

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

Hi

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

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

Hi, please see the responses from Angus Council below.

[redacted]
 [redacted], Schools and Learning, Angus House, Forfar DD8 1AE
 [redacted]@angus.gov.uk

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

Dear Colleagues,

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

Thank you,

From: [redacted]
Sent: 02 October 2017 12:37
Cc: [redacted]@gov.scot'
Subject: PFG Commitment - Access to Sanitary Products

Dear Colleagues,

Following the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, Scottish Government colleagues are asking for the following information from all Councils in order

to develop an idea of the current picture in schools and for costing the delivery of the commitment. Could you please reply to _____ and copy to me, your responses to the questions below:

- How many sanitary product vending machines do you currently have across your school estate? None
- What choice of products are offered? When distributed towels and tampons
- Who is the supplier of the vending machines?N/A
- Is procurement done centrally by the LA or by individual schools or school clusters? Individual schools
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?N/A
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced? Gender Neutral toilets are in place and system described below is used
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used? Schools have developed at a Primary and Secondary level varying systems for the dispensing of these products this includes via first Aid staff, known supplies located in neutral area of school (first aid room with no adult supervision) ,via PCS staff and school office staff .No fee or charge is made and schools supply these products from various sources including DSM and school fund monies .The system is deliberately low key and proactive in the primary schools when initiated by staff or individual pupils

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

Thanks

cc: _____

COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House

19 Haymarket Yards

Tel. _____

Edinburgh EH12 5BH

@cosla.gov.uk



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

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From: @angus.gcsx.gov.uk>
Sent: 12 September 2017 21:27
To: .
Subject: sanitary products
Attachments: Sanitary machines.xls

Hi .

Initial costings for full delivery of sanitary products attached. I was asked for this information along with an analysis of the current situation. All 8 secondary schools have supplies available in school through PCS or medical rooms and young people access as required. Some of this is provided through school DSM, some have free supplies from organisations. There is no notable evidence of increased pupil absence in relation to period poverty.

Kind Regards,

Angus Council, Orchardbank Business Park, Forfar, DD8 1AE, Scotland

Angus	PS x 51	SS x 16	Total
Machines x 2		£3,120.00	
Machines X 1	£9,945.00		
Towels £997	£50,847.00	£15,952.00	
Tampons £1800	£91,800.00	£28,800.00	
	£152,592.00	£47,872.00	£200,464.00

From: @cosla.gov.uk>
Sent: 13 October 2017 11:24
To:
Subject: RE: ASP - MEETING WITH SCOTLAND EXCEL

Hi

Depending on location – if Edinburgh either 2nd or 7th would be ok. If at Scotland Excel, none of those dates would work, though could dial in.

From: @gov.scot
Sent: 12 October 2017 11:09
To: @cosla.gov.uk>
Subject: ASP - MEETING WITH SCOTLAND EXCEL

Hey

Hope all's well. We're in the process of setting up a meeting with Scotland Excel to discuss how they might be able to support our PfG commitment around access to sanitary products. We're yet to nail down a date but wanted to see what if any availability you have on 31 October (pm), 2 November or 7 November (late pm) as it would be good to have COSLA there too.

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:

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

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Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadachd a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil.

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

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From: [redacted]
Sent: 13 October 2017 12:36
To: [redacted]
Cc: [redacted]
Subject: RE: PFG Commitment - Access to Sanitary Products

Hey

~~Apologies for the delay in replying. Totally understand re timing - grateful if you can forward the info just as soon as you can.~~

Regards,

From: [redacted] [mailto: [redacted]@highland.gov.uk]
Sent: 10 October 2017 14:32
To: [redacted]
Cc: [redacted]
Subject: RE: PFG Commitment - Access to Sanitary Products

This is peak holiday time, including for schools, and I'm afraid that it will take us a little longer to compile this information.

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

Dear Colleagues,

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

Thank you,

From: [redacted]
Sent: 02 October 2017 12:37
Cc: [redacted] [mailto: [redacted]@gov.scot]
Subject: PFG Commitment - Access to Sanitary Products

Dear Colleagues,

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

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

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

Thanks

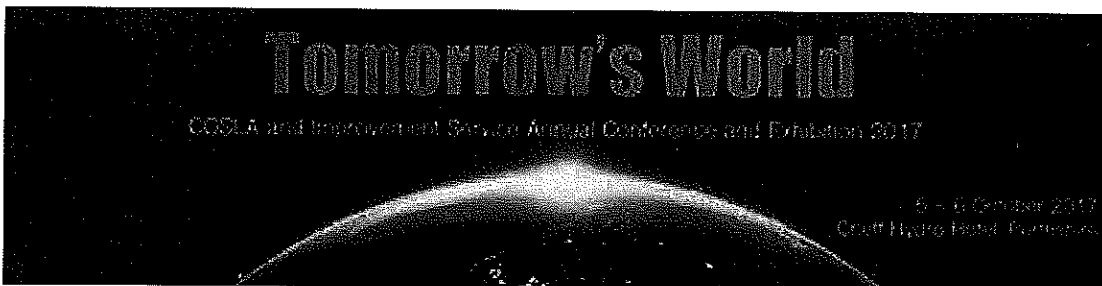
COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House

19 Haymarket Yards
Edinburgh EH12 5BH

Tel: 0131 222 2222
0131 222 2222



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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Èisteachd * Fosgailte * Luach * Leasachadh * Taic * Com-pàirteachas * Libhrigeadh

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From:
Sent: 16 October 2017 11:10
To:
Subject: Contact details

Hi

I hope you are well and had a nice weekend.

~~Due to our commitment to provide sanitary products in schools, colleges, and universities I am beginning to~~
collect contact details for those in educational establishments. As such, I would be very grateful if you could send me a list of all the college principals and their email addresses.

I appreciate this may take some time but if we could have this information before the end of the week I would appreciate it.

Kind regards,

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

From: .
Sent: 16 October 2017 11:12
To: @universities-scotland.ac.uk'
Subject: Contact details

Hi

I hope you are well and had a nice weekend.

Due to our commitment to provide sanitary products in schools, colleges, and universities I am beginning to collect contact details for those in educational establishments. As such, I would be very grateful if you could send me a list of all the university secretaries and their email addresses.

I appreciate this may take some time but if we could have this information before the end of the week I would appreciate it.

Kind regards,

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

57.

From: [redacted]@west-dunbarton.gov.uk>
Sent: 16 October 2017 11:17
To: [redacted]
Cc: [redacted]
Subject: RE: PFG Commitment - Access to Sanitary Products

Many thanks

From: [redacted]@cosla.gov.uk]
Sent: 16 October 2017 11:17
To: [redacted]@gov.scot
Cc: [redacted]
Subject: RE: PFG Commitment - Access to Sanitary Products

Hello,

Thanks for your response. I am copying in [redacted] who is leading on this at the Scottish Government and will hopefully be able to answer your colleague's questions.

From: [redacted]@west-dunbarton.gov.uk]
Sent: 16 October 2017 11:13
To: [redacted]@cosla.gov.uk>
Cc: [redacted]@wdc.gcsx.gov.uk>; [redacted]@west-dunbarton.gov.uk>
Subject: FW: PFG Commitment - Access to Sanitary Products
Importance: High

Good morning

Please accept my apologies for the lateness of this response however, these matters are not administered by Education. Please see the responses below from a colleague in Procurement and also a couple of questions for clarification.



Kind regards

[redacted]
School Estate Officer
West Dunbartonshire Council
Educational Services Department
Garshake Road
Dumbarton
G82 3PU

Tel. [redacted]
Mob [redacted]

Email: [redacted]@west-dunbarton.gov.uk

Work pattern: Mon-Thurs incl.

From: 
Sent: 16 October 2017 10:50
To: 
Subject: FW: PfG Commitment - Access to Sanitary Products
Importance: High

Hi,

My manager has passed on your email in regards to sanitary products. I am in the process of confirming the number of locations / number of vending machines we have across WDC, once completed I will send over to you by the end of the week.

Please see below my response to your questions;

- **How many sanitary product vending machines do you currently have across your school estate?**
Currently being verified, will send over once completed.
- **What choice of products are offered?**
Dual Vending Machine / Ultra Towels & Tampax
- **Who is the supplier of the vending machines?**
Healthcare Environmental Group Ltd
- **Is procurement done centrally by the LA or by individual schools or school clusters?**
Scotland Excel Framework Agreement – One contract

Can any procurement contract that may already exist be modified to enable free sanitary products to be accessed and can any products already in place be offered to staff?

I have a meeting with the Account Manager from Healthcare Environmental Group / Scotland Excel on Wednesday 18th Oct and will raise this point.



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

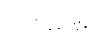

Could you please explain what is meant by free sanitary products to be assessed? Is the long term plan to offer free sanitary products? if so, how would this be controlled?

Kind regards,





Senior Procurement Officer
West Dunbartonshire Council
Telephone: 
Email: @west-dunbarton.gov.uk

From: 
Sent: 12 October 2017 17:56
To: 
Subject: FW: PfG Commitment - Access to Sanitary Products
Importance: High

With regard to the highlighted items below, can you get this from the fix lists or confirm with HES / SXL and respond to please?

Thanks

West Dunbartonshire Council
Telephone
Mobile
[west-dunbarton.gov.uk](mailto:info@west-dunbarton.gov.uk)

From:
Sent: 12 October 2017 16:49
To:
Cc:
Subject: FW: PfG Commitment - Access to Sanitary Products
Importance: High

Could you assist please with the undernoted enquiry from Scot. Gov? Neither REG FM or Asset Management hold any records or information about machines, maintenance or contracts. This is not something that Education would hold either.

Kind regards

West Dunbartonshire Council
Educational Services Department
Garshake Road
Dumbarton
G82 3PU

Tel.
Mobilc

Email: [@west-dunbarton.gov.uk](mailto:info@west-dunbarton.gov.uk)

Work pattern: Mon-Thurs incl.

From:
Sent: 09 October 2017 17:44
To:
Subject: FW: PfG Commitment - Access to Sanitary Products

Hi
Were you able to find out anything in relation to this request?

Sent from my Windows Phone

From: [redacted]
Sent: 09/10/2017 12:50
Subject: FW: PFG Commitment - Access to Sanitary Products

Dear Colleagues,

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

Thank you,

From: [redacted]
Sent: 02 October 2017 12:37
Cc: [redacted]@gov.scot' <[redacted]@gov.scot>
Subject: PFG Commitment - Access to Sanitary Products

Dear Colleagues,

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

- How many sanitary product vending machines do you currently have across your school/college?
- What types of products are offered?
- Who is the supplier of the vending machines?
- Is procurement done centrally by the LA or by individual schools or school clusters?
- Can any procurement contracts that may already be in place be modified to enable these sanitary products to be accessed, and can you provide any costs that may be associated to this?

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

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

Thanks

[redacted]

[redacted]

[redacted]

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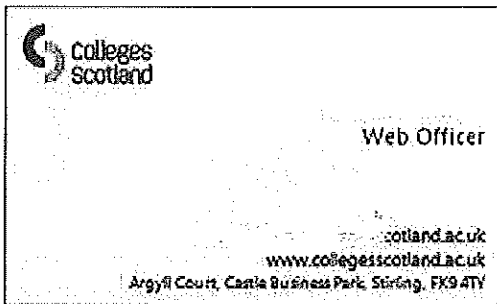
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Verity House
19 Haymarket Yards
Edinburgh EH12 5BH

From: [redacted]@collegesscotland.ac.uk>
Sent: 16 October 2017 12:09
To: [redacted]
Subject: Principals mailing list
Attachments: [redacted]

asked that I forward you a Principals mailing list which is attached

Kind regards



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First Name	Last Name	Job Title	College/Organisation	Address Line 1	Address Line 2	Town	Postcode	Email Address
Fraser	Durie	Principal	Argyll College UHI	West Bay		Dunoon, Argyll	PA23 7HP	
Heather	Dunk OBE	Principal	Ayrshire College	18-20 Hill Street		Kilmarnock	KA1 3HY	
Angela	Cox	Principal	Borders College	Scottish Borders Campus	Nether Road	GALASHIELS	TD1 3HE	
Paul	Little	Principal and Chief Executive	City of Glasgow College	190 Cathedral Street		Glasgow	G4 0RF	
Carol	Turnbull	Principal and Chief Executive	Dumfries & Galloway College	Bankend Road		DUMFRIES	DG1 4FD	
Grant	Ritchie	Principal	Dundee and Angus College	Old Glamis Road		DUNDEE	DD3 8LE	
Annette	Bruton	Principal	Edinburgh College	Milton Road Campus	24 Milton Road East	Edinburgh	EH15 2PP	
Hugh	Hall	Principal	Fife College	Halbeath		Dunfermline	KY11 8DY	
Ken	Thomson	Principal	Forth Valley College	Falkirk Campus	Grangemouth Road	FALKIRK	FK2 9AD	
Jon	Vincent	Principal	Glasgow Clyde College	690 Mosspark Drive		GLASGOW	G52 3AY	
Alan	Sherry	Principal	Glasgow Kelvin College	2 Haghill Road		Glasgow	G31 3SR	
Chris	O'Neil	Principal and Chief Executive Officer	Inverness College UHI	1 Inverness Campus		INVERNESS	IV2 5NA	
Iain	Macmillan	Principal and Chief Executive	Lewis Castle College UHI	Stornoway		Isle of Lewis	HS2 0XR	
David	Patterson	Principal and Chief Executive	Moray College UHI	Moray Street		ELGIN	IV30 1JJ	
Martin	McGuire	Principal and Chief Executive	New College Lanarkshire	Motherwell Campus	1 Enterprise Way	Motherwell	ML1 2TX	
Ann	Southwood	Principal	Newbattle Abbey College	Newbattle Road		Dalkeith	EH22 3LL	
Liz	McIntyre	Principal and Chief Executive	North East Scotland College	Gallowgate		ABERDEEN	AB25 1BN	
Donald	MacBeath	Principal and Chief Executive	North Highland College UHI	Ormie Road		THURSO	KW14 7EE	
Bill	Ross	Principal	Orkney College UHI	East Road	Kirkwall	Orkney	KW15 1LX	
Margaret	Cook	Principal and Chief Executive	Perth College UHI	Chief Road		PERTH	PH1 2NX	
Boyd	Robertson	Principal	Sabhal Mor Ostaig UHI	Sleat		Isle of Skye	IV44 8RQ	
Willie	Shannon	Interim Joint Principal	Shetland College UHI	Gremista	Lenwick	Shetland	ZE1 0PX	
Stewart	McKillop	Principal	South Lanarkshire College	College Way		East Kilbride	G75 0NE	
Wayne	Powell	Principal and Chief Executive	SRUC	King's Building	West Mains Road	EDINBURGH	EH9 3JG	
David	James	Assistant Principal Further Education	SRUC	Ecclesmachan	Broxburn	WEST LOTHIAN	EH52 6NH	
Audrey	Cumberford	Principal and Chief Executive	West College Scotland	Paisley Campus	Renfrew Road	Paisley	PA3 4DR	
Lydia	Rohmer	Principal and Chief Executive	West Highland College UHI	Fort William Campus	Carmichael Way	Forth William	PH93 6FF	
Mhairi	Harrington OBE	Principal and Chief Executive	West Lothian College	Almondvale Crescent		Livingston	EH54 7EP	

59

From:
Sent: 06 February 2018 16:15
To:
Subject: FW: Question from

| Workforce, Infrastructure & Reform Division | Learning Directorate | 2A South

| Victoria Quay | EH6 6QQ

From:
Sent: 17 October 2017 10:07
To:
Subject: RE: Question from

Thanks - still 300 then!

| Workforce, Infrastructure & Reform Division | Learning Directorate | 2A South

| Victoria Quay | EH6 6QQ

From: @jordanhill.glasgow.sch.uk]
Sent: 17 October 2017 09:40
To:
Subject: RE: Question from

apologies, should read 288 S1 to S6 girls and 10 P7 so total 298.

Jordanhill School
45 Chamberlain Road
Glasgow
G13 1SP
Tel:
www.jordanhill.glasgow.sch.uk

Company Registration No. 108265
Charity Registration No. SC004463



From:
Sent: 17 October 2017 09:35

To: 'J' @gov.scot' <...>
Subject: RE: Question from 'J'

Morning.

We currently have 281 S1 to S6 girls and will have 10 P7 girls over the course of this academic year turning 12 before the end of June 2018.

Total 291.

Hope this helps.

Jordanhill School
45 Chamberlain Road
Glasgow
G13 1SP
Tel: 0141 205 5333
www.jordanhill.glasgow.sch.uk

Company Registration No. 108265
Charity Registration No. SC004463



From: 'J' @gov.scot
Sent: 16 October 2017 17:04
To: 'J' @jordanhill.glasgow.sch.uk>
Cc: 'J' @gov.scot
Subject: Question from 'J'

I've become involved with a SG working group that's been charged with delivering the Govt's commitment to provide free sanitary products to school girls aged 12 & over. At the moment we're trying to scope the scale of the entitlement.

Are you able to give me an indication of how many girls aged 12 & over you have at Jordanhill (primary & secondary) - we're going to have to round all this up so approx. figures/estimate will be fine for this purpose rather than a precise figure. That said, the numbers you have will be lost in the rounding's of all this - anyway we've been asked to try & get a figure from you so we can gross up with all the other schools across all Scotland

Thanks

Best wishes

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I na am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadichte a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil. 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: HOLD for Meeting between SG Colleagues and East Ayrshire Council re Access to Sanitary Products in Schools
Location: East Ayrshire Council, London Road, Kilmarnock, KA3 7BU
Start: Fri 17/11/2017 11:00
End: Fri 17/11/2017 12:30
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:

Required Attendees: , @east-ayrshire.gov.uk),
 , @east-ayrshire.gov.uk); , @east-ayrshire.gov.uk)
 ayrshire.gov.uk) , @east-ayrshire.gov.uk)

Hi All

I'd be grateful if you could hold this slot in your diary for Social Justice Delivery Unit to meet with East Ayrshire Council.

