

116

**From:** [redacted]  
**Sent:** 08 November 2017 15:49  
**To:** [redacted] <[redacted]@cosla.gov.uk> ([redacted])  
**Cc:** [redacted] (Gail); [redacted] (David) (FDU)  
**Subject:** Access to free sanitary products

Hi

Are you around for a quick chat?

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**  
T: 011 44 141 277 3000

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*Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)*

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From: [redacted] <[redacted]@midlothian.gov.uk>

**From:** [redacted] (Kathrina)  
**Sent:** 08 November 2017 16:58  
**To:** [redacted]  
**Cc:** [redacted]  
**Subject:** RE: Access to Sanitary  
**Attachments:** A19212174#2.docx

Hi

Thanks for the chat today and for sharing this with me. Really interesting to hear your thinking on costing this for Midlothian. I'll have a more detailed look through your calculations and let you know if I have any thoughts/advice.

In the meantime, I've attached a summary I drafted on the information we have gathered so far from local authorities, colleges and universities, which you may be interested in (not for wider circulation at the moment). Happy to let you know who we have been liaising with in the local authorities mentioned if you would like to contact any to find out more from them directly about their approaches.

Best wishes,  
Kathrina

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**From:** [redacted] <[redacted]@midlothian.gcsx.gov.uk>  
**Sent:** 08 November 2017 15:35  
**To:** [redacted] (Kathrina)  
**Cc:** [redacted]  
**Subject:** Access to Sanitary

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](http://www.midlothian.gov.uk)

Kathrina  
[redacted]  
Midlothian Council  
Midlothian House  
Buccleuch Street  
Dalkeith  
Midlothian  
EH22 1DN

Tel: 01753 231012  
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## **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

<b>Request</b>	<b>Responses received</b>
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

**From:** [redacted] (mailto: [redacted])  
**Sent:** 08 November 2017 22:56  
**To:** [redacted]  
**Cc:** [redacted]; [redacted] - Frew Witty  
**Subject:** RE: URGENT - access to free sanitary products for students in college

Thanks, [redacted] - much appreciated and very reassuring.

I'm sorry we can't accommodate another college rep at the meeting. I don't think there will be much detailed discussion – more about getting leadership and drive behind the agenda; undoubtedly people will want to talk about funding too. It will be good to see [redacted] again.

Kind regards

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**From:** [redacted] (mailto: [redacted]@collegesscotland.ac.uk)  
**Sent:** 08 November 2017 22:39  
**To:** [redacted]  
**Cc:** [redacted]; [redacted] - Frew Witty  
**Subject:** Re: URGENT - access to free sanitary products for students in college

Hi [redacted],

Yes that's all fine. I understand that Cosla are in a slightly different place but as I said to you on Tuesday, I've been given a clear and strong steer from Principals to plough on with preparing for implementing the PfG commitment.

I chatted with [redacted] when your email came in as I recognised from the language that it would be best for her to attend. I'll check her diary to confirm, but certainly [redacted] was happy to do that. Would it be appropriate for another rep from the college sector to attend with [redacted]? I'm conscious that there are people in the sector who would have very positive input to offer at such a meeting, who have either been involved with a pilot, or who will lead on implementation at their own college.

Cheers,

Sent from my iPhone

On 8 Nov 2017, at 22:34, ' [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>' <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)> wrote:

Just wanted to check that – once the Cab Sec letters to [redacted], CS and US are issued, and the follow-up letters to college principals are issued (same day, I hope) – we can pause for a couple of days then get our email commissioning completion of the implementation plan issued to principals too.

I'm simply asking as we've had a bit of push-back from COSLA, who we understand require to get agreement from their Board to support the PfG commitment (at their meeting on 8 December). [redacted] did reassure me that the [redacted] doesn't need to approve anything, and she is keeping the Access and Inclusion Committee informed as this work develops. So I'm assuming it's ok to push on with issuing this once the letters are out there.

I'm off on holiday next week, so before I go on Friday, I am aiming to get the signed letter to you for issue to principals through [redacted]. Then, next week it is likely to be [redacted] who will be in touch with you to provide a covering email from him and the template which you've agreed to issue (through [redacted], again perhaps).

We are very conscious to do the right thing and certainly want to keep colleges on side; their support has been really helpful so far.

PS – any word about whether [redacted] intends to attend the 29 November meeting with the Cab Sec. [redacted] is attending for [redacted], so presentationally it would look good if [redacted] were able to attend.

Thanks, [redacted]

[redacted]  
Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government  
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| Tel: 0141 276 7000 | Email: [01412767000@scotland.nhs.uk](mailto:01412767000@scotland.nhs.uk)

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**From:** [redacted] <[\[redacted\]@collegesscotland.ac.uk](mailto:[redacted]@collegesscotland.ac.uk)>  
**Sent:** 07 November 2017 07:53  
**To:** [redacted] (Lorraine)  
**Cc:** [redacted] (Lorraine), Andrew Willy  
**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] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)> <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)> wrote:



Thanks,

Apologies 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 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

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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.

