

161

Shirley

The COSLA CYP Board met today.

For the item on Access to Free Sanitary Products, the views of elected members were:

- That the principles discussed by the Working Group at the initial meeting were correct
- That a one size fits all approach to delivery will not work e.g. rurality and island communities
- That we should, wherever possible, adopt a whole system approach and ensure that young people can access sanitary products out of school term time and the school week if necessary.
- That this policy is a new burden and must be fully funded
- That local authorities will only be able to deliver a fully funded policy
- That an e-card/young scot card option should be considered to remove further stigma

will pick up this work on her return next week.

Regards

COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House
19 Haymarket Yards
Edinburgh EH12 5BH
Tel. 0131 624 2000
Fax. 0131 624 2001
e-mail info@cosla.gov.uk

From: Shirley.Laing@gov.scot [mailto:Shirley.Laing@gov.scot]

Sent: 07 December 2017 10:24

To: cosla@cosla.gov.uk

Cc: Ewan@cosla.gov.uk; Ewan@cosla.gov.uk; Ewan@cosla.gov.uk; Ewan@cosla.gov.uk;
Ewan@cosla.gov.uk>

Subject: RE: Access to free sanitary products - summary of today's phone call

Many thanks for taking the time out of your meeting for our telephone call this morning. This gave me the opportunity to update you on our current position, notably that we wish to explore options with retailers to see if a national approach may prove beneficial in terms of value for money, in

advance of your Board meeting tomorrow. We are keen to maintain an on-going dialogue with you to ensure we work in partnership as this work evolves and develops.

You very helpfully set out some of the capacity issues you currently face. As a result we agreed that:

- My team would aim to keep email exchanges to a minimum and should you require any info/updates you would contact us.
- A face to face meeting would be valuable post the Budget statement but that this would also be dependent on return to work. Therefore would contact us on her return with a view to setting a meeting up; this may ultimately fall into early January.
- You will provide a short read out following tomorrow's Board meeting.

Look forward to hearing from you and in due course. Meantime don't hesitate to get in touch if we can assist in any way.

Best wishes,

Shirley

SHIRLEY LAING

Deputy Director
Social Justice & Regeneration Division
Housing & Social Justice Directorate
Scottish Government
Area 1-J (S)
Victoria Quay

Tel: 0131 244 5937

Blackberry: 07919 298 127

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

See our progress report here: <http://www.gov.scot/Publications/2017/11/7078>

From: On Behalf Of Laing SG (Shirley)
Sent: 06 December 2017 09:18
To: '@cosla.gov.uk'; '@cosla.gov.uk'
Cc: Laing SG (Shirley);
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 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 directly to set this up.

Regards

Shirley Laing
Deputy Director, Social Justice & Regeneration Division

Tel: [REDACTED]

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

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

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From: [redacted] <[redacted]@south-ayrshire.gov.uk>
Sent: 11 December 2017 13:32
To: [redacted]
Subject: Access to free sanitary products
Attachments: Access to Free Sanitary Productsreturn11 12 17.docx

Please find attached the response from South Ayrshire Council.

~~If you require further information please do not hesitate to contact me.~~

Regards

[redacted] <[redacted]@south-ayrshire.gov.uk> | Tel: [redacted]
| South Ayrshire Council | County Buildings | Wellington Square | Ayr | KA7 1DR | www.south-ayrshire.gov.uk

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Access to Free Sanitary Products

South Ayrshire Council

11 December 2017

South Ayrshire Council currently has:

8 Secondary Schools

41 Primary schools

2 Special Schools

Our current practice in relation to free sanitary products is that the majority of schools have small stocks of free sanitary products, provided as promotional /education material from a number of different companies. These are issued to children and young people who require them in a variety of ways including collection from the school office, medical room, class teacher or guidance teacher.

As the products are free no cost is incurred.

Proposal for August 2018

After consulting with a number of schools and some young people we propose the following:

The local authority will bulk by a range of sanitary products.

These will be delivered to schools. The quantity delivered will be based around children and young people who stay in SIMD 1 and 2 and/or Free Meal Entitlement and staff knowledge of family circumstances.

Schools will be asked to set up systems which will allow children and young people to collect sanitary products as required in a sensitive and confidential manner. They will also be allowed to take products for using at home in the evening/week-end.

Costs at this time can only be estimated. We have used costs incurred during the North Ayrshire Pilot as a guide.

£750 per secondary (average) = £6000

£50 per primary (average) = £2050

£100 per special =£200

TOTAL £8250

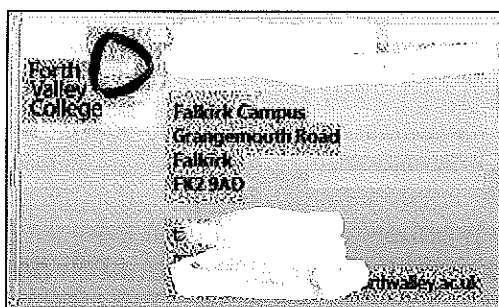
163

From: [redacted] <[redacted]@forthvalley.ac.uk>
Sent: 13 December 2017 15:08
To: [redacted]
Cc:
Subject: RE: Access to sanitary products - follow up phone call?

Hello

Apologies for the delay getting back to you. My colleague [redacted] is leading on this at Forth Valley College and would be happy to update you on our plans and progress.

contact details are:



Kind Regards

From: [redacted] <[redacted]@gov.scot>
Sent: 22 November 2017 14:04
To: [redacted] <[redacted]@forthvalley.ac.uk>
Subject: RE: Access to sanitary products - follow up phone call?

Hi

Thank you for getting back to me and for the update. It would be really useful to hear whatever you can tell me about your costings exercise and the outcomes of your discussion. I'll look forward to hearing from you next week (happy to receive info by email or have a phone conversation – whichever's easier!).

Best wishes,

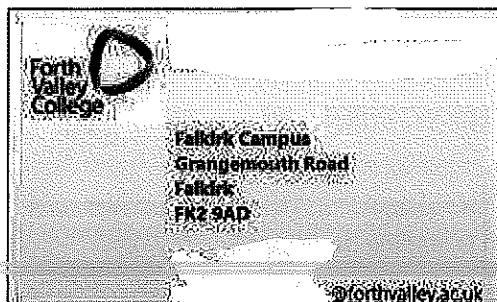
From: [redacted] <[redacted]@forthvalley.ac.uk>
Sent: 22 November 2017 11:43
To: [redacted]
Subject: RE: Access to sanitary products - follow up phone call?

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: @gov.scot
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>

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164

From:
Sent:
To:

18 December 2017 17:00

Lainq SG (Shirley);

baron@nus-scotland.org.uk;

Cc:
Subject:

Access to Sanitary Products Working Group

Dear Colleagues

Thank you for participating in the poll to decide the date of our next meeting.

Our next meeting date will be 31st of January 2018 at 10 am – 12 pm. The meeting will be held at

99 Haymarket Terrace
Edinburgh
EH12 5HD

Papers will be issued prior to our meeting.

Visitors are asked to sign in at reception. Tea and coffee will be provided on arrival.

Our secretariat would like to thank you for your input to the group so far and wishes you a happy Festive break.

Kind regards,

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

From: [redacted]
Sent: 19 December 2017 09:56
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Sanitary Products Working Group

Good morning,

Thank you for your email.

I'll be sure to add [redacted] to the mailing list for the next working group meeting.

Kind regards,

From: [redacted] @universities-scotland.ac.uk]
Sent: 19 December 2017 09:52
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Sanitary Products Working Group

Thanks for this. This is unfortunately a time that I can't manage, but Sheena Stewart, Secretary of Abertay University and the convener of our University Secretaries Group, has kindly agreed to represent the HE sector at this meeting.

Sheena is Cc'd here and I'd be grateful if you could add her to the mailing list for the working group.

I will stay in touch with what happens and I hope to be at any subsequent meetings of the group.

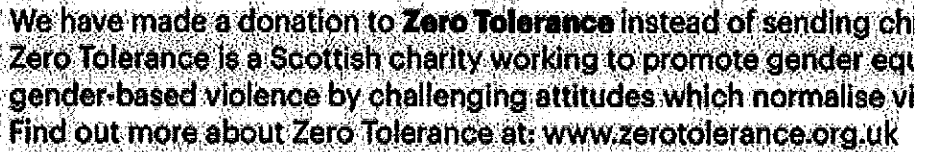
Best wishes,

[redacted]
[redacted] and [redacted]

Universities Scotland
Holyrood Park House
106 Holyrood Road
EDINBURGH EH8 8AS

[redacted] (direct dial)
[redacted] (mobile)
[redacted] (switchboard)

<http://www.universities-scotland.ac.uk/>



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Subject: Access to Sanitary Products Working Group
Location: 99 Haymarket Terrace.
Start: Wed 31/01/2018 10:00
End: Wed 31/01/2018 12:00
Recurrence: (none)
Meeting Status: Accepted

Organiser:

Required Attendees:

Laing SG (Shirley);

@nus-scotland.org.uk;

Sheena Stewart

Dear colleagues,

I am issuing a meeting request in relation to the next planned meeting of the Access to Sanitary Products Working Group. I would be grateful for your responses.

Kind regards,

167

From: Young Scot
Sent: 09 January 2018 10:15
To: 'Young Scot' <youngscot@universities-scotland.ac.uk>; 'Young Scot' <youngscot@nus-scotland.org.uk>; 'Young Scot' <youngscot@collegesscotland.ac.uk>
Cc: 'Young Scot' <youngscot@collegesscotland.ac.uk>
Subject: Survey on access to sanitary products for dissemination


Dear All,

I wanted to make you aware of a survey we've developed with <https://youngscot.org/access-to-sanitary-products/> asking students for views around accessing sanitary products. The survey asks students about their past experiences accessing products and how they want to access free sanitary products in the future. It is open to all students across Scotland, not just young people. There is also an online activity asking respondents to write an anonymous letter about their periods and experiences accessing sanitary products.

Both activities can be found here: <https://youngscot.org/access-to-sanitary-products/> (they can also be accessed via Young Scot Rewards). They will be open until the end of the month.

I would be grateful if you could disseminate these online activities to your members for promotion to their students. Just let me know if you have any questions or want any further information

Thank you and regards,

Government of Scotland | Social Justice & Regeneration Division | Scottish
Government
|  Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

MacLennan G (Graeme)

Subject: FW: Young people's views on accessing sanitary products - survey

From: [REDACTED]
Sent: 10 January 2018 11:44
To: [REDACTED]

Cc: [REDACTED]

Subject: Young people's views on accessing sanitary products - survey

Dear Directors,

I wanted to make you aware of a survey Young Scot have developed for us asking young people and students for their views on accessing sanitary products. This is part of the research and engagement activity that will help shape our commitment to provide access to free sanitary products in schools, colleges and universities in Scotland. The survey asks respondents about their past experiences accessing products and how they want to access free sanitary products in the future. There is also an online activity where respondents can write an anonymous letter about their periods and experiences accessing sanitary products.

Both activities can be found here: <https://youngscot.org/access-to-sanitary-products/> (they can also be accessed via Young Scot Rewards). They will be open until the end of the month.

I would be grateful if you could share these online activities with your schools. Young Scot are also disseminating the activities via their networks. Just let me know if you have any questions or want any further information

Thank you and regards,

[REDACTED] | Social Justice & Regeneration Division | Scottish
Government

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

From: [REDACTED]
Sent: 10 January 2018 12:29
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Young people's views on accessing sanitary products - survey

Dear [REDACTED]

Many thanks for your response and the helpful update on the work being undertaken in Glasgow. It's great to hear about the engagement the schools are doing with pupils and it would be really helpful if you could share your findings when they are available.

Best regards,

From: [REDACTED]@glasgow.gcsx.gov.uk]
Sent: 10 January 2018 12:12
To: [REDACTED]
Subject: RE: Young people's views on accessing sanitary products - survey

Thanks

We are working with four schools in Glasgow this term to explore how this could be delivered. I have asked the four schools to work with young women in the school to explore the different ways this can be done.

Deputes in the school are working with pupils and they have started with a survey. One of the questions is trying to find out the level of demand and whether they have experienced difficulties. They are also asking them whether periods have affected their attendance and what was the reason. We feel it is important to try to get that information in order to help us with planning. This should allow us to develop an approach which can be used across our secondary schools and places the engagement of young people at the centre. It should also give us an indication of the finance needed.

We'd be happy to share this work as it develops.

Education Services
 Glasgow City Council
 City Chambers
 40 John Street
 Glasgow
 G1 1JL
 Tel:

UK Council of the Year 2015

Malawi Leaders of Learning – Improving Education in Glasgow and Malawi www.facebook.com/MalawiLOL

From: [REDACTED]@gov.scot
Sent: 10 January 2018 11:44
To: [REDACTED]@aberdeencity.gov.uk; [REDACTED]@aberdeenshire.gov.uk; [REDACTED]@angus.gcsx.gov.uk;

s@argyll-bute.gov.uk; w@edinburgh.gov.uk; @clacks.gov.uk;
colin@argyll-bute.gov.uk; @dumgal.gov.uk; @dundeeecity.gov.uk; @east-ayrshire.gov.uk;
1@eastlothian.gov.uk; 1@eastlothian.gov.uk;
@eastrenfrewshire.gov.uk; @falkirk.gov.uk; @fife.gov.uk;
@glasgow.gov.uk; @highland.gov.uk; @inverclyde.gov.uk;
@midlothian.gov.uk; y@moray.gov.uk; @north-ayrshire.gov.uk;
@northlan.gov.uk; @orkney.gov.uk; @pkc.gov.uk; @renfrewshire.gcsx.gov.uk;
@renfrewshire.gcsx.gov.uk; @scotborders.gcsx.gov.uk;
@shetland.gov.uk; @stirling.gov.uk; @south-ayrshire.gov.uk;
@southlanarkshire.gov.uk; @west-dunbarton.gov.uk; @westlothian.gov.uk;
@cne-siar.gov.uk
Cc: @gov.scot; @angus.gcsx.gov.uk; @edinburgh.gov.uk;
y@clacks.gov.uk; @east-ayrshire.gov.uk; @eastdunbarton.gov.uk;
@highland.gov.uk; @inverclyde.gov.uk; @midlothian.gov.uk;
@north-ayrshire.gov.uk; @pkc.gov.uk; @scotborders.gov.uk; n@south-ayrshire.gov.uk;
@west-dunbarton.gov.uk; @cne-siar.gov.uk
Subject: Young people's views on accessing sanitary products - survey


Dear Directors,

I wanted to make you aware of a survey Young Scot have developed for us asking young people and students for their views on accessing sanitary products. This is part of the research and engagement activity that will help shape our commitment to provide access to free sanitary products in schools, colleges and universities in Scotland. The survey asks respondents about their past experiences accessing products and how they want to access free sanitary products in the future. There is also an online activity where respondents can write an anonymous letter about their periods and experiences accessing sanitary products.