Our Unit is responsible for taking forward the First Minister's Programme for Government Commitment to provide access to free sanitary products in schools, colleges and universities, and it would be really helpful to be able to talk through the implications and practicalities of this from a local authority perspective.

We are interested in:

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

Many thanks

From: [redacted]
Sent: 17 October 2017 11:14
To: [redacted]
Cc: [redacted]@cosla.gov.uk
Subject: RE: PFG Commitment - Access to Sanitary Products

Hey .

Many thanks for your response and no probs re delay

Regards,

From: [redacted]@eastrenfrewshire.gov.uk
Sent: 17 October 2017 11:10
To: [redacted]
Cc: [redacted]@cosia.gov.uk
Subject: FW: PFG Commitment - Access to Sanitary Products

Dear

Please see responses below from East Renfrewshire. Apologies for delayed response.

Kind regards

Senior Deputy Head
Education Department

Phone :

Information Security Classification

No marking: No special handling practices
PROTECT: Protective action required
PROTECT+: Additional protective action required

EAST RENFREWSHIRE COUNCIL – YOUR COUNCIL, YOUR FUTURE

www.eastrenfrewshire.gov.uk

Please consider the environment - do you need to print this email?

1. How many sanitary product vending machines do you currently have across your school estate?
Currently only in St Ninian’s High School, one in a girls toilet and one in ladies toilet near the staffroom.
Schools hold a sanitary towels supply available for the school office (free of charge). There are four dispensing vending machines in female toilets in St Ninian’s High School.
2. What choice of products are offered?
Sanitary towels and tampons.

3. Who is the supplier of the vending machines?
Fitted and serviced by Initial Services and currently the cost is £1 for either one tampon or one towel.
4. Is procurement done centrally by the LA or by individual schools or school clusters?
By individual schools.
5. Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?
Yes, a Healthcare contract in place that would be subject to variation.
6. Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?
No

7. Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used?
Schools hold a sanitary towels supply available for the school office (free of charge).

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From:
Sent: 17 October 2017 13:32
To:
Cc:
 @cosla.gov.uk'
Subject: RE: PFG Commitment - Access to Sanitary Products

Hey

Many thanks for sending this info.

Regards,

From: @edinburgh.gov.uk]
Sent: 13 October 2017 15:01
To:
Cc:
Subject: [PROTECT] PFG Commitment - Access to Sanitary Products

Dear

In response to the request below

- How many sanitary product vending machines do you currently have across your school estate?
 We do not hold information for all of our 23 Secondary Schools but of the information we have centrally we can advise that 4 of our Secondary Schools have vending machines available.
- What choice of products are offered?
 We do not know the brand but tampons and towels are available.
- Who is the supplier of the vending machines?
- Is procurement done centrally by the LA or by individual schools or school clusters?
 Schools who have vending facilities will have signed up to their service provider individually so who they are using is not held centrally. However It may be that they are getting vending machines from the Scotland Excel Washroom Solutions Framework agreement which procurement adopted a few years ago. If this is the case then the likelihood is that the provider is PHS, Cannon or Initial.
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?
 We don't currently have this information as this would have to be negotiated between individual schools and their providers of sanitary products. From our data held centrally the majority of our Secondary Schools provide free products on request and those that have vending machines have these in addition to free products.
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?
 Some schools have introduced gender neutral toilets but we do not currently have information on whether vending machines are available. The intention is that future schools will include some gender neutral toilets and the inclusion of vending machines will be considered during delivery of these schools.

- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used?
Most schools will hold sanitary towels and/or tampons in the school office or guidance base which pupils can access free of charge when needed.

If further information is required we will be happy to contact Schools to gather more information but please be aware that this will take some time.

Kind regards.

Communities & Families | The City of Edinburgh Council
| Waverley Court, Business Centre 1/2 | 4 East Market Street, Edinburgh, EH8 8BG |

Tel [0131 552 7000](tel:01315527000) | [@edinburgh.gov.uk](mailto:info@edinburgh.gov.uk) | www.edinburgh.gov.uk

From: info@cosla.gov.uk
Date: 9 October 2017 at 12:49:53 BST
To: undisclosed-recipients;
Subject: FW: PfG Commitment - Access to Sanitary Products

Dear Colleagues,

I am just emailing to remind you of the request below, and ask that you send on any information to info@cosla.gov.uk as soon as possible to inform their costings and plans around this.

Thank you,

From: info@cosla.gov.uk
Sent: 02 October 2017 12:37
Cc: info@cosla.gov.uk
Subject: PfG Commitment - Access to Sanitary Products

Dear Colleagues,

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

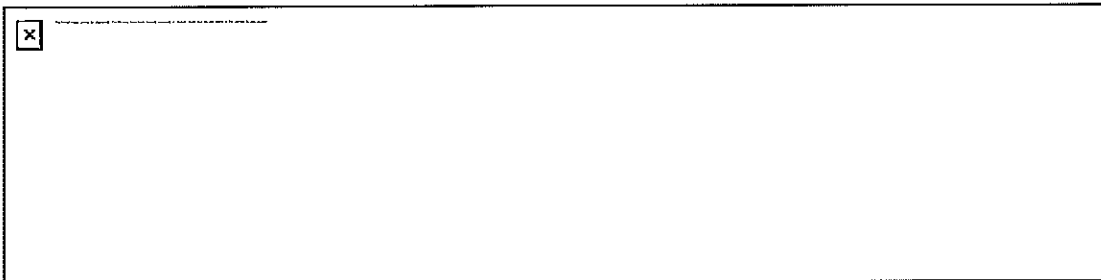
- How many sanitary product vending machines do you currently have across your school estate?
- What choice of products are offered?

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

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

Thanks

COSLA
 CONVENTION OF SCOTTISH LOCAL AUTHORITIES
 Verity House
 19 Haymarket Yards Tel. 0131 552 2222
 Edinburgh EH12 5BH



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From: [redacted]@west-dunbarton.gov.uk>
Sent: 17 October 2017 13:48
To: [redacted]
Cc: [redacted]@cosla.gov.uk
Subject: RE: PFG Commitment - Access to Sanitary Products

~~Thank you very much for this clarification and additional information. I am sure this will assist my colleague in Procurement in her final response on the matter.~~

Kind regards

West Dunbartonshire Council
 Educational Services Department
 Garshake Road
 Dumbarton
 G82 3PU

Tel. [redacted]
 Mobile [redacted]

Email: [redacted]@west-dunbarton.gov.uk

Work pattern: Mon-Thurs incl.

From: [redacted]@gov.scot
Sent: 17 October 2017 13:46
To: [redacted]
Cc: [redacted]@cosla.gov.uk
Subject: RE: PFG Commitment - Access to Sanitary Products

Hey

Many thanks for your response to our questions.

To answer your questions, our new Programme for Government (published on 6 September 2017) includes a commitment to tackle the issue of accessibility of sanitary products. Being able to access sanitary products is fundamental to securing equality, dignity and rights across the whole of public policy. We will introduce a scheme to fund access to free sanitary products in schools, colleges and universities and consider action to support those on low incomes, but not in education, in light of the findings of the current pilot scheme in Aberdeen. The First Minister has stated that delivery will take place from the start of academic year 2018/19.

We have convened a Working Group comprising key internal and external stakeholders (including COSLA) to help develop and guide delivery of this commitment. Our preferred delivery option at

the moment would be to provide funding direct to education establishments via an appropriate umbrella body (COSLA for LAs, Scottish Funding Council for colleges and universities) with some minimum standards attached but with local flexibility as to how access is actually delivered. However, this may change as our work progresses.

Hope this is helpful. Happy to discuss further.

Regards,

From: [redacted]@cosla.gov.uk]
Sent: 16 October 2017 11:17
To: [redacted]
Cc: [redacted]
Subject: RE: PfG Commitment - Access to Sanitary Products

Hello

Thanks for your response. I am copying in [redacted] who is leading on this at the Scottish Government and will hopefully be able to answer your colleague's questions.

From: [redacted]@west-dunbarton.gov.uk]
Sent: 16 October 2017 11:13
To: [redacted]@cosla.gov.uk>
Cc: [redacted]@wdc.gcsx.gov.uk>; [redacted]@west-dunbarton.gov.uk>
Subject: FW: PfG Commitment - Access to Sanitary Products
Importance: High

Good morning

Please accept my apologies for the lateness of this response however, these matters are not administered by Education. Please see the responses below from a colleague in Procurement and also a couple of questions for clarification.

Kind regards

West Dunbartonshire Council
Educational Services Department
Garshake Road
Dumbarton
G82 3PU

Tel. [redacted]
Mobile [redacted]

Email [redacted]@west-dunbarton.gov.uk

Work pattern: Mon-Thurs incl.

From: .
Sent: 16 October 2017 10:50
To: .
Subject: FW: PFG Commitment - Access to Sanitary Products
Importance: High

Hi

My manager has passed on your email in regards to sanitary products. I am in the process of confirming the number of locations / number of vending machines we have across WDC, once completed I will send over to you by the end of the week

Please see below my response to your questions;

- How many sanitary product vending machines do you currently have across your school estate?
Currently being verified, will send over once completed.

- What choice of products are offered?
Dual Vending Machine / Ultra Towels & Tampax

- Who is the supplier of the vending machines?
Healthcare Environmental Group Ltd

- Is procurement done centrally by the LA or by individual schools or school clusters?
Scotland Excel Framework Agreement – One contract

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

I have a meeting with the Account Manager from Healthcare Environmental Group / June Baxter-Scotland Excel on Wednesday 18th Oct and will raise this point.

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

Could you please explain what is meant by free sanitary products to be assessed? Is the long term plan to offer free sanitary products? if so, how would this be controlled?

Kind regards,

West Dunbartonshire Council
Telephone: 01896 444444
Email: info@west-dunbarton.gov.uk

From: .
Sent: 12 October 2017 17:56
To: .
Subject: FW: PFG Commitment - Access to Sanitary Products
Importance: High

With regard to the highlighted items below, can you get this from the fix lists or confirm with HES / SXL and respond to me please?

Thanks

West Dunbartonshire Council
Telephone
Mobile
[@wdc.gcsx.gov.uk](mailto: @wdc.gcsx.gov.uk)

From:
Sent: 12 October 2017 16:49
To:
Cc:
Subject: FW: PFG Commitment - Access to Sanitary Products
Importance: High

Could you assist please with the undernoted enquiry from Scot. Gov? Neither REG FM or Asset Management hold any records or information about machines, maintenance or contracts. This is not something that Education would hold either.

Kind regards

West Dunbartonshire Council
Educational Services Department
Garshake Road
Dumbarton
G82 3PU

Tel.
Mobile

Email: [@west-dunbarton.gov.uk](mailto: @west-dunbarton.gov.uk)

Work pattern: Mon-Thurs incl.

From:
Sent: 09 October 2017 17:44
To:
Subject: FW: PFG Commitment - Access to Sanitary Products

Hi
Were you able to find out anything in relation to this request?

Sent from my Windows Phone

From:
Sent: 09/10/2017 12:50
Subject: FW: PFG Commitment - Access to Sanitary Products

Dear Colleagues,

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

Thank you,

From:
Sent: 02 October 2017 12:37
Cc: [@gov.scot](mailto:)>
Subject: PFG Commitment - Access to Sanitary Products

Dear Colleagues,

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

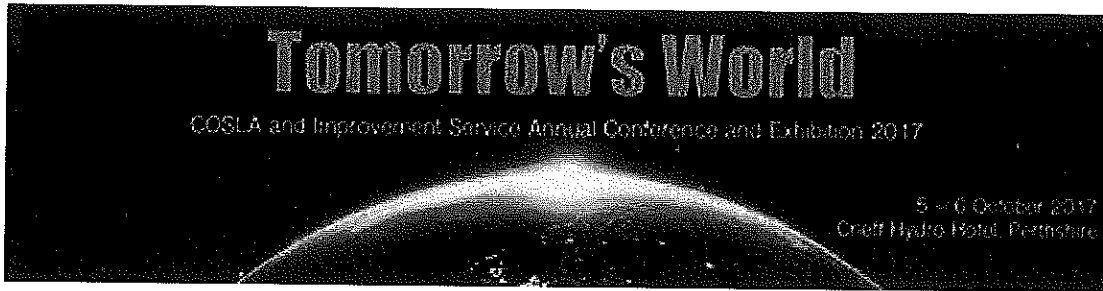
Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?
Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used?

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

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

Thanks

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



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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Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadaichte a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil. Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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From: [redacted] <[redacted]@cosla.gov.uk>
Sent: 17 October 2017 14:30
To: [redacted]
Subject: RE: PfG Commitment - Access to Sanitary Products

Thanks – I'll get more detail on links they have with schools.

From: [redacted] <[redacted]@gov.scot>
Sent: 17 October 2017 13:49
To: [redacted] <[redacted]@cosla.gov.uk>
Subject: RE: PfG Commitment - Access to Sanitary Products

Hey

[redacted] is our contact up there – email [redacted]

Cheers,

From: [redacted] <[redacted]@cosla.gov.uk>
Sent: 17 October 2017 13:40
To: [redacted]
Subject: RE: PfG Commitment - Access to Sanitary Products

Hi

Just a quick question - did you have a contact for the Aberdeen pilot I could get in touch with?

From: [redacted] <[redacted]@gov.scot>
Sent: 17 October 2017 13:32
To: [redacted] <[redacted]@edinburgh.gov.uk>
Cc: [redacted] <[redacted]@edinburgh.gov.uk>; [redacted] <[redacted]@edinburgh.gov.uk>; [redacted] <[redacted]@edinburgh.gov.uk>; [redacted] <[redacted]@edinburgh.gov.uk>; [redacted] <[redacted]@cosla.gov.uk>
Subject: RE: PfG Commitment - Access to Sanitary Products

Hey

Many thanks for sending this info.

Regards,

From: [redacted] <[redacted]@edinburgh.gov.uk> **On Behalf Of** [redacted]
Sent: 13 October 2017 15:01
To: [redacted]
Cc: [redacted]
Subject: [PROTECT] PfG Commitment - Access to Sanitary Products

Dear [redacted]

In response to the request below

- How many sanitary product vending machines do you currently have across your school estate?
We do not hold information for all of our 23 Secondary Schools but of the information we have centrally we can advise that 4 of our Secondary Schools have vending machines available.
- What choice of products are offered?
~~We do not know the brand but tampons and towels are available.~~
- Who is the supplier of the vending machines?
- Is procurement done centrally by the LA or by individual schools or school clusters?
Schools who have vending facilities will have signed up to their service provider individually so who they are using is not held centrally. However It may be that they are getting vending machines from the Scotland Excel Washroom Solutions Framework agreement which procurement adopted a few years ago. If this is the case then the likelihood is that the provider is PHS, Cannon or Initial.
- Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)?
We don't currently have this information as this would have to be negotiated between individual schools and their providers of sanitary products. From our data held centrally the majority of our Secondary Schools provide free products on request and those that have vending machines have these in addition to free products.
- Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced?
Some schools have introduced gender neutral toilets but we do not currently have information on whether vending machines are available. The intention is that future schools will include some gender neutral toilets and the inclusion of vending machines will be considered during delivery of these schools.
- Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used?
Most schools will hold sanitary towels and/or tampons in the school office or guidance base which pupils can access free of charge when needed.

If further information is required we will be happy to contact Schools to gather more information but please be aware that this will take some time.

Kind regards.

[redacted] | Communities & Families | The City of Edinburgh Council
| Waverley Court, Business Centre 1/2 | 4 East Market Street, Edinburgh, EH8 8BG |

Tel: [redacted] | www.edinburgh.gov.uk

From: _____ <@cosla.gov.uk>
Date: 9 October 2017 at 12:49:53 BST
To: undisclosed-recipients;
Subject: FW: PFG Commitment - Access to Sanitary Products

Dear Colleagues,

I am just emailing to remind you of the request below, and ask that you send on any information to _____ () as soon as possible to inform their costings and plans around this.

Thank you,

From: _____
Sent: 02 October 2017 12:37
Cc: _____ <@gov.scot>
Subject: PFG Commitment - Access to Sanitary Products

Dear Colleagues,

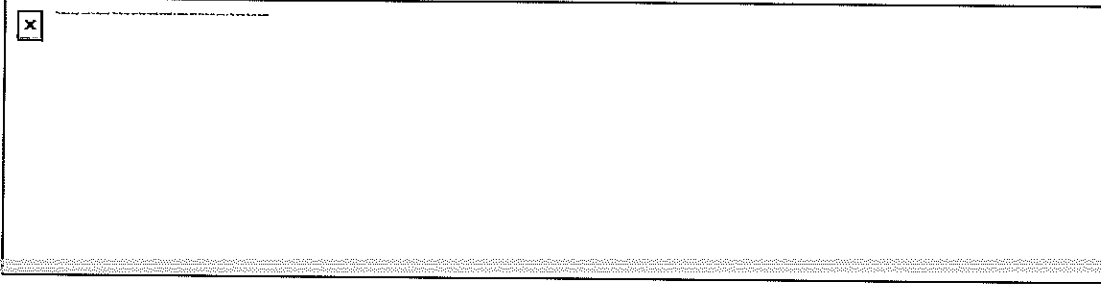
Following the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, Scottish Government colleagues are asking for the following information from all Councils in order to develop an idea of the current picture in schools and for costing the delivery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

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

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

Thanks

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



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

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From: [redacted]
Sent: 18 October 2017 11:40
To: [redacted]
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Hi

Yes, no problem.

