

Annex A

Documents Released

C. All correspondence with NHS Health Scotland relating to existing or planned spending on the ACEs agenda.

Attached Documents 1-5

Correspondence between the Scottish Government and NHS Health Scotland regarding funding for a pilot project on the Routine Enquiry of ACEs in GP practices.

1. Document 1 Routine Enquiry Correspondence
2. Document 2 Routine Enquiry Correspondence
3. Document 3 Routine Enquiry Correspondence
4. Document 4 Routine Enquiry Correspondence and Allocation Letter
5. Document 5 Routine Enquiry Project Outline

E. All correspondence relating to the participation of First Minister Nicola Sturgeon and / or DFM John Swinney at the ACE Aware Conference in Glasgow in September 2018.

Attached Documents 6-7

These documents provide information in regards to the invitations received asking the First Minister to give a speech at the ACE Aware Scotland Conference.

6. Document 6 ACE Aware Scotland Invitation to First Minister 2017
7. Document 7 ACE Aware Scotland Invitation to First Minister 2018

Attached Documents 8-9

These are the emails that refer to the potential participation of the First Minister and the Deputy First Minister at the ACE Aware Scotland events.

8. Document 8 ACE Aware Scotland FM or DFM potential participation
9. Document 9 ACE Aware Scotland DFM potential participation

Attached Document 10

The document below includes information on arrangements around Deputy First Minister's arrival and participation on the day of the conference, 26 September 2018.

10. Document 10 ACE Aware Scotland Conference Deputy First Minister's attendance

From: Scottish Government [redacted]
Sent: 12 June 2018 16:56
To: NHS Health Scotland [redacted]
Cc: [redacted]
Subject: Deep End GP Practices

[redacted]

I've liaised with Primary Care colleagues and they recognise that the proposed routine enquiry of ACEs project has many strengths, however, they won't be funding the project as the focus of their Primary Care Fund has shifted away from testing new approaches towards the implementation of service redesign, such as that being taken forward by IAs through Primary Care Improvement Plans. I have spoken to John Froggatt and agreed we will fund the project from the Directorate for Children and Families. Please can you arrange for Warren Larkin Associates to re-submit a proposal for NHS Health Scotland (rather than the Scottish Government) and also address the intellectual property issues relating to the REACH materials. We'll then need to make arrangements for transfer of funds from the Directorate for Children and Families to NHS Health Scotland.

Primary Care colleagues have advised that early engagement with Integration Authorities is vital given their role as commissioners of primary care/ community health service, and the delivery of service redesign through Primary Care Improvement Plans. They have advised direct engagement with [redacted]. Grateful if you could take this forward and lead on engagement and we're happy to be involved if helpful. Depending on timings/diaries that could involve me, [redacted] or John Froggatt.

Happy to discuss further.

Thank you
[redacted]

From: Scottish Government [redacted]
Sent: 07 August 2018 11:39
To: NHS Health Scotland [redacted]
Cc: [redacted]
Subject: Funding for Routine Enquiry of ACEs Pilot

[redacted]

I'm emailing to confirm that the Directorate for Children and Families will provide NHS Health Scotland with £50,000 funding for the pilot of routine enquiry of ACEs with Deep End GP Practices.

John Froggatt (copied above) has approved this and will make arrangements for the transfer of funds in due course.

[redacted]

From: NHS Health Scotland [redacted]
Sent: 06 September 2018 18:17
To: Scottish Government [redacted]
Cc: [redacted]
Subject: NHS Health Scotland ACE Enquiry project funding

Hi [redacted],

[redacted] has asked me to give you an indication of costs for the ACE enquiry pilot we are developing, and by extension, the sum that we ask you to transfer within NHS Health Scotland's next financial allocation. This information is recorded on the attached project outline, and discussed in slightly more detail below.

Our position at present is that we have secured a practice readiness assessment and training package from the leading UK supplier of such services. This package costs [redacted].

We will also need to provide a year of psychological support and counselling to staff and practices undertaking the enquiry, and this is likely to come from local NHS psychology services (with back-fill paid for by us). Although we have not yet procured such support, our current estimate for this comes to around [redacted]. In future years, we hope that such support can be provided at zero cost as part of newly developed service arrangements.

In addition we will need to provide back-fill resources for releasing GPs to attend the training and steering group meetings. The cost of this is hard to estimate, but if we provide 20 GPs (to cover the 60 or so GPs who need training) at a cost of [redacted] per half day, we have a conservative estimate of [redacted]. However, it could be double that if lots of GPs want to attend the 4 steering groups per year and they insist on locum costs for this.