Both activities can be found here: <https://youngscot.org/access-to-sanitary-products/> (they can also be accessed via Young Scot Rewards). They will be open until the end of the month.

I would be grateful if you could share these online activities with your schools. Young Scot are also disseminating the activities via their networks. Just let me know if you have any questions or want any further information

Thank you and regards,

 Social Justice & Regeneration Division | Scottish Government
 | Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

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From: @collegesscotland.ac.uk>
Sent: 17 January 2018 15:20
To:
Subject: RE: URGENT - access to free sanitary products for students in college

Hi , I hope you're well,

I had to cancel the meeting we were due to hold this morning due to the weather. I've sent out a doodle poll to all the college nominated leads and I think we're likely to reschedule for Wednesday 7 February from 10-12. Annoyingly this means we won't have met before our meeting, but I wanted to let you know in case you or anyone from your team wanted to come along. The likely venue is Perth College – I'll keep you posted as soon as I have confirmation.

Best,

From: @gov.scot [mailto:]
Sent: 15 January 2018 16:51
To: < @collegesscotland.ac.uk>
Subject: RE: URGENT - access to free sanitary products for students in college

Yep, absolutely no problem with that. –

From: [mailto:] @collegesscotland.ac.uk]
Sent: 15 January 2018 16:49
To:
Subject: RE: URGENT - access to free sanitary products for students in college

Thank you! Are you comfortable with me sharing this with college reps on Wednesday? This is very helpful, thank you.

Cheers,

From: @gov.scot []
Sent: 15 January 2018 16:26
To: @collegesscotland.ac.uk>
Subject: RE: URGENT - access to free sanitary products for students in college

Hey

Weekend was good, thanks, but it all goes too quickly – hope you had an enjoyable one too. Please find attached the template we've drafted to capture implementation plans. I don't envisage it will change too much before we formally issue it. Feedback from meeting attendees will be v welcome. Hope this is helpful.

Cheers,

Tel

From: [mailto: @collegesscotland.ac.uk]
Sent: 15 January 2018 15:59
To:
Subject: RE: URGENT - access to free sanitary products for students in college

Hi , hope you had a nice weekend,

I'm just prepping for my workshop on Wednesday and wanted to check if you'd had a chance to consider what information you'll be looking for from the colleges as they implement this commitment?

Cheers,

From: @gov.scot
Sent: 06 November 2017 11:01
To: @collegesscotland.ac.uk>
Cc: @gov.scot
Subject: FW: URGENT - access to free sanitary products for students in college
Importance: High

We are planning to write soon to college principals, encouraging them to start planning now – for delivery from the start of the new academic year next August (in line with the FM's recent announcement), and inviting them to complete the attach template, providing information that will help us gauge how ready the sector is, etc. Naturally, I am keen to keep this as light touch as possible.

You have kindly agreed to organise the issue of this on our behalf. We are aiming for it to be issued by close on Wednesday. In the meantime, grateful for your comments on the attached draft – the language, the information we are requesting, etc and let me know if you think it's reasonable/accessible, etc. (SFC's feedback was positive and I've taken on board the minor point they suggested.)

Can I ask you please, to respond to me by lunchtime on Tuesday 7th.

Many thanks,

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

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

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**PROGRAMME FOR GOVERNMENT COMMITMENT
PROVIDING ACCESS TO FREE SANITARY PRODUCTS TO STUDENTS IN SCHOOLS, COLLEGES AND
UNIVERSITIES
FROM THE START OF ACADEMIC YEAR 2018-19**

IMPLEMENTATION PLAN

Name of Council/College/University

Policy Lead

Operational Lead

Background

A Scottish Government-led Working Group has been established to oversee implementation of this commitment (comprising relevant policy leads, COSLA, the Scottish Funding Council, Colleges Scotland, Universities Scotland and the NUS). The proposal is to develop a delivery approach from August 2018 that is underpinned with the following core principles:

- Ease of access to products,
- A response that is reflective of students' views and experiences
- 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
- Ensuring best value for money
- Availability throughout the year regardless of whether it is term time or holidays
- Gender neutrality – Using gender neutral language and taking account of the roll out of gender neutral toilets.

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

Consideration	Response
POLICY	
1 What is your proposed policy and how will it meet the above principles? eg will the offer be available in secondary, primary, special schools; will access be provided in toilets? Please explain the rationale for your policy approach.	
2 Please indicate any local policy risks associated with delivering the Programme for Government commitment.	

**PROGRAMME FOR GOVERNMENT COMMITMENT
PROVIDING ACCESS TO FREE SANITARY PRODUCTS TO STUDENTS IN SCHOOLS, COLLEGES AND
UNIVERSITIES
FROM THE START OF ACADEMIC YEAR 2018-19**

OPERATIONAL		
3	Proposed delivery mechanism What is your planned mechanism for delivering this service including elements that will be common across sites and local flexibilities, eg dispensers, pick-up points, smart-card? What is the rationale for your preferred approach?	
4	Delivery timescales Outline the reach you expect to achieve from August 2018 (schools)/September 2018 (colleges and universities). If you will not achieve 100% delivery at this time, when will full coverage be achieved and on what basis will you phase implementation?	
5	Holiday provision What is your preferred option for provision outwith term-time? eg use of a local card, access via national distribution, local distribution points	
6	Resourcing Delivery costs, eg to provide a suitable dispensing infrastructure Product costs Staff costs Other	

**PROGRAMME FOR GOVERNMENT COMMITMENT
PROVIDING ACCESS TO FREE SANITARY PRODUCTS TO STUDENTS IN SCHOOLS, COLLEGES AND
UNIVERSITIES
FROM THE START OF ACADEMIC YEAR 2018-19**

7	Assumptions Outline the assumptions upon which the planned delivery model and provision is based. Eg, expected level of uptake, pupil product ratio.	
8	Risks Outline any local issues: circumstances, infrastructure, etc that may impact on local delivery, including any that may need Scottish Government support.	

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From: [redacted]
Sent: 17 January 2018 17:37
To: Laing SG (Shirley); Director for Housing and Social Justice; [redacted];
Cc: [redacted]; [redacted]; [redacted]
Subject: Access to Free sanitary products - Meeting with CoSLA

All

~~and I met with CoSLA this afternoon to discuss delivery of the PFC commitment. We~~
advised them that while Ministers favour a national delivery model this may be some years down the line and that local delivery would be the only way to deliver from August.

It was a very positive meeting, with CoSLA officials advising that their Board had welcomed the fact that SG was not limiting the offer to in-school hours in term-time and also that primary age girls were being included (pro-rata) in the funding calculations. They agreed that it was important for SG and CoSLA to work in partnership to make this work.

We agreed a way forward that aims to have greater clarity on delivery and budgets by the end of April. CoSLA are going to set up a meeting between officials and a couple of Directors of Finance/Heads of Service to talk about what might be a reasonable initial uptake figure to base funding on, recognising that uptake will increase as the offer becomes known and normalised. CoSLA's CYP Board meets on 13th April and we'd hope to gain endorsement from them for the approach, with the aim of putting a paper to the Settlement and Distribution Group when they meet around the end of April/start of May.

In discussion we made it clear that from our point of view it's vital to engage with, and communicate the guiding principles to, LAs so that they consider choice and dignity in their delivery and don't just go for what the market can currently offer easily (ie dispensers). CoSLA seemed comfortable with that.

We discussed the possible ways to deliver the out of school requirements – either local solutions or an interim national model. They felt that this may vary by LA as some may have very good partnerships with other agencies that would allow local delivery, but they are going to have some conversations and come back to us.

We agreed to share all information we can on both sides to facilitate moving this forward. I think as long as we can maintain a good relationship with officials over this we should be able to negotiate the hurdles that are inevitably going to arise.

| Social Justice Delivery Unit | Scottish Government
| Area 1J-South, Victoria Quay, Edinburgh, EH6 6QQ

Please note that I have a flexible working pattern with core days [redacted] and variable [redacted] and

172

From: [redacted]
Sent: 18 January 2018 13:25
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Thanks – if you were able to set that up that would be really helpful.

Thanks

[redacted] | Social Justice Delivery Unit

Please note that I have a flexible working pattern with core days [redacted] and variable [redacted] and

From: [redacted] [mailto:[redacted]]
Sent: 18 January 2018 13:20
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Hi,

Thanks for this. It would be great if we could manage a conference call, with both [redacted] and me involved.

I suspect we'll need a good few options if we're to find a time that works for everyone – probably a doodle poll is required. Shall I leave that to you – or I could set that up if you like?

Best wishes,

From: [redacted] [mailto:[redacted]]
Sent: 18 January 2018 10:36
To: [redacted]
Cc: [redacted]
Subject: Access to Free Sanitary products - Meeting/call in advance of Working Group

Hi

I joined the team in Social Justice late last year to lead on the work around Access to Free Sanitary products.

I am aware that you can't make the next meeting of the Working Group on the 31st and that [redacted] is attending in your place.

I wonder if you (or [redacted]) would have any time in advance of 31st either for a face-to-face meeting or a call so that I can update you on SG thinking around delivery of the PfG commitment? I've contacted [redacted] from Colleges Scotland with a similar request.

Thanks

| Social Justice Delivery Unit | Scottish Government
| | Area 1J-South, Victoria Quay, Edinburgh, EH6 6QQ

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Subject: FW: Access to Free Sanitary products - Meeting/call in advance of Working Group

From: [REDACTED]
Sent: 18 January 2018 17:05
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Ideal! I'll see you there.

Cheers,

From: [REDACTED]
Sent: 18 January 2018 16:39
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Thanks [REDACTED] – would 9.45 at Atlantic Quay suit? I can usually get there for 9.30 as I'm travelling from East Lothian so that would allow for any train delays.

[REDACTED] | Social Justice Delivery Unit

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

From: [REDACTED]
Sent: 18 January 2018 16:31
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Excellent – I'll confirm with you as soon as I know if Perth can host us. We picked there because it means the UHI partners can use VC facilities, but because Semester 2 will have started that week we might struggle to get a room.

I can do a meeting in Glasgow on Tuesday, if possible at either the start or the end of the working day as I'm usually based in Stirling. If that doesn't work for you, let me check my diary to see when I'm next in Edinburgh.

Best,

From: [REDACTED]
Sent: 18 January 2018 16:24

To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Thanks for getting back to me so quickly [REDACTED]

Yes I was aware of this week's meeting and thanks for the invitation to the rescheduled date – I'd definitely be able to come along to that as the opportunity to speak directly with colleges both to convey our thinking and hear their views would be hugely valuable.

I'm Edinburgh based but spend a day a fortnight in Glasgow and am due to be there next Tuesday. I'm not in the office on Fri/Mon but will be checking emails so can agree a date when your availability is clearer. I'd prefer to do it in person if possible but we can do a teleconference if availability dictates this.

Regards
[REDACTED]

[REDACTED] | Social Justice Delivery Unit
[REDACTED]

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

From: [REDACTED]
Sent: 18 January 2018 15:55
To: [REDACTED]
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Hi [REDACTED], Happy New Year and a (belated) welcome to your new role!

A meeting would be really helpful. [REDACTED] may have mentioned to you that I had arranged a meeting with college sector leads for the implementation of this policy for yesterday, but unfortunately due to the weather I had to postpone. It is likely that this meeting will now be on 7 February 2018 from 10am-12pm, and I'm hoping Perth College can facilitate us – if you or a colleague would like to attend, you would be most welcome.

I'm waiting for a meeting next week to be confirmed or not, can I come back to you tomorrow with some proposed dates/times? Are you based in Glasgow or in Edinburgh?

Best,
[REDACTED]

From: [REDACTED]
Sent: 18 January 2018 10:53
To: [REDACTED]
Subject: FW: Access to Free Sanitary products - Meeting/call in advance of Working Group

Hi [REDACTED]

I joined the team in Social Justice late last year to lead on the work around Access to Free Sanitary products.

I know that you've been in correspondence with [REDACTED] about the information we might need in order to understand Colleges' implementation plans, and also you'll have the Working Group meeting in your diary.

I wonder if you'd have any time in advance of 31st either for a face-to-face meeting or a call so that I can update you on SG thinking around delivery of the PfG commitment? I'll be contacting [REDACTED] from Universities Scotland to seek a similar meeting.

Thanks
[REDACTED]

[REDACTED] | Social Justice Delivery Unit | Scottish Government

[REDACTED] Area 1J-South, 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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Subject: FW: ASP - draft evaluation questionnaire for beneficiaries (community/third sector version)
Attachments: Access to Sanitary Products - CFINE pilot - Endpoint beneficiary questionnaire.docx

From: [REDACTED]
Sent: 22 January 2018 11:48
To: [REDACTED]

Cc: [REDACTED]

Subject: ASP - draft evaluation questionnaire for beneficiaries (community/third sector version)

Dear All,

Firstly, thank you to everyone who attended the partners' meeting on 12th Jan for a really helpful discussion. As agreed, please find attached a draft of the evaluation questionnaire we would like beneficiaries to complete. I would particularly welcome your thoughts on where questions are unclear/difficult to answer and how they might be improved.

Please note that this is the version for use by **community/third sector partners** – I will send online versions for the college/university and schools separately. I'll continue working on the wording of questions and layout of the questionnaire, as well as considering whether we can make it shorter. I've also drafted an online version so you can see how this would look:
<https://response.questback.com/scottishgovernment/1qevyy6qxn>.

I would be grateful if you could get back to me with any comments **by the end of this week (Fri 26th Jan)**. Just get in touch if you have any questions.

Many thanks,

[REDACTED]

[REDACTED] | Social Justice Delivery | Scottish Government
[REDACTED] | ☒ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

Access to Sanitary Products
End-point questionnaire - Community partners version

Introduction to questionnaire to be added.

1. During the pilot, how did you access sanitary products? (Please tick all that apply)

- ☐ Received a pre-paid card to purchase the products I wanted for myself
- ☐ Received cash to purchase the products I wanted for myself
- ☐ Received products directly from the organisation I signed up with

Comment [CR1]: Suggestions on how to phase this better welcome!

2. During the pilot, were you able to access an adequate supply of sanitary products? (Please tick one box)

- ☐ Yes
- ☐ No

3. During the pilot, were you able to access an adequate choice of products? (Please tick one box)

- ☐ Yes - I was able to choose my preferred product/s
- ☐ Partially - I was able to choose the type of product/s I wanted but not my preferred brand
- ☐ No - I was not able to choose the product/s I wanted

Let us know any comments you have about the choice of products available:

4. How important are the following features when choosing towels or tampons?

Absorbency of product

- ☐ Very important
- ☐ Moderately important
- ☐ Not important

Brand of product (e.g. supermarket own brand or branded products)

- ☐ Very important
- ☐ Moderately important
- ☐ Not important

5. Has taking part in the pilot had any impact on your life? (Please tick one box)

- ☐ Yes → Go to Question 6
- ☐ No → Go to Question 7

Comment [CR2]: include an "unsure/don't know" option?

