

[REDACTED]

From: [REDACTED]
Sent: 22 August 2017 14:32
To: [REDACTED]
Subject: FW: Rolling Out Impact support pack and training

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: FOI

For FOI

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

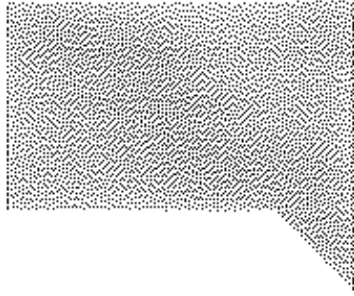
From: [REDACTED]
Sent: 24 March 2017 12:24
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Rolling Out Impact support pack and training

Thanks [REDACTED] in particular for the trust and confidence in supporting our suggested direction. We are trying to make a realistic assessment of the scale of the challenge in engaging community-based mental health services – but I understand the importance of also engaging health boards and feel we can look at supporting that in parallel from within our existing inequalities stream.

Best wishes

[REDACTED]

Deputy Chief Executive
ASH Scotland
Tel: 0131 220 9468
Fax: 0131 225 4759
Web: <http://www.ashscotland.org.uk>



Impact

Let's talk about smoking and mental health

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

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From: [REDACTED]
Sent: 24 March 2017 11:45
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Rolling Out Impact support pack and training

Hi [REDACTED]

Sorry for not getting back sooner. This is a tough one to reconcile within the context of this being a great, scalable national product that has the potential to make a big impact (excuse the pun) with which ASH Scotland could get health-board level traction for seeing delivered in health service and community settings, but you having a commitment to take direct and more hands-on action in Lothian first. On balance, I respect your decision based on what you have planned and the role you'd like ASH Scotland to take forward. This is still very much worth funding from an SG perspective and if you could draw up a brief outline of the plan in the next week (within a £60,000 envelope) we'll be happy to arrange the funding letter and transfer.

My personal vision for a wider, higher-level approach would require a targeted effort at senior level to gain purchase locally across the whole country. And given Ministers' forthcoming commitment in the mental health strategy, to make mental health a priority for cessation services, the product you've developed is going to be central to some of our immediate priorities. My idea had been partly to use a product like this to drive through some coalescence between NHS Scotland and community-based working. Some boards are increasingly keen to (and in my view, already should be) providing support across the community-based services outwith NHS Scotland on this. NHS Fife discussed how it wants to achieve this as recently as yesterday.

I realise now that what I was thinking about was quite different to what you have in mind and that the sort of national approach to NHS Health Scotland and boards is something that will require some parallel effort. To that end, if you're ok with it, I'd like to ask NHS Health Scotland to take something forward on encouraging boards to adopt the IMPACT guidance, and work with NHS Education for Scotland on hosting some training resources for health boards and beyond. The product will still very much be yours.

Thanks again to one and all involved in developing this.

From: [REDACTED]
Sent: 23 March 2017 13:17
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Rolling Out Impact support pack and training

Dear [REDACTED]

Thank you for your positive response to the materials, and the interest in supporting roll-out. As [REDACTED] mentioned we discussed this with the team yesterday, but I had commitments this morning to discuss smoke-free homes before I could put thoughts down in writing.

We would be delighted to have extra capacity to promote the IMPACT resources, which we had also identified as an urgent need. Obviously we would treat this as a discrete project, directing any additional resources towards additional work, on top of anything in our current plans. We have been looking at devoting some of the existing inequalities resourcing to raising awareness of smoking's impact on medications, given this was a key issue highlighted in our consultation and would hopefully help prepare the ground for engaging with services in other parts of Scotland. We would continue to look at that work separately.

In our discussion we focused on the need to fully embed the culture change across Lothian, where the IMPACT consultation discussions have taken us forward in terms of understanding and recognition, but where we have barely scratched the surface in terms of changing culture and practice. We believe that being able to show the experience and impact in one area would stand us in better stead to roll-out nationally, ideally with supportive organisations and contacts, and case studies and evidence of benefits.

We feel that the need is absolutely about staffing capacity – we have excellent materials now, but for this work there's no substitute for going around and chapping on doors and speaking to people face-to-face. We have found that even the keen and interested partners struggle to get time out to come to events, such as our launch event this week. We're the ones making the demands of them, so we need to go to them and provide all the help and support we can – conversations, advice, briefing, training, etc.

