

From: Merritt-Harrison Catering Consultancy
Sent: 26 June 2018 11:20
To: [Redacted]
Cc: [Redacted]; [Redacted]
Subject: RE: EQIA for Provision of Sanitary Products within SG Buildings

[Redacted],

Further to our meeting on Tuesday 19 June and your email below, we have prepared a draft of the EQIA in respect of Provision of Sanitary Products within SG Buildings. In doing this, we reviewed the documentation in respect of the Aberdeen pilot and the parliamentary consultation on the Private Member's Bill, and held a working group to discuss the issues. 75% of those on the working group were female.

The working group highlighted a number of issues that the Scottish Government will need to consider, including the extent to which the policy will apply to Scottish Government staff and visitors, along with the potential financial implications if the policy is abused.

Please can you let me have any comments or amendments you require.

Regards,

[Redacted]

[Redacted]
Managing Partner

Merritt-Harrison Catering Consultancy
PO Box 309
Guildford
GU1 1WS

[Redacted]

admin@merritt-harrison.com

www.merritt-harrison.com



From: [Redacted]
Sent: 22 June 2018 08:20
To: Merritt-Harrison Catering Consultancy
Subject: EQIA for Provision of Sanitary Products within SG Buildings

[Redacted]

As discussed. Grateful if you could pull together a draft EQIA document based on the attachments and the sparse information I have provided below. [Redacted]

Relevant Information

Free product has now been rolled out to all core SG buildings in our estate. This has also been rolled out to those buildings where we have staff but have no responsibility for cleaning services. The service is being managed at a local level in these buildings by Local Accommodation Officers, who will liaise with the Mitie Help Desk to ask for more product when stocks get low. Product has been rolled out to all Gender Neutral toilets, all Disabled toilets, a selection of Ladies toilets within buildings. Priority has been given to those toilets closest to meeting/conference rooms as this is where most visitors to the buildings would be.

Part of this exercise would also be to look at any requirement to provide the service within Gents toilets. This would ensure that anyone within the transition phase of gender reassignment would be included. The SG holds no stats on how many staff this would affect. We are currently running this on a 'refine the service as and when complaints/suggestions arise'. It is thought that any roll out to Gents toilets across the estate in a similar vein to the Ladies toilets would see a substantial increase in already unknown cost of provision. However I do not think we can allow cost to be our only reasoning for not rolling out.

I have included below the statement that SG Comms released in relation to the roll out of free product. As you can see the reasoning is quite different in some respects to that used for the Aberdeen pilot. In my discussions with [Redacted] (Head of Diversity and Inclusion) we have discussed the following which may be of some help (or hindrance)

- What impact will this roll out have on staff
- How will we be able to measure impact
- Are we targeting the right areas/colleagues
- What discussions have we had with interested parties(staff networks, Trade Unions etc) to form this policy
- What evidence have we collated from these discussions to help form the policy
- What barriers are there to a successful roll-out e.g. theft of product, vandalism, complaints on a variety of grounds e.g. religious, privacy, embarrassment etc
- How can we overcome these barriers

Regards

[Redacted]

Comms Statement

Recognising that colleagues may not always have ready access to sanitary products, free sanitary products will soon be accessible to all colleagues and visitors in Scottish Government buildings.

This reflects our People Strategy commitment to treat everyone with dignity and respect and allows us to set an example for other bodies in Scotland.

Facilities and Diversity and Inclusion teams are working to ensure the products are accessible across the estate by the end of the month.

If you have any questions relating to the availability of products, please contact Facilities on 48500, option 3.

[Redacted]
Senior Contracts Manager
Facilities Services
1st Floor
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU

Permanent Secretary
Leslie Evans



T: 0131-244 4026
E: perm.sec@gov.scot

Monica Lennon MSP
Scottish Parliament
Edinburgh
EH99 1SP

—
20 June 2018

Dear

Thank you for your letter of 17 May to the Director General, Organisational Development & Operations, Sarah Davidson, about access to free sanitary products in Scottish Government buildings and also workplace menopause policy. As the principal accountable officer, I am replying on behalf of the Scottish Government.

As you may be aware, I announced on Twitter on 4 June that free sanitary products will be accessible in Scottish Government buildings as part of our commitment to treat everyone with dignity and respect. The Scottish Government Facilities team are in the process of rolling this out to all Scottish Government buildings on our estate. We expect this to be completed by the end of June. Free provision is already available in our main Edinburgh and Glasgow buildings. As a Government we have already promised that those at school, college and university have access to free products by the new academic term in August and announced an expansion of a project to provide access to sanitary products for people on low incomes, working in partnership with FareShare.

With reference to workplace menopause policy, you may be interested to note that the Scottish Government is planning to review how we support women going through the menopause, with the aim of better supporting women and their managers during this time. This is under a wider programme of work to support the wellbeing of employees and will be timetabled in from October 2018 on.

I hope you find this reply helpful.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Leslie E. Evans'.

LESLIE EVANS



The Scottish Parliament
Pàrlamaid na h-Alba

Monica Lennon
Member of the Scottish Parliament for Central Scotland Region



Sarah Davidson
Director General – Scottish Government
The Scottish Government
St Andrew's House
Regent Road
Edinburgh
EH1 3DG

22 MAY 2018

17 May 2018

Dear Sarah -

I am writing today, further to the announcement that the Scottish Parliament Corporate Body will provide free sanitary products in the Scottish Parliament building with immediate effect, to ask if the Scottish Government has any similar plans to introduce a similar scheme of free sanitary products in its buildings.

As you might be aware, last year the Scottish Parliament Women's Network embarked on a project named 'Honesty Boxes'. The initiative arose following sessions the Women's Network held on the topic of the menopause, which raised many questions about how women cope when experiencing the menopause and what support they need from the workplace. It involves the placing of containers in toilets throughout the Parliament, which were filled with products including sanitary towels and tampons. The guiding principle behind the scheme is that sanitary products are made available at the point of need and that women then replace the items at a later date. The scheme was very popular and well used – and in February this year, I wrote to the Scottish Parliament Corporate Body to highlight the scheme and ask them to consider adopting and funding it on a formal basis. I am delighted that they have now done so. It means that all women working or visiting the Parliament will have access to free towels or tampons.

I would also like to draw your attention to a report by the STUC Women's Committee who have surveyed over 3,500 women – over half of whom are currently experiencing menopause – which revealed that 99% either didn't have or didn't know if their workplace had a workplace menopause policy, 32% said menopause had been treated negatively in their workplace and 63% that menopause had been treated as a joke at work. A copy of the full report can be found at <http://www.stuc.org.uk/news/1343/menopause>

You may also be aware of my campaign to improve access to sanitary products and end period poverty across Scotland. I am currently working on introducing a member's bill to Parliament which will establish a universally accessible system of free access to sanitary products for anyone who needs them.

Scottish Parliament, Holyrood Road, Edinburgh, EH99 1SP

Tel: 0131 348 6484 monica.lennon.msp@parliament.scot Twitter: @monicalennon7

As part of that campaign, I have also been working on convincing other organisations and businesses to take a lead on this issue and establish good practice – so far I am delighted that organisations including Network Rail, Celtic Football Club and Glasgow Airport have all agreed to provide free sanitary products on their premises. More information on the campaign can be found at www.periodpoverty.scot

I believe it is important for the Scottish Parliament and Scottish Government to show leadership and set a positive example on menstrual equity, so I do hope you will take the time to consider this request. I would be happy to discuss this matter further and look forward to hearing from you. My office can be contacted on 0131 348 6484.

Please note that I was also be making a copy of this letter publicly available.