6. In what area/s has the pilot had a positive impact? (Please tick all that apply)

- ☐ Better able to manage my menstruation
- ☐ Less worried about managing my menstruation
- ☐ Increased my ability to take part in day to day activities
- ☐ Improved my mental health and wellbeing
- ☐ Introduced me to other services
- ☐ Other, please specify:

If the pilot had any negative impact/s on your life, please use the box below to let us know

7. How comfortable or uncomfortable do you feel talking about sanitary products? (Please tick one box)

Comment [CR3]: Considering removing question 7 and 8.

- ☐ Very comfortable ☐ Quite comfortable ☐ Quite uncomfortable ☐ Very uncomfortable
- ☐ Prefer not to say

8. How comfortable or uncomfortable do you feel going to the shop to buy sanitary products? (Please tick one box)

- ☐ Very comfortable ☐ Quite comfortable ☐ Quite uncomfortable ☐ Very uncomfortable
- ☐ Prefer not to say

9. If a scheme to provide access to free sanitary products was introduced in the future, which of the below options would you prefer? (Please tick up to 3 boxes)

Comment [CR4]: We're still considering what response options to give e.g. just pick 1 preferred option or up to 2/3 or number in order or preference.

- ☐ Free products available from public toilets (e.g. community centres, libraries etc)
- ☐ Free products available from a designated person
- ☐ Collect free products from a designated location
- ☐ Receive a card I can use in shops to get free products
- ☐ Receive a voucher I can exchange in shops to get free products
- ☐ Order online through a secure system for delivery by post

Please tell us about why you would prefer that option:

10. Please use the box below to provide any other feedback on the pilot:

Thank you message to be added.

Subject: FW: Survey on access to sanitary products for dissemination

From: [REDACTED]
Sent: 22 January 2018 18:31
To: [REDACTED]
Subject: Survey on access to sanitary products for dissemination

Dear All,

I wanted to make you aware of a survey we've developed with Young Scot asking students for views around accessing sanitary products. This has been disseminated via Young Scot and Colleges Scotland, but I noticed that so far very few college students have completed it so thought I would forward directly where I have relevant contact details.

The survey asks students about their past experiences accessing products and how they want to access free sanitary products in the future. It's open to all students across Scotland, not just young people. There is also an online activity asking respondents to write an anonymous letter about their periods and experiences accessing sanitary products.


Both activities can be found here: <https://youngscot.org/access-to-sanitary-products/> (they can also be accessed via Young Scot Rewards). They will be open until the end of the month.

I would be grateful if you could highlight these online activities to your students. Just let me know if you have any questions or want any further information

Thank you and regards,

[REDACTED]

[REDACTED] | Social Justice & Regeneration Division | Scottish Government

[REDACTED] |  Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

()

Subject: FW: Survey on access to sanitary products for dissemination

From: [REDACTED]
Sent: 23 January 2018 08:18
To: [REDACTED]
Subject: RE: Survey on access to sanitary products for dissemination

Good morning

I have asked our marketing team and Students' Association to promote these activities via social media.

Regards

[REDACTED]

New College Lanarkshire

www.nclanarkshire.ac.uk
<http://facebook.com/NCLanarkshire>
<http://twitter.com/NCLanarkshire>

[REDACTED]

From: [REDACTED]
Sent: 22 January 2018 18:31
To: [REDACTED]
Subject: Survey on access to sanitary products for dissemination

Dear All,

I wanted to make you aware of a survey we've developed with Young Scot asking students for views around accessing sanitary products. This has been disseminated via Young Scot and Colleges Scotland, but I noticed that so far very few college students have completed it so thought I would forward directly where I have relevant contact details.

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I would be grateful if you could highlight these online activities to your students. Just let me know if you have any questions or want any further information

Thank you and regards,

[REDACTED]

[REDACTED] | Social Justice & Regeneration Division | Scottish Government
[REDACTED] | ✉ Area 1F (North), Victoria Quay, Edinburgh, EH6 6QQ

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Subject: FW: Access to Sanitary Products Working Group - Meeting Papers

From: [REDACTED]

Sent: 24 January 2018 17:24

To: [REDACTED]; Laing SG (Shirley); [REDACTED]

Subject: Access to Sanitary Products Working Group - Meeting Papers

Dear All,

Please find the attached papers for the Access to Sanitary Products Working Group meeting to be held on 31 January from 10 am – 12 noon at:

Fleming Room
Apex House
99 Haymarket Terrace
Edinburgh
EH12 5HD

Please ask for [REDACTED] upon arrival at Apex House.

Spare copies will be provided.



ASPWG -

31-01-18 - Agen...



ASPWG -

31-01-18 - Paper...



ASPWG -

31-01-18 - Paper...



ASPWG -

31-01-18 - Paper...



ASPWG -

31-01-18 - Paper...



ASPWG -

31-01-18 - Paper...

Regards,

[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]

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

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

SECOND MEETING

31 January 2018 - 10am-12 noon

Scottish Enterprise (Fleming Room), 99 Haymarket Terrace, Edinburgh, EH12 5HD

AGENDA

1. Welcome / Introductions

2. Minutes of Last Meeting (12 October 2017)

3. Guiding Principles (Paper 1)

4. Engagement with young people through Young Scot (Paper 2)

5. Funding model (Paper 3)

6. Delivery and next steps (Paper 4)

7. Update on Aberdeen Pilot (Paper 5; for information only)

8. AOB

9. Date of next meeting

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

Guiding Principles

Background

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

Guiding Principles

The delivery model should be based on:

- **Protecting students' dignity**, avoiding anxiety, embarrassment and stigma
- Making a range of products and different qualities available, giving students **choice** about the products they want to use
- A response that is **reflective of students' views and experiences**
- An efficient and dignified approach which demonstrates **value for money**
- An offer for all eligible students **throughout the year** to include both **term time and holidays**
- Ensuring sanitary products are easily accessible to **meet individual needs**
- Individuals being able to get sufficient products to **meet their needs**
- **Gender equality**, ensuring anyone who menstruates can access products, including transgender men and non-binary individuals, and that language is gender neutral. The roll out of gender neutral toilets should also be taken account of.
- **Awareness raising and education** to both promote the 'offer' and change cultural norms

Proposed Delivery approach

- Twin track approach with initial local models leading to opportunities through collaborative approaches to inform and develop longer term national models
- Funding in the first instance based on population and an amount per student per year
- Adopt a common evaluation framework to gather key data and information to inform on-going policy and delivery and refine costs
- Explore opportunities for wider benefits, e.g. through contracting

Eligibility

- Students in SG-funded secondary schools, in secondary years in independent schools, and at colleges and universities. Provision should also be made for primary schools, with girls of primary age included in the funding calculations on a pro-rata basis (10% of 11 year olds, and 30% of 12 year olds)

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

Engagement activity with young people and students

1. Aims

Young Scot are undertaking engagement activity with young people and students to inform the delivery of the commitment and ensure the guiding principles are in line with the views of those the policy will impact on.

This engagement aims to provide further information on the following main topics:

- what issues or circumstances can make accessing sanitary products difficult for young people and what impact lack of access to products has;
- how young people feel about discussing menstruation;
- how young people feel about receiving free sanitary products and what way/s of accessing products young people think would work best for them.

2. Methods

Young Scot are undertaking three different engagement activities to allow us to explore these topics:

- A short online survey to be carried out between December 22nd and end January.
- A “Dear... Letter” – this method involves asking young people to write an anonymous letter to share their experiences and perceptions of a topic. Also to be carried out online between December 22nd and end January.
- Two focus group discussions with small groups of young people at school, and at college and university. These discussions will be held in February to allow us to explore findings emerging from the survey and letter in more detail.

3. Survey Questions cover the following issues:

- How comfortable respondents feel talking about or going to buy sanitary products
- Whether respondents have experienced difficulty accessing sanitary products, and the reasons for this
- The consequences arising from difficulty accessing sanitary products (e.g. having to use an alternative, missing school/college/university, feeling worried)
- Which delivery option respondents would prefer (e.g. free products in toilets or available from staff, a voucher or card to use in shops)

4. The “Dear periods” letter gave respondents prompts on the following topics:

- What words do you use to talk about periods/sanitary products?
- Your own positive and negative experiences of starting and managing your periods.

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

- Your perceptions/opinions about accessing free sanitary products for free – how would you like to access products?
- Your relationship with your periods.

Members are asked to note the ongoing engagement activities and that SG will share the responses from their areas with Local Authorities when this is received from Young Scot. A summary report will also be published.

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

PfG Commitment from August 2018 – Funding model

1. Eligible Population for Funding

1.1. Schools

The available data suggest that, very roughly, the average age of menarche is a little over 12; around 5-10% of girls will have started menstruating by age 11, around 20-30% will have started menstruating by age 12 and the majority (80-90%) will have started by age 14. Given the average age for menarche, a focus on secondary schools would target the vast majority of pupils who will be menstruating. However the working group indicated at its first meeting that there should be scope for partners to implement initiatives in primary schools.

Ministers have agreed therefore that the eligible population for the basis of calculating funding should include female pupils in state secondary schools, female pupils in the secondary years (aged 12 and over) in independent schools, and a pro-rata figure for girls aged 11 and 12 in primary schools. The pro-rata figure will be based on estimated numbers of 11 and 12 year old girls menstruating (around 10% for 11 year olds and 30% for 12 year olds), to ensure that they are appropriately represented in funding calculations and included in provision on a local basis.

1.2. Colleges and Universities

It is proposed that the eligible population for the basis of calculating funding for colleges and universities should include all female students at Scottish colleges and universities.

1.3. Estimated overall population

Institution	Population group ¹	N (nearest 500)
School	Female secondary school pupils in SG funded schools	139,500
	Female secondary-age (12 and over) pupils in independent schools ²	10,000
	11 and 12 year olds in primary school pro rata based on the average numbers likely to be menstruating	6000
College	Female students (headcount)	118,000
HEIs	All female students (enrolments)	136,500
Total	Secondary school, pro-rata 11 and 12 year olds + independent + college + all university enrolments	410,000

¹ Pupil numbers are taken from the Pupil Census. Independent pupil numbers are supplied by Education Scotland based on the population at September 2016. Student numbers are from SFC and HESA data (further discussions are required to establish the best figures on which to base the college and university populations). All are based on the 2015/16 academic year.

² Using data on female pupils born in 2004 or earlier in independent schools as a proxy for secondary years

We seek agreement that the Group are content with the eligible population as set out above

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

2. Per person costing by usage and unit cost

It is proposed that funding be awarded on the basis of the eligible population as set out above and based on an amount per student per academic year and estimates of uptake. The table below illustrates some different levels of product usages, and annual cost based on a range of retail unit prices.

Usage level	Usage	Products per year	Retail price (low - high)		
			5p	8p	10p
Lower	4 products per day x 4 days x 13 periods	208	£10.40	£16.64	£20.80
Moderate	5 products per day x 5 days x 13 periods	325	£16.25	£26.00	£32.50
Moderate-high	6 products per day x 5 days x 13 periods	360	£18.00	£28.80	£36.00
High	6 products per day x 6 days x 13 periods	468	£23.40	£37.44	£46.80

It should be noted that as the above are retail costs products could also be procured directly at a lower cost, however more expensive options are also available. For instance we understand that some Local Authorities are paying up to 70p per product when procuring dispensers. We are concerned that this option does not currently represent value for money or sufficient choice.

Taking account of the figures in the table above, **SG estimate a reasonable figure for full take up being 300 products per year**, made up of:

- an average of 4-5 products per day
- a 5 day period (periods last on average 3 to 8 days) = 23 products per period
- 13 periods per year = 300 products

Based on average term time in schools, colleges and universities of 38 weeks, this would equate, on average, to:

- 10 menstrual cycles (~230 products) during term time and
- 3 menstrual cycles (~70 products) outwith term time

In coming to an agreed unit price the following will be noted:

- The unit price will include an element for administration/delivery costs
- The unit cost for a procured solution may be lower than retail costs
- The local delivery approach will impact on the actual coverage possible through the local budget – eg if the approach is delivery via procured dispensers at a rate of 70p per product, reach will be lower

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

Members are invited to note the basis on which SG are considering unit cost and discuss

3. Take-up rates

It is expected that, at least in the 2018-19 academic year, uptake may be low due to this being a new policy and the time required for the culture change to lessen the stigma around accessing products in this way. For the purposes of budget modelling it would be helpful to agree working assumptions on expected average uptake, accepting that in 2019-20 and onwards uptake would be expected to increase. It may be that some individuals access a very high proportion of their requirements through this provision, while others access it more sparingly.

It is clear that uptake may vary by institution and also by local authority level, and particularly for the latter we may wish to apply a variable element based on deprivation indicators.

Members are invited to discuss the best way forward to agree anticipated uptake figures on which to base funding for 2018-19 and future years

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

PfG Commitment from August 2018 - Delivery

1. Local delivery approach from August

To meet the August 2018 commitment local delivery options will be required. SG wishes to work with relevant partners to ensure these meet the Guiding principles – in particular quality, choice and value for money.

~~This approach will allow further testing of demand and uptake, which in turn will~~ inform any future national system. It should be noted that some localised provision of products is expected to continue to be a feature of delivery on an ongoing basis, as provision should be made for situations where an individual is 'caught out' and requires products urgently.

2. Role of National Procurement organisations

While it is welcomed that some organisations have taken the initiative and started to plan for delivery, for at least some these plans are being driven by what the market can offer, and there are concerns that making commitments to contracts for vending machines will not deliver on the guiding principles.

SG officials have met with colleagues from Scotland Excel to discuss the potential for alternatives to the existing procurement solutions that are available to Local Authorities and plan to meet with APUC (Advanced Procurement for Universities and Colleges) to have similar discussions. It is hoped that new National Frameworks can be developed to offer suitable alternatives to dispensing machines that meet the guiding principles, and that these can be in place in a timescale that allows delivery in the first term of the 2018-19 academic year.

The most appropriate routes for provision outwith term-time will also need to be carefully considered. This may vary across the sectors and while it may involve working with local partners ***SG also wish to explore the interest in national arrangements to provide out of hours/non term-time coverage*** (which may also provide term-time requirements if partners wish to go down that route). At this early stage of exploration it is anticipated this would be a national voucher or online ordering system. Over time these arrangements could convert to, or inform, a wider national system.

The Group is invited to discuss:

- ***The value / benefits of national framework approach***
- ***Interim arrangements if this cannot be in place by August***
- ***Preferred options for delivery during weekends and holidays***

3. Long term delivery approach

Ministers have indicated that they are keen to explore the feasibility of a national delivery model which may potentially involve the use of a payment or entitlement

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

card. Any such national delivery model must provide value for money, dignity and choice.

Initial indications from engagement with the retail sector identify that this may take 2-3 years to put in place due to complexities and scale and SG is continuing to explore this with relevant organisations, including the Improvement Service. We also intend to utilise the intelligence and experience gained from implementing new national frameworks to inform future plans.

