2017 12:19  
**To:** \_\_\_\_\_  
**Cc:** \_\_\_\_\_  
**Subject:** RE: Further Feedback regarding the SLC initiative

Hi

Please find attached additional information as requested. Any further information you need, please get in touch.

Kind regards



>>> < [illegible] 09/2017 11:16 >>>  
Hi [illegible];

Thank you for the information provided. On the back of this I have a few more questions regarding the contractor.

1. You mentioned that the contractor reconfigured the machines for free. Can you advise if this was on a one-time basis, or if there were any agreements in place going forward with the contractor which would see funds being sent to them for future needs? It is interesting to note that they chose not to charge for this service.
2. Can you provide contact details for the contractor you chose and IEM for supplying?
3. Can you advise if the machines were removed for reconfiguration, or they stood in place whilst the work was carried out?

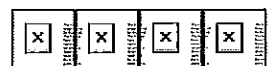
Once again, thank you for your help.

Kind regards,

---

**From:** [illegible]  
**Sent:** 11 September 2017 11:29  
**To:** [illegible]  
**Cc:** [illegible]  
**Subject:** Re: Further Feedback regarding the SLC initiative

Hi  
Please find attached answers to the additional information you requested. If you require any further clarification, please do not hesitate to contact us.  
Kind regards



>>> < [illegible] 09/2017 16:29 >>>  
Hi [illegible];

Thank you for providing the information requested last week, we found it very helpful.

Following on from the answers provided, we have some further areas which we would like to explore with your help. We appreciate your time with this -

1. You mentioned that you have vending machines located in 6 toilets across campus. Can you possibly advise on how many students these toilets are serving? I appreciate this may not be easy information to retrieve but we are grateful for any information you can provide.

2. You mentioned that the vending machines were replenished a total of 4 times. Can you give an idea of the time period during which each replenishment was carried out?
3. You mentioned that you had existing vending machines reconfigured to allow for coin free dispensing. Can you advise of the cost for each machine to be reconfigured as such, and also the subsequent cost (if any) to install the vending machines back into the toilets?
4. Can we request further information in regard to the contract arrangements with the vending machine company? How did you choose the company which reconfigured the vending machines? Can you advise of any contract agreement between the college and the company in regard to an upfront cost to reconfigure, stock, and replenish each machine? For example, was this an upfront payment for the year, monthly agreement, or an "as required" basis?

We appreciate your help as always and thank you for your time.

Kind regards,

Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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**From:** [redacted]@cosla.gov.uk>  
**Sent:** 15 September 2017 09:37  
**To:**  
**Cc:**  
**Subject:** RE: PfG Commitment - Access to Sanitary Products (Period Poverty)

Thanks [redacted], speak to you then.

**From:** [redacted]  
**Sent:** 14 September 2017 17:14  
**To:** [redacted]@cosla.gov.uk>  
**Cc:**  
**Subject:** RE: PfG Commitment - Access to Sanitary Products (Period Poverty)

Many thanks. I have sent you a meeting request for a tele-call for the Tuesday morning.

Regards

[redacted] | Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
 Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |  
 Tel: [redacted]

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*Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)*

**From:** [redacted]@cosla.gov.uk]  
**Sent:** 14 September 2017 12:28  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: PfG Commitment - Access to Sanitary Products (Period Poverty)

Hi

I'm on leave next week and have our COSLA CYP board meeting tomorrow. The following week I would be around on the Tuesday before 10.30 or after 3pm, if either of those times would suit.

Thanks

**From:** [redacted]  
**Sent:** 14 September 2017 10:44



To: [redacted] <[redacted]@cosla.gov.uk>  
Cc: [redacted]  
Subject: RE: PFG Commitment - Access to Sanitary Products (Period Poverty)

Hi

Thanks so much for getting in touch. Apologies for taking so long to reply to you. I don't work Mondays and was out the office the last couple of days. I left a message on your voice mail. It would be great to have a chat about this. Do you have anytime tomorrow morning at all or on Tuesday?

Regards

Delivery Unit | Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |

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*Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)*

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**From:** [redacted] <[redacted]@cosla.gov.uk>  
**Sent:** 11 September 2017 11:07  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: PFG Commitment - Access to Sanitary Products (Period Poverty)

Hi

I passed your email to me – I'm a policy officer in the COSLA children and young people team and would be the person to speak to about the schools aspect to the PFG commitment. I note you're based in Glasgow – so perhaps a call would be the easiest option. My number is [redacted] and I'm in the office today, tomorrow and Wednesday am.

Thanks,

COSLA  
CONVENTION OF SCOTTISH LOCAL AUTHORITIES  
Verity House  
19 Haymarket Yards  
Edinburgh EH12 5BH



From: \_\_\_\_\_  
Sent: 08 September 2017 03:51 PM  
To: [cosla.gov.uk](mailto:cosla.gov.uk)>  
Subject: PfG Commitment - Access to Sanitary Products (Period Poverty)

Hi

I hope all is well with you. I just wanted to drop you a note to say that my Unit is responsible for taking forward this PfG commitment to provide access to free sanitary products to students in schools, colleges and universities and to consider further action following the results of the Aberdeen pilot. Would you be the person to speak to in COSLA about this or would it be one of your colleagues?

Have a good weekend

Delivery Unit | Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |  
Tel: \_\_\_\_\_

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**From:** @north-ayrshire.gov.uk>  
**Sent:** 19 September 2017 12:56  
**To:**  
**Cc:**  
**Subject:** Re: Period Poverty [OFFICIAL]  
**Attachments:** pic06407.gif; pic12295.jpg

We have now put in place in all of our secondary schools free sanitary product vending machines. We had some initial set up costs and issues with our PPP contractor in three schools. This cost about £11k and we have an anticipated annual cost of about £8k for products. I am at present finding the money from my education budget as we consider this to be a clear part of our anti poverty initiatives and removing barriers to education.

Happy to discuss if you want to give me a call.

Education and Youth Employment  
Cunninghame House  
IRVINE  
KA12 8EE

(Embedded image moved to file: pic06407.gif)(Embedded image moved to file: pic12295.jpg)

**From:**  
**To:**  
**Cc:**  
Council@NAYRSHIRE  
**Date:** 18/09/2017 14:28  
**Subject:** Re: Period Poverty [OFFICIAL]

Hi

Thank you for your email and apologies for the delay in reply - I have been

I have been advised by colleagues that this project is being led by our  
ho I have copied in above.

, grateful if you could refer to the below email from Scottish  
Government seeking further information on our work on period poverty in  
schools.

Please let me know if I can be of any further assistance.

Thanks

Economy & Communities  
North Ayrshire Council  
Cunninghame House  
Irvine  
KA12 8EE

.....@north-ayrshire.gov.uk

From: .....>  
To: .....@north-ayrshire.gov.uk>  
Cc: .....  
Date: 08/09/2017 16:02  
Subject: Period Poverty

Hi .

I am not sure this query is in your area but I'd be grateful if you could  
pass it on to whoever would be best to speak to!

At the Citizens Basic Income meeting I was speaking to ..... about  
period poverty and she was saying that North Ayrshire Council had agreed to  
give free access to sanitary products in secondary schools. It had not yet  
been announced at that time but I assume that it has by now as I understood  
it was for this academic year. We are currently piloting improved access  
to sanitary products and would be really keen to speak to whoever handles  
this in North Ayrshire to understand costs and issues that you considered.

I have copied in my colleague ..... who leads on this policy area.

**Subject:** ACCESS TO SANITARY PRODUCTS WORKING GROUP

**Location:**

**Start:** Thu 12/10/2017 12:00

**End:** Thu 12/10/2017 14:00

**Show Time As:** Tentative

**Recurrence:** (none)

**Meeting Status:** Not yet responded

**Organizer:**

**Required Attendees:**

@cosla.gov.uk

@universities-scotland.ac.uk; i

Dear All

As you may be aware, SG has a new Programme for Government commitment to *"introduce a scheme to fund access to free sanitary products in schools, colleges and universities and consider action to support those on low incomes, but not in education, in light of the findings of the current pilot scheme in Aberdeen."* This is one of FM's Top 10 priorities, and it is an issue which continues to attract significant media interest.

My team is leading on delivery of the commitment and, given the level of scrutiny we are under, we want to ensure our approach is well informed and robust. As such, we need your support to help explore delivery options. As some of you know from previous contact, we are setting up a Working Group with internal policy colleagues, analysts, procurement and facilities specialists, and finance partners, as well as external stakeholders.

I would be grateful if you can accept this request into your calendars, or forward to an appropriate colleague to represent your organisation should you be unavailable. Further grateful if you can confirm who from your organisation will attend, and if you/they have any special access requirements.

Regards,

Directorate for Housing & Social Justice  
Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

**From:**  
**Sent:** 26 September 2017 11:28  
**To:**  
**Cc:**  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Thanks very much for getting back so quickly. I have copied in my colleagues who are leading on this. They will take a look and be back in touch with you on next steps etc.

Thanks again

Delivery Unit | Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
 Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |

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**From:** [redacted]@universities-scotland.ac.uk]  
**Sent:** 26 September 2017 11:19  
**To:**  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Hi

The attached spreadsheet contains what I've got back from our institutions. We got 9 responses. Hopefully that's a good enough sample to allow you to make a decent estimate, bearing in mind that Edinburgh, by far the biggest university, is missing, as is Glasgow University. Or, if your timing allows, I can go back to the missing institutions and encourage them to respond, to try to get a more comprehensive picture.

Best wishes,

---

**From:**  
**Sent:** 20 September 2017 08:35  
**To:** [redacted]@universities-scotland.ac.uk>  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Hi

Apologies. I just realised that I didn't reply to this. We are working on the basis that ML will want to continue to pursue this but we honestly do not know. We met with [redacted] from Colleges Scotland yesterday and I think she is going to get in touch with you.

Regards

| Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
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**From:** @universities-scotland.ac.uk]  
**Sent:** 14 September 2017 11:50  
**To:**  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Thanks for all that. That's extremely helpful.

We knew about Monica Lennon's consultation and I had meant to ask you whether you expected that to go forward, now that something so similar is in the programme for government. I'm taking it from what you say here that the answer is yes, at least on current assumptions? (I realise it's not your responsibility and that you won't be able to give a definitive answer, but any general steer would be useful).

Best wishes,

---

**From:**  
**Sent:** 14 September 2017 10:39  
**To:** @universities-scotland.ac.uk>  
**Cc:**  
**Subject:** Access to Sanitary Products in Schools, Colleges & Universities

Hi

It was good to speak with you earlier. It is helpful to know that this issue will be discussed at the next Universities Secretaries Group on 6<sup>th</sup> October. We agreed that in advance of that (and if possible over the next week) you would seek information from your estates managers on:

- How many sanitary products vending machines they currently have across their estate
- What choice of products are offered
- Who the supplier of the vending machines is
- Whether there are plans to introduce gender neutral toilets that would require additional vending machines to be introduced? Any developments in this area would need to be factored in going forward.

From this we can try and build up a potential cost range.



## **South Lanarkshire College Access to Free Sanitary Products Initiative**

### **Background**

In January 2017, South Lanarkshire College (SLC) began trialling a project where students are given access to sanitary products free of charge, distributing these via a range of pick-up points across the campus: Student Services; Annexe Building Reception; Hair and Beauty Reception; and the Student Association Office. Following from the initial hand-out areas, in April 2017 SLC introduced free products to be made available in vending machines located in the toilets throughout the campus.