Around £60k would cover costs for a half-time Development Lead and a full-time Officer – I would suggest that [REDACTED] (who has been the Lead overseeing the IMPACT work) could shift across to deliver this project, but that we could look to recruit someone into the Officer post, allowing us to get someone with a background in the target sector, who we could easily brief on the tobacco side of things. We would then also recruit to backfill [REDACTED] role in our existing inequalities work strand.

We do see health boards as having an important role to play in cascading the learning, so would look to involve NHS Lothian in this capacity. The identified gap which led to the setting up of IMPACT was for support for community based services, and we do feel that they remain the key target group – but we would of course be happy to discuss if you have other ideas or considerations!

For our part there are no practical issues around receiving funds in this financial year which are earmarked for use next year – charity accounting regulations are such that we need to write all income received into this year's accounts, but we can explicitly carry over funds which are earmarked for next year. We are already doing this with a grant we have received from the Scottish Community Foundation, which is for work in our next year's plan.

So, apologies again for the unplanned first draft of this email. I'm around for the rest of the afternoon and all day tomorrow if you would like to discuss.

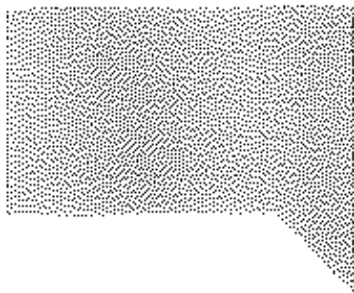
Best wishes

[REDACTED]
Deputy Chief Executive
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From: [REDACTED]
Sent: 23 March 2017 10:54
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Rolling Out Impact support pack and training

Dear [REDACTED]

Thank you for this, your willingness to support the roll-out of the IMPACT resource is very much appreciated and I'm glad that like us you are excited by the potential.

[REDACTED] is in a meeting until lunchtime and will be back in touch with you to discuss this further. I know he has had discussions with the IMPACT team and the initial thinking from the team is that they really need to do some focussed work on roll-out and evaluation of the resource within Lothian over the coming year in order to learn

valuable lessons about communicating, encouraging implementation of, and evaluating the resource ahead of wider dissemination throughout Scotland. At the moment there is not specific funding allocated to do this, as the Edinburgh and Lothians Foundation money covered the lit review and engagement/development of the resource.

[redacted] will be able to give you a better handle on our thinking when he is available, and also how current capacity is shaping up in the light of the existing inequalities funding commitments for the coming year.

Best wishes

[redacted]

From: [redacted]
Sent: 23 March 2017 10:40
To: [redacted]
Cc: [redacted]
Subject: Rolling Out Impact support pack and training

[redacted] copy [redacted]

I spoke to [redacted] and [redacted] about funding for the roll-out of the excellent impact support pack and training support for health boards who already should provide training to hospital and community initiatives covering mental health. The material and your colleagues' abilities and enthusiasm are too valuable to be hampered by a lack of funding for roll-out beyond Lothian.

I have funding I would be keen to provide to help this happen. Although I recognise that the work would mainly be weighted into the 2016/17 year, given the need to get the ball rolling I'd be very keen to make additional funding available as soon as possible, and ideally before the end of this month.

The way that boards would best benefit from and understand and commit to roll-out would mean you'd have to start off by meeting/contacting boards with the material and offers of support on training. Smaller boards will most likely ask ASH Scotland to run training or facilitate things at local communities and hospital settings while larger boards will more likely want to tie in the training aspect with what they already have in place.

So the funding would be for one year at this stage and would be made available on the basis that ASH Scotland would be able to engage at board level to demonstrate the positive impact that the support pack and on-going engagement through www.impact.scot, and that ASH Scotland would be keen to deliver or help shape training at hospital and community level.

Would this be something you would be happy to take on? If you let me know what level of funding this effort would require soon we could perhaps help. Based on a very quick and dirty and no-commitment chat with [redacted] I thought that funding of up to £50,000 to £60,000 might do the job, but please forgive me if I am wildly out on that estimate.

