

121

From:
Sent: 10 November 2017 12:15
To:
Subject: RE: Access to Sanitary Products - follow up on costings

Hi

Thank you again for calling today and for the really useful conversation. Sorry, I have a follow up question now I've sat down and looked at the costs you mentioned. Looking at your total cost and the product costs you mentioned, I can't work out how the total was reached. Do you have anything you could email me on how your total breaks down e.g. per machine or school per year (for primary/secondary school) or even the total for primary schools and for secondary schools? This would be really useful for us to see what these costs look like when applied to other local authorities and compare with our own assumptions. No worries if you don't have this sort of breakdown at this point.

Many thanks again,

From: [redacted]@northlan.gcsx.gov.uk]
Sent: 08 November 2017 20:27
To: [redacted]
Subject: RE: Access to Sanitary Products - follow up on costings

Please note my correct email address. A member of our team will get to you asap to discuss our progress etc.

[redacted]
[redacted] Executive Director, Youth and Communities
North Lanarkshire Council
Civic Centre
Motherwell
ML1 1AB
[redacted]
[redacted]

From:
Sent: 08 November 2017 17:39
To: [redacted]@northlan.gcsx.gov.uk>
Subject: FW: Access to Sanitary Products - follow up on costings

It was the wrong address

From: marion.dunlop@gov.scot [mailto:marion.dunlop@gov.scot]
Sent: 08 November 2017 16:37
To: marion.dunlop@gov.scot
Cc: marion.dunlop@gov.scot
Subject: FW: Access to Sanitary Products - follow up on costings

Dear Marion,

My colleague mentioned that you're the best person to contact about this, so I'm just forwarding on my below query regarding costings for providing free access to sanitary products. Any further information you are able to share would be much appreciated.

Best regards,

From: marion.dunlop@gov.scot
Sent: 06 November 2017 17:40
To: marion.dunlop@gov.scot
Subject: RE: Access to Sanitary Products - follow up on costings

Dear Marion,

I'm an analyst in the team working on the access to sanitary products commitment at the Scottish Government. You've provided us with some helpful information on your progress exploring providing sanitary products in North Lanarkshire. You mentioned in your previous email to my colleague, marion.dunlop@gov.scot, that you were getting proposals to provide products from 5 contractors. I wanted to check whether you had received these, and whether you would be able to share any information on the costings provided? It would be extremely useful to get an idea of how much you are being quoted per annum for the 46 machines you plan to install, and how this breaks down (e.g. machines, products, maintenance and refilling etc). If it would be easier, I'd be happy to give you a quick call to discuss.

Many thanks,

www.scotland.nhs.uk | www.scotland.nhs.uk Tackling Poverty | Equality and Social Justice Analysis | Scottish Government
01 634 3110 | ☒ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

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122

From: [redacted]
Sent: 14 February 2018 20:45
To: [redacted]
Subject: FW: contact details for directors of education & children's services

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG
[redacted]
[redacted]

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From: [redacted]
Sent: 11 November 2017 01:51
To: [redacted]
Subject: RE: contact details for directors of education & children's services

Many thanks,

[redacted] will confirm arrangements for the meeting on 29th next week. Can you let him know who will attend, please.

Regards
[redacted]

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG
[redacted]
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From: [redacted] [@cosla.gov.uk](mailto:[redacted]@cosla.gov.uk)
Sent: 10 November 2017 14:09
To: [redacted] (Rosemary)
Cc: [redacted] (O'Donnell); McAllister J (Jackie)
Subject: RE: contact details for directors of education & children's services

Hi

Directors of Children's Services contact details are attached. I'd be grateful for a copy of the letter when possible.

In terms of the meeting, [redacted] is content for an officer to attend on 29th and a follow up phone call with the Cabinet Secretary following this if required.

Have a lovely holiday and restful break!

Thanks,

From: Whelan@cosla.gov.uk [mailto:Whelan@cosla.gov.uk]
Sent: 10 November 2017 09:56
To: Whelan@cosla.gov.uk
Cc: Whelan@cosla.gov.uk; Whelan@cosla.gov.uk; Whelan@cosla.gov.uk
Subject: RE: contact details for directors of education & children's services

Thanks, Whelan@cosla.gov.uk – yes, I understood that bit, but if we were able to find a slot for a phone call at another time would he be willing to do a call at all?

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | S Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG
Tel: 0141 275 2600

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From: Whelan@cosla.gov.uk [mailto:Whelan@cosla.gov.uk]
Sent: 10 November 2017 09:33
To: Whelan@cosla.gov.uk (summary)
Cc: Whelan@cosla.gov.uk (summary); Whelan@cosla.gov.uk (summary); Whelan@cosla.gov.uk (summary)
Subject: RE: contact details for directors of education & children's services

Hi

Apologies, I meant to say he isn't available at all on 29th Nov due to other commitments.

Thanks, will speak to you soon.

From: Whelan@cosla.gov.uk [mailto:Whelan@cosla.gov.uk]
Sent: 10 November 2017 09:31
To: Whelan@cosla.gov.uk [mailto:Whelan@cosla.gov.uk]
Cc: Whelan@cosla.gov.uk; Whelan@cosla.gov.uk; Whelan@cosla.gov.uk
Subject: RE: contact details for directors of education & children's services

Hi

I'm assuming since you don't mention it that Whelan@cosla.gov.uk isn't open to a phone call with the Cab Sec; perhaps backed up with an officer attending the meeting on 29th?

Yes, a call later would be helpful; I'm at my desk most of the day.

Thanks

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From: [redacted] <[redacted]@cosla.gov.uk>
Sent: 10 November 2017 09:22
To: [redacted]
Cc: [redacted]
Subject: RE: contact details for directors of education & children's services

Hi

[redacted] can't attend. He is content for an officer to attend in his place and brief him following the meeting. Would this be acceptable at your end?

Our phones are down this morning and I've a meeting at 10, I'll give you a call after (they should be back up!)

Best

From: [redacted] <[redacted]@gov.scot [mailto:[redacted]@gov.scot]>
Sent: 09 November 2017 18:13
To: [redacted] <[redacted]@cosla.gov.uk>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@cosla.gov.uk>; [redacted] <[redacted]@gov.scot>
Subject: RE: contact details for directors of education & children's services
Importance: High

Hi

Unfortunately the only slots available for the Cab Sec to meet with [redacted] is Wednesday 29th November – between 3-4pm (which would involve only the two of them) or 4-4.45pm that day - when [redacted] Colleges Scotland and Universities Scotland - are able to attend. Alternatively, if [redacted] could take a phone call between 3-4pm that day, we can arrange for Ms Constance to phone him. If 29th doesn't work for [redacted] at all, we can look for another slot for a phone call, but there are no other meeting slots available for the foreseeable future.

Ms Contance's office has asked me to pass on apologies for the lack of meeting slots; we are exploring all possible options but the level of Parliamentary business is quite exceptional at the present time.

Thanks for your support.

Regards

[redacted]

Scottish Government

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG

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From: [redacted]
Sent: 09 November 2017 16:47
To: [redacted]
Cc: [redacted]; [redacted]
Subject: RE: contact details for directors of education & children's services

Thanks,

The meeting next Tuesday will go ahead provided [redacted] is back from in the office then – she's off on compassionate leave this week. [redacted] from our team will upate you early on Tuesday morning

I'd appreciate a chat in the morning to clarify exactly what information about assumptions you think would be helpful to get from us, and to discuss the letter.

Your drafting suggestions were very helpful – for which many thanks. While we've not taken on board all of them, we have reflected your concerns for SG to clarify any funding settlement, whilst acknowledging the need for us to understand more about local authorities preferred approaches to inform that.

Thanks

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From: [redacted] @cosla.gov.uk]
Sent: 09 November 2017 16:24
To: [redacted]
Cc: [redacted] (Graeme); [redacted]
Subject: RE: contact details for directors of education & children's services

Hi

Thanks. I'll send over the list tomorrow, I am in the office in the morning. Will you send over a copy of the letter when you have it?

In terms of your other emails, [redacted] unfortunately cannot make 29th November. You had also asked for a catch up – we have in the diary a teleconference with my finance colleague on Tuesday afternoon, I note below you finish up for your holiday tomorrow, is Tuesday still planned to go ahead?

From: [redacted]@gov.scot [mailto:[redacted]@gov.scot]
Sent: 09 November 2017 15:36
To: [redacted]@cosla.gov.uk>
Cc: [redacted]@gov.scot; [redacted]@cosla.gov.uk>
Subject: RE: contact details for directors of education & children's services

Hi – no I didn't. It's with the Cabinet Secretary; I'm just getting on the front foot as I finish for holidays tomorrow.

Grateful for your support.

Thanks

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Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG
Tel: 011 224 14000 | Email: 17000075

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From: 17000075@cosla.gov.uk
Sent: 09 November 2017 15:35
To: 17000075@cosla.gov.uk
Cc: 17000075@cosla.gov.uk
Subject: RE: contact details for directors of education & children's services

Hi

Thanks for your email. I'm sorry if I've missed this –did you send over a copy of the redrafted letter?

From: 17000075@gov.scot [mailto:17000075@gov.scot]
Sent: 09 November 2017 14:49
To: 17000075@cosla.gov.uk
Cc: 17000075@gov.scot; 17000075@cosla.gov.uk
Subject: contact details for directors of education & children's services

Hi

Since we will be issuing the letters from Cabinet Secretary to Directors of Education, etc, grateful if you can supply the relevant email addresses, please.

We will be looking to issue the letters before close tomorrow – so good to get your list as quickly as possible.

Thanks

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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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Council

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Scottish Borders Council

Shetland Islands Council
South Ayrshire Council
South Lanarkshire Council
Stirling Council
West Dunbartonshire
Council
West Dunbartonshire
Council
West Lothian Council

From: @north-ayrshire.gov.uk>
Sent: 13 November 2017 12:12
To:
Subject: RE: PfG Commitment - Access to Sanitary Products - follow up on your costings [OFFICIAL]

Hi

Apologies for the delay in responding. I believe you have already received some of the information from the

Please find attached information regarding the PPP Schools.

- the one-off cost to purchase and install each machine is £117.50 = x 6 = £705 in total;
- Consumables starting cost per school £271.70 x 3 = total = £815.10. (The £271.70 is made up of Lillet Tampon packs 10x24 costing £11.50 each and Always Towel packs 10x24 costing £15.56 each - both times 10. Purchased from PHS via Mitie;
- Mitie will re-stock at no charge. We have agreed they will review the supply end November/beginning December.
-

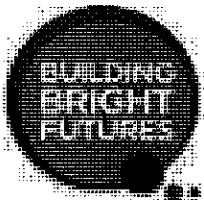
If you need anything else please let me know.

Regards

t)

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

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From:
To:
Date:
Subject: RE: PfG Commitment - Access to Sanitary Products - follow up on your costings [OFFICIAL]

Hi

That's great, many thanks for your help.

Regards,

From: [redacted] [mailto: [redacted]@north-ayrshire.gov.uk]
Sent: 07 November 2017 15:29
To: [redacted]
Cc: [redacted]@north-ayrshire.gov.uk
Subject: RE: PFG Commitment - Access to Sanitary Products - follow up on your costings [OFFICIAL]

Hi

Unfortunately, I didn't provide the original information. However, I have passed on your email to the officers who did. I will try to get this back to you as soon as possible.

Regards

t)

Education and Youth Employment
North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE
Tel:
Fax
[redacted]@north-ayrshire.gov.uk
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From: [redacted] [mailto: [redacted]@north-ayrshire.gov.uk]
To: [redacted]
Date: 07/11/2017 15:29
Subject: RE: PFG Commitment - Access to Sanitary Products - follow up on your costings

Dear

I'm an analyst in the team working on the access to sanitary products commitment at the Scottish Government. You've provided us with some extremely helpful information on your costs for providing sanitary products in North Ayrshire – I was hoping you could help me clarify a few aspects of these. See below for the questions I'm looking for input on (which are just trying to

make sure I have an accurate understanding of your costs). I would also be interested in whether you have any insight into take up of your provision/no of products provided so far. If it would be easier, I'd be happy to give you a quick call to discuss instead. If so, would you have 10-15 mins this Wednesday?

Many thanks,

Follow-up questions

- For secondary schools, you quote £600 per annum for each vending machine from Initial – can you tell me what this price includes? (E.g. installation, maintenance, refilling and all the products?)
- ~~You also quote £240 for a contingency stock – would it be possible to give a breakdown of~~ what this includes? (e.g. how many packs? What is the cost per pack? How many towels/tampons per pack? Where are you obtaining the products from?)
- You also mention that within PPP schools the machines will be re-stocked by Mitie and they will then re-charge the cost back to the Council. Are they recharging for the cost of products or the time taken to restock or both? And do you have any indication of how much this is costing?
- Finally, you said you have had a total of 18 vending machines installed (2 for each of your schools) – so you would be paying a total annual cost of £600 x 18, plus the contingency stock and Mitie recharging. Is this correct? Have you identified any other costs?

Equality and Social Justice Analysis | Scottish

Government



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

From: north-ayrshire.gov.uk
Sent: 10 October 2017 16:03
To:
Cc: dcosta.gov.uk
Subject: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Hi

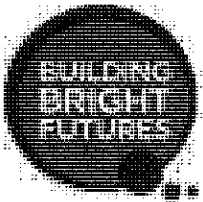
Apologies for the delay in sending this to you. Please find attached information from North Ayrshire.

If you need anything else please let me know.