In total, our current estimate comes to £53,050, which I appreciate is higher than the £50,000 offered. In short this means that we are reasonably confident that we can spend the full £50,000 earmarked for us by end March 2019, and we ask that this sum is added to NHS Health Scotland's next financial allocation.

Of course, if you want to give us £53,050 that is even better, but we will make do in either event.

Kind regards,

[redacted]

From: Scottish Government [redacted]
Sent: 03 October 2018 15:57
To: NHS Health Scotland [redacted]
Cc: [redacted]
Subject: Action Plan - ACE Pilot

Hello [redacted],

Please find attached the allocation letter for the ACEs pilot work. If you have any questions please just get in touch.

Best
[redacted]

Attachment – ACEs Allocation Letter

Children and Families Directorate
Improving Health and Wellbeing Division
T: [redacted]
E: [redacted]
[redacted]
NHS Health Scotland
Cc: [redacted]
20 September 2018

Scottish Government

Dear [redacted]

We are pleased to confirm that we will be allocating £50,000 to NHS Health Scotland for the ACE Enquiry Pilot.

The intent is for the funding to be reflected in the September allocation letter which is scheduled to be issued on the 1st of October.

This funding is for October through to March 2019 and is non-recurring.

The purpose of the funding is to enable NHS Health Scotland to work towards the following aims:

1. To understand what it takes to implement a safe, efficient and effective model of ACE Enquiry within general practice in Scotland.
2. To understand what if any impact such an initiative has on patients, staff, and the health care system.
3. To contribute to the evidence base on how ACE Enquiry can best be used to improve the health of patients.

We would ask that you report on the following outcome, confirm progress on milestones and report on the progress of the pilot in general through a brief report by March 2019:

- A pilot of ACE enquiry will be under way within 8 general practices in Scotland by end March 2019.

If you have any queries please contact [redacted]

Yours sincerely

[redacted]

ACE Enquiry Project Outline

September 2018

1.0 Background

20 years on from the original ACE study in 1998 by Vincent Felitti, Robert Anda and colleagues, 'ACE Science' has now become a theme of interest in the UK. The opportunity for preventing childhood adversity and better supporting those affected by ACEs is now becoming a priority for national and local governments.

Scotland is leading the way for the UK in clearly stating the importance and relevance of ACE science to policy making. The Scottish government has stated explicitly within, 'A Nation with Ambition: The Government's Programme for Scotland 2017-2018, Chapter 2' that: *"We will embed a focus on preventing ACEs and supporting the resilience of children and adults in overcoming early life adversity across all areas of public service, including education, health, justice and social work."*

It is in this context that two well attended seminars were arranged by the Scottish ACEs hub during 2017. The first examined best practice in implementing the Adverse Childhood Experiences research in a range of practice settings. The second focused on routine enquiry about adversity in childhood. Following presentations and debate, a broad consensus emerged amongst that a proof of concept or pathfinder project would be useful to understand the acceptability and feasibility of a routine or targeted enquiry approach in Scotland.

Subsequently, interest was expressed in the primary care context as a potential testbed. A series of two workshops were arranged by [redacted], NHS Health Scotland. The first in Wester Hailes, Edinburgh and the second in Govan, Glasgow. Both events were very well attended. The workshops were led by Dr Warren Larkin and [redacted] and covered the background and evidence for ACEs and routine enquiry (RE). There was also extensive discussion about how RE could work in their GP practices.

Over subsequent months, a project plan was developed to develop a model of ACE enquiry in general practice, evaluation of which would help to inform future national roll out of the approach. The following sections give an outline of the current stage of planning for this project.

2.0 Project Aim

The overarching aims of the project are to develop a model of ACE enquiry in general practice, and to evaluate this to help inform potential future roll out of the approach within Scotland. We identify the following contributory aims:

1. To understand what it takes to implement a safe, efficient and effective model of ACE Enquiry within general practice in Scotland.
2. To understand what if any impact such an initiative has on patients, staff, and the health care system.
3. To contribute to the evidence base on how ACE Enquiry can best be used to improve the health of patients.

3.0 Project Objectives 2018/19

[redacted]

1. To develop an approach to evaluation that:
 - a) Helps us to identify and understand what impact ACE Enquiry has on patients, staff, and the health care system.
 - b) Contributes to the evidence base on how ACE Enquiry can best be used to improve the health of patients.