### **Product types**

SLC offer two different brands of products. For the hand-out station they have purchased Boots branded sanitary towels and two types of tampons. In the vending machines, they are using Elise branded sanitary towels and tampons.

### **Take up**

SLC had around 2,600 female students enrolled in the session 2016-17. In addition to this they have 200 female staff. Since the scheme began, between 40 and 60 students have accessed a total of 120 products through the campus pick up points. From April to August 2017, 1,200 products were used by staff and students: 600 sanitary pads and 600 tampons. However, SLC are unable to track accurately the usage per student. Products tend to be accessed on an emergency basis and SLC have not found any evidence of students or staff taking advantage of the service nor any evidence of unnecessary wastage.

### **Costs**

SLC have met the cost of procuring the items themselves through Student Services. Interface Environment Management (IEM) service the vending machines and are responsible for providing the stock. Staff manage the level of products available in the vending machines and inform IEM when stock is running low so that they may deliver new products. To date, costs for both hand-out products and costs incurred to restock the vending machines have been approximately £700. SLC anticipates for the academic year 2017-18, their costs will be around £900- £1,200.

### **Dispensing the products**

As previously mentioned, SLC trialled the delivery of the free products via hand-out stations. Aware that dignity plays a factor in this initiative, SLC decided in March 2017 to extend their offer to include vending machines in the toilets. This was achieved by reconfiguring existing vending machines, which were initially coin operated, to become coin free. There was no cost involved in this. SLC advise that arranging their requirements with the vending contractor took time but following installation there have been no concerns noted. Since the vending machines were installed, they have been replenished a total of four times during the period April 2017-August 2017. Each vending machine holds 50 products, fully stocked and

located in 6 toilets across campus. Facilities staff hold the stock for the machines and replenish when necessary; IEM are informed when additional stock is required. In addition, IEM monitor stock on a weekly basis when collecting the hygiene bins.

### **Feedback from Staff and Students**

The Student Association is thrilled that the College has taken such a progressive step and acknowledge that for many students having no access to sanitary products is a real barrier to having a full and productive student experience.

This is an issue which is very clearly on the radar of students – most recently, the National Union of Students (NUS) passed a motion at its 2017 conference aimed at tackling period poverty and providing sanitary products across all campuses.

Many staff recognise that the impact of not being able to afford, or have access to these essential hygiene products, impacts the physical, emotional, and mental health of the students.

SLC thinks the initiative has made a huge difference to the lives of the students. The feedback has been very positive. Students feel valued, and appreciate the honesty that the College acknowledges that many people don't have the funds to buy these essential items. As one beneficiary commented *"this has made a huge difference to my situation - to be able to get free sanitary products and not to lose my dignity in the process"*.

When asked if they felt that attitudes have changed from the beginning of the initiative to date, SLC responded that introducing this initiative has allowed for more open discussions to take place regarding the accessibility and affordability of sanitary products. They genuinely believe that having access to these essential hygiene products will have a positive and significant impact on their students and staff.

Institution	How many machines?	What products?	Machine supplier	Gender neutral toilets planned?
Aberdeen	14	Tampons and towels	Cannon Hygiene – non-residential estate; PHS – residential estate	We already have 56 gender neutral toilets on campus with the plan being to install more as new projects come on line and replace as buildings are refurbished. This will incur additional cost. It is worth noting also that the installation of gender neutral toilets necessitates not only more dispensers at additional cost, but more disposal units. This is because where previously sanitary units would only have been installed in approx. 50% of toilets (female and disabled WCs only), with gender neutral toilets one is generally required in every cubicle (therefore 50% has risen to 100%).
Abertay	5	Urinals, with and without applicator; Always press on towel	PHS	We have 20 All Gender Toilets across the University campus, they do not currently have a vending facility so provision in these spaces would need to be factored in.
Dundee	4 vending machines within the Students Union Building	tampons only	Carnoustie Vending (Contract with Dundee University Students Association)	we would consider installation on any toilet refurbishment
Edinburgh				
Napier				
Glasgow				
GCU	Currently in discussion for supply and install of 4 vending machines	Sanitary products only, no distress stock offered	Initial	Not at present, will be considered as part of future refurbishments
GSA	14	kotex and tampax	Initial	[the cited total of 14] factors in gender neutral and reopening two buildings not currently on contract
HW	14	towels & tampons -- among other items [vended from the same machines(?)]	Initial	On campus we are utilising disabled toilet facilities and branding them as "for everyone" facilities to assist with the need for gender neutral toilets.
UHI				
OUS				
QMU	16	Kotex Pads; Tampax	Initial	Likely to be met from existing facilities
RCS				
RGU	16	Kotex Towel/Tampax Super	Initial	there is ongoing discussion re gender neutral washrooms but no confirmed plans at this time
SRUC				
St Andrews	17	lilets digital tampons @ £1 per vend or always ultra towels @ £1 per vend in a dual column	PHS	Additional vending machines are not currently planned as a central vending machine would be available in a building where gender neutral toilets may be created. Additional vending would be required in new buildings and we currently have 3 projects where an additional machine would most likely be required, bringing our current total to 20
Stirling				
Strathclyde				
UWS				

---

**From:** @collegesscotland.ac.uk>  
**Sent:** 26 September 2017 12:02  
**To:**  
**Cc:**  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Thanks – will endeavour to get ours to you tomorrow. Apologies for the delay, it's been a bit of a hectic week (although I say that as if it's ever anything other than hectic!)

---

**From:** I  
**Sent:** 26 September 2017 11:39  
**To:** @collegesscotland.ac.uk>  
**Cc:**  
**Subject:** FW: Access to Sanitary Products in Schools, Colleges & Universities

Hi

For interest, I thought you might be interested to see Universities' feedback to request for information. Good to get your analysis as soon as possible so we can use the college and university responses to help us shape a similar questionnaire for local authorities/schools.

Kind regards

| Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450  
 Argyll Street | Glasgow | G2 8LG

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**From:**  
**Sent:** 26 September 2017 11:27  
**To:**  
**Subject:** FW: Access to Sanitary Products in Schools, Colleges & Universities

Not looked at by me.

---

**From:** @universities-scotland.ac.uk]  
**Sent:** 26 September 2017 11:19  
**To:**  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Hi

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university, is missing, as is Glasgow University. Or, if your timing allows, I can go back to the missing institutions and encourage them to respond, to try to get a more comprehensive picture.

Best wishes,

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**From:**  
**Sent:** 20 September 2017 08:35  
**To:** @universities-scotland.ac.uk>  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

Hi

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Regards

| Social Justice & Regeneration Division | Scottish Government | 5<sup>th</sup> Floor | 5  
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**From:** @universities-scotland.ac.uk]  
**Sent:** 14 September 2017 11:50  
**To:**  
**Subject:** RE: Access to Sanitary Products in Schools, Colleges & Universities

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Best wishes,

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**From:**  
**Sent:** 14 September 2017 10:39  
**To:** @universities-scotland.ac.uk>  
**Cc:**  
**Subject:** Access to Sanitary Products in Schools, Colleges & Universities

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- Who the supplier of the vending machines is
- Whether there are plans to introduce gender neutral toilets that would require additional vending machines to be introduced? Any developments in this area would need to be factored in going forward.

From this we can try and build up a potential cost range.

I mentioned that South Lanarkshire College had introduced a scheme to provide free sanitary products earlier in the year. I attach a brief note of what we know about that scheme.

The one bit of information missing from the attached is the unit cost per product – but we are asking SLC for this and will let you know that information when we get it as well.

For your meeting on the 6<sup>th</sup> October you will also want to be aware of Monica Lennon MSP's consultation on this issue. She is proposing a Private Member's Bill to place a duty on schools, colleges and universities to provide free access to sanitary products and she is also proposing a duty on Scottish Ministers to provide universal free access. I have attached a link to her consultation document.

<http://periodpovertyscotland.weebly.com/>

Regards

Scottish Government | Social Justice & Regeneration Division | 5<sup>th</sup> Floor | 5  
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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlÃ radh neo air a sgrÃ¹dadh airson dearbhadh gu bheil an siostam ag obair gu h-Ã²ifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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Institution	How many machines?	What products?	Machine supplier	Gender neutral toilets planned?
Aberdeen	14	Tampons and towels	Cannon Hygiene -- non-residential estate; PHS -- residential estate	We already have 56 gender neutral toilets on campus with the plan being to install more as new projects come on line and replace as buildings are refurbished. This will incur additional cost. It is worth noting also that the installation of gender neutral toilets necessitates not only more dispensers at additional cost, but more disposal units. This is because where previously sanitary units would only have been installed in approx. 50% of toilets (female and disabled WCs only), with gender neutral toilets one is generally required in every cubicle (therefore 50% has risen to 100%).
Abertay	5	Lil-Lets, with and without applicator, always press on towel	PHS	We have 20 All Gender Toilets across the University campus, they do not currently have a vending facility so provision in these spaces would need to be factored in.
Dundee	4 vending machines within the Students Union Building	tampons only	Carnoustie Vending (Contract with Dundee University Students Association)	we would consider installation on any toilet refurbishment
Edinburgh				
Napier				
Glasgow				
GCU	Currently in discussion for supply and install of 4 vending machines	Sanitary products only, no distress stock offered	Initial	Not at present, will be considered as part of future refurbishments
GSA	14	kotex and tampax	Initial	[the cited total of 14] factors in gender neutral and reopening two buildings not currently on contract
HW UHI	14	towels & tampons -- among other items [vended from the same machines(?)]	Initial	On campus we are utilising disabled toilet facilities and branding them as "for everyone" facilities to assist with the need for gender neutral toilets.
OJS				
QMU	16	Kotex Pads; Tampax	Initial	Likely to be met from existing facilities
RCS				
RGU	16	Kotex Towel/Tampax Super	Initial	there is ongoing discussion re gender neutral washrooms but no confirmed plans at this time
SRUC				
St Andrews	17	lilets digital tampons @ £1 per vend or always ultra towels @ £1 per vend in a dual column	PHS	Additional vending machines are not currently planned as a central vending machine would be available in a building where gender neutral toilets may be created. Additional vending would be required in new buildings and we currently have 3 projects where an additional machine would most likely be required, bringing our current total to 20
Stirling				
Strathclyde				
UWS				



---

**From:**  
**Sent:** 28 September 2017 14:28  
**To:** @northlan.gov.uk  
**Cc:**  
**Subject:** Access to Sanitary Products

Hi ,

Here's detail of our contacts at South Lanarkshire College: who is  
spearheading the initiative there.

I'd like a bit more of detail about the work you're doing, particularly your cost assumptions – I'll get an email to you later today/tomorrow.

(This stuff is motoring ..... so glad you're on board.)

Best

Social Justice Delivery Team | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450  
Argyll Street | Glasgow | G2 8LG

*Creating A Fairer Scotland: What Matters to You?*

*Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland) <http://fairer.scot/>*

---

**From:**  
**Sent:** 09 October 2017 15:50  
**To:**  
**Cc:** @cosla.gov.uk'  
**Subject:** RE: PfG Commitment - Access to Sanitary Products

Many thanks,

Regards,

---

**From:** @inverclyde.gov.uk] On Behalf Of  
**Sent:** 09 October 2017 15:47  
**To:**  
**Cc:** @cosla.gov.uk'  
**Subject:** PfG Commitment - Access to Sanitary Products

Good afternoon

Please find below in red the information requested, sent on behalf of Inverclyde Council.