Regards

Education and Youth Employment
North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE
Tel:
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[attachment "PfG Commitment - NAC Response.docx" deleted by Jacqueline Newell/EducationandYouthEmployment/North Ayrshire Council]

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From:
Sent: 13 November 2017 14:01
To:
Subject: ACCESS TO FREE SANITARY PRODUCTS: LETTER FROM CABINET SECRETARY FOR COMMUNITIES, SOCIAL SECURITY AND EQUALITIES

Tracking:

Recipient	Delivery	Read
	Delivered: 13/11/2017 14:01	Read: 13/11/2017 14:02

1@aberdeencity.gov.uk

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is@argyll-bute.gov.uk

w@edinburgh.gov.uk

@clacks.gov.uk

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@eastdunbarton.gov.uk

@eastdunbarton.gov.uk

@eastlothian.gov.uk

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@inverclyde.gov.uk

@inverclyde.gov.uk

@midlothian.gov.uk

@moray.gov.uk

@north-ayrshire.gov.uk

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@northian.gov.uk

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...@gov.scot

Delivered: 13/11/2017 14:01

Please find attached a letter from the Cabinet Secretary for Communities, Social Security and Equalities, Angela Constance MSP, in relation to the Scottish Government's Programme for Government commitment around access to free sanitary products. For information, the Cabinet Secretary has written in similar terms to College Principals and University Secretaries.



Access to Free
Sanitary Produc...

Regards,

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

Tel: st

Creating A Fairer Scotland: What Matters to You?
Fairer Scotland Action Plan – www.gov.scot/FairerScotland

Cabinet Secretary for Communities, Social Security and
Equalities
Angela Constance MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

T: 0300 244 4000
E: scottish.ministers@gov.scot

Directors of Education and Children's Services

13 November 2017

PROGRAMME FOR GOVERNMENT COMMITMENT: ACCESS TO FREE SANITARY PRODUCTS

As you will be aware, the issue of period poverty has been gathering momentum over recent months and I very much welcome the support from across Scotland and across the Parliament to tackle the issue. I am sure you will agree that no-one in a society as rich as Scotland should suffer the indignity of not being able to afford the essential items most of us take for granted. That is why our new Programme for Government includes a commitment to providing access to free sanitary products for students in schools, colleges and universities, and considering further action to ensure those on low incomes are assisted in light of the current Aberdeen pilot.

All of our students must be able to participate fully in education without the anxiety and humiliation this issue can cause. The timescale we are working to, as announced by the First Minister, is rightly a challenging one, and understanding local authorities' preferred approaches is vital in helping us to make progress on this important issue, and to develop appropriate funding arrangements. We are, therefore, seeking your assistance to help schools to plan for delivery from the new academic year next August. Please be reassured that we are not proposing a prescriptive model; rather, we want to develop a national approach which allows local flexibility and responsiveness.

With that in mind a working group has recently been established to oversee implementation of the Programme for Government commitment. We are grateful for the information authorities have already provided on the current provision of free sanitary products in schools, which has aided our understanding of the picture across Scotland. However, we now need to build on this and, together, understand what delivery of our commitment across the country will look like. As part of this my officials will be working with COSLA over the coming months to better understand local delivery plans, identify any barriers and risks that need to be addressed and to clarify funding arrangements. As a next step therefore it would be really helpful if you could begin to both consider and plan your proposed approach to delivery, informed as appropriate by activity already underway in some areas.

I am confident that the innovation and agility that our education sector is renowned for will help make this commitment a reality, and make Scotland a world leader on this important issue.



ANGELA CONSTANCE

125

From: @universities-scotland.ac.uk>
Sent: 13 November 2017 16:48
To:
Cc:
Subject: RE: ACCESS TO FREE SANITARY PRODUCTS - LETTER TO UNIVERSITY SECRETARIES

Just to confirm that this letter has been circulated to university Secretaries.

Best wishes,

From: @gov.scot]
Sent: 13 November 2017 14:01
To: universities-scotland.ac.uk>
Cc: @gov.scot; @gov.scot
Subject: ACCESS TO FREE SANITARY PRODUCTS - LETTER TO UNIVERSITY SECRETARIES

Hey

Hope all's well. Please find attached the letter from the Cab Sec for you to issue to University Secretaries. For info, the letter to , issued earlier from Ms Constance's Private Office. Many thanks for your help with this.

Regards,

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

Tel: | e-mail: @gov.scot

Creating A Fairer Scotland: What Matters to You?
Fairer Scotland Action Plan – www.gov.scot/FairerScotland

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Cabinet Secretary for Communities, Social Security and
Equalities
Angela Constance MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

T: 0300 244 4000
E: scottish.ministers@gov.scot

University Secretaries

13 November 2017

PROGRAMME FOR GOVERNMENT COMMITMENT: ACCESS TO FREE SANITARY PRODUCTS

As you will be aware, the issue of period poverty has been gathering momentum over recent months and I very much welcome the support from across Scotland and across the Parliament to tackle the issue. I am sure you will agree that no-one in a society as rich as Scotland should suffer the indignity of not being able to afford the essential items most of us take for granted. That is why our new Programme for Government includes a commitment to providing access to free sanitary products for students in schools, colleges and universities, and considering further action to ensure those on low incomes are assisted in light of the current Aberdeen pilot.

All of our students must be able to participate fully in education without the anxiety and humiliation this issue can cause. The timescale we are working to, as announced by the First Minister, is rightly a challenging one, and understanding universities' preferred approaches is vital in helping us to develop appropriate funding arrangements. Please be reassured that we do not propose a prescriptive model; rather, we want to develop a national approach which allows for local flexibility and responsiveness.

With that in mind a working group has recently been established to oversee implementation of the Programme for Government commitment. We are grateful for the information universities have already provided on the current provision of free sanitary products in universities, which has aided our understanding of the picture across Scotland. However, we now need to build on this and, together, understand what delivery of our commitment across the country will look like from next August. As part of this my officials will be working with the Scottish Funding Council and Universities Scotland over the coming months, and will be writing to you to better understand local delivery plans, identify any barriers and risks that need to be addressed and to clarify funding arrangements. As a next step therefore it would be really helpful if you could begin to both consider and plan your proposed approach to delivery, informed as appropriate by activity already underway in some areas.



I am confident that the innovation and agility that our education sector is renowned for will help make this commitment a reality, and make Scotland a world leader on this important issue.





ANGELA CONSTANCE

From:
Sent: 13 November 2017 16:53
To: @forthvalley.ac.uk
Subject: Access to sanitary products - follow up phone call?

Dear

I'm an analyst in the team working on the access to free sanitary products commitment at the Scottish Government. You've provided us, via Colleges Scotland, with some helpful information on the current status of access to free sanitary products at Forth Valley College. You mentioned that you were carrying out a cost exercise to ascertain the viability of providing these products for free. I wondered whether this had been completed and if you could share any of the findings? I would be really interested in finding out more about your thinking on this.

Many thanks,



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: 13 November 2017 16:49
To: @sruc.ac.uk'
Subject: Access to sanitary products - follow up phone call?

Dear

I'm an analyst in the team working on the access to free sanitary products commitment at the Scottish Government. You've provided us, via Colleges Scotland, with some really helpful information on the current status of access to free sanitary products at SRUC. I would be interested in following up on the phone to find out about this in a bit more detail and whether there is any update (you mentioned a formal proposal to the Board in your response). Grateful if you could let me know if/when that might be possible or let me know who I should contact about this – I believe it is the Students Association who have been taking this forward at SRUC?

Many thanks,

Analysis | Scottish Government
 |  Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ
y | Equality and Social Justice
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<https://twitter.com/EqualityPoverty>

128

From: 1@collegesscotland.ac.uk
Sent: 13 November 2017 17:30
To:
Subject: RE: LETTER TO COLLEGE PRINCIPALS

Hi - this has been issued to Principals and copied to PAs from

Thanks,

From: 1@gov.scot
Sent: 13 November 2017 13:58
To: 1@collegesscotland.ac.uk
Subject: LETTER TO COLLEGE PRINCIPALS

Hey

Hope all's well. Please find attached the letter from the Cab Sec for you to issue to College Principals. For info, the letter to issued earlier from Ms Constance's Private Office. Many thanks for your help with this.

Regards,

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

Tel: e-mail: 1@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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Cabinet Secretary for Communities, Social Security and
Equalities
Angela Constance MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

T: 0300 244 4000
E: scottish.ministers@gov.scot

College Principals

13 November 2017

PROGRAMME FOR GOVERNMENT COMMITMENT: ACCESS TO FREE SANITARY PRODUCTS

As you will be aware, the issue of period poverty has been gathering momentum over recent months and I very much welcome the support from across Scotland and across the Parliament to tackle the issue. I am sure you will agree that no-one in a society as rich as Scotland should suffer the indignity of not being able to afford the essential items most of us take for granted. That is why our new Programme for Government includes a commitment to providing access to free sanitary products for students in schools, colleges and universities, and considering further action to ensure those on low incomes are assisted in light of the current Aberdeen pilot.

All of our students must be able to participate fully in education without the anxiety and humiliation this issue can cause. The timescale we are working to, as announced by the First Minister, is rightly a challenging one, and understanding colleges' preferred approaches is vital in helping us to develop appropriate funding arrangements. Please be reassured that we do not propose a prescriptive model; rather, we want to develop a national approach which allows for local flexibility and responsiveness.

With that in mind a working group has recently been established to oversee implementation of the Programme for Government commitment. We are grateful for the information colleges have already provided on the current provision of free sanitary products in colleges, which has aided our understanding of the picture across Scotland. However, we now need to build on this and, together, understand what delivery of our commitment across the country will look like from next August. As part of this my officials will be working with the Scottish Funding Council and Colleges Scotland over the coming months, and will be writing to you to better understand local delivery plans, identify any barriers and risks that need to be addressed and to clarify funding arrangements. As a next step therefore it would be really helpful if you could begin to both consider and plan your proposed approach to delivery, informed as appropriate by activity already underway in some areas.

I am confident that the innovation and agility that our education sector is renowned for will help make this commitment a reality, and make Scotland a world leader on this important issue.



ANGELA CONSTANCE

129

From: @cosla.gov.uk>
Sent: 13 November 2017 14:54
To:
Subject: RE: Teleconference on 9 November

Thanks

From: @gov.scot [
Sent: 13 November 2017 11:23
To: @cosla.gov.uk>
Subject: RE: Teleconference on 9 November

Hi

Unfortunately we will not be able to go ahead with the teleconference tomorrow. I hope to reschedule once I speak with on her return.

Kind regards,

From: @cosla.gov.uk]
Sent: 07 November 2017 14:37
To:
Subject: RE: Teleconference on 9 November

Sure – it's in our diaries.

From: @gov.scot]
Sent: 07 November 2017 14:26
To: @cosla.gov.uk>
Subject: RE: Teleconference on 9 November

Hi

Can we tentatively book next Tuesday for a teleconference between 2-3pm?

Kind regards,

From: @cosla.gov.uk]
Sent: 07 November 2017 12:43
To:
Subject: RE: Teleconference on 9 November

Hello

Thanks for your email. We aren't able to do Thursday, we could potentially do Monday or Tuesday afternoon (between 2-4pm) by teleconference? Alternatively Tuesday 21st is mostly clear.

From: _____@gov.scot]
Sent: 07 November 2017 12:36
To: _____@cosla.gov.uk>
Subject: Teleconference on 9 November

Hi

Following your chat with _____ last week it would be useful for them to meet with you to have a follow up discussion bringing in our analysts _____ to discuss the information we can share with COSLA around "assumptions". You may wish for _____ in addition to _____ to join for your side.

We are happy to come through to COSLA to meet, or alternatively via teleconference.

We have availability between 10 am and 11 am and also p.m. and p.m. Please advise which suits best.

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.

130

From: @cityofglasgowcollege.ac.uk>
Sent: 14 November 2017 09:14
To:
Cc:
Subject: Re: Access to sanitary products - follow up phone call?

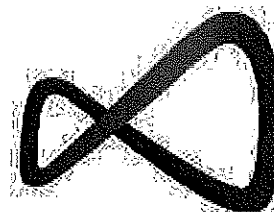
Hi

Fergal forwarded your email on to me. I work in the and I am happy to provide you with any further information that your require about the provision of free sanitary products in the College.

I am happy to arrange a time to speak to you on the phone to discuss further. Please let me know your availability and I will arrange a time.

Regards,

City of Glasgow College



EFQM

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Prize Winner - 2016**



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>>> <[redacted]@gov.scot> 13/11/2017 16:37 >>>

Dear [redacted],

I'm an analyst in the team working on the access to free sanitary products commitment at the Scottish Government. You've provided us, via Colleges Scotland, with some really helpful information on the current status of access to free sanitary products at City of Glasgow College. I would be interested in following up on the phone to find out about this in a bit more detail (or with the main contact for the provision if that's not yourself – I understand the Students Association are taking this forward in Glasgow). Grateful if you could let me know if/when that might be possible or let me know who I should contact about this.

Many thanks,

[redacted] Equality and Social Justice
Analysis | Scottish Government

☎ [redacted] ☑ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

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<https://twitter.com/EqualityPoverty>

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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

131

From: @west-lothian.ac.uk>
Sent: 14 November 2017 10:44
To:
Subject: RE: Access to sanitary products - follow up phone call?

Hi

It is lovely to hear from you. I am happy to speak to you with and hopefully answer any questions you may have?

My direct number is and I am available Monday-Thursday 8.15-2.30.

I look forward to hearing from you.