Yours sincerely,



Monica Lennon MSP
Member of the Scottish Parliament for Central Scotland Region

Scottish Parliament, Holyrood Road, Edinburgh, EH99 1SP

Tel: 0131 348 6484 monica.lennon.msp@parliament.scot Twitter: @monicalennon7

From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities
Sent: 24 May 2018 19:41
To: [Redacted]; Laing SG (Shirley) <[Redacted]>; [Redacted]; Communications CSSE <[Redacted]>; Corporate Communications <[Redacted]>; [Redacted]
Cc: Director for Housing and Social Justice <[Redacted]>; Director Communications, Ministerial Support & Facilities <[Redacted]>
Subject: RE: Urgent - Access to Sanitary products in SG buildings - Submission

Reducing the copylist

You will all have seen the FM's response below and from Cab Sec – pasted below here for ease of reference

Ms Constance has seen your note and commented as Cabinet Secretary for Equalities she is, of course, in favour of Employers taking action to support both employees and visitors to their offices. However, as she has previously indicated, she believes that this is a matter for the Government as an employer and for its Executive Team to make a decision on, particularly given PCS interest/campaigns.

We helpfully now have a clear direction from the FM [option 1 to provide universal access across a number of toilets (for visitors and employees) as soon as possible] and Cab Sec's view that we can proceed as an employer as we deem appropriate.

So this means that we need now to proceed as quickly as possible.

Following on from our meeting yesterday, can I ask that Facilities Team ([Redacted] and [Redacted] (now copied in)) look at the practical implications of making universal access across all SG buildings and prepare a project plan to do so.
As discussed, [Redacted] and HR colleagues will provide support on EQIA (building on work that [Redacted] and [Redacted] have done) and on union discussions.
Corp Comms will provide advice on staff comms and messaging and will work with Comms CSSE on media lines.
Public bodies colleagues will provide advice on how to share the information on what we are doing more widely.

Sorry that I am on leave next week and leaving you all to it, but it is good to get clarity on the scope of this work.

I hope that it goes well. Many thanks.

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.
Tel: [Redacted]



I AM AN ALLY

From: [Redacted] **On Behalf Of** Cabinet Secretary for Communities, Social Security and Equalities

Sent: 24 May 2018 19:18

To: [Redacted]; Cabinet Secretary for Communities, Social Security and Equalities

Cc: First Minister Minister for Local Government and Housing; Minister for Social Security; Permanent Secretary; DG Education, Communities & Justice; DG Organisational Development & Operations; Director for Housing and Social Justice; Director Communications, Ministerial Support & Facilities; Laing SG (Shirley); [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]; [Redacted]; Corporate Communications; Communications CSSE; [Redacted]; [Redacted]; Campbell J (Jeanette) ; [Redacted]

Subject: RE: Urgent - Access to Sanitary products in SG buildings - Submission

[Redacted]

Ms Constance has seen your note and commented as Cabinet Secretary for Equalities she is, of course, in favour of Employers taking action to support both employees and visitors to their offices. However, as she has previously indicated, she believes that this is a matter for the Government as an employer and for its Executive Team to make a decision on, particularly given PCS interest/campaigns.

Many thanks.

[Redacted]

Private Secretary to the Cabinet Secretary for Communities, Social Security and Equalities

The Scottish Government

St Andrews House, Regent Road, Edinburgh, EH1 3DG

Tel. [Redacted]

Blackberry: [Redacted]

E-mail: cabsecCSSE@gov.scot

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Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

From: [Redacted] **On Behalf Of** First Minister

Sent: 24 May 2018 17:58

To: [Redacted]; Cabinet Secretary for Communities, Social Security and Equalities

Cc: First Minister; Minister for Local Government and Housing; Minister for Social Security; Permanent Secretary; DG Education, Communities & Justice; DG Organisational Development & Operations;

Director for Housing and Social Justice; Director Communications, Ministerial Support & Facilities; [Redacted]; Laing SG (Shirley); [Redacted]; Corporate Communications; Communications CSSE; [Redacted]; Campbell J (Jeanette)

Subject: RE: Urgent - Access to Sanitary products in SG buildings - Submission

[Redacted]

First Minister has noted your submission and commented that we should go with option 1 and that this should be implemented as soon as possible.

Kind regards

[Redacted]

[Redacted]

Deputy Private Secretary
Private Office to the First Minister
5th Floor| St Andrew's House | Regent Road | Edinburgh | EH1 3DG | T: [Redacted]

<< OLE Object: Picture (Device Independent Bitmap) >>

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

From: [Redacted]

Sent: 24 May 2018 15:09

To: Cabinet Secretary for Communities, Social Security and Equalities

Cc: First Minister; Minister for Local Government and Housing; Minister for Social Security; Permanent Secretary; DG Education, Communities & Justice; DG Organisational Development & Operations; Director for Housing and Social Justice; Director Communications, Ministerial Support & Facilities; [Redacted]; Laing SG (Shirley); [Redacted]; Corporate Communications; Communications CSSE; [Redacted]; Campbell J (Jeanette)

Subject: Urgent - Access to Sanitary products in SG buildings - Submission

Importance: High

Cab Sec CSSE

Please see attached submission on access to sanitary products in SG buildings following on from a note sent last week and subsequent discussions between officials. This is marked urgent so as to have an agreed position in advance of your visit to the Aberdeen pilot next week and any further external interest in this issue.

[Redacted]

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

[Redacted]

[Redacted]

Social Justice Delivery Unit, HSJ: Social Justice & Regeneration
24th May 2018

Cabinet Secretary for Communities, Social Security and Equalities

ACCESS TO SANITARY PRODUCTS – ACCESS IN SCOTTISH GOVERNMENT BUILDINGS

Purpose

1. To advise you of discussions that have taken place following the announcements by CoSLA and Scottish Parliament last week that they would make sanitary products available for free and to seek your view on the SG response.

Priority

2. Urgent - we have holding lines on this issue but a more considered position is required, in the context of the actions taken by the Scottish Parliament and CoSLA last week, an expected letter from Monica Lennon and your visit to the Aberdeen pilot next week.

Background

3. On 17th and 18th May CoSLA and the Scottish Parliament announced that they would make sanitary products available for free in toilets for staff and visitors. In the media reporting on this Monica Lennon stated "*I call on other parliaments, buildings and employers to take similar action to ensure no one has to live in period poverty – and that is why I have written to the Scottish Government urging them to follow Holyrood's lead and take a similar step*". We have not yet received such a letter but expect to receive it soon.

4. These announcements have taken place in the context of growing grassroots action to make sanitary products freely available. Over the past year a number of private sector organisations have stated that they will provide public access to free sanitary products including Glasgow airport, Scotrail and Celtic Football Club. Local governments are also taking action, for example North Lanarkshire Council plans to provide access to free sanitary products in its leisure and community facilities.

5. There was significant interest on social media in the announcement by the Scottish Parliament with some support, but, as may have been expected, a strong feeling from some that the action was unnecessary e.g.

"That's great but suspect it's not where the need is greatest"

“So the staff at the parliament have access to something that other women in Scotland haven’t”

“How is this a win for gender equality? Give free sanitary products to charities ... who deal with homeless people”

6. There may however be a growing expectation that Scottish Government takes similar action. Officials are aware that the main SG union, PCS, are considering asking SG to make sanitary products freely available. In addition a thread has been started on the internal Scottish Government platform Yammer in response to the announcement asking how staff can go about making this happen within SG.

