

An exemption under section 38(1)(b) of FOISA (personal information) applies to some of the information requested because it is personal data of a third party, i.e. names/contact details of individuals, and disclosing it would contravene the data protection principles in Schedule 1 to the Data Protection Act 1998. This exemption is not subject to the 'public interest test', so we are not required to consider if the public interest in disclosing the information outweighs the public interest in applying the exemption.

Dublin Hub – Correspondence between Scottish Government and Foreign & Commonwealth Office

From: [redacted]
Sent: 04 March 2016 13:57
To: [redacted]@fco.gov.uk ; [redacted]@fco.gov.uk; [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]
Subject: PO for Renovation Costs for Dublin Office

A purchase order for £17,500 + VAT = £21,000 in total has now been raised. It is PO SG754824 and this number should be quoted on all invoices and correspondence.

Thank you.

[redacted]

[redacted]
[redacted]
[redacted]
Victoria Quay
Ext: [redacted]

From: [redacted]
Sent: 04 March 2016 11:40
To: [redacted]@fco.gov.uk; [redacted]@fco.gov.uk
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]@fco.gov.uk
Subject: RE: Purchase Order for Renovation Works

Thanks [redacted] – do you know if that figure includes VAT?

[redacted]

x[redacted]
[redacted]@gov.scot

From: [redacted]@fco.gov.uk
Sent: 04 March 2016 11:39
To: [redacted]; [redacted]@fco.gov.uk
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]@fco.gov.uk
Subject: RE: Purchase Order for Renovation Works
Importance: High

Dear [redacted]

Thank you. The amount agreed by [redacted] is €27,014, which is £21,000.

[redacted]

From: [redacted]@gov.scot
Sent: 04 March 2016 11:00
To: [redacted] (Sensitive); [redacted] (Sensitive)
Cc: [redacted]@gov.scot ; [redacted]@gov.scot ; [redacted]@gov.scot ;
[redacted]@gov.scot
Subject: RE: Purchase Order for Renovation Works

[redacted], [redacted],

Just to let you know that [redacted], who can raise the PO, will be out of the office from 2pm this afternoon.

Grateful if you could confirm the amount required to be covered by the PO, and indicate if that is inclusive of VAT or not. This can also be picked up on Monday if you're not able to do so this afternoon.

Thanks very much,

[redacted]

x[redacted]
[redacted]@gov.scot

From: [redacted]
Sent: 03 March 2016 16:15
To: [redacted]
Cc: [redacted]; [redacted]@fco.gov.uk; [redacted]@fco.gov.uk; [redacted]; [redacted]
Subject: RE: Purchase Order for Renovation Works
Importance: High

[redacted],

Can you help with this? We need to raise a new PO to cover the costs of the renovation for the Dublin office. This is to be separate from the existing open-ending PO, and will be purely for the renovation costs.

[redacted] is able to send the amount agreed for the work which will commence on Monday. The payee details will be the same as for the existing open-ending PO. Grateful if you could raise a PO for the amount asap tomorrow morning.

Thanks very much,
[redacted]

[redacted] | [redacted] | [redacted] | [redacted] | Scottish Government | [redacted] |
Victoria Quay | Edinburgh | EH6 6QQ

[redacted] | M: [redacted] | : [redacted]@gov.scot

From: [redacted]
Sent: 03 March 2016 15:12
To: [redacted]@fco.gov.uk
Cc: [redacted]; [redacted]@fco.gov.uk; [redacted]
Subject: RE: Purchase Order for Renovation Works

[redacted] – [redacted] will get back to you asap

[redacted]

From: [redacted]@fco.gov.uk
Sent: Thursday, March 3, 2016 2:31 PM
To: [redacted]
Cc: [redacted]; [redacted]@fco.gov.uk
Subject: FW: Purchase Order for Renovation Works
Importance: High

Hi [redacted]

To ensure the paperwork is set up and that we can accrue the amount we need the PO from your finance team urgently.

