

Our ref: Fol/16/02169

[redacted]

By email: [redacted]@mailonsunday.co.uk

January 2017

Dear [redacted]

Freedom of Information request

Thank you for your request dated 28 December 2016 under the *Freedom of Information (Scotland) Act 2002* (FOISA).

Your request

You asked for details in relation to a previous release of stats on school meal inspections.

1. Is a breakdown possible?
2. Which local authorities had schools which did not meet nutrition guidelines?
3. Are there figures yet for 2016/17?

Response to your request

Please find attached a summary extract of the information requested redacted to ensure individual schools are not identified.

This provides details of the local authority, numbers of schools inspected where an Health and Nutrition Inspector was on the team and whether nutrient standards, food and drink standards at lunchtimes were met or not. Figures for 2016-17 are not yet complete as our business year runs from post Easter until just before Easter.

The main issue we have identified with the nutrient analyses is where a change in personnel in the authority results in an associated loss of expertise/experience in developing menus which meet the standards.

Your right to request a review

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response by writing to our Chief Executive, Bill Maxwell, at [ps/educationscotland@educationscotland.gsi.gov.uk](mailto:ps@educationscotland.gov.uk).

Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your rights is available on the Commissioner's website at: www.itspubliknowledge.info.

Yours sincerely

Corporate Business Manager
Official Correspondence Unit

REASONS FOR NOT PROVIDING INFORMATION

Section 33(1)(b) – commercial interests

An exemption under section 33(1)(b) of FOISA (commercial interests) applies to some of the information requested. This exemption applies because disclosure of this particular information would, or would be likely to, prejudice substantially the commercial interests of Twig World Limited as disclosing this information would be likely to give their competitors an advantage in future similar tendering exercises, which would substantially prejudice Twig World Limited's ability to submit competitive tenders and so could significantly harm their commercial business

This exemption is subject to the 'public interest test'. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption. We recognise that there is a public interest in disclosing information as part of open and transparent government, and to help account for the expenditure of public money. However, there is a greater public interest in protecting the commercial interests of companies which tender for, or enter into, Scottish Government contracts, to ensure that we are always able to obtain the best value for public money.

Section 38(1)(b) - personal information

An exemption under section 38(1)(b) of FOISA (personal information) applies to some information which has been redacted from some of the enclosed documents. This exemption applies because the information is personal data of a third party and disclosing it would contravene the data protection principles in Schedule 1 to the *Data Protection Act 1998*.

This is because releasing this information could lead to the identification of staff members of Twig.

This exemption is not subject to the 'public interest test', so we are not required to consider if the public interest in disclosing the information outweighs the public interest in applying the exemption.

Our ref: Fol/16/02166

[redacted]

By email: [redacted]@heraldandtimes.co.uk

January 2017

Dear [redacted]

Freedom of Information request

Thank you for your request dated 27 December 2016 under the *Freedom of Information (Scotland) Act 2002* (FOISA).

Your request

You asked for details in relation to our staff foreign travel costs as follows:-

1. Broken down by financial years 2013/14, 14/15 and 15/16, please provide details of all trips outside the UK that were funded by Education Scotland. For each trip, state the location, the number of people who attended (including the names of senior staff) and its duration.
2. In relation to question 1, please state the total cost of each trip, with separate breakdowns for travel, accommodation, entertainment and any other expenses.

Response to your request

Please find attached the information requested. This provides details broken down by financial years 2013/14, 14/15 and 15/16, of all trips outside the UK that were funded by Education Scotland. For each trip, we state the location, there is a one line entry per staff member (included are the names of senior staff) and each trips duration is provided as accommodation nights. Please be aware not all costs are equal to the travel cost paid, occasionally either a host or a sponsorship organisation meets some of the costs.

Your right to request a review

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response by writing to our Chief Executive, Bill Maxwell, at ps/educationscotland@educationscotland.gsi.gov.uk.

Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your rights is available on the Commissioner's website at: www.itspubliknowledge.info.

Yours sincerely

[redacted]
Education Scotland

Our ref: Fol/16/02166

[redacted]

By email: [redacted]@heraldandtimes.co.uk

February 2017

Dear [redacted],

Further to our email of 7 February 2017, we have now completed a review of our failure to respond to your request under the Freedom of Information (Scotland) Act 2002 (FOISA).

You asked for details in relation to our staff foreign travel costs as follows:-

1. Broken down by financial years 2013/14, 14/15 and 15/16, please provide details of all trips outside the UK that were funded by Education Scotland. For each trip, state the location, the number of people who attended (including the names of senior staff) and its duration.
2. In relation to question 1, please state the total cost of each trip, with separate breakdowns for travel, accommodation, entertainment and any other expenses.

In accordance with section 21(4) of FOISA, we have also reached a decision on your request.

Please accept our apologies that the response to the original request was delayed. We have reviewed our handling of this request and have found the initial response was prepared to your request within the legislative period but before release of the response, it was noted that the information was incomplete, as some foreign travel had not been updated on our central database.

A holding response was issued to you in order to allow time for those details to be included for the years in question. That information has now been retrieved and a complete set of data has been included with this response. To learn from this experience, our process of recording foreign travel has been enhanced. We hope you find this explanation helpful.

We now provide our response to your original request. Please find attached the information requested. Trip duration is provided as accommodation nights. A meals allowance can be claimed and paid but we do not reimburse the cost of

any entertainment. Please be aware not all costs are equal to the travel cost paid, occasionally either a host or a sponsorship organisation meets some of the costs.

An exemption under section 38(1)(b) of FOISA (personal information) applies to the information which has been redacted because it is personal data of a third party, i.e. staff below the level of the Senior Civil Service, and disclosing it would contravene the data protection principles in Schedule 1 to the Data Protection Act 1998. This exemption is not subject to the 'public interest test', so we are not required to consider if the public interest in disclosing the information outweighs the public interest in applying the exemption.

If you are unhappy with the outcome of this review you have the right to appeal to the Scottish Information Commissioner about our decision within 6 months of receiving this letter. Information on how to make an appeal, along with an application form, is available on the Commissioner's website at: <http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealintoCommissioner.aspx>. You can also contact the Commissioner at:

The Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS

E-mail: enquiries@itspublicknowledge.info
Telephone: 01334 464610

Should you then wish to appeal against the Commissioner's decision, there is a right of appeal to the Court of Session on a point of law only.

Yours sincerely

[redacted]
Education Scotland

Our Ref: FOI/17/01012

[redacted]

By email: [redacted][@parliament.scot](mailto:[redacted]@parliament.scot)

May 2017

Dear [redacted]

Freedom of Information request

Thank you for your request dated 25 April 2017 under the Freedom of Information (Scotland) Act 2002 (FOISA).

In **your request** you asked for information on:

1. How many inspections were carried out in each year since 2007 in
 - a. Primary schools
 - b. Secondary schools
 - c. Colleges

2. How many inspections have been planned in each academic year for:
 - a. 2016/17
 - b. 2017/18
 - c. 2018/19
 - d. 2019/20

3. In how many inspections in each year since 2007 was the issue of staffing shortages brought up?

Responses to the information you have requested are set out below.

1. The number of inspections and reviews carried out each year since 2007

Please find below a table which provides the number of inspections in each **financial year** for primary, secondary and special schools and the number of college reviews.