Update

7. Following the CoSLA and Parliament announcements you indicated that you were of the view that SG should take action in this area but subsequently clarified that the decision should ultimately lie with Permanent Secretary or the Director for Communications, Ministerial Support and Facilities (CMSF). Following this, there has been significant discussion with a number of areas within Scottish Government on this issue, with action paused while these take place.

8. As you are aware, we had previously investigated with Facilities Management colleagues whether it would be possible to make access to sanitary products free within SG buildings. While the initial advice had been that this would be relatively straightforward, the discussions that have taken place in the last few days have identified a number of complexities including scope, provision for transgender individuals, potential cost and the possibility of a negative public reaction.

9. We had previously identified risks to taking action in this way, mainly around potential criticism of SG for ‘looking after their own’ and prompting calls/expectation for SG to fund action across the wider public sector. [Redacted]

10. Officials have agreed that while this is ultimately an operational decision care is required to ensure that any decision taken for the central SG estate is not at odds with wider policy [Redacted]

Options

11. There are 2 options for access within the central SG estate

- i. to provide universal access across a number of toilets (for visitors and employees) or
- ii. to provide access to products in those areas most commonly frequented by visitors (for visitors primarily, although staff could access if required).

12. Option i) is likely to be what is called for by staff, unions etc. however may trigger a similar response from the public to that noted in para 5 and also may lead to expectations that other public bodies follow suit. Option ii) demonstrates that SG takes

this issue seriously and may lead to a less negative public response. However this may lead to criticisms by staff that we are not going far enough.

13. In light of the information above we are seeking your views on whether

- a. [Redacted] Scottish Government as an organisation should develop a plan with regard to access to sanitary products within the central SG estate *or*
- b. whether this should be delayed [Redacted]

Recommendation

14. If we are content that Scottish Government as an organisation proceeds [Redacted] on balance we recommend **a proportionate response through making sanitary products available for free in those areas most commonly frequented by visitors** and your agreement to this approach is sought.

15. Subject to your agreement officials (policy, facilities management, and communications) will meet urgently to develop a plan to take this forward.

[Redacted]
Social Justice Delivery Unit
HSJ – Social Justice & Regeneration
Ext [Redacted] or [Redacted]
24 May 2018

Copy List:	For Action	For Comments	For Information		
			Portfolio Interest	Constit Interest	General Awareness
First Minister					X
Minister for Social Security			X		
Minister for Local Government and Housing			X		

<p>Permanent Secretary DG Education, Communities and Justice DG Organisational Development and Operations Director for Housing and Social Justice Barbara Allison Shirley Laing Jeanette Campbell [Redacted]</p>	
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From: [Redacted]
Sent: 24 May 2018 09:55
To: Laing SG (Shirley); Director Communications, Ministerial Support & Facilities
Cc: [Redacted]
Subject: Urgent - Access to Sanitary products in SG buildings - Draft submission to Cab Sec - Comments by 2pm please
Importance: High

Shirley/Barbara

Following on from the meeting yesterday I attach a draft submission for Ms Constance. Grateful if you can confirm that this reflects the discussion yesterday accurately (by 2pm if possible) so that we can get this in today's box.

[Redacted] – can you please give [Redacted] a call to let him know this is coming

Thanks
[Redacted]

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

[Redacted]

From: [Redacted]
Sent: 22 May 2018 22:24
To: [Redacted]; Director Communications, Ministerial Support & Facilities <[Redacted]>; [Redacted]; Corporate Communications <[Redacted]>; Laing SG (Shirley) <[Redacted]>; [Redacted]
Cc: [Redacted]; Communications CSSE <[Redacted]>; [Redacted]; Director for Housing and Social Justice <[Redacted]>; Permanent Secretary <[Redacted]>; [Redacted]; News Desk <[Redacted]>; Communications Duty Box <[Redacted]>; [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted],

My concern is about trans men's access to the products in buildings which do not have gender neutral toilets, if these products are then only available in the ladies' toilets or accessible toilets. We – rightly – do not ask trans colleagues to use accessible toilets for any other reason so if we are to be as inclusive as possible then a small selection should be available in gents' toilets (we may wish to consider proportionality and not provide in every single cubicle?).

The EqIA should be started and owned by the policy lead in the first instance, rather than Facilities as it is not their policy (their role is to implement). The EqIA would set the vision for what is being

achieved and then Facilities would be tasked with fulfilling this vision. Indeed, the best approach would be a multi-disciplinary one with various stakeholders involved in drafting the EqIA.

Kind regards

[Redacted]

[Redacted] | Head of Diversity and Inclusion | Diversity and Inclusion, People Directorate | The

Scottish Government

[Redacted]

Tel: [Redacted] | S1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.

From: [Redacted]

Sent: 22 May 2018 12:29

To: [Redacted]; Director Communications, Ministerial Support & Facilities; [Redacted]; Corporate Communications; Laing SG (Shirley); [Redacted]

Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; News Desk; Communications Duty Box; [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

All

I'm picking this up after being off yesterday. Firstly it's great to see people getting engaged with this issue and asking questions about delivery etc. We've been through a lot of these issues when considering our PfG commitment to ensure sanitary products are available for free in schools, colleges and universities from August.

[Redacted] **and others** – We've been clear in developing our guiding principles for delivery of the PfG commitment that the offer must be inclusive and that access for all of those who menstruate (regardless of their gender identity) should be facilitated. When I first spoke to [Redacted] he advised that none of the gender neutral toilets have dispensing machines, but that this could be looked at for the future. Now that the plan is to make products available in baskets this should be possible in gender neutral toilets as well.

[Redacted] – As at present sanitary products are not available in all toilets (with signs indicating where they are available in each building) my view would be that this approach can be continued. As for male toilets, this is not something we have considered, with products being available in gender neutral toilets for those who may not wish to use a female designated toilet. You are right that putting products in toilets in shared buildings does mean that non-SG staff will be able to make use of the products, but I think this is just something we need to accept will happen, much as with visitors to SG buildings for meetings.

[Redacted] – this is about making products available in buildings and not about making products available to all staff. As you note disabled toilets should also have products available within

My team would be happy to contribute to an EQIA for this as we have been working on one for our wider policy work, but as noted by Barbara as delivery of this would be through Facilities then it probably isn't for us to lead on.

It's not in this chain but the plan produced by [Redacted]'s team suggests a longer term replacement of dispensers across the estate with free vend – I'm just wondering though is

this even necessary? If we roll out baskets in the short term it could be that this is a suitable solution and that we don't need to incur the cost of new, free vend machines?

I'd be happy to attend a meeting on this to discuss but as noted earlier in the chain there is some urgency to this if we are to be able to respond quickly as an organisation to the expected letter from Monica Lennon.

[Redacted]

[Redacted] Social Justice Delivery Unit
[Redacted]

[Redacted]

From: [Redacted]
Sent: 22 May 2018 11:20
To: [Redacted]; Director Communications, Ministerial Support & Facilities; [Redacted]; Corporate Communications; [Redacted]; Laing SG (Shirley); [Redacted]
Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; News Desk; Communications Duty Box; [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

All

A further thought to consider is what is our position in relation to staff who predominately work from home or spend large periods of time working "off-site". Is our commitment to provide facilities within our buildings (which would include all visitors etc) or is it to provide facilities to our staff? If it is the latter, those who work from home or spend significant periods of time out of our buildings carrying out inspections etc may ask what is the position for them.

The only other thought that jumped out which I am sure has already been factored in and just not mentioned is that disabled toilets will also require to be stocked.