[redacted] | Tobacco Control Team | Health Improvement Division | Population Health Directorate | Scottish Government | 0131 244 5642

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[REDACTED]

From: [REDACTED]
Sent: 22 August 2017 14:36
To: [REDACTED]
Subject: FW: proposal for second phase of IMPACT work
Attachments: ASH Guidance Pack Grant.docx

Follow Up Flag: Follow up
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Categories: FOI

For FOI

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

From: [REDACTED]
Sent: 28 March 2017 17:01
To: [REDACTED]
Subject: RE: proposal for second phase of IMPACT work

[REDACTED]

Grant Offer letter attached, hard copies are in the post. Grateful if you could arrange signature and return ASAP.

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

From: [REDACTED]
Sent: 28 March 2017 10:02
To: [REDACTED]
Cc: [REDACTED]
Subject: proposal for second phase of IMPACT work

Dear [REDACTED]

As discussed yesterday please find attached an outline plan and budget for the proposed work to develop the IMPACT work on smoking and mental health. Please let me know if you have any questions or comments or if there is any area where you would like to see further detail.

With regard to the payment and fitting in with year-end accounts, it is not a problem for us to receive the funds this week and to note in our accounts that these are to be carried over for work in the new financial year. If possible a BACS transfer on Friday, that reached us on Monday (3rd April), would feature in our accounts for next year and would avoid the need to explain a carry-over - but while this would be convenient it is not essential.

With thanks again for your support for this work.

Best wishes

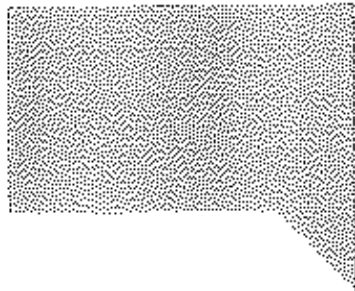


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 ASH Scotland

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Population Health Directorate
Health Improvement Division



T: 0131-244 5660, F: 0131-244 2157

E: [REDACTED]

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

28 March 2017

Dear [REDACTED]

OFFER OF GRANT – IMPACT (IMPROVING MENTAL AND PHYSICAL HEALTH, ACHIEVING CESSATION TARGETS) IMPLEMENTATION

We are pleased to advise you that we are able to offer ASH (Scotland) (“the Grantee”) a grant of £60,000 STERLING, payable in the financial year 2016/17 to fund the second phase of the Impact Project. The work under the grant is more particularly described in Schedule 1 (“the Project”) and subject to the following terms and conditions:

1. Definitions and Interpretation

- 1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.
- 1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.
- 1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.
- 1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, subparagraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions.

2. Purposes of the Grant

- 2.1 The Grant is made to enable the Grantee to carry out the Project.
- 2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.
- 2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The aim of the Grant is to engage with 20 projects/services across Scotland; these will include both organisations with national remits and those which are more locally/community based.

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

To evaluate the progress and impact of the project ASII Scotland will:

- Monitor take-up of the IMPACT guidance pack, ensuring printed supply makes its way onto the desks of practitioners across the region
- Collate feedback from managers and staff, measuring their understanding and acceptance of the issue, how much they have used the guidance and how helpful they have found it to be
- Seek input from service users as to whether they have welcomed the support offered on smoking, whether they have found it useful in addressing their needs and what impact they feel it has made to their own physical and mental well-being
- Seek to capture learning about the types of support needed to embed use of the resource in community services

This learning will be collated in a report to be compiled at the end of the period.

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

£60,000.00

2.7 The eligible costs exclude:

- reclaimable Value Added Tax

3. Payment of Grant

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

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

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

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

4. Inspection and Information

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

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

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

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

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

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

5. Confidentiality and Data Protection

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

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish

Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

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

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

6. Disposal of Assets

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

7. Publicity

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

8. Intellectual Property Rights

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

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

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

9.1.1 The Grantee commits a Default;

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

9.1.3 The Grantee fails to carry out the Project;

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

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

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

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

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

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

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

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

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

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

10. Assignment

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

11. Termination

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

12. Corrupt Gifts and Payments of Commission

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

13. Continuation of Conditions

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

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

14. Compliance with the Law

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

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

Yours sincerely



GRANT ACCEPTANCE

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

Signed:

[Director/Company Secretary/Authorised Signatory]

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

[Witness]

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

IMPACT PROJECT

1. The IMPACT (Improving Mental and Physical health, Achieving Cessation Targets) project was initially funded by a two-year grant from the Edinburgh and Lothians Health Foundation, topped up by additional staffing capacity from within the existing ASH Scotland inequalities funding from Scottish Government. This first phase of the project will be completed by May 2017.