Sectors	Financial year										
	2006/07	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
Primary	244	237	262	298	229	175	106	162	96	102	105
Secondary	50	50	55	69	39	52	31	33	23	22	18
Special	26	28	33	37	29	26	25	15	19	19	20
Colleges	12	13	17	11	13	13	5	9	11	8	27*
Totals	332	328	367	415	310	266	167	219	149	151	170

* All colleges are reviewed under the new arrangements for assuring and improving quality of provision and services and, as a result, have ongoing engagement with HM Inspectors to develop and consolidate these approaches. Please note that the figure provided for 16/17 relates to the calendar year January to December 2017.

2. The number of inspections and reviews planned in academic years

We currently project our inspection and review activities annually over financial years. We have projected inspections of schools for the following **academic years**.

Sector	Academic year	
	2016-17	2017-18
Primary	120	135
Secondary	18	20
Special	17	16
Independent	4	5
Total	159	176

Colleges will be reviewed under new arrangements and as a result, HM Inspectors will engage with all 27 colleges each academic year.

We have taken action to increase the number of inspections to be achieved each year which includes the introduction of a range of inspection models to suit particular circumstances and contexts and are recruiting more HM Inspectors. The measures we have put in place will take full effect for the academic year 2017-18, which will see the number of inspections increase substantially over current levels.

3. Staffing shortages

HM Inspectors, during the course of inspection and review activity, don't collect or collate information in relation to staff shortage issues.

Additionally, we use a zero-based budget and planning process on an annual cycle. Our work across the agency, including inspection and review activity, is planned on the basis of availability of resource. Therefore, we do not hold information relating to staffing shortages.

Your right to request a review

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response by writing to our Chief Executive at ps/educationscotland@educationscotland.gsi.gov.uk.

Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your rights is available on the Commissioner's website: www.itspublicknowledge.info.

Yours sincerely

[redacted]
Corporate Business Manager

Our Ref: FOI/17/01012

[redacted]

By email: [redacted][@parliament.scot](mailto:[redacted]@parliament.scot)

May 2017

Dear [redacted]

Freedom of Information request

Thank you for your request dated 25 April 2017 under the Freedom of Information (Scotland) Act 2002 (FOISA).

In **your request** you asked for information on:

1. How many inspections were carried out in each year since 2007 in
 - a. Primary schools
 - b. Secondary schools
 - c. Colleges

2. How many inspections have been planned in each academic year for:
 - a. 2016/17
 - b. 2017/18
 - c. 2018/19
 - d. 2019/20

3. In how many inspections in each year since 2007 was the issue of staffing shortages brought up?

Responses to the information you have requested are set out below.

1. The number of inspections and reviews carried out each year since 2007

Please find below a table which provides the number of inspections in each **academic year** for primary, secondary and special schools and the number of college reviews.

Academic Years	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
Primary	265	295	215	137	116	136	100	103	124
Secondary	61	71	40	42	33	30	24	21	19
Special	36	37	24	25	25	17	17	19	18
Colleges	11	13	13	12	5	10	8	8	27*
Totals	373	416	292	216	179	193	149	151	188

*Note: In the current academic year, all 27 colleges are inspected under the new arrangements for assuring and improving quality of provision and services and, as a result, have on-going engagement with Education Scotland to develop and consolidate these approaches.

2. The number of inspections and reviews planned in academic years

We currently project our inspection and review activities annually over financial years. We have projected inspections of schools for the following **academic years**.

Sector	Academic year	
	2016-17	2017-18
Primary	120	135
Secondary	18	20
Special	18	16
Independent	4	5
Total	160	176

Colleges will be reviewed under new arrangements and as a result, HM Inspectors will engage with all 27 colleges each academic year.

We have taken action to increase the number of inspections to be achieved each year which includes the introduction of a range of inspection models to suit particular circumstances and contexts and are recruiting more HM Inspectors. The measures we have put in place will take full effect for the academic year 2017-18, which will see the number of inspections increase substantially over current levels.

3. Staffing shortages

HM Inspectors, during the course of inspection and review activity, don't collect or collate information in relation to staff shortage issues.

Additionally, we use a zero-based budget and planning process on an annual cycle. Our work across the agency, including inspection and review activity, is planned on the basis of availability of resource. Therefore, we do not hold information relating to staffing shortages.

Your right to request a review

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response by writing to our Chief Executive at ps/educationscotland@educationscotland.gsi.gov.uk.

Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your rights is available on the Commissioner's website: www.itspublicknowledge.info.

Yours sincerely

[redacted]

Corporate Business Manager

Application for decision by the Scottish Information Commissioner
[redacted]/Education Scotland

Response from Education Scotland

Provisions relied on

Education Scotland wishes to rely on Section 17 for all three requests being investigated by the Scottish Information Commissioner.

Introduction

Education Scotland does not hold a central list of schools that have not been subject to inspection for over a decade as it does not require the information in that format for its activities. Information about which schools have been inspected (including copies of school inspection reports, which include the inspection and/or inspection publication date), is held in a number of digital and paper data filing systems. The information varies in format and completeness, reflecting the evolution of our inspection approaches and organisation over time, as well as changing record management approaches in recent decades.

Since 2008, schools have been selected for inspection on a proportionate basis, using a sample, rather than a cyclical basis, for example every x number of years. (There is more information on our sampling approaches below). Our sampling approach does not require us to hold centrally recorded lists of schools not inspected each year, and as a result we did not have the recorded information requested.

At the time of the request, reflecting our statutory obligation to provide advice and assistance, we directed [redacted] to government data and to our own website to help her to construct the data she had requested. There was some internal discussion about how this could be approached, and our then Statistician suggested some ideas in an email. This email – which we are submitting as evidence - relates to work in progress and her initial thoughts about what information was held. Following that email, further verbal conversations took place, including discussions about the consistency and robustness of the information held. We also conducted searches of information provided in other, earlier Freedom of Information (FOI) requests, which are also listed in the email evidence.



The FOI review referred to inspection information prior to 2008 being deleted. This information has subsequently been recreated by compiling a list of dates of last inspection (of every school inspected) from other internal records.

Methodology used by Education Scotland to select local authority schools for inspection

NIF Sample (publically funded schools)

A new approach to selecting schools for inspection was introduced in August 2016, as a result of a changing approach to inspection and the requirements to report into the National Improvement Framework (NIF). Using the publicly available Scottish Government data on schools, which is updated annually, and which can be found at: <http://www.scotland.gov.uk/Topics/Statistics/Browse/School-education/Datasets/contactdetails>, schools are grouped annually by deprivation, sector and balanced across local authority. This division into groups is so the proportion of 'deprived' schools in the sample matches the national proportion, and similarly that the sample has a representative distribution across local authorities. From these groups we randomly select the appropriate number of schools.

Priority is given to those schools which have not been inspected since April 2008, by comparing our list of schools which we have inspected since 2008 with the Scottish Government schools list (link above) using school name and SEED number, not date of last inspection. While these comparisons meet our sampling requirements, they do not contain the information requested. It should also be noted that the Scottish Government updates its schools list regularly, as schools open, close and merge, so their data set changes over time.