[Redacted]

From: [Redacted]
Sent: 22 May 2018 10:48
To: Director Communications, Ministerial Support & Facilities; [Redacted]; Corporate Communications; [Redacted]; Laing SG (Shirley); [Redacted]
Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; News Desk; Communications Duty Box; [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Barbara, I think that it would be helpful if a meeting could be pulled together (by [Redacted]?) so that we can understand what is being asked of us in providing free sanitary products. If I have understood correctly we are now being asked to have in place a system for ensuring that all SG buildings have the products freely available throughout.

The ask and complexity seems to be increasing by the minute. Examples are (1) we need also to make the products available in men's toilets (2) what proportion of toilets in each

building should have the products? (3) our understanding is that the products should be made available in toilets. This means that in some buildings we will need to put them in toilets that we don't control potentially giving rise to a number of issues including with landlords(4) we are probably going to have to ask some offices (eg London and Brussels) to buy in and maintain their own supplies.

I presume that a EQIA led by us and D&I colleagues on this would be on our implementation proposals. I am not sure that we have the expertise to do this or how long it would take. I presume that we couldn't launch without it.

We want to do this properly but without clear guidance I think that there is potential for us to put a system in place which is flawed.

Happy to discuss.

[Redacted]

From: Director Communications, Ministerial Support & Facilities

Sent: 22 May 2018 09:36

To: [Redacted]; Corporate Communications; [Redacted]; Laing SG (Shirley); [Redacted]; Director Communications, Ministerial Support & Facilities

Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; News Desk; Communications Duty Box; [Redacted]

Subject: Re: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

There are two [Redacted] on the email trail

I think Facilities Services will take the EQIA forward with D&I colleagues.

It would be good to have a project plan for the various actions needed before launch. Can I check who might lead on this?

Barbara

Sent from my BlackBerry 10 smartphone on the EE network.

From: [Redacted]

Sent: Tuesday, 22 May 2018 9:27 AM

To: [Redacted]; Director Communications, Ministerial Support & Facilities; [Redacted]; Corporate Communications; [Redacted]; Laing SG (Shirley); [Redacted]

Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; News Desk; Communications Duty Box; [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted]

Do you have a sense of when the minister would like to see this change?

There is a lot to consider and ideally I think this is something which needs proper consideration into how it is implemented.

Barbara has indicated below that the EQIA should be completed by yourselves and Diversity & Inclusion colleagues. Can you confirm when this will be done?

[Redacted]

Senior Communications Manager | Corporate Communications | [Redacted]

Scottish Government | www.gov.scot | [Twitter](#) | [Facebook](#)

From: [Redacted]

Sent: 21 May 2018 15:28

To: Director Communications, Ministerial Support & Facilities; [Redacted]; Corporate Communications; [Redacted]; Laing SG (Shirley); [Redacted]

Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; News Desk; Communications Duty Box; [Redacted]

Subject: FW: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Barbara

I'm not sure if it's helpful or not but just to clarify there is no Ministerial expectation that products be available for free across SG buildings from today. Our Cabinet Secretary, Angela Constance, feels this is more a matter for the Permanent Secretary in any event. On concerns regarding equalities issues (specifically trans men), I've attached a copy of the Guiding Principles that our policy team has shared with local authorities, colleges and universities. You will see that we encourage education establishments to think about gender neutrality and we wouldn't want the offer across SG to fall short of what we're encouraging others to do.

Regards,

[Redacted]

Ext [Redacted]

ACCESS TO SANITARY PRODUCTS - GUIDING PRINCIPLES

Statement of Purpose

The Scottish Government has committed to providing access to free sanitary products to students in schools, colleges and universities to support equality, dignity and rights for those who menstruate and to ensure that lack of access to products does not impact on an individual's ability to fully participate in education at all levels.

Guiding Principles

The delivery model should be based on:

- **Protecting students' dignity**, avoiding anxiety, embarrassment and stigma
- Making a range of products and different qualities available, giving students **choice** about the products they want to use;
- A response that is **reflective of students' views and experiences**;
- An efficient and dignified approach which demonstrates **value for money**;

- An **offer** for all eligible students throughout the year regardless of whether it is term time or holidays
- Ensuring sanitary products are easily accessible to **meet individual needs**;
- Individuals being able to get sufficient products to **meet their needs**;
- **Gender equality**, ensuring anyone who menstruates can access products, including transgender men/non-binary individuals, and that language is gender neutral. The roll out of gender neutral toilets should also be taken account of.
- **Awareness raising and education** to both promote the 'offer' and change cultural norms

From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities
Sent: 21 May 2018 14:24

To: [Redacted]; Corporate Communications; Director Communications, Ministerial Support & Facilities; Laing SG (Shirley); [Redacted]

Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; News Desk; Communications Duty Box; [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Thanks [Redacted] and [Redacted] – this is very helpful

it is very important that we manage this in a co-ordinated way. Our estate is significantly more complex than other area (eg Sc Parl or CoSLA) which impacts on the roll-out and the ongoing maintenance of this initiative, and we do need to ensure that we have addressed the diversity and inclusion aspects of this.

[Redacted] (and team)

You will see below that we are proposing to 'launch' this within SG next week – **if this is acceptable** to Ministers. If we establish that they are happy that we do not need to do something today, then we can 'stand down' putting the products into the 4 buildings today.

However we will need to be clear what we can say next week about what will be in place by when, across the wider estate and ensure that the message is clear about a 'roll-out'. I would still be keen to see a plan for the roll-out today if it is available.

[Redacted] has raised some important issues re trans colleagues and EQIA which will be important to sort out before the launch. I think these sit with policy and D&I colleagues but we will need to be ready to implement what the outcome of this is (so you or one of your team may want to be part of the discussions at an early stage to ensure that we can implement the proposals).

Regards

Barbara

BARBARA ALLISON,
 Director, Communications, Ministerial Support and Facilities
 Scottish Government.
 Tel: [Redacted]



I AM AN ALLY

From: [Redacted]
Sent: 21 May 2018 13:41
To: Corporate Communications; Director Communications, Ministerial Support & Facilities; Laing SG (Shirley); [Redacted]
Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; News Desk; Communications Duty Box; [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted],

Thank you for copying me on this – this was the first I was aware of this policy being implemented. Your point about access for trans staff to sanitary products is well made.

Shirley, [Redacted] – as I haven't been involved in this so far I'd be interested to understand what considerations have been given to this issue – specifically access for trans men. In buildings with gender neutral toilets this should not be an issue but in other buildings it will be. I tried calling both of you to discuss but was unable to reach you. Please feel free to call me.

Kind regards
[Redacted]

[Redacted] | Head of Diversity and Inclusion | Diversity and Inclusion, People Directorate | The Scottish Government
[Redacted]
Tel: [Redacted] | S1 Spur, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD.

From: [Redacted] **On Behalf Of** Corporate Communications
Sent: 21 May 2018 13:13
To: Director Communications, Ministerial Support & Facilities; Laing SG (Shirley); [Redacted]
Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; Corporate Communications; [Redacted]; News Desk; Communications Duty Box; [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted], Shirley

Having spoken to Barbara, we would suggest:

- Saltire policy pages are updated to reflect the change – [Redacted]'s team to work with [Redacted]/Saltire team once detail is available
- All staff message (with link to policy pages)
- Perm Sec tweet following all staff message

We would suggest **Tuesday, 29 May** for the staff message/tweet. **Can you confirm whether you think this timescale will be acceptable to the minister?**

I have added [Redacted], **our Head of Equality and Diversity**, as I think there's probably a matter to be addressed with regard to the availability of sanitary products for transgender members of staff and where these will be available.

Also adding [Redacted] so the unions can be made aware prior to the announcement.

Also, is an equality impact assessment needed prior to or alongside this change?