Members views on this approach are welcome

4. Engagement

Local partners have differing levels of awareness of the policy and SG recognise the need to promote the guiding principles with local authorities, colleges and universities. Discussions with some members of the group have identified upcoming opportunities for this including a meeting of those leading within individual colleges on this policy and a meeting with local authorities being arranged by Scotland Excel.

We also propose issuing a written briefing to local partners via national partners which communicates the guiding principles, planned engagement activities and expected outputs and the potential for alternative delivery routes to be made available via Frameworks.

Members are invited to agree that this is a suitable way forward for engagement and to suggest any further opportunities for engagement with delivery organisations.

5. Next steps

ASAP	Briefing note issued for sharing with local partners
February 2018	Joint meeting with Scotland Excel and Local Authority leads to discuss Framework approach ¹
TBA	Meeting with APUC to discuss procurement of solution for colleges and universities ¹
February 2018	Meeting with policy leads from Colleges (will include discussion on uptake assumptions)
Date TBC	Meeting with CoSLA and local authority leads to discuss uptake assumptions
TBA	Engagement with University policy leads (to include discussion on uptake assumptions)
Feb/March 2018	Output from Young Scot engagement shared with partners
April/May 2018	Local partners to provide delivery updates
April/May 2018	Evaluation of Aberdeen Pilot
May 2018	Agree budgets for 2018-19

¹ We will explore the scope for Scotland Excel and APUC to collaborate on approach

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

Aberdeen Pilot - Update

1. Background

The Scottish Government is funding a six month pilot (September 2017 to February 2018) in Aberdeen to explore options for providing access to free sanitary products for people from low income households and for students at school, college and university in ways that provide choice and respect dignity. The pilot aims are to:

- I. Test different approaches to providing dignified access to free sanitary products
- II. Provide indicative information on volume, type and quality of products required in the different settings, and costs
- III. Provide indicative information on the circumstances people are in that mean they cannot access sanitary products or have anxiety about being unable to access products, the impacts of lack of access to products and how people cope without the products they need.
- IV. Assess the impact of providing access to free sanitary products on beneficiaries.
- V. Assess the wider impact of providing access to free sanitary products on the organisations involved.

The pilot is being run by Community Food Initiatives North East (CFINE) and is providing access to a range of different types of sanitary products using established relationships with local partners through the FareShare surplus food network. It was initially rolled out with 5 community/third sector partner organisations and in 7 regeneration areas. Then in Robert Gordon's University (RGU), North East College Scotland (NESCol) and 3 secondary schools.

The pilot is being evaluated by a research team in Communities Analysis Division, with support from two experienced independent advisors. More information about the evaluation aims and methods can be found in the [Evaluation Plan](#).

2. Uptake of the pilot offer

For the purpose of the pilot, participants are asked to 'sign up' to participate (rather than e.g. take products anonymously from an allocated location). This is to enable data to be collected about uptake and participants.

- As of **9th January**, around **700** beneficiaries have signed up to take part in the pilot: around 150 via CFINE, 340 via the other community/third sector partners, 45 at RGU, 90 at NESCol and 75 at the three schools.
- Partners initially offered products, then were given the option of offering a pre-paid card in December. Initial data suggest the pre-paid card option has proved popular where it has been offered (at this stage this data relates to low income women only). Additionally, to date more beneficiaries have opted for towels than tampons.

3. Arrangements and progress in each organisation

3.1. Community/third sector partners

Delivery started between August and September 2017. Methods for advertising the pilot, signing up beneficiaries and distributing products vary depending on how the organisation works with clients. Promotion of the pilot has included: posters; social media; mentioning the pilot to clients when they come in/use the service; promoting the pilot to groups within the organisation; and word of mouth.

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

In most community partners, sign up takes place in a private room and products are picked up from the same location. Other examples include: a worker taking products out with them on a visit to a family; products being included in a food parcel that is being collected; automatically distributing the same products as each beneficiary received initially.

3.2. NESCoI

The Students' Association are leading on the pilot and delivery started in mid-September 2017. The SA advertise through all student email, social media, posters in toilets, and at their own notice board and desk. Students sign up at the SA's reception and collect the products they require at a designated pick-up point within the SA's central hub. They have a schedule of drop in sessions for signing up and collecting products.

3.3. RGU

The Students' Union are delivering provision. Delivery started in mid-September 2017. RGU promoted the pilot at Freshers Fair and via the SU's social media channels and in the SU. Students can sign up at the SU reception and access products from a designated collection area.

3.4. Schools

Three secondary schools are taking part in the pilot: two of the schools are in regeneration areas and one is not, to allow a comparison to be made. School assemblies are being used to promote the offer and further promotion is through Guidance staff and PSE classes. Delivery is a shared duty between Guidance staff and school nurses. One school is also making products available in the school toilets in baskets. A primary school has been added to the pilot more recently.

4. **Early findings from the evaluation**

- Most partners were aware of the issue of inadequate access to sanitary products and many organisations were already providing products in an ad hoc manner.
- It is clear that partner staff are very supportive of the initiative, but there are difficulties around prioritising the pilot within already very busy workloads.
- A key challenge has been raising awareness of the pilot. It is likely that the process for taking part in the pilot is having an impact on the number of beneficiaries – people are generally required to talk to someone and formally sign up.
- Several partners have reflected that there is some difficulty in broaching the topic of sanitary products as menstruation is still considered awkward to discuss. This has been observed to be particularly the case for younger people. Other feedback from partners on why some people may not be signing up includes: being on a type of contraception where they do not get periods or considering themselves financially able to pay for products.

5. **Next steps in the evaluation**

During the final stages of the evaluation, partners will continue recording information on sign up and products/cash/cards provided. Short interviews will be completed with a sample of partners to get their views on how the central coordination and delivery model worked, experiences discussing the issue with beneficiaries, what went well and challenges. Beneficiaries will be asked to complete another short questionnaire on their views of the pilot and a future scheme. Qualitative interviews or focus groups will be conducted with a sample of beneficiaries to explore their feelings about, and experiences of, accessing sanitary products and the pilot in more detail.

Subject: FW: Access to Free Sanitary products - Meeting/call in advance of Working Group

From: [REDACTED]
Sent: 24 January 2018 10:00
To: [REDACTED]
Cc: [REDACTED]; ExecutiveOffice
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Thanks [REDACTED]

I've completed it. Unfortunately I'm on leave tomorrow so that one's not possible for me.

BW, [REDACTED]

[REDACTED] | Social Justice Delivery Unit
[REDACTED]

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

From: [REDACTED]
Sent: 24 January 2018 09:43
To: [REDACTED]; [REDACTED]
Cc: [REDACTED]; ExecutiveOffice
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

[REDACTED]

I've put some options in a doodle poll. Sorry that I didn't manage to do this until now. It would be brilliant if you could fill this in today, as one of the options is tomorrow.

The doodle poll is here: <https://doodle.com/poll/mv4xhdwysptgu27y>

Hopefully we can still find an opportunity to speak before the working group meeting. If need be, we could look at individual calls, but the conference call would obviously be more efficient.

Best wishes,
[REDACTED]

From: [REDACTED]
Sent: 18 January 2018 13:25
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Thanks [REDACTED] – if you were able to set that up that would be really helpful.

Thanks

[REDACTED]
[REDACTED] | Social Justice Delivery Unit
[REDACTED]

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

From: [REDACTED]
Sent: 18 January 2018 13:20
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Hi, [REDACTED]

Thanks for this. It would be great if we could manage a conference call, with both [REDACTED] and me involved.

I suspect we'll need a good few options if we're to find a time that works for everyone – probably a doodle poll is required. Shall I leave that to you – or I could set that up if you like?

Best wishes,
[REDACTED]

From: [REDACTED]
Sent: 18 January 2018 10:36
To: [REDACTED]
Cc: [REDACTED]
Subject: Access to Free Sanitary products - Meeting/call in advance of Working Group

Hi [REDACTED]

I joined the team in Social Justice late last year to lead on the work around Access to Free Sanitary products.

I am aware that you can't make the next meeting of the Working Group on the 31st and that [REDACTED] is attending in your place.

I wonder if you (or [REDACTED]) would have any time in advance of 31st either for a face-to-face meeting or a call so that I can update you on SG thinking around delivery of the PfG commitment? I've contacted [REDACTED] from Colleges Scotland with a similar request.

Thanks
[REDACTED]

[REDACTED] | Social Justice Delivery Unit | Scottish Government
[REDACTED] | Area 1J-South, Victoria Quay, Edinburgh, EH6 6QQ

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

Subject: FW: Access to Free Sanitary products - Meeting/call in advance of Working Group

From: [REDACTED]
Sent: 24 January 2018 10:30
To: [REDACTED]
Cc: [REDACTED]; ExecutiveOffice
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

That's fine with me [REDACTED].

From: [REDACTED]
Sent: 24 January 2018 10:27
To: [REDACTED]
Cc: [REDACTED]; ExecutiveOffice
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Thanks [REDACTED] – that's great.

If it's ok can we use our teleconference number which is Freephone as I'll be dialling in from home

Telephone number - 0800 376 7983

Dial In Code - 2611 421 601

Thanks
[REDACTED]

[REDACTED] | Social Justice Delivery Unit

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

From: [REDACTED]
Sent: 24 January 2018 10:21
To: [REDACTED]
Cc: [REDACTED]; ExecutiveOffice@abertay.ac.uk
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

[REDACTED]

Thanks, both, for the superfast responses. This to confirm our conference call for 12:30-1pm on Monday (29th). If it's fine by both of you, we can use the following dial-in details below.

- At the agreed time, all attendees dial: **0844 4 73 73 73**
- Enter this PIN: **670703**
- When prompted, enter the information requested by the automated voice

Please note the following:

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2. If using a mobile phone, the quality of the connection will dictate the sound quality of the conference.
3. If using hands-free on a landline connection, participants will hear everything, so please be aware of background noise and distractions.
4. Calls from landline numbers are charged at a standard rate to an 0844 number.
5. Each attendee pays for their call themselves at a rate of between 4.5 and 12.5 pence per minute, plus VAT (depending on their call tariff), e.g. £2.50 to £7.50 for a one hour meeting (UK calls only, international is available, but at a different rate).

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From: [REDACTED]
Sent: 24 January 2018 10:36
To: [REDACTED]
Cc: [REDACTED]; ExecutiveOffice@abertay.ac.uk
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Yes, that's great. Thanks.

From: [REDACTED]
Sent: 24 January 2018 10:27
To: [REDACTED]
Cc: [REDACTED]; ExecutiveOffice@abertay.ac.uk
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

Thanks [REDACTED] – that's great.

If it's ok can we use our teleconference number which is Freephone as I'll be dialling in from home

Telephone number - 0800 376 7983
Dial In Code - 2611 421 601

Thanks
[REDACTED]

[REDACTED] | Social Justice Delivery Unit
[REDACTED]

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

From: [REDACTED]
Sent: 24 January 2018 10:21
To: [REDACTED]
Cc: [REDACTED]; ExecutiveOffice@abertay.ac.uk
Subject: RE: Access to Free Sanitary products - Meeting/call in advance of Working Group

[REDACTED]

Thanks, both, for the superfast responses. This to confirm our conference call for 12:30-1pm on Monday (29th). If it's fine by both of you, we can use the following dial-in details below.

[REDACTED]

-
- At the agreed time, all attendees dial: **0844 4 73 73 73**

- Enter this PIN: **670703**
- When prompted, enter the information requested by the automated voice

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5. ~~Each attendee pays for their call themselves at a rate of between 4.5 and 12.5 pence per minute, plus VAT~~ (depending on their call tariff), e.g. £2.50 to £7.50 for a one hour meeting (UK calls only, international is available, but at a different rate).

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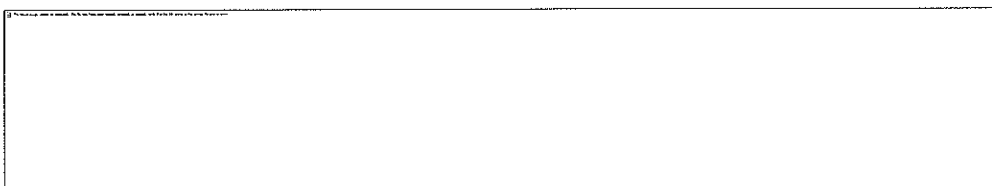
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Subject: FW: Survey on access to sanitary products for dissemination

From: [REDACTED]
Sent: 25 January 2018 12:34
To: [REDACTED]
Cc: [REDACTED]
Subject: Survey on access to sanitary products for dissemination

Dear [REDACTED]
 Thank you so much for your recent email in regard to the current survey on accessing sanitary products. South Lanarkshire College would be delighted to share this survey with our student body and we've taken steps to disseminate the information via our Curriculum Managers. Hopefully, you should receive some feedback shortly.
 Kind regards
 [REDACTED]

[REDACTED]
 [REDACTED]
 South Lanarkshire College
 College Way
 East Kilbride
 SOUTH LANARKSHIRE
 G75 0NE
 Direct Dial: [REDACTED]
 Email: [REDACTED]



1	2	3	4
5	6	7	8

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

We're delighted to be awarded the Charter of Rights in recognition of Our LGBT equality

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Subject: FW: Period Poverty - [OFFICIAL]

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

From: [REDACTED]
Sent: 25 January 2018 13:11
To: [REDACTED]
Cc: [REDACTED]

Subject: Period Poverty - [OFFICIAL]

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

DATA LABEL: OFFICIAL

Hi [REDACTED]

It was good to speak to you yesterday, as I explained we are very excited about our partnership with Hey Girls but we are just at the very early stages of our pilot/trial across West Lothian Schools.

The order for the first delivery of products has just been placed and is still to arrive in schools. Our media release states that the pilot will start in March 2018, although we expected delivery of the product next week. The reason for the March start is to give our secondary schools the time to consult with their Pupil Councils in relation to where/how the supplies will be best accessed etc.

I hope that this information is useful.

Kind Regards

[REDACTED]

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

From: [REDACTED]
Sent: 04 January 2018 13:48
To: Education All Secondary HTs
Cc: Education All Business Managers; [REDACTED]
Subject: Period Poverty - [OFFICIAL]

DATA LABEL: OFFICIAL

Dear Colleagues

Happy New Year, I hope you have had a lovely Christmas and New Year.

Further to Nicola Sturgeon, First Ministers announcement in September 2017 in relation to tackling period poverty. The Council's Administration requested that Education Services to

introduce a 'pilot' in schools prior to Scottish Government funding being available from August 2018.

I have attached a copy of the committee report agreed at the Education Executive on 28 November 2017 to provide funding for the pilot, which will be aimed in the first instance at secondary schools.

Although the report refers to the 'installation of a vending machine to provide free sanitary products', this will now NOT be required as the Council have identified a social enterprise - 'Hey Girls' who will provide the products and publicity leaflets/posters to secondary schools at a minimal cost (but with no vending. 'Hey Girls' also provide free information/awareness sessions should schools wish to use this service.