2. Phase 1 of the IMPACT project produced a detailed evidence review on smoking and mental health, mapped community-based mental health services across the Lothians and engaged in a wide-ranging consultation with service staff and managers, and the people they support. The learning from this consultation informed development of guidance documents to support these services in engaging with their clients on tobacco use.

3. The guidance focuses on a message of “Let’s talk about smoking” and, rather than promote a directive stop smoking message, uses the AID acronym to suggest structuring conversations around Ask, Inform, Discuss. The intention is to foster exploration of the particular needs, wishes and aspirations of the individual and to seek alternative, less harmful coping mechanisms which work for them.

4. The guidance pack was launched on 21st March 2017 and is supported by a website at www.impact.scot

5. At the end of the first phase of the project there was a significantly increased understanding of the connections between smoking and mental health, how this relationship is perceived by both service staff and service users, the lack of a concerted response by services and how a voluntary, non-judgemental, individual-centre approach is most likely to be taken on board by services and deliver effective change for their client group.

Follow-up grant:

6. The aim of the second phase of the IMPACT project is to take the newly produced guidance and to establish it as a tried, tested and accepted part of community-based mental health interventions across the Lothians. We intend that this progress, integration and further learning will leave us well placed to then roll out the IMPACT guidance across Scotland.

7. The IMPACT guidance was produced in consultation with the mental health community, and has been well received. To ensure that the guidance brings about significant change to policy and practice the focus is on promoting the guidance to services, talking to services about their hopes, concerns, opportunities and barriers to using the guidance, and supporting them in integrating the guidance into their day-to-day practice.

8. During the first phase of the project it received consistently positive engagement from services, and service users. However it also continually found that people were busy with their existing concerns, had little time to consider anything new and were under significant time pressures that made it difficult to attend external events or to consider issues perceived as non-essential.

9. The new mental health strategy will help with that latter concern, but in addition ASH Scotland propose a model of working based on staff capacity to go out to our target audience, to meet with them at their own premises to explain the guidance, talk through any questions they may have and encourage, to provide training for staff and to support them in changing their own policy and practice. The learning from the work so far is that there is simply no substitute for having friendly, knowledgeable face-to-face contact.

10. ASH Scotland will recruit a new full-time Officer post, ideally someone with knowledge and experience of the target sector. Using the learning, and contacts, from the first stage of the IMPACT project this Officer will take on an outreach/engagement role, their job being to be out and about in the sector, getting to know the services and meeting their support needs. This post will be managed and supported by a part-time Development Lead in ASH Scotland's offices. ASH Scotland will arrange a year-long transfer of capacity (essentially a sabbatical) of an individual from our existing inequalities team to take forward this work, so that they utilise and build upon the learning and experience from our work to date. This individual will oversee the training elements of the support and also ensure communication and co-ordination with the ongoing elements of ASH Scotland's work on inequalities, poverty and mental health and ensure coordination with other national agencies.

11. To evaluate the progress and impact of the project ASH Scotland will:

- Monitor take-up of the IMPACT guidance pack, ensuring printed supply makes its way onto the desks of practitioners across the region
- Collate feedback from managers and staff, measuring their understanding and acceptance of the issue, how much they have used the guidance and how helpful they have found it to be
- Seek input from service users as to whether they have welcomed the support offered on smoking, whether they have found it useful in addressing their needs and what impact they feel it has made to their own physical and mental well-being
- Seek to capture learning about the types of support needed to embed use of the resource in community services

This learning will be collated in a report to be compiled at the end of the period.

Budget

| | | | | | |
|-------------------------|---------------|-----------|----------------|----------------------------|---------------|
| Staff Costs * | | | 50,730 | | |
| Recruitment | | | 675 | | |
| Equipment | | | 525 | | |
| Travel/Events/Materials | | | 2,810 | | |
| Overheads ** | | | 5,260 | | |
| | | | 60,000 | | |
| * Staff Costs | Salary | NI | Pension | Insurance/ Training | TOTAL |
| Development Lead | 14,286 | 845 | 1,000 | 340 | 16,471 |
| Officer | 27,161 | 2,622 | 1,901 | 590 | 32,274 |
| Admin | 1,704 | 131 | 119 | 31 | 1,985 |
| | | | | | 50,730 |

** Overheads

This includes Property, Services, Comms, IT, Accounting & Legal

PART 2: PAYMENT OF GRANT

1. The total Grant of £60,000 shall be payable by the Scottish Ministers to the Grantee in one instalment on receipt of a completed claim for Grant in the form set out in **Schedule 2**.