Regards

**Education, Communities and Organisational Development**  
**Inverclyde Council**  
 Wallace Place  
 GREENOCK  
 Inverclyde  
 PA15 1JB

Phone (office) –  
 e-mail –

Inverclyde Council website – [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)  
 Inverclyde on Twitter – [twitter.com/inverclyde](https://twitter.com/inverclyde)

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**Inverclyde Council is an accredited Living Wage employer**

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**From:**  
**Sent:** 02 October 2017 12:37

Cc: ' [info@gov.scot](mailto:info@gov.scot) >

Subject: PFG Commitment - Access to Sanitary Products

Dear Colleagues,

Following the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, Scottish Government colleagues are asking for the following information from all Councils in order to develop an idea of the current picture in schools and for costing the delivery of the commitment. Could you please reply to [info@gov.scot](mailto:info@gov.scot), and copy to me, your responses to the questions below:

- How many sanitary product vending machines do you currently have across your school estate? **None**
- What choice of products are offered? **None**
- ~~Who is the supplier of the vending machines? N/A~~
- Is procurement done centrally by the LA or by individual schools or school clusters? **We have not undertaken procurement in this area as yet – I would assume this would be undertaken centrally as there would be considerable costs involved.**
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)? **N/A**
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced? **No**
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used? **If any students require sanitary products, they can obtain these from the school offices.**

We would be grateful for this information by **Friday 6 October**. I appreciate this may not be information you have to hand, but if you could forward as appropriate and complete as fully as is possible this would be really helpful,

Thanks

## COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House  
19 Haymarket Yards  
Edinburgh EH12 5BH



Our Business Address is : COSLA, Verity House, 19 Haymarket Yards, EDINBURGH, EH12 5BH. t: +441314749200 w: <http://www.cosla.gov.uk>

Inverclyde  
Council

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**From:** [redacted]  
**Sent:** 09 October 2017 16:03  
**To:** [redacted]  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP  
**Attachments:** FW: PfG Commitment - Access to Sanitary Products - [OFFICIAL]

Thanks [redacted] - fingers crossed we get a few more this week. I've attached the West Lothian return. Encouraging to note there's a proposal for a pilot scheme there which will be considered at the end of this month/beginning of Nov.

Cheers,

---

**From:** [redacted] @cosla.gov.uk]  
**Sent:** 09 October 2017 15:58  
**To:** [redacted]  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hello

I sent a reminder – I got seven out of offices and Stirling and Angus replied that they couldn't respond this week and probably not next due to holidays. We might get a few more though. I don't think West Lothian cc'd me – can you share what they sent over? Just so I've an idea of the picture too.

---

**From:** [redacted]  
**Sent:** 09 October 2017 12:20  
**To:** [redacted] @cosla.gov.uk>  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hey [redacted]

West Lothian came back on the day you sent the questions out but I've not had any contact from other LAs bar them, Falkirk and Aberdeenshire. I don't think there's much more you can do beyond just dropping them a gentle reminder (recognising the complexities and holiday periods for some) to get the info to us as soon as they can.

Cheers,

---

**From:** [redacted] @cosla.gov.uk]  
**Sent:** 09 October 2017 10:04  
**To:** [redacted]  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hi [redacted]

Did you get any responses beyond Falkirk and the extension request from Aberdeenshire? I spoke to West Dunbartonshire and Perth and Kinross as they got back to me saying the deadline was too tight and the information requested wasn't easily accessible. I apologised and asked them to send any information they did have or could

more easily obtain, and that it was important for costing and looking at the implementation of the commitment. I think they'd have cc'd me in to any response to you so I assume they haven't sent you anything?

I know the meeting is Thurs and with the October week this week for many it's unlikely you'll get many responses by then – is there anything else it would be helpful for us to do before the meeting in light of this?

---

**From:**  
**Sent:** 02 October 2017 12:38  
**To:**  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hi

Done – sent to all directors and cc'd you.

---

**From:**  
**Sent:** 02 October 2017 12:30  
**To:** <[cosla.gov.uk](mailto:cosla.gov.uk)>  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hey

Thanks, that seems an eminently sensible question to add – happy for you to include it.

Cheers,

---

**From:** <[cosla.gov.uk](mailto:cosla.gov.uk)>  
**Sent:** 02 October 2017 11:11  
**To:**  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

I'm also thinking – in many places – probably mainly primary schools – they might not have vending machines, but have an arrangement where people would go to the school office or a department in the school if they required sanitary products. Do you want to ask anything about this? I wondered if "Do you have any other arrangements within schools for accessing sanitary products, if vending machines are not used" might give useful info. If not, happy to leave it out.

---

**From:** <[cosla.gov.uk](mailto:cosla.gov.uk)>  
**Sent:** 02 October 2017 11:08  
**To:** <[cosla.gov.uk](mailto:cosla.gov.uk)>  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Great, thanks – yes, it is just the school estate. Will send request to you shortly.

Cheers,

---

**From:** [redacted]@cosla.gov.uk]  
**Sent:** 02 October 2017 11:06  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hi [redacted]

I will circulate the questions today– on the first I added the word “school” before estate – as I think that is the information you are looking for rather than all local authority buildings?

[redacted]@cosla.gov.uk) will attend on 12<sup>th</sup> – can you send a diary invite?

Thanks

---

**From:** [redacted]@gov.scot]  
**Sent:** 02 October 2017 10:48  
**To:** [redacted]@cosla.gov.uk>  
**Cc:** [redacted]  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hey

Thanks for your email. The bullet points are the questions we'd like to put to schools (including primary schools) – we've put the same questions to Colleges Scotland and Universities Scotland. If they are able to respond by the 6<sup>th</sup> that would be very helpful but we'd still want to receive responses after that date – it will be crucial to our costing that we receive as accurate and complete a picture as we possibly can. Happy for you to direct responses to me.

Timing for the meeting on the 12<sup>th</sup> will be 12 noon till 2pm – we feel it's important COSLA is represented as you will be a key player as we develop our policy. As such, I'd be very grateful if you are able to field a stand-in.

Regards,

---

**From:** [redacted]@cosla.gov.uk]  
**Sent:** 02 October 2017 09:18  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: ACCESS TO SANITARY PRODUCTS - MEETING FOLLOW-UP

Hi

Thanks for your email. I'm sorry if I misunderstood – I thought you, or an analyst in your team, was putting together a survey and I would then circulate that to councils. Are the bullet points the survey? I had expected a survey monkey type thing but am happy to go with this if you'd rather – should responses go back to you?

I spoke to [redacted] last week, I probably won't get a chance to speak to others this week but I can circulate a survey and you'll maybe get some responses by 6<sup>th</sup> Oct. I wouldn't imagine all would be able to by then but we can try.

Thanks,

Hey

- How many sanitary products vending machines they currently have across their estate (per authority)
- What choice of products are offered
- Who the supplier of the vending machines is
- Is procurement done centrally by the LA or by individual schools or school clusters
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and indicate any costs that may be attached to this)
- Whether there are plans to introduce gender neutral toilets that would require additional vending machines to be introduced? Any developments in this area would need to be factored in going forward.

4

**From:**  
**Sent:** 09 October 2017 16:22  
**To:**  
**Cc:** @cosla.gov.uk  
**Subject:** RE: access to sanitary products-Clackmannanshire

Hey

Many thanks for your response – the info in the briefing is particularly helpful.

**From:** @clacks.gov.uk]  
**Sent:** 09 October 2017 16:20  
**To:**  
**Cc:** @cosla.gov.uk  
**Subject:** access to sanitary products-Clackmannanshire

Hello.

I have attached the information requested and a briefing that went to our Elected Members in Clackmannanshire on the subject.

Please do not hesitate to get back to me if there are any questions

Kind regards

- 
- 
- How many sanitary product vending machines do you currently have across your school estate? NONE
- What choice of products are offered? NA
- Who is the supplier of the vending machines? NA
- Is procurement done centrally by the LA or by individual schools or school clusters?NA
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?NA
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?NA
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used? Schools use their devolved budgets to provide sanitary products in emergency situations as required. Sanitary products are not charged for in these emergency situations.

Clackmannanshire Council  
 4th Floor  
 Kilncraigs  
 Alloa  
 FK10 1EB



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## **FREE SANITARY PROTECTION**

**29.08.17**

### **Context**

In March 2017, Scottish Labour MSP, Monica Lennon launched a Member's Bill aimed at helping women and girls who cannot currently access or afford sanitary products. The proposals included the provision of sanitary products in schools and the introduction of an anonymous system through health boards to provide products to anyone who needs them.

In August 2017, Councillor Forson indicated her intention to bring a motion to a future council meeting which would propose to introduce free sanitary protection in our secondary schools.

Education Services were asked to review the current provision and determine costs for the supply of sanitary products to secondary schools. (As menstruation can begin between 8 and 13, the costings have also included the provision of products for all schools.)

### **05.09.17.**

After contacting Facilities Management, (who are responsible for Facilities in our Secondary Schools) and Repairs and Management (who are responsible for Public Buildings), it appears that there is no provision for vending machines for sanitary products across the Authority. Clackmannanshire Council does have a contract with Initial who provides sanitary bins, so any further contracts may need to be negotiated with them.

Schools generally hold supplies of sanitary products for pupils who ask for them. However, we know that unfortunately there is still a stigma attached to menstruation and recognise that some pupils may not feel comfortable about asking for the help they need.

Schools use their devolved budgets to provide sanitary products in emergency situations as required. Sanitary products are not charged for in these emergency situations.

Installing and supplying vending machines with sanitary ware has been costed below. It is not possible to find an average cost for this as there would need to be careful monitoring and regulation of vending machines over a pilot phase to determine use. Filling the machines would need to be negotiated with Facilities Management or with Head Teachers.

### **ESTIMATED COST**

#### **ALL SCHOOLS**

**Falkirk washrooms** (see attached quote) are able to provide vending machines. The cost for all schools would roughly be **£4290** per annum with a minimum 3 year fixed term contract. This is only for the units themselves. To fill the vending machines with towels and tampons would be:

£99.70 per pack (200) towels=£997 x22=**£21,932**  
£180.00 per pack (288) tampons=£1800x22=**£3960**  
Across all our schools for 10 months=**£30182**

### **SECONDARY SCHOOLS**

Vending Machines- £195x4= £780  
£99.70x10=£997x4=£3988  
£180.00x10= £1800x4=£7200  
Across all secondary schools for 10 months=**£11968**

Research has indicated that there are concerns over the use of vending machines in schools, mainly in their incorrect use and the additional cost of refilling.

There are however, several pilot projects nationally that are providing free sanitary products to women in low-income areas via Community Food Initiatives, Third Sector Organisations and Community Nursing Teams e.g. Aberdeen, and in schools e.g. North Ayrshire. These would be a much more cost effective and targeted way of providing products. Further research in this area would need to be carried out to determine the cost and practicalities.

**From:** [redacted]@orkney.gcsx.gov.uk>  
**Sent:** 09 October 2017 17:39  
**To:** [redacted]@cosla.gov.uk';  
**Cc:**  
**Subject:** RE: PFG Commitment - Access to Sanitary Products

Good afternoon

See below in red our response to your questions.

Please do not hesitate to contact me if you have any questions.