The following week is looking quite clear at the moment.

Many thanks,

From: [redacted] @cosla.gov.uk]
Sent: 18 October 2017 11:08
To: [redacted]
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Hi [redacted], just replied to [redacted] email – can we look at the following week, once I’ve spoken to [redacted] if required?

Thanks

From: [redacted] @gov.scot
Sent: 18 October 2017 10:04
To: [redacted] @cosla.gov.uk>
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Hi

I hope you are well.

As below I am checking the availability. It looks like Tuesday would be the best day for a telecom.

Let me know your thoughts when you can and I’ll liaise with [redacted] and see what we can do.

Kind regards,

From: [redacted]
Sent: 18 October 2017 09:58
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Thanks, [redacted]

We will be very happy to arrange for the letter from the Cab Sec to Directors of Education to issue from this end and to let you know when letters issue. And thanks for offering to comment on our draft – very helpful.

It would be good to talk through concerns about asking for implementation plans when [redacted] is back next week; we would certainly want to keep it as light touch as possible. I'll get [redacted] to liaise with you to identify a slot for a telecom.

Thanks

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

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

From: [redacted] [@cosla.gov.uk](mailto:[redacted]@cosla.gov.uk)
Sent: 18 October 2017 09:50
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Morning

Thanks for your email. I will get back to you early next week with details of the relevant spokesperson. On the letter to directors, we would suggest that this is signed by the Cabinet Secretary and issued by you, though we would be happy to comment on proposed wording before it is sent. If you could also cc me or let me know when it is sent this would be helpful.

We are a bit concerned at the request for implementation plans and would suggest if this goes ahead they are very light touch. Is it possible that they could link to the wider anti-poverty work local authorities are doing already? [redacted] is on leave this week and has the expertise on this and how this will fit, I will catch up with her next week and get back to you then. Feel free to give me a call if you want to discuss anything in the meantime,

Thanks

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

From: [redacted] [@gov.scot](mailto:[redacted]@gov.scot)
Sent: 17 October 2017 16:24
To: [redacted] [@cosla.gov.uk](mailto:[redacted]@cosla.gov.uk); [redacted] [@cosla.gov.uk](mailto:[redacted]@cosla.gov.uk)
Cc: [redacted] [@gov.scot](mailto:[redacted]@gov.scot); [redacted] [@gov.scot](mailto:[redacted]@gov.scot); [redacted] [@gov.scot](mailto:[redacted]@gov.scot)
Subject: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

With thanks to you, _____, for attending last week's Access to Free Sanitary Products Working Group, and for contributing so constructively. I'd appreciate your thoughts on the following:

- As I mentioned at the meeting, Ms Constance wishes to meet with key sector leaders – from COSLA, Scottish Funding Council, Universities Scotland and Colleges Scotland. The purpose of the meeting is to reiterate Ministers' commitment to tackling this important issue (through the Programme for Government commitment), and to share their expectation that partners will work together, getting behind the Scottish Government and providing leadership across their sectors. ~~Can I ask you, please, to (1) confirm~~
who within COSLA we should invite to this meeting _____, you agreed to consider who the appropriate spokesperson would be. We are liaising with the Cabinet Secretary's team to identify a suitable diary slot and will confirm this as soon as possible (but note, it may fall into the second half of November). Ms Constance will also garner the sectors' practical support in getting everything in place to support delivery from next August (more on this below*).
- I also mentioned that the Cabinet Secretary is proposing to write to all Directors of Education. Grateful if you'd confirm (2) if it would be appropriate for the signed letters to be issued by COSLA (perhaps from the agreed spokesperson)? This would be in line with Colleges Scotland's and Universities Scotland's preferred approach for letters to issue from a Lead Officer within their own sectors.
- * On practical support, we are grateful to you for canvassing local authorities to establish a picture of what they are already doing around this agenda. Thinking ahead, we will also need to ask local authorities to develop implementation plans to support delivery from next August and would appreciate your support in commissioning and co-ordinating this exercise. Realistically, we will want to see implementation plans by the end of February 2018 (per our draft workplan); here, I envisage SG and COSLA working jointly to design a template capturing key information, eg (i) what the proposed delivery model/s will be, (ii) development timescales, (iii) timescales for full delivery across the area, (iv) the costs (for delivery and products), (v) the assumptions upon which their approach and costs are based, and (vi) any risks to delivery. Grateful if you'd confirm (3) that we can look to COSLA to commission LAs to develop their implementation plans and to co-ordinate their returns?

I hope this all makes sense, but do please, phone me if you'd like to discuss.

Kind regards, and looking forward to working with you on this.

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~~The am post-d seo (agus faidhle neo ceanglaan còmhla ris) dhan neach neo luchd-airnichte a' mìhàim. Chan eil e ceadachd a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil. Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.~~

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

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From: [Redacted]
Sent: 18 October 2017 18:29
To: [Redacted]@collegesscotland.ac.uk; [Redacted]@universities-scotland.ac.uk
Cc: [Redacted]
Subject: Access to free sanitary products

With thanks to [Redacted] for attending last week's Access to Free Sanitary Products Working Group meeting and to [Redacted] for the helpful pre-meet – both very helpful; and apologies to [Redacted] for the technical barrier which prevented you from joining in – we're going to catch up by phone next week.

As we indicated at the Working Group meeting, we are very grateful to you for canvassing colleges and universities to gather information to help us build a picture of what they are already doing around this agenda; we will share a summary of this information with the Group soon.

We also appreciate your agreement to continue supporting us to gather information/data to inform this work. Clearly, we need to understand colleges' and universities' plans for delivering the commitment from the start of the new academic year next August/September and the more we know about their state of readiness the better prepared we will be to tackle any emerging difficulties as we work towards full delivery. Our plan, therefore, is to ask individual colleges and universities to produce implementation plans and to submit these to us by February 2018 – not least to enable us to agree funding arrangements (per our draft workplan). Here, I envisage this team working jointly with you to design a template for colleges and universities to populate with key information, eg (i) what the proposed delivery model/s will be, (ii) development timescales, (iii) timescales for full delivery, (iv) the costs (for delivery and products), (v) the assumptions upon which the delivery model and costs are based, and (vi) any risks to delivery. We will, of course, ensure our 'ask' is precise and proportionate. Can I ask you, please, to confirm that you will be able to support us to gather the implementation plans; specifically, we would hope you can commission and co-ordinate submission of the plans for your respective sectors. (Ms Constance will be writing to college principals and university secretaries to garner their support and asking them to push on with developing implementation plans – I'll update you on timing for that.)

We will be in touch with you again soon to confirm a date for you to meet with the Cabinet Secretary (your colleague [Redacted] advised that [Redacted] who leads the University Secretaries Group will attend for your sector).

I hope this all makes sense; but do please, phone me if you'd like to discuss. (We are making similar asks of COSLA for their school interests.)

Kind regards, and looking forward to working with you on this.

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Fairer Scotland Action Plan – www.gov.scot/FairerScotland <http://fairer.scot/>

From: @cosla.gov.uk>
Sent: 20 October 2017 11:57
To:
Subject: Shetland

Hi

I just spoke to [redacted] on the phone, from Shetland. She said they have no machines in schools, it makes no sense to as there as so few pupils in some, and for restocking etc it wouldn't be an option. She gave me lots to consider in developing the mechanism for this going forwards, from their perspective! Her contact details are [redacted] [@shetland.gov.uk](mailto:[redacted]@shetland.gov.uk) if you want to get in touch with her. She said teachers may keep a stock for pupils in case required.

Thanks,

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

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

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MacLennan G (Graeme)

From: [redacted]@east-ayrshire.gov.uk>
Sent: 23 October 2017 17:10
To: [redacted]
Subject: Declined: Meeting between SG Colleagues and East Ayrshire Council re Access to Sanitary Products in Schools [PUBLIC]

CLASSIFICATION: PUBLIC

I will not be attending as this is covered by the remit of the other colleagues from EAC

If you are visiting our offices and in an emergency situation will require help to evacuate the building please advise us of this so that a Personal Emergency Evacuation Plan (PEEP) can be completed

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From:
Sent: 14 February 2018 00:45
To:
Subject: FW: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

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

Broomielaw | Glasgow | G2 8LG

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

From:
Sent: 31 October 2017 14:34
To:
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Thanks,

I'm afraid 3.15 is the earliest I can be free. Hopefully we can run through it and get you away for your train in plenty of time.

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

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From: [redacted]@cosla.gov.uk]
Sent: 31 October 2017 13:15
To:
Subject: Re: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Great. I will come down to Atlantic quay. Is 3.15 the earliest you can do?

Sent from my iPhone

On 31 Oct 2017, at 11:21, [redacted]@gov.scot"

That's great, [redacted]. Look forward to seeing you then.

Thanks

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

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From: [redacted]@cosla.gov.uk]
Sent: 31 October 2017 09:20
To:
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Hi

I'm not going to be in Edinburgh anyway now - and in Glasgow for a meeting at 12 so will likely work from the Glasgow office. I'm happy to come down and meet you at Atlantic Quay if that would work?

From: [redacted]@gov.scot
Sent: 30 October 2017 15:47
To: [redacted]@cosla.gov.uk>
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

- let me see if I can move an earlier meeting a wee bit; I'll confirm tomorrow. I'm sure dial-in will be fine to avoid you travelling through for a short meeting.

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| 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG

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From: [redacted]@cosla.gov.uk]
Sent: 30 October 2017 14:49
To:
Cc:
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Hi

My meetings on Wed have changed – I can come through to Glasgow if a face to face meeting would be helpful. Is 3.15 the earliest you can do? I'll need to dash at 4.15 but I'm happy to come to Glasgow.

From: @gov.scot
Sent: 26 October 2017 08:59
To: @cosla.gov.uk>
Cc: @gov.scot;
@gov.scot
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Hi

Great; by phone is fine if that works better for you.

- can't remember if I asked you to book a room with a phone in it for this meeting/call; grateful if you could.

Regards

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

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

From: @cosla.gov.uk]
Sent: 26 October 2017 08:29
To:
Cc:
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Hi

3.15 would be fine, if by phone – is that ok?

From: @gov.scot
Sent: 25 October 2017 17:59
To: @cosla.gov.uk>
Cc: @gov.scot;
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Hi

I'd appreciate a catch up too; any time after 3.15 next Wed would be good for me. Any use?

Regards

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From: [redacted]@cosla.gov.uk]
Sent: 25 October 2017 16:22
To: [redacted]
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Hi

It would be good to have a chat about this next week if you have some time – either by phone or I can meet you in Glasgow on Wed 1st.

From: [redacted]
Sent: 18 October 2017 11:07
To: [redacted]@gov.scot]; [redacted]@cosla.gov.uk>
Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Thanks

I'll not catch up with [redacted] until Wednesday next week, so perhaps if required we could set up a call the following week? If you need any information or have questions in the meantime give me a call though, I'll try my best to answer!

Thanks

From: [redacted]@gov.scot [mailto:[redacted]@gov.scot]
Sent: 18 October 2017 09:58
To: [redacted]@cosla.gov.uk>; [redacted]@cosla.gov.uk>
Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Thanks,

We will be very happy to arrange for the letter from the Cab Sec to Directors of Education to issue from this end and to let you know when letters issue. And thanks for offering to comment on our draft – very helpful.

It would be good to talk through concerns about asking for implementation plans when Nicola is back next week; we would certainly want to keep it as light touch as possible. I'll get [redacted] to liaise with you to identify a slot for a telecom.

Thanks

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

From: [redacted] (@cosla.gov.uk)
Sent: 18 October 2017 09:50
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

Morning [redacted],

Thanks for your email. I will get back to you early next week with details of the relevant spokesperson. On the letter to directors, we would suggest that this is signed by the Cabinet Secretary and issued by you, though we would be happy to comment on proposed wording before it is sent. If you could also cc me or let me know when it is sent this would be helpful.

We are a bit concerned at the request for implementation plans and would suggest if this goes ahead they are very light touch. Is it possible that they could link to the wider anti-poverty work local authorities are doing already? [redacted] is on leave this week and has the expertise on this and how this will fit, I will catch up with her next week and get back to you then. Feel free to give me a call if you want to discuss anything in the meantime,

Thanks

COSLA
CONVENTION OF SCOTTISH LOCAL AUTHORITIES
Verity House
19 Haymarket Yards Tel. [redacted]
Edinburgh EH12 5BH

From: [redacted] (@gov.scot)
Sent: 17 October 2017 16:24
To: [redacted] (@cosla.gov.uk), [redacted] (@cosla.gov.uk)
Cc: [redacted] (@gov.scot); [redacted] (@gov.scot); [redacted] (@gov.scot)
Subject: Access to Free Sanitary Products - meeting with Cabinet Secretary Constance

With thanks to you, [redacted] for attending last week's Access to Free Sanitary Products Working Group, and for contributing so constructively. I'd appreciate your thoughts on the following:

- As I mentioned at the meeting, Ms Constance wishes to meet with key sector leaders – from COSLA, Scottish Funding Council, Universities Scotland and Colleges Scotland. The purpose of the meeting is to reiterate Ministers’ commitment to tackling this important issue (through the Programme for Government commitment), and to share their expectation that partners will work together, getting behind the Scottish Government and providing leadership across their sectors. Can I ask you, please, to (1) confirm

who within COSLA we should invite to this meeting (you agreed to consider who the appropriate spokesperson would be). We are liaising with the Cabinet Secretary’s team to identify a suitable diary slot and will confirm this as soon as possible (but note, it may fall into the second half of November). Ms Constance will also garner the sectors’ practical support in getting everything in place to support delivery from next August (more on this below*).

- I also mentioned that the Cabinet Secretary is proposing to write to all Directors of Education. Grateful if you’d confirm (2) if it would be appropriate for the signed letters to be issued by COSLA (perhaps from the agreed spokesperson)? This would be in line with Colleges Scotland’s and Universities Scotland’s preferred approach for letters to issue from a Lead Officer within their own sectors.

- * On practical support, we are grateful to you for canvassing local authorities to establish a picture of what they are already doing around this agenda. Thinking ahead, we will also need to ask local authorities to develop implementation plans to support delivery from next August and would appreciate your support in commissioning and co-ordinating this exercise. Realistically, we will want to see implementation plans by the end of February 2018 (per our draft workplan); here, I envisage SG and COSLA working jointly to design a template capturing key information, eg (i) what the proposed delivery model/s will be, (ii) development timescales, (iii) timescales for full delivery across the area, (iv) the costs (for delivery and products), (v) the assumptions upon which their approach and costs are based, and (vi) any risks to delivery. Grateful if you’d confirm (3) that we can look to COSLA to commission LAs to develop their implementation plans and to co-ordinate their returns?

I hope this all makes sense, but do please, phone me if you’d like to discuss.

Kind regards, and looking forward to working with you on this.

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 Tel: 0141 276 2000 | Fax: 0141 276 2001

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From: [Redacted]
Sent: 31 October 2017 16:39
To: [Redacted]@north-ayrshire.gov.uk'
Subject: PfG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

Now that we have a clear timescale for delivery, we are keen that local authorities begin to plan for next August (although we appreciate some are already underway; we are particularly keen to understand the assumptions upon which you are basing your approach and expected costs). To help us understand the landscape, we would therefore, like to discuss with your authority the current policies you have in place in regard to access to free sanitary products and your implementation plans for expanding the offer, in readiness for delivery. With this in mind, we would very much like to talk to your Policy and Operational leads within the coming weeks. However, we appreciate that it may be difficult to meet every local authority in person, and in such cases we will be happy to arrange a video or teleconference. It would also be helpful to know if you expect to be in Glasgow or Edinburgh any time during November – perhaps we can look to meet when you're in the area.

If this email is for one of your colleagues rather than yourself, please do re-direct it and copy me in so I can link up with them to take this forward.

Kind regards,

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

From:
Sent: 31 October 2017 16:52
To: @northlan.gcsx.gov.uk
Subject: PfG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

Now that we have a clear timescale for delivery, we are keen that local authorities begin to plan for next August. To help us understand the landscape, we would therefore, like to discuss with your authority the current policies you have in place in regard to access to free sanitary products and your implementation plans for expanding the offer, in readiness for delivery. With this in mind, we would very much like to talk to your Policy and Operational leads within the coming weeks. However, we appreciate that it may be difficult to meet every local authority in person, and in such cases we will be happy to arrange a video or teleconference.

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Kind regards,

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

From:
Sent: 31 October 2017 16:55
To: '@falkirk.gov.uk'
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

Now that we have a clear timescale for delivery, we are keen that local authorities begin to plan for next August. (although we appreciate some are already underway; we are particularly keen to understand the assumptions upon which you are basing your approach and expected costs). To help us understand the landscape, we would therefore, like to discuss with your authority the current policies you have in place in regard to access to free sanitary products and your implementation plans for expanding the offer, in readiness for delivery. With this in mind, we would very much like to talk to your Policy and Operational leads within the coming weeks. However, we appreciate that it may be difficult to meet every local authority in person, and in such cases we will be happy to arrange a video or teleconference. It would also be helpful to know if you expect to be in Glasgow or Edinburgh any time during November – perhaps we can look to meet when you're in the area.

If this email is for one of your colleagues rather than yourself, please do re-direct it and copy me in so I can link up with them to take this forward.