~~The initial stock of products will be ordered centrally and delivered to each school direct from the supplier (by end January 2018). Thereafter, schools will be able to re-order as required (chargeable to a central cost centre).~~

Therefore, I would be grateful if you could determine, following consultation with your Pupil Council where the stock of products will be held within your school for pupils to access when stock is provided.

Kind Regards



West Lothian Council - Data Labels:

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171128 Period
Poverty.doc



Supply Process
West Lothian Co...



HG - Costings.xlsx



**West Lothian
Council**

EDUCATION EXECUTIVE

TACKLING PERIOD POVERTY

REPORT BY HEAD OF EDUCATION (LEARNING, POLICY AND RESOURCES)

A. PURPOSE OF REPORT

To inform the Education Executive of the proposed pilot to tackle period poverty in schools across West Lothian and to seek approval by Education Executive.

B. RECOMMENDATION

It is recommended that the Education Executive approve the proposed pilot to tackle period poverty in schools across West Lothian

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Education (Scotland) Act 1980 Children (Scotland) Act 1995 Community Empowerment (Scotland) Act 2015 No environmental, health or risk issues have been identified. An equality relevance assessment has been considered but not required.
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	None
V Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed.
VI Resources - (Financial, Staffing and Property)	Pilot to be funded in 2017/18 - £16,000 from Education Services revenue budget.

VII Consideration at PDSP

Considered at Education PDSP on 31 October 2017.

VIII Other consultations

D. TERMS OF REPORT

D1 Introduction

It is now widely recognised that 'period poverty' is a growing issue whereby girls and women across Scotland are struggling to afford sanitary products and are using unsuitable items instead. There is evidence to suggest that across the country some young people are even avoiding school during their monthly cycle to avoid any potential embarrassment.

Following an audit of provision, it has been established that although the majority of West Lothian schools do currently provide free sanitary products to pupils the provision is not consistent. It was identified that schools generally hold supplies of sanitary products for pupils who ask for them in the school office, pupil support and/or guidance office.

Sanitary products are provided by schools using their devolved budget in emergency situations as required. However, pupils are not charged for the sanitary products provided.

D2 Proposal

Research has been undertaken with other local authorities such as North Lanarkshire Council and North Ayrshire Council who have recently introduced initiatives to tackle 'period poverty' across secondary schools. Both have advised of the positive reception from schools, but as both have only recently been introduced it is too early to draw evidence based conclusions.

Within West Lothian, it is proposed that a pilot scheme is established to provide free sanitary product dispensing machines within the 11 secondary schools, with funding for a stock of sanitary products at primary and additional support needs schools in 2017/18.

It is proposed that a budget of £16,000 be allocated to the pilot project. The budget allocation will provide funds to install a vending machine providing free sanitary products within each of the eleven secondary schools. The location of the vending machines in each secondary school will be determined following consultation with the Pupil Council at the school. This will provide an opportunity to young people to express their views in relation to this very personal issue.

A stock of free sanitary products will be provided to primary and additional support needs schools based on pupil roll to be provided to pupils on request.

The uptake and effectiveness of the pilot will be monitored over the term of the pilot, which will also provide an opportunity to continue research and consultation with other local authorities, the third sector and other groups.

E. CONCLUSION

The proposal to introduce a pilot to provide free sanitary products across West Lothian schools will support the Council's commitment to tackle poverty in communities and build a better future for our young people.

F. BACKGROUND REFERENCES

None

Appendices/Attachments: None

Contact Person: [REDACTED]

Email: [REDACTED] Telephone: [REDACTED]

[REDACTED]

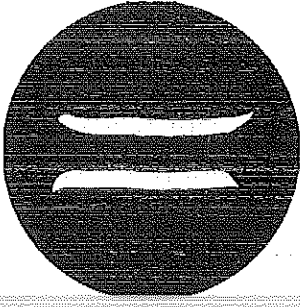
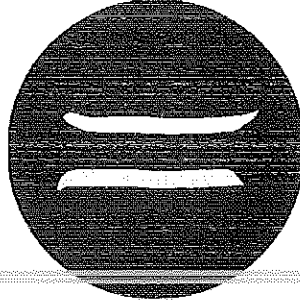
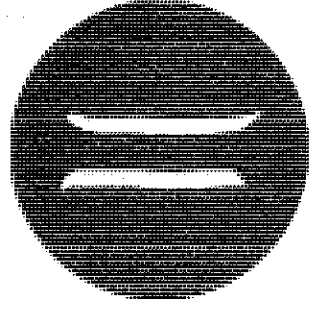
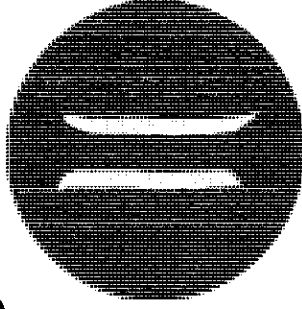
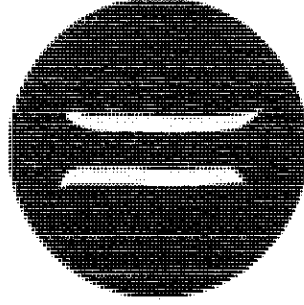
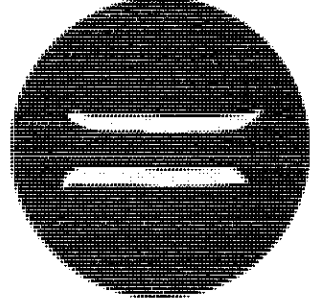
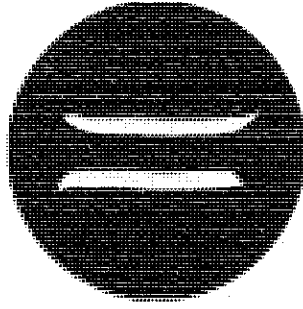
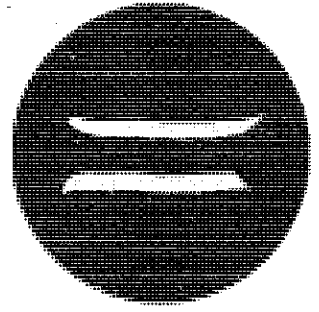
Date of meeting: 28 November 2017



BUY ONE GIVE ONE SANITARY PADS

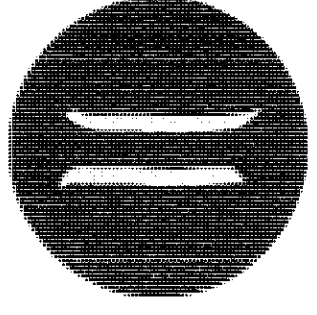
WHAT DO WE DO

- Buy One Products
- Give One Products
- Educational Workshops
- Online Forum

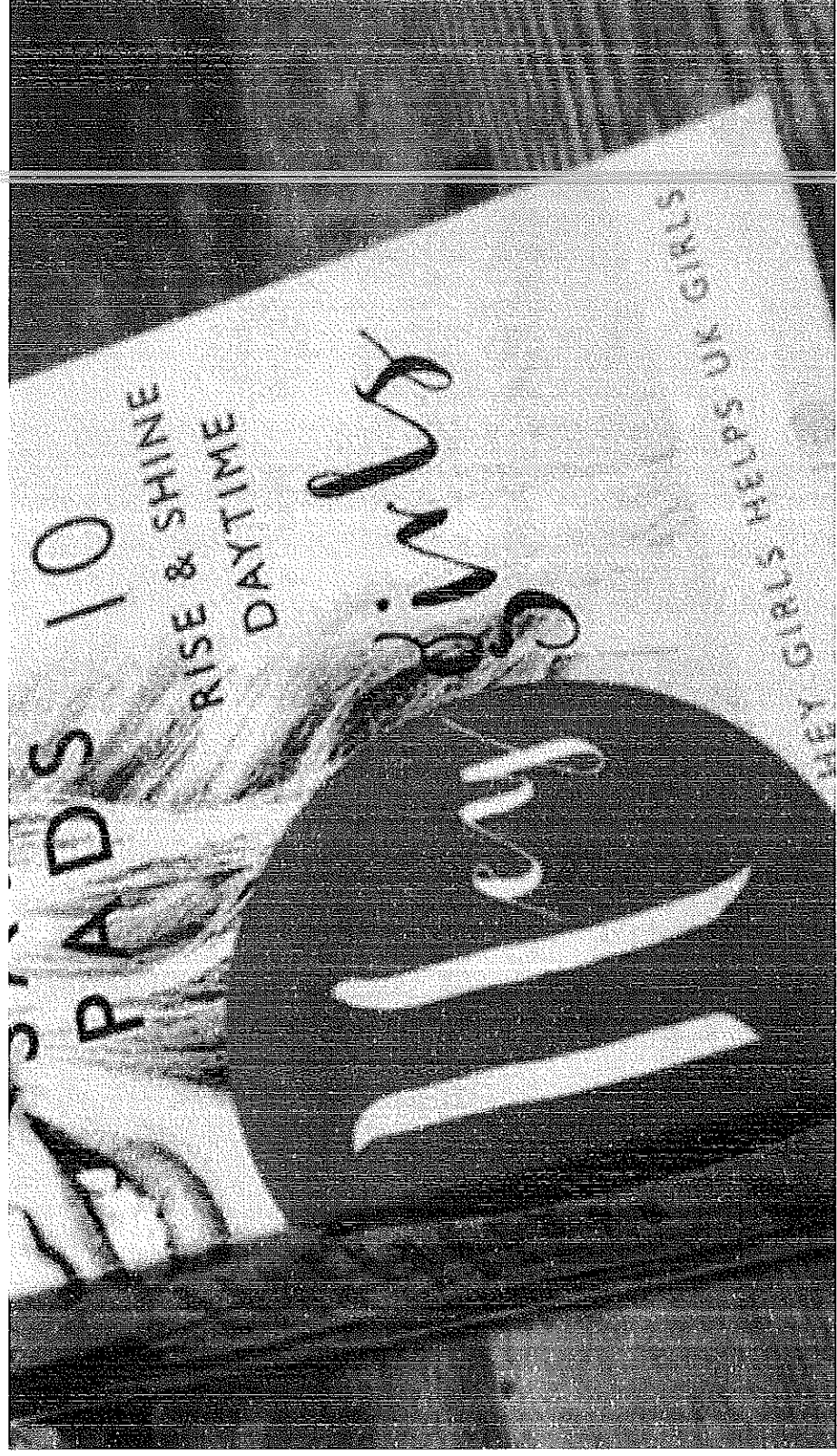


WEST LOTHIAN COUNCIL HEY GIRLS PARTNERSHIP

- Supply of Hey Girls Daytime Sanitary Pads – 75 cartons at wholesale price
- Supply of Hey Girls Daytime Sanitary Pads – 75 cartons free of charge donations

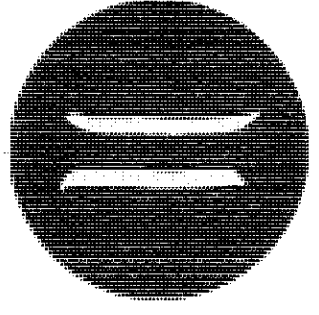


DAYTIME PADS



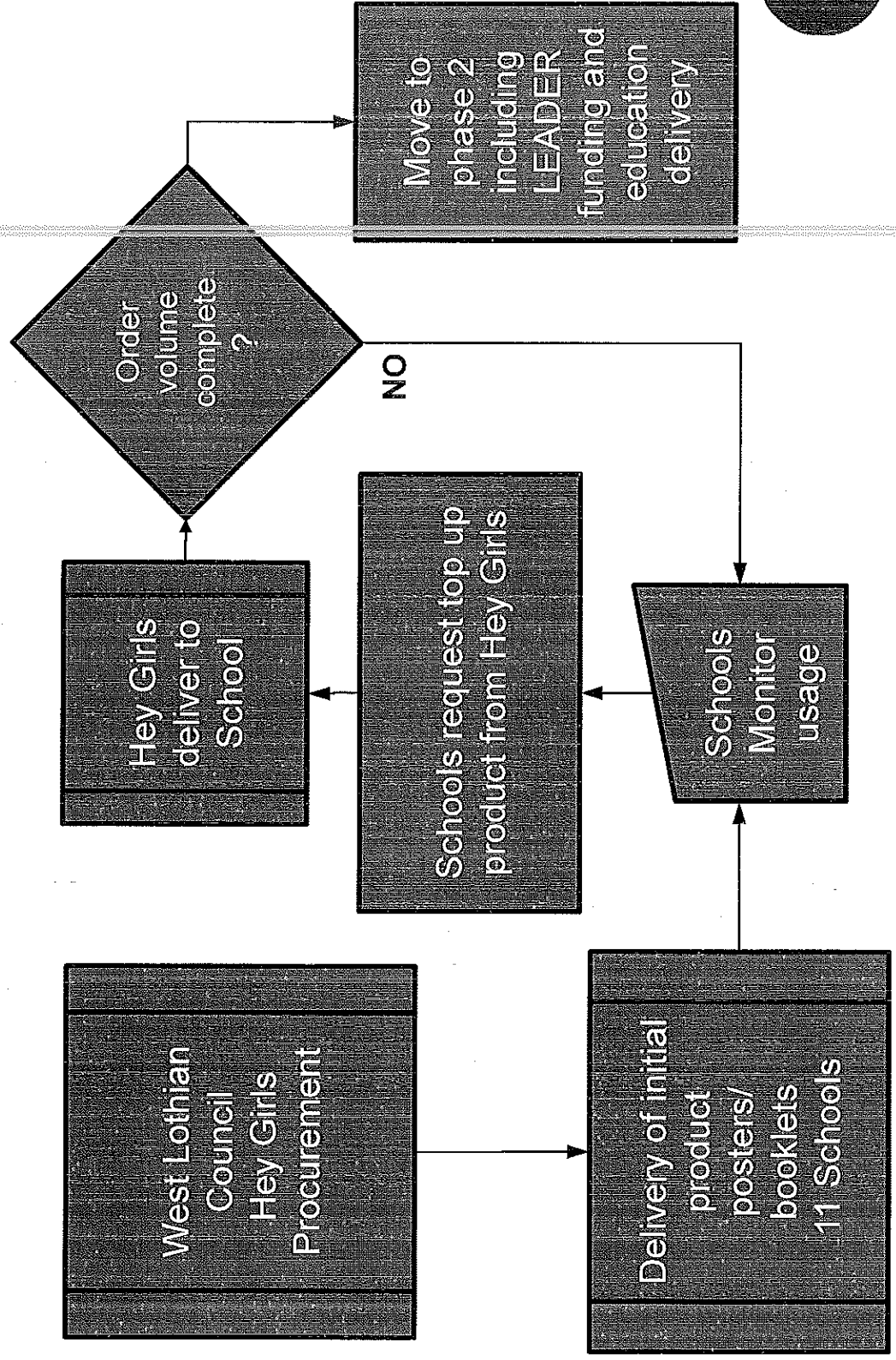
REQUIREMENT PHASE 1

- Hold of stock at Larbert fulfilment depot
- Delivery of a number of cartons of product to each identified West Lothian school
- Ongoing delivery to schools on demand during January to April up to a total of 150 cartons of product.
- Evaluation of process and school product drawdown
- Move to phase 2 supported via LEADER funding with education delivery