Kindest Regards

From: @gov.scot
Sent: 13 November 2017 16:43
To: @wcs.ac.uk;
Subject: Access to sanitary products - follow up phone call?

Dear

I'm an analyst in the team working on the access to free sanitary products commitment at the Scottish Government. You've provided us, via Colleges Scotland, with some really helpful information on the current status of access to free sanitary products at West College Scotland. I would be interested in following up on the phone to find out about this in a bit more detail (or with the main contact for the provision if that's not you). Grateful if you could let me know if/when that might be possible or let me know who I should contact about this.

Many thanks,

Equality and Social Justice
Analysis | Scottish Government
☎ (☒ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ
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<https://twitter.com/EqualityPoverty>

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.uk | W: <http://www.west-lothian.ac.uk>



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From: [redacted] @angus.gcsx.gov.uk>
Sent: 16 November 2017 16:15
To: [redacted]
Subject: RE: PfG Commitment - Access to Sanitary Products

Not forgotten checking with the supplier of the data

Angus House ,Forfar DD8 1AE (

@angus.gov.uk

From: [redacted] gov.scot [redacted]
Sent: 06 November 2017 16:50
To: [redacted]
Subject: RE: PfG Commitment - Access to Sanitary Products

Dear [redacted]

I'm an analyst in the team working on the access to sanitary products commitment at the Scottish Government. You've provided us with some extremely helpful information on the calculations you've put together on providing sanitary products in Angus – I was hoping you could help me clarify a few aspects of these. See below for the questions I'm looking for input on (which are just trying to make sure I have a good understanding of your estimates). If it would be easier, I'd be happy to give you a quick call to discuss instead. If so, would you have 10-15 mins this Wednesday?

Many thanks,

Follow-up questions

- For secondary schools, you quote £3120 for 16 vending machines – so you're costing for 2 per school? Is this price just for the installation of machines or does it include any maintenance/refilling etc? Can you tell me which company provided this quote?
- You quote £997 for towels and £1800 for tampons – would it be possible to give a breakdown of what this includes? (e.g. how many packs? How many towels/tampons per pack? Where would you obtain the products from?) What assumptions did you use to decide how many products would be required?
- And for the total cost of products, am I right in thinking you're calculating this per machine? (E.g. £997 x16 machines?) And are these totals per annum?
- Have you identified any other costs for this provision e.g. filling/maintaining machines?

Scottish Government
 Equality and Social Justice Analysis | Scottish
 Government
 [redacted] Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

From: [redacted]
Sent: 06 November 2017 13:48
To: [redacted]
Subject: FW: PfG Commitment - Access to Sanitary Products

From: [redacted]@cosla.gov.uk]
Sent: 13 October 2017 11:18
To: [redacted]
Subject: FW: PfG Commitment - Access to Sanitary Products

Hi [redacted]

Just forwarding on as didn't see your email in the to or cc!

From: Simon [redacted]@angus.gcsx.gov.uk]
Sent: 12 October 2017 16:40
To: [redacted]@cosla.gov.uk>
Cc: [redacted]@angus.gov.uk>; [redacted]@angus.gov.uk>
Subject: : PfG Commitment - Access to Sanitary Products

Hi [redacted] please see the responses from Angus Council below.

[redacted]

Emily Smith

[redacted], Angus House, Forfar DD8 1AE 01307 476355

[redacted]@angus.gov.uk

From: [redacted]@cosla.gov.uk]
Sent: 09 October 2017 12:50
Subject: FW: PfG Commitment - Access to Sanitary Products

Dear Colleagues,

I am just emailing to remind you of the request below, and ask that you send on any information to [redacted]@gov.scot) as soon as possible to inform their costings and plans around this.

Thank you,

[redacted]

From: [redacted]
Sent: 02 October 2017 12:37

Cc: [redacted] @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 [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? When distributed towels and tampons
- Who is the supplier of the vending machines?N/A
- Is procurement done centrally by the LA or by individual schools or school clusters? Individual 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)?N/A
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced? Gender Neutral toilets are in place and system described below is used
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used? Schools have developed at a Primary and Secondary level varying systems for the dispensing of these products this includes via first Aid staff, known supplies located in neutral area of school (first aid room with no adult supervision) ,via PCS staff and school office staff .No fee or charge is made and schools supply these products from various sources including DSM and school fund monies .The system is deliberately low key and proactive in the primary schools when initiated by staff or individual pupils

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

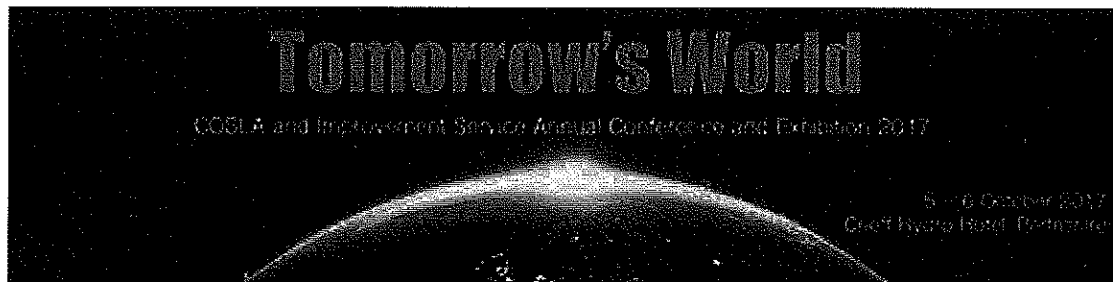
CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House

19 Haymarket Yards
Edinburgh EH12 5BH

Tel. 0131 522 2200

[redacted]@cosla.gov.uk



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From: [redacted] <[redacted]@universities-scotland.ac.uk>
Sent: 16 November 2017 16:58
To: [redacted]
Cc: [redacted], David [redacted]
Subject: RE: ACCESS TO FREE SANITARY PRODUCTS - LETTER TO UNIVERSITY SECRETARIES

G. [redacted]

In our recent phone call, you mentioned that [redacted], convener of our Secretaries' Group, would be welcome at the 5 December working group. She has indicated that she is able to attend that meeting. This should provide some helpful continuity in the HE representation, since she will also have been at the meeting with Ms Constance on the 29th.

I can also confirm that I'm unable to make it to the 5th December meeting, but my colleague [redacted] will attend in my place. Cc'd here and you can contact [redacted] @abertay.ac.uk.

Best wishes,

From: [redacted] <[redacted]@gov.scot>
Sent: 13 November 2017 14:01
To: [redacted] <[redacted]@universities-scotland.ac.uk>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Subject: ACCESS TO FREE SANITARY PRODUCTS - LETTER TO UNIVERSITY SECRETARIES

Hey [redacted]

Hope all's well. Please find attached the letter from the Cab Sec for you to issue to University Secretaries. For info, the letter to [redacted] issued earlier from Ms Constance's Private Office. Many thanks for your help with this.

Regards,

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

Tel: 0300 [redacted] | e-mail: [redacted]@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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From: [redacted] <[redacted]@cosla.gov.uk>
Sent: 17 November 2017 08:31
To: [redacted]
Cc: [redacted] (Postscript)
Subject: RE: TELEPHONE CALL - [redacted] AND CAB SEC

Hello

[redacted] suggested the following dates and times:

- 1st December at midday (preferred)
- 4th December at 11am

Thanks,

From: [redacted] <[redacted]@gov.scot> [mailto:[redacted]@gov.scot]
Sent: 16 November 2017 11:31
To: [redacted] <[redacted]@cosla.gov.uk>
Cc: [redacted] <[redacted]@gov.scot>
Subject: RE: TELEPHONE CALL - [redacted] AND CAB SEC

Hey [redacted]

Sorry for the delay in replying. Experience tells us it can be quite tricky finding time in the Cab Sec's diary even for phone calls so our thinking is to tentatively agree a date and time for that now and we can cancel it if it turns out not to be necessary.

Look forward to confirmation of COSLA attendee in due course.

Cheers,

[redacted]
 0100 244 1111

From: [redacted] <[redacted]@cosla.gov.uk>
Sent: 14 November 2017 11:20
To: [redacted]
Cc: [redacted] (Postscript)
Subject: RE: TELEPHONE CALL - [redacted] AND CAB SEC

Hi [redacted]

I'd said in the email to [redacted] that [redacted] is content for an officer to attend on 29th and a follow up phone call with the Cabinet Secretary following this if required – so we could look at dates if needed after that meeting?

[redacted] asked me to let you know who is attending on 29th – we are currently unsure as it clashes with a couple of other meetings including one [redacted] is chairing, so I will get back to you on this.

Thanks,

[redacted]

From: @gov.scot
Sent: 13 November 2017 12:31
To: @cosla.gov.uk>
Cc: @gov.scot
Subject: TELEPHONE CALL - AND CAB SEC

Hey

Hope all's well and you had a good weekend. Grateful if you can suggest some dates/times that and the Cab Sec could have a telephone discussion soon after the meeting on 29 November – ideally no later than Friday 8 December but recognise diaries may not allow this.

Cheers,

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

Tel: | e-mail: @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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From: [redacted]
Sent: 1/ November 2017 14:20
To: [redacted] (Jan W [redacted]@east-ayrshire.gov.uk)
Cc: [redacted] (G [redacted]), [redacted] R [redacted] (Rosemary [redacted])
Subject: Access to Sanitary Products in Schools

Thanks to you and your colleague [redacted] for your time this morning to discuss access to sanitary products in schools. As explained we have set up a Working Group with key stakeholders to oversee implementation of the commitment by August 2018.

The first meeting of the Working Group agreed that the implementation approach should be to encourage and support local flexibility within a framework of light touch national guidelines. Those guidelines are centred around promoting dignity and choice, removing stigma and ensuring ease of access – particularly for those in low income groups.

We discussed some of the early work your colleague [redacted] is doing to explore the operational aspects of provision in schools. We also discussed whether you were developing a local policy on the issue – getting input from young people on what would work best for them. You were keen to get this kind of input and concluded that seeking to pilot an approach in one of your secondary schools in January would be useful to both inform local policy and also get a better understanding of delivery issues.

This would be incredibly useful and information you obtain from this would help inform the Working Group of operational issues regarding implementation, early uptake figures and projected costs of roll out. In addition to developing a better understanding of delivery issues and costs it would be great to explore with you developing thinking on policy issues at a local level. Issues such as how to ensure dignity and choice? What views pupils themselves might have? Whether there are alternatives to vending machines? (COSLA mentioned that some local authorities re exploring use of the Young Scot card). What kind of take up should be expected? Whether there is a need for promotion / awareness raising etc. I think you said your colleague [redacted] might lead on developing these policy issues.

We would be happy to pick these discussions up with [redacted] and [redacted] going forward and to engage around the setting up of your pilot if that would be useful. I'd be grateful if you could put us in touch with [redacted] and [redacted] to enable that further dialogue to take place.

Kind regards

[redacted]

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

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From: [redacted] wood <[redacted]@universities-scotland.ac.uk>
Sent: 20 November 2017 10:20
To: [redacted]
Subject: RE: Access to free sanitary products - information request from universities

Thanks. It's come through fine this time. I'll have a look at this today.

From: [redacted] <[redacted]@gov.scot>
Sent: 20 November 2017 10:18
To: [redacted] <[redacted]@universities-scotland.ac.uk>
Subject: RE: Access to free sanitary products - information request from universities

Hey [redacted]

That's odd, is definitely showing as being attached when I sent the mail on Friday (the template was attached within a draft email). Anyway, I've attached it all below.

Cheers,

From: [redacted] <[redacted]@universities-scotland.ac.uk>
Sent: 20 November 2017 10:12
To: [redacted]
Subject: RE: Access to free sanitary products - information request from universities

Hi, [redacted]

The attachment seems to be missing. Could you please re-send?

On

From: [redacted] <[redacted]@gov.scot>
Sent: 17 November 2017 15:58
To: [redacted] <[redacted]@universities-scotland.ac.uk>
Cc: [redacted] <[redacted]@gov.scot>
Subject: RE: Access to free sanitary products - information request from universities

Hey [redacted]

As [redacted] said, many thanks for your comments on our draft implementation plan template (and also for issuing the letters to University Secretaries and the US attendee info for the next WG meeting). We've revised the template to take account of your views and, while we do not propose issuing separate guidance, our fairly comprehensive covering email should provide a steer for recipients. I've attached what we now propose to send out to universities – again, we'd be grateful for your views early next week (if at all possible by close on Monday) as we hope to issue in w/c 20 November

Hope you have a good weekend.

Regards,

Simon
[redacted]

From: William P (Rosenblum)
Sent: 11 November 2017 01:36
To: [redacted]
Cc: [redacted]
Subject: RE: Access to free sanitary products - information request from universities

Many thanks for your helpful comments. I plan to give this work some attention when I am on holiday next week, so may well come back to you on your points.