Kind regards,

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

From: [Redacted]
Sent: 31 October 2017 16:57
To: [Redacted] @westlothian.gov.uk
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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If this email is for one of your colleagues rather than yourself, please do re-direct it and copy me in so I can link up with them to take this forward.

Kind regards,

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

From:
Sent: 31 October 2017 17:00
To: '@inverclyde.gov.uk'
Subject: PfG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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If this email is for one of your colleagues rather than yourself, please do re-direct it and copy me in so I can link up with them to take this forward.

Kind regards,

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

From:
Sent: 31 October 2017 17:01
To: @clacks.gov.uk
Subject: Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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If this email is for one of your colleagues rather than yourself, please do re-direct it and copy me in so I can link up with them to take this forward.

Kind regards,

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

From:
Sent: 31 October 2017 17:02
To: @midlothian.gcsx.gov.uk
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,

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

From:
Sent: 31 October 2017 17:03
To: '@argyll-bute.gcsx.gov.uk'
Subject: PFG Commitment - Access to Sanitary Products


Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,


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

From:
Sent: 31 October 2017 17:04
To: @pkc.gcsx.gov.uk
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,

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

From:
Sent: 31 October 2017 17:04
To: '@southlanarkshire.gov.uk'
Subject: PfG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,

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

From: [Redacted]
Sent: 31 October 2017 17:06
To: [Redacted] @angus.gov.uk
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,

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

From:
Sent: 31 October 2017 17:07
To: '@orkney.gcsx.gov.uk'
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,

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

From: [redacted]
Sent: 31 October 2017 17:07
To: [redacted]@eastrenfrewshire.gov.uk
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,

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

From: [redacted]
Sent: 31 October 2017 17:08
To: [redacted]@edinburgh.gov.uk
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,

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

From:
Sent: 31 October 2017 17:09
To: '@west-dunbarton.gov.uk'
Subject: PfG Commitment - Access to Sanitary Products


Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,


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

From:
Sent: 01 November 2017 09:19
To: @northlan.gov.uk
Subject: PFG Commitment - Access to Sanitary Products

Good morning,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018). I understand that COSLA previously contacted you to establish your position on this matter and we are grateful for the information you have provided.

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Kind regards,

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

From: [redacted]
Sent: 01 November 2017 09:31
To: [redacted] <[redacted]@glasgow.gov.uk>
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

You are aware that the Scottish Government's Programme for Government commits to providing access to free sanitary products in schools, colleges, and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot. This commitment is expected to be delivered from the start of the new academic year next August (August 2018).

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Kind regards,

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

From: [REDACTED]
Sent: 01 November 2017 11:02
To: [REDACTED]
Subject: RE: Shetland

Thanks Just catching up on various mails that came in during my time off. Speak later.

Cheers,

From: [REDACTED] [mailto: [REDACTED]@cosla.gov.uk]
Sent: 20 October 2017 11:57
To: [REDACTED]
Subject: Shetland

Hi

I just spoke to [REDACTED] on the phone, from Shetland. She said they have no machines in schools, it makes no sense to as there are so few pupils in some, and for restocking etc it wouldn't be an option. She gave me lots to consider in developing the mechanism for this going forwards, from their perspective! Her contact details are 01595 744129, [REDACTED]@shetland.gov.uk if you want to get in touch with her. She said teachers may keep a stock for pupils in case required.

Thanks,

[REDACTED] - Children and Young People

COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House

19 Haymarket Yards
Edinburgh EH12 5BH

Tel: 0131 4749200
Fax: 0131 4749201

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

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From: [REDACTED]
Sent: 01 November 2017 13:14
To: [REDACTED]@shetland.gov.uk
Subject: PFG Commitment - Access to Sanitary Products

Good afternoon,

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Kind regards,

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

From: [redacted]
Sent: 02 November 2017 12:49
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Free sanitary products in schools, colleges and universities

Hi

All good here, although awfully busy. Sorry, we should have let you know that 8th November is no longer an option. We're looking at 29th November and hope to confirm that before the end of this week.

It would be good to catch up next week – I'll ask [redacted] to liaise with you on a date if that's ok. A telecom will do unless you're in Glasgow at any point.

Regards

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

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

From: [redacted] (@collegesscotland.ac.uk)
Sent: 02 November 2017 11:56
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Free sanitary products in schools, colleges and universities

Hi [redacted] how are you?

I'm just checking on my workload over the next couple of weeks and planning my diary, and I'm holding the 8 November in case Ms Constance expects my attendance at the meeting. Has a decision been made about this yet?

Best,

From: [redacted] (@gov.scot) [redacted] (@gov.scot)
Sent: 16 October 2017 18:31
To: [redacted] (@collegesscotland.ac.uk); [redacted] (@collegesscotland.ac.uk); [redacted] (@collegesscotland.ac.uk); [redacted] (@collegesscotland.ac.uk); [redacted] (@gov.scot); [redacted] (@gov.scot)
Subject: RE: Access to Free sanitary products in schools, colleges and universities

Hi

Many thanks for coming back to me so quickly, and during your holidays too.

Thanks for confirming that you'd be the best person to attend the meeting with Ms Constance on 8th November, which will be held in the Parliament. We might review attendance and bring only COSLA and SFC to the table with Cab Sec, but useful to get it in your calendar in the event that we also include CS and US.

Thanks for your support, We'll keep in touch.

Enjoy your holiday

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

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

From: [redacted]@collegesscotland.ac.uk]
Sent: 16 October 2017 17:48
To: [redacted]
Cc: f [redacted]
Subject: RE: Access to Free sanitary products in schools, colleges and universities

Hi how are you?

Sorry to have been unable to participate on last week's call – I'm off this week, but happy to catch up with you on any urgent actions if you have time for a phonecall? Conscious of the timeline we're working on, and I don't want to hold up any action.

[redacted] mentioned you'd called earlier, and given the meeting is likely to be most helpful to the Cabinet Secretary if it is the institutional conduits in attendance, I would be the best person to attend representing Colleges Scotland. [redacted] mentioned the 8 November between 4-4.45pm is the likely meeting. Would that be at Parliament, or St Andrews House?

Best regards,

From: [redacted]@gov.scot
Sent: 16 October 2017 11:59
To: [redacted]@collegesscotland.ac.uk>
Cc: [redacted]@collegesscotland.ac.uk>
Subject: Access to Free sanitary products in schools, colleges and universities
Importance: High

Hi:

The Cabinet Secretary wants to meet with key people from the school, college and university sectors to get some leadership behind this agenda, including a commitment from the sectors to work with SG policy officials to get arrangements in place to support delivery from August 2018. I'm expecting COSLA, SFC and Colleges Scotland Universities Scotland to attend.

Disclaimer

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You'll be aware that we've been in touch with [redacted] about the college element and will continue to engage with her through the Working Group which we've set up and which she is a member of. In [redacted] absence on annual leave this week, grateful if you'd confirm who from Colleges Scotland we should invite to attend the meeting with the Cab Sec; this is a one-off meeting.

Thanks

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

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

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Tha am post-d seo (agus faidhle neo ceanglan còmhla ris) dhan neach neo luchd-ainmichte a-mhàin. Chan eil e ceadachd a chleachdadh ann an dòigh sam bith, a' toirt a-steach còraichean, foillseachadh neo sgaoileadh, gun chead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil.
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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For more information please visit <http://www.symanteccloud.com>

From: [redacted]@collegesscotland.ac.uk>
Sent: 02 November 2017 14:55
To: [redacted]
Cc: [redacted]
Subject: RE: Lead college principal

I shall!

[redacted] email is [redacted]@nescol.ac.uk

Cheers!

From: [redacted]@gov.scot [redacted]@gov.scot]
Sent: 02 November 2017 14:37
To: [redacted]@collegesscotland.ac.uk>
Cc: [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: Lead college principal

That's great, [redacted] and very grateful if you would warm them all up (do pass on my regards, I sometimes miss working with them all (but only a very sometimes)).

I'll be sure to copy the letter to [redacted] - would you mind passing me his email address too.

All the best

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

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

From: [redacted]@collegesscotland.ac.uk]
Sent: 02 November 2017 14:28
To: [redacted]
Cc: [redacted]
Subject: RE: Lead college principal

That all sounds great – [redacted] is indeed the Principal you want to contact, she's now at North East Scotland College, and her email is [redacted]@nescol.ac.uk – I'll see [redacted] (and the other college principals) on Monday at the Colleges Scotland Principals Group Meeting and I've noted on my to-do list to talk to them about this and get them warmed up for it, as our previous interactions with the sector have mainly been with estates and facilities managers. They are already aware of the PfG commitment. You may want to copy the letter to [redacted] who is the Chair of Colleges Scotland.

Hope this helps!

From: [redacted]@gov.scot
Sent: 02 November 2017 13:04
To: [redacted]@collegesscotland.ac.uk>
Cc: [redacted]@gov.scot; [redacted]@gov.scot
Subject: Lead college principal
Importance: High

Hi [redacted] - me again.

When we last spoke you suggested that you would look to the college principal who leads the College Principals Group to disseminate the letter from the Cabinet Secretary to College Principals (which we hope to get signed off early next week).

Did you manage to identify who the appropriate Principal is (we thought it might still be from Scottish Borders College ??) and have you got the bod lined up to do this for us?

I'm also finalising the letter for the Cab Sec to send to national partners, ie COSLA, SFC, Colleges Scotland and Universities Scotland, urging them to get behind us on this PFG commitment – provide leadership and support to mobilise their sectors, etc. For CS, I'm proposing to send this to [redacted], noting that she'll push it down to you. (I'll send you a side copy so you can help push this stuff forward.) Does that sound like a suitable plan?

I'm also proposing that the invitation to meet Cab Sec on 29 November goes to [redacted] – again appreciating that she will likely pass this on to you. (I'll send you a side copy when the letter issues so you can check in with [redacted] re attendance.) That ok?

Regards

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

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thead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil.

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

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From: [redacted]
Sent: 14 February 2018 00:44
To: [redacted]
Subject: FW: Access to Free Sanitary Products Working Group - First Meeting, 12 October 2017 - Follow up_Briefing on information collected

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

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

From: [redacted]
Sent: 02 November 2017 15:01
To: [redacted]
Subject: RE: Access to Free Sanitary Products Working Group - First Meeting, 12 October 2017 - Follow up_Briefing on information collected

Hi

Sorry to come back to you in dribs and drabs Here's the link to our Aberdeen pilot evaluation framework which describes the pilot and the various data/information that we are looking to gather. It also provides the pilot timeline. As you can see, this is publicly available, so feel free to share at your will.

<http://www.gov.scot/Topics/Statistics/Browse/Social-Welfare/IncomePoverty/ASPPilotEvaluation>

Thanks

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

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

From: [redacted] [[cosla.gov.uk](mailto:[redacted]@cosla.gov.uk)]
Sent: 02 November 2017 09:44
To: [redacted]
Cc: [redacted]
Subject: RE: Access to Free Sanitary Products Working Group - First Meeting, 12 October 2017 - Follow up_Briefing on information collected

Hi

Good to meet you all too. I'll speak to our finance team tomorrow or next week and get back to you. I think you were going to share, or ask [redacted] to share, the work to date on costs and distribution? This would help in my discussions with finance colleagues.

I checked and this will need to go to our CYP board which meets on 8th Dec. Also – if you have a confirmed date, time and location for the meeting you were looking to set up with the Cabinet Secretary, could you get that over asap? [redacted] diary is always very full!

On the email about the local authorities who have not yet responded, I am thinking this is because they don't have anything in place. If they had information on costs or implementation I think they would have been responding quite quickly. Would you still like me to follow up? Is Aberdeen not within the pilot so you would have that information?

From: [redacted]@gov.scot [redacted]@gov.scot]
Sent: 01 November 2017 18:59
To: [redacted]@cosla.gov.uk>
Cc: [redacted]@gov.scot
Subject: Access to Free Sanitary Products Working Group - First Meeting, 12 October 2017 - Follow up_Briefing on information collected

Hi

It was nice to meet you today; a really useful meeting I thought.

I agreed to send you a copy of the summary paper which [redacted] (our Analyst) pulled together to capture the response we have received so far from LAs (and colleges and universities).

I will get back to you with the draft Implementation Plan template – hopefully before the end of this week.

[redacted] from our team will be in touch to find a date for you, [redacted] and I to meet – hopefully towards the end of next week/early the following week.

Thanks for your support.

Regards

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

beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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]@stirling.gov.uk>
Sent: 02 November 2017 16:16
To:
Subject: PfG Commitment - Access to Sanitary Products
Attachments: Sanitary Provision.docx

Please find response as requested.

Please accept our apologies for the delay.

Kind regards

Schools, Learning and Education
 Children, Communities & Enterprise
 Stirling Council
 Tel
 E-mail –

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Within our primary schools, no provision is made in terms of vending machines except within one campus which, amongst other facilities, hosts two primary schools and one special needs primary school. The campus has 9 machines managed by FES Facility Management (FES FM). All other primary schools have free supplies within their medical provision. There are 39 primary schools in total which means 37 do not have a machine.

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

There are sanitary product vending machines in all secondary schools. 6 of those schools are managed by FES FM and Bellrock facilities management companies. 5 of those schools have 3 machines and 1 has 6 machines within their buildings. One secondary school is managed by Stirling Council and has 2 machines.

What choice of products are offered?

Tampons and sanitary pads are offered in all school vending machines.

Who is the supplier of the vending machines?

FES FM and Bellrock supply the vending machines in the 6 schools they manage.

Healthcare Environment Group Ltd supplies the machines to the one school managed by Stirling Council.

These companies are responsible for maintaining and refilling these machines. They are currently self-funding.

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

The procurement is done by FES FM and Bellrock.

Procurement for the Stirling Council school is undertaken by the local authority.

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

If necessary, procurement contracts can be modified.

The cost to purchase one additional machine is £65. The running costs per machine, per annum, is approximately £565, the breakdown of which is provided below –

- Fee to supplier for 'free to use' vending machine is £13 per annum
- Consumables cost £20 per box. Currently, on average, one machine uses 2 boxes and is filled once per month which is a total cost of £480 per annum
- Cost for staff to refill is £6 per fill which is a total cost of £72 per annum

In order to ascertain the full costs to provide free sanitary products, a detailed scoping would be required. Consideration would require to be given regarding the potential increase in uptake when products would be free and variables in demand depending on menstrual cycles.

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

At the moment there are no plans to introduce gender neutral toilets. There is a possibility that disabled toilets could be altered to be gender neutral.

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

If vending machines are not used, a person can access free products from school medical rooms or at each school reception.

From:
Sent: 02 November 2017 16:22
To:
Subject: FW: PFG Commitment - Access to Sanitary Products
Attachments: Sanitary Provision.docx

Hey

Good to meet you properly yesterday. I received the attached response from Stirling Council a few moments ago and noticed you weren't copied in. Speak soon.

Cheers,

From: [redacted] @stirling.gov.uk]
Sent: 02 November 2017 16:16
To:
Subject: PFG Commitment - Access to Sanitary Products

Please find response as requested.

Please accept our apologies for the delay.

Kind regards

Schools, Learning and Education
Children, Communities & Enterprise
Stirling Council
Tel -
E-mail -

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These companies are responsible for maintaining and refilling these machines. They are currently self-funding.

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

The procurement is done by FES FM and Bellrock.

Procurement for the Stirling Council school is undertaken by the local authority.

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

If necessary, procurement contracts can be modified.

The cost to purchase one additional machine is £65. The running costs per machine, per annum, is approximately £565, the breakdown of which is provided below –

- Fee to supplier for 'free to use' vending machine is £13 per annum
- Consumables cost £20 per box. Currently, on average, one machine uses 2 boxes and is filled once per month which is a total cost of £480 per annum
- Cost for staff to refill is £6 per fill which is a total cost of £72 per annum

In order to ascertain the full costs to provide free sanitary products, a detailed scoping would be required. Consideration would require to be given regarding the potential increase in uptake when products would be free and variables in demand depending on menstrual cycles.

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

At the moment there are no plans to introduce gender neutral toilets. There is a possibility that disabled toilets could be altered to be gender neutral.

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

If vending machines are not used, a person can access free products from school medical rooms or at each school reception.

From: [Redacted]
Sent: 02 November 2017 23:18
To: [Redacted]
Cc: [Redacted]
Subject: RE: Access to free sanitary products in schools - Scottish Government commitment
Attachments: Access to Free Sanitary Products - draft implementation plan template.docx

Many thanks, [Redacted] – template now attached. Do please track suggested amendments/comments into the document.

Kind regards

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

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From: [Redacted]@southlanarkshire.gcsx.gov.uk]
Sent: 02 November 2017 22:29
To: [Redacted]
Subject: RE: Access to free sanitary products in schools - Scottish Government commitment

Good Evening [Redacted]

I do remember the last time our paths crossed! It's very nice to hear from you again and I hope life is treating you well.

I'd be delighted to have a look at the template and provide some comments. Please feel free to send and I will turnaround as quickly as possible.

Best wishes

[Redacted]
 Education Resources
 South Lanarkshire Council
 Council Offices, Almada Street, Hamilton ML3 0AA
 Phone: [Redacted]
 email: [Redacted]@southlanarkshire.gov.uk
 Council website: www.southlanarkshire.gov.uk

From: [Redacted]@gov.scot
Sent: 02 November 2017 21:45
To: [Redacted]@southlanarkshire.gcsx.gov.uk>
Cc: [Redacted]@gov.scot

Subject: Access to free sanitary products in schools - Scottish Government commitment

Importance: High

Good evening,

Not sure if you remember me – our paths crossed when I led work within Scottish Government to evaluate partnership working in relation to implementation of Development the Young Workforce. A mutual colleague – [redacted], who's seconded to this team – reminded me that you're a good critical friend and might be willing to share your wisdom with me on the following.