[Redacted]

From: Director Communications, Ministerial Support & Facilities
Sent: 19 May 2018 17:34
To: Laing SG (Shirley) <[Redacted]>; [Redacted]
Cc: [Redacted]; Communications CSSE <[Redacted]>; [Redacted]; Director for Housing and Social Justice <[Redacted]>; Permanent Secretary <[Redacted]>; [Redacted]; Corporate Communications <[Redacted]>; [Redacted]; News Desk <[Redacted]>; Communications Duty Box <[Redacted]>; [Redacted]; Director Communications, Ministerial Support & Facilities <[Redacted]>
Subject: Re: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Thanks Shirley.

I hope that everyone gets a chance to enjoy the nice weather.

Regards Barbara

Sent from my BlackBerry 10 smartphone on the EE network.

From: Laing SG (Shirley)
Sent: Saturday, 19 May 2018 10:32 AM
To: Director Communications, Ministerial Support & Facilities; [Redacted]
Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; Corporate Communications; [Redacted]; News Desk; Communications Duty Box; [Redacted]; Director Communications, Ministerial Support & Facilities
Subject: Re: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Barbara

Many thanks for this. [Redacted] and I are keen that we take this forward in a sensible, planned and appropriate manner. We will continue to work with the facilities team, comms and Perm Sec's office (as well as PO) to make sure we do the right thing around all of this in the right time frame.

Apologies again for the fact that you, and several others, were not sufficiently sighted on this before now.

Have a good weekend all.

Shirley

Sent from my BlackBerry 10 smartphone.

From: Director Communications, Ministerial Support & Facilities
Sent: Saturday, 19 May 2018 09:50
To: [Redacted]; Laing SG (Shirley)
Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; Corporate Communications; [Redacted]; News Desk; Communications Duty Box; [Redacted]; Director Communications, Ministerial Support & Facilities
Subject: Re: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Thanks [Redacted]

This is really helpful background to bring us all up to speed. I suspect that a number of people (including me) were coming to this cold yesterday and people seemed to be of a different view on the policy decision and our (SG) state of readiness to deliver.

I appreciate that we all feel that we have been somewhat overtaken by events over the last couple of days. And I recognise that we need to respond appropriately and I am very keen to support you in any way I can.

My earlier email was an attempt to set out that this is more complex for SG to implement this policy than for the Parliament or COSLA and that I am keen that we do not publicly commit to something by a timescale that is impractical for us.

My impression was that there was a view that the Facilities Services Team had been asked to put this in place and so I was keen to correct. I don't want the Cab Sec to think we, as the civil service, have failed to take forward something that was government policy. Your clarification of the background is really helpful.

As you will have seen in earlier emails, the Facilities Services team have put things in place to put sanitary products in our 4 largest buildings (AQ, SAH, SH, VQ) on Monday. I have asked them to hold off until we get confirmation that we should go ahead and do so.

Plans are being drawn up for the wider estate.

Corp Comms will want to draw up plans for staff comms to help manage any reaction to a phased approach to this.

Very happy to discuss if helpful

Best number is [Redacted]

Regards Barbara

Sent from my BlackBerry 10 smartphone on the EE network.

From: [Redacted]

Sent: Friday, 18 May 2018 7:44 PM

To: Director Communications, Ministerial Support & Facilities; [Redacted]; Laing SG (Shirley)

Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; Corporate Communications; [Redacted]; News Desk; Communications Duty Box; [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Barbara

Thanks for giving time to this today. Given the volume of emails I thought it would be helpful to set out the background to all of this.

When I initially contacted Facilities Management colleagues it was to start a conversation about whether it would be possible to provide sanitary products for free in SG and to estimate the cost of this. At that point we were clear that this was exploratory.

[Redacted] undertook to explore this with Mitie and subsequently advised that Mitie could go ahead with this, with the estimated costs (which are quite difficult to quantify) absorbed within existing budgets. He advised that he expected the costs to be relatively small. [Redacted] was willing to go ahead with this at that point (Feb) but due to the wider sensitivities and significant political landscape we agreed that we should pause and raise it with Cab Sec CSSE due to her portfolio interest around all of this. This was raised at more than one meeting with Cab Sec (and SpAds) however it was agreed not to proceed as the timing wasn't right (eg the risk of SG being viewed as looking after their own and paying for this for well-paid civil servants).

I appreciate that we should have involved you in some of this sooner however things have moved more quickly than we had anticipated. It was always our intention to seek to move on this when the time was right, knowing that Facilities would be able to act quickly based on what we had been advised.

Unfortunately the announcements of the last 2 days from CoSLA and Scottish Parliament have put us a bit on the back foot and Scottish Government now runs the risk of being seen to be following on this issue rather than leading. Indeed Monica Lennon has indicated that she has written to SG asking them to do this (although nothing has been received yet through the usual channels).

In order to be able to respond quickly to avoid this risk I asked Cab Sec CSSE last night for agreement that we should say *we will do it* rather than expecting it to *happen* straight away (although it is a testament to their skills how quickly [Redacted] and his team have moved). Cab Sec is content but felt it was an announcement for Perm Sec to make.

I appreciate that the make-up of the SG estate adds to the complexity here but I am confident we can find a solution that is acceptable to all and allows us, along with other organisations, to show our commitment in this area, given that we have, as [Redacted]'s lines note, been considering this for some time.

Thanks, [Redacted]

[Redacted] Social Justice Delivery Unit
[Redacted]

[Redacted]

From: Laing SG (Shirley)
Sent: 18 May 2018 17:55
To: [Redacted]
Cc: [Redacted]
Subject: Re: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Thanks [Redacted]. I thought as much. And don't worry about not copying Barbara in before now. I think we both made some assumptions so learning all round on this one!

Enjoy the weekend when you get there and call at any point if I can help.

Shirley

Sent from my BlackBerry 10 smartphone.

From: [Redacted]
Sent: Friday, 18 May 2018 17:18
To: Laing SG (Shirley)
Subject: Re: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Yes Shirley I can go back. I'll be able to do it later on as I want it off before the weekend.

We had assurance from Facilities stating that this can be met from within their budget. What happened was that I originally contacted them to explore a) whether this would be possible and b) at what cost. They did some exploring and basically came back saying yes we'll do this and absorb the cost. They estimated that sourcing products differently would bring ongoing costs down.

That was the point we put the brakes on things. What I had hoped for from the recent events was an agreement that we can move on this (and say publicly that we will), not that we do it immediately.

I should probably have thought to copy Barbara into the email last night but I genuinely thought that facilities folks had the relevant approvals. A lesson in making assumptions

[Redacted]
Sent from my BlackBerry 10 smartphone.

From: Laing SG (Shirley)
Sent: Friday, 18 May 2018 17:07
To: [Redacted]
Subject: Fw: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted],

Are you able to go back on this? Needn't be today I don't think but will need a response Monday at latest.

I thought [Redacted] had confirmed budget and that offer came from facilities but I may have that wrong?!

Thanks
Shirley

Sent from my BlackBerry 10 smartphone.

From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities
Sent: 18 May 2018 17:00
To: [Redacted]; Laing SG (Shirley)
Cc: [Redacted]; Communications CSSE; [Redacted]; Director for Housing and Social Justice; Permanent Secretary; [Redacted]; Director Communications, Ministerial Support & Facilities; [Redacted]; Corporate Communications; [Redacted]; News Desk; Communications Duty Box; [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Thanks all,

I assume that a submission will be going to the Cab Sec re this.