Kind regards

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG

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From: [redacted] ([\[redacted\]@universities-scotland.ac.uk](mailto:[redacted]@universities-scotland.ac.uk))
Sent: 10 November 2017 13:50
To: [redacted]
Cc: [redacted]
Subject: Re: Access to free sanitary products - information request from universities

Thanks for sight of the draft template. This approach wasn't exactly what I'd expected, but I can see that it could have benefits. My understanding of this approach is that, by effectively devolving decisions over implementation to institutions, you are aiming to take seriously the points that were made in the working group about the diversity of the organisations involved. This element of the approach is certainly welcome. My other comments would be as follows (please note that I'm writing this quickly, so I hope it doesn't read too bluntly and that the constructive spirit of my comments comes across):

There's a lack of context, without which it's hard to evaluate the template. I would say that the approach you describe could work, but that it will require a very clear and fairly detailed description of the policy intention and some clear criteria that the government would like to see fulfilled. At the moment, it feels to me as though the template is asking 'how do you intend to do this?' without defining what 'this' is. As we discussed at the working group, the wording in the Programme for Government is rather general, so that would not be a sufficient basis for institutions to propose any real plans. I realise that you may already be planning to provide guidance of this kind, but I did want to emphasise its importance in any case. As it stands, some elements of the template seem to invite a wide range of potential schemes (with brief mention of smart cards, etc.). I don't think that's helpful -- at least not in the absence of a good deal more guidance -- as it muddies the policy intention and might make institutions think that something relatively elaborate is required. That might in turn threaten the delivery timescale.

Relatedly, the inclusion of questions on institutions' policy intentions seems odd (Qs1-3). This is a government initiative, so it's for the government to define policy drivers and to outline what would constitute delivery of the policy; the reality is that institutions themselves are more or less acting on an obligation. (That's not to say that they would disagree with the policy, as I'm sure they understand the value of the scheme, in principle.) If this part of the template really means to say 'would you wish to extend provision beyond the minimum required by the government and, if so, in what way and why?', then I think it would be good to ask that explicitly.

It will be important to reassure institutions explicitly about central funding. This is inevitably one of the first questions that arises and naturally institutions' goodwill be will more forthcoming if they are clear from the outset that funding isn't a worry.

I wonder about the timescale, though this is difficult to assess without a clear statement of what institutions are expected to deliver. If we are only talking about adapting a few vending machines, the timescale may be just about right, but if any institution has to do a more complex project to deliver this, alongside business as usual, it may be more appropriate to allow more time. I think we should be careful not to underestimate the size and complexity of some of the institutions involved, or the limited capacity in some others.

Happy to discuss early next week, if that would help.

Best wishes,

From: scott@gov.scot
Sent: Friday, November 10, 2017 10:26 AM
To: scott@gov.scot
Cc: scott@gov.scot
Subject: RE: Access to free sanitary products - information request from universities

Good morning,

Just wondering when we might get comments back from you on the draft implementation plan for issuing to universities. The Cabinet Secretary will be writing to you today; we will get the corresponding letter from Cab Sec to university secretaries to you this afternoon/early next week so it can be issued to the sector on our behalf through your regular communication channels.

Thereafter, we want to issue the implementation template to the sector once we have an agreed version. Our view is very much that planning for delivery and establishing budgets need to be developed in tandem. So, can I check that we can push on with issuing the agreed template, even although it will be some time before we can confirm funding arrangements. (Colleges are absolutely comfortable with this; COSLA on the other hand have Board procedures to follow before we can engage formally with local authorities.)

Grateful for your views. Can I ask you, please to copy me into emails on this going forward since I am on holiday next week.

Many thanks

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From: scott@universities-scotland.ac.uk
Sent: 06 November 2017 10:09
To: scott@universities-scotland.ac.uk
Cc: scott@universities-scotland.ac.uk
Subject: RE: Access to free sanitary products - information request from universities

Many thanks for this. I'm consulting with one or two people in the sector, including OU and UHI, to make sure I can give you a properly informed response. I'll do my best to get back to you tomorrow.

Best wishes,

Scott
Director, Social Justice & Regeneration

Universities Scotland
Holyrood Park House
106 Holyrood Road
EDINBURGH EH8 8AS
(direct dial)
(mobile)
(Switchboard)
<http://www.universities-scotland.ac.uk/>

From: scott@gov.scot [\[mailto:scott@gov.scot\]](mailto:scott@gov.scot)
Sent: 05 November 2017 20:05
To: scott@universities-scotland.ac.uk
Cc: scott@gov.scot
Subject: Access to free sanitary products - information request from universities
Importance: High

Good evening, Tina

As you know, we are planning to issue a request to all universities for various information which will help us understand their preferred approach to providing access to free sanitary products, and to gauge how prepared they are for delivery from August next year. You had previously asked for clarification on whether the commitment applied to students 'in' university, ie on the university estate; or to students 'of' university, ie throughout their university education. Our view is that the former constitutes SG's core offer; we have yet to get Ministers' views on this, but can I ask you to work on the basis of in being students 'in' university from the time being and we will clarify in due course. With that in mind, I would be grateful for your thoughts on how we deal with the Open University Scotland, and the University for the Highlands and Islands; advice from the Scottish Funding Council is that while these bodies do have physical buildings, these are generally not for learning & teaching purposes.

Can I ask you, please, to consider the attached draft template which, once finalised, will be sent to all university secretaries (through US's established communication channels, if you are agreeable to that), and to let me have your thoughts on whether the information we are asking for is right; anything missing; and whether the language is right. I am aiming to issue these by close on Wednesday so your thoughts, please, by close on Tuesday would be extremely helpful.

Very happy to discuss if helpful.

Kind regards

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Subject:

Access to Free Sanitary Products - Universities implementation plan

Dear University Secretary

We are writing to you following the recent letter from the Cabinet Secretary for Communities, Social Security and Equalities, Angela Constance MSP, on the Scottish Government's new Programme for Government commitment to provide access to sanitary products in schools, colleges and universities, a copy of which is attached for ease of reference.

Naturally, delivering the PfG commitment may be more challenging for some universities than others and we do not underestimate the size and complexity of some of the institutions involved and the limited capacity in some others. We also appreciate that you wish clarification about funding for delivering the commitment. Therefore, we are seeking your support to enable us to understand your proposed approach, the resource implications and any particular issues, so that we can consider what support might be needed and develop appropriate funding arrangements in preparation for delivery from August 2018.

As the Cabinet Secretary's letter stresses, the Scottish Government is not proposing a prescriptive model to address this issue. Rather, we want to develop a national approach, with local partners making their own decisions about the kind of flexible and responsive service they wish to provide to deliver our core commitment. I can confirm that our core commitment focuses on students "in" the educational establishments, i.e. term-time only provision accessible by those students physically attending the establishment. If your university proposes offering a wider service this should be met from your existing resources.

Importantly, we would look for local approaches to be underpinned with the following core principles:

Ensuring:

- Ease of access to products
- Dignity – avoiding embarrassment and stigma when accessing products
- Choice – offering the products people want to use, including type and quality
- Meeting need – recognising that low income groups may require more frequent access
- Gender neutrality – using gender neutral language, taking account of the roll-out of gender neutral toilets, and considering the needs of transgender men and nonbinary individuals who menstruate.

And, encouraging:

- Consideration of wider benefits that may be realised through procurement, e.g. partnerships with community-outreach centres, partnerships with social enterprises
- Opportunities for collaboration

The attached template is designed both to prompt thinking about your proposed approach and planning for delivery, and for gathering information to help us gauge readiness across the country, learn from and share emerging practice and ideas, and consider particular issues that need to be addressed. We appreciate you will need some time to consider your proposed approach and ask that you complete the template and return it to the national team within the Scottish Government Social Justice Delivery Unit at sjdu@gov.scot by 31 January 2018. Any enquiries should be directed to the national team at the same address.

We look forward to your support. Please do get in touch with us if you would like to discuss this further.



Access to Free
Sanitary Produc...



Access to Free
Sanitary Produc...

Directorate for Housing & Social Justice
Social Justice & Regeneration Division
Scottish Government

6th Floor, 5 Atlantic Quay
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Tel: 011 555 5555 | e-mail: www.sjrd@scotland.gov.uk

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Dear University Secretary

We are writing to you following the recent letter from the Cabinet Secretary for Communities, Social Security and Equalities, Angela Constance MSP, on the Scottish Government's new Programme for Government commitment to provide access to sanitary products in schools, colleges and universities, a copy of which is attached for ease of reference.

Naturally, delivering the PfG commitment may be more challenging for some universities than others and we do not underestimate the size and complexity of some of the institutions involved and the limited capacity in some others. We also appreciate that you wish clarification about funding for delivering the commitment. Therefore, we are seeking your support to enable us to understand your proposed approach, the resource implications and any particular issues, so that we can consider what support might be needed and develop appropriate funding arrangements in preparation for delivery from August 2018.

As the Cabinet Secretary's letter stresses, the Scottish Government is not proposing a prescriptive model to address this issue. Rather, we want to develop a national approach, with local partners making their own decisions about the kind of flexible and responsive service they wish to provide to deliver our core commitment. I can confirm that our core commitment focuses on students "in" the educational establishments, i.e. term-time only provision accessible by those students physically attending the establishment. If your university proposes offering a wider service this should be met from your existing resources.

Importantly, we would look for local approaches to be underpinned with the following core principles:

Ensuring:

- Ease of access to products
- Dignity – avoiding embarrassment and stigma when accessing products
- Choice – offering the products people want to use, including type and quality
- Meeting need – recognising that low income groups may require more frequent access
- Gender neutrality – using gender neutral language, taking account of the roll-out of gender neutral toilets, and considering the needs of transgender men and nonbinary individuals who menstruate.

And, encouraging:

- Consideration of wider benefits that may be realised through procurement, e.g. partnerships with community-outreach centres, partnerships with social enterprises
- Opportunities for collaboration

The attached template is designed both to prompt thinking about your proposed approach and planning for delivery, and for gathering information to help us gauge readiness across the country, learn from and share emerging practice and ideas, and consider particular issues that need to be addressed. We appreciate you will need some time to consider your proposed approach and ask that you complete the

template and return it to the national team within the Scottish Government Social Justice Delivery Unit at socialjustice@scotland.nhs.uk by 31 January 2018. Any enquiries should be directed to the national team at the same address.

We look forward to your support. Please do get in touch with us if you would like to discuss this further.

Name of University Policy Lead

Operational Lead

Policy context

The Scottish Government's new Programme for Government commits to 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.

A Scottish Government-led Working Group has been established to oversee implementation of this commitment, comprising SG policy leads, COSLA, the Scottish Funding Council, Colleges Scotland, Universities Scotland, the National Union for Students and Young Scot. The proposal is to develop a national approach which allows for local flexibility and responsiveness, and is underpinned with the following core principles:

Ensuring:

- Ease of access to products
- Dignity – avoiding embarrassment and stigma when accessing products
- Choice – offering the products people want to use, including type and quality
- Meeting need – recognising that low income groups may require more frequent access
- Gender neutrality – Using gender neutral language and taking account of the roll out of gender neutral toilets

And, encouraging:

- Consideration of wider benefits that may be realised through procurement, e.g. support for outreach services; partnership with social enterprises
- Opportunities for collaboration

A common approach to evaluation will be put in place in order to monitor the impact of the proposals at a local level and to compare the effectiveness of different approaches.

Completed templates should be sent to the Scottish Government Social Justice Delivery Unit at alsp@gov.scot by 31 January 2018.

Any enquiries should also be directed to Social Justice officials at alsp@gov.scot.

PROVIDING ACCESS TO FREE SANITARY PRODUCTS FOR STUDENTS IN UNIVER SITIES
IMPLEMENTATION PLAN

Consideration	University response (please note that the examples below, are not exhaustive)
POLICY	
1 What is your proposed policy and how will it meet the above core principles? Please explain the rationale for your policy approach.	<u>For example:</u> Will the offer be available across your estate; will access be provided in toilets, including gender neutral facilities; what range of products will be provided?
2 Does your proposed policy align with wider university policy? Please explain which, and the rationale for this.	<u>For example:</u> educational student support, tackling poverty, human rights.
3 Please outline any local policy risks associated with delivering the Programme for Government commitment.	
4 How will your local 'offer' be communicated and which groups will communication target?	<u>For example:</u> across the university; to staff, students, and through which communication channels?
OPERATIONAL	
5 Proposed delivery mechanism What is your planned mechanism for delivering	<u>For example:</u> product dispensers, pick-up points, a smart-card as a way to provide the means for students to purchase products for themselves, a combination of mechanisms?

	<p>this service, including elements that will be common across the university's estate and local flexibilities</p> <p>What is the rationale for your preferred approach?</p>	
<p>6</p> <p>Delivery timescales</p> <p>Outline the extent of delivery you expect to achieve from August 2018. If you will not achieve 100% delivery at this time, when do you expect full coverage be achieved?</p> <p>On what basis will you prioritise implementation?</p>	<p>For example: when will you achieve your 'gold standard' service?</p> <p>student groups, e.g. low income?</p>	<p>Will you prioritise particular</p>
<p>7</p> <p>Resourcing</p> <p>Please indicate resource implications for the following:</p> <ul style="list-style-type: none"> a. Delivery costs, b. Product costs and source c. Staff costs; expansion of staff roles d. Any other costs anticipated 	<p>For example:</p> <ul style="list-style-type: none"> a. providing a suitable dispensing infrastructure such as installing machines; using pre-paid card/smart-card approach (reflecting any procurement/ arrangements) b. whether source is retail, direct from supplier/manufacturer, etc. c. anticipated impact on staff time; expansion of staff roles d. impact on Students' Association or other relevant student bodies 	<p>and maintaining dispensing</p>
<p>8</p> <p>Assumptions</p> <p>Outline the assumptions upon which your planned delivery model and provision are based.</p>	<p>For example: expected level of uptake; number of products required per student; number of dispensers required</p>	

9	<p>Risks</p> <p>Outline any local issues that may impact on local delivery, including any that may need Scottish Government support.</p>	<p>For example: particular circumstances; infrastructure</p>
<p>Please indicate any support you may require to develop and implement your proposed model.</p>		
<p>Please provide any additional information which may usefully inform:</p> <ul style="list-style-type: none"> • our understanding of your local circumstances and plan and • our national approach more generally. 		