I am leading work to deliver SG's Programme for Government commitment to provide access to free sanitary products for students in schools, colleges and universities and more beyond that in due course. The First Minister has indicated that she expects delivery from the start of the new Academic Year next August. This is uncharted territory and there is little evidence worldwide to draw upon, although we will be able to extract the learning from a pilot we have running in Aberdeen to inform our longer term plans. I have also established a Working Group to oversee implementation, comprising SG policy, COSLA, Scottish Funding Council, Colleges Scotland, Universities Scotland and the NUS (we are also looking to bring the Scottish Youth Parliament on board to represent younger people's interests), and will include others as appropriate.

I should say that we do not propose a prescriptive model; rather, we want to develop a national approach which allows for local flexibility and responsiveness – leaving local partners to decide their local approach. But, clearly, the August deadline will be tight so it will be important for local authorities to start planning now; we are learning from the small-scale activity that's already developing in pockets across the country. We also need to understand the 'readiness' of local partners; their proposed delivery model and – of course – any barriers likely to get in the way of progress, including any which might need national support. Naturally, I want to keep this as light touch as possible and have drafted a template for local authorities to complete and return to us (probably in January). I'm looking for someone to have a critical look at my draft template to help me get it right: the language, issues to be considered, questions, any other info you'd find helpful. Perhaps you can point me to someone in your team? Or might you share your thoughts?

The bad news is that I need this turned around quickly, ie comments back to me early next week. Let me know what you think and if it's doable, I'll send the template to you directly.

Many thanks,

Regards

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

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**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 Policy Lead
 Operational Lead

Background

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

Ensuring:

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

And, encouraging:

- Consideration of wider benefits that may be realised through procurement, eg support for out-of-school/holiday projects
- Opportunities for collaboration.

Pupils aged 12 and over will be eligible to access this service.

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

Consideration	Council response
POLICY	

**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**

1	<p>What is your proposed policy and how will it meet the above core principles? eg will the offer be available in secondary, primary, special schools; will access be provided in toilets, including gender neutral facilities; range of products? Please explain the rationale for your policy approach.</p>	
2	<p>Please outline any local policy risks associated with delivering the Programme for Government commitment.</p>	
3	<p>How will your 'offer' be communicated to pupils and their parents/carers?</p>	
OPERATIONAL		
4	<p>Proposed delivery mechanism What is your planned mechanism for delivering this service, including elements that will be common across schools and local flexibilities, eg dispensers, pick-up points, smart-card?</p>	

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

<p>What is the rationale for your preferred approach?</p>	
<p>5 Delivery timescales Outline the reach you expect to achieve from August 2018. If you will not achieve 100% delivery at this time, when will full coverage be achieved and on what basis will you phase implementation?</p>	
<p>6 Resourcing Please indicate resource implications for the following:</p> <ul style="list-style-type: none">• Delivery costs, eg to provide a suitable dispensing infrastructure, and reflecting any procurement/contracting arrangements• Product costs and source, eg retail direct from supplier/manufacture• Staff costs; expansion of staff roles• 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

IMPLEMENTATION PLAN

<p>7</p>	<p>Assumptions Outline the assumptions upon which your planned delivery model and provision are based, eg expected level of uptake; pupil product ratio.</p>
<p>8</p>	<p>Risks Outline any local issues, eg circumstances; infrastructure; etc that may impact on local delivery, including any that may need Scottish Government support.</p>

Please provide any additional information which might usefully inform:

- our understanding of your local circumstances and plan, and
- our national approach more generally.

On behalf of the Scottish Government, thank you for your support

From: [Redacted]
Sent: 03 November 2017 13:13
To: [Redacted]
Subject: RE: PFG Commitment - Access to Sanitary Products [PUBLIC]

Many thanks, all.

Regards,

From: [Redacted] @cosla.gov.uk]
Sent: 03 November 2017 13:03
To: [Redacted]
Cc: [Redacted]
Subject: RE: PFG Commitment - Access to Sanitary Products [PUBLIC]

Hi

Thanks for this. I have cc'd [Redacted] at the Scottish Government who is collating the information.

From: [Redacted] @east-ayrshire.gov.uk]
Sent: 03 November 2017 12:00
To: [Redacted] @cosla.gov.uk>
Subject: FW: PFG Commitment - Access to Sanitary Products [PUBLIC]

CLASSIFICATION: PUBLIC

Please find attached East Ayrshire Council's response to the above.

Apologies for the late response.

East Ayrshire Council
London Road
KILMARNOCK
KA3 7BU
Tel: [Redacted]
E-Mail: [Redacted] @east-ayrshire.gov.uk



Proud to be UK Council of the Year

From: procurement@east-ayrshire.gov.uk
Sent: 24 October 2017 08:35
To: procurement@east-ayrshire.gov.uk
Subject: FW: PFG Commitment - Access to Sanitary Products [PUBLIC]

CLASSIFICATION: PUBLIC

Hi,

Facilities and Property Management colleagues have provided the following information in relation to your email.

Regards

Legal, Procurement & Regulatory Services
Department of Corporate Support
East Ayrshire Council
London Road (HQ)
Kilmarnock
KA3 7BU

Tel: 01846 322222
Fax: 01846 322223
Email: procurement@east-ayrshire.gov.uk



Proud to be UK Council of the Year

From: procurement@east-ayrshire.gov.uk
Sent: 17 October 2017 16:33
To: Procurement
Cc: procurement@east-ayrshire.gov.uk
Subject: RE: PFG Commitment - Access to Sanitary Products [PUBLIC]

CLASSIFICATION: PUBLIC

Hi, the best I can give for now until procurement@east-ayrshire.gov.uk returns from holiday on Tuesday 24th November.

Cheers

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

Currently 2, soon to be one.

Doon Academy funds their own vending machine rented from Initial Washroom Solutions, this is to be transferred to the new supplier, Healthcare Environmental Services.

Kilmarnock Academy currently fund their own vending machine rented from Initial Washroom Solutions, they no longer wish to retain this and this will be removed as part of the transfer process.

- **What choice of products are offered?**

Tampons and sanitary pads.

- **Who is the supplier of the vending machines?**

Currently Initial Washroom Solutions but contract transfers to Healthcare Environmental Services from 20th November 2017.

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

Centrally by staff from former Education Property Team covering all schools in EAC, now known as Facilities & Property Management. Contracts have been ongoing for several years with amendments made as per school requests / needs.

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

Would have to be discussed with Healthcare Environmental Services or investigate another source followed by discussions as to who would fund this, centrally or individual school budgets.

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

Unknown.

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

No but some primary schools have had supplies given to them by NHS workers in the past following sex education classes, these are usually kept in the school office for providing to the pupils as required.

Facilities & Property Management, 8 John Finnie Street, Kilmarnock, KA1 1DD

T: 01846 212121



East Ayrshire Council
Comhairle Siorrachd Air an Ear



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From: corporate.procurement@east-ayrshire.gov.uk On Behalf Of Procurement

Sent: 17 October 2017 16:02

To: corporate.procurement@east-ayrshire.gov.uk

Subject: FW: PFG Commitment - Access to Sanitary Products [PUBLIC]

CLASSIFICATION: PUBLIC

Hi corporate.procurement@east-ayrshire.gov.uk

Would you be able to answer some of the questions listed below please and return to me.

Regards

corporate.procurement@east-ayrshire.gov.uk

Corporate Procurement Manager
Legal, Procurement & Regulatory Services
Department of Corporate Support
East Ayrshire Council

London Road (HQ)
Kilmarnock
KA3 7BU

Tel: 01843 830000
Fax: 01843 830001
Email: info@east-ayrshire.gov.uk



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From: [Redacted] (in Directorate) **On Behalf Of**
Sent: 05 October 2017 13:55
To: Procurement
Cc:
Subject: FW: PFG Commitment - Access to Sanitary Products [PUBLIC]

CLASSIFICATION: PUBLIC

Good Afternoon

Please see e-mail below, received from COSLA, enquiring about procurement contracts etc on sanitary products.

Can you please advise on a response.

Regards

East Ayrshire Council
London Road
KILMARNOCK
KA3 7BU
Tel:
E-Mail: [@east-ayrshire.gov.uk](mailto:info@east-ayrshire.gov.uk)



Proud to be UK Council of the Year

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

Dear Colleagues,

Following the commitment in the Programme for Government on providing sanitary products in schools, colleges and universities, Scottish Government colleagues are asking for the following information from all Councils in order

resolve their query. Please note that different legal standards apply to Social Work.

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to develop an idea of the current picture in schools and for costing the delivery of the commitment. Could you please reply ov.scot, and copy to me, your responses to the questions below:

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

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

Thanks

a

e

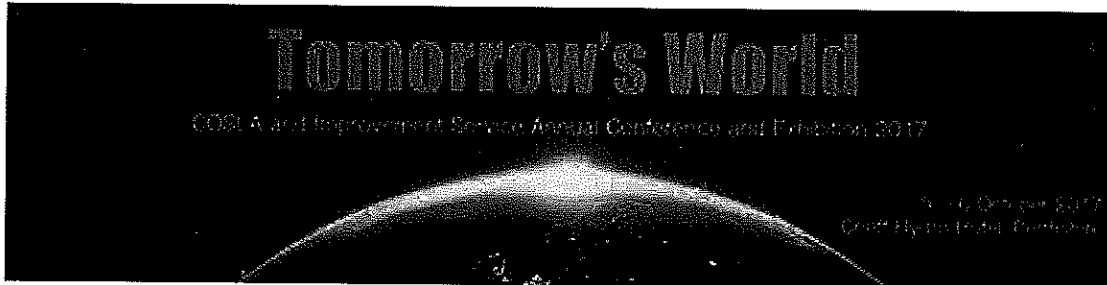
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CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House

19 Haymarket Yards

Edinburgh EH12 5BH



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)

From:
Sent: 03 November 2017 16:25
To:
Cc:
Subject: RE: PfG commitment - finance

Thanks,

I will get a draft template for gathering information about local authorities' Implementation Plans to you at the beginning of next week.

[redacted], our Analyst, is working on the funding methodology and we will share that with you as quickly as possible.

Thanks for your support,

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

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

From: [redacted]@cosla.gov.uk]
Sent: 03 November 2017 13:00
To:
Cc: [redacted]
Subject: PfG commitment - finance

Hi

I have spoken to my finance colleague, who had also spoken to your LG finance colleague [redacted] on this. We would expect that as it is a new policy it will be fully funded. As such, and given the timeline for spending review discussions, we really need an indication of figures within the next week so that we can test the figures with local authorities. We would also need the methodology you are basing your costs on.

You mentioned distribution and I believe [redacted] will have explained how that works

Separate from that I know you were working on the information you might want from implementation plans – happy to consider this when you have it – really for us just now the funding aspect is the priority to inform how the policy can be delivered locally.

I have copied in my colleague [redacted], from our Local Government Finance team.

Thanks,

e

COSLA

CONVENTION OF SCOTTISH LOCAL AUTHORITIES

Verity House

19 Haymarket Yards

Edinburgh EH12 5BH

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)

From:
Sent: 03 November 2017 16:06
To:@collegesscotland.ac.uk'
Cc:@collegesscotland.ac.uk
Subject: Access to free sanitary products

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

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

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

Look forward to seeing you,

Kind regards

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

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From:
Sent: 03 November 2017 16:19
To: r@universities-scotland.ac.uk);
 @universities-scotland.ac.uk)
Cc: i@gov.scot);
Subject: Access to free sanitary products - Cabinet Secretary meeting - 29 November

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

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

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

We look forward to seeing you then.

Kind regards

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Subject: FW: Phonecall regarding access to free sanitary products in schools, colleges and universities
Location: AQ 6th Floor Hot Office 6.2
Start: Tue 07/11/2017 09:00
End: Tue 07/11/2017 09:30
Show Time As: Free
Recurrence: (none)
Meeting Status: Not yet responded
Organizer:

-----Original Appointment-----

From: [Redacted]
Sent: 03 November 2017 18:09
To: [Redacted] <[Redacted]@collegesscotland.ac.uk>
Subject: Phonecall regarding access to free sanitary products in schools, colleges and universities
When: 07 November 2017 09:00-09:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.
Where: AQ 6th Floor Hot Office 6.2

Hi [Redacted],

I'd be grateful if you could phone [Redacted] on her mobile - [Redacted].

Thanks

100

From:)
Sent: 14 February 2018 20:50
To:)
Subject: FW: Access to free sanitary products - information request from universities
Importance: High

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From:)
Sent: 05 November 2017 20:05
To: 1@universities-scotland.ac.uk)
Cc: @gov.scot)
Subject: Access to free sanitary products - information request from universities
Importance: High

Good evening,

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

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

Very happy to discuss if helpful.



Access to Free
Sanitary Produc...

Kind regards

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

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From: [redacted]@cosla.gov.uk>
Sent: 06 November 2017 10:09
To: [redacted]
Cc: [redacted]
Subject: RE: Access to free sanitary product - meeting with the Cabinet Secretary - 29 November

I will contact [redacted] to see if he is available on 29th,

From: [redacted]@gov.scot [redacted]
Sent: 03 November 2017 15:58
To: [redacted]@cosla.gov.uk>
Cc: [redacted]@gov.scot; [redacted]@gov.scot
Subject: Access to free sanitary product - meeting with the Cabinet Secretary - 29 November
Importance: High

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

I can confirm that the meeting will be held from 4-5pm on Wednesday 29th November at the Scottish Parliament. I would be grateful if you would pass these details on to the appropriate elected member, who you thought would be [redacted] should arrive at the Parliament 10 minutes before the meeting, and should ask for Ms Constance’s office and wait to be collected.

Can I ask you – or your representative – to confirm attendance to [redacted] (copied above), please, as quickly as possible.

Thank you for your assistance.

Kind regards

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

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From: [redacted]
Sent: 06 November 2017 10:40
To: [redacted]
Cc: [redacted]
Subject: RE: Access to free sanitary products - information request from universities

Many thanks, [redacted]. Feedback from the SFC was to add a box for universities to highlight any support they think they might need from SG; happy to do this.

Regards

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

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

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

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

Best wishes,

Universities Scotland
 Holyrood Park House
 106 Holyrood Road
 EDINBURGH EH8 8AS
 0131 697 2000 (direct dial)
 0777 200 0000 (mobile)
 0131 697 2000 (Switchboard)
<http://www.universities-scotland.ac.uk/>

From: [redacted] @gov.scot [mailto:[redacted]]
Sent: 05 November 2017 20:05
To: [redacted] @universities-scotland.ac.uk>
Cc: [redacted] @gov.scot

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

Importance: High

Good evening, Debra,

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

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

Very happy to discuss if helpful.

Kind regards

Rachel

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Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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Name of University Policy Lead

Operational Lead

Policy context

The Scottish Government's new Programme for Government commits to providing access to free sanitary products to students in schools, colleges and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot.

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

Ensuring:

- Ease of access to products
 - Dignity – avoiding embarrassment and stigma when accessing products
 - Choice – offering the products people want to use, including type and quality
 - Meeting need – recognising that low income groups may require more frequent access
 - Gender neutrality –Using gender neutral language and taking account of the roll out of gender neutral toilets
- And, encouraging:
- Consideration of wider benefits that may be realised through procurement, eg support for out-of-school/holiday projects
 - Opportunities for collaboration

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

Completed templates should be sent to the Scottish Government Social Justice Delivery Unit at (can we set up a dedicated email box) by

Any enquiries should be direct to Social Justice officials at [.....]

**PROVIDING ACCESS TO FREE SANITARY PRODUCTS FOR STUDENTS IN UNIVERSITIES
IMPLEMENTATION PLAN**

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

**PROVIDING ACCESS TO FREE SANITARY PRODUCTS FOR STUDENTS IN UNIVERSITIES
IMPLEMENTATION PLAN**

	<p>What is your planned mechanism for delivering this service, including elements that will be common across the university's estate and local flexibilities</p> <p>What is the rationale for your preferred approach?</p>
<p>5</p>	<p>Delivery timescales Outline the extent of delivery you expect to achieve from August 2018. If you will not achieve 100% delivery at this time, when do you expect full coverage be achieved? On what basis will you prioritise implementation?</p>
<p>6</p>	<p>Resourcing Please indicate resource implications for the following:</p> <ul style="list-style-type: none"> a. Delivery costs, b. Product costs and source c. Staff costs; expansion of staff roles d. Other <p><u>For example</u> a. providing a suitable dispensing infrastructure (reflecting any procurement/ arrangements) b. including retail, direct from supplier/manufacturer c. reflecting impacts on staff d. reflecting impacts on the Student's Association/Students' Union</p>
<p>7</p>	<p>Assumptions Outline the assumptions upon which your</p> <p><u>For example:</u> expected level of uptake; student product ratio</p>

**PROVIDING ACCESS TO FREE SANITARY PRODUCTS FOR STUDENTS IN UNIVERSITIES
IMPLEMENTATION PLAN**

	planned delivery model and provision are based.	
8	<p>Risks Outline any local issues that may impact on local delivery, including any that may need Scottish Government support.</p>	<p>For example: particular circumstances, infrastructure</p>

Please provide any additional information which may usefully inform

- our understanding of your local circumstances and plan, and
- our national approach more generally.

From:
Sent: 06 November 2017 15:09
To:
Subject: RE: FCIR: 19177 Request for Information

Thanks Not sure either of us intended to initiate a FOI exercise but perhaps that's just standard practice at Fife.