National Performance Framework (NPF) sample

Before the NIF sample, we used the NPF sample. In 2008, HMIE (one of Education Scotland's predecessor organisations) introduced this new sampling approach to the inspection of publically funded schools. Schools were divided into 7 annual samples for primary and 6 for secondary schools. Each sample was balanced by size, Scottish Index of Multiple Deprivation, denomination and whether in a rural or urban area. We also aimed to ensure a broadly representative distribution of local authorities. By June 2016 not all schools in the school population had been inspected under the NPF.

In response to the original request, the list of schools which had been inspected since April 2008 was provided together with a link to the Scottish Government's publicly available list of schools.

Sampling approaches before 2008

There is no record of sampling methodology prior to April 2008.

Inspection planning was centralised in 2001-02 when HMIE became an agency. Until then, inspection planning was undertaken in three HMI divisions around the

country (West, East and North). Much information held by those divisions has been deleted.

There is little information about practices before that period. The Shaw Report of 2007¹ (which touched on inspection practices from 1950-1995) noted that 'Former inspectors stated that there was no policy to relating information about practice in inspection because, as practices changed, previous guidance papers were destroyed.' There was no central archive of inspection reports for the period of Shaw's review. In part, this may have been a consequence of the moves, around 2000, to adopt a more nationally-based approach to inspection as compared with the previous organisation of the three geographic divisions of Eastern, Western and Northern, in each of which separate files and records would formerly have been kept.

Recorded information about schools and inspection records

Education Scotland's inspection records include a paper filing system, an online database, and the Scottish Government records management system eRDM. Before Education Scotland was created in 2011 (from the merger of HMIE and Learning and Teaching Scotland), the records were held by HMIE.

During our FOI review of this request in October 2017, Education Scotland identified:

- prior to 2001-02 inspections were planned locally in three HMI divisional offices - this information has not been retained;
- from 2001-02 inspections were planned centrally but information on the individual schools inspected was not retained until after a March 2006 internal audit recommendation to do so and names of individual schools inspected have been retained from 2005-06 onwards (this was an issue for the predecessor body, HMIE, not Education Scotland);
- information between 2005 and 2008 identifies individual schools inspected each year but not the specific date of the inspection only the school term in which the inspection took place; and
- from 2008 information on the individual schools inspected and the specific inspection dates is centrally held and this was provided to the journalist.

File retention

Up to April 2016, Education Scotland managed school inspection files through file record check lists. These set out what should be retained and the length of time. Up to 2008 this stated that school inspection reports should be retained until the next inspection. This was updated in 2008 and the most recent checklist for schools is attached. When an establishment closed, the file was closed and retained for five years.

¹ An independent review of the systems in place to protect children and keep them safe in residential care between 1950-1995, led by Tom Shaw.



CEC Inspection File Record (The...

Since April 2016, inspection reports are held on the Scottish Government electronic records management system (eRDM) as casework files (with a 15 year retention period). However, this is currently subject to review. In addition, all reports for the last five years continue to be available on our website, with the outdated older ones available on request.

Our Ref: 201702161

Your Ref: FOI/17/01775

[redacted]
FOI Appeals Team
Education Scotland
Scottish Government FOI Unit
2W St Andrews House
Regent Road
Edinburgh
EH1 3DG

9 January 2018

Dear [redacted]

Application for Decision by the Scottish Information Commissioner

Applicant: [redacted]

Department/Agency: EDUCATION SCOTLAND

I refer to previous correspondence between you and our Validation Officer in connection with [redacted] request for information relating to schools inspection reports. I am the investigating officer for this case. If you have any queries during the investigation, please contact me on [redacted] or [redacted]@itspublicknowledge.info

Please let me have your response by 24 January 2018. If no substantive response (or notification of any reasons for delay in responding) is received by this date, it will be assumed that you have no submissions to put forward and the Commissioner may choose to decide the case accordingly.

If you wish to rely on arguments previously made, either in the initial response or in the review outcome, please let me know – they do not have to be restated.

The Commissioner's investigation will only look at compliance by Education Scotland with Part 1 of FOISA for the responses to [redacted] requests 1, 2 and 3. I know [redacted] letter of 21 December 2017 suggested we were only looking at requests 2 and 3, but we think [redacted] dissatisfaction may extend to request 1 and - in any case - there is a close connection between requests 1 and 2 i.e. an answer to request 2 would answer request 1.

Request 1

1. Request 1 was for the number of schools that have not been subject to an inspection for over a decade. Please confirm the provision relied upon by Education Scotland at review for this request.

2. Please specify the section of FOISA which Education Scotland now wishes to rely on for this request.

- If section 17, please explain how Education Scotland established what information is covered by this request. Please describe the searches carried out, including the records which were searched and any keywords and other search parameters used. If searches involved email correspondence with other colleagues, it would be helpful to see copies of these emails. If other colleagues were consulted or otherwise involved in the searches, please explain why these individuals were considered relevant. If no searches were considered necessary, please explain why.
- If section 25, please could you explain in detail why this provision is applicable to the information requested and exactly how the applicant could reasonably obtain the information other than by requesting it under section 1(1).

Request 2

3. Request 2 was for the names of schools not inspected for over a decade and the date of each schools last inspection. Please confirm the provision relied upon by Education Scotland at review for this request.

4. Please specify the section of FOISA which Education Scotland now wishes to rely on.

- If section 17, please explain how Education Scotland established what information is covered by this request. Please describe the searches carried out, including the records which were searched and any keywords and other search parameters used. If searches involved email correspondence with other colleagues, it would be helpful to see copies of these emails. If other colleagues were consulted or otherwise involved in the searches, please explain why these individuals were considered relevant. If no searches were considered necessary, please explain why.
- If section 25, please could you explain in detail why this provision is applicable to the information requested and exactly how the applicant could reasonably obtain the information other than by requesting it under section 1(1).

Request 3

5. Request 3 was for the school that has gone longest without an inspection and that school's name. Please confirm the provision relied upon by Education Scotland at review for this request.

6. Please specify the section of FOISA which Education Scotland now wishes to rely on.

- If section 17, please explain how Education Scotland established what information is covered by this request. Please describe the searches carried out, including the records which were searched and any keywords and other search parameters used. If searches involved email correspondence with other colleagues, it would be helpful to see copies of these emails. If other colleagues were consulted or otherwise involved in the searches, please explain why these individuals were considered relevant. If no searches were considered necessary, please explain why.
- If section 25, please could you explain in detail why this provision is applicable to the information requested and exactly how the applicant could reasonably obtain the information other than by requesting it under section 1(1).

General

7. It would assist the Commissioner's investigation if you could explain in general terms the methodology (past and present) used by Education Scotland to select schools for inspection. In particular, is there any recorded information used by Education Scotland in this selection process that would record all the schools that could be selected for inspection, or records when any inspections took place. In general terms, we are wondering if there is a recording system/process that Education Scotland uses to select, arrange or retain chronological and date information on school inspections.

8. Also, are there any legal duties or good practice requirements in terms of the periods within which a school should be inspected? It would assist if you could draw them to our attention.

9. Education Scotland's review refers to the deletion of pre-2008 information. Could you confirm that no inspection dates are held for any pre-2008 inspection? If your authority has a Records Management Policy specifying when this type of information should be destroyed, or gives retention times, it would assist us to be given the relevant parts of such a policy.