Thank you

[redacted]

From: [redacted]@gov.scot
Sent: 02 March 2016 07:57
To: [redacted]@fco.gov.uk
Cc: [redacted]@gov.scot; [redacted] (Sensitive)
Subject: Re: Purchase Order for Renovation Works

Thanks [redacted] I will get this to you as soon as possible, please go ahead on this basis.
[redacted]

[redacted]

From: [redacted]@fco.gov.uk
Sent: Tuesday, 1 March 2016 6:14 PM
To: [redacted]
Cc: [redacted]; [redacted]@fco.gov.uk
Subject: Purchase Order for Renovation Works

Dear [redacted]

Grateful if you can let me have a purchase order for the office renovation works so that I can request Interserve to set up a works order this week. It is likely that the invoice will not be

processed by Interserve by the end of March therefore can you confirm that you are in a position to instead accrue the full costs this financial year? The actual work should be completed therefore it is correct that you accrue this amount this year.

Best wishes

[redacted]

[redacted]

[redacted]

British Embassy \ 29 Merrion Road \ Dublin 4 \ Ireland

Tel: [redacted] \ Fax: [redacted] \ FTN: [redacted]

 @BritEmbDublin |8: www.gov.uk/world/ireland|Like us on 

From: [redacted]@fco.gov.uk

Sent: 04 April 2016 14:52

To: [redacted]

Cc: [redacted]@fco.gov.uk; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]

Subject: RE: PAYMENT ARRANGEMENTS FOR DUBLIN HUB

Hi [redacted]

I need to urgently process a rent payment for [redacted] property for this quarter so would be grateful if you could please provide me with details of the PO that is effective from 01 April 2016?

Many thanks

[redacted]

[redacted]

British Embassy \ 29 Merrion Road \ Dublin 4 \ Ireland

Tel: [redacted] \ Fax: [redacted] \ FTN: [redacted]

 @BritEmbDublin |8: www.gov.uk/world/ireland|Like us on 

From: [redacted]@gov.scot

Sent: 31 March 2016 10:34

To: [redacted] (Sensitive)

Cc: [redacted] (Sensitive); [redacted] (Sensitive); [redacted]@gov.scot ;

[redacted]@gov.scot ; [redacted]@gov.scot ; [redacted]@gov.scot ; [redacted]@gov.scot

Subject: RE: PAYMENT ARRANGEMENTS FOR DUBLIN HUB

Hi [redacted]

With effect from 1 April, management of our Dublin budget is moving to another team. My colleague [redacted] (in copy), will your contact going forward and will arrange for a new open ended PO to be raised against a different account and notified to you next week.

I would be grateful, therefore, if the new PO number could be quoted on any invoice for costs after 1 April. Costs incurred up to 1 April can still be charged against SG742361 (for renovation costs SG754824).

Kind Regards

[redacted]

[redacted] | [redacted]

Scottish Government, [redacted], Victoria Quay, Leith, Edinburgh, EH6 6QQ
[redacted] [redacted]@gov.scot

From: [redacted]@fco.gov.uk

Sent: 06 May 2016 19:56

To: [redacted]

Cc: [redacted]; [redacted]

Subject: RE: SG Dublin Office - payment arrangements

Hi [redacted]

VAT is payable on most goods and services, similar to the UK, therefore it is included on all relevant invoices/expenses that we pay. However some items are exempt from VAT for British Diplomats based in Ireland due to a reciprocal agreement between the British and Irish governments/Revenue. In these cases, we account separately for the VAT on our accounting software, charging it to a suspense account and then reclaim the costs from the Irish Revenue, crediting this suspense account when the refund is received. These charges are classed as "in scope" on our system. VAT is only reclaimable on alcohol, cigarettes and fuel therefore all other payments are considered "out of scope" so although we pay VAT to the Supplier/Vendor, we are not entitled to reclaim it therefore we are not required to account for it separately on our accounting system.

Further, if any items charged to Scottish Government are eligible for a VAT refund, we do not actually directly charge you, we charge our suspense account in order to simplify the refund process. As such, all payments we process and subsequently charge to Scottish Government will be "out of scope".

I hope this clarifies your query but please let me know if you need any additional details.

Kind regards

[redacted]

[redacted]

British Embassy \ 29 Merrion Road \ Dublin 4 \ Ireland

Tel: [redacted] \ Fax: [redacted] \ FTN: [redacted]

 @BritEmbDublin | 8: www.gov.uk/world/ireland | Like us on 

From: [redacted]@gov.scot

Sent: 04 May 2016 13:53

To: [redacted] (Sensitive)

Cc: [redacted]@gov.scot ; [redacted]@gov.scot

Subject: SG Dublin Office - payment arrangements

Hi [redacted]

Atlantic Quay, 150 Broomielaw, Glasgow G2 8LU
www.gov.scot



As you know we are in the process of handing over the administration for the Dublin office to another team. We met this morning to discuss arrangements for making payments etc and the issue of VAT was raised. I wonder if you could provide some clarity about this, specifically around recharging for goods and services. I note that all invoices from FCO are raised with the tax code – out of scope.