2. The total Grant shall be payable over the financial year 2016 – 17 *and has* been allocated as follows:

| | Amount | Payment Date |
|---------|---------------|---------------------|
| Payment | £60,000 | 30 March 2017 |

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

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Training Resource To Support National Campaign on Second-Hand Smoke

This is to confirm that the grant claimed by ASH Scotland in relation to the above Project during the financial year ended 31 March 2017 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of ASH Scotland.

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

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

“Conditions” means these grant conditions;

“Default” means:

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

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

(c) Any breach of any legislation; or

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

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

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

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

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

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

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

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

[REDACTED]

From: [REDACTED]
Sent: 21 August 2017 17:04
To: [REDACTED]
Subject: FW: proposal for second phase of IMPACT work
Attachments: ASH Scotland IMPACT.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Categories: FOI

[REDACTED]

For Inclusion in FOI response

[REDACTED]

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

From: [REDACTED]
Sent: 29 March 2017 15:45
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: proposal for second phase of IMPACT work

Dear [REDACTED] please find attached the signed grant offer letter. Hard copies are in the post. Let me know if you require any further information

Regards

[REDACTED]

Senior Finance & Business Officer
Tel: 0131 220 9460

Working days: Monday to Thursday

From: [REDACTED]
Sent: 29 March 2017 09:19
To: [REDACTED]
Subject: FW: proposal for second phase of IMPACT work

From: [REDACTED]
Date: 28 March 2017 at 17:00:37 BST

To: [REDACTED]
Subject: RE: proposal for second phase of IMPACT work

[REDACTED]

Grant Offer letter attached, hard copies are in the post. Grateful if you could arrange signature and return ASAP.

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

From: [REDACTED]
Sent: 28 March 2017 10:02
To: [REDACTED]
Cc: [REDACTED]
Subject: proposal for second phase of IMPACT work

Dear [REDACTED]

As discussed yesterday please find attached an outline plan and budget for the proposed work to develop the IMPACT work on smoking and mental health. Please let me know if you have any questions or comments or if there is any area where you would like to see further detail.

With regard to the payment and fitting in with year-end accounts, it is not a problem for us to receive the funds this week and to note in our accounts that these are to be carried over for work in the new financial year. If possible a BACS transfer on Friday, that reached us on Monday (3rd April), would feature in our accounts for next year and would avoid the need to explain a carry-over - but while this would be convenient it is not essential.

With thanks again for your support for this work.

Best wishes

[REDACTED]

[REDACTED]
Deputy Chief Executive
ASH Scotland
Tel: 0131 220 9468
Fax: 0131 225 4759
Web: <http://www.ashscotland.org.uk>

Population Health Directorate
Health Improvement Division

T: 0131-244 6660 F: 0131-244 2157

E: [REDACTED]

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

28 March 2017

Dear [REDACTED]

OFFER OF GRANT – IMPACT (IMPROVING MENTAL AND PHYSICAL HEALTH, ACHIEVING CESSATION TARGETS) IMPLEMENTATION

We are pleased to advise you that we are able to offer ASH (Scotland) (“the Grantee”) a grant of £60,000 STERLING, payable in the financial year 2016/17 to fund the second phase of the Impact Project. The work under the grant is more particularly described in Schedule 1 (“the Project”) and subject to the following terms and conditions:

1. Definitions and Interpretation

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

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

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

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

2. Purposes of the Grant

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

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

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

2.4 The aim of the Grant is to engage with 20 projects/services across Scotland; these will include both organisations with national remits and those which are more locally/community based.