10. If Education Scotland considers that there is a method to resolve this application without recourse to a formal decision notice, please highlight to this to me at this point.

11. Any other comment you wish to make.

Please provide copies of any documents which you consider relevant and which provide evidence in support of your submissions, particularly where this shows the searches you have carried out for the information (for example, screenshots showing the results of electronic searches).

The Commissioner has issued guidance for Scottish Public Authorities on what to expect during an investigation carried out under FOISA or the EIRs. I strongly recommend that you read the guidance before responding to this letter if you have not already done so. The guidance is available on our website:

<http://www.itspublicknowledge.info/nmsruntime/saveasdialog.aspx?IID=8370&SID=105>.

If you would prefer a printed copy, please let me know. Please note, in particular, the section on exemptions [exceptions] and the standard of submissions required by the Commissioner.

It is your responsibility as a public authority to justify your response to the applicant's information request and request for review. If your submissions fail to provide enough reasoning or evidence, the Commissioner may order you to release the information or to reconsider your response to the request.

The Commissioner will never share any of the withheld information with the applicant. However, he may decide to share some of the information from your submission to allow the applicant to comment on relevant matters, where this is necessary to help him reach a decision on the case. Similarly, where the Commissioner considers it necessary, the contents of the submission may be referred to in his decision on the case.

If you consider that any part of the submission should not be shared in this way, please let me know, explaining your reasons (with reference to the exemptions in FOISA/to the exceptions in the EIRs). While your views will be taken into account, the final decision on whether information will be disclosed (to the applicant or in the decision) will be the Commissioner's.

If any information relevant to the case comes to light during the investigation, it is your responsibility to let me know as soon as possible. This is particularly important if you discover information covered by the request.

Yours sincerely,

[redacted]
Freedom of Information Officer

Our ref: FOI/18/01063

[redacted]
Press Association
By email: [redacted]@pressassociation.com

April 2018

Dear [redacted]

Freedom of Information request

Thank you for your request dated 6 April 2018 under the Freedom of Information (Scotland) Act 2002 (FOISA).

Your request

FOI/18/01063 - FOI Request - Contracts

This is a freedom of information request relating to Education Scotland (ES) Head of Digital Services between January 2015 until the present day. Please provide information by email in Excel format.

1. Please provide the names of any ES Head of Digital Services and the timeframe they were in that position.
2. Please provide a list of all contracts signed off by the Head of Digital Services and to who they were with. Please provide the dates for any suspensions, transfers or "firing" for this person during their time at ES.

Response to your request

FOI/18/01063 - FOI Request - Contracts

1. Please provide the names of any ES Head of Digital Services and the timeframe they were in that position.

Education Scotland has had a Head of Digital Services in place since July 2015. While our aim is to provide information whenever possible, in this instance we are unable to provide the name requested because an exemption under section 38(1) (b), personal information of FOISA applies to some of the information requested.

The reason why this exemption applies is explained in the Annex A.

2. Please provide a list of all contracts signed off by the Head of Digital Services and to who they were with.

One call-off contract with Leidos Innovations UK Ltd, for 'Pre Inspection Online Survey Tool' was signed by the Head of Digital Services.

Please provide the dates for any suspensions, transfers or "firing" for this person during their time at ES.

While our aim is to provide information whenever possible, in this instance we are unable to provide the information requested because an exemption under section 38(1) (b), personal information of FOISA applies to some of the information requested.

The reason why this exemption applies is explained in the Annex A.

Your right to request a review

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response by writing to our Chief Inspector of Education and Chief Executive, Gayle Gorman, at ps/educationscotland@educationscotland.gsi.gov.uk.

Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your appeal rights is available on the Commissioner's website at: <http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>.

Yours sincerely

[redacted]
Corporate Business Manager

REASONS FOR NOT PROVIDING INFORMATION

Section 38(1)(b) - personal information

An exemption under section 38(1)(b) of FOISA (personal information) applies to some information requested because it is personal data of a third party, e.g. names/contact details of individuals and disclosing it would contravene the data protection principles in Schedule 1 to the *Data Protection Act 1998*.

This is because releasing this information could lead to the identification of staff members.

This exemption is not subject to the 'public interest test', so we are not required to consider if the public interest in disclosing the information outweighs the public interest in applying the exemption.

ANNEX B

Schedule of Information/Documents for release

Case Number: FoI/16/02169

Doc. No	Date	Brief description	Release - wholly or in part	Exception(s) applied	Outcome of public interest test
01.	January 2017	Summary of School Inspections HPN Act 2014 - up to 13 January 2017	WHOLLY	N/A	N/A

Schools Inspected HPN 2014-15			
Education Authority	School	Nutrient Standards	Food and drinks standards lunchtime
Aberdeen City	1	X	✓
	2	✓	
	3	X	
	4	X	
Angus	5	✓	✓
Argyll & Bute	6	✓	
Clackmannan	7		
Dumfries & Galloway	8	✓	
	9	✓	
Dundee City	10	✓	✓
	11	✓	✓
East Ayrshire	12		
East Dunbartonshire	13		□
	14		✓
East Lothian	15	✓	□
East Renfrewshire	16	✓	✓
	17	✓	✓
City of Edinburgh	18	✓	
	19	✓	
	20	✓	✓
	21		
	22	✓	✓
Eilean Siar	23	X	
Falkirk	24	✓	✓
	25	✓	✓
Fife	26		
	27		
	28	✓	✓
	29	X	X
	30	X	X
Glasgow City	31	✓	✓
	32	✓	✓
	33	✓	✓
	34	✓	✓
	35	✓	✓
Highland	36	✓	
Inverclyde	37	✓	
Moray	38	✓	✓
North Ayrshire	39	✓	✓
	40	✓	✓
	41	X	X
North Lanarkshire	42		
	43		✓
Perth and Kinross	44	✓	✓
	45	✓	✓
Renfrewshire	46	✓	✓
	47	✓	✓
Scottish Borders	48	✓	
South Ayrshire	49	✓	✓
	50		
South Lanarkshire	51	✓	✓
	52		✓
Stirling	53	✓	✓
	54	✓	✓
	55	X	
West Dunbartonshire	56	✓	✓
West Lothian	57	✓	
	58	✓	
	59	✓	✓
Met standards			
		40	32

Schools Inspected HPN 2015 -16			
Education Authority	School	Nutrient Standards	Food and drinks standards lunchtime
Aberdeen City	1	✓	✓
	2		☐
	3		
Aberdeenshire	4		
	5	X	X
Angus	6	✓	✓
	7	✓	✓
Argyll & Bute	8	✓	✓
Clackmannan	9		✓
	10		✓
Dumfries & Galloway	11	✓	✓
	12		X
Dundee City	13	✓	✓
	14	✓	✓
	15	✓	✓
East Ayrshire	16	✓	✓
East Dunbartonshire	17	X	
	18	X	X
East Lothian	19		✓
East Renfrewshire	20	✓	✓
	21		✓
Edinburgh (City of)	22	✓	X
	23	☐	✓
	24		✓
	25	✓	✓
	26	X	X
Falkirk	27		✓
	28		X
Fife	29	✓	✓
	30		✓
	31	✓	✓
	32	X	
	33	X	X
Glasgow City	34	✓	✓
	35	✓	✓
	36	✓	✓
	37	✓	✓
Highland	38		
	39	X	✓
North Ayrshire	40	✓	
	41	✓	✓
North Lanarkshire	42	✓	✓
	43	✓	✓
	44	✓	✓
	45	☐	X
Perth and Kinross	46	✓	✓
	47	✓	✓
Scottish Borders	48	✓	✓
	49	X	
Shetland Islands	50	X	✓
South Lanarkshire	51	✓	✓
	52	✓	✓
Stirling	53	✓	✓
	54		X
West Lothian	55	✓	✓
	56	✓	
	57	✓	✓
Met standards		32	39