Cabinet Secretary for Communities, Social Security and
Equalities
Angela Constance MSP



Scottish Government
Riaghaltas na h-Alba
gov.scot

T: 0300 244 4000
E: scottish.ministers@gov.scot

University Secretaries

13 November 2017

PROGRAMME FOR GOVERNMENT COMMITMENT: ACCESS TO FREE SANITARY PRODUCTS

As you will be aware, the issue of period poverty has been gathering momentum over recent months and I very much welcome the support from across Scotland and across the Parliament to tackle the issue. I am sure you will agree that no-one in a society as rich as Scotland should suffer the indignity of not being able to afford the essential items most of us take for granted. That is why our new Programme for Government includes a commitment to providing access to free sanitary products for students in schools, colleges and universities, and considering further action to ensure those on low incomes are assisted in light of the current Aberdeen pilot.

All of our students must be able to participate fully in education without the anxiety and humiliation this issue can cause. The timescale we are working to, as announced by the First Minister, is rightly a challenging one, and understanding universities' preferred approaches is vital in helping us to develop appropriate funding arrangements. Please be reassured that we do not propose a prescriptive model; rather, we want to develop a national approach which allows for local flexibility and responsiveness.

With that in mind a working group has recently been established to oversee implementation of the Programme for Government commitment. We are grateful for the information universities have already provided on the current provision of free sanitary products in universities, which has aided our understanding of the picture across Scotland. However, we now need to build on this and, together, understand what delivery of our commitment across the country will look like from next August. As part of this my officials will be working with www.universities.scot and Universities Scotland over the coming months, and will be writing to you to better understand local delivery plans, identify any barriers and risks that need to be addressed and to clarify funding arrangements. As a next step therefore it would be really helpful if you could begin to both consider and plan your proposed approach to delivery, informed as appropriate by activity already underway in some areas.

I am confident that the innovation and agility that our education sector is renowned for will help make this commitment a reality, and make Scotland a world leader on this important issue.



ANGELA CONSTANCE

Subject: Canceled: Access to Sanitary Products Working Group
Location: 7 Haymarket Terrace, Edinburgh, EH12 5HD

Start: Tue 05/12/2017 10:30
End: Tue 05/12/2017 12:30
Show Time As: Free

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:

Required Attendees:

anna.ash@nus-scotland.org.uk';
@universities-scotland.ac.uk';
@collegesscotland.ac.uk'

Optional Attendees:

Importance: High

139

From: [redacted]@universities-scotland.ac.uk>
Sent: 20 November 2017 16:50
To: [redacted]
Subject: RE: Access to free sanitary products - information request from universities

Thanks again for sight of this.

I think the covering email is very helpful. Still, I think if I were charged with delivering this project within a university, I might have a few questions about what the government would consider an acceptable scheme. I wonder whether a couple of examples might be given within the covering email?

I'm also concerned that the timescale may not be appropriate. Apart from the time required to do the necessary technical work – which will be significant in some cases – there may be a need to go through various internal decision-making structures, especially since procedures such as equality impact assessments will need to be completed. I think that this would be challenging by the end of January even if there were no Christmas break; with the break to factor in too, I'd really question whether it's realistic.

It's also worth bearing in mind that the levels of resourcing required may not be clear until the scheme has been running a while. I'm sure that this is something you're aware of and factoring in, but it's perhaps something to offer some explicit reassurance about.

Best wishes,

From: [redacted]@gov.scot [mailto:[redacted]]
Sent: 20 November 2017 10:18
To: [redacted]@universities-scotland.ac.uk>
Subject: RE: Access to free sanitary products - information request from universities

Hey

That's odd, is definitely showing as being attached when I sent the mail on Friday (the template was attached within a draft email). Anyway, I've attached it all below.

Cheers,

From: [redacted]@universities-scotland.ac.uk]
Sent: 20 November 2017 10:12
To: [redacted]
Subject: RE: Access to free sanitary products - information request from universities

Hi,

The attachment seems to be missing. Could you please re-send?

From: [redacted]@gov.scot
Sent: 17 November 2017 15:58
To: [redacted]@universities-scotland.ac.uk>

Cc: emma.fairer@gov.scot

Subject: RE: Access to free sanitary products - information request from universities

Hey

As I've said, many thanks for your comments on our draft implementation plan template (and also for issuing the letters to University Secretaries and the US attendee info for the next WG meeting). We've revised the template to take account of your views and, while we do not propose issuing separate guidance, our fairly comprehensive covering email should provide a steer for recipients. I've attached what we now propose to send out to universities – again, we'd be grateful for your views early next week (if at all possible by close on Monday) as we hope to issue in w/c 20 November

Hope you have a good weekend.

Regards,

Emma Fairer
11 Nov 2017 11:36

From: Emma Fairer

Sent: 11 November 2017 01:36

To: emma.fairer@gov.scot

Cc: emma.fairer@gov.scot

Subject: RE: Access to free sanitary products - information request from universities

Hi

Many thanks for your helpful comments. I plan to give this work some attention when I am on holiday next week, so may well come back to you on your points.

Kind regards

Emma Fairer
11 Nov 2017 11:36

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG

www.gov.scot | www.fairer.scot

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Fairer Scotland Action Plan – www.gov.scot/FairerScotland

From: emma.fairer@universities-scotland.ac.uk

Sent: 10 November 2017 13:50

To: emma.fairer@gov.scot

Cc: emma.fairer@universities-scotland.ac.uk (Draft)

Subject: Re: Access to free sanitary products - information request from universities

Thanks for sight of the draft template. This approach wasn't exactly what I'd expected, but I can see that it could have benefits. My understanding of this approach is that, by effectively devolving decisions over implementation to institutions, you are aiming to take seriously the points that were made in the working group about the diversity of the organisations involved. This element of the approach is certainly

welcome. My other comments would be as follows (please note that I'm writing this quickly, so I hope it doesn't read too bluntly and that the constructive spirit of my comments comes across):

There's a lack of context, without which it's hard to evaluate the template. I would say that the approach you describe could work, but that it will require a very clear and fairly detailed description of the policy intention and some clear criteria that the government would like to see fulfilled. At the moment, it feels to me as though the template is asking 'how do you intend to do this?' without defining what 'this' is. As we discussed at the working group, the wording in the Programme for Government is rather general, so that would not be a sufficient basis for institutions to propose any real plans. I realise that you may already be planning to provide guidance of this kind, but I did want to emphasise its importance in any case. As it stands, some elements of the template seem to invite a wide range of potential schemes (with brief mention of smart cards, etc.). I don't think that's helpful -- at least not in the absence of a good deal more guidance -- as it muddies the policy intention and might make institutions think that something relatively elaborate is required. That might in turn threaten the delivery timescale.

Relatedly, the inclusion of questions on institutions' policy intentions seems odd (Qs1-3). This is a government initiative, so it's for the government to define policy drivers and to outline what would constitute delivery of the policy; the reality is that institutions themselves are more or less acting on an obligation. (That's not to say that they would disagree with the policy, as I'm sure they understand the value of the scheme, in principle.) If this part of the template really means to say 'would you wish to extend provision beyond the minimum required by the government and, if so, in what way and why?', then I think it would be good to ask that explicitly.

It will be important to reassure institutions explicitly about central funding. This is inevitably one of the first questions that arises and naturally institutions' goodwill will be more forthcoming if they are clear from the outset that funding isn't a worry.

I wonder about the timescale, though this is difficult to assess without a clear statement of what institutions are expected to deliver. If we are only talking about adapting a few vending machines, the timescale may be just about right, but if any institution has to do a more complex project to deliver this, alongside business as usual, it may be more appropriate to allow more time. I think we should be careful not to underestimate the size and complexity of some of the institutions involved, or the limited capacity in some others.

Happy to discuss early next week, if that would help.

Best wishes,

From: emma.4@gov.scot <emma.4@gov.scot>
Sent: Friday, November 10, 2017 10:26 AM
To: Dr. Weirwood
Cc: emma.4@gov.scot
Subject: RE: Access to free sanitary products - information request from universities

Good morning, Emma.

Just wondering when we might get comments back from you on the draft implementation plan for issuing to universities. The Cabinet Secretary will be writing to you today; we will get the corresponding letter from Cab Sec to university secretaries to you this afternoon/early next week so it can be issued to the sector on our behalf through your regular communication channels.

Thereafter, we want to issue the implementation template to the sector once we have an agreed version. Our view is very much that planning for delivery and establishing budgets need to be developed in tandem. So, can I check that we can push on with issuing the agreed template, even although it will be some time before we can confirm funding arrangements. (Colleges are absolutely comfortable with this; COSLA on the other hand have Board procedures to follow before we can engage formally with local authorities.)

Grateful for your views. Can I ask you, please to copy into emails on this going forward since I am on holiday next week.

Many thanks

Rosemary

011 222 2222

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG
Tel: 011 222 2222 | 011 222 2222

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From: [Rosemary Walsh](mailto:Rosemary.Walsh@universities-scotland.ac.uk) [[@universities-scotland.ac.uk](mailto:Rosemary.Walsh@universities-scotland.ac.uk)]
Sent: 06 November 2017 10:09
To: [Rosemary Walsh](mailto:Rosemary.Walsh@universities-scotland.ac.uk)
Cc: [Rosemary Walsh](mailto:Rosemary.Walsh@universities-scotland.ac.uk)
Subject: RE: Access to free sanitary products - information request from universities

Rosemary

Many thanks for this. I'm consulting with one or two people in the sector, including OU and UHI, to make sure I can give you a properly informed response. I'll do my best to get back to you tomorrow.

Best wishes,
R

011 222 2222

Universities Scotland
Holyrood Park House
106 Holyrood Road
EDINBURGH EH8 8AS
(direct dial)
(mobile)
(switchboard)
<http://www.universities-scotland.ac.uk/>

From: [Rosemary Walsh](mailto:Rosemary.Walsh@gov.scot) [[@gov.scot](mailto:Rosemary.Walsh@gov.scot)]
Sent: 05 November 2017 20:05
To: [Rosemary Walsh](mailto:Rosemary.Walsh@universities-scotland.ac.uk) [[@universities-scotland.ac.uk](mailto:Rosemary.Walsh@universities-scotland.ac.uk)]
Cc: [Rosemary Walsh](mailto:Rosemary.Walsh@gov.scot) [[@gov.scot](mailto:Rosemary.Walsh@gov.scot)]
Subject: Access to free sanitary products - information request from universities
Importance: High

Good evening,

As you know, we are planning to issue a request to all universities for various information which will help us understand their preferred approach to providing access to free sanitary products, and to gauge how prepared they are for delivery from August next year. You had previously asked for clarification on whether the commitment applied to students 'in' university, ie on the university estate; or to students 'of' university, ie throughout their university education. Our view is that the former constitutes SG's core offer; we have yet to get Ministers' views on this, but can I ask you to work on the basis of in being students 'in' university from the time being and we will clarify in due course. With that in mind, I would be grateful for your thoughts on how we deal with the Open University Scotland, and the University for the Highlands and Islands; advice from [this link](#) is that while these bodies do have physical buildings, these are generally not for learning & teaching purposes.

Can I ask you, please, to consider the attached draft template which, once finalised, will be sent to all university secretaries (through US's established communication channels, if you are agreeable to that), and to let me have your thoughts on whether the information we are asking for is right; anything missing; and whether the language is right. I am aiming to issue these by close on Wednesday so your thoughts, please, by close on Tuesday would be extremely helpful.

Very happy to discuss if helpful.

Kind regards

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG
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Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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140

From: khalid@clacks.gov.uk>
Sent: 21 November 2017 10:24
To:
Subject: RE: access to sanitary products-Clackmannanshire - follow up on costings

Hello Cilla,
Tomorrow will be great. My direct dial is probably best-07779 414141
Catch up soon

Khalid Ahmed
Education Development Service
Clackmannanshire Council
4th Floor
Kilncraigs
Alloa
FK10 1EB
khalid@clacks.gov.uk
khalid@glowmail.org.uk

From: Cilla@gov.scot>
To: khalid@clacks.gov.uk>
Date: 20/11/2017 15:24
Subject: RE: access to sanitary products-Clackmannanshire - follow up on costings

Hi Khalid,

No worries at all, I appreciate you getting back to me on this. A phone conversation would be great – I would be very interested in hearing about where you are with the process. In that case, I'll give you a call at 11am on Wednesday on your landline below (just let me know if earlier/ later/ a different number work better!)

Thanks again,
Cilla

From: Cilla@clacks.gov.uk
Sent: 20 November 2017 13:23
To: khalid@clacks.gov.uk
Subject: RE: access to sanitary products-Clackmannanshire - follow up on costings

Hello Khalid,
Many thanks for your email and my apologies for not getting back to you sooner.
A phone call would probably be easier as I can explain our context and chat about where we are currently with the process. (I am co-ordinating the approach as our Facilities Management Team and PPP Partners and Elected Members are also involved in the discussions and work around this).
I have time this Wednesday after 10.00am if that is suitable but could also get creative with my diary.
Kind regards

Education Development Service
Clackmannanshire Council
4th Floor
Kilncraigs
Alloa
FK10 1EB
Email: info@clacks.gov.uk
Website: www.clacks.gov.uk

01259 65426
01259 65427

From: info@clacks.gov.uk <info@clacks.gov.uk>
To: info@clacks.gov.uk <info@clacks.gov.uk>
Date: 06/11/2017 17:30
Subject: RE: access to sanitary products-Clackmannanshire - follow up on costings

Dear

I'm an analyst in the team working on the access to sanitary products commitment at the Scottish Government. You've provided us with some extremely helpful information on your estimates for providing sanitary products in Clackmannanshire – I was hoping you could help me clarify a few aspects of these. See below for the questions I'm looking for input on (which are just trying to make sure I have an accurate understanding of your calculations). If it would be easier, I'd be happy to give you a quick call to discuss instead. If so, would you have 10-15 mins this Wednesday?