I am keen that it is clear that the Facilities Team had not been asked to put this provision in place. But today they have managed to put plans in place to ensure that we have the ability to provide free products across the main Glasgow and Edinburgh buildings on Monday. There will also be a plan on Monday on when the roll-out across the whole estate can be completed, taking on board the complications of the number of buildings, their locations and the fact that we do not have House Teams or provide the cleaning or maintenance services in many of them.

Please note - I will ask the team **not** to proceed putting the products in place on Monday **until we get confirmation that approval is in place to proceed in the main buildings only**, with a roll-out to follow.

Has anyone calculated the potential cost of this? Please note that we have no budget for this provision.

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.
Tel: [Redacted]



I AM AN ALLY

From: [Redacted]
Sent: 18 May 2018 16:19
To: [Redacted]
Cc: [Redacted]; Laing SG (Shirley) <[Redacted]>; Communications CSSE <[Redacted]>; [Redacted]; Director for Housing and Social Justice <[Redacted]>; Permanent Secretary <[Redacted]>; [Redacted]; Director Communications, Ministerial Support & Facilities <[Redacted]>; [Redacted]; Corporate Communications <[Redacted]>; News Desk <[Redacted]>; Communications Duty Box <[Redacted]>
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted], Thanks. Content for my interest. We will have free sanitary products available in our four main buildings (VQ, SaH, AQ and Saughton) by Monday and a plan in place early next week for extending provision across our estate.

[Redacted]

From: [Redacted]
Sent: 18 May 2018 15:27
To: Cabinet Secretary for Communities, Social Security and Equalities; [Redacted]
Cc: [Redacted]; Laing SG (Shirley); Communications CSSE; [Redacted]; Director for Housing and Social Justice; [Redacted]; Permanent Secretary; [Redacted]; First Minister; [Redacted]; Director Communications, Ministerial Support & Facilities; [Redacted]; Corporate Communications; [Redacted]; Campbell J (Jeanette); Lloyd E (Elizabeth)
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

All,

I've now discussed with Barbara Allison and we are not in a position to do anything on this today. We will revisit once we are in a position to do so. In the meantime, I'll work with officials on a holding line to take if we are asked over the weekend.

[Redacted]

[Redacted] | Communications
Senior media manager
Scottish Government, St Andrew's House
e: [Redacted]
t: [Redacted]
www.scotland.gov.uk | @ScotGov

From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities
Sent: 18 May 2018 10:48
To: [Redacted]; Director Communications, Ministerial Support & Facilities <[Redacted]>; [Redacted]
Cc: Corporate Communications <[Redacted]>; [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Thanks all

I agree that the 1 June date could be problematic. [Redacted], can I check what is involved and whether we could bring this date forward?

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.
Tel: [Redacted]



From: [Redacted]
Sent: 18 May 2018 10:21
To: [Redacted]; Director Communications, Ministerial Support & Facilities; [Redacted]
Cc: Corporate Communications; [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted] is there any way we can get assurances from the buildings where the toilets are the landlord's responsibility that they will also make sanity products available for free?

For tweeting purposes – Perm Sec will want to ensure that this is happening across the SG estate.

Barbara – the Parliament and COSLA are already providing free sanity products – so I'm a bit concerned if we tweet today saying they will be available on June 1st – it will look tokenistic.

Thanks,
[Redacted]

From: [Redacted]
Sent: 18 May 2018 10:15
To: Director Communications, Ministerial Support & Facilities; [Redacted]
Cc: Corporate Communications; [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Hi, Further update. We can have the baskets in place with free product by 1 June.

[Redacted]

From: [Redacted]
Sent: 18 May 2018 10:10
To: Director Communications, Ministerial Support & Facilities; [Redacted]
Cc: Corporate Communications; [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Barbara, Given the time it will take to change over the vending machines we are looking to see if we can buy the product and make it available in the toilets in a basket. We will let you know when we get a timescale for this but it should, hopefully, be able to be delivered reasonably quickly.

[Redacted]

From: [Redacted]

Sent: 18 May 2018 09:52

To: Director Communications, Ministerial Support & Facilities; [Redacted]

Cc: Corporate Communications; [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Barbara, We currently charge for these products and need to install new vending machines with free vend. The current timescale we have for changing them over is three months. We have asked Mitie if this can be improved upon. Happy to discuss.

[Redacted]

From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities

Sent: 18 May 2018 09:07

To: Director Communications, Ministerial Support & Facilities; [Redacted]

Cc: Corporate Communications

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Importance: High

Copying [Redacted] in too for Perm Sec's interests.

Please use this copylist to reply.

Regards

Barbara

BARBARA ALLISON,

Director, Communications, Ministerial Support and Facilities
Scottish Government.

Tel: [Redacted]



I AM AN ALLY

From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities
Sent: 18 May 2018 08:57

To: [Redacted]

Cc: Director Communications, Ministerial Support & Facilities; Corporate Communications

Subject: FW: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary

products across its offices - Potential SG response

Importance: High

[Redacted]

I am unsighted on what our position is on this. Are we offering these free already or able to do so with immediate effect if Perm Sec tweets?

Regards

Barbara

BARBARA ALLISON,
Director, Communications, Ministerial Support and Facilities
Scottish Government.
Tel: [Redacted]



From: [Redacted]

Sent: 18 May 2018 08:52

To: [Redacted]; Permanent Secretary; [Redacted]; Cabinet Secretary for Communities, Social Security and Equalities; [Redacted]; Director Communications, Ministerial Support & Facilities; Corporate Communications; Campbell J (Jeanette)

Cc: [Redacted]; Laing SG (Shirley); Communications CSSE; [Redacted]; Director for Housing and Social Justice; [Redacted]; First Minister; [Redacted]; Lloyd E (Elizabeth)

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted]

Let me know if you need anything from me.

[Redacted]

[Redacted] | Social Justice Delivery Unit

[Redacted]

[Redacted]

From: [Redacted]

Sent: 18 May 2018 08:51

To: [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Thanks [Redacted]

I was planning to contact Perm Sec's office when I got to my desk so thanks for progressing this. Will go back on main chain.

[Redacted]

[Redacted] Social Justice Delivery Unit
[Redacted]

[Redacted}

From: [Redacted]

Sent: 18 May 2018 08:48

To: Permanent Secretary; [Redacted]; Cabinet Secretary for Communities, Social Security and Equalities; [Redacted]; Director Communications, Ministerial Support & Facilities; Corporate Communications; Campbell J (Jeanette)

Cc: [Redacted]; Laing SG (Shirley); Communications CSSE; [Redacted]; Director for Housing and Social Justice; [Redacted]; First Minister; [Redacted]; Lloyd E (Elizabeth)

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

All,

The Parliament has now tweeted to say they are offering free sanitary products. <https://twitter.com/ScotParl/status/997363687609589760>

I would suggest the Permanent Secretary tweets as soon as possible today. Copying in the Corporate Comms team to also make staff aware.

[Redacted]

[Redacted] | Communications

Senior media manager
Scottish Government, St Andrew's House

e: [Redacted]

t: [Redacted]

www.scotland.gov.uk | @ScotGov

From: [Redacted]

Sent: 18 May 2018 08:26

To: [Redacted]

Cc: [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted], We spoke and you are content that we proceed as I have agreed with [Redacted].

[Redacted]

From: [Redacted]

Sent: 18 May 2018 08:17

To: [Redacted]

Cc: [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted]

Out the office until Monday but will catch up then. No issue with going ahead, it's the confusion over the reasoning. When first mooted it was all part of a policy initiative. Now it appears the Cab Sec says it's not. The issue with this to me is if it's a policy issue then the complaints in what could be a contentious area, have to be fielded by the relevant policy area. Now it seems to be a purely facilities problem as noted in the emails last night, it all falls to my team with all the issues that will bring.