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

To evaluate the progress and impact of the project ASH Scotland will:

- Monitor take-up of the IMPACT guidance pack, ensuring printed supply makes its way onto the desks of practitioners across the region
- Collate feedback from managers and staff, measuring their understanding and acceptance of the issue, how much they have used the guidance and how helpful they have found it to be
- Seek input from service users as to whether they have welcomed the support offered on smoking, whether they have found it useful in addressing their needs and what impact they feel it has made to their own physical and mental well-being
- Seek to capture learning about the types of support needed to embed use of the resource in community services

This learning will be collated in a report to be compiled at the end of the period.

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

£60,000.00

2.7 The eligible costs exclude:

- reclaimable Value Added Tax

3. Payment of Grant

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

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

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

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

4. Inspection and Information

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

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

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

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

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

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

5. Confidentiality and Data Protection

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

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish

Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

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

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

6. Disposal of Assets

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

7. Publicity

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

8. Intellectual Property Rights

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

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

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

9.1.1 The Grantee commits a Default;

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

9.1.3 The Grantee fails to carry out the Project;

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

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

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

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

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

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

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

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

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

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

10. Assignment

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

11. Termination

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

12. Corrupt Gifts and Payments of Commission

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

13. Continuation of Conditions

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

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

14. Compliance with the Law

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

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

Yours sincerely



GRANT ACCEPTANCE

On behalf of ASH Scotland, I accept the foregoing offer of Grant by the Scottish Ministers dated 28 March 2017 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed:



[Director/Company Secretary/Authorised Signatory]

Print Name:



Position in Organisation of Person Signing: CHIEF EXECUTIVE

Date:

29/3/17

Place of Signing:

ASH Scotland, Edinburgh

Signed:

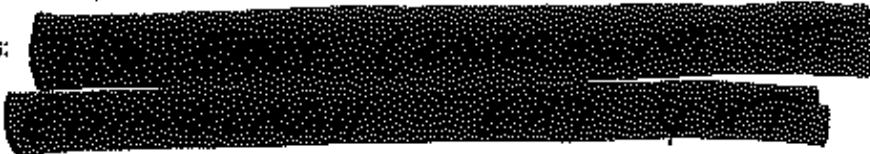
[Witness]



Witness Name:



Address:



Date:

29/3/17

Place of Signing:

ASH SCOTLAND OFFICE
EDINBURGH

SCHEDULE 1

IMPACT PROJECT

1. The IMPACT (Improving Mental and Physical health, Achieving Cessation Targets) project was initially funded by a two-year grant from the Edinburgh and Lothians Health Foundation, topped up by additional staffing capacity from within the existing ASH Scotland inequalities funding from Scottish Government. This first phase of the project will be completed by May 2017.
2. Phase 1 of the IMPACT project produced a detailed evidence review on smoking and mental health, mapped community-based mental health services across the Lothians and engaged in a wide-ranging consultation with service staff and managers, and the people they support. The learning from this consultation informed development of guidance documents to support these services in engaging with their clients on tobacco use.
3. The guidance focuses on a message of “Let’s talk about smoking” and, rather than promote a directive stop smoking message, uses the AID acronym to suggest structuring conversations around Ask, Inform, Discuss. The intention is to foster exploration of the particular needs, wishes and aspirations of the individual and to seek alternative, less harmful coping mechanisms which work for them.
4. The guidance pack was launched on 21st March 2017 and is supported by a website at www.impact.scot
5. At the end of the first phase of the project there was a significantly increased understanding of the connections between smoking and mental health, how this relationship is perceived by both service staff and service users, the lack of a concerted response by services and how a voluntary, non-judgemental, individual-centre approach is most likely to be taken on board by services and deliver effective change for their client group.

Follow-up grant:

6. The aim of the second phase of the IMPACT project is to take the newly produced guidance and to establish it as a tried, tested and accepted part of community-based mental health interventions across the Lothians. We intend that this progress, integration and further learning will leave us well placed to then roll out the IMPACT guidance across Scotland.
7. The IMPACT guidance was produced in consultation with the mental health community, and has been well received. To ensure that the guidance brings about significant change to policy and practice the focus is on promoting the guidance to services, talking to services about their hopes, concerns, opportunities and barriers to using the guidance, and supporting them in integrating the guidance into their day-to-day practice.
8. During the first phase of the project it received consistently positive engagement from services, and service users. However it also continually found that people were busy with their existing concerns, had little time to consider anything new and were under significant time pressures that made it difficult to attend external events or to consider issues perceived as non-essential.