Kind regards

Education Resources Manager  
 Education, Leisure and Housing  
 Orkney Islands Council, Council Offices, Kirkwall, Orkney, KW15 1NY

---

**From:** [redacted]@cosla.gov.uk]  
**Sent:** 02 October 2017 12:36  
**Cc:**  
**Subject:** PFG Commitment - Access to Sanitary Products

Dear Colleagues,

Following the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, Scottish Government colleagues are asking for the following information from all Councils in order to develop an idea of the current picture in schools and for costing the delivery of the commitment. Could you please reply to [redacted] and copy to me, your responses to the questions below:

- How many sanitary product vending machines do you currently have across your school estate?  
 Only one schools, Kirkwall Grammar School, installed a sanitary product vending machines in March this year, however it is not used very much. £1 per pack and it has taken in £24 since it was installed.
- What choice of products are offered? Pads and tampons
- Who is the supplier of the vending machines? tbc
- Is procurement done centrally by the LA or by individual schools or school clusters? Individually by the school
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)? N/A
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced? No
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used? Yes pupils can obtain sanitary products via the school office/sick bay free of charge.

We would be grateful for this information by **Friday 6 October**. I appreciate this may not be information you have to hand, but if you could forward as appropriate and complete as fully as is possible this would be really helpful,

Thanks

## COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House

19 Haymarket Yards

Edinburgh EH12 5BH



Our Business Address is : COSLA, Verity House, 19 Haymarket Yards, EDINBURGH, EH12 5BH. t: +441314749200 w: <http://www.cosla.gov.uk>

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**From:** @northlan.gcsx.gov.uk>  
**Sent:** 09 October 2017 18:37  
**To:**  
**Cc:**  
**Subject:** Access to Sanitary Products

We are currently working to implement this initiative:

Our have an existing framework - Provision of Washroom Solutions Incorporating Free on Loan Equipment, and Associated Services and we are confident that this can be used to identify and install the necessary equipment to dispense the sanitary products free at the point of use.

We will also use the existing framework to provide the sanitary products we wish to load into the dispensing machines. The sanitary products will be provided by the successful bidder on the existing framework. The local authority will communicate to the successful bidder the number and type of sanitary product(s) we wish to be available.

North Lanarkshire Council has 5 approved contractors on this framework:

- (i) Rentokil Initial Services Limited (Trading as Initial Washroom Hygiene)
- (ii) Cannon Hygiene (A trading division of OC5 Group UK Ltd)
- (iii) CO-AN UK Ltd
- (iv) Healthcare Environmental Services Ltd
- (v) Personnel Hygiene Services Ltd trading as PHS Washrooms

Our progress to date includes speaking to these 5 contractors and outlining the initial broad proposal for providing sanitary products free of charge in our 23 secondary schools. Initial verbal responses and proposals from all 5 seem to include a supply model where the installation and provision and maintenance of the dispensing equipment will be "free" and the local authority will pay for the sanitary products to be loaded into the machines. We are awaiting written proposals from the companies but I have chased this up today.

The procurement will be carried out by the local authority. The successful supplier(s) will be the most economically advantageous to the local authority. This will be decided using the usual procurement evaluation methods in place for this model of procurement in line with current legislation.

We plan to install 46 machines in our secondary schools (1 identified female toilet / 1 PE department) This is our initial plan. We will monitor and evaluate and scale up as / if required.

Discussions are ongoing around the type(s) of sanitary product(s) we should / could provide for our young people bearing in mind personal choice and medical advice.

Civic Centre  
Motherwell  
ML1 1AB

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**From:** [redacted]  
**Sent:** 10 October 2017 10:30  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Access to Sanitary Products

Many thanks for sending this info,

Regards,

---

**From:** [redacted] <[redacted]@midlothian.gcsx.gov.uk]>  
**Sent:** 10 October 2017 09:29  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Access to Sanitary Products

See enclosed response, if you require further information, please contact my colleague  
Please note that the Council has requested a report on the matter of Free Sanitary products and it is presently being drafted.

Midlothian Council  
Midlothian House  
Buccleuch Street  
Dalkeith  
Midlothian  
EH22 1DN

Tel : [redacted]  
Mob : [redacted]  
Fax : [redacted]  
E:mail : [redacted]@midlothian.gov.uk

---

**From:** [redacted] <[redacted]@cosla.gov.uk]>  
**Sent:** 10 October 2017 08:52  
**To:** [redacted]  
**Subject:** RE: Access to Sanitary Products

Hi [redacted],

That's great – thanks.

---

**From:** [redacted] <[redacted]@midlothian.gov.uk]>  
**Sent:** 10 October 2017 07:51  
**To:** [redacted] <[redacted]@cosla.gov.uk>  
**Subject:** Access to Sanitary Products



Morning

The response from Midlothian Council, will be finalised later today.  
Hope this is OK.

Midlothian Council  
Midlothian House  
Buccleuch Street  
Dalkeith  
Midlothian  
EH22 1DN

Tel :  
Mob :  
Fax :  
E:mail [@midlothian.gov.uk](mailto:info@midlothian.gov.uk)

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<b>MIDLOTHIAN COUNCIL</b>	
<b>ACCESS TO SANITARY PRODUCTS</b>	
<b>QUESTION</b>	<b>RESPONSE</b>
• How many sanitary product vending machines do you currently have across your school estate?	Presently the availability of sanitary product vending machines is available in two of our High Schools [PPP]
• What choice of products are offered?	The products offered in the vending machines are sanitary towels and tampons.
• Who is the supplier of the vending machines?	Cannon Hygiene
• Is procurement done centrally by the LA or by individual schools or school clusters?	Part of the Council's PPP Secondary Schools Contract. Additionally the Council is a member of Scotland Excell and procures goods on a national basis using contracted suppliers
• Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?	Contracts provide that they may be varied to provide free sanitary products. Indicative cost for Midlothian Council of free sanitary products is £7,500 excluding dispenser machine rental and servicing.
• Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?	Presently there are gender neutral accessible toilets in all our High Schools. Vending machines are located in our two [PPP] High Schools.
• Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used?	Office or Guidance staff currently can provide free sanitary products on request.

---

**From:** @universities-scotland.ac.uk>  
**Sent:** 10 October 2017 12:09  
**To:**  
**Subject:** Accepted: ACCESS TO SANITARY PRODUCTS WORKING GROUP

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**From:** )  
**Sent:** 10 October 2017 15:29  
**To:** @slc.ac.uk; , @slc.ac.uk  
**Subject:** Access to sanitary products

Thanks again for the helpful info you provided in relation to South Lanarkshire College's initiative to provide free sanitary products for students and staff. We have convened a Working Group to help take forward our Programme for Government commitment to fund a scheme that provide access to such products in schools, colleges and universities. The first meeting of the Group will take place this Thursday at our offices in Victoria Quay, Edinburgh, 12 noon till 2pm. With apologies for the short notice nature of this request, would either of you (or an alternative colleague) be free to attend to talk about the SLC initiative? We think it would be particularly helpful for the meeting attendees to hear first-hand from establishments that have already implemented free provision. Grateful if you can let me know your availability.

Regards,

Directorate for Housing & Social Justice  
Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

*Creating A Fairer Scotland: What Matters to You?*  
Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)

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**From:** @northlan.gcsx.gov.uk>  
**Sent:** 10 October 2017 15:54  
**To:**  
**Cc:**  
**Subject:** RE: Access to Sanitary Products  
**Importance:** High

We would be delighted to be involved and share our progress etc. However the officers involved to date are not available on Thursday afternoon due to interviewing posts and other NLC work.

We would be more than happy to participate though.

---

**From:** @scotland.gsi.gov.uk]  
**Sent:** 10 October 2017 15:42  
**To:** @northlan.gcsx.gov.uk>  
**Cc:** @northlan.gov.uk>  
**Subject:** RE: Access to Sanitary Products

Many thanks for this information. We have convened a Working Group to help take forward our Programme for Government commitment to fund a scheme that provide access to such products in schools, colleges and universities. The first meeting of the Group will take place this Thursday at our offices in Victoria Quay, Edinburgh, 12 noon till 2pm. With apologies for the short notice nature of this request, would either you or an alternative colleague be free to attend to talk about the NLC initiative? We think it would be particularly helpful for the meeting attendees to hear first-hand from establishments that have either already implemented free provision or are in the process of doing so. Grateful if you can let me know your availability.

Regards,

---

**From:** @northlan.gcsx.gov.uk]  
**Sent:** 09 October 2017 18:37  
**To:**  
**Cc:**  
**Subject:** Access to Sanitary Products

We are currently working to implement this initiative:

Our have an existing framework - Provision of Washroom Solutions Incorporating Free on Loan Equipment, and Associated Services and we are confident that this can be used to identify and install the necessary equipment to dispense the sanitary products free at the point of use.

We will also use the existing framework to provide the sanitary products we wish to load into the dispensing machines. The sanitary products will be provided by the successful bidder on the existing framework. The local authority will communicate to the successful bidder the number and type of sanitary product(s) we wish to be available.

North Lanarkshire Council has 5 approved contractors on this framework:

- (i) Rentokil Initial Services Limited (Trading as Initial Washroom Hygiene)
- (ii) Cannon Hygiene (A trading division of OCS Group UK Ltd)
- (iii) CO-AN UK Ltd
- (iv) Healthcare Environmental Services Ltd
- ~~(v) Personnel Hygiene Services Ltd trading as PHS Washrooms~~

Our progress to date includes speaking to these 5 contractors and outlining the initial broad proposal for providing sanitary products free of charge in our 23 secondary schools. Initial verbal responses and proposals from all 5 seem to include a supply model where the installation and provision and maintenance of the dispensing equipment will be “free” and the local authority will pay for the sanitary products to be loaded into the machines. We are awaiting written proposals from the companies but I have chased this up today.

The procurement will be carried out by the local authority. The successful supplier(s) will be the most economically advantageous to the local authority. This will be decided using the usual procurement evaluation methods in place for this model of procurement in line with current legislation.

We plan to install 46 machines in our secondary schools (1 identified female toilet / 1 PE department) This is our initial plan. We will monitor and evaluate and scale up as / if required.

Discussions are ongoing around the type(s) of sanitary product(s) we should / could provide for our young people bearing in mind personal choice and medical advice.

North Lanarkshire Council  
Civic Centre  
Motherwell  
ML1 1AB

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\*\*\*\*\*

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**From:** [redacted]  
**Sent:** 10 October 2017 16:03  
**To:** [redacted]  
**Subject:** RE: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Great, thanks again

---

**From:** [redacted] @argyll-bute.gcsx.gov.uk]  
**Sent:** 10 October 2017 16:02  
**To:** [redacted]  
**Subject:** Re: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Hi

Yes they need to pay from the vending machine and no they don't need to pay for emergency supply.

Community Services: Education  
 Argyll House, Alexandra Parade, Dunoon, PA23 8AJ

Email: [redacted] @argyll-bute.gov.uk




---

**From:** [redacted] @scotland.gsi.gov.uk]  
**Sent:** 10 October 2017 16:00  
**To:** [redacted] @argyll-bute.gov.uk>; [redacted] @cosla.gov.uk  
**Subject:** RE: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Many thanks for this info. Can you just clarify whether students need to pay or not to access products from (i) the vending machines, and (ii) the emergency supply?