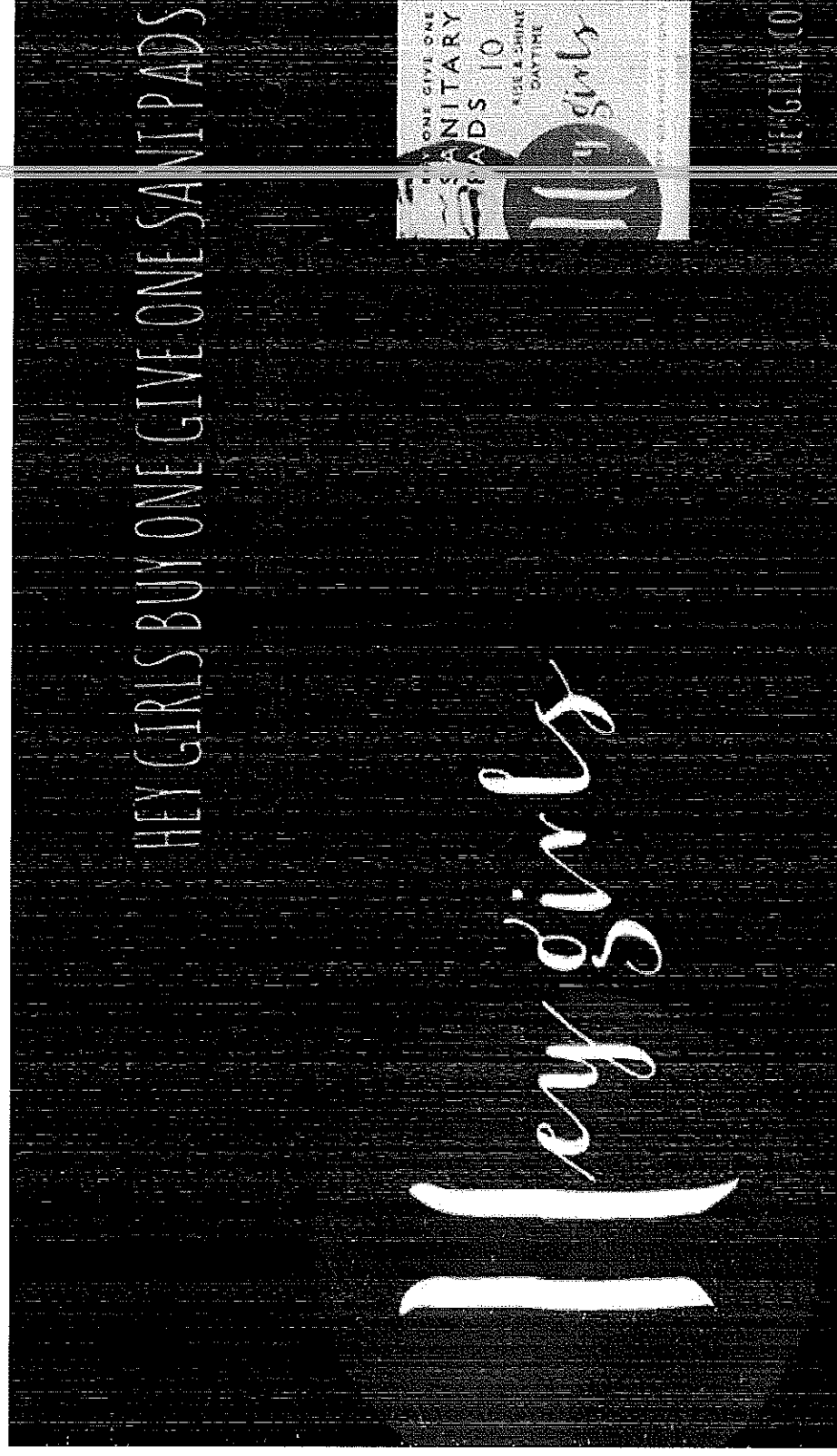


SIMPLE PROCESS (PHASE1)

JAN-APR 2018



WWW.HEYGIRLS.CO.UK
CELIA@HEYGIRLS.CO.UK



Hey Girls

10 pads per box and 45 boxes per carton = 450 pads.

Carton cost	£33.75
Box Cost	£0.75
Pad Cost	£0.08

TOTM.com

9 pads per box	
box cost	£3.30
pad cost	£0.37

Chemist Direct

14 pads per box	
box cost	£1.19
pad cost	£0.09

Personal Products Ltd

11 pads per box	
box cost	£1.13
pad cost	£0.10

Subject: FW: Survey on access to sanitary products for dissemination

From: [REDACTED]
Sent: 25 January 2018 14:49
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Survey on access to sanitary products for dissemination

Dear [REDACTED],

That's great. Thank you very much for your help with this. We'll be happy to share the findings from the survey when they have been written up.

Best,
[REDACTED]

From: [REDACTED]
Sent: 25 January 2018 12:34
To: [REDACTED]
Cc: [REDACTED]
Subject: Survey on access to sanitary products for dissemination

Dear [REDACTED]

Thank you so much for your recent email in regard to the current survey on accessing sanitary products. South Lanarkshire College would be delighted to share this survey with our student body and we've taken steps to disseminate the information via our Curriculum Managers. Hopefully, you should receive some feedback shortly.
Kind regards
[REDACTED]

[REDACTED]
[REDACTED]
South Lanarkshire College
College Way
East Kilbride
SOUTH LANARKSHIRE
G75 0NE
Direct Dial: [REDACTED]
Email: [REDACTED]



1	2	3	4

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Investors in People Platinum Standard. Investors in Diversity Stage 3.

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

We're delighted to be awarded the Charter of Rights in recognition of Our LGBT equality

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Subject: FW: Call with West Lothian about delivery through Hey Girls

From: [REDACTED]
Sent: 26 January 2018 12:30
To: [REDACTED]
Subject: Call with West Lothian about delivery through Hey Girls

All

I had a really interesting call with West Lothian council about how they are piloting ASP using Hey Girls.

They had initially intended to go down the dispenser route and this was the initial proposal that they put to council, however their lead ([REDACTED]) heard about Hey Girls and when she investigated this the costs were so much lower that they decided to go down this route. They were also concerned about the fact that machines are likely to be vandalised, require frequent refilling (and therefore staff resource) and that there are privacy issues around staff being in toilets refilling them when girls may need to use the toilets.

So they have bought a significant stock from Hey Girls at £1.50 for a pack of 10, so with the 'get one free' the actual cost is 75p per pack (7.5p per product). Initial stock will be in schools by the end of the month and then schools will order additional supplies directly through PeCOS (Hey Girls have been added as a supplier). There has been no complaint from schools around this way of ordering. They have agreed to pay for a maximum of 150 cartons which equates to 67,500 products (at a cost of just over £5k). With just under 7000 girls (high school) this would equate to 9 products per girl on average.

Each school is going to work with their pupil council to agree a location where the pads will be held so that they are easily accessible eg pupil support base, medical room, office. To allow these conversations to happen it is expected that the pilot will officially commence on 1st March. I think the insights from this type of approach will be really informative but as with everything, the timings are difficult. While it doesn't provide choice it certainly meets more of the guiding principles than the machine approach.

I asked [REDACTED] if she would be willing for us to include this as a case study in the written update/newsletter/briefing that we discussed earlier this week [REDACTED] and she said she'd be happy with that.

[REDACTED]

[REDACTED] | Social Justice Delivery Unit | Scottish Government
[REDACTED] | Area 1J-South, Victoria Quay, Edinburgh, EH6 6QQ

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

Subject: FW: Sanitary provision in colleges

From: [REDACTED]
Sent: 30 January 2018 14:29
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Sanitary provision in colleges

Hi [REDACTED] – likewise it was good to meet you too.

Many thanks for sight of this– it's useful to see it set out as per the consultation questions ([REDACTED] I'll forward separately for info).

[REDACTED] has managed to find a room in AQ for the 3 of us to use for a Web-ex on the 7th. As I said I should be able to utilise an account from my old team so will forward the details of this by the end of the week (and remind myself of the practicalities!).

Best, [REDACTED]

[REDACTED] | Social Justice Delivery Unit

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

From: [REDACTED]
Sent: 30 January 2018 12:05
To: [REDACTED]
Subject: Sanitary provision in colleges

Good afternoon [REDACTED], I hope this email finds you well,

It was lovely to meet you last week and as promised, I have attached the Colleges Scotland response to Monica Lennon's consultation for your review. Obviously since the consultation, the Ministers have agreed who will be able to access free sanitary products under the Programme for Government commitment, which would have altered some of our responses although not materially away from our position of support for this policy.

As I mentioned in our meeting, I was hoping to conduct our meeting with the college leads for this work (from 10am-12pm on Tuesday 7 February 2018) via Webex due to difficulty in securing a venue with VC facilities to allow the UHI partner colleges to participate. Could you confirm if this is something that your team would be able to facilitate? I have other options if this is proving difficult, but I'm mindful that February is racing upon us!

Thanks,

[REDACTED]

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Response to the Consultation on the Proposed Sanitary Products (Free Provision) (Scotland) Bill – December 2017

Introduction

Colleges Scotland is the collective voice for the college sector in Scotland, representing its interests with the aim that colleges are at the heart of a world class education sector that is recognised, valued and available to all. Colleges Scotland, as the membership body, represents all 26 colleges, which deliver both further education and around 28% of all higher education in Scotland.

We welcome the opportunity to respond to the consultation on the Proposed Sanitary Products (Free Provision) (Scotland) Bill. Our response is set out below.

Aim and approach

1. Which of the following best expresses your view of the proposed Bill?

Fully supportive.

Please explain the reasons for your response.

Colleges Scotland is supportive of the proposal to ensure those on low incomes who menstruate, are able to access sanitary products in a way which protects their dignity and health.

Universal provision of sanitary products

2. Do you think a universal, card-based system (modelled on the C-card system for free condoms) would be an effective means of providing sanitary products for free to those who need them?

Yes.

Please explain the reasons for your response.

Colleges Scotland is mindful of the Programme for Government commitment for schools, colleges and universities to provide free sanitary products for pupils and students on low incomes, and has already been examining how this commitment could be delivered. The mechanism of delivery requires careful consideration, especially given the relatively low proportion of an individual's time which is spent in school, college or university – a reality which is heightened for those who undertake study which requires significant time outside of the institution, including those on placement, distance learners and those undertaking work-based learning.

A system modelled on the C-card scheme could allow for schools, colleges and universities to act as partners in a broader scheme, whilst protecting access to sanitary products for individuals outside of their institution contact time.

3. Which of the following best expresses your view in relation to a card-based system?

The card should be available only to those on low incomes or in receipt of benefits; card holders should have unlimited access to free sanitary products.

Please explain the reasons for your response.

Colleges Scotland does not have policy on this question, however, as other elements of student support are subject to means-testing our belief is that it would be appropriate to similarly implement this policy. Colleges have funds to distribute to students facing hardship, and it may be feasible to include registering eligible students for such a scheme at the same time as dispensing discretionary funding.

4. Do you have a view on which locations would be most suitable for dispensing free sanitary products (e.g. GP surgeries, pharmacies, community centres, health clinics)?

Colleges Scotland has consulted with college principals, who are supportive of colleges dispensing free sanitary products. Mindful of our response to question 2, we would suggest that alternative locations should be brought into a dispensing network to ensure that those entitled to free sanitary provision are able to access these items outside of their contact time with their college.

Schools, colleges and universities

5. Do you agree that there should be specific obligations on schools, colleges and universities to make sanitary products available for free (via dispensers in toilets)?

No.

Please explain the reasons for your response.

This proposal seems to be a micro-level consideration. Should colleges be obliged to make sanitary products available for free, it should be for colleges to establish how best to do that. Many colleges have procured contracts for dispensing machines and products which may have costs for changing or breaking the contract, which would not be an effective use of public money. In the interim, proposals which allowed the institution to make sanitary products available in a manner which suits the college (for example, some colleges may choose to have a basket of products available in bathrooms) would provide a level of flexibility to ensure that students have their needs met quickly.

Financial implications

8. Taking account of both costs and potential savings, what financial impact would you expect the proposed Bill to have on:

(a) Government and the public sector (e.g. local authorities, the NHS)

Some increase in cost.

(b) Colleges and universities

Some increase in cost.

(c) Businesses (including suppliers/retailers of sanitary products)

Broadly cost-neutral.

(d) Individuals (including consumers of sanitary products)

Some reduction in cost.

Please explain the reasons for your response.

The evidence around lost days of work and study would suggest that implementing this policy may reduce these, which would be a net gain for productivity so would have broadly cost-neutral financial implications for businesses. For the Scottish Government and public-sector bodies, which includes both schools and colleges, the cost implication would be higher in the introductory phase as the delivery mechanism is agreed and rolled out – for example, in purchasing machines which dispense freely, or in seeing out/ending contracts for delivery. Colleges Scotland would expect to see such a commitment funded by the Scottish Government and would advocate for a model which is not reliant on delivery from core budgets. On an individual level, we would expect to see some reduction in costs, particularly for those on low incomes who are able to make use of free sanitary provision.

9. Are there ways in which the Bill could achieve its aim more cost effectively (e.g. by reducing costs or increasing savings)?

The Bill should propose a costing exercise to establish whether having sanitary products procured nationally would reduce the cost per item of sanitary products (including mooncups) and dispensing machines. It is worth noting that the National Union of Students owns and operates a purchasing consortium which all colleges in Scotland, and all higher education institutions, excluding Glasgow University, St Andrews University, Glasgow School of Art and Dundee University, are able to access.

Equalities

10. What overall impact is the proposed Bill likely to have on equality, taking account of the following protected characteristics (under the Equality Act 2010): age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation?

Positive.

Please explain the reasons for your response.

The consultation takes care to note the specific need of individuals with gender identities which are not aligned with their sex as assigned at birth; this should be carried through into the final Bill. This represents an opportunity for a progressive and forward-thinking Bill, so it may be prudent to consult with organisations in Scotland who support Trans people in the drafting stage.

The Bill is likely to have a positive effect on females, in reducing the financial burden related to menstruation, especially for those who have to make the very real choice to prioritise purchasing sanitary protection over other essentials.

11. In what ways could any negative impact of the Bill on equality be minimised or avoided?

Ensure that drafting of the Bill is done in consultation and partnership with women's organisations.

Sustainability

12. Do you consider that the proposed bill can be delivered sustainably, i.e. without having likely future disproportionate economic, social and/or environmental impacts?

Unsure.

Please explain the reasons for your response.