From: @cosla.gov.uk]
Sent: 06 November 2017 15:06
To:
Subject: FW: FCIR: 19177 Request for Information

Info below,

From: @fife.gov.uk]
Sent: 06 November 2017 15:05
To: @cosla.gov.uk>
Cc: 'fifefoi@messagestore.co.uk' <@messagestore.co.uk>
Subject: FCIR: 19177 Request for Information

Dear

FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 – REQUEST FOR INFORMATION

I refer to your email dated and received 02/10/2017, our ref 19177.

I am pleased to detail the information you requested below and trust that it meets your requirements:

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

We have a total of 23 vending machines across Fife schools.

What choice of products are offered?

Vending machines offer ultra towels and tampax

Who is the supplier of the vending machines?

Healthcare Environmental

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

Procurement is done centrally by Fife Council.

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

Sanitary towels and tampons are available as a non core product via the first aid contract and have been purchased by some LA's. Prices on last MI received is: SANITARY TOWELS PRESS-ON MAXI+ - PACK 10 £1.02, SANITARY TOWELS PRESS-ON REGULAR - PACK8 £0.49, SANITARY TOWELS PRESS-ON SUPER - PACK 8 £0.36, TAMPONS WITH NON-APPLICATOR REGULAR - PACK16 £0.83. This is the pricing for what the costs would be for

the Council. We can ask for the sanitary products to be added to the first aid contract as a core item as the volumes are likely to increase, so yes, we can have access via an existing contract.

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

At present there are no plans within our school estate capital programme to introduce gender neutral toilets.

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

Currently there is no centrally-led coordination of the supply of products although many schools hold small stocks of products which can be accessed by girls if they make a request.

We are at the early stages of exploring solutions to meeting the needs of girls in fife who are experiencing period poverty. This includes work to explore options for sourcing a supply of products for the girls, consideration of how to help the girls to access these products without stigma or embarrassment, consideration of sustainability of supply of products and the introduction of pilots around Fife.

If you are not satisfied with the way we have handled your request, you have the right to request a review of the decision. Please write to: Head of Legal Services, Finance & Corporate Services, Fife House, North Street, Glenrothes, KY7 5LT or e-mail to info.review@fife.gov.uk. The law provides for you to make this request up to 60 working days from when we received your enquiry or 40 working days from when you receive this correspondence whichever is the later date. Where the outcome of the review fails to resolve the matter to your complete satisfaction you have the right to apply to the Scottish Information Commissioner for a decision. www.itspublicknowledge.info/Appeal

Fife Council will consider and seek to resolve any request to the Head of Legal Services that falls outside these time scales.

Yours sincerely

Information Management & Requests Team
Customer Service Improvement
Fife Council

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

Sanitary towels and tampons are available as a non core product via the first aid contract and have been purchased by some LA's. Prices on last MI received is: SANITARY TOWELS PRESS-ON MAXI+ - PACK 10 £1.02, SANITARY TOWELS PRESS-ON REGULAR - PACK8 £0.49, SANITARY TOWELS PRESS-ON SUPER - PACK 8 £0.36, TAMPONS WITH NON-APPLICATOR REGULAR - PACK16 £0.83. This is the pricing for what the costs would be for the Council. We can ask for the sanitary products to be added to the first aid contract as a core item as the volumes are likely to increase, so yes, we can have access via an existing contract.

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

At present there are no plans within our school estate capital programme to introduce gender neutral toilets.

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


Currently there is no centrally-led coordination of the supply of products although many schools hold small stocks of products which can be accessed by girls if they make a request.

We are at the early stages of exploring solutions to meeting the needs of girls in fife who are experiencing period poverty. This includes work to explore options for sourcing a supply of products for the girls, consideration of how to help the girls to access these products without stigma or embarrassment, consideration of sustainability of supply of products and the introduction of pilots around Fife.

If you are not satisfied with the way we have handled your request, you have the right to request a review of the decision. Please write to: Head of Legal Services, Finance & Corporate Services, Fife House, North Street, Glenrothes, KY7 5LT or e-mail to info.review@fife.gov.uk. The law provides for you to make this request up to 60 working days from when we received your enquiry or 40 working days from when you receive this correspondence whichever is the later date. Where the outcome of the review fails to resolve the matter to your complete satisfaction you have the right to apply to the Scottish Information Commissioner for a decision.www.itspublicknowledge.info/Appeal

Fife Council will consider and seek to resolve any request to the Head of Legal Services that falls outside these time scales.

Yours sincerely


Information Management & Requests Team
Customer Service Improvement
Fife Council

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Fife Council

From:
Sent: 06 November 2017 15:13
To:
Cc:
Subject: RE: Access to free sanitary products - draft Implementation Plan template - COSLA
Attachments: Access to Free Sanitary Products - Cabinet Secretary to Sector Leaders - Directors of Education.docx

Importance: High

You kindly offered to look at the draft letter I am proposing the Cabinet Secretary issue to Directors of Education – see attached. Grateful for your comments/suggested amendments – in tracked mode, please. I know all heads of education don't have the same title – is DoE ok as a catch-all? If not, what is?

A quick turnaround would be appreciated.

Thanks

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

From: [redacted] [mailto:1@cosla.gov.uk]
Sent: 06 November 2017 11:22
To:
Cc:
Subject: RE: Access to free sanitary products - draft Implementation Plan template - COSLA

Hi

I tried to give you a call on both your office and mobile numbers – can you call me when you get a chance?

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I'm happy to talk you through the process that it needs to go through, please give me a call when you get a chance.

Thanks

From: @gov.scot
Sent: 06 November 2017 10:53
To: @cosla.gov.uk>
Subject: Access to free sanitary products - draft Implementation Plan template - COSLA

Grateful for your comments on the attached draft template which we'd plan to send to Directors of Education Services this week, under cover of a commissioning email. You kindly agreed to issue the email on our behalf.
Thank you

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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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Mr J)

From:
Sent: 06 November 2017 17:00
To: 'midlothian.gcsx.gov.uk'
Subject: RE: Access to Sanitary Products - follow up on your costing
Attachments: SANI SURVEY.xlsx

Dear

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

I also noted your colleague mentioned a report that is being drafted for the council – if you can tell me any more about that/ provide a copy when available, that would be really useful.

Many thanks,

Follow-up questions

- You quote £7500 – would it be possible to give a breakdown of what this includes? (e.g. how many packs of towels/ tampons? How pack does each pack cost? How many towels/tampons per pack? Where did you get prices from for this?) What assumptions did you use to decide how many products would be required? (e.g. how many per pupil/school?)
- Have you obtained any estimates for the cost of installing/servicing new vending machines (or adapting those in PPP schools to provide free products)? If so, I would be grateful for any information you can provide. And have you identified any other costs related to this provision?

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

From:
Sent: 06 November 2017 13:50
To:
Subject: FW: Access to Sanitary Products

Initial email from Midlothian. Response from my follow up email –

Good Morning

My colleague is leading on this Initiative for the Council with Executive support from me. Accordingly I have copied into this reply.

Regards

35
Midlothian Council
Midlothian House
Buccleuch Street
Dalkeith
Midlothian
EH22 1DN

5

midlothian@gov.uk

From: midlothian@gov.uk
Sent: 10 October 2017 09:29
To:
Cc:
Subject: RE: Access to Sanitary Products

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

5
Midlothian Council
Midlothian House
Buccleuch Street
Dalkeith
Midlothian
EH22 1DN

Mob :
Fax : 0
E:mail midlothian@gov.uk

From: midlothian@gov.uk
Sent: 10 October 2017 08:52
To:
Subject: RE: Access to Sanitary Products

Hi

That's great – thanks.

From: midlothian@gov.uk
Sent: 10 October 2017 07:51
To: midlothian@gov.uk
Subject: Access to Sanitary Products

Morning

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

Midlothian Council
Midlothian House
Buccleuch Street
Dalkeith
Midlothian
EH22 1DN

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Mo
Fax :
E:mai

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viruses.

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I

From: @cosla.gov.uk>
Sent: 07 November 2017 10:09
To:
Cc:)
Subject: RE: Access to free sanitary products - draft Implementation Plan template - COSLA

Hi

The COSLA CYP Board meet 8th Dec and this is likely to be an agenda item. There, Board Members (an Elected Member from each Local Authority with responsibility to CYP issues) will discuss and make a decision on their approach to this, which is likely to be contingent on a number of other factors – obviously including funding. The date for the local government settlement isn't known but likely to be mid December. Following that, councils will be in a better place to work out what is doable within the finances available and linking to their priorities locally. It isn't in the ideal order, as obviously it would be helpful to have clarity around funding before discussion at the Board, but both are at least relatively close together!

When we met I said it would need to go to either go to Leaders or our Board, after discussions here we decided the Board was the best place for this which generally gives us a bit more opportunity for discussion with Members. If it would be helpful I could share a copy of the Board report closer to the time, once written, which would include the information you have shared to date including for example core principles and assumptions around funding.

From: @gov.scot]
Sent: 06 November 2017 16:08
To: gov.uk>
Cc:
Subject: RE: Access to free sanitary products - draft Implementation Plan template - COSLA

Hi!

Would you be good enough to set out a timeline capturing the critical activity and timescales for taking the PfG commitment to your Board in December, and indeed beyond that.

Something in the next couple of days were be very helpful if possible.

Thanks

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T

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From: \\\n**Sent:** 06 November 2017 11:43
To:

Cc: :

Subject: RE: Access to free sanitary products - draft Implementation Plan template - COSLA

Hi

I'll call you shortly (I'm actually off work today, just doing some essential bits.)

We've clearly misunderstood you at this end, so yes, grateful if you'd outline the process and likely timescales when we talk.

Thanks

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3

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From: _____ [1@cosla.gov.uk]

Sent: 06 November 2017 11:22

To:

Cc:

Subject: RE: Access to free sanitary products - draft Implementation Plan template - COSLA

Hi

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Thanks

From: _____ [1@gov.scot]

Sent: 06 November 2017 10:53

To: _____ [[>@cosla.gov.uk](mailto:@cosla.gov.uk)]

Subject: Access to free sanitary products - draft Implementation Plan template - COSLA

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Thank you

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From: 'cosla.gov.uk'
Sent: 07 November 2017 11:02
To:
Cc:
Subject: RE: Access to free sanitary products - draft Implementation Plan template - COSLA
Attachments: LC edit Access to Free Sanitary Products - Cabinet Secretary to Sector Leaders - Directors of Education.docx

Hi

I have tracked changes on the letter to reflect the process. I also noted you hadn't mentioned the request that Councils have already responded to in terms of the survey – therefore this letter will not be the first they have heard from your team – so I have added that in and thanked them. The correct title would be Directors of Education and Children's Services (though they will all have different titles). We would also recommend cc-ing Directors of Finance.

From: '@gov.scot']
Sent: 06 November 2017 15:13
To: '@cosla.gov.uk'
Cc: '@gov.scot'
Subject: RE: Access to free sanitary products - draft Implementation Plan template - COSLA
Importance: High

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A quick turnaround would be appreciated.

Thanks

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1

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beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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

Directors of Education and Children's Services
Cc directors of finance

November 2017

PROGRAMME FOR GOVERNMENT COMMITMENT: ACCESS TO FREE SANITARY PRODUCTS

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

All of our students must be able to participate fully in education without the anxiety and humiliation this issue can cause. The timescale we are working to, as announced by the First Minister, is rightly a challenging one and we are seeking your assistance to help your schools to plan for delivery from the new academic year next August. Therefore, my officials will be working with COSLA and my officials to both consider and plan your proposed approach and to learn from the activity already being developed in some areas over the coming months to clarify the overall level of funding which will be available for local authorities to deliver this Programme for Government commitment. There is no intention to Please be reassured that we do not propose a prescriptive model; rather, we want to develop a national approach which allows for local flexibility and responsiveness.

My officials are working closely with COSLA through the A Working Group that has recently been established with the aim over overseeing to oversee implementation of the commitment. Officials have also met with COSLA to begin conversations about the delivery of the commitment once funding has been agreed. You received an initial email asking for information on the current provision in schools in October and we are very grateful for your responses which aided our understanding of the picture across Scotland in relation to this. Once assumptions around funding have been clarified, we will be looking to find out what , and will be writing to you in due course to begin gathering information to help us understand what the your preferred approach to delivery of the commitment might will be in your local authority, readiness for delivery across the sector, and to identify barriers and risks that may need to be addressed by Scottish Government to support the delivery.



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

ANGELA CONSTANCE

DRAFT

Subject: FW: Meeting between SG Colleagues and East Ayrshire Council re Access to Sanitary Products in Schools

Location: East Ayrshire Council, London Road, Kilmarnock, KA3 7BU

Start: Fri 17/11/2017 11:00

End: Fri 17/11/2017 12:30

Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer:

As discussed; grateful if you'd cancel this meeting, advising EAC that we'll rearrange – more likely to be a telecom than a meeting though.

Thanks

-----Original Appointment-----

From:

Sent: 17 October 2017 10:54

To:

(
 (@east-ayrshire.gov.uk); (@east-ayrshire.gov.uk);
 (@east-ayrshire.gov.uk); (@east-ayrshire.gov.uk)

Subject: Meeting between SG Colleagues and East Ayrshire Council re Access to Sanitary Products in Schools

When: 17 November 2017 11:00-12:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: East Ayrshire Council, London Road, Kilmarnock, KA3 7BU

23/10/17 – Many thanks for holding this date, I can confirm this meeting will be going ahead as planned.

Hi All

I'd be grateful if you could hold this slot in your diary for Social Justice Delivery Unit to meet with East Ayrshire Council.

Our Unit is responsible for taking forward the First Minister's Programme for Government Commitment to provide access to free sanitary products in schools, colleges and universities, and it would be really helpful to be able to talk through the implications and practicalities of this from a local authority perspective.

We are interested in:

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

- What kind of timescales you might be looking at to make this shift in provision

Many thanks

110

From:
Sent: 07 November 2017 08:11
To:
Cc:
Subject: RE: URGENT - access to free sanitary products for students in college

Thanks,

Look forward to talking to you at 9.

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

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From: [redacted]@collegesscotland.ac.uk]
Sent: 07 November 2017 07:53
To:
Cc: [redacted]
Subject: Re: URGENT - access to free sanitary products for students in college

I think my panic yesterday was premature - spoke to the principals yesterday and - direct quote - I've been instructed to, "just do the thing" so let's chat at 9!

Comments on the template is that the first section seems overly bureaucratic, would be good to chat through your motivations for collecting that and whether another mechanism might be more helpful.

Sent from my iPhone

On 6 Nov 2017, at 12:42, "[redacted]@gov.scot" <[redacted]@gov.scot> wrote:

Thanks,

Apolgies if you're confused. The questions we asked the estates and facilities people were to help us understand certain assumptions we might make about local delivery which could help us to figure out the different elements we might need to consider in a funding formula. The national approach we are proposing is that set out in the 'policy principles' paper we shared at the Working Group meeting,, ie SG distributing funding to SFC for allocating to college and universities based on an agreed formula taking account of, eg female population size, SIMD, etc, and colleges deciding their own local approach

Feedback from COSLA is also that it's too early to put the implementation plan template out to the sector.

However, we do need information from some colleges about how they expect to deliver the commitment and what the cost is estimated at; naturally this involves making assumptions about product costs, distribution mechanism, level of uptake, student product ratio etc (questions posed in the template). Can you suggest how we can best get this?

It will be good to catch up tomorrow.

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| 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG

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From: [redacted] <[\[redacted\]@collegesscotland.ac.uk](mailto:[redacted]@collegesscotland.ac.uk)>
Sent: 06 November 2017 11:57
To: [redacted]
Cc: [redacted]
Subject: RE: URGENT - access to free sanitary products for students in college

Hi

Thanks for this – I'll get back to you ASAP, but [redacted] isn't in the office this morning and I'd like to run this past her. I'm a bit concerned at asking for quite a significant level of commitment from colleges around planning at this stage of the process, when I don't feel that we have a clear idea of how the PfG commitment is going to be funded. I would state that the college sector is very supportive of any policy proposal which seeks to improve the life chances and opportunities of our students. I had thought that the meeting with the Cabinet Secretary would clarify the thinking around implementation, but reviewing the questions – and particularly around the operational questions – I'm a bit confused because I thought a national approach was being developed based on the questions that went out to estate & facilities managers in the Summer.

I'm with the Principals today so I'll make sure to talk to them about the questions, and I'll look to organise a meeting with estates and facilities managers ASAP to work through the template. Do you think it would be useful for you to attend such a meeting?

Cheers,

From: [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>
Sent: 06 November 2017 11:01
To: [redacted] <[\[redacted\]@collegesscotland.ac.uk](mailto:[redacted]@collegesscotland.ac.uk)>
Cc: [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@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

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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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Name of Council Policy Lead
Operational Lead

Policy context

The Scottish Government's new Programme for Government commits to providing access to free sanitary products to students in schools, colleges and universities and considering further action to ensure those on low incomes are assisted in light of the findings of the current Aberdeen pilot.

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

Ensuring:

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

And, encouraging:

- Consideration of wider benefits that may be realised through procurement, eg support for out-of-school/holiday projects
- Opportunities for collaboration

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

Completed templates should be sent to the Scottish Government Social Justice Delivery Unit at [scan we set up a dedicated email box] by

Any enquiries should be directed to Social Justice officials at [.....]