Thanks

[redacted]

[redacted] | [redacted]

Scottish Government

[redacted], Victoria Quay, Leith, Edinburgh, EH6 6QQ

[redacted]

[redacted]@gov.scot

From: [redacted]

Sent: 31 May 2016 12:22

To: [redacted]@fco.gov.uk

Subject: Invoice: 1087603 - EID Dublin Recharges

[redacted]

Can you let me know what the above invoice pertains to? There is an amount (£605.89) but no idea of what it's been spent on.

Many thanks

[redacted]

[redacted]

Scottish Government

[redacted]

[redacted]

Victoria Quay

Edinburgh, EH6 6QQ

Tel: [redacted]

London Hub – Correspondence between Scottish Government and Scotland Office

From: [redacted] (SO)

Sent: 28 March 2017 08:39

To: [redacted]

Cc: [redacted] (SO)

Subject: RE: Property advice - Enterprise and Innovation - London Hub - Dover House MOTO

[redacted]

Sorry, for not coming back to you. Who have you been dealing with in ISIS, re the recovery of the SCOTS kit. It may be that we might take some of the devices and have the costs transferred to us.

On the invoicing side, my colleague [redacted] will be the point of contact, who will arrange for the final bill. She will need a definite date to work to.

Regards

[redacted]



[redacted], [redacted]

T: [redacted] | M: [redacted]

[@UKGovScotland](#) | facebook.com/scotlandoffice

Keep up to date with UK Gov. activity in Scotland [here](#)

The UK Government's office for Scotland | Part of the UK Governance Group

[redacted]

From: [redacted]

Sent: 27 March 2017 12:38

To: [redacted] (SO)

Subject: Property advice - Enterprise and Innovation - London Hub - Dover House MOTO

Hello [redacted]

I hope you are well?

Perhaps I have overlooked it but I don't think I have seen any reply to my e-mail below? I am in the process of finalising the date for switching off our IT kit and then arranging for it to be removed from Dover House. At present the intention would be for that to be done by the end of May and for the space to be available for your use after that. I will be asking our IT support service to contact you to make those arrangements – will that be yourself and who will deal with sorting out our final invoice etc?

Happy to discuss in a call if that helps.

Kind regards

[redacted]

[redacted]

[redacted]

Telephone : [redacted] or [redacted]

From: [redacted]

Sent: 02 March 2017 08:34

To: [redacted] (SO)

Subject: Property advice - Enterprise and Innovation - London Hub - Dover House MOTO

Good Morning [redacted]

I am aware we have been trying to arrange a catch-up on property matters and that last time we spoke I indicated we might be able to let you have space back as requested at Dover House in due course. I am pleased to be able to confirm that we will now be able to do that since the opening of a new London Hub building for SG and Scottish public bodies was confirmed yesterday at an event organised by our landlords, NESTA.

The commitment to an Innovation and Investment Hub was made by the First Minister in her Programme for Government last year and a partnership approach to developing a collaborative workspace which a number of public bodies will share with SG was adopted. You will appreciate this approach could not have utilised space at Dover House. I have asked our [redacted], [redacted] to contact your [redacted] to pass over details of the lines which are being used so you can manage your own communications appropriately. I appreciate you would perhaps have liked earlier information however we were subject to a legally binding non-disclosure clause regarding the property and were unable to release information any earlier.

We will be able to relinquish our space at Dover House by the end of April/mid-May and I will make arrangements for the IT kit to be de-commissioned and repatriated as soon as our live-testing at 58 Victoria Embankment is completed and all is in full working order. (The SCOTS line will remain as you are customers and use it). I will confirm details with you about that in due course and we can agree a date for the formal end of the MOTO.

I would like to thank you for all the help you have given myself and other colleagues over the time we have been in contact about managing Dover House. If you have any questions or would like to discuss this please do contact me.

Kind regards

[redacted]

[redacted]

[redacted]

Telephone : [redacted] or [redacted]

E-mail : [redacted]@gov.scot

[redacted], [redacted], Victoria Quay, [redacted], Edinburgh, EH6 6QQ