*main Winton, Team Leader*  
Social Justice Delivery Unit | Social Justice & Regeneration | Directorate for Housing, Regeneration & Welfare | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow | G2 8LG  
T: 0141 276 7300 | Email: [73007300@scotland.nhs.uk](mailto:73007300@scotland.nhs.uk)

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

H.

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:** [David MacLennan](mailto:David.MacLennan@gov.scot) <[David.MacLennan@gov.scot](mailto:David.MacLennan@gov.scot)>  
**Sent:** 06 November 2017 11:01  
**To:** [Colin McQuinn](mailto:Colin.McQuinn@collegesscotland.ac.uk) <[Colin.McQuinn@collegesscotland.ac.uk](mailto:Colin.McQuinn@collegesscotland.ac.uk)>  
**Cc:** [David MacLennan](mailto:David.MacLennan@gov.scot) <[David.MacLennan@gov.scot](mailto:David.MacLennan@gov.scot)>  
**Subject:** FW: URGENT - access to free sanitary products for students in college  
**Importance:** High

Yvonne

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. (Colin'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 7<sup>th</sup>.

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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11/11/2017 (David) (33-12)

**From:** [redacted]  
**Sent:** 09 November 2017 18:01  
**To:** [redacted]  
**Subject:** RE: PFG Commitment - Access to Sanitary Products - follow up on your costings [OFFICIAL]

Dear [redacted]

Thank you very much for bearing with my detailed questions and for your really helpful responses.

Just to check my understanding, at the moment it is looking like your total annual cost for the 6 schools will be £18,720 (£600 per machine x 12 schools = £7200; then additional stock each quarter, £240 x 4 = £960, x 12 schools = £11,520). Does that look right? Also, do you know how much product is included in the £600 annual rental (e.g. the monthly fill you mention)?

We would be very interested in feedback from your assessment of your monthly stock usage and additional cost in December, if you were willing to share.

Many thanks again,

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

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

Dear Dr David,

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

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

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

Follow-up questions

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

required plus a monthly fill of the towel and tampon stock.

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

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

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

Kind Regards

Please note change of address and telephone number:

Facilities Management  
North Ayrshire Council  
Cunninghame House  
IRVINE  
KA12 8EE

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

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

Hi can you assist with the questions below

Thanks

[redacted]  
[redacted]  
[redacted]

North Ayrshire Council

Physical Environment  
Cunninghame House  
Irvine  
KA12 8EE

071112017 15:26  
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(Embedded image moved to file: pic06902.gif)(Embedded image moved to file: pic14962.gif)

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

----- Forwarded by [redacted] Commercial/North Ayrshire Council on 07/11/2017 15:26 -----

From: Jacqueline New [redacted] 'EducationandYouthEmployment/North Ayrshire Council'  
To: [redacted] 'Commercial/North Ayrshire Council@NAYRSHIRE, [redacted] 'EducationandYouthEmployment/North Ayrshire Council@NAYRSHIRE'  
Date: 07/11/2017 15:26  
Subject: Fw: PFG Commitment - Access to Sanitary Products - follow up on your costings [OFFICIAL]

Hi Jacqueline

Can you help with the follow up questions below?

Regards

Jacqueline

[redacted]  
[redacted]

Education and Youth Employment  
North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE  
Tel: 01843 810000  
Fax: 01843 810001  
[redacted]@north-ayrshire.gov.uk  
Monday - Thursday 8.00am-5.15pm

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(Embedded image moved to file: pic00123.gif)

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

From: [redacted]@gov.scot>  
To: [redacted]@north-ayrshire.gov.uk>  
Date: 06/11/2017 17:14  
Subject: RE: PFG Commitment - Access to Sanitary Products - follow up on your costings

Dear Jacqueline,

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?

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

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

Hi [redacted],

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

[redacted]

[redacted]  
[redacted] (Education and Youth Employment)

Education and Youth Employment  
North Ayrshire Council, Cunninghame House, Irvine, KA12 8EE  
Tel: 01846 212122  
Fax: 01846 212120

**From:** [Redacted]  
**Sent:** 10 November 2017 10:27  
**To:** [Redacted]  
**Cc:** [Redacted]  
**Subject:** RE: Access to free sanitary products - information request from universities  
**Importance:** High

Good morning,

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

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

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

Many thanks

[Redacted]

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[Redacted]

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**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

Good morning

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,

[Redacted]

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

0131 548 3000 (direct dial)

079 548 3000 (mobile)

0131 548 3000 (Switchboard)

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

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**From:** [ny.whe@gov.scot](mailto:ny.whe@gov.scot) [mailto:[ny.whe@gov.scot](mailto:ny.whe@gov.scot)]

**Sent:** 05 November 2017 20:05

**To:** [ny.whe@universities-scotland.ac.uk](mailto:ny.whe@universities-scotland.ac.uk)>

**Cc:** [ny.whe@gov.scot](mailto:ny.whe@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 [www.ou.ac.uk](http://www.ou.ac.uk) is that while these bodies do have physical buildings, these are generally not for learning & teaching purposes.

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

Very happy to discuss if helpful.

Kind regards

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*Fairer Scotland Action Plan – [www.gov.scot/FairerScotland](http://www.gov.scot/FairerScotland)*