3.1 Project Objectives 2019/20

[redacted]

1. To undertake an evaluation that:
 - c) Helps us to identify and understand what impact ACE Enquiry has on patients, staff, and the health care system.
 - d) Contributes to the evidence base on how ACE Enquiry can best be used to improve the health of patients.

4.0 Project Milestones and Timescales:

Milestone:		By end of:	Status:
1	[redacted]	[redacted]	[redacted]
2	[redacted]	[redacted]	[redacted]
3	[redacted]	[redacted]	[redacted]
4	[redacted]	[redacted]	[redacted]
5	[redacted]	[redacted]	[redacted]
6	[redacted]	[redacted]	[redacted]
7	[redacted]	[redacted]	[redacted]
8	[redacted]	[redacted]	[redacted]
9	[redacted]	[redacted]	[redacted]
10	[redacted]	[redacted]	[redacted]
11	[redacted]	[redacted]	[redacted]
12	[redacted]	[redacted]	[redacted]
13	[redacted]	[redacted]	[redacted]
14	[redacted]	[redacted]	[redacted]

Key Performance Indicator:

- A pilot of ACE enquiry will be under way within 8 general practices in Scotland by end March 2019.

5.0 Project Costs

Activity:	Cost:	To be spent by end:
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
Total	£53,050	

6.0 Project Governance

A steering group has been set up to monitor and guide the process of implementation and evaluation. Membership includes representatives from:

- Scottish Government (sponsor)
- NHS Health Scotland (project team)
- Warren Larkin Associates (training provider)

- NHS Education for Scotland and NHS GG&C / Lothian (joint staff support providers)
- Participating GP practices
- Patient locality groups
- Evaluation specialists (once identified)

The Project Executive is George Dodds, Director of Health Equity, NHS Health Scotland.

Project reporting will be quarterly through routine NHS Health Scotland performance management systems, and to the project executive by exception.

The project manager is [redacted], NHS Health Scotland.

6.2 Project Risks

Recorded on separate risk register.

Final Reply to the invitation to the First Minister to speak at national conference on Adverse Childhood Experiences received in November 2017

Our ref: 2017/0040903
6 December 2017

Dear [redacted]

Thank you for your letter of 4 November inviting the First Minister to speak at the national conference on Adverse Childhood Experiences, on 26 September 2018.

The First Minister has expressed an interest in speaking at the conference. Due to the nature of her diary, we are unable to commit the First Minister to engagements dated this far in advance. Therefore, I ask that you extend an invitation to her office at FirstMinister@gov.scot three months prior to the event, at which point full consideration will be given.

The First Minister would also like to thank you for your kind invitations to her Ministerial colleagues. There is keen interest and engagement across the Ministerial portfolios in this important agenda on ACEs. However, at this stage they are not able to commit to attending for a whole day. Please can you liaise with [redacted] in the Directorate for Children and Families, at [redacted], regarding your plans for the Conference and associated events and any further Ministerial involvement.

Yours sincerely,

[redacted]
Diary Team Manager

Acknowledgment Letter, 13 November 2017

Public Engagement Unit

[redacted]
connected baby

Our ref: 2017/0040903
13 November 2017

Dear [redacted]

Thank you for your invitation to Nicola Sturgeon received on 13 November 2017.

Ministers aim to attend as many meetings or events as the Ministerial diary allows. Your kind invitation will receive careful consideration and we aim to reply within 20 working days.

Yours sincerely
[redacted]

From: [redacted]
Sent: 07 November 2017 11:54:03
To: Public Engagement Unit
Subject: FW: Invitation for the First Minister to speak at national event, September 2018
Attachments: Invitation to First Minister - ACE Conf Sep 2018.pdf
PEU

Grateful if you could put this on MACCS, as a diary case for signature by FM Private Office Diary Team Manager, [redacted].