Anyway we have contacted Mitie to set the ball rolling

Regards.

[Redacted]

Sent with BlackBerry Work

From: [Redacted]

Sent: 18 May 2018 08:12

To: [Redacted]

Cc: [Redacted]; Director Communications, Ministerial Support & Facilities <[Redacted]>

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted], We spoke and agreed that you would proceed as you suggest.

Barbara, To be aware. We will look to absorb the costs of this initiative. Happy to discuss.

[Redacted]

From: [Redacted]

Date: Friday, 18 May 2018, 7:57 am

To: [Redacted]

Cc: [Redacted]

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted]

Can we have a quick chat about the best way to progress this please? I can put up a short note to Perm Sec (similar to the one to Ms Constance) setting out the issue and asking her to announce by tweet as suggested but I'm not sure where the decision actually lies given that when we first spoke about this it sounded like you could go ahead with this without seeking any additional approvals?

Thanks

[Redacted]

[Redacted] Social Justice Delivery Unit

[Redacted]

[Redacted]

From: [Redacted]
Sent: 17 May 2018 21:40
To: [Redacted]; Cabinet Secretary for Communities, Social Security and Equalities; [Redacted]; Campbell J (Jeanette)
Cc: [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Jeanette

I'll take this up with my management chain in the morning as that's certainly how it was sold to me to deliver

[Redacted]

Sent with BlackBerry Work

From: Campbell J (Jeanette)
Date: Thursday, 17 May 2018, 9:35 pm
To: [Redacted], Cabinet Secretary for Communities, Social Security and Equalities <[Redacted]>, [Redacted]
Cc: [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

its not an SG minister request

From: [Redacted]
Sent: 17 May 2018 21:31
To: Campbell J (Jeanette)
Cc: [Redacted]
Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Hi Jeanette

I've just picked this up and while Facilities will ensure the delivery if requested, I think I should note that this has been a policy driven request by [Redacted] and her team.

Regards

[Redacted]

Sent with BlackBerry Work

From: Campbell J (Jeanette)
Date: Thursday, 17 May 2018, 9:27 pm
To: Cabinet Secretary for Communities, Social Security and Equalities <[Redacted]>, [Redacted]
Cc: [Redacted], Laing SG (Shirley) <[Redacted]>, Communications CSSE <[Redacted]>, [Redacted], Director for Housing and Social Justice <[Redacted]>, Permanent Secretary <[Redacted]>, [Redacted], First Minister <[Redacted]>, [Redacted]; Lloyd E (Elizabeth)

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

I think this would be better from Perm Sec as this is a facilities management issue rather than a policy decision

From: Cabinet Secretary for Communities, Social Security and Equalities

Sent: 17 May 2018 20:57

To: [Redacted]

Cc: [Redacted]; Laing SG (Shirley); Communications CSSE; [Redacted]; Director for Housing and Social Justice; [Redacted]; Permanent Secretary; [Redacted]; First Minister; [Redacted]; Campbell J (Jeanette); Lloyd E (Elizabeth)

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

Cab Sec came back and suggested that our announcement tweet should actually perhaps best come from the Perm Sec?

Thanks

[Redacted]

CSSE Private Office BlackBerry

From: "Cabinet Secretary for Communities, Social Security and Equalities" <[Redacted]>

Sent: 17 May 2018 18:50

To: [Redacted]; "Cabinet Secretary for Communities, Social Security and Equalities" <[Redacted]>
Cc: [Redacted]; "Laing SG (Shirley)" <[Redacted]>; Communications CSSE <[Redacted]>; [Redacted]; Director for Housing and Social Justice <[Redacted]>; [Redacted]; Permanent Secretary <[Redacted]>; [Redacted]; First Minister <[Redacted]>; [Redacted]; Campbell J (Jeanette); Lloyd E (Elizabeth)

Subject: RE: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response

[Redacted]

Ms Constance has seen and indicated that she believes that we should go ahead and confirm free provision within SG estate. Is the plan that Cab Sec should tweet (if so grateful for a form of words) or that ScotGov Fairer do so?

PS/First Minister – Ms Constance asked me to ensure that I flagged this up to your office for First Minister's awareness.

Many thanks.

[Redacted]

Private Secretary to the Cabinet Secretary for Communities, Social Security and Equalities

The Scottish Government

St Andrews House, Regent Road, Edinburgh, EH1 3DG

Tel. [Redacted]
Blackberry: [Redacted]
E-mail: [Redacted]

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From: [Redacted]
Sent: 17 May 2018 17:21
To: Cabinet Secretary for Communities, Social Security and Equalities
Cc: [Redacted]; Laing SG (Shirley); Communications CSSE; [Redacted]; Director for Housing and Social Justice; [Redacted]; Permanent Secretary; [Redacted]; Campbell J (Jeanette)
Subject: Urgent - Access to Sanitary products - CoSLA announce free access to sanitary products across its offices - Potential SG response
Importance: High

Cabinet Secretary

1. We have been made aware today that CoSLA has announced that it will provide access to free sanitary products across its offices.
COSLA President Councillor Alison Evison has announced that from today (Wednesday) COSLA is to provide access to free sanitary products in its Edinburgh Headquarters and Conference Centre, as well as its offices and meeting spaces in both Glasgow and Brussels.
Commenting this morning Councillor Evison said: "Scotland is leading the way in offering more and more women and girls access to free period products. I am therefore delighted to announce that from today sanitary products will be provided free of charge to anyone attending any conference or event within the three COSLA offices.
"As President of COSLA one of my main political principles is equality. I would encourage public bodies across Scotland to support the dignity of women and girls, ensuring that lack of access to sanitary products does not impact on an individual's ability to fully participate in public life in Scotland."
She concluded: "I am delighted that COSLA has shown real leadership on this issue, and that as local government's representative body in Scotland we continue to do our best to break down barriers in our quest for equality.
"At COSLA we are determined to help to address period poverty and to level the playing field between men and women."
2. There has been some Twitter activity in response, including Monica Lennon welcoming the announcement

Brilliant call to action by [@COSLA](#) President Allison Evison who is encouraging other public bodies to follow suit and make sanitary products free in workplace bathrooms.
[#GenderEquality](#)

3. We have previously advised Cab Sec that SG could act in the same way very quickly through, in the first instance, converting our current pay machines across the estate to free vend, with costs covered within existing Facilities Management contract. This would then be included within the next Facilities Management contract and we would ask potential contractors to innovate further solutions as well as maintaining the free vending service.
4. There are some risks to this, mainly around potential criticism of SG for 'looking after their own' and prompting calls/expectation for SG to fund action across the wider public sector [Redacted]. However other public bodies may now be expected to follow suit and SG taking action now might be preferable to being seen to follow rather than lead in this area.

5. We are also aware that the main SG union, PCS, are considering bringing forward a motion asking SG to take this action.
6. There is a likelihood that the announcement will trigger questions from Monica Lennon about the Scottish Government response and/or media queries. Communications CSSE advise that a proactive response via Twitter to Allison Evison's tweet, welcoming the announcement and announcing that SG will follow suit might expect a positive response.