Schools Inspected Partial HPN 2016-17 (up to December 2016 only)			
Education Authority	School	Nutrient Standards	Food and drinks standards lunchtime
Aberdeen City	1	X	✓
Aberdeenshire	2	✓	
	3	X	
Clackmannan	4	✓	✓
Dumfries & Galloway	5		✓
Dundee City	6	✓	✓
East Ayrshire	7		✓
	8	✓	✓
	9	✓	X
East Dunbartonshire	10	X	✓
East Lothian	11	X	✓
East Renfrewshire	12	✓	✓
Edinburgh (City of)	13	✓	✓
Falkirk	14	✓	✓
	15	✓	✓
Fife	16	✓	✓
	17	✓	✓
	18		✓
	19	✓	
	20	✓	
Glasgow City	21	✓	✓
	22	✓	✓
	23	✓	✓
	24	✓	✓
	25	✓	✓
Highland	26		✓
Inverclyde	27	✓	✓
Midlothian	28	X	✓
Moray	29	✓	✓
	30		
North Lanarkshire	31	✓	
	32	✓	✓
	33	✓	✓
	34	✓	✓
Perth and Kinross	35	✓	✓
Renfrewshire	36	X	
	37	X	✓
Scottish Borders	38	✓	
South Ayrshire	39	✓	
	40	✓	✓
South Lanarkshire	41		✓
	42		✓
Stirling	43	✓	✓
West Dunbartonshire	44	✓	✓
	45	✓	✓
West Lothian	46	✓	✓

Met standards		32	36
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Legend	
✓	Met
	Minor issues or inaccuracy/quickly resolved as previously described
X	outwith or non-compliance with standards

Overseas travel 2013-14

Name	Date of Travel	Destination	Travel costs	Conference Fee	Accommodation	Meals and subsistence	Total Cost	ES Accommodation Nights
Bill Maxwell	25/4/13	Paris	£502.00	£0.00	£159.48	£40.11	£701.59	1
Redacted	25/4/13	Paris	£387.34	£0.00	£159.48	£135.43	£682.25	1
Redacted	5/6/13	Bratislava	£122.38	£0.00	£412.27	£117.56	£652.21	3
Alan Armstrong	28/5/13	Switzerland	£599.46	£0.00	£140.86	£0.00	£740.32	1
Redacted	9/9/13	Turkey	£599.56	£230.00	£440.87	£0.00	£1,270.43	3
Redacted	12/6/13	Budapest	£455.40	£0.00	£189.08	£0.00	£644.48	3
Redacted	12/6/13	Budapest	£525.66	£0.00	£189.08	£0.00	£714.74	3
Redacted	12/6/13	Budapest	£485.21	£0.00	£252.10	£143.81	£881.12	4
Redacted	19/6/13	Amsterdam	£324.64	£0.00	£635.29	£0.00	£959.93	4
Redacted	13/11/13	Lund	£91.64	£0.00	£0.00	£70.79	£162.43	0
Redacted	16/9/13	Amsterdam	£293.86	£0.00	£326.35	£76.91	£697.12	3
Alan Armstrong	23/9/13	Geneva	£325.69	£0.00	£325.69	£0.00	£651.38	3
Redacted	17/10/13	Braga	£280.39	£200.00	£130.43	£95.86	£706.68	3
Redacted	6/11/13	Paris	£230.68	£395.00	£605.83	£65.56	£1,297.07	3
Redacted	6/11/13	Paris	£200.45	£395.00	£605.83	£53.53	£1,254.81	3
Redacted	6/10/13	Copenhagen	£381.65	£0.00	£0.00	£0.00	£381.65	0
Redacted	27/10/13	Poland	£359.86	£0.00	£0.00	£0.00	£359.86	0
Alan Armstrong	13/1/14	Netherlands	£196.54	£0.00	£0.00	£0.00	£196.54	0
Juliet McAlpine	13/11/13	Netherlands	£298.98	£0.00	£0.00	£0.00	£298.98	0
Alan Armstrong	9/12/13	Norway	£452.24	£0.00	£0.00	£0.00	£452.24	0
Redacted	2/1/14	Indonesia	£3,097.24	£434.50	£208.53	£33.12	£3,773.39	5
Graeme Logan	1/12/13	Malawi	£2,639.84	£0.00	£93.00	£23.43	£2,756.27	5

Redacted	1/12/13	Malawi	£2,639.84	£0.00	£93.00	£192.40	£2,925.24	5
Redacted	20/11/13	Ruzyne	£216.80	£0.00	£228.21	£119.55	£564.56	3
Redacted	17/11/13	Brussels	£655.88	£0.00	£251.90	£40.00	£947.78	2
Redacted	24/11/13	Gardermoen	£335.60	£0.00	£0.00	£0.00	£335.60	0
Redacted	22/10/13	Schiphol	£438.84	£0.00	£62.50	£0.00	£501.34	1
Redacted	13/11/13	Schiphol	£595.54	£0.00	£0.00	£16.44	£611.98	0
Alan Armstrong	13/11/13	Schiphol	£222.14	£0.00	£0.00	£0.00	£222.14	0
Redacted	13/2/14	Amsterdam	£331.16	£0.00	£0.00	£0.00	£331.16	0
Redacted	13/2/14	Amsterdam	£331.16	£0.00	£0.00	£71.85	£403.01	0
Redacted	19/1/14	Malawi	£1,065.36	£0.00	£324.45	£175.19	£1,565.00	7
Redacted	12/3/14	Brussels	£295.84	£0.00	£138.50	£57.80	£492.14	1
Bill Maxwell	9/12/13	Norway	£452.24	£0.00	£123.44	£258.43	£834.11	1
Alastair Delaney	9/12/13	Norway	£575.68	£0.00	£123.44	£0.00	£699.12	1
Redacted	9/12/13	Norway	£452.24	£0.00	£123.44	£0.00	£575.68	1
Alan Armstrong	9/12/13	Norway	£123.44	£0.00	£123.44	£0.00	£246.88	1
Redacted	9/12/13	Norway	£123.44	£0.00	£123.44	£0.00	£246.88	1
Redacted	15/3/14	Paris	£203.26	£0.00	£128.00	£153.43	£484.69	2
Redacted	15/3/14	Paris	£203.26	£0.00	£0.00	£0.00	£203.26	0
Alastair Delaney	24/3/14	Malta	£910.24	£0.00	£420.00	£46.90	£1,377.14	2
Redacted	24/3/14	Malta	£668.83	£0.00	£324.87	£47.89	£1,041.59	2
Redacted	5/3/14	Romania	£134.00	£0.00	£0.00	£585.52	£719.52	0