These proposals focus on disposable tampons and sanitary towels. Consideration should be given as to whether the proposed Bill could positively impact on consumer knowledge of, and attitudes to, alternative products such as washable reusable towels, mooncups, period pants and other innovative products.

Colleges Scotland
December 2017

Subject: FW: Access to Sanitary Products Working Group - Meeting Papers

From: [REDACTED]

Sent: 30 January 2018 15:29

To: [REDACTED]; Laing SG (Shirley); [REDACTED]

Subject: FW: Access to Sanitary Products Working Group - Meeting Papers

Dear All

Please find attached the minutes of the previous Working Group meeting on 12 October, which is agenda item number 2 tomorrow. Please accept my apologies for this oversight.



A19221966.docx

Regards,

From: [REDACTED]

Sent: 24 January 2018 17:24

To: [REDACTED]; Laing SG (Shirley); [REDACTED]

Subject: Access to Sanitary Products Working Group - Meeting Papers

Dear All,

Please find the attached papers for the Access to Sanitary Products Working Group meeting to be held on 31 January from 10 am – 12 noon at:

Fleming Room
Apex House
99 Haymarket Terrace
Edinburgh
EH12 5HD

Please ask for [REDACTED] upon arrival at Apex House.

Spare copies will be provided.



ASPWG -

31-01-18 - Agen...



ASPWG -

31-01-18 - Paper...



ASPWG -

31-01-18 - Paper...



ASPWG -

31-01-18 - Paper...



ASPWG -

31-01-18 - Paper...



ASPWG -

31-01-18 - Paper...

Regards,

[Redacted]

[Redacted]

Directorate for Housing & Social Justice

Social Justice & Regeneration Division

Scottish Government

6th Floor, 5 Atlantic Quay

150 Broomielaw

Glasgow

G2 8LU

[Redacted]

Creating A Fairer Scotland: What Matters to You?

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

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

MINUTES OF MEETING, 12 OCTOBER 2017

Present:

Shirley Laing, Deputy Director, Social Justice & Regeneration Division (Chair)

[REDACTED], Social Justice & Regeneration Division

[REDACTED], Social Justice & Regeneration Division (Secretariat)

[REDACTED], Higher Education and Science

[REDACTED], Education Analytical Services

[REDACTED], Communities Analysis Division

[REDACTED], Health & Wellbeing Unit

[REDACTED], Collaborative & Scottish Government Procurement Division

[REDACTED], Empowering Schools Unit

[REDACTED], Universities Scotland

[REDACTED], COSLA

[REDACTED], National Union of Students

Apologies:

[REDACTED], Social Justice & Regeneration Division

[REDACTED], Social Justice & Regeneration Division

[REDACTED], Colleges, Young Workforce and SFC Sponsorship

[REDACTED], Colleges Scotland

[REDACTED], COSLA

[REDACTED], National Union of Students

[REDACTED], Scottish Funding Council

	Discussion/Decisions taken	Action
1.	Welcome/introductions Shirley Laing (SL) welcomed the Group, followed by round-table introductions.	
2.	Purpose SL confirmed that the purpose of the Working Group was to support the implementation and delivery of the Programme for Government commitment to provide access to free sanitary products in schools, colleges and universities and to consider further action following the completion of the Aberdeen pilot. To give further background and context, SL noted the proposed Private Members Bill from Monica Lennon MSP which would place duties on local authorities (LAs), colleges and universities to provide free sanitary products, and on Scottish Ministers to implement universal access. SL also highlighted the significant media interest in the "period poverty" campaign.	
3.	Terms of Reference [REDACTED] spoke to this item. There was broad agreement from the Group on the Terms of Reference.	

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

	<p>The following additional Group memberships were suggested: suppliers of sanitary products, a representative for young people, such as the Scottish Youth Parliament or Children's Commissioner, and from the transgender network. ■■■ confirmed that she was already in touch with transgender colleagues and that other relevant interests would be consulted as required as the work develops. It was therefore agreed that core members were already in place. ■■■ noted that his team has previously worked closely with the Children's Commissioner and could lend the benefit of that experience.</p>	
	<p>A discussion followed on what dignified provision might look like and whether providing access through dispensers would achieve this, particularly in schools. ■■■ confirmed that SG is not proposing a prescriptive approach; rather, it would be for local partners to agree local delivery arrangements, ensuring alignment with the policy principles (which would be agreed by the working group). Scottish Government also highlighted the small-scale local activity already underway in response to the issue e.g. schools in North Ayrshire and North Lanarkshire and South Lanarkshire College and the opportunity to learn from and build on these. Early indications are that local approaches will be the most effective way forward. Additionally, ■■■ noted that the pilot scheme in Aberdeen will provide feedback from students on different approaches. ■■■ welcomed the proposed local approach, which others endorsed.</p> <p>On timescales, SL noted that the First Minister stated at SNP Conference that the commitment "will be delivered from the start of the new academic year next August." SL acknowledged the challenging nature of the timescales around that commitment – whilst the Scottish Government ambition and aspiration is 100% coverage by August 2018 there is recognition that this is dependent on local circumstances and infrastructure hence the need for information and support from working group members to identify the current position, local delivery trajectories, and any issues or obstacles which either working group partners or Scottish Government can help remove. Such information will inform whether full coverage is achievable by August 2018, and if not will provide us with a clear understanding of what is achievable and when 100% coverage will happen.</p> <p>■■■ highlighted provision in primary schools and during holidays as other issues to be considered (see items 4 and 6 below).</p>	
4.	<p>Policy Requirements</p> <p>There was some discussion about which schools should be in scope of the commitment; ■■■ suggested that existing funding arrangements for schools offered an established model. ■■■ indicated there are:</p> <ul style="list-style-type: none"> • some 2,500 LA-administered schools funded by SG via the block grant to COSLA; • around 10 grant-aided schools funded by SG to provide special education services; • Jordanhill School, which is wholly funded by SG; and • approximately 100 independent schools that receive no SG funding. 	

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

	<p>SL confirmed that early thinking is that the PfG commitment relates to those schools currently funded by SG (so independent schools would likely be out of scope), but that the Empowering Schools Unit would investigate and report back to the working group. From the group discussion the general view was primary schools should be in scope. SL stated further work will be done on all of this and flagged that final decisions on scope would be a matter for Ministers informed by working group thinking.</p>	<p>■ to confirm info on SG grant funded schools.</p>
5.	<p>Engagement Approach & Galvanising Action</p> <p>SL noted the importance of a collaborative approach across the sectors to ensure the necessary arrangements are in place to facilitate delivery from August 2018. She indicated that the Cabinet Secretary for Communities, Social Security and Equalities would hold a meeting with key stakeholders soon after autumn recess – COSLA, Scottish Funding Council, Colleges Scotland and Universities Scotland – to galvanise their support both at leadership level, and with practical support to mobilise their respective sectors. Ms Constance would also write to sector leaders in LAs, colleges and universities setting out her expectations and seeking their support and action to make the commitment a reality. Directors of Education, College Principals and University Secretaries were identified as the appropriate leaders.</p> <p>Reflecting on the positive pre-meet Social Justice colleagues had with the SFC, SL asked that COSLA and Universities Scotland also support SG by gathering information, specifically in relation to local implementation plans. COSLA and US confirmed their support, cautioning the need for Scottish Government to be precise and proportionate about the information requested.</p> <p>SL committed to SG colleagues analysing the data already gathered about activity currently underway in schools, colleges and universities and producing a brief for circulation in the next few weeks. It was agreed that all working group members would consider what extra information or local data they could provide to further inform that analysis, also in advance of the next meeting.</p>	
6.	<p>Draft Work Programme and Critical Milestones</p> <p>■ gave a rundown of the draft work plan. ■ queried if funding to LAs would be part of the block grant or a separate funding stream. ■ noted that funding arrangements were still being considered, but that she expected separate funding would be put in place initially.</p> <p>In order to maintain momentum given the very challenging timescales, it was agreed working group members would work either individually or with Scottish Government in between working group meetings. SL indicated her expectation that different working group members will lead on different agenda items as our collective work progressed. She also acknowledged that working group members had not had much time to</p>	<p>■ to produce a brief. WG members to submit any extra info to the secretariat before next meeting.</p> <p>■ to confirm funding distribution options with SG Local Govt Finance. WG members to consider</p>

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

	<p>consider the meeting papers and requested that they consider aspects of the work plan such as evaluation, risks, etc. and feedback on these to the working group secretariat in advance of the next meeting.</p> <p>On delivery options, PA highlighted (1) the potentially different approaches that would be taken by schools depending on rural/urban location; (2) the gap in provision during school holidays; and (3) potential risks around the use of dispensers due to behavioural issues/ vandalism in schools.</p>	<p>work plan and feed back to WG secretariat.</p>
	<p>██████ queried whether 'access' to free products is defined as being <i>in</i> schools, colleges and universities or for students of these establishments. SL noted the distinction and confirmed that Scottish Government will would clarify this point.</p> <p>There was some concern that the use of dispensers may be stigmatising rather than dignified – particularly for primary school pupils and those who may need to get products regularly. ██████ suggested that focus groups should be run to identify pupils' preferences around dignity and choice; it was noted that Ipsos Mori had experience of this sort of sensitive issue, should SG wish to pursue this.</p> <p>██████ asked why delivery could not be universal from the outset. SL explained that due to the lack of data around the scale of the issue, Scottish Government wants to take an incremental approach informed by learning from the evaluation of the Aberdeen pilot and learning in delivering the schools/college/university commitment.</p>	<p>██████ to clarify.</p> <p>SG to consider merit of asking YoungScot/ SYP/Ipsos Mori/others of running focus groups with young people</p>
7.	<p>Funding Distribution Model</p> <p>██████ talked through elements required to develop an appropriate funding distribution model and asked if there was any other elements to consider. Other than take-up, which it was noted could only be estimated at this stage and which Scottish Government would review as necessary, no additional elements were suggested by working group members.</p> <p>██████ asked if Scottish Government funding for the commitment was guaranteed. SL reiterated that this is a key priority for PfG and the expectation is that it will be funded at least for an initial period, but noted that this is a matter for Ministers as part of the on-going Spending Review process and so details could not be confirmed at this stage.</p>	
8.	AOB	
9.	<p>Date of next meeting</p> <p>The Working Group secretariat will circulate a Doodle poll to identify the date of the next meeting – in approximately one month's time.</p>	<p>██████ to issue Doodle poll</p>

Subject: FW: Meeting with LAs on Access to Sanitary products

From: [REDACTED]
Sent: 31 January 2018 14:37
To: [REDACTED]
Cc: [REDACTED]
Subject: Meeting with LAs on Access to Sanitary products

Hi [REDACTED]

It was nice to see you again this morning.

I just wanted to follow up on the proposed meeting between CoSLA, ourselves and LA representatives to begin the discussion about uptake assumptions on which to base budgets for 2018/19. Our timescales are tight if we are to put something to SDG in May so it would be helpful if we could get a date in the diary for this soon.

Would you be able to suggest some dates for this in the first instance?

Thanks
[REDACTED]

[REDACTED] | Social Justice Delivery Unit | Scottish Government
[REDACTED] | Area 1J-South, Victoria Quay, Edinburgh, EH6 6QQ

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

Subject: FW: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

From: [REDACTED]
Sent: 31 January 2018 17:18
To: [REDACTED]
Subject: RE: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

No problem.

From: [REDACTED]
Sent: 31 January 2018 17:17
To: [REDACTED]
Subject: RE: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Thanks for your prompt response, [REDACTED]. I'll let you know what's happening just as soon as I hear back from others.

Cheers,

From: [REDACTED]
Sent: 31 January 2018 16:57
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Hello [REDACTED]. Good to meet you too.

Re dates, I can only do 6 March as I'm chairing the University Secretaries' Group on 22nd February. I'll hold 6 March tentatively for now.

All best,

From: [REDACTED]
Sent: 31 January 2018 16:12
To: [REDACTED]
Cc: [REDACTED]
Subject: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Dear [REDACTED]
Cc [REDACTED] for info

It was good to meet you today. As discussed, these are the dates Ms Constance's office have offered for a meeting between her and sector leaders – this is the meeting originally scheduled for the end of November. Grateful if you can let me know which of these (if either) suit:

- Thursday 22nd February at 16:00
- Tuesday 6th March at 16:00

As ever with the Cab Sec's diary, slots can disappear so grateful if you can get back to me as soon as possible so we can firm the date up. Thanks in advance.

Regards,

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

Tel: [REDACTED] | e-mail: [REDACTED]

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

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Subject: FW: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

From: [REDACTED]
Sent: 01 February 2018 09:41
To: [REDACTED]
Subject: RE: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Hey [REDACTED]

Many thanks for your prompt reply. The meeting will be at the Scottish Parliament. It's looking v much like we will go ahead on the 6th as that suits the majority of respondents (just waiting to hear back from Colleges Scotland).

Cheers,
[REDACTED]

From: [REDACTED]
Sent: 01 February 2018 09:34
To: [REDACTED]
Subject: Re: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Hi [REDACTED]

Cllr McCabe can do 6th March. Can you confirm location?

Thanks
[REDACTED]

Sent from my iPhone

On 31 Jan 2018, at 16:11, [REDACTED] wrote:

Hey [REDACTED]

Good to see you today. As discussed, these are the dates Ms Constance's office have offered for a meeting between her and sector leaders – this is the meeting originally scheduled for the end of November. Grateful if you can let me know which of these (if either) suit Cllr McCabe:

- Thursday 22nd February at 16:00
- Tuesday 6th March at 16:00

As ever with the Cab Sec's diary, slots can disappear so grateful if you can get back to me as soon as possible so we can firm the date up. Thanks in advance.

Regards,

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

Tel: [REDACTED] | e-mail: [REDACTED]

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

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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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Subject: FW: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

From: [REDACTED]
Sent: 01 February 2018 12:15
To: [REDACTED]
Subject: RE: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Great, thanks [REDACTED] – [REDACTED].

From: [REDACTED]
Sent: 01 February 2018 11:56
To: [REDACTED]
Subject: RE: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

I'm out of the office and won't be able to speak to [REDACTED] until tomorrow, but tentatively her diary looks clear just now. I'll confirm definitively tomorrow.

Cheers,

[REDACTED]

From: [REDACTED]
Sent: 01 February 2018 11:46
To: [REDACTED]
Subject: FW: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Hey [REDACTED]

Just to follow up on this, the other organisations (COSLA, SFC and Universities Scotland) have all come back to indicate the 6th is preferable so I'm hoping that suits [REDACTED] too – but if not, could Colleges Scotland field an appropriate stand-in? Venue will be the Scottish Parliament.

Cheers,

[REDACTED]

From: [REDACTED]
Sent: 31 January 2018 16:15
To: [REDACTED]
Subject: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Hey [REDACTED]

Good to see you today. As discussed, these are the dates Ms Constance's office have offered for a meeting between her and sector leaders – this is the meeting originally scheduled for the end of November. Grateful if you can let me know which of these (if either) suit Shona:

- Thursday 22nd February at 16:00
- Tuesday 6th March at 16:00

As ever with the Cab Sec's diary, slots can disappear so grateful if you can get back to me as soon as possible so we can firm the date up. Thanks in advance.