You also mention in the briefing that, "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". If you could provide any other information on the source for this, that would be really helpful.

Many thanks,

Follow-up questions

- For secondary schools, you quote £780 for 4 vending machines – so would that be 1 machine per school for 2 of your schools, and 2 for the other? Is this price just for the installation of machines or does it include any maintenance/refilling etc?

- You quote £3988 for towels and £7200 for tampons for secondary schools over 10 months – am I right in thinking this is based on 1 pack per month for 10 months (e.g. for towels £99.70x10), x 4 machines? Are the product prices also from Falkirk washrooms? What assumptions did you use to decide how many products would be required?
- Have you identified any other potential costs for this provision e.g. filling/maintaining machines?

Clackmannanshire Council | Equality and Social Justice Analysis | Scottish Government
 0131 2411111 | ☒ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

From: [Education \(General\)](#)
Sent: 09 October 2017 16:39
To: [Sandra L. Lister](#)
Subject: FW: access to sanitary products-Clackmannanshire

Hey Sandra,

Forwarding to you as the attachment may be helpful with our calculations – Clackmannanshire have received quotes for costs of installing vending machines and providing products in both all its schools, and secondary schools only.

Cheers,
 Sandra

From: sandra.lister@clacks.gov.uk
Sent: 09 October 2017 16:20
To: [Education \(General\)](#)
Cc: sandra.lister@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
 Kate

-
-
- 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.

Education Development Service

Clackmannanshire Council
4th Floor
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Alloa
FK10 1EB
info@clacks.gov.uk
info@glowmail.org.uk

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[attachment

"sanitary products.docx" deleted by Kaye Hills/EDU/CLACKS]

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From: David.Hughes@cosla.gov.uk
Sent: 21 November 2017 10:30
To: info@cosla.gov.uk
Cc: info@cosla.gov.uk
Subject: Apologies - Meeting 29th November

Hi

is currently off sick and won't be able to attend the meeting on 29th November. I am chairing another meeting elsewhere and cannot be excused. Please accept our sincere apologies but, on this occasion, we will not be able to field anyone from COSLA.

Regards

COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House
19 Haymarket Yards
Edinburgh EH12 5BH
Tel: +44 (0)131 474 9200
Fax: +44 (0)131 474 9201
Email: info@cosla.gov.uk

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: 21 November 2017 11:48
To: [redacted]
Subject: RE: PfG Commitment - Access to Sanitary Products - follow up on your costings [OFFICIAL]

Dear [redacted]

Thank you again for your helpful response. I have one further follow up question that I would be really grateful if you could help me with – sorry to bother you again. On the £600 per annum vending machine rental, can you tell me how many tampons/towels are included in the monthly fill? This would be really useful in understanding the total number of products you get from Initial.

Many thanks,

[redacted], Tackling Poverty | Equality and Social Justice Analysis |
Scottish Government
☎ 0131 222 3400 | ✉ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

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

From: [redacted]@north-ayrshire.gov.uk
Sent: 08 November 2017 17:38
To: [redacted]
Subject: Fw: PfG Commitment - Access to Sanitary Products - follow up on your costings [OFFICIAL]

Dear [redacted]

I have been asked to further assist with your follow up questions below, but can only respond for the Local Authority serviced washrooms sorry, first 2 questions.

North Ayrshire Council Facilities Management were originally quoted by our current contracted supplier, Initial Washrooms, £600 per annum to rent each of the free vend dual vending machines. This service would include monthly service checks, repairs and a monthly fill of both towel and tampon products.

In reality, during August 2017 and the introduction of the f.o.c. sanitary product vending machines to the Secondary School female pupil washrooms, the sanitary product stock pretty much disappeared on the very first day from each of the 12 vending machines. There are 2 machines within each of the 6 Local Authority serviced schools. A contingency stock of towels and tampons plus a machine key is kept with each Janitor and the vending machines can be filled to ensure a sustained vending machine stock at all times. Female pupil demand has settled now and the machines are filled once/ twice per week by the Janitors, at no time is a machine left empty of sanitary product.

Follow-up questions

For secondary schools, you quote £600 per annum for each vending machine from Initial – can you tell me what this price includes? (E.g. installation, maintenance, refilling and all the products?) Answer: Installation, monthly service and any repairs as required plus a monthly fill of the towel and tampon stock.

You also quote £240 for a contingency stock – would it be possible to give a breakdown of what this includes? (e.g. how many packs? What is the cost per pack? How many towels/tampons per pack? Where are you obtaining the products from?) Answer: Contingency stock was ordered from Initial Washrooms to meet demand as above, but the demand has now settled. The sanitary stock is supplied by Initial at a cost of £240 excluding vat, but it is a variable product which I find bizarre. The £240 stock comprises 8 boxes of Kotex maxi towel (280 x single towel pack) and 8 boxes of Tampax mini (200 x twin pack). This is an adequate stock to ensure the machines remain stocked at all times, and our Initial Rep is also monitoring usage on our behalf. I will be able to accurately assess the monthly stock usage and additional cost by December 2017 but so far, annual rental is £600 pa plus £240 x 6 schools for stock which may possibly need replaced each quarter.

You also mention that within PPP schools the machines will be re-stocked by Mitie and they will then re-charge the cost back to the Council. Are they recharging for the cost of products or the time taken to restock or both? And do you have any indication of how much this is costing?

Finally, you said you have had a total of 18 vending machines installed (2 for each of your schools) – so you would be paying a total annual cost of £600 x 18, plus the contingency stock and Mitie recharging. Is this correct? Have you identified any other costs?

Kind Regards

Please note change of address and telephone number:

Facilities Management
North Ayrshire Council
Cunninghame House
IRVINE
KA12 8EE

Telephone: 01823 822222
----- Forwarded by "Commercial/North Ayrshire Council on
08/11/2017 16:45 -----

From: Facilities Management/Commercial/North Ayrshire Council
To: Facilities Management/Commercial/North Ayrshire Council@NAYRSHIRE
Date: 07/11/2017 15:39
Subject: Fw: PfG Commitment - Access to Sanitary Products - follow up on
your costings [OFFICIAL]

Hi can you assist with the questions below

Thanks

North Ayrshire Council
Physical Environment
Cunninghame House

Irvine
KA12 8EE

(pic06902.gif)
(pic14962.gif)

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Apse best Innovation and Demand Management 2016
Cost Sector Training and Apprentice Winners 2016
Laca Education Marketing Award 2016

----- Forwarded by [redacted] /Commercial/North Ayrshire Council on
07/11/2017 15:38 -----

From: [redacted] /EducationandYouthEmployment/North Ayrshire
Council

To: [redacted] /Commercial/North Ayrshire Council@NAYRSHIRE,
[redacted] /EducationandYouthEmployment/North Ayrshire
Council@NAYRSHIRE

Date: 07/11/2017 15:26

Subject: Fw: PfG Commitment - Access to Sanitary Products - follow up on
your costings [OFFICIAL]

Hi Ewan & Rachel

Can you help with the follow up questions below?

Regards

Shirley

Jackie Ling New

MAA Executive Director (Education and Youth Employment)

Education and Youth Employment
North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE
Tel: 01294 611111
Fax: 01294 611112
Email: [redacted]@north-ayrshire.gov.uk
Monday - Thursday 8.00am-5.15pm

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print this email? If you do, then ensure that you print it double sided and
black & white."

(Embedded image moved to file: pic00123.gif)

----- Forwarded by [redacted] /EducationandYouthEmployment/North
Ayrshire Council on 07/11/2017 15:25 -----

From: <[redacted]@gov.scot>

To: <[redacted]@north-ayrshire.gov.uk>

Date: 06/11/2017 17:14

Subject: RE: PfG Commitment - Access to Sanitary Products - follow up on
your costings

Dear [redacted],

I'm an analyst in the team working on the access to sanitary products
commitment at the Scottish Government. You've provided us with some

extremely helpful information on your costs for providing sanitary products in North Ayrshire – I was hoping you could help me clarify a few aspects of these. See below for the questions I'm looking for input on (which are just trying to make sure I have an accurate understanding of your costs). I would also be interested in whether you have any insight into take up of your provision/no of products provided so far. If it would be easier, I'd be happy to give you a quick call to discuss instead. If so, would you have 10-15 mins this Wednesday?

Many thanks,

Jane

Follow-up questions

- For secondary schools, you quote £600 per annum for each vending machine from Initial – can you tell me what this price includes? (E.g. installation, maintenance, refilling and all the products?)
- You also quote £240 for a contingency stock – would it be possible to give a breakdown of what this includes? (e.g. how many packs? What is the cost per pack? How many towels/tampons per pack? Where are you obtaining the products from?)
- You also mention that within PPP schools the machines will be re-stocked by Mitie and they will then re-charge the cost back to the Council. Are they recharging for the cost of products or the time taken to restock or both? And do you have any indication of how much this is costing?
- Finally, you said you have had a total of 18 vending machines installed (2 for each of your schools) – so you would be paying a total annual cost of £600 x 18, plus the contingency stock and Mitie recharging. Is this correct? Have you identified any other costs?

Dr Jane Tennant, Tackling Poverty | Equality and Social Justice Analysis | Scottish Government
1st Floor, * Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

From: Jane Tennant, Tackling Poverty | Equality and Social Justice Analysis | Scottish Government [mailto:jane.tennant@north-ayrshire.gov.uk]
Sent: 10 October 2017 16:03
To: Catherine G (Cunningham)
Cc: Jane Tennant [mailto:jane.tennant@cosla.gov.uk]
Subject: PfG Commitment - Access to Sanitary Products [OFFICIAL]

Hi Catherine

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

Jane

Dr Jane Tennant
Tackling Poverty | Equality and Social Justice Analysis | Scottish Government
(Education and Youth Employment)

Education and Youth Employment
North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE
Tel: 01294 322444
Fax: 01294 322440
jane.tennant@north-ayrshire.gov.uk
Monday - Thursday 8.00am-5.15pm

143

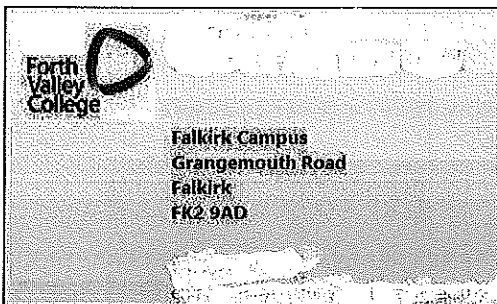
From: karen.richardson <karen.richardson@forthvalley.ac.uk>
Sent: 22 November 2017 11:43
To: C (Corriona)
Subject: RE: Access to sanitary products - follow up phone call?
Attachments:

Hello

Thank you for your email. A costing exercise has been undertaken and this is being presented to our senior management team for discussion early next week. I've therefore been asked to hold off sharing the findings until beyond this meeting.

I'll contact you again next week to provide an update. I hope this is helpful in the meantime.

Kind Regards



From: [redacted] <[redacted]@gov.scot [mailto:[redacted]@gov.scot]>
Sent: 13 November 2017 16:53
To: karen.richardson <karen.richardson@forthvalley.ac.uk>
Subject: Access to sanitary products - follow up phone call?

Dear Karen

I'm an analyst in the team working on the access to free sanitary products commitment at the Scottish Government. You've provided us, via Colleges Scotland, with some helpful information on the current status of access to free sanitary products at Forth Valley College. You mentioned that you were carrying out a cost exercise to ascertain the viability of providing these products for free. I wondered whether this had been completed and if you could share any of the findings? I would be really interested in finding out more about your thinking on this.

Many thanks,

Corriona

Corriona Richardson | Tackling Poverty | Equality and Social Justice

Analysis | Scottish Government

☎ 01246 311111, ✉ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

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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: David (David) (ED)
Sent: 22 November 2017 11:51
To: 'Mona Miller' <@collegesscotland.ac.uk>
Cc:
Subject: RE: Access to free sanitary products

Good morning,

I hope you are well.

I refer to email below and would be grateful if you could confirm your attendance on Wednesday 29th November at 4 pm – 4.45 pm at the Scottish Parliament.

Ms Constance is keen to provide an update on progress and looks forward to seeing you.

Kind regards,

From: David (David) (ED)
Sent: 03 November 2017 16:06
To: 'Mona Miller' <@collegesscotland.ac.uk>
Cc: 'Mona Miller' <@collegesscotland.ac.uk>
Subject: Access to free sanitary products

and I have previously discussed the Cabinet Secretary's wish to meet with you and other key national partners (COSLA, the SFC and Universities Scotland) to discuss the Scottish Government's commitment to providing access to free sanitary products for students in schools, colleges and universities. This agenda is moving apace and Ms Constance is keen to provide an update on progress; to explore with partners how the Scottish Government and the school, college and university sectors can work collaboratively to help ensure effective delivery of this commitment from the start of the new academic year next August, and to explain our broad approach.