Regards,

---

**From:** [redacted] @argyll-bute.gcsx.gov.uk]  
**Sent:** 10 October 2017 15:56  
**To:** [redacted] @cosla.gov.uk'

**Cc:** [\[redacted\]](#)  
**Subject:** RE: PFG Commitment - Access to Sanitary Products [OFFICIAL]

Hi [redacted]

Apologies for the late response as I know you wanted this information for last Friday. I can't answer all your queries however please see information that I have managed to gather:

- We have vending machines within 5 schools.
- Products are towel/tampon this is serviced and stocked by Initial
- Our contract is with Initial Ltd
- Procurement is through LA via Scotland Excel
- ~~Not as far as I am aware~~
- We have no current plans to introduce gender neutral toilets
- Schools have sanitary products in the building for use by pupils in cases of emergency where there are no vending machines.

Kind regards

Community Services: Education  
Argyll House, Alexandra Parade, Dunoon, PA23 8AJ  
Tel: [redacted]  
Fax: [redacted]  
Email: [\[redacted\]@argyll-bute.gov.uk](mailto:[redacted]@argyll-bute.gov.uk)



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**From:** [\[redacted\]@cosla.gov.uk](mailto:[redacted]@cosla.gov.uk)  
**Sent:** 02 October 2017 12:36  
**Cc:** [\[redacted\]](#)  
**Subject:** PFG Commitment - Access to Sanitary Products

Dear Colleagues,

Following the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, Scottish Government colleagues are asking for the following information from all Councils in order to develop an idea of the current picture in schools and for costing the delivery of the commitment. Could you please reply to [\[redacted\]](#), and copy to me, your responses to the questions below:

- How many sanitary product vending machines do you currently have across your school estate?
- What choice of products are offered?
- Who is the supplier of the vending machines?
- Is procurement done centrally by the LA or by individual schools or school clusters?
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?



- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used?

We would be grateful for this information by **Friday 6 October**. I appreciate this may not be information you have to hand, but if you could forward as appropriate and complete as fully as is possible this would be really helpful,

Thanks

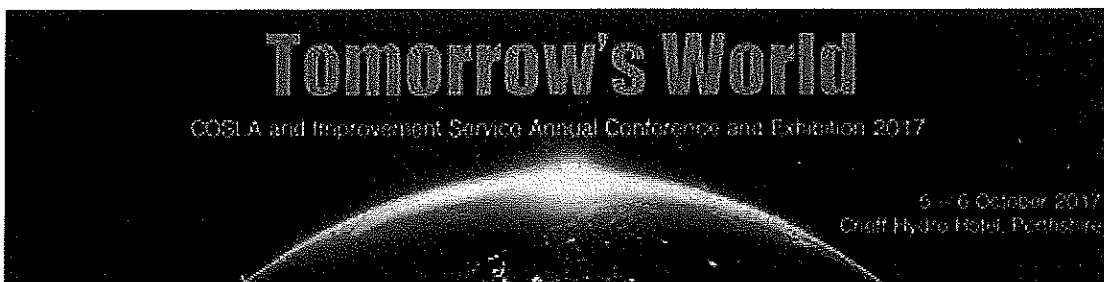
## COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House

19 Haymarket Yards  
Edinburgh EH12 5BH

Tel.



Our Business Address is : COSLA, Verity House, 19 Haymarket Yards, EDINBURGH, EH12 5BH. t: +441314749200 w: <http://www.cosla.gov.uk>

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**OFFICIAL-SENSITIVE PERSONAL**

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**OFFICIAL**

**From:** [redacted]  
**Sent:** 10 October 2017 16:17  
**To:** [redacted]  
**Subject:** RE: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Sorry, [redacted], I should have said. The meeting will take place this Thursday (12 Oct) at our offices in Victoria Quay, Edinburgh, 12 noon till 2pm.

Cheers,

**From:** [redacted] <[redacted]@north-ayrshire.gov.uk>  
**Sent:** 10 October 2017 16:15  
**To:** [redacted]  
**Subject:** RE: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Sorry meant to ask what time and where on Thursday?

Education and Youth Employment  
 North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE  
 Tel: [redacted]  
 Fax: [redacted]  
 Email: [redacted]@north-ayrshire.gov.uk  
 Monday - Thursday 8.00am-5.15pm

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**From:** [redacted]  
**To:** [redacted]  
**Cc:** [redacted]  
**Date:** [redacted]  
**Subject:** RE: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Hey,

That's great, thanks. I think we spoke yesterday (apologies if it was somebody else) about the possibility of somebody from North Ayrshire involved in this work attending our Working Group meeting on this Thursday to talk about the experience. We think it would be particularly helpful for the meeting attendees to hear first-hand from establishments that have already implemented free provision, or are in the process of doing so. Would anyone be able to attend?

Regards,

**From:** [redacted]@north-ayrshire.gov.uk]  
**Sent:** 10 October 2017 16:03  
**To:** [redacted]  
**Cc:** [redacted]@cosla.gov.uk  
**Subject:** PFG Commitment - Access to Sanitary Products [OFFICIAL]

Hi [redacted]

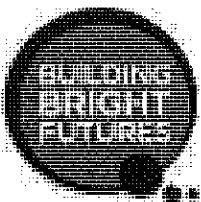
Apologies for the delay in sending this to you. Please find attached information from North Ayrshire.

If you need anything else please let me know.

Regards

Education and Youth Employment  
North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE  
Tel: [redacted]  
Fax: [redacted]  
[redacted]@north-ayrshire.gov.uk  
Monday - Thursday 8.00am-5.15pm

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## **PfG Commitment - Access to Sanitary Products – North Ayrshire Council**

Following the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, Scottish Government colleagues are asking for the following information from all Councils in order to develop an idea of the current picture in schools and for costing the delivery of the commitment. Could you please reply to [pfg@gov.scot](mailto:pfg@gov.scot), and copy to me, your responses to the questions below:

- How many sanitary product vending machines do you currently have across your school estate?
- July 2017 North Ayrshire installed Dual vending machines into the 2 main female washrooms in each of 6 Secondary Schools: Ardrossan Academy, Auchenhavie Academy, Irvine Royal Academy, Kilwinning Academy, Largs Academy.
- Two dual vending machines were also installed in our 3 PPP schools: Arran High School, Greenwood Academy and St. Matthew's Academy.
- In total 18 additional dual vending machines installed during July 2017 to all our secondary schools.
- What choice of products are offered?
- Sanitary products stocked in the vending machines are Kotex towels and Tampax mini for non PPP schools.
- Lillet Tampons and Always Towels in PPP schools.
- Who is the supplier of the vending machines?
- The vending machines are rented from Initial Washroom Hygiene within the current Scotland Excel framework contract.
- Is procurement done centrally by the LA or by individual schools or school clusters?
- Procurement is done centrally by North Ayrshire Council Facilities Management on behalf of the schools.
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?
- Free vend of sanitary products is provided to North Ayrshire pupils. (Confidentially, Initial offered a price of £600 rental per annum per machine to be filled monthly by Initial. A contingency stock of sanitary products has been supplied to be filled by the Janitor to avoid a stock out in between monthly service, at a cost of £240 per annum for 8 bulk pack boxes of each product).
- Within PPP schools the machines will be re-stocked by Mitie who have janitorial responsibility for the schools. They will then re-charge the cost back to the Council.
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?
- The 3 PPP schools all have gender neutral toilets which have been fitted with one of the additional vending machines.
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used?
- N/A

**From:** [redacted]@slc.ac.uk>  
**Sent:** 11 October 2017 09:04  
**To:** [redacted]  
**Subject:** Re: Access to sanitary products

Thanks for the email. That's great news regarding the wider developments.

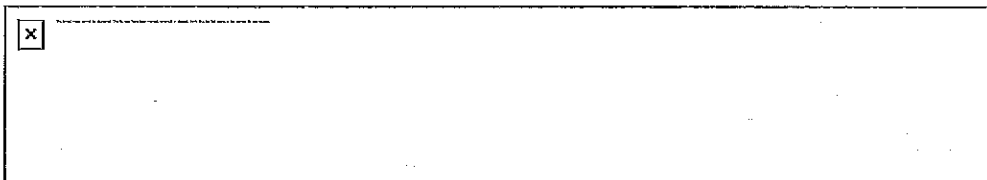
~~Regrettably, this week is a difficult one for both [redacted] and I to be out of college. We had a full day Board of~~  
Management meeting yesterday and on Thursday we have a Management Team meeting followed by our Academic Board. Following that, on the same day, the Funding Council, Inspectorate and ourselves are meeting as part of the new quality arrangements in colleges, so it is a "full-on" day already. We would really like to be at the working group on Thursday, but regrettably neither of us is available to be there.

Next week would have been a more flexible option for us as we have few students in the building.

If you'd like one of us along in the future or at your next working group meeting to engage on any issues you are pondering over, we'd make every endeavour to be there to share our experiences if that would be useful. Also if there is any further information you'd like for Thursday, we'd be happy to assist.

I hope the roll out goes well.

Best wishes.



>>> @gov.scot> 10 October 2017 >>>

Thanks again for the helpful info you provided in relation to South Lanarkshire College's initiative to provide free sanitary products for students and staff. We have convened a Working Group to help take forward our Programme for Government commitment to fund a scheme that provide access to such products in schools, colleges and universities. The first meeting of the Group will take place this Thursday at our offices in Victoria Quay, Edinburgh, 12 noon till 2pm. With apologies for the short notice nature of this request, would either of you (or an alternative colleague) be free to attend to talk about the SLC initiative? We think it would be particularly helpful for the meeting attendees to hear first-hand from establishments that have already implemented free provision. Grateful if you can let me know your availability.

Regards,

Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

Tel: e-mail:

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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**From:** ..  
**Sent:** 11 October 2017 09:37  
**To:** ..  
**Cc:** ..  
**Subject:** RE: Access to sanitary products

Hi ..

Sorry I wasn't able to talk to you and thanks for agreeing to talk to .. later today. I'm really keen to get Glasgow into the frame around this work – not least since because of the high levels of deprivation across the area and undoubted need for this service. Don't know if you picked up in the media yesterday that the First Minister has now committed to implementation by August (in her SNP Party speech yesterday), which highlights Ministers' commitment to this work – and indeed their wish to see quick and tangible progress. Clearly, there's a huge amount to work through to make this happen, including us in policy understanding the practical and financial issues impacting on this. .. email below usefully sets out the initial information we're looking for – doubtless each element of the picture we learn leads to more questions.

Very grateful to have your support.

Regards

.. | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450 Argyll Street | Glasgow | G2 8LG

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**From:** ..  
**Sent:** 11 October 2017 09:31  
**To:** ..  
**Cc:** ..  
**Subject:** RE: Access to sanitary products

Hey ..

Thanks for agreeing to speak after 2pm today. As you know, my Unit is responsible for taking forward the First Minister's programme for Government Commitment to provide access to free sanitary products in schools, colleges and universities. It would be really helpful to be able to talk through with you and other relevant colleagues the implications and practicalities of this from a local authority perspective.

We are particularly interested in:

- Views on how this commitment should be delivered within schools (Ministers are keen to ensure that dignity and choice are at the heart of delivery options)
- Operationally how this could be delivered and what issues need to be considered



- What kind of timescales you might be looking at to make this shift in provision (FM has announced we will deliver from start of next academic year)

On the Working Group meeting tomorrow, grateful if you are able to field somebody. It will be at our office in Victoria Quay, Edinburgh from 12 noon till 2pm.