**PROVIDING ACCESS TO FREE SANITARY PRODUCTS FOR STUDENTS IN COLLEGES
IMPLEMENTATION PLAN**

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

	<p>this service, including elements that will be common across the college estate and local flexibilities</p> <p>What is the rationale for your preferred approach?</p>
<p>5</p> <p>Delivery timescales</p> <p>Outline the extent of delivery you expect to achieve from August 2018. If you will not achieve 100% delivery at this time, when do you expect full coverage be achieved? On what basis will you prioritise implementation?</p>	
<p>6</p> <p>Resourcing</p> <p>Please indicate resource implications for the following:</p> <ul style="list-style-type: none"> a. Delivery costs, b. Product costs and source c. Staff costs; expansion of staff roles d. Other 	<p><u>For example:</u></p> <ul style="list-style-type: none"> a. providing a suitable dispensing infrastructure (reflecting any procurement/ arrangements) b. including retail, direct from supplier/manufacturer c. reflecting impacts on staff d. reflecting impacts on Students' Associations
<p>7</p> <p>Assumptions</p> <p>Outline the assumptions upon which your planned delivery model and provision are based.</p>	<p><u>For example:</u> expected level of uptake; student product ratio</p>

8	<p>Risks Outline any local issues that may impact on local delivery, including any that may need Scottish Government support.</p>	<p>For example: particular circumstances; infrastructure</p>
---	--	--

Please indicate any support you may require to develop and implement your proposed model.

Please provide any additional information which may usefully inform

- our understanding of your local circumstances and plan, and
- our national approach more generally.

111

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

Sure – it’s in our diaries.

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

Hi

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

Kind regards,

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

Hello

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

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

Hi

Following your chat with [redacted] last week it would be useful for them to meet with you to have a follow up discussion bringing in our analysts [redacted] to discuss the information we can share with COLSA around “assumptions”. You may wish for [redacted], in addition to [redacted], to join for your side.

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

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

Kind regards,

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

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

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

Hi

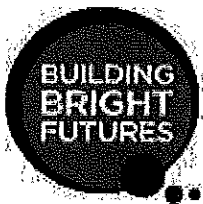
Unfortunately, I didn't provide the original information. However, I have passed on your email to the officers who did. I will try to get this back to you as soon as possible.

Regards

(Education and Youth Employment)

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

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From: [redacted]
To: [redacted]
Date: 06/11/2017 17:14
Subject: RE: PFG Commitment - Access to Sanitary Products - follow up on your costings

Dear [redacted],

I'm an analyst in the team working on the access to sanitary products commitment at the Scottish Government. You've provided us with some extremely helpful information on your costs for providing sanitary products in North Ayrshire – I was hoping you could help me clarify a few aspects of these. See below for the questions I'm looking for input on (which are just trying to make sure I have an accurate understanding of your costs). I would also be interested in whether you have any insight into take up of your provision/no of products provided so far. If it would be

easier, I'd be happy to give you a quick call to discuss instead. If so, would you have 10-15 mins this Wednesday?

Many thanks,

Follow-up questions

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

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

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

Hi
Apologies for the delay in sending this to you. Please find attached information from North Ayrshire.
If you need anything else please let me know.
Regards

(Education and Youth Employment)
Education and Youth Employment
North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE
Tel: [redacted]
Fax: [redacted]
[\[redacted\]@north-ayrshire.gov.uk](mailto:[redacted]@north-ayrshire.gov.uk)
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[attachment "PfG Commitment - NAC Response.docx" deleted by Jacqueline Newell/EducationandYouthEmployment/North Ayrshire Council]

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From: [redacted]
Sent: 08 November 2017 09:31
To: [redacted]
Cc: [redacted]
Subject: RE: Access to free sanitary product - meeting with the Cabinet Secretary - 29 November

Thanks,

I'll check with Cab Sec's team and get back to you just as soon as we can pin down a date. Please bear with us.

Thanks

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

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From: [redacted]@cosla.gov.uk]
Sent: 08 November 2017 09:07
To: [redacted]
Cc: [redacted]
Subject: RE: Access to free sanitary product - meeting with the Cabinet Secretary - 29 November

Hi

[redacted] is only in Edinburgh on 5th and 8th that week. Are we looking at dates the following week or in to January now?

He is happy to be part of the bigger meeting – do you have a rescheduled date for this yet? I had assumed that was why you were asking for his availability.

From: [redacted]@gov.scot
Sent: 07 November 2017 20:34
To: [redacted]@cosla.gov.uk>
Cc: [redacted]@gov.scot;
Subject: RE: Access to free sanitary product - meeting with the Cabinet Secretary - 29 November

Hi

I'm afraid these slots are already committed in the Cab Sec's diary. The only real possibility at the moment is 4.00pm on 6th Dec? Could that work for [redacted]? I'm assuming he is happy to be part of the bigger meeting (remember we discussed whether he might wish to meet Cab Sec separately). Grateful for your thoughts, and any further dates you can offer.

Thanks

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From: [redacted]@cosla.gov.uk]
Sent: 06 November 2017 13:43
To: [redacted]
Cc: [redacted]
Subject: RE: Access to free sanitary product - meeting with the Cabinet Secretary - 29 November

Hi

[redacted] could meet on 30 November between 12-1pm or 5 December 2-3pm or 4-5pm, presuming central Edinburgh venues.

Thanks

From: [redacted]@gov.scot [redacted]@gov.scot]
Sent: 06 November 2017 12:54
To: [redacted]@cosla.gov.uk>
Cc: [redacted]@gov.scot; [redacted]2@gov.scot
Subject: RE: Access to free sanitary product - meeting with the Cabinet Secretary - 29 November
Importance: High

Unfortunately the Cabinet Secretary can no longer meet with [redacted] on 29th November. Can I ask you, please, to let us have a few dates/times when [redacted] would be able to meet and we will try to match up Ms Constance's diary. It will be important for them to meet in advance of the Board meeting on 8th December.

Thank you.

Regards

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From: [redacted]
Sent: 03 November 2017 15:58
To: [redacted] <[redacted]@cosla.gov.uk>
Cc: [redacted]
Subject: Access to free sanitary product - meeting with the Cabinet Secretary - 29 November
Importance: High

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

I can confirm that the meeting will be held from 4-5pm on Wednesday 29th November at the Scottish Parliament. I would be grateful if you would pass these details on to the appropriate elected member, who you thought would be [redacted]. [redacted] should arrive at the Parliament 10 minutes before the meeting, and should ask for Ms Constance's office and wait to be collected.

Can I ask you – or your representative – to confirm attendance to [redacted] (copied above), please, as quickly as possible.

Thank you for your assistance.

Kind regards

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thead. Ma 's e is gun d'fhuair sibh seo gun fhiosd', bu choir cur às dhan phost-d agus lethbhreac sam bith air an t-siostam agaibh agus fios a leigeil chun neach a sgaoil am post-d gun dàil.

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

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From: [Redacted]
Sent: 08 November 2017 13:06
To: [Redacted]; [Redacted]@collegesscotland.ac.uk; [Redacted]@universities-scotland.ac.uk; [Redacted]@cosla.gov.uk; [Redacted]@cosus-scotland.org.uk; [Redacted]@hand.org;
Cc: [Redacted]
Subject: ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

Dear Working Group members

Thank you for attending the first meeting of the Access to Free Sanitary Products Working Group on 12 October; apologies again to the few of us who were let down by the technology. I appreciated the open and frank discussion we had and look forward to continuing this at the next meeting. I understand that [Redacted] has been in touch with you to confirm that our next meeting will be on **Tuesday 5 December**, again in Edinburgh.

In the meantime, I attach:

1. The draft minutes of the first meeting – grateful if you could confirm this as an accurate record or provide any comments;
2. A briefing note summarising activity to improve access to free sanitary products that is underway or being considered across the country – if you are aware of other activity then please provide details and we can update the paper accordingly; and
3. A copy of the Workplan (previously circulated with the papers for the first meeting) – grateful if you would provide comments on the various elements of work and timescales, adding any critical work that is not captured, and taking account of any organisational process/procedure within your organisation that we will need to align with.



Access to Free Sanitary Produc... Access to Free Sanitary Produc... Access to Free Sanitary Produc...

I would be grateful if you can submit your comments on the above documents to the Secretariat, at [\[Redacted\]@gov.scot](mailto:[Redacted]@gov.scot) by **20 November**.

You will recall that Group members agreed to share any additional information which could usefully inform our thinking going forward. I would be grateful if any relevant information not covered by the above asks could be submitted to me – ideally by **17 November**, but certainly in advance of the next meeting.

This agenda is continuing to attract significant attention, and is moving apace. We're grateful for your continued support and I'm confident that the collaboration that is developing across our interests will enable us to collectively make the progress required to deliver the Programme for Government commitment from next August.

Regards,

Directorate for Housing & Social Justice
Social Justice & Regeneration Division
Scottish Government
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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.	<p>Welcome/introductions Shirley Laing (SL) welcomed the Group, followed by round-table introductions.</p>	
2.	<p>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.</p> <p>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.</p> <p>SL also highlighted the significant media interest in the "period poverty" campaign.</p>	
3.	<p>Terms of Reference [REDACTED] spoke to this item. There was broad agreement from the Group on the Terms of Reference.</p>	

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

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.

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.

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.

■■■ highlighted provision in primary schools and during holidays as other issues to be considered (see items 4 and 6 below).

4. Policy Requirements

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:

- 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>
<p>5.</p>	<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>	<p>█ to produce a brief. WG members to submit any extra info to the secretariat before next meeting.</p>
<p>6.</p>	<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 confirm funding distribution options with SG Local Govt Finance.</p> <p>WG members to consider</p>

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	<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>██████████ 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>work plan and feed back to WG secretariat.</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.	<p>AOB</p>	
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>

Access to Free Sanitary Products Working Group

Summary of information collected on action in schools, colleges & universities

To date, we have been collecting information in two main areas: 1) on schemes local authorities, colleges and universities are already introducing to provide free sanitary products in their institutions; and 2) on the current situation regarding vending machines for sanitary products and the procurement of these. This information is being collected to develop our understanding of the costs and issues relating to different options, and to inform future thinking. We are gathering information on vending machines in particular because this delivery method is already being adopted by some stakeholders and has clear additional costs associated with it, rather than because this is the preferred model. We have also been gathering information on international legislation/action to provide free sanitary products in schools, colleges or universities as context.

Current schemes

We are aware of two local authorities who have introduced/are in the process of introducing formal schemes to provide free sanitary products in schools:

- North Lanarkshire Council;
- North Ayrshire Council

Angus Council, Clackmannanshire Council, Glasgow City Council, Midlothian Council and West Lothian Council are already considering action/exploring costs (Midlothian and West Lothian have requested reports on the issue).

We understand that informal arrangements are already in place in schools in many local authorities to provide sanitary products when required/requested, commonly from the school office, pupil support/guidance staff or the nurse's office. However, such services are usually intended more for emergency need, than for general access.

We are aware of five colleges who have introduced schemes to provide free sanitary products:

- South Lanarkshire College;
- Fife College;
- Dundee and Angus College;
- West College Scotland; and
- City of Glasgow College.

Forth Valley College, New College Lanarkshire and SRUC are already considering introducing provision.

Requests for information

North Lanarkshire Council, North Ayrshire Council and South Lanarkshire College have all supplied valuable information on their schemes covering: how beneficiaries access products, the type of products provided, uptake/number of products, costs (products/delivery), the delivery mechanism, and feedback on the scheme. Others have provided initial scoping they have carried out around costs of provision.

Colleges Scotland circulated a request in August to College Principals/PAs to complete a survey on current provision of free products (covering the areas listed

above). A follow up survey was sent out in September asking about the current situation regarding vending machines: number of machines, type of products stocked, supplier of vending machines and current/plans for gender neutral toilets.

Universities Scotland sent a request to universities in September asking about the current situation regarding vending machines.

Information was also requested from local authorities on vending machines covering: number of machines, type of products stocked, supplier of vending machines, procurement arrangements and whether current contracts could be altered, and current/plans for gender neutral toilets.

Summary of responses received to date

Request	Responses received
Colleges – provision of free products	Borders, City of Glasgow, Dundee & Angus, Dumfries & Galloway, Edinburgh, Fife, Forth Valley, Glasgow Clyde, Inverness, New College Lanarkshire, Perth, South Lanarkshire, SRUC, West College Scotland, West Highland
Colleges – vending machines	Edinburgh, Fife, Forth Valley (Clydebank campus), New College Lanarkshire, Perth, Sabhal Mòr Ostaig (Skye), West College (Clydebank, Finnart & Waterfront, Paisley) West Lothian, 2 unnamed
Universities – vending machines	Aberdeen, Abertay, Dundee, Glasgow Caledonian, Glasgow School of Art, Heriot Watt, Queen Margaret, Robert Gordon, St Andrews
Local authorities – vending machines	Angus, Argyll & Bute, Clackmannanshire, East Ayrshire, East Renfrewshire, Edinburgh City, Falkirk, Inverclyde, Midlothian, North Ayrshire, North Lanarkshire, Orkney, Perth & Kinross, South Lanarkshire, Stirling, West Dunbartonshire, West Lothian

Key points from the information received

Schools

North Ayrshire and North Lanarkshire Council will provide access via free vending machines in school toilets in all secondary schools. North Ayrshire have had existing vending machine adapted so they are free while North Lanarkshire have requested proposals from companies for provision of vending machines and products (initially proposal based on a supply model where the installation, provision and maintenance of dispensing equipment will be free). In both cases, procurement of products will be done by the local authority.

We have received information from 18 local authorities on vending machines. This highlights that arrangement vary. Some schools do not currently have vending machines. Most that do, offer varying brands of tampons and towels. Vending machines contracts are either: procured nationally via the Scotland Excell Framework Agreement, centrally by some local authorities, by individual schools or are part of some schools' PPP contracts. Contracts are with Initial, PHS and

Healthcare Environmental Group Ltd. Most respondents thought contracts could be varied to provide free products.

Colleges

We have received information from 15 colleges on provision of free products and 10 on vending machines (with multiple responses from some colleges from different campuses). Seven colleges provide free sanitary products. Provision is generally via student associations (4) and/or student services/learner engagement. South Lanarkshire has also made products available from free dispensing machines that are installed in toilets across the campus. Some schemes are targeted at all students (4) and staff (2). Two are targeted at specific groups (women in hardship or with identifiable need/students within the Learner Development section). Respondents provided some data on number of products supplied and costs. Feedback received has been positive. Cost has been an issue for some colleges when this was previously considered. Most respondents were positive about implementing provision with funding.

All colleges who responded have some vending machines. Most offer varying brands of tampons and towels (commonly Kotex and Tampax). Initial, PHS, Cannon Hygiene and CO-AN UK are the suppliers of machines.

Universities

We have received information from nine universities on vending machines. Eight already have some vending machines on campus and one is currently in discussions to install some. Most offer varying brands of tampons and towels (commonly Kotex, Always, Lilets and Tampax). Initial (5), PHS (3) and Cannon Hygiene (1) are the suppliers of machines.

Scottish Government Communities Analysis Division/Social Justice Delivery Unit
November 2017

ACCESS TO FREE SANITARY PRODUCTS WORKING GROUP

Draft Workplan

	Aim	Key Actions	Owner	Timescales
1	To galvanise action across Local Authorities, Schools & Universities & put in place data capture system	Letter from Cabinet Secretary to key stakeholders Follow up letter initiating data capture / reporting system to capture timescales, costs and issues and seeking feedback on policy requirements. Meeting between Cabinet Secretary & COSLA, SFC Develop engagement plan to August 2018	SG SFC/ COSLA? SG SG	27 October 3 November 29 November Mid November
2	To agree policy requirements	Cab Sec meeting with stakeholders Feedback from Local Authorities Feedback from colleges & universities Feedback from other stakeholders	SJDU COSLA SFC SG	29 November
3	To develop & agree funding distribution model	Paper from analysts Agree gaps in information and how these will be plugged Capture information from local authorities Proposed Funding Model in Draft Funding Model Communicated	SG SG SFC/ COSLA SG SG	End Jan & end Feb March 2018 End April?
4	To agree timescales for delivery	Analyse returns from Local Authorities, colleges & universities to determine timescales	SFC/ COSLA SG	Initial returns - End January
5	To develop strategic risk register of issues that might impact on effectiveness/ deliverability	As above	SFC/ COSLA SG	Initial returns End January
6	To agree a common evaluation framework	Design draft evaluation framework	SG analysts	To align with Funding Model End March

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From: [redacted] <[redacted]@midlothian.gcsx.gov.uk>
Sent: 08 November 2017 15:35
To: [redacted]
Cc: [redacted]
Subject: Access to Sanitary
Attachments: SANI SURVEY.xlsx; Period Protection Proposal.doc

Please see my working spreadsheet. Happy for me or [redacted] to discuss further with you or colleagues.
Report considered by Council yesterday and is available on our website www.midlothian.gov.uk

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Period Poverty Proposal

Report by **Ms. J. M. M. Director Resources and Communities and Economy** and **Mr. J. M. M. Director Education**

1 Purpose of Report

To provide a costed proposal for the Council to implement the provision of free sanitary products for school pupils across Midlothian.

2 Background

2.1 Council Meeting 29 August 2017

At this meeting the Council approved the following motion:

“Midlothian Council congratulates Monica Lennon MSP, Shadow Minister for Inequality, on her work raising awareness of and campaigning against period poverty; agrees that the Council will respond positively to her consultation and calls on the Scottish Government to fully fund any outcomes from that consultation.

Council supports in principal the provision of free sanitary products for pupils and asks the Director of Resources to prepare a detailed report on the costs involved.”

2.2 Context

The issue of period poverty is currently being considered by a number of Scottish local authorities and it is proposed that the Council puts arrangements in place across the six High Schools, the relevant Primary Schools and Saltersgate School to provide free access to sanitary products for pupils.