Cheers
[redacted]

From: Public Engagement Unit
Sent: 06 November 2017 09:46
To: First Minister
Subject: FW: Invitation for the First Minister to speak at national event, September 2018

Hello

Please see an e-mail for consideration and advice

[redacted]

From: connected baby [redacted]
Sent: 04 November 2017 18:05
To: Scottish Ministers
Subject: Invitation for the First Minister to speak at national event, September 2018

For the attention of the First Minister and her team

Thank you,
[redacted]

Attachment – Invitation to First Minister to speak at national conference on Adverse Childhood Experiences

www.connectedbaby.net

www.tigersltd.co.uk

4 November 2017

Dear First Minister

**Invitation to speak at national conference on Adverse Childhood Experiences
26 September 2018 Glasgow
Expected attendance: 1500+ delegates**

We write to invite you to speak at a major national conference to be held at the Armadillo on 26 September 2018, on the issue of Adverse Childhood Experiences. The event builds on the massive success of the film *Resilience*, which you will know has been screened across Scotland this year. There is clearly a hunger for information on Adverse Childhood Experiences (ACES) in our country, both at the policy level and amongst ordinary citizens. This national conference is designed to build on that enthusiasm, helping to drive the cultural change that is needed to facilitate trauma-informed practice and policy.

It is for this reason that the conference has been titled:
Making Scotland the World's First ACE-Aware Nation.

It may be of interest to note that although the conference will focus on Scotland, the event is already drawing attention throughout the UK and beyond. We fully expect the event to draw international attendance and media interest.

The conference is co-hosted by the two organisations for which we serve as directors: TIGERS Ltd and *connected baby*. You met [redacted] at the film screening you attended, hosted by Children 1st. You will recall [redacted] sat on the panel and was the driving force (along with [redacted]) behind the original tour of the film, reaching 25 Scottish communities over the summer. [redacted] has woven relationship-led practice throughout her entire company, having become committed to an ACE-informed philosophy. This knowledge now sits at the core of all apprenticeship training provided by TIGERS to the construction, early years and business industries. The fact that TIGERS is regularly receiving national awards demonstrates the success of this approach.

We feel extremely well placed to host this conference. The response we have received via social media, upon announcing the conference, has been overwhelming. It tells us we have judged this moment well. Dr Burke Harris has become something of a household name in Scotland, due to her presence in the film *Resilience*. There is massive interest in her attendance at this conference, both from within and outside Scotland. We are confident we will more than fill the 1500 seats we have reserved. Dr Burke Harris turns down many speaking invitations, but she tells us she has watched momentum build in Scotland over this summer and is extremely pleased to accept our invitation. We have no doubt we are lucky to have her. She will inspire our nation.

We plan to hold three events over two days:

25th September: Immersive Afternoon with Dr. Burke Harris
26th September: Main Conference, with a range of inspirational speakers
26th September: Gala Dinner & Awards Ceremony

You are welcome to join us at any of the events, and we will work to your schedule. Our primary hope, however, is that you will be able to attend the Main Conference on 26th September, where you might speak for approximately 20 minutes, immediately following Dr. Burke Harris' keynote address. Your comments would serve as a response to hers. It would give you an opportunity to talk about the government's vision for ACE-informed policy and why the SNP were keen to have ACES included in the Government's programme of work for 2018.

It may be helpful to know we have already met with [redacted], in the Scottish Government, and with [redacted] at NHS Health Scotland, both of whom are involved in taking forward work on ACES. We have outlined our plans for the conference and discussed potential ways of working together.

We can provide you with any additional information about the conference you may require. In the first instance, we wanted to extend this invitation. We very much hope you will be able to accept.

Yours,
[redacted] *connected baby*
[redacted] TIGERS Ltd

Final Reply to the invitation to the First Minister to speak at national conference on Adverse Childhood Experiences received in July 2018

our ref: 2018/0025273
10 September 2018

Dear [redacted],

Thank you for your letter of 17 July 2018 inviting the First Minister to attend and speak at the ACE-Aware Nation Conference, on 26 September 2018 at the SEC Armadillo, Glasgow.

Unfortunately, due to existing diary commitments, the First Minister is unable to accept your kind invitation on this occasion. However, she would be delighted to provide a video message. If this would be agreeable, please contact her Diary Secretary, [redacted], at FirstMinister@qov.scot to make the necessary further arrangements.

Yours sincerely,
[redacted]
Deputy Private Secretary

Acknowledgment Letter, 27 July 2018

Public Engagement Unit

[redacted]

Our ref: 2018/0025273
27 July 2018

Dear [redacted]

Thank you for your invitation/request to Nicola Sturgeon dated 13/07/18.

Ministers aim to attend as many meetings or events as the Ministerial diary allows. Your kind invitation will receive careful consideration and we aim to reply within 20 working days.