Overseas travel 2014-15

Name	Date of Travel	Destination	Travel costs	Conference Fee	Accommodation	Meals and subsistence	Total Cost	ES Accommodation Nights
Redacted	9/4/14	Amsterdam	£261.46	£0.00	£198.00	£32.00	£491.46	2
Redacted	24/5/14	Lithuania	£448.61	£0.00	£362.00	£41.54	£852.15	5
Redacted	4/4/14	Paris	£308.74	£74.00	£132.50	£33.45	£548.69	2
Redacted	4/4/14	Paris	£308.74	£74.00	£132.50	£14.88	£530.12	2
Redacted	4/4/14	Paris	£308.74	£74.00	£132.50	£13.67	£528.91	2
Redacted	24/8/14	Norway	£414.72	£0.00	£489.00	£60.00	£963.72	3
Redacted	19/5/14	Paris	£255.28	£990.62	£627.88	£83.76	£1,957.54	1
Redacted	21/5/14	Budapest	£452.71	£123.00	£383.61	£72.24	£1,031.56	3
Redacted	21/5/14	Budapest	£434.08	£123.00	£447.38	£0.00	£1,004.46	4
Redacted	16/9/14	Amsterdam	£122.63	£520.00	£157.57	£8.59	£808.79	1
Redacted	16/9/14	Amsterdam	£129.63	£540.00	(included in conference costs)	£48.05	£717.68	1
Redacted	16/6/14	Canada	£495.01	£450.00	£269.73	£0.00	£1,214.74	4
Graeme Logan	29/6/14	Paris	£372.67	£0.00	£132.99	£49.94	£555.60	3
Alistair Delaney	14/10/14	Germany	£208.67	£0.00	£335.50	£48.68	£592.85	4
Alan Armstrong	6/5/14	Luxemburg	£251.66	£0.00	£0.00	£0.00	£251.66	0
Jane Renton	14/10/14	Germany	£248.12	£0.00	£246.99	£20.98	£516.09	1
Redacted	3/8/14	Norway	£462.29	£0.00	£389.89	£0.00	£852.18	3
Redacted	26/8/14	Estonia	£337.00	£0.00	£0.00	£44.27	£381.27	0
Bill Maxwell	15/10/14	Germany	£666.81	£0.00	£83.01	£0.00	£749.82	1
Redacted	5/11/14	Estonia	£324.43	£389.87	£258.68	£71.72	£1,044.70	2
Redacted	22/10/14	Slovenia	£970.02	£0.00	£0.00	£50.95	£1,020.97	0
Juliet McAlpine	11/11/14	Oslo	£168.07	£0.00	£0.00	£0.00	£168.07	0
Alan Armstrong	11/11/14	Oslo	£152.47	£0.00	£0.00	£0.00	£152.47	0
Redacted	11/11/14	Oslo	£136.92	£0.00	£0.00	£0.00	£136.92	0

Mary Hoey	26/9/14	Chicago / New York	£751.22	£0.00	£575.51	£127.49	£1,454.22	4
Bill Maxwell	16/10/15	Dresden	£0.00	£0.00	£104.00	£58.67	£162.67	1
Redacted	18/11/14	Belgium	£259.35	£0.00	£301.11	£206.36	£766.82	3
Alastair Delaney	18/11/14	Belgium	£393.92	£0.00	£0.00	£21.34	£415.26	0
Redacted	20/11/14	Dublin	£249.13	£278.94	£0.00	£49.80	£577.87	0
Redacted	19/11/14	Malawi	£2,014.56	£0.00	£971.84	£277.53	£3,263.93	10
Redacted	19/11/14	Malawi	£2,015.60	£0.00	£971.84	£0.00	£2,987.44	10
Redacted	8/12/14	Germany	£359.32	£0.00	£0.00	£0.00	£359.32	0
Alastair Delaney	6/1/15	Prague	£260.00	£0.00	£0.00	£3.50	£263.50	0
Redacted	1/2/15	Hamburg	£384.55	£0.00	£151.21	£65.60	£601.36	1
Redacted	9/12/14	Dubai	£100.00	£0.00	£0.00	£0.00	£100.00	0
Redacted	19/3/15	Germany	£449.16	£43.40	£45.88	£158.51	£696.95	1
Alastair Delaney	18/3/15	Germany	£324.89	£0.00	£0.00	£50.00	£374.89	0

Overseas travel 2015-16

Name	Date of Travel	Destination	Travel costs	Conference Fee	Accommodation	Meals and subsistence	Total Cost	ES Accommodation Nights
Alastair Delaney	2/5/15	Czech Republic	£309.12	£0.00	£0.00	£310.00	£619.12	0
Phil Denning	19/5/15	Netherlands	£84.64	£0.00	£131.02	£139.82	£355.48	1
Redacted	19/5/15	Netherlands	£95.11	£0.00	£123.53	£106.40	£325.04	1
Redacted	2/6/15	Holland	£249.92	£130.32	£482.91	£0.00	£863.15	4
Alan Armstrong	10/6/15	Estonia	£366.11	£0.00	£0.00	£15.43	£381.54	0
Alastair Delaney	15/9/15	Serbia	£345.00	£0.00	£263.36	£220.00	£828.36	2
Redacted	30/6/15	Poland	£0.00	£0.00	£0.00	£55.39	£55.39	0
Redacted	15/9/15	Serbia	£388.72	£0.00	£391.06	£19.82	£799.60	3
Redacted	8/8/15	USA	£1,255.56	£500.00	£0.00	£200.00	£1,955.56	0
Redacted	2/9/15	Sweden	£182.78	£0.00	£129.18	£0.00	£311.96	1
Redacted	17/9/15	Belgium	£296.73	£0.00	£196.41	£38.67	£531.81	2
Elizabeth Morrison	8/9/15	Netherlands	£679.19	£316.53	£248.96	£100.00	£1,344.68	2
Redacted	17/9/15	Netherlands	£249.92	£0.00	£482.91	£0.00	£732.83	4
Redacted	21/9/15	France	£194.02	£0.00	£83.60	£520.00	£797.62	1
Alastair Delaney	27/10/15	Norway	£140.85	£0.00	£565.35	£0.00	£706.20	3
Redacted	7/10/15	Netherlands	£359.02	£0.00	£0.00	£0.00	£359.02	0
Redacted	10/10/15	Malawi	£1,737.91	£0.00	£760.48	£208.11	£2,706.50	7
Jane Renton	28/10/15	Norway	£333.62	£0.00	£220.73	£46.05	£600.40	2
Lesley Brown	28/10/15	Ireland	£78.00	£0.00	£0.00	£375.23	£453.23	0
Bill Maxwell	29/10/15	Norway	£388.86	£0.00	£0.00	£0.00	£388.86	0
Redacted	5/11/15	Hungary	£428.45	£0.00	£146.36	£146.36	£721.17	2
Redacted	10/11/15	Italy	£248.05	£0.00	£0.00	£238.15	£486.20	0
Redacted	12/11/15	Ireland	£69.98	£0.00	£270.28	£0.00	£270.28	2
Juliet McAlpine	3/11/15	Hungary	£413.73	£0.00	£0.00	£0.00	£413.73	0