Presently school office or guidance teachers are able to supply sanitary products, if requested by pupils at no cost to the pupil.

Furthermore the draft Council response to the government consultation is appended to this report for consideration by Council.

3.0 Proposed Scheme

3.1 In support of the Council motion it is proposed that the provision of free sanitary products be put in place at the following locations during the Autumn term prior to Christmas break.

- Beeslack Community High School
- Dalkeith High School
- Lasswade High School
- Newbattle Community High school
- Penicuik High School
- St Davids RC High School
- Saltersgate School

In addition it is proposed to establish arrangements with the Primary Schools where appropriate.

3.2 Best Practice and Guidance

The School Premises (General Requirements and Standards) (Scotland) Regulations 1967 is the main underpinning for standards in school toilets in Scotland. These regulations set out ratios of children to toilets and toilets to washbasins, requires locks on the toilet doors, and that there should be a place to dispose of sanitary towels from Primary four – but any provision of sanitary products themselves is absent.

In terms of specific issues relating to school toilet provision currently there is no definitive Scottish guidance, however the Welsh government has provided the guidance entitled School Toilets: Good Practice for Schools in Wales, which has been used as a basis for costing this proposal.

Sanitary machines are placed in all age appropriate girls' toilets (aged 8 or over) where sanitary towels/tampons can be obtained unobtrusively without having to ask an adult.

- Secondary schools: each set of toilets (with two or more toilet cubicles) for girls has a sanitary dispenser.
- Primary schools: a minimum of one set of toilets for girls aged eight and over has a sanitary dispenser.
- All girls are regularly informed (including at the beginning of every school year) that sanitary products are available to obtain in a discreet manner (and from named females) in an emergency at all times.
- Disposal bags or toilet paper are available in cubicles for girls to wrap used sanitary products in.
- Sanitary disposal units are available in all age-appropriate female toilets within individual cubicles. Ordinary bins are not sufficient.
- Sanitary disposal units are emptied sufficiently often, by a registered company, to prevent them from becoming overfull or malodorous.

This guidance has been used to provide the assumptions to underpin the costs of implementing the Council motion.

4.0 Report Implications

4.1 Resource Implications

Taking cognisance of the intention of the Council motion the cost of the proposal comprises two distinct elements.

- a) The provision of sanitary products to Midlothian School pupils.
- b) The provision of sanitary dispensing machines within school premises.

4.2 Provision of Sanitary Products

In the Ending Period Poverty Bill there are costings which have been applied to the Midlothian female school population on a pro rata basis as set out in the table below.

	Scotland	Midlothian
Estimated number of menstruating pupils	100,000	1,700
Lower Estimated Cost	£360,000	£6,000
Higher Estimated Cost	£450,000	£7,500

Accordingly it is estimated that the indicative annual cost of providing free sanitary products based on Scotland wide assumptions as they apply to Midlothian is approximately £7,500 per annum.

This estimate is based on a number of assumptions most critically the take up level of free sanitary products which has been estimated at 50% and may vary.

Dispensing Sanitary Machines

The estimated maximum cost of providing sanitary dispensing machines and associated servicing is estimated at £5,000 per annum.

Accordingly it is anticipated that should the Council wish to adopt the guidance as set out in section 3.2 the costs to the Council amount to a maximum of £5000 per annum which is additional to the estimated direct costs of providing free sanitary protection.

Therefore it is proposed that the Council write to the Scottish Government advising of the overall cost and to seek to secure extra additional funding of £12,500 based on estimated costs.

4.3 Risk

Should the Council not support the proposals as set out in this report there is a possibility that negative reputational criticism could be received when compared to other public sector bodies who have introduced a scheme.

4.4 Policy

Single Midlothian plan and Business Transformation themes addressed in this report.

- Community safety
- Adult health, care and housing
- Getting it right for every Midlothian child
- Improving opportunities in Midlothian
- Sustainable growth
- Business transformation and Best Value
- None of the above

4.5 Impact on Performance and Outcomes

The provision of free sanitary products will assist in ensuring that pupils do not have the opportunity to miss school and assist with education.

4.6 Adopting a Preventative Approach

This proposal will in part contribute to increasing access to education and potentially improve attendance.

4.7 Involving Communities and other stakeholders

This proposal has been developed in conjunction with colleagues within the Education Directorate.

4.8 Ensuring Equalities

This proposal is open to all female pupils irrespective of age, ~~and~~ disability, race, religion or belief or socio economic status.

4.9 Supporting Sustainable Development

This proposal is consistent with the Councils focus on improving education achievement levels.

4.9 IT Issues

There are no direct IT issues arising from this report.

5 Recommendations

Council are invited to consider the proposal to provide free sanitary products to Midlothian pupils and specifically:

- a) Note the additional recurring revenue cost of £7,500 per annum for the provision of sanitary protection.
- b) Note the maximum recurring revenue cost of £5,000 per annum for the provision of dispensing machines across the school estate.
- c) Note the planned timescale for introduction of free sanitary products.
- d) Note the draft response to the consultation as appended to this report.
- e) Instruct the Director Resources to write to Scottish Government via COSLA to seek additional funding.
- f) Instruct the Director Resources to monitor the cost of the provision of free sanitary products.

Date: October 2017

Report Contact:

Name Tel

Background Papers

Appendix 1

QUESTIONS
ABOUT YOU

1. Are you responding as:

- an individual – in which case go to Q2A
 on behalf of an organisation? – in which case go to Q2B

2A. Which of the following best describes you? (If you are a professional or academic, but not in a subject relevant to the consultation, please choose "Member of the public".)

- Politician (MSP/MP/Peer/MEP/Councillor)
 Professional with experience in a relevant subject
 Academic with expertise in a relevant subject
 Student (at school, college or university)
 Other member of the public

2B. Please select the category which best describes your organisation:

- Public sector body (Scottish/UK Government or agency, local authority, NDPB)
 School, college or university
 Commercial organisation (company, business)
 Representative organisation (trade union, professional association)
 Third sector (charitable, campaigning, social enterprise, voluntary, nonprofit)
 Other (e.g. clubs, local groups, groups of individuals, etc.)

3. Please choose one of the following:

- I am content for this response to be attributed to me or my organisation

Please provide your name or the name of your organisation as you wish it to be published:

Name: MIDLOTHIAN COUNCIL

- I would like this response to be anonymous (the response may be published, but no name)
 I would like this response to be confidential (no part of the response to be published)

4. Please provide details of a way in which we can contact you if there are queries regarding your response. (Email is preferred but you can also provide a postal address or phone number. We will not publish these details.)

Contact details:

YOUR VIEWS ON THE PROPOSAL

Aim and approach

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

- Fully supportive
 Partially supportive
 Neutral (neither support nor oppose)
 Partially opposed
 Fully opposed
 Unsure

Please explain the reasons for your response.
 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
 Unsure
 No

Please explain the reasons for your response.

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

- The card should be available to anyone; card-holders should have unlimited access to free sanitary products
 The card should be available to anyone; its use should be restricted (e.g. by limiting the number of products that may be claimed each month)
 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
 The card should be available only to those on low incomes or in receipt of benefits; its use should be restricted (e.g. by limiting the number of products that may be claimed each month)
 There is no need for a card scheme
 Other (please specify)

Please explain the reasons for your response.

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)?

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)?

- Yes
 Unsure
 No

Please explain the reasons for your response.

Personal experience (questions 6 and 7 are for individual respondents only)

6. Have you ever struggled to access or afford sanitary products during menstruation? (e.g. financial barriers, unexpected circumstances, health issues)

- Yes, frequently
 Yes, occasionally
 No
 Not applicable: I do not need or use sanitary products
 I prefer not to say

Please explain or give an example of your experience if you feel able to do so.

7. If sanitary products were available for free, which of the following would apply to you?

- I would expect to claim free products regularly
 I would expect to claim free products occasionally
 I would not expect to claim free products
 Not applicable: I do not need or use sanitary products
 I prefer not to say

Please explain the reasons for your response.

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)

- Significant increase in cost
 Some increase in cost
 Broadly cost-neutral
 Some reduction in cost
 Significant reduction in cost
 Unsure

(b) Colleges and universities

- Significant increase in cost
 Some increase in cost
 Broadly cost-neutral

- Some reduction in cost
 Significant reduction in cost
 Unsure
 (c) Businesses (including suppliers/retailers of sanitary products)
 Significant increase in cost
 Some increase in cost
 Broadly cost-neutral
 Some reduction in cost
 Significant reduction in cost
 Unsure
 (d) Individuals (including consumers of sanitary products)
 Significant increase in cost
 Some increase in cost
 Broadly cost-neutral
 Some reduction in cost
 Significant reduction in cost
 Unsure
 Please explain the reasons for your response.

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

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
 Slightly positive
 Neutral (neither positive nor negative)
 Slightly negative
 Negative
 Unsure

Please explain the reasons for your response.

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

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?

Yes
 No
 Unsure

Please explain the reasons for your response.

General

13. Do you have any other comments or suggestions on the proposal?

HOW TO RESPOND TO THIS CONSULTATION

You are invited to respond to this consultation *by* answering the questions in the consultation and *by* adding any other comments that you consider appropriate.

Format of responses

You are encouraged to submit your response via an online survey (Smart Survey) if possible, as this is quicker and more efficient both for you and the Parliament. However, if you do not have online access, or prefer not to use Smart Survey, you may also respond by e-mail or in hard copy.

Online survey

To respond via Smart Survey, please follow this link: <http://www.smartsurvey.co.uk/s/EndingPeriodPoverty/>

The platform for the online survey is Smart Survey, a third party online survey system enabling the SPCB to collect responses to MSP consultations. Smart Survey is based in the UK and is subject to the requirements of the Data Protection Act 1998. Any information you send in response to this consultation (including personal data and sensitive personal data) will be seen by the MSP progressing the Bill and by specified *staff* in NGBU, and may be added manually to Smart Survey.

Further information on the handling of your data can be found in the Privacy Notice, which is available either via the Smart Survey link above, or directly from this link:

<https://www.smartsurvey.co.uk/privacy-policy>

Electronic or hard copy submissions

If possible, please submit your response electronically – preferably in MSWord document. Please keep formatting of this document to a minimum, and avoid including any personal data other than your name (or the name of the group or organisation on whose behalf you are responding).

Any additional personal data (e.g. contact details) should be provided in the covering e-mail (or a covering letter).

Please make clear whether you are responding as an individual (in a personal capacity) or on behalf of a group or organisation. If you are responding as an individual, you may wish to explain briefly what relevant expertise or experience you have. If you are responding on behalf of an organisation, you may wish to explain the role of that organisation and how the view expressed in the response was arrived at (for example, whether it reflects an established policy or was voted on by members).

MIDLOTHIAN COUNCIL	
ACCESS TO SANITARY PRODUCTS	
QUESTION	RESPONSE
<ul style="list-style-type: none"> How many sanitary product vending machines do you currently have across your school estate? What choice of products are offered? 	<p>Presently the availability of sanitary product vending machines is available in two of our High Schools [PPP]</p> <p>The products offered in the vending machines are sanitary towels and tampons.</p>
<ul style="list-style-type: none"> Who is the supplier of the vending machines? Is procurement done centrally by the LA or by individual schools or school clusters? 	<p>Cannon Hygiene</p> <p>Part of the Council's PPP Secondary Schools Contract. Additionally the Council is a member of Scotland Excell and procures goods on a national basis using contracted suppliers</p>
<ul style="list-style-type: none"> Can any procurement contract that may already be in place be modified to enable free sanitary products to be accessed (and can you provide any costs that may be attached to this)? 	<p>Contracts provide that they may be varied to provide free sanitary products. Indicative cost for Midlothian Council of free sanitary products is £7,500 excluding dispenser machine rental and servicing.</p>
<ul style="list-style-type: none"> Are there any plans to introduce gender neutral toilets that would require additional vending machines to be introduced? 	<p>Presently there are gender neutral accessible toilets in all our High Schools. Vending machines are located in our two [PPP] High Schools.</p>
<ul style="list-style-type: none"> Do you have any other arrangements within schools for accessing sanitary products, if for example vending machines are not used? 	<p>Office or Guidance staff currently can provide free sanitary products on request.</p>

MIDLOTHIAN COUNCIL
ACCESS TO SANITARY PRODUCTS

PART A : SCHOOL ROLLS

School Name	Female	Male	Overall
Beeslack Community High School	370	317	687
Dalkeith High School	423	440	863
Lasswade High School	765	793	1,558
Newbattle Community High School	422	443	865
Penicuik High School	275	284	559
St David's RC High School	286	298	584
Total Secondary	2,541	2,575	5,116
Saltergate	31	84	115

PART B : MIDLOTHIAN ESTIMATED COSTS

	Scotland	Midlothian	Source		
School Population	300,000	5,200	Pupils Projections 2014 Increased	Menstrating	1,700
Of Which 50% Female	150,000	2,600	Based on Midlothian	50% Take Up	850
Menstrating	100,000	1,700	Ending Period Poverty (Page 20)	No Days	68
Percentage of Scotland	100.00%	1.70%		Daily Products	5
				Annual Use	340 per person
Lower Cost of Free Provision	£360,000	£6,100	Ending Period Poverty (Page 21)	Total Use	289,000
Higher Cost of Free Provision	£450,000	£7,700	Ending Period Poverty (Page 21)	Number per Box	20
Rounded Amount		£7,500		Number Boxes	14,450
Check North Lanarkshire	25,000	6,250	Based on Committee Report 19/9/17		
Primary School Pupils	1,500	26	Ending Period Poverty (Page 20)		

PART C : MIDLOTHIAN DISPENSING COSTS

Location	Sites	Units	Comments	Cost	Frequency	Factor	Amount	Report
Lasswade High	1	4		£ 65.00	Annual	1	£260.00	
Penicuik High	1	3		£ 65.00	Annual	1	£195.00	
Newbattle High	1	5		£ 65.00	Annual	1	£325.00	
Beeslack High	1	3		£ 65.00	Annual	1	£195.00	£975.00
Dalkeith High [PPP]	1	1		£ 65.00	Annual	1	£65.00	
St Davids High [PPP]	1	1		£ 65.00	Annual	1	£65.00	£130.00
Saltergate	1	1		£ 65.00	Annual	1	£65.00	£65.00
Primary Schools	23	1		£ 65.00	Annual	1	£1,495.00	£1,495.00
Primary Schools [PPP]	7	1		£ 65.00	Annual	2	£910.00	£910.00
Totals	37						£3,575.00	£3,575.00

PART D : TENDER AMOUNTS

Rentokil Initial	£65.00 per annum
Canon Hygiene	£6.93 per service
Co-An Uk	£15.00 per service
Health Care Environmental	£2.60 per service
PHS	£6.75 per service

GLOBAL PROVISION IN REPORT £ 5000 [JB]

Local Authority	2015	2016	2017	2018	2019	2020		
Aberdeen City	8,800	8,700	8,700	8,800	9,100	9,400		
Aberdeenshire	14,300	14,200	14,300	14,500	14,900	15,300		
Angus	6,400	6,400	6,400	6,400	6,600	6,700		
Argyll & Bute	4,600	4,500	4,500	4,400	4,400	4,500		
Clackmannanshire	2,500	2,500	2,500	2,500	2,600	2,600		
Dumfries & Galloway	8,000	8,000	8,100	8,200	8,400	8,500		
Dundee City	7,200	7,200	7,300	7,400	7,600	7,800		
East Ayrshire	6,700	6,700	6,700	6,700	6,800	6,900		
East Dunbartonshire	7,500	7,500	7,600	7,700	7,700	7,900		
East Lothian	5,600	5,600	5,700	5,800	6,000	6,200		
East Renfrewshire	7,800	7,900	7,900	7,900	8,000	8,100		
Edinburgh, City of	18,200	18,300	18,200	18,600	19,200	20,000		
Eilean Siar	1,500	1,400	1,400	1,400	1,500	1,500		
Falkirk	8,600	8,700	8,700	9,000	9,200	9,500		
Fife	19,900	19,900	20,000	20,300	20,800	21,300		
Glasgow City	24,900	24,500	24,500	24,900	25,600	26,200		
Highland	13,400	13,200	13,100	13,200	13,300	13,600		
Inverclyde	4,300	4,300	4,200	4,200	4,300	4,300		
Midlothian	5,100	5,100	5,100	5,200	5,400	5,600		5100
Moray	5,000	4,900	4,900	4,900	5,100	5,200		
North Ayrshire	7,600	7,600	7,500	7,600	7,700	7,800		20600 25000
North Lanarkshire	20,600	20,600	20,500	20,600	20,900	21,200		
Orkney Islands	1,100	1,100	1,100	1,200	1,200	1,300		0.25 6250
Perth & Kinross	7,500	7,500	7,500	7,500	7,600	7,800		
Renfrewshire	10,000	9,800	9,700	9,700	9,900	10,100		
Scottish Borders	6,400	6,300	6,300	6,300	6,400	6,400		
Shetland Islands	1,400	1,400	1,300	1,300	1,300	1,300		
South Ayrshire	6,200	6,000	6,000	6,000	6,100	6,200		
South Lanarkshire	18,600	18,400	18,400	18,600	19,000	19,300		
Stirling	5,800	5,800	5,800	5,800	5,900	6,000		
West Dunbartonshire	5,200	5,100	5,100	5,200	5,300	5,500		
West Lothian	10,800	10,800	10,900	11,000	11,300	11,600		
Scotland	281,500	279,900	279,900	282,800	289,100	295,600		