I can now confirm that the meeting will be held from 4-4.45pm on Wednesday 29th November at the Scottish Parliament. I do hope you can attend.

Can I ask you, please, to confirm your attendance to David (copied above) as quickly as possible.

Look forward to seeing you

Kind regards

From: [redacted]
Sent: 22 November 2017 12:03
To: [redacted]
Cc: [redacted]
Subject: RE: Access to free sanitary products - average weeks in university year

Thanks, [redacted] - let me try SAAS (good suggestion, and I'll let you know just fyi.

Regards

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG
 Tel: 0141 276 1000 | Fax: 0141 276 1001

Creating A Fairer Scotland: What Matters to You?
 Fairer Scotland Action Plan – www.gov.scot/FairerScotland

From: [redacted] <[redacted]@universities-scotland.ac.uk>
Sent: 22 November 2017 10:05
To: [redacted]
Cc: [redacted] (no-reply)
Subject: RE: Access to free sanitary products - average weeks in university year

Hi

That's not something I'd know off the top of my head and not the sort thing we keep a record of. I'm going to a meeting tomorrow where I should be able to get a decent indicative answer through a quick straw poll of attendees, if that would suffice.

Otherwise, SAAS might be better placed to answer?

Best wishes,

[redacted]

From: [redacted] <[redacted]@gov.scot>
Sent: 21 November 2017 20:39
To: [redacted] <[redacted]@universities-scotland.ac.uk>
Cc: [redacted] <[redacted]@gov.scot>
Subject: Access to free sanitary products - average weeks in university year

Hi [redacted]

Grateful if you'd confirm the average number of weeks in a university academic year.

Many thanks

[redacted]

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150

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Fairer Scotland Action Plan – www.gov.scot/FairerScotland

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From: [redacted]@universities-scotland.ac.uk>
Sent: 22 November 2017 17:35
To: [redacted] (PDF)
Subject: RE: Biographical notes

Follow Up Flag: Follow up
Flag Status: Completed

Hi [redacted]

The following hopefully gives you enough to draw from. It is taken from <https://www.abertay.ac.uk/discover/the-university/governance-and-management/managementandstructure/> :

"As University Secretary, Sheena is responsible for corporate governance as Secretary to Court; and for the provision of legal and audit services and Registry functions. Sheena is currently the Convenor of the Universities Scotland Secretaries' Group, a non-executive director of APUC Ltd; and has recently been appointed to the board of the Highlands & Islands Students' Association.

Sheena has worked at the University since 1991, working in a number of central roles with a focus on quality assurance and then on corporate governance. She worked for the QAA episodically from 1995 to 2005 as a review co-ordinator on three institutional reviews in England and Scotland and a review of UK universities' overseas collaboration. She became Secretary to Court and Head of Secretariat in 2009 and University Secretary in 2012.

Sheena was an archaeologist at the Museum of London from 1987 to 1990 having previously studied archaeology at the University of Glasgow."

Best wishes,

[redacted]

From: [redacted]@gov.scot [redacted]
Sent: 22 November 2017 12:48
To: [redacted] [redacted]@universities-scotland.ac.uk>
Subject: Biographical notes

Hi [redacted]

I hope you are well.

I am leading the briefing for the meeting with Ms Constance on the 29th of November. We would be grateful if you could supply a brief bio for Sheena please?

It only needs to be a couple of paragraphs.

Thanks for your help,

[redacted]

Social Justice & Regeneration Division

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

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From: Shirley Laing (on behalf of Laing SG (Shirley))
Sent: 23 November 2017 11:11
To: j.h.murphy@cosla.gov.uk
Cc: Laing SG (Shirley); P. C. (on behalf of Laing SG (Shirley))
Subject: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Dear

As you know, the Cabinet Secretary is meeting senior representatives from the college and university sectors on 29th November to discuss the Programme for Government commitment to providing access to free sanitary products in schools etc., when she will take the opportunity to update on our policy intent, guiding principles, and proposed funding arrangements (subject, of course, to the Spending Review). As COSLA is unable to attend this meeting I, along with [redacted] who are leading on this work would very much like to meet with you to similarly discuss these matters in advance of the Access to Free Sanitary Products working group on 5th December and of course, your Board meeting on 8th December.

Unfortunately the only day we are free meet is Thursday 30th November - 12.30 onwards, we will be happy to come to your office or host, if easier. We hope that you agree a discussion would be valuable and we are able to find a convenient time that works for us all.

I look forward to seeing you.

Regards

Read the Fairer Scotland Action Plan here: www.gov.scot/FairerScotland
50 actions for a fairer Scotland

From: [redacted]@collegesscotland.ac.uk>
Sent: 23 November 2017 16:21
To: [redacted]
Subject: Re: Biographical notes

Sorry I missed your first email [redacted], I'll have one of my colleagues forward this to you.

Best,

Sent from my iPhone

On 23 Nov 2017, at 16:13, [redacted]@gov.scot" <[redacted]@gov.scot> wrote:

Good afternoon,

We are putting together the briefing pack for Ms Constance and would be grateful for a short Bio on [redacted] please.

We would appreciate this as soon as possible.

Kind regards,

From: [redacted]
Sent: 22 November 2017 12:46
To: [redacted]
Subject: Biographical notes

Hi [redacted]

I hope you are well.

I am leading the briefing for the meeting with Ms Constance on the 29th of November. We would be grateful if you could supply a brief bio for [redacted] please?

It only needs to be a couple of paragraphs.

Thanks for your help,

[redacted]

[redacted]
 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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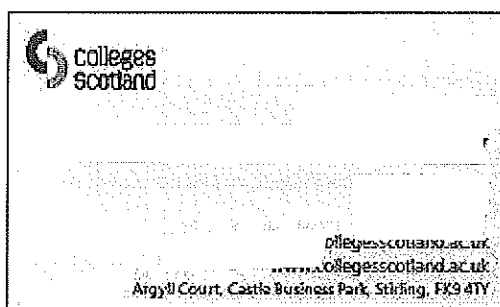
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From: @collegesscotland.ac.uk>
Sent: 23 November 2017 16:30
To:
Cc:
Subject: FW: Biographical notes
Attachments: s biography.docx

Dear

Please find attached a biography for:

Thanks,



Begin forwarded message:

From: <@gov.scot>
Date: 23 November 2017 at 16:12:55 GMT
To: @collegesscotland.ac.uk>
Subject: FW: Biographical notes

Good afternoon,

We are putting together the briefing pack for Ms Constance and would be grateful for a short Bio on ... a please.

We would appreciate this as soon as possible.

Kind regards,

From: (U)
Sent: 22 November 2017 12:46
To:
Subject: Biographical notes

Hi

I hope you are well.

I am leading the briefing for the meeting with Ms Constance on the 29th of November. We would be grateful if you could supply a brief bio for Shona please?

It only needs to be a couple of paragraphs.

Thanks for your help,

Social Justice & Regeneration Division
Scottish Government
6th Floor, 5 Atlantic Quay
150 Broomielaw
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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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Shona Struthers, Chief Executive, Colleges Scotland

Shona Struthers is Chief Executive of Colleges Scotland, the representative voice and membership organisation for the college sector. Shona took up the post on 18 August 2014, having acted as Interim Chief Executive since June 2014. She joined Colleges Scotland in November 2013 as Director of Policy and Public Affairs. Prior to that she ran her own education consultancy, during which time she planned and advised on the SRUC merger, advised City of Glasgow College on the financial and legal aspects of its three-college merger, and acted as Corporate Services Director to the Scottish Further Education Unit (SFEU). Prior to establishing her consultancy, Shona was Finance and Communications Director for Zeneca/ Avecia Ltd and became a Chartered Management Accountant during her seven years at Imperial Chemical Industries (ICI). Shona was a Forth Valley College board member for six years and chair of its finance committee. She has previously served on the boards of the SFEU (2005-2008) and Falkirk Women's Technology Centre (1995-2005). Currently, Shona is a board member of Strathcarron Hospice.

150

From:
Sent: 24 November 2017 09:31
To:
Subject: RE: Access to free sanitary products - consultation with young people

Hi

Please accept our apologies.

There is a working group meeting on Tuesday 5th of December at 10.30 am which we would like you to be a part of. Is there anything you can do to make it for that time? I appreciate this is short notice.

The meeting will be held at:

97 Haymarket Terrace,
Edinburgh,
EH12 5HD

Further details will follow in suit to correspond with the meeting.

Kind regards,

From:
Sent: 24 November 2017 09:09
To:
Subject: RE: Access to free sanitary products - consultation with young people

Hi

Hope that you are well?

I don't seem to have details of the working group meeting – can you send them onto me? Assuming its Tuesday 5th?

Unfortunately I won't be able to meet at 9.15am on the 5th. I normally work from home due to childcare so the earliest I could be in Edinburgh would be 10.15am. Depending on times of the working group, would that suit?

Many thanks

Digital And Smart-Tech Director

Working days | Monday, Wednesday, Friday

Edinburgh, EH12 5EZ



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From: @gov.scot]
Sent: 23 November 2017 17:20
To:
Subject: RE: Access to free sanitary products - consultation with young people

I hope you are well.

As per email below, I am hoping to arrange a quick chat with you before the Working group meeting on 5th December.

Would you be available to meet at 9.15 am before the Working Group meeting commences? We can meet at your office to make things easier?

Please let me know if that will be suitable.

Kind regards,

From:
Sent: 23 November 2017 16:51
To:
Cc:
Subject: Access to free sanitary products - consultation with young people

I'm sorry I've lost track of where we got to on fixing a meeting between you, _____ and I to discuss your approach to consulting young people on this issue. I have a tentative slot in my calendar for 13th December between 1-2pm, but I can't find an email trail that leads me to this date (yikes).

Grateful if you're able to shed any light on this.

Also, my colleague _____ (copied in) will be in touch with you very soon to see if it would be possible for you to meet with us (including my unit head, _____ and Deputy Director, Shirley Laing) – for a short discussion about this in advance of our Working Group meeting on 5th December. _____ will share a couple of options for timing and hopefully we'll be able to find something that works for us all.

Many thanks

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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: 24 November 2017 10:34
To:
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Hi ,

Thanks for your reply. We understand you are busy and appreciate you taking the time out of your day.

Could you confirm your availability for either the 28th or 29th of next week please? [redacted] will be through in Edinburgh on the 29th and is available in the morning if this is suitable. We are keen to talk with you before the working group meeting on the 5th of December.

Kind regards,

From: [redacted]@cosla.gov.uk]
Sent: 24 November 2017 10:13
To: [redacted]
Cc: [redacted]
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Hi

Today is the COSLA Leaders meeting and directly afterwards, I am accompanying [redacted] be to the first meeting of the Scottish Education Council with the DFM. This means that I will not have time to call you today.

I will pick this up next week.

Regards

From: [redacted]@gov.scot]
Sent: 24 November 2017 10:06
To: [redacted]@gov.scot; [redacted]@cosla.gov.uk>
Cc: [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team
Importance: High

Good morning, [redacted]

I've just realised I didn't leave my name along with the message I left on your ansaphone. I'd be grateful if you'd give me a quick call, please. I'm locked away in a pod at the moment, but if you phone [redacted] on [redacted] he will come drag me out.

Many thanks

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From:
Sent: 24 November 2017 09:47
To:
Cc: Laing SG (Shirley)
Subject: FW: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

et al

Note I cannot do 30th, thoughts on the following week as she suggests – let me know what dates/ times would suit.

Thank you.

Tel

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50 actions for a fairer Scotland*

From: [cosla.gov.uk]
Sent: 24 November 2017 09:42
To:
Cc: [redacted]
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Hi!

Thank you.

I am afraid that I am not available to meet on 30 November. I have other appointments in my diary.

I do think a meeting would be useful but there is no availability in my diary until the following week. Can you let me know of alternative dates that suit your colleagues and the team here will try to accommodate this as much as possible?

Regards

COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House
19 Haymarket Yards
Edinburgh EH12 5BH

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

From: [@gov.scot](mailto:info@gov.scot)
Sent: 23 November 2017 12:16
To: [@cosla.gov.uk](mailto:info@cosla.gov.uk); [sla.gov.uk](mailto:info@sla.gov.uk)
Cc: [@cosla.gov.uk](mailto:info@cosla.gov.uk)
Subject: FW: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Resending as per out of office.

*Read the Fairer Scotland Action Plan here: www.gov.scot/FairerScotland
50 actions for a fairer Scotland*

From: Shirley Laing SG (Shirley)
Sent: 23 November 2017 11:11
To: [@cosla.gov.uk](mailto:info@cosla.gov.uk)
Cc: Laing SG (Shirley); [@cosla.gov.uk](mailto:info@cosla.gov.uk)
Subject: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Dear

As you know, the Cabinet Secretary is meeting senior representatives from the college and university sectors on 29th November to discuss the Programme for Government commitment to providing access to free sanitary products in schools etc., when she will take the opportunity to update on our policy intent, guiding principles, and proposed funding arrangements (subject, of course, to the Spending Review). As COSLA is unable to attend this meeting I, along with who are leading on this work would very much like to meet with you to similarly discuss these matters in advance of the Access to Free Sanitary Products working group on 5th December and of course, your Board meeting on 8th December.

Unfortunately the only day we are free meet is Thursday 30th November - 12.30 onwards, we will be happy to come to your office or host, if easier. We hope that you agree a discussion would be valuable and we are able to find a convenient time that works for us all.

I look forward to seeing you.