Regards,

---

**From:** [redacted] <[redacted]@glasgow.gcsx.gov.uk>  
**Sent:** 10 October 2017 18:40  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Access to sanitary products

Hi [redacted]

Thanks for the mail, if it is possible could we speak either first thing from 8 to 9.30am or from 2 to 4pm

Many thanks

Glasgow City Council  
220 High Street  
Glasgow  
G4 0QW  
[redacted]@glasgow.gov.uk

---

**From:** [redacted] <[redacted]@scotland.gsi.gov.uk>  
**Sent:** 10 October 2017 18:16  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Access to sanitary products

Hi [redacted]

It's good of you to get in touch. I should have a bit of time tomorrow – when's the best time to call?

Kind regards

[redacted] | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450  
Argyll Street | Glasgow | G2 8LG

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**From:** [redacted] [\[redacted\]@glasgow.gcsx.gov.uk](mailto:[redacted]@glasgow.gcsx.gov.uk)  
**Sent:** 10 October 2017 16:59  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Access to sanitary products

Dear [redacted],

Apologies for delay in responding, I have been on holiday too.

Would you happen to be free tomorrow to discuss this?

Kindest regards

Glasgow City Council  
220 High Street  
Glasgow  
G4 0QW

[\[redacted\]@glasgow.gov.uk](mailto:[redacted]@glasgow.gov.uk)

---

**From:** [redacted] [\[redacted\]@scotland.gsi.gov.uk](mailto:[redacted]@scotland.gsi.gov.uk)  
**Sent:** 29 September 2017 16:46  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** FW: Access to sanitary products

I have kindly passed your details to me as I am leading Scottish Government's work to provide access to free sanitary products.

It would be helpful to discuss this with you to get a feel for Glasgow's interest. You'll be interested to know, too, that we are also in touch with COSLA on this.

I'm on holiday next Monday/Tuesday, but perhaps we can fix a slot for a phone call later in the week.

Regards

[redacted] | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450  
Argyll Street | Glasgow | G2 8JG

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**From:** [redacted]  
**Sent:** 06 September 2017 09:40  
**To:** [redacted]

**Cc:**  
**Subject:** Access to sanitary products

To see interest from Glasgow in period poverty roll-out. I gave your name.

---

**From:**  
**Sent:** 06 September 2017 09:39  
**To:**  
**Subject:** RE [REDACTED]

Hi

[REDACTED]

At this stage it is just my early thinking and I'll get back to you after the meeting with Ministers next week.

In terms of period poverty – there is an ongoing pilot in Aberdeenshire which with the addition of any available information from [REDACTED] work in schools in North Ayrshire should give us a good basis to work out how to do a roll-out. The pilot evaluation won't be available until April 2018 and action after that may be influenced by the potential private members bill. I am sure the policy lead [REDACTED] will be able to provide more information.

Best wishes,

---

**From:** [REDACTED]@glasgow.gcsx.gov.uk]  
**Sent:** 06 September 2017 08:33  
**To:**  
**Subject:** RE: Draft UBI Committee Report

Dear

Thanks for your comments which are extremely helpful and constructive.

[REDACTED]

I also noticed the commitment and ambition around period poverty, well done! Is there any update on how this rollout will be managed as I have been asked in Glasgow to produce a paper on this.

Thanks in advance

Kindest regards

Glasgow City Council  
220 High Street  
Glasgow

C4 CQW

[\\*\\*\\*\\*@glasgow.gov.uk](mailto:****@glasgow.gov.uk)

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**From:** @southlanarkshire.gcsx.gov.uk> on behalf of @southlanarkshire.gcsx.gov.uk>  
**Sent:** 11 October 2017 09:55  
**To:**  
**Cc:**  
**Subject:** PtG Commitment - Access to Sanitary Products

Dear

I refer to Policy Officer email of 2 October regarding the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, please see below South Lanarkshire Council's response:

- How many sanitary product vending machines do you currently have across your school estate? None. We do not provide sanitary products vending machines in the school estate. School office staff help by providing sanitary products if required.
- What choice of products are offered? None.
- Who is the supplier of the vending machines? N/A
- Is procurement done centrally by the LA or by individual schools or school clusters? If a Council wide initiative, procurement would be undertaken through the Council's Central Procurement team.
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)? Yes, existing contracts could be utilised to provide this product.
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced? There are no plans, at this time, to provide gender neural toilets within the school estate.
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used? Yes, Office staff take responsibility for providing sanitary products if required.

Regards

**Education Resources**  
**South Lanarkshire Council**  
**Council Offices, Almada Street, Hamilton, ML3 0AE**  
**Phone:**                      **Fax:**  
**Email:**                      [@southlanarkshire.gov.uk](mailto:@southlanarkshire.gov.uk)  
**Council website:** [www.southlanarkshire.gov.uk](http://www.southlanarkshire.gov.uk)

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**From:** @pkc.gcsx.gov.uk>  
**Sent:** 11 October 2017 12:00  
**To:**  
**Cc:** @cosla.gov.uk'  
**Subject:** RE: PfG Commitment - Access to Sanitary Products

**Sent on behalf of**

Apologies for the late response. I can confirm that there are no central arrangements for the provision of sanitary products for schools. Some individual schools may offer products through school guidance staff. In response to the specific questions I can confirm the following:

- How many sanitary product vending machines do you currently have across your school estate? – **None**
- What choice of products are offered? – **N/A**
- Who is the supplier of the vending machines? – **N/A**
- Is procurement done centrally by the LA or by individual schools or school clusters? **N/A**
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?  
**There may be an opportunity to put a contract of this type in place however nothing exists at present.**
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?  
**PKC already have gender neutral toilets at a number of our secondary schools however for privacy reasons the installation of Sanitary Product vending machines has been dismissed in these areas**
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used? – **Some Individual schools offer sanitary products through school guidance staff**

Kind regards

Communications Support Team  
 Business Services  
 Education and Children's Services  
 Perth & Kinross Council  
 2 High Street  
 Perth  
 PH1 5PH

Tel:  
 Fax:  
 E-Mail: @pkc.gcsx.gov.uk





---

**From:** [perth@cosla.gov.uk](mailto:perth@cosla.gov.uk)  
**Sent:** 02 October 2017 12:36  
**Cc:** [perth@cosla.gov.uk](mailto:perth@cosla.gov.uk)  
**Subject:** PfG Commitment - Access to Sanitary Products

Dear Colleagues,

Following the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, Scottish Government colleagues are asking for the following information from all Councils in order to develop an idea of the current picture in schools and for costing the delivery of the commitment. Could you please reply to [perth@cosla.gov.uk](mailto:perth@cosla.gov.uk), and copy to me, your responses to the questions below:

- How many sanitary product vending machines do you currently have across your school estate?
- What choice of products are offered?
- Who is the supplier of the vending machines?
- Is procurement done centrally by the LA or by individual schools or school clusters?
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used?

We would be grateful for this information by **Friday 6 October**. I appreciate this may not be information you have to hand, but if you could forward as appropriate and complete as fully as is possible this would be really helpful,

Thanks

**COSLA**  
CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House  
19 Haymarket Yards  
Edinburgh EH12 5BH

**From:** [redacted]  
**Sent:** 11 October 2017 12:13  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Access to sanitary products

**Tracking:**                      **Recipient**                      **Delivery**                      **Read**

Delivered: 11/10/2017 12:13                      Read: 11/10/2017 12:13

Separate to my mail below, I have another query on your initiative. We know from info you provided previously that SLC procured your sanitary products/dispensers as an individual college. We'd be interested to know why you chose this route rather than procuring centrally through APUC or as part of a regional arrangement with NCLan? To be clear, I'm not querying your decision, just interested to know how you arrived at it.

Regards,

---

**From:** [redacted]  
**Sent:** 11 October 2017 11:51  
**To:** [redacted]  
**Subject:** RE: Access to sanitary products

Hey [redacted]

Many thanks for your response. I appreciate both you and [redacted] and very busy right now but is there any chance you might be able to join the meeting by VC? We would really value your input.

Regards,

---

**From:** [redacted]@slc.ac.uk]  
**Sent:** 11 October 2017 09:04  
**To:** [redacted]  
**Subject:** Re: Access to sanitary products

Thanks for the email. That's great news regarding the wider developments.

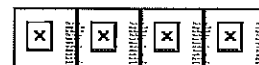
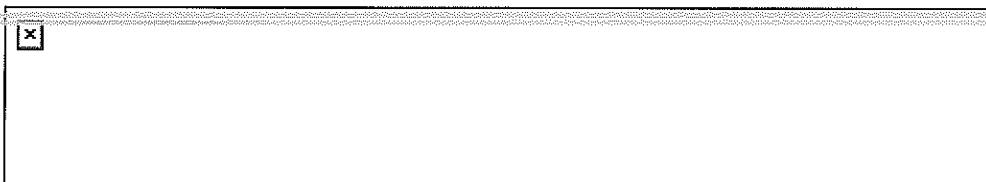
Regrettably, this week is a difficult one for both [redacted] and I to be out of college. We had a full day Board of Management meeting yesterday and on Thursday we have a Management Team meeting followed by our Academic Board. Following that, on the same day, the Funding Council, Inspectorate and ourselves are meeting as part of the new quality arrangements in colleges, so it is a "full-on" day already. We would really like to be at the working group on Thursday, but regrettably neither of us is available to be there.

Next week would have been a more flexible option for us as we have few students in the building.

If you'd like one of us along in the future or at your next working group meeting to engage on any issues you are pondering over, we'd make every endeavour to be there to share our experiences if that would be useful. Also if there is any further information you'd like for Thursday, we'd be happy to assist.

I hope the roll out goes well.

Best wishes.



2017-10-10 10:10:10

Thanks again for the helpful info you provided in relation to South Lanarkshire College's initiative to provide free sanitary products for students and staff. We have convened a Working Group to help take forward our Programme for Government commitment to fund a scheme that provide access to such products in schools, colleges and universities. The first meeting of the Group will take place this Thursday at our offices in Victoria Quay, Edinburgh, 12 noon till 2pm. With apologies for the short notice nature of this request, would either of you (or an alternative colleague) be free to attend to talk about the SLC initiative? We think it would be particularly helpful for the meeting attendees to hear first-hand from establishments that have already implemented free provision. Grateful if you can let me know your availability.

Regards,

Directorate for Housing & Social Justice  
Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

Tel: 011 222 2222 e-mail: [scotland@scotland.gov.uk](mailto:scotland@scotland.gov.uk)

*Creating A Fairer Scotland: What Matters to You?*  
Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)

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**From:** [redacted]@north-ayrshire.gov.uk>  
**Sent:** 11 October 2017 15:23  
**To:**  
**Subject:** RE: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Hi

Sorry, just managed to get a hold of [redacted]. Unfortunately, there isn't any staff that could attend the meeting tomorrow.

[redacted] has a gap in his diary between 9.30-10.00 tomorrow if you would like to call and discuss the meeting with him. He might be able to provide you with a verbal update.

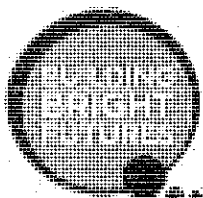
If this suits please give me a call on the number below.