Alan Armstrong	6/11/15	Hungary	£349.74	£0.00	£0.00	£0.00	£349.74	0
Redacted	6/11/15	Hungary	£266.90	£0.00	£0.00	£0.00	£266.90	0
Graeme Logan	8/12/15	Belgium	£347.42	£0.00	£115.27	£0.00	£462.69	1
Janie McManus	8/12/15	Belgium	£336.95	£0.00	£115.27	£0.00	£452.22	1
Juliet McAlpine	30/3/16	Austria	£455.13	£0.00	£0.00	£0.00	£455.13	0
Alan Armstrong	30/3/16	Graz	£461.13	£0.00	£0.00	£0.00	£461.13	0
Redacted	25/5/16	Turkey	£266.15	£0.00	£0.00	£0.00	£266.15	0

Overseas travel 2013-14

Name	Date of Travel	Destination	Travel costs	Conference Fee	Accommodation	Meals and subsistence	Total Cost	ES Accomodation Nights
Bill Maxwell	11/04/2013	Norway	£386.51	£0.00	£0.00	£0.00	£386.51	1
Bill Maxwell	25/04/2013	France	£502.00	£0.00	£159.48	£40.11	£701.59	1
Redacted	25/04/2013	France	£387.34	£0.00	£159.48	£135.43	£682.25	1
Graeme Logan	26/05/2013	Sweden	£528.86	£0.00	£0.00	£0.00	£528.86	0
Alan Armstrong	28/05/2013	Switzerland	£599.46	£0.00	£140.86	£0.00	£740.32	1
Redacted	05/06/2013	Slovakia	£122.38	£0.00	£412.27	£117.56	£652.21	3
Redacted	12/06/2013	Hungary	£455.40	£0.00	£189.08	£0.00	£644.48	3
Redacted	12/06/2013	Hungary	£525.66	£0.00	£189.08	£0.00	£714.74	3
Redacted	12/06/2013	Hungary	£485.21	£0.00	£252.10	£143.81	£881.12	4
Redacted	19/06/2013	Netherlands	£324.64	£0.00	£635.29	£0.00	£959.93	4
Redacted	09/09/2013	Turkey	£599.56	£230.00	£197.56	£0.00	£1,027.12	3
Redacted	16/09/2013	Netherlands	£293.86	£0.00	£326.35	£76.91	£697.12	3
Alan Armstrong	22/09/2013	Switzerland	£0.00	£0.00	£325.69	£0.00	£325.69	3
Redacted	06/10/2013	Denmark	£381.65	£0.00	£0.00	£0.00	£381.65	0
Redacted	17/10/2013	Portugal	£280.39	£200.00	£130.43	£95.86	£706.68	3
Redacted	22/10/2013	Netherlands	£438.84	£0.00	£62.50	£0.00	£501.34	1
Redacted	27/10/2013	Poland	£359.86	£0.00	£0.00	£0.00	£359.86	0
Redacted	06/11/2013	France	£230.68	£395.00	£605.83	£65.56	£1,297.07	3
Redacted	06/11/2013	France	£200.45	£395.00	£605.83	£53.53	£1,254.81	3
Alan Armstrong	13/11/2013	Netherlands	£222.14	£0.00	£0.00	£0.00	£222.14	0
Juliet McAlpine	13/11/2013	Netherlands	£298.98	£0.00	£0.00	£0.00	£298.98	0
Redacted	13/11/2013	Netherlands	£595.54	£0.00	£0.00	£16.44	£611.98	0
Redacted	13/11/2013	Sweden	£91.64	£0.00	£0.00	£70.79	£162.43	0
Redacted	17/11/2013	Belgium	£655.88	£0.00	£251.90	£40.00	£947.78	2
Redacted	20/11/2013	Czech Republic	£216.80	£0.00	£228.21	£119.55	£564.56	3
Redacted	24/11/2013	Norway	£335.60	£0.00	£0.00	£0.00	£335.60	0

Graeme Logan	01/12/2013	Malawi	£2,639.84	£0.00	£93.00	£23.43	£2,756.27	5
Redacted	01/12/2013	Malawi	£2,639.84	£0.00	£93.00	£192.40	£2,925.24	5
Alan Armstrong	09/12/2013	Norway	£452.24	£0.00	£123.44	£0.00	£575.68	1
Bill Maxwell	09/12/2013	Norway	£452.24	£0.00	£123.44	£258.43	£834.11	1
Alastair Delaney	09/12/2013	Norway	£452.24	£0.00	£123.44	£0.00	£575.68	1
Redacted	09/12/2013	Norway	£452.24	£0.00	£123.44	£0.00	£575.68	1
Redacted	09/12/2013	Norway	£452.24	£0.00	£123.44	£0.00	£575.68	1
Redacted	02/01/2014	Indonesia	£3,090.67	£434.50	£208.53	£33.12	£3,766.82	5
Redacted	19/01/2014	Malawi	£1,065.36	£0.00	£324.45	£175.19	£1,565.00	7
Bill Maxwell	19/01/2014	Malawi	£1,065.36	£0.00	£324.45	£175.19	£1,565.00	7
Redacted	13/02/2014	Netherlands	£331.16	£0.00	£0.00	£0.00	£331.16	0
Redacted	13/02/2014	Netherlands	£331.16	£0.00	£0.00	£71.85	£403.01	0
Redacted	05/03/2014	Romania	£134.00	£0.00	£0.00	£585.52	£719.52	0
Redacted	12/03/2014	Belgium	£295.84	£0.00	£138.50	£57.80	£492.14	1
Redacted	15/03/2014	France	£203.26	£0.00	£128.00	£153.43	£484.69	2
Redacted	15/03/2014	France	£203.26	£0.00	£0.00	£0.00	£203.26	0
Alastair Delaney	24/03/2014	Malta	£910.24	£0.00	£420.00	£46.90	£1,377.14	2
Redacted	24/03/2014	Malta	£668.83	£0.00	£324.87	£47.89	£1,041.59	2