Regards,

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

Tel: [REDACTED] | e-mail: [REDACTED]

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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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Subject: FW: Sanitary provision in colleges

From: [REDACTED]
Sent: 01 February 2018 11:54
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Sanitary provision in colleges

Whew as we thought it was Wednesday too. Will get the details to you tomorrow.

[REDACTED] | Social Justice Delivery Unit

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

From: [REDACTED]
Sent: 01 February 2018 11:43
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Sanitary provision in colleges

Hi both, I hope this email finds you well,

I just realised that I'd given you the right date but the wrong day – the meeting is scheduled for **Wednesday 7** February and not Tuesday as I'd thought.

I'd like to send an agenda and papers out tomorrow, is it possible that you could give me the details for joining the meeting in order to circulate to attendees by mid-afternoon tomorrow?

Thank you so much for facilitating this, I really do appreciate it.

Best,

From: [REDACTED]
Sent: 30 January 2018 14:29
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Sanitary provision in colleges

Hi [REDACTED] – likewise it was good to meet you too.

Many thanks for sight of this– it's useful to see it set out as per the consultation questions ([REDACTED] I'll forward separately for info).

██████████ has managed to find a room in AQ for the 3 of us to use for a Web-ex on the 7th. As I said I should be able to utilise an account from my old team so will forward the details of this by the end of the week (and remind myself of the practicalities!).

Best, ██████████

██████████ | Social Justice Delivery Unit
██████████

Please note that I have a flexible working pattern with core days ██████████ and variable ██████████ and ██████████.

From: ██████████
Sent: 30 January 2018 12:05
To: ██████████
Subject: Sanitary provision in colleges

Good afternoon ██████████, I hope this email finds you well,

It was lovely to meet you last week and as promised, I have attached the Colleges Scotland response to Monica Lennon's consultation for your review. Obviously since the consultation, the Ministers have agreed who will be able to access free sanitary products under the Programme for Government commitment, which would have altered some of our responses although not materially away from our position of support for this policy.

As I mentioned in our meeting, I was hoping to conduct our meeting with the college leads for this work (from 10am-12pm on Tuesday 7 February 2018) via Webex due to difficulty in securing a venue with VC facilities to allow the UHI partner colleges to participate. Could you confirm if this is something that your team would be able to facilitate? I have other options if this is proving difficult, but I'm mindful that February is racing upon us!

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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Subject: FW: WebEx meeting invitation: Colleges - Access to Sanitary products

From: [REDACTED]
Sent: 01 February 2018 16:49
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: WebEx meeting invitation: Colleges - Access to Sanitary products

Amazing! I'll have slides over to you by Tuesday at the latest, and I'll aim for 9.30am to give us time and capacity to get ready.

Thanks so much for sorting this,

[REDACTED]

Sent from my iPhone

On 1 Feb 2018, at 16:01, [REDACTED] wrote:

Hi [REDACTED]

We've managed to set up a web-ex for Wednesday – details are below. You can forward the email below and attached diary request which contains links and details but basically participants need to follow 2 steps. (Just to note that as we've utilising using a colleague's account it appears that the host is "CYPIC partners" just in case anyone thinks they are on the wrong web-ex.)

Firstly join the web side of things using the link button below or clicking on the link in the calendar request. This means they'll be able to see our screen in VQ and you'll be able to share your slides.

Secondly dialling into the conference call so they can hear us (and each other) using the call in details.

[REDACTED] and I just checked it out and it worked (amazingly).

As the call is scheduled to start at 10, if you can be at by 9.45 just so we can make sure it's all working. It might be easier if you email me your slides in advance so that everything is ready to go.

Cheers

[REDACTED]

[REDACTED] | Social Justice Delivery Unit

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

You are invited to join this WebEx meeting.

Colleges - Access to Sanitary products

Wednesday, February 7, 2018

10:00 am | GMT Time (London, GMT) | 2 hrs

Meeting number: 973 129 598

Add to Calendar

When it's time, join the meeting.

Join by phone

Local access number (required): +44-03303366004 (United Kingdom)

Access number: 08003586405 (United Kingdom)

Participant Passcode: 170 483 7918

Can't join the meeting?

IMPORTANT NOTICE: Please note that this WebEx service allows audio and other information sent during the session to be recorded, which may be discoverable in a legal matter. By joining this session, you automatically consent to such recordings. If you do not consent to being recorded, discuss your concerns with the host or do not join the session.

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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.

<WebEx_Meeting.ics>

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I

Subject: FW: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

From: [REDACTED]
Sent: 02 February 2018 14:37
To: [REDACTED]
Subject: RE: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Hey [REDACTED]

Hope your day's going Ok. Just wondered if you'd had a chance to speak with [REDACTED] on this yet?

Cheers,
[REDACTED]

From: [REDACTED]
Sent: 01 February 2018 11:56
To: [REDACTED]
Subject: RE: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

I'm out of the office and won't be able to speak to [REDACTED] until tomorrow, but tentatively her diary looks clear just now. I'll confirm definitively tomorrow.

Cheers,
[REDACTED]

From: [REDACTED]
Sent: 01 February 2018 11:46
To: [REDACTED]
Subject: FW: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Hey [REDACTED]

Just to follow up on this, the other organisations (COSLA, SFC and Universities Scotland) have all come back to indicate the 6th is preferable so I'm hoping that suits [REDACTED] too – but if not, could Colleges Scotland field an appropriate stand-in? Venue will be the Scottish Parliament.

Cheers,
[REDACTED]

From: [REDACTED]
Sent: 31 January 2018 16:15
To: [REDACTED]
Subject: MEETING BETWEEN ANGELA CONSTANCE AND SECTOR LEADERS - POTENTIAL DATES

Hey [REDACTED]

Good to see you today. As discussed, these are the dates Ms Constance's office have offered for a meeting between her and sector leaders – this is the meeting originally scheduled for the end of November. Grateful if you can let me know which of these (if either) suit Shona:

- Thursday 22nd February at 16:00
- Tuesday 6th March at 16:00

As ever with the Cab Sec's diary, slots can disappear so grateful if you can get back to me as soon as possible so we can firm the date up. Thanks in advance.

Regards,

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

Tel: | e-mail:

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

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Subject: FW: Meeting with LAs on Access to Sanitary products

From: [REDACTED]
Sent: 02 February 2018 15:09
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Meeting with LAs on Access to Sanitary products

No problem. Thanks [REDACTED]

Have a good weekend.

[REDACTED]

[REDACTED] | Social Justice Delivery Unit

Please note that I have a flexible working pattern with core days [REDACTED] and variable [REDACTED] and [REDACTED].

From: [REDACTED]
Sent: 02 February 2018 15:07
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Meeting with LAs on Access to Sanitary products

Hi [REDACTED]

Just a quick email so you know I've not forgotten – I'm just waiting on a few people getting back to me identifying who is best placed to meet.

[REDACTED]

From: [REDACTED]
Sent: 31 January 2018 14:37
To: [REDACTED]
Cc: [REDACTED]
Subject: Meeting with LAs on Access to Sanitary products

Hi [REDACTED]

It was nice to see you again this morning.

I just wanted to follow up on the proposed meeting between CoSLA, ourselves and LA representatives to begin the discussion about uptake assumptions on which to base budgets for 2018/19. Our timescales are tight if we are to put something to SDG in May so it would be helpful if we could get a date in the diary for this soon.

Would you be able to suggest some dates for this in the first instance?

Thanks

| Social Justice Delivery Unit | Scottish Government

| Area 1J-South, Victoria Quay, Edinburgh, EH6 6QQ

Please note that I have a flexible working pattern with core days and variable and

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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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Subject: FW: Introduction

From: [REDACTED]
Sent: 30 January 2018 13:40
To: [REDACTED]
Subject: Introduction

Good afternoon both, I hope this email finds you well,

[REDACTED], I'd like to introduce you to [REDACTED] who is the [REDACTED] for NUS. [REDACTED], this is [REDACTED] from the Scottish Government's Social Justice Unit.

[REDACTED], I'd mentioned to [REDACTED] that while the government isn't currently looking at a national procurement operation to underpin the rollout of free sanitary provision in colleges, universities and schools that there perhaps might be a way that the NUS services part of the organisation could support certainly colleges and universities with their product needs through their purchasing consortium.

[REDACTED], [REDACTED] is the Scottish Government lead for the rollout of the Programme for Government commitment that all schools, colleges and universities will provide free sanitary products to their students. The expectation is that this policy will be in place by the start of academic year 2018/19.

Hopefully this introduction will be helpful for you both!

Best regards,

[REDACTED]

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LOG OF TELEPHONE CALLS AND MEETINGS BETWEEN SCOTTISH GOVERNMENT AND REPRESENTATIVES OF LOCAL AUTHORITIES, COLLEGES AND UNIVERSITIES

14 September 2017	Telephone call between SG officials and Universities Scotland	Discussion to explain Programme for Government commitment, share information and to seek their support
19 September 2017	Meeting between SG officials and Colleges Scotland	Meeting to explain Programme for Government commitment, share information and to seek their support
26 September 2017	Telephone call between SG officials and COSLA	Discussion to explain Programme for Government commitment, share information and to seek their support
12 October 2017	Access to Free Sanitary Products Working Group meeting	Discussion on <i>inter alia</i> general principles of the policy, delivery options and funding model
1 November 2017	Meeting between SG officials and COSLA	Discussion about letter from Cabinet Secretary for Communities, Social Security and Equalities to Directors of Education and Children's Services, and Ministerial meeting with sector leaders
7 November 2017	Telephone call between SG officials and Colleges Scotland	Confirmation of support for PfG commitment from College sector and willingness to work with SG
8 November 2017	Telephone call between SG and Midlothian Council officials	Discussion of the proposal and costings put together for the council on period poverty
10 November 2017	Telephone call between SG and North Lanarkshire Council officials	Discussion of plans / costings for provision of sanitary products in the local authority
W/c 13 November 2017	Telephone call between SG and City of Glasgow College officials	Discussion of the Student Association's pilot provision / costs
17 November 2017	Meeting between SG and East Ayrshire Council officials	Discussion around PfG commitment, the LA's approach to provision of sanitary products, and information sharing
W/c 20 November 2017	Telephone call between SG and West Lothian College officials	Discussion of the Student Association's pilot provision / costs
22 November 2017	Telephone call between SG and Clackmannanshire Council officials	Discussion of the LA's approach to provision of sanitary products
23 November	Telephone call between SG and West	Discussion of the college's current provision of sanitary products / costs

2017	College Scotland officials	
W/c November 2017	Telephone call between SG and Forth Valley College officials	To get an update on a costings exercise they did on access to sanitary
6 December 2017	Telephone call between Dundee City Council and SG officials	DCC asked for clarification on (i) SG's expectation for delivering the PfG commitment; and (ii) what funding will be available. Also sought information about the Aberdeen pilot.
17 January 2018	Meeting between CoSLA and SG officials	<p>No formal note of the meeting was taken but the following summary was shared with internal colleagues</p> <p>CoSLA officials advised their Board had welcomed the fact that SG was not limiting the offer to in-school hours in term-time and also that primary age girls were being included (pro-rata) in the funding calculations.</p> <p>We agreed a way forward that aims to have greater clarity on delivery and budgets by the end of April. CoSLA's CYP Board meets on 13th April and we'd hope to gain endorsement from them for the approach, with the aim of putting a paper to the Settlement and Distribution Group when they meet around the end of April/start of May.</p> <p>In discussion we made it clear that from our point of view it's vital to engage with, and communicate the guiding principles to, LAs so that they consider choice and dignity in their delivery and don't just go for what the market can currently offer easily. CoSLA seemed comfortable with that.</p> <p>We discussed the possible ways to deliver the out of school requirements. They felt that this may vary by LA as some may have very good partnerships with other agencies that would allow local delivery.</p> <p>We offered funding for a resource to drive this forward with local authorities including communicating the policy position and guiding principles.</p> <p>Actions agreed:</p> <p>Agreement to work in partnership and share information both ways.</p>

		<p>CoSLA to set up a meeting between officials and a couple of Directors of Finance/Heads of Service to talk about what might be a reasonable initial uptake figure to base funding on, recognising that uptake will increase as the offer becomes known and normalised.</p> <p>CoSLA to seek views on out of school delivery and feedback</p> <p>CoSLA to seek internal views on our offer of resource</p> <p>No formal note of the meeting was taken but the following summary was shared with internal colleagues</p> <p>SG officials updated on the position that would be communicated at the working group and asked for feedback. This issue was discussed at the Colleges Principals group in October and they felt that this could probably be introduced without too many cost implications. They welcome the gender neutral policy.</p> <p>It has however been difficult to get Principals to assign someone to take the lead on this. SAs have been the ones campaigning but they are not in a position to negotiate overall provision. Colleges Scotland does now have a list of leads – roughly half from student services and half from facilities management.</p> <p>There is a meeting planned for 7 Feb to discuss this. Colleges Scotland is not concerned about timescales as they've agreed to make this happen.</p> <p>We discussed out of hours provision and she felt that colleges would probably need to be able to access a national solution – there are also issues around UHI which is very dispersed with 13 partners, mostly colleges (colleges deliver FE and the Uni delivers HE). There are 40 localities.</p>
23 January 2018	Meeting between SG and Colleges Scotland in advance of working group meeting on 31 January 2018	<p>No formal note of the call was taken, but the following summary was noted by the SG official for her own records</p> <p>They were concerned about the fact that machines are not VFM, likely to be vandalised, require frequent refilling (and therefore staff resource) and that there are</p>
24 January 2018	Telephone call between SG and West Lothian Council to discuss their pilot provision	

		<p>privacy issues around restocking.</p> <p>They have bought a significant stock from Hey Girls at £1.50 for a pack of 10, so with the 'get one free' the actual cost is 75p per pack (7.5p per product). Initial stock will be in schools by the end of the month and then schools will order additional supplies directly through PeCOS. There has been no complaint from schools around this way of ordering. They have agreed to pay for a maximum of 150 cartons which equates to 67,500 products (at a cost of just over £5k).</p> <p>Each school is going to work with their pupil council to agree a location where the pads will be held so that they are easily accessible eg pupil support base, medical room, office. To allow these conversations to happen it is expected that the pilot will officially commence on 1st March.</p> <p>West Lothian Council official is willing for us to include this as a case study to share with other LAs</p> <p>Document 184 was received in follow up to the call</p>
29 January 2018	Call between SG and Universities Scotland in advance of the Working Group meeting on 31 January 2018	No note of this call was taken but the discussion was around the policy position to be communicated at the Working Group on 31 January 2018
31 January 2018	Access to Free Sanitary Products Working Group meeting	Discussion on <i>inter alia</i> general principles of the policy, delivery options and funding model