Regards

Tel

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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: 24 November 2017 11:07
To:
Cc:
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Thanks, . Appreciate how busy your are. is trying to fix something up for us.

Have a good weekend

Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG

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Fairer Scotland Action Plan – www.gov.scot/FairerScotland

From: @cosla.gov.uk]
Sent: 24 November 2017 10:13
To:
Cc:
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Hi

Today is the COSLA Leaders meeting and directly afterwards, I am accompanying to the first meeting of the Scottish Education Council with the DFM. This means that I will not have time to call you today.

I will pick this up next week.

Regards

From: @gov.scot' .scot]
Sent: 24 November 2017 10:06
To: yv.scot; ! @cosla.gov.uk>
Cc: @gov.scot; @gov.scot
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team
Importance: High

Good morning,

I've just realised I didn't leave my name along with the message I left on your ansaphone. I'd be grateful if you'd give me a quick call, please. I'm locked away in a pod at the moment, but if you phone he will come drag me out.

Many thanks

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From: Broomielaw Unit (Nk)
Sent: 24 November 2017 09:47
To: Shirley Laing (Shirley.Laing@cosla.gov.uk); Shirley Laing (Shirley.Laing@cosla.gov.uk); Shirley Laing (Shirley.Laing@cosla.gov.uk)
Cc: Laing SG (Shirley)
Subject: FW: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

et al

Note Jo cannot do 30th, thoughts on the following week as she suggests – let me know what dates/ times would suit.

Thank you.

Best regards

Tel: 01461 547800

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From: Shirley Laing (Shirley.Laing@cosla.gov.uk)
Sent: 24 November 2017 09:42
To: Shirley Laing (Shirley.Laing@cosla.gov.uk); Shirley Laing (Shirley.Laing@cosla.gov.uk); Shirley Laing (Shirley.Laing@cosla.gov.uk)
Cc: Shirley Laing (Shirley.Laing@cosla.gov.uk)
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Hi

Thank you.

I am afraid that I am not available to meet on 30 November. I have other appointments in my diary.

I do think a meeting would be useful but there is no availability in my diary until the following week. Can you let me know of alternative dates that suit your colleagues and the team here will try to accommodate this as much as possible?

Regards

Shirley

Regards

Tel

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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: 24 November 2017 13:34
To: [redacted]
Subject: RE: Access to free sanitary products - consultation with young people

Hi [redacted]

Would you be available to speak with [redacted] at 11 am on Monday 27th? If so, could I take a contact number?

Thanks,

From: [redacted]
Sent: 24 November 2017 09:09
To: [redacted]
Subject: RE: Access to free sanitary products - consultation with young people

Hi [redacted]

Hope that you are well?

I don't seem to have details of the working group meeting – can you send them onto me? Assuming its Tuesday 5th?

Unfortunately I won't be able to meet at 9.15am on the 5th. I normally work from home due to childcare so the earliest I could be in Edinburgh would be 10.15am. Depending on times of the working group, would that suit?

Many thanks

[redacted]
Working days | Monday, Wednesday, Friday

[redacted]
[redacted]
[redacted] 5th Terrace, [redacted] EH12 5EZ



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From: [redacted]@gov.scot
Sent: 23 November 2017 17:20
To: [redacted]
Subject: RE: Access to free sanitary products - consultation with young people

I hope you are well.

As per [redacted] email below, I am hoping to arrange a quick chat with you before the Working group meeting on 5th December.

Would you be available to meet at 9.15 am before the Working Group meeting commences? We can meet at your office to make things easier?

Please let me know if that will be suitable.

Kind regards,

From: [redacted]
Sent: 23 November 2017 16:51
To: [redacted]
Cc: [redacted]
Subject: Access to free sanitary products - consultation with young people

I'm sorry I've lost track of where we got to on fixing a meeting between you, [redacted] and I to discuss your approach to consulting young people on this issue. I have a tentative slot in my calendar for 13th December between 1-2pm, but I can't find an email trail that leads me to this date (yikes).

Grateful if you're able to shed any light on this.

Also, my colleague [redacted] (copied in) will be in touch with you very soon to see if it would be possible for you to meet with us (including my [redacted] and Deputy Director, Shirley Laing) – for a short discussion about this in advance of our Working Group meeting on 5th December. [redacted] will share a couple of options for timing and hopefully we'll be able to find something that works for us all.

Many thanks

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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: 27 November 2017 13:16
To: 'collegesscotland.ac.uk@collegesscotland.ac.uk'
Cc: 'collegesscotland.ac.uk@collegesscotland.ac.uk'
Subject: Access to Sanitary Product Meeting - 29 November

Good afternoon,

Unfortunately due to competing business pressures, the Cabinet Secretary has requested we reschedule the above meeting.

We apologise for any inconvenience caused and will be back in touch with new dates in due course.

Kind regards,

Yours faithfully,

Yours sincerely,

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

Yours faithfully,

From:
Sent: 27 November 2017 13:20
To: '@universities-scotland.ac.uk'
Cc: '@abertay.ac.uk';
Subject: Access to Sanitary Products meeting - 29 November

Good afternoon,

Unfortunately due to competing business pressures, the Cabinet Secretary has requested we reschedule the above meeting.

We apologise for any inconvenience caused and will be back in touch with new dates in due course.

Kind regards,

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

From: [redacted]
Sent: 29 November 2017 15:45
To: [redacted]
Subject: RE: ACCESS TO SANITARY PRODUCTS WORKING GROUP MEETING - TUE 5 DEC

Hey [redacted]

Thanks for getting back to me. Hmm, that is odd – I'm sure I've received notification when you've accepted calendar requests from us previously. No matter, glad you can make it. We hope to issue papers tomorrow.

Cheers,

From: [redacted] <[redacted]@collegesscotland.ac.uk>
Sent: 28 November 2017 17:47
To: [redacted]
Cc: [redacted]
Subject: Re: ACCESS TO SANITARY PRODUCTS WORKING GROUP MEETING - TUE 5 DEC

Hiya [redacted] I have accepted and the invitation is in my diary, not sure what's going on!

See you next week,

Sent from my iPhone

On 28 Nov 2017, at 16:32, [redacted] <[redacted]@gov.scot> wrote:

Hey [redacted]

Hope all's well. We're trying to finalise attendees for our next ASP Working Group meeting a week today and I note you've not yet responded to the invite. Will you be able to make it along or field a substitute to cover your interests?

Cheers,

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

Tel: [redacted] | e-mail: [redacted]@gov.scot

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Dh'fhaodadh gun bi teachdaireachd san 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: Housing & Social Justice Directorate
Sent: 30 November 2017 15:51
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Sanitary Products Working Group

Thanks [redacted] I look forward to receiving those. I'd be grateful if you could copy in my colleague, [redacted] (Cc'd), when you do email those over.

[redacted]

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

[redacted]

Tel - 0141 244 5000 Email - [redacted]@gov.scot

From: [redacted]@universities-scotland.ac.uk]
Sent: 30 November 2017 15:33
To: [redacted]
Subject: RE: Access to Sanitary Products Working Group

Noted and passed on to

I'll probably be in a position very soon pass on a couple of examples of existing / previous projects in universities, for background. Should I simply email these to you?

Best wishes,

[redacted]

From: [redacted]@gov.scot
Sent: 30 November 2017 15:23
To: [redacted]@gov.scot; [redacted]@gov.scot;
 [redacted]@gov.scot; Shirley.Laing@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot;
 [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot;
 [redacted]@nus-scotland.org.uk; [redacted]@cosla.gov.uk; [redacted]@universities-
 c.uk>; [redacted]@collegesscotland.ac.uk; [redacted]@gov.scot;
 [redacted]@nrscotland.gov.uk; [redacted]@gov.scot; [redacted]@sfc.ac.uk; [redacted]
Subject: Access to Sanitary Products Working Group

Dear Colleagues

I am writing in relation to the planned meeting next Tuesday (5th Dec) of the Access to Sanitary Products Working Group.

Ministers and officials have been giving significant consideration to this policy and potential delivery methods. We very much appreciate your input to this process and the insights you have already been able to share.

We wish to ensure that we take appropriate time to take all of this into account in our thinking. Therefore at this time we feel that it would be best to postpone next week's meeting so that when we do meet we can make best use of your time, input and support.

We will be in touch in due course to identify a suitable date in the new year.

Many thanks

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

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From: [redacted]
Sent: 05 December 2017 18:53
To: [redacted]
Cc: [redacted]
Subject: RE: ASP update & return request

Dear

Many thanks for your feedback. I'm a social researcher in the Scottish Government leading on the evaluation of the pilot. As [redacted] highlighted, I think it's worth bearing in mind that this is a time-limited pilot so we are testing approaches and want to learn about issues such as those you raise around capacity/workload of school nurses; and also many of the time-consuming data collection elements are linked to the evaluation of the pilot (rather than the provision itself) so would not necessarily be required in a wider roll out.

I've been in touch with [redacted] at Aberdeen City Council, and through her the leads in the three schools, to start a dialogue on what further data collection, if any, would be possible in the schools. I am keen to make sure we get the information we need in a way that is appropriate for pupils and minimises the burden on those involved. I had realised I should have involved you in these discussions also so your email came at an opportune moment.

[redacted] and I discussed the possibility of undertaking some focus groups with pupils who have accessed products during the pilot to find out pupil experience during and views of the pilot and views on a future scheme. I'm looking for input from schools on whether this would be an appropriate way to gather information from pupils. 1 to 1 interviews or developing an online survey would also be options depending on views of whether pupils would comfortable speaking to researchers/discussing this subject in a group. I was also looking for views on gaining parental consent for pupils to be involved in focus groups or other data collection (from our research ethics point of view, opt-in parental consent is generally desirable). As I said to [redacted], I'm happy to be guided by what would work best for the schools. I would also be really keen to speak to the leads in each school about their experience of the pilot, in order to understand issues such as the resource required.

I would be keen to get your views on this, as well any thoughts you have on alternative models for delivering products to school pupils. As you rightly mention, our delivery approach should take account of dignity and preference. I wondered whether it would be easier to discuss this over the phone – I would be happy to call you at a convenient time.

Best regards,

[redacted] Equality and Social Justice Analysis | Scottish
Government
[redacted] ☒ 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: [redacted]
Sent: 04 December 2017 14:21
Subject: RE: ASP update & return request

159

From: [redacted]
Sent: 06 December 2017 17:14
To: [redacted]; Laing SG (Shirley); [redacted]
Cc: [redacted]
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Hi [redacted]

Thanks for getting back so quickly. I am travelling at that time but my Deputy Director, Shirley Laing, will give you a call.

Kind regards

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

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Fairer Scotland Action Plan – www.gov.scot/FairerScotland

From: [redacted] [mailto:[redacted]@cosla.gov.uk]
Sent: 06 December 2017 16:38
To: [redacted]; Laing SG (Shirley); [redacted]
Cc: [redacted]
Subject: re: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Hi [redacted]

[redacted] returns to work next week. She will pick up this work on her return.

The COSLA board papers went out on 1st December and were based on the papers discussed at the first meeting of the working group. We are inviting comments and asking for political steer/direction for officers going forward.

If you have a substantive change then happy to reflect that. I am available tomorrow between 9 and 9.30 only.

Regards

[redacted]

[redacted]
COSLA

[redacted]
[redacted]

From: Shirley Laing <shirley.laing@gov.scot>
Sent: Wednesday, December 6, 2017 4:32:24 PM
To: Shirley Laing <shirley.laing@gov.scot>; Shirley Laing <shirley.laing@gov.scot>
Cc: Shirley Laing <shirley.laing@gov.scot>; Shirley Laing <shirley.laing@gov.scot>
Subject: RE: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Hi Shirley

I have tried to contact you both by phone but you are unavailable. Am I right in thinking that you were planning on putting a paper to the COSLA Board this Friday on Access to Sanitary products? If that is the case can we speak tomorrow please as I am concerned your paper might be out of date.

Thanks

Shirley Laing | Social Justice & Regeneration Division | Scottish Government | 5th Floor | 5 Atlantic Quay | 150 Broomielaw | Glasgow G2 8LU |
Tel: 0141 244 2444

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Fairer Scotland Action Plan – www.gov.scot/FairerScotland

From: Shirley Laing <shirley.laing@cosla.gov.uk>
Sent: 06 December 2017 09:18
To: Shirley Laing <shirley.laing@cosla.gov.uk>; Shirley Laing <shirley.laing@cosla.gov.uk>
Cc: Laing SG (Shirley); Shirley Laing <shirley.laing@cosla.gov.uk>
Subject: Access to free sanitary products - meeting CoSLA/ Shirley Laing and team

Dear

As you know, officials in my Division have been working on the Programme for Government commitment to provide access to free sanitary products to girls and women in schools, colleges and universities. Both Ministers and officials have spent significant time thinking about how to deliver on this commitment and we postponed the meeting of the Working Group planned for 5th Dec to ensure that we take appropriate time to fully develop our thinking before bringing together stakeholders again to discuss this. However, we would welcome the opportunity to share some of our developing thinking with you in the meantime.

My diary is very busy in the next few weeks, but Shirley Laing, who are leading on this work (and are copied in) have more availability (and I will of course attend if my diary allows).

We will be happy to come to your office or host, if that's easier. We hope that you agree a discussion would be valuable and we are able to find a suitable convenient time. Can I ask you to get in touch with Shirley Laing directly to set this up.

Regards

Shirley Laing

Deputy Director, Social Justice & Regeneration Division

Tel: [REDACTED]

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Access to Sanitary Products Working Group.