Overseas travel 2014-15

me	Date of Travel	Destination	Travel costs	Conference Fee	Accommodation	Meals and subsistence	Total Cost	ES Accommodation Nights
Redacted	04/04/2014	France	£319.21	£74.00	£132.50	£33.45	£559.16	2
Redacted	04/04/2014	France	£319.21	£74.00	£132.50	£14.88	£540.59	2
Redacted	04/04/2014	France	£319.21	£74.00	£132.50	£13.67	£539.38	2
Redacted	09/04/2014	Netherlands	£271.93	£0.00	£157.57	£32.00	£461.50	2
Alan Armstrong	06/05/2014	Luxemburg	£259.14	£0.00	£0.00	£0.00	£259.14	0
Redacted	19/05/2014	France	£251.99	£990.62	£541.99	£83.76	£1,868.36	1
Redacted	21/05/2014	Hungary	£452.71	£123.00	£383.61	£72.24	£1,031.56	3
Redacted	21/05/2014	Hungary	£433.78	£123.00	£447.38	£0.00	£1,004.16	4
Redacted	24/05/2014	Lithuania	£376.64	£0.00	£347.22	£41.54	£765.40	5
Redacted	16/06/2014	Canada	£495.01	£450.00	£273.81	£0.00	£1,218.82	4
Graeme Logan	29/06/2014	France	£372.67	£0.00	£132.99	£49.94	£555.60	3
Redacted	24/08/2014	Norway	£563.93	£0.00	£489.00	£60.00	£1,112.93	3
Redacted	26/08/2014	Estonia	£525.03	£0.00	£0.00	£44.27	£569.30	0
Redacted	16/09/2014	Netherlands	£122.63	£362.43	£157.57	£8.59	£651.22	1
Redacted	16/09/2014	Netherlands	£129.63	£382.43	£157.57	£48.05	£717.68	1
Mary Hoey	26/09/2014	USA	£781.14	£0.00	£575.51	£127.49	£1,484.14	4
Jane Renton	14/10/2014	Germany	£258.59	£0.00	£246.99	£20.98	£526.56	1
Alastair Delaney	14/10/2014	Germany	£226.44	£0.00	£334.37	£48.68	£609.49	4
Bill Maxwell	15/10/2014	Germany	£687.75	£0.00	£83.01	£0.00	£770.76	1
Redacted	22/10/2014	Slovenia	£970.02	£0.00	£0.00	£50.95	£1,020.97	0
Redacted	05/11/2014	Estonia	£324.43	£389.87	£258.68	£71.72	£1,044.70	2
Juliet McAlpine	11/11/2014	Norway	£168.07	£0.00	£0.00	£0.00	£168.07	0
Alan Armstrong	11/11/2014	Norway	£152.47	£0.00	£0.00	£0.00	£152.47	0
Redacted	11/11/2014	Norway	£136.92	£0.00	£0.00	£0.00	£136.92	0
Alastair Delaney	18/11/2014	Belgium	£393.92	£0.00	£0.00	£21.34	£415.26	0
Redacted	18/11/2014	Belgium	£259.35	£0.00	£301.11	£206.36	£766.82	3
Redacted	19/11/2014	Malawi	£2,030.56	£0.00	£971.84	£277.53	£3,279.93	10
Redacted	19/11/2014	Malawi	£2,015.60	£0.00	£971.84	£0.00	£2,987.44	10

Redacted	20/11/2014	Dublin	£249.13	£278.94	£0.00	£49.80	£577.87	0
Redacted	08/12/2014	Germany	£359.32	£0.00	£0.00	£0.00	£359.32	0
Redacted	09/12/2014	United Arab Emirates	£100.00	£0.00	£0.00	£0.00	£100.00	0
Alastair Delaney	06/01/2015	Czech Republic	£335.36	£0.00	£0.00	£3.50	£338.86	0
Redacted	01/02/2015	Germany	£395.02	£0.00	£151.21	£65.60	£611.83	1
Redacted	04/03/2015	South Korea	£0.00	£0.00	£0.00	£90.00	£90.00	0
Elizabeth Morrison	04/03/2015	South Korea	£0.00	£0.00	£0.00	£159.58	£159.58	0
Redacted	17/03/2015	Germany	£456.64	£43.40	£48.07	£158.51	£706.62	1
Alastair Delaney	18/03/2015	Germany	£324.89	£0.00	£0.00	£50.00	£374.89	0
Juliet McAlpine	24/03/2015	Estonia	£328.48	£0.00	£0.00	£0.00	£318.01	0

Overseas travel 2015-16

Name	Date of Travel	Destination	Travel costs	Conference Fee	Accommodation	Meals and subsistence	Total Cost	ES Accomodation Nights
Alastair Delaney	02/05/2015	Czech Republic	£309.12	£0.00	£0.00	£0.00	£309.12	0
Phil Denning	19/05/2015	Netherlands	£84.64	£0.00	£131.02	£139.82	£355.48	1
Redacted	19/05/2015	Netherlands	£95.11	£0.00	£123.53	£106.40	£325.04	1
Redacted	20/05/2015	Austria	£505.75	£0.00	£0.00	£57.90	£563.65	0
Redacted	02/06/2015	Netherlands	£249.92	£130.32	£482.91	£0.00	£863.15	4
Alan Armstrong	10/06/2015	Estonia	£366.11	£0.00	£0.00	£15.43	£381.54	0
Redacted	30/06/2015	Poland	£0.00	£0.00	£0.00	£55.39	£55.39	0
Redacted	08/08/2015	USA	£1,255.56	£500.00	£0.00	£200.00	£1,955.56	0
Redacted	02/09/2015	Sweden	£182.78	£0.00	£129.18	£0.00	£311.96	1
Elizabeth Morrison	08/09/2015	Hungary	£679.19	£316.53	£248.96	£100.00	£1,344.68	2
Alastair Delaney	15/09/2015	Serbia	£345.00	£0.00	£263.36	£220.00	£828.36	2
Redacted	15/09/2015	Serbia	£388.72	£0.00	£391.06	£19.82	£799.60	3
Redacted	17/09/2015	Belgium	£296.73	£0.00	£196.41	£38.67	£531.81	2
Redacted	17/09/2015	Netherlands	£249.92	£0.00	£482.91	£0.00	£732.83	4
Redacted	21/09/2015	France	£194.02	£0.00	£83.60	£520.00	£797.62	1
Redacted	07/10/2015	Netherlands	£359.02	£0.00	£0.00	£0.00	£359.02	0
Redacted	10/10/2015	Malawi	£1,737.91	£0.00	£760.48	£208.11	£2,706.50	7
Alastair Delaney	27/10/2015	Norway	£140.85	£0.00	£565.35	£0.00	£706.20	3
Lesley Brown	28/10/2015	Ireland	£78.00	£0.00	£0.00	£375.23	£453.23	0
Jane Renton	28/10/2015	Norway	£333.62	£0.00	£220.73	£46.05	£600.40	2
Bill Maxwell	29/10/2015	Norway	£388.86	£0.00	£0.00	£0.00	£388.86	0
Juliet McAlpine	03/11/2015	Hungary	£413.73	£0.00	£0.00	£0.00	£413.73	0
Redacted	05/11/2015	Hungary	£428.45	£0.00	£146.36	£146.36	£721.17	2
Alan Armstrong	06/11/2015	Hungary	£349.74	£0.00	£0.00	£0.00	£349.74	0
Redacted	06/11/2015	Hungary	£266.90	£0.00	£0.00	£0.00	£266.90	0
Redacted	10/11/2015	Italy	£248.05	£0.00	£0.00	£238.15	£486.20	0
Redacted	12/11/2015	Ireland	£69.98	£0.00	£270.28	£0.00	£270.28	2
Graeme Logan	08/12/2015	Belguim	£347.42	£0.00	£115.27	£0.00	£462.69	1
Janie McManus	08/12/2015	Belguim	£336.95	£0.00	£115.27	£0.00	£452.22	1

Redacted	01/02/2016	Malawi	£2,096.65	£0.00	£1,151.95	£0.00	£3,248.60	10
Lesley Brown	01/02/2016	Malawi	£2,096.65	£0.00	£1,151.95	£0.00	£3,248.60	10
Redacted	01/02/2016	Malawi	£2,571.89	£0.00	£1,151.95	£0.00	£3,723.84	10
Juliet McAlpine	30/03/2016	Austria	£455.13	£0.00	£0.00	£0.00	£455.13	0
Alan Armstrong	30/03/2016	Austria	£461.13	£0.00	£0.00	£0.00	£461.13	0