Decision

Whether the Cabinet Secretary wants to act now by giving the go-ahead for this action by SG and announcing as in para 6 [Redacted]

[Redacted]

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

[Redacted]

From: [Redacted]
Sent: 09 February 2018 16:19
To: [Redacted]
Cc: [Redacted]; Laing SG (Shirley)
Subject: RE: Access to Sanitary products in SG buildings

[Redacted]

I'll place on hold for the time being

Regards

[Redacted]

[Redacted]
Senior Contracts Manager
Facilities Services
1st Floor
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel: [Redacted]
Mob: [Redacted]

From: [Redacted]
Sent: 09 February 2018 16:18
To: [Redacted]
Cc: [Redacted]; Laing SG (Shirley)

Subject: RE: Access to Sanitary products in SG buildings
Importance: High

[Redacted]

Apologies for this, but having discussed this further within the team we feel we should pause before going ahead with this change.

When you and I first met it was with a view to gaining an idea of the costs and logistics that would be associated with moving to free provision, with the aim of putting this as a proposal to Ministers.

There are considerable political sensitivities associated with all of this work (including a proposed Members Bill) and a risk of setting a precedent that possibly puts Ministers under pressure for further action.

We appreciate you taking the initiative here but just need to make sure that Ministers are content before we take action.

I'd be happy to discuss if that would be helpful.

[Redacted]

[Redacted] | Social Justice Delivery Unit
[Redacted]

[Redacted]

From: [Redacted]
Sent: 08 February 2018 12:21
To: [Redacted]
Cc: [Redacted]; Laing SG (Shirley)
Subject: RE: Access to Sanitary products in SG buildings

[Redacted]

We (SG and Mitie) had difficulty getting useful figures from PHS. Rather than prolong the exercise any further I decided to press ahead. The refill rates of the current machines are quite low, but I think we may see a spike initially followed by a return to normal once the free vend is advertised. I'm also hoping to get the product cheaper than the current cost price to the contract. I can also cover all expected costs from within the existing Cleaning budget.

This will be included within the next Facilities Management contract and we will ask the would be contractors to innovate further solutions as well as maintaining the free vending service.

Regards

[Redacted]

[Redacted]
Senior Contracts Manager
Facilities Services
1st Floor
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel: [Redacted]
Mob: [Redacted]

From: [Redacted]
Sent: 08 February 2018 11:34
To: [Redacted]
Cc: [Redacted]; Laing SG (Shirley)
Subject: RE: Access to Sanitary products in SG buildings

Thanks [Redacted]. I'll take this forward with comms.

Just for information what is the cost for implementation (and what is that for)? Also just checking when the current contract under which this is being done is due to end? As set out below we'd be keen for future contracts to consider alternative delivery models and happy to discuss this when the time is right.

Thanks

[Redacted]

[Redacted] | Social Justice Delivery Unit
[Redacted]

[Redacted]

From: [Redacted]
Sent: 07 February 2018 09:17
To: [Redacted]
Cc: [Redacted]; Laing SG (Shirley)
Subject: RE: Access to Sanitary products in SG buildings

[Redacted]

My budget will absorb the relatively small cost to implement this. Happy for Comms Team to do an article

Regards

[Redacted]
[Redacted]
Senior Contracts Manager
Facilities Services
1st Floor
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel: [Redacted]
Mob: [Redacted]

From: [Redacted]
Sent: 07 February 2018 09:14
To: [Redacted]
Cc: [Redacted]; Laing SG (Shirley)
Subject: RE: Access to Sanitary products in SG buildings

[Redacted]

Thanks – that's brilliant news. Can I check that this is being done within the scope of the current contract at no additional cost?

I think it would be good to publicise this internally at the very least – would you be happy for me to contact the Comms team to get a news article on Saltire?

[Redacted]

[Redacted] | Social Justice Delivery Unit
[Redacted]

[Redacted]

From: [Redacted]
Sent: 07 February 2018 09:10
To: [Redacted]
Subject: RE: Access to Sanitary products in SG buildings

[Redacted]

I spoke with Mitie yesterday and all current machines on our estate will be replaced by free vending machines by the end of February. We will continue to look at the other options you suggest when trying to provide greater coverage across the estate.

I'll keep you updated with further progress as it happens.

Regards

[Redacted]

[Redacted]
Senior Contracts Manager
Facilities Services
1st Floor
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel: [Redacted]
Mob: [Redacted]

From: [Redacted]
Sent: 01 February 2018 09:50
To: [Redacted]
Subject: RE: Access to Sanitary products in SG buildings

That's ok [Redacted]. Thanks for the update.

I know that we already have a contract in place for this so our ability to be flexible in our approach might be limited, however we are encouraging partners in the academic sector to consider alternatives to dispensers (primarily for cost reasons) eg putting baskets of products in toilets. I appreciate that given our estate this may not be an option, but I'd be keen to hear whether Mitie would be willing to consider such alternative approaches.

Thanks

[Redacted]

[Redacted] | Social Justice Delivery Unit
[Redacted]

[Redacted]

From: [Redacted]
Sent: 31 January 2018 09:59
To: [Redacted]
Subject: RE: Access to Sanitary products in SG buildings

[Redacted]

Sorry for the delay but just back from annual leave. Mitie are currently working on this and trying to find the most cost effective solution. We are currently looking at purchasing the machines outright and buying the product through our cleaning consumables. This should mean that the current average cost to SG will hopefully be much less than the current average of 51p per item.

I'll put some more pressure on MITIE and get a response to you as soon as possible.

Regards

[Redacted]

[Redacted]

Senior Contracts Manager

Facilities Services

1st Floor

5 Atlantic Quay

150 Broomielaw

Glasgow

G2 8LU

Tel: [Redacted]

Mob: [Redacted]

From: [Redacted]

Sent: 23 January 2018 14:14

To: [Redacted]

Cc: [Redacted]

Subject: RE: Access to Sanitary products in SG buildings

Hi [Redacted]

I was just wondering whether you've been able to make any progress on pulling together indicative costs for amending the SG contract around sanitary products as discussed when we met earlier in the month?

Many thanks

[Redacted]

[Redacted] | Social Justice Delivery Unit

[Redacted]

[Redacted]

From: [Redacted]

Sent: 21 December 2017 09:39

To: [Redacted]

Cc: [Redacted]

Subject: RE: Access to Sanitary products in SG buildings

Hello [Redacted]

It's probably best if I meet you with [Redacted] who manages the Soft Services side of our FM contract.

[Redacted] is based in Atlantic Quay and I see from your diary that you are in Glasgow on Tuesday the 9th of January. If you have availability on the 9th would you like to send us a meeting request and we can meet up – maybe just using the Costa Coffee area in AQ?

Regards

[Redacted]

[Redacted]
Delivery Services
Facilities Services
[Redacted]

From: [Redacted]
Sent: 20 December 2017 16:46
To: [Redacted]
Subject: Access to Sanitary products in SG buildings

Hi [Redacted]

I hope you're the right person to contact but if not could you possibly pass this on?

I've recently joined the Social Justice Delivery Unit to lead on SG policy around access to sanitary products.

You may know that this year's PfG included a commitment to provide free access to sanitary products for those in schools, colleges and universities and SG has also said it will explore the issue more widely in relation to those on low incomes. Monica Lennon MSP has also recently undertaken a consultation on a Private Member's Bill on this issue.

As a wider aspect to this work we hope to try and put in place a culture change around access to these products and we'd like to start a conversation about whether SG could lead by example on this by making sanitary products freely available in toilets in SG buildings. I'm assuming the route to explore this would be through our contract with Mitie?

I'm contacting you in your role in Facilities Services but as I said if you're not the right person then please do pass this on.

Thanks
[Redacted]

[Redacted] Social Justice Delivery Unit | Scottish Government

[Redacted] Area 1J-South, Victoria Quay, Edinburgh, EH6 6QQ

[Redacted]