Regards

Education and Youth Employment  
 North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE  
 Tel: [redacted]  
 Fax: [redacted]

[redacted]@north-ayrshire.gov.uk  
 Monday - Thursday 8.00am-5.15pm

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**From:** [redacted]  
**To:** [redacted]  
**Date:** [redacted]  
**Subject:** RE: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Sorry, [redacted] I should have said. The meeting will take place this Thursday (12 Oct) at our offices in Victoria Quay, Edinburgh, 12 noon till 2pm.

Cheers,

**From:** [redacted]@north-ayrshire.gov.uk]

**Sent:** 10 October 2017 16:15

**To:**

**Subject:** RE: PFG Commitment - Access to Sanitary Products [OFFICIAL]

Sorry meant to ask what time and where on Thursday?

Education and Youth Employment

North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE

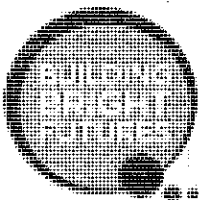
Tel: 01846 811111

Fax: 01846 811112

[@north-ayrshire.gov.uk](mailto:info@north-ayrshire.gov.uk)

Monday - Thursday 8.00am-5.15pm

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From:

To:

Cc:

Date: 10/10/2017 16:07

Subject: RE: PFG Commitment - Access to Sanitary Products [OFFICIAL]

Hey

That's great, thanks. I think we spoke yesterday (apologies if it was somebody else) about the possibility of somebody from North Ayrshire involved in this work attending our Working Group meeting on this Thursday to talk about the experience. We think it would be particularly helpful for the meeting attendees to hear first-hand from establishments that have already implemented free provision, or are in the process of doing so. Would anyone be able to attend?

Regards,

From: [@north-ayrshire.gov.uk](mailto:info@north-ayrshire.gov.uk)

Sent: 10 October 2017 16:03

To:

Cc: [@cosla.gov.uk](mailto:info@cosla.gov.uk)

Subject: PFG Commitment - Access to Sanitary Products [OFFICIAL]

Hi

Apologies for the delay in sending this to you. Please find attached information from North Ayrshire.

If you need anything else please let me know.

Regards

~~Education and Youth Employment~~

North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE

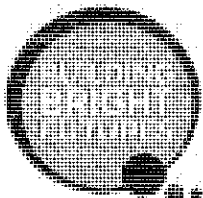
Tel:

Fax:

[@north-ayrshire.gov.uk](mailto:info@north-ayrshire.gov.uk)

Monday - Thursday 8.00am-5.15pm

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**From:** [REDACTED]  
**Sent:** 11 October 2017 16:42  
**To:** [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** ASP Working Group Meeting - Thursday 12 October  
**Attachments:** Access to Free Sanitary Products Working Group - First Meeting, 12 October 2017 - options considered.docx; Access to Free Sanitary Products Working Group - First Meeting, 12 October 2017 - Agenda.docx; Access to Free Sanitary Products Working Group, 12 October 2017 - requirements and terms of reference.docx; Access to Free Sanitary Products Working Group, 12 October 2017 - policy requirements.docx; Access to Free Sanitary Products Working Group - First Meeting, 12 October 2017 - draft workplan.docx; Access to Free Sanitary Products Working Group - First meeting, 12 October 2017 - funding formula.docx

Please find the attached papers for tomorrow's meeting.

Please ask for [REDACTED] upon arrival at Victoria Quay.

Spare copies will be provided.



## **Access to sanitary products – Schools, college and university provision**

### **Delivery options**

Three delivery options have been considered for providing access to free sanitary products in schools, colleges and universities: national procurement and distribution of products, accessing products directly via a voucher/smart card, and local purchasing and distribution of products.

### **National procurement and distribution of products**

- ~~There are currently no national frameworks that would cover procurement of~~ sanitary products. Schools, local authorities, colleges and universities all have different arrangements and contracts in place for current provision of free/paid for sanitary products and other janitorial services. It is unlikely that a one size fits all would be suitable.

### **Via a voucher/smart card**

- Giving individuals the means to purchase products would potentially enhance their dignity and choice. A smart card solution is the most effective and cost efficient way to achieve this (drawing on feasibility work undertaken on the development of the Healthy Start element of the Best Start Grant). The risks of this approach are that there is no guarantee that recipients will use the funding for its intended purpose; minimum age for card-holder is likely to be 16, therefore not appropriate for younger students.

#### National Entitlement/YoungScot card

- This was considered as an option to reach 11-26 year olds, although there is no functionality for using it to purchase products, it's more about giving card-holders access to discounts.

### **Local purchasing and distribution of products**

- it is likely to be more efficient to set out the policy and delegate the budget, and allow the local authorities to decide on how to deliver. Over time, collaborative agreements could be considered.

## **ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP**

### **FIRST MEETING**

11 October 2017 - 12 noon -2pm

Conference Room 1, Victoria Quay, Leith, Edinburgh

### **AGENDA**

**1. Welcome / Introductions**

**2. Purpose**

**3. Terms of Reference - Paper 1**

**4. Policy Requirements - Paper 2**

**5. Engagement Approach & Galvanising Action**

**6. Draft Work Programme and Critical Milestones - Paper 3**

**7. Funding Distribution Model (Paper 4)**

**8. AOB**

**9. Date of next meeting**

## ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

### Terms of Reference

#### Aim:

- To oversee effective implementation of Programme for Government commitment to provide access to free sanitary products for students in schools, colleges and universities.
- To deliver as early in the 2018/19 academic year as possible.

#### Overall Objectives:

#### To:

- agree 'requirements' policy paper
- develop and agree funding distribution approach
- agree engagement approach to galvanise action for to support local implementation
- establish timescales for delivery for each sector
- provide a strategic risk assessment of issues that may affect the pace and effectiveness of delivery
- agree a common evaluation framework for implementation of PfG commitment

#### Membership

- National Union of Students,
- Universities Scotland –
- Colleges Scotland,
- Scottish Funding Council, tbc
- COSLA,
- SG Deputy Director Social Justice & Regeneration, Iley Laing
- SG Head of Social Justice Delivery Unit,
- SG Social Justice Delivery Manager,
- SG Schools policy,
- SG Colleges policy,
- SG Universities policy,
- SG Communities Analysis Division,
- SG Learning Analysis Division,
- SG Procurement Senior Portfolio Manager,
- SG, Access to Free Sanitary Products Policy Executive, (secretariat)

#### Frequency:

- The Working Group will meet monthly.

## ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

### Draft Policy Requirements

#### Background:

- Programme for Government commitment: *providing access to free sanitary products to students in schools, colleges and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot.*

#### Policy intent:

##### Proposed essential:

- **Ease of access** – accessible
- **Dignity** – avoid embarrassment and stigma
- **Choice** – the products people want to use, ie type; quality
- **Meets need** – people on low incomes may require more than occasional access
- **Gender neutral** – gender neutral toilets; language

##### Proposed desirable:

- *Be mindful of gaps in cover over holidays and consider potential solutions*
- *Promote introduction of the 'offer' to raise awareness and tackle stigma*

#### Proposed Delivery approach:

- National approach that allows for local flexibility and responsiveness (distributing funds based on population and agreed unit cost)
- Adopt a common evaluation framework
- Opportunities for wider benefits to be realised through contracts are considered
- Opportunities for collaboration are considered locally

#### Eligibility:

- Students in publicly-funded secondary schools, colleges and universities  
[what about primary schools and independent schools?]

## ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

Draft Workplan

	Aim	Key Actions	Owner	Timescales
1	To galvanise action across Local Authorities, Schools & Universities & put in place data capture system	Letter from Cabinet Secretary to key stakeholders  Follow up letter initiating data capture / reporting system to capture timescales, costs and issues and seeking feedback on policy requirements.  Meeting between Cabinet Secretary & COSLA, SFC  Develop engagement plan to August 2018	SG  SFC/ COSLA?  SG  SG	27 October  3 November  November  Mid November
2	To agree policy requirements	Cab Sec meeting with stakeholders  Feedback from Local Authorities  Feedback from colleges & universities  Feedback from other stakeholders	SJ SJ  COSLA  SFC  SG	24 November
3	To develop & agree funding distribution model	Paper from analysts  Agree gaps in information and how these will be plugged  Capture information from local authorities  Proposed Funding Model in Draft  Funding Model Communicated	SG  SG  SFC/ COSLA  SG  SG	End Jan & end Feb    March 2018  End April?
4	To agree timescales for delivery	Analyse returns from Local Authorities, colleges & universities to determine timescales	SFC/ COSLA SG	Initial returns - End January
5	To develop strategic risk register of issues that might impact on effectiveness/ deliverability	As above	SFC/ COSLA SG	Initial returns End January
6	To agree a common evaluation framework	Design draft evaluation framework	SG analysts	To align with Funding Model End March

## ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

### Funding Distribution Model

Local purchasing has been identified as the best approach for delivering the access to sanitary products commitment in schools, colleges and universities. A formula for allocating initial funding to local authorities, and to colleges and universities is therefore required. Proposed key elements to be considered in developing this are outlined below. Some key points to note:

- Assumptions informing the allocation would be adjusted to take into account learning from the implementation of the provision in the first year.
- Provision should be universal, ie accessible to all pupils/students; however the delivery mechanism chosen to make products available may have an impact on take-up.
- The distribution of products via dispensing machines has already been identified by some stakeholders as a sensible approach, and is used as an example here.

Two key elements have been identified that would form the basis for a formula: the population covered and the unit cost.

#### **Population**

The population elements will need to take into account the number of pupils/students eligible to access provision. It may also need to consider an estimate of the number of dispensing machines that will be required for a given number of students/institution.

Element	Data source/s	Comments/links
No of female pupils in local authorities	Pupil census	<a href="#">Pupil Census, 2017</a>
No of female students at colleges	Scottish Funding Council	<a href="#">SFC infact database</a>
No of female students at universities	Scottish Funding Council	<a href="#">SFC infact database</a>
Number of dispensers required for a given number of students	Data not currently available	<i>Could be estimated from regulation on no of toilets or data requested from partners</i>
Number of toilets/toilet blocks		

#### **Unit cost**

The total unit cost will need to take into account the average unit cost of products (which will depend on the type and range of products to be offered), an estimate of the number and type of products required for a given number of students, and the costs of any distribution mechanism e.g. the costs of installing/adapting/maintaining dispensers.

Element	Data source/s	Comments/links
<b>Cost of products</b>		
Average unit cost per product	<ul style="list-style-type: none"> <li>- Retail prices</li> <li>- Insight into procurement in LAs/colleges/Unis</li> <li>- Data from SG and other pilot schemes</li> </ul>	Own brand = 3-5p/unit; brands = 8-10p/unit Insights from S. Lanarkshire College, N. Ayrshire Council
Type and range of products required (e.g. proportion of towels/tampons; choice/quality)	- Data from SG and other pilot schemes	To assess where on price range estimate should be.

### ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

Estimate of no of products required		
Estimate of average no of products required per period	<ul style="list-style-type: none"> <li>- Estimates from average use</li> <li>- Data from SG and other pilot schemes to</li> </ul>	e.g. average products per day = 4 (recommended change is max 8 hours = 2-6 per day); average length of period = 5 days (3 to 8 days)
Estimate of take-up	<ul style="list-style-type: none"> <li>- No data currently available</li> <li>- Data from SG and other pilot schemes</li> </ul>	
Cost of distribution mechanism <i>(based on vending machine/dispenser in toilets)</i>		
Cost of installing dispensers (or cost of adapting dispensers to dispense for free)	<ul style="list-style-type: none"> <li>- quotes from retailers</li> <li>- Insight into procurement/ current status in LA/college/Uni</li> </ul>	<i>What proportion already have dispensers that could be adapted?</i>
Cost of maintaining/filling dispensers	<ul style="list-style-type: none"> <li>- Insight from current practice in LA/college/Uni</li> <li>- Data from pilots</li> </ul>	

#### Questions for discussion

- Are there any elements that are unclear, missing or that you disagree with?
- What would be a sensible way of estimating the number of dispensers that would be required in a school/college/university?
- What information can stakeholders provide on:
  - Stakeholders who are piloting free provision already: distribution method chosen, estimated/actual costs of dispensers/products etc, take-up, experience of implementing the pilot.
  - Procurement of existing dispensers and contracts, costs for maintaining/ filling dispensers (including unit cost of products), information on adapting dispensers to provide products for free.

**From:** ..@glasgow.gcsx.gov.uk>  
**Sent:** 11 October 2017 18:05  
**To:**  
**Cc:**  
**Subject:** RE: Access to sanitary products

Dear ,

It was good to speak to you today. I am committed to working with you and the team regarding period poverty. ~~Unfortunately due to short notice I am unable to attend or send anyone to the meeting tomorrow. If~~ you could provide an update on any actions for the meeting that would be appreciated.

I look forward to working with you in the future.

Kindest regards

Glasgow City Council  
 220 High Street  
 Glasgow  
 G4 0QW

[..@glasgow.gov.uk](mailto:..@glasgow.gov.uk)

---

**From:** ..@scotland.gsi.gov.uk [  
**Sent:** 11 October 2017 09:31  
**To:**  
**Cc:** ..@scotland.gsi.gov.uk  
**Subject:** RE: Access to sanitary products

Hey

Thanks for agreeing to speak after 2pm today. As you know, my Unit is responsible for taking forward the First Minister's programme for Government Commitment to provide access to free sanitary products in schools, colleges and universities. It would be really helpful to be able to talk through with you and other relevant colleagues the implications and practicalities of this from a local authority perspective.

We are particularly interested in:

- Views on how this commitment should be delivered within schools (Ministers are keen to ensure that dignity and choice are at the heart of delivery options)
- Operationally how this could be delivered and what issues need to be considered
- What kind of timescales you might be looking at to make this shift in provision (FM has announced we will deliver from start of next academic year)

On the Working Group meeting tomorrow, grateful if you are able to field somebody. It will be at our office in Victoria Quay, Edinburgh from 12 noon till 2pm.

Regards,



---

**From:** @glasgow.qcsx.gov.uk]  
**Sent:** 10 October 2017 18:40  
**To:**  
**Cc:**  
**Subject:** RE: Access to sanitary products

Hi

Thanks for the mail, if it is possible could we speak either first thing from 8 to 9.30am or from 2 to 4pm

Many thanks

Glasgow City Council  
220 High Street  
Glasgow  
G4 0QW

@glasgow.gov.uk

---

**From:** @scotland.gsi.gov.uk  
**Sent:** 10 October 2017 18:16  
**To:**  
**Cc:** @scotland.gsi.gov.uk  
**Subject:** RE: Access to sanitary products

Hi

It's good of you to get in touch. I should have a bit of time tomorrow – when's the best time to call?

Kind regards

| Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450  
Argyll Street | Glasgow | G2 8LG

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*Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)*

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**From:** @glasgow.qcsx.gov.uk]  
**Sent:** 10 October 2017 16:59  
**To:**  
**Cc:**  
**Subject:** RE: Access to sanitary products

Dear

Apologies for delay in responding, I have been on holiday too.

Would you happen to be free tomorrow to discuss this?

Kindest regards

Glasgow City Council  
220 High Street  
Glasgow  
G4 0QW

[info@glasgow.gov.uk](mailto:info@glasgow.gov.uk)

---

**From:** [info@scotland.gsi.gov.uk](mailto:info@scotland.gsi.gov.uk)  
**Sent:** 29 September 2017 16:46  
**To:**  
**Cc:** [info@scotland.gsi.gov.uk](mailto:info@scotland.gsi.gov.uk)  
**Subject:** FW: Access to sanitary products

I kindly passed your details to me as I am leading Scottish Government's work to provide access to free sanitary products.

It would be helpful to discuss this with you to get a feel for Glasgow's interest. You'll be interested to know, too, that we are also in touch with COSLA on this.

I'm on holiday next Monday/Tuesday, but perhaps we can fix a slot for a phone call later in the week.

Regards

| Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | Atlantic Quay, 450  
Argyll Street | Glasgow | G2 8LG

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*Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)*

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**From:**  
**Sent:** 06 September 2017 09:40  
**To:**  
**Cc:**  
**Subject:** Access to sanitary products

To see interest from Glasgow in period poverty roll-out. I gave your name.

---

**From:**  
**Sent:** 06 September 2017 09:39

**To:**  
**Subject:** RE: Draft UBI Committee Report

Hi,

Yes I'd intended to send the CBI lines round to the group today in case anyone missed it in the Programme for Government announcement. I'll try to do it this afternoon but I think it does show continuing real interest from Scottish Ministers.

Iv

AM

On 17/09/2017

At this stage it is just my early thinking and I'll get back to you after the meeting with Ministers next week.

At this stage it is just my early thinking and I'll get back to you after the meeting with Ministers next week.

In terms of period poverty – there is an ongoing pilot in Aberdeenshire which with the addition of any available information from work in schools in North Ayrshire should give us a good basis to work out how to do a roll-out. The pilot evaluation won't be available until April 2018 and action after that may be influenced by the potential private members bill. I am sure the policy lead will be able to provide more information.

Best wishes,

---

**From:** [iv@glasgow.gcsx.gov.uk](mailto:iv@glasgow.gcsx.gov.uk)  
**Sent:** 06 September 2017 08:33  
**To:**  
**Subject:** RE: Draft UBI Committee Report

Dear

Thanks for your comments which are extremely helpful and constructive.

I noticed in Scottish Government's ambition programme which was published yesterday in the Introduction where it confirms one of its aims is to explore the citizen's income model. Under Tackling Poverty in the Executive Summary there is also a commitment to fund the research into the feasibility for Basic Income.

<https://beta.gov.scot/publications/nation-ambition-governments-programme-scotland-2017-18/>

Could you please advise if you have any information about this in terms of value, timescales how we make the approach etc. I am meeting Elected members in Glasgow on the 13<sup>th</sup> September to discuss our work today and it would be fantastic to be able to have some of this confirmed for then.

I also noticed the commitment and ambition around period poverty, well done! Is there any update on how this rollout will be managed as I have been asked in Glasgow to produce a paper on this.

Thanks in advance

Kindest regards

Glasgow City Council  
220 High Street  
Glasgow  
G4 0QW

[info@glasgow.gov.uk](mailto:info@glasgow.gov.uk)

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**From:** [redacted]@slc.ac.uk>  
**Sent:** 12 October 2017 09:06  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Access to sanitary products

Thanks for the email.

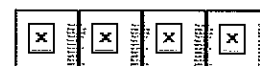
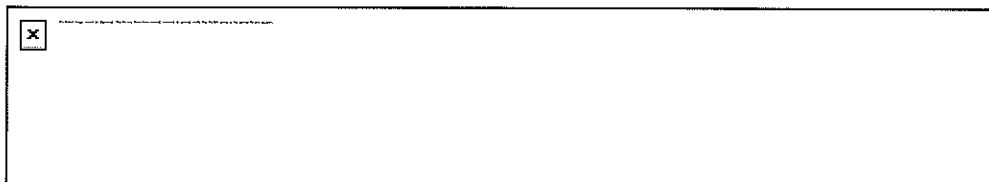
It's only a few hundred pounds we are spending on this, so all we needed was a few quotes and we chose the best for our needs. When it is next up for tender it will be lumped together as part of a larger spend and we'll go through APUC.

Sorry we can't VC in today as we will be in the middle of an Academic Board.

But next week is quieter if we can be of any assistance.

Hope this is of help.

Regards.



>>> [redacted]@gov.scot> 11 October 2017 >>>

Separate to my mail below, I have another query on your initiative. We know from info you provided previously that SLC procured your sanitary products/dispensers as an individual college. We'd be interested to know why you chose this route rather than procuring centrally through APUC or as part of a regional arrangement with NCLan? To be clear, I'm not querying your decision, just interested to know how you arrived at it.

Regards,

---

**From:** [redacted]  
**Sent:** 11 October 2017 11:51  
**To:** [redacted]  
**Subject:** RE: Access to sanitary products

Hey [redacted]

Many thanks for your response. I appreciate both you and [redacted] and very busy right now but is there any chance you might be able to join the meeting by VC? We would really value your input.

Regards,

---

**From:** [redacted]@slc.ac.uk]  
**Sent:** 11 October 2017 09:04  
**To:**  
**Subject:** Re: Access to sanitary products

Thanks for the email. That's great news regarding the wider developments

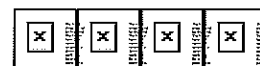
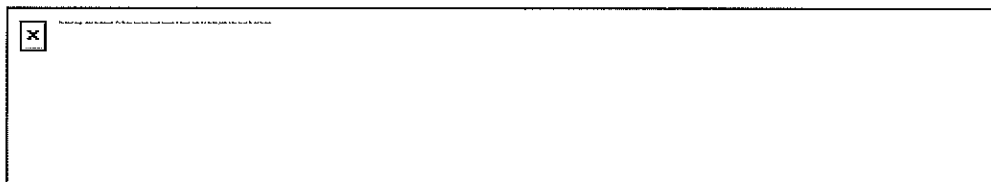
Regrettably, this week is a difficult one for both [redacted] and I to be out of college. We had a full day Board of Management meeting yesterday and on Thursday we have a Management Team meeting followed by our Academic Board. Following that, on the same day, the Funding Council, Inspectorate and ourselves are meeting as part of the new quality arrangements in colleges, so it is a "full-on" day already. We would really like to be at the working group on Thursday, but regrettably neither of us is available to be there.

Next week would have been a more flexible option for us as we have few students in the building.

If you'd like one of us along in the future or at your next working group meeting to engage on any issues you are pondering over, we'd make every endeavour to be there to share our experiences if that would be useful. Also if there is any further information you'd like for Thursday, we'd be happy to assist.

I hope the roll out goes well.

Best wishes,



>>> <<< 10 October 2017 >>>

Thanks again for the helpful info you provided in relation to South Lanarkshire College's initiative to provide free sanitary products for students and staff. We have convened a Working Group to help take forward our Programme for Government commitment to fund a scheme that provide access to such products in schools, colleges and universities. The first meeting of the Group will take place this Thursday at our offices in Victoria Quay, Edinburgh, 12 noon till 2pm. With apologies for the short notice nature of this request, would either of you (or an alternative colleague) be free to attend to talk about the SLC initiative? We think it would be particularly helpful for the meeting attendees to hear first-hand from establishments that have already implemented free provision. Grateful if you can let me know your availability.

Regards,

Directorate for Housing & Social Justice  
Social Justice & Regeneration Division  
Scottish Government  
6th Floor, 5 Atlantic Quay  
150 Broomielaw  
Glasgow  
G2 8LU

Tel: 011 234 567890 @gov.scot

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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