9. The new mental health strategy will help with that latter concern, but in addition ASH Scotland propose a model of working based on staff capacity to go out to our target audience, to meet with them at their own premises to explain the guidance, talk through any questions they may have and encourage, to provide training for staff and to support them in changing their own policy and practice. The learning from the work so far is that there is simply no substitute for having friendly, knowledgeable face-to-face contact.

10. ASH Scotland will recruit a new full-time Officer post, ideally someone with knowledge and experience of the target sector. Using the learning, and contacts, from the first stage of the IMPACT project this Officer will take on an outreach/engagement role, their job being to be out and about in the sector, getting to know the services and meeting their support needs. This post will be managed and supported by a part-time Development Lead in ASH Scotland's offices. ASH Scotland will arrange a year-long transfer of capacity (essentially a sabbatical) of an individual from our existing inequalities team to take forward this work, so that they utilise and build upon the learning and experience from our work to date. This individual will oversee the training elements of the support and also ensure communication and co-ordination with the ongoing elements of ASH Scotland's work on inequalities, poverty and mental health and ensure coordination with other national agencies.

11. To evaluate the progress and impact of the project ASH Scotland will:

- Monitor take-up of the IMPACT guidance pack, ensuring printed supply makes its way onto the desks of practitioners across the region
- Collate feedback from managers and staff, measuring their understanding and acceptance of the issue, how much they have used the guidance and how helpful they have found it to be
- Seek input from service users as to whether they have welcomed the support offered on smoking, whether they have found it useful in addressing their needs and what impact they feel it has made to their own physical and mental well-being
- Seek to capture learning about the types of support needed to embed use of the resource in community services

This learning will be collated in a report to be compiled at the end of the period.

Budget

| | | | | | |
|-------------------------|---------------|-----------|----------------|----------------------------|---------------|
| Staff Costs * | | | 50,730 | | |
| Recruitment | | | 675 | | |
| Equipment | | | 525 | | |
| Travel/Events/Materials | | | 2,810 | | |
| Overheads ** | | | 5,260 | | |
| | | | 60,000 | | |
| * Staff Costs | Salary | NI | Pension | Insurance/ Training | TOTAL |
| Development Lead | 14,286 | 845 | 1,000 | 340 | 16,471 |
| Officer | 27,161 | 2,622 | 1,901 | 590 | 32,274 |
| Admin | 1,704 | 131 | 119 | 31 | 1,985 |
| | | | | | 50,730 |

** Overheads

This includes Property, Services, Comms, IT, Accounting & Legal

PART 2: PAYMENT OF GRANT

1. The total Grant of £60,000 shall be payable by the Scottish Ministers to the Grantee in one instalment on receipt of a completed claim for Grant in the form set out in Schedule 2.

2. The total Grant shall be payable over the financial year 2016-- 17 *and has* been allocated as follows:

| | Amount | Payment Date |
|---------|---------|---------------|
| Payment | £60,000 | 30 March 2017 |

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

SCHEDULE 2

GRANT CLAIM FORM

Organisation: ASH Scotland

Bank details: CAF Bank, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent, ME19 4JQ

Project: IMPACT Project

Total agreed grant for £60,000

Latest forecast of expenditure of grant for £60,000

Grant claimed to date: £0

Claim for grant for the period stage 2 of the IMPACT Project

We hereby claim [total] grant of £ 60,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 28 March 17 and the Schedules attached thereto.

Completed by: [REDACTED]

Position: Senior Finance & Business Officer

Contact Details: E: [REDACTED] T: 0131 225 4725

Date: 29 March 2017

Items of Expenditure

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

| A | B | C | D |
|---|-------------------|---------------------------|--|
| Item | Amount (£) | Paid Invoice [Y/N] | Other (please specify, e.g. certificate of payment in kind) |
| See budget within agreement dated 28 March 2017 | | | |
| | | | |
| | | | |
| TOTAL* | £60,000 | | |

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Training Resource To Support National Campaign on Second-Hand Smoke

This is to confirm that the grant claimed by ASH Scotland in relation to the above Project during the financial year ended 31 March 2017 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of ASH Scotland.

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

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

"Conditions" means these grant conditions;

"Default" means:

- (a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- (b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- (c) Any breach of any legislation; or
- (d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

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

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

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

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

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

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

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