Yours sincerely
[redacted]
Public Engagement Unit

From: Tigers Ltd [redacted]
Sent: 13 July 2018 16:58:55
To: Scottish Ministers
Cc: [redacted]

Subject: Invitation to National Conference - Making Scotland the World's First

ACE-Aware Nation

Attachments: Invitation to First Minister - ACEs National Conf Sep 2018.pdf

Dear First Minister,

Please accept this email and attached invitation as a request to attend our National Conference – Making Scotland the World’s First ACE-Aware Nation on 26th September 2018 at the SEC Armadillo.

We would be delighted if you were to accept our invitation to support in raising awareness of Adverse Childhood Experiences across Scotland.

Kind Regards,

[redacted]

Attachment - Invitation to speak at National Conference on Adverse Childhood Experiences (ACEs)

13th July 2018

Dear First Minister,

Invitation to speak at National Conference on Adverse Childhood Experiences (ACEs)

We write to invite you to speak at a major National Conference to be held at the SEC Armadillo on 26 September 2018, on the issue of ACEs. At present we have sold 1,200 tickets and continue to receive expressions of interest on a daily basis.

The event builds on the massive success of the film *Resilience*, which you will know has been screened across Scotland last year. There is clearly a hunger for information on ACEs in our country, both at the policy level and amongst ordinary citizens. This conference is designed to build on that enthusiasm, helping to drive the cultural change that is needed to facilitate trauma-informed practice and policy.

It is for this reason that the National Conference has been titled:

Making Scotland the World’s First ACE-Aware Nation

It may be of interest to note that although the conference will focus on Scotland, the event has drawn attention throughout the UK and beyond.

The conference is co-hosted by the two organisations for which we serve as directors: TIGERS Ltd and *connected baby*. You met [redacted] at the film screening you attended, hosted by Children 1st. You will recall [redacted] sat on the panel and was the driving force (along with [redacted]) behind the original tour of the film, reaching 25 Scottish communities over the summer.

[redacted] has woven Relationship-Led Practice throughout her entire company, having become committed to an ACE-informed philosophy. This knowledge now sits at the core of all apprenticeship training provided by TIGERS to the Construction, Early Years and Business Industries. The fact that TIGERS is regularly receiving national awards demonstrates the success of this approach.

Both of our businesses have been involved in a series of events which helps raise awareness of ACEs and the development of policies. Most recently TIGERS participated in the Deputy First Ministers round table discussions on 26th March at Bellahouston Academy.

We feel extremely well placed to host this conference. The response we have received via social media, upon announcing the conference, has been overwhelming. It tells us we have judged this moment well. Dr Nadine Burke Harris has become something of a household name in Scotland, due to her presence in the film *Resilience*. There is massive interest in her attendance at this conference, both from within and outside Scotland. We have recently made the decision to increase capacity of seats available to accommodate an additional 600 delegates and we are confident, with 10 weeks until our conference, we will fill these seats. Dr Burke Harris turns down many speaking invitations, but she tells us she has watched momentum build in Scotland and is extremely pleased to accept our invitation. We have no doubt we are lucky to have her. She will inspire our nation.

You are welcome to join us at the National Conference, where you might speak for approximately 20 minutes, immediately following Dr. Burke Harris' keynote address. Your comments would serve as a response to hers. It would give you an opportunity to talk about the Government's vision for ACE-informed policy and why the SNP were keen to have ACEs included in the Government's programme of work for 2018.

It may be helpful to know we have already met with [redacted], key Civil Servants involved in Governmental policymaking related to ACEs. They have given their full support to the conference and we have identified ways we can work together.

We can provide you with any additional information about the conference you may require. In the first instance, we wanted to extend this invitation. We very much hope you will be able to accept.

Yours,
[redacted] *connected baby*
[redacted] TIGERS Ltd

From: TIGERS Ltd [redacted]
Sent: 10 August 2018 17:28
To: Scottish Government [redacted]
Cc: [redacted]
Subject: RE: Immersive Afternoon and Conference...

Hi [redacted],

We have the programme ready and we can distribute it on Monday if that would be helpful? In regards to participation we are flexible on the timings of the First Minister or Deputy First Minister if that was a deciding factor, for e.g. if they would prefer to come at the end of the immersive afternoon / conference then we can accommodate this.

It's interesting you mentioned Shetland as we had an enquiry about this yesterday too, we have checked and unfortunately it appears that it has been missed from our logo but it is on all our flyers and posters, I will speak to our graphics team to amend as it has been a genuine mistake.

Thank you,

[redacted]

From: Scottish Government [redacted]
Sent: 10 August 2018 13:52
To: TIGERS Ltd [redacted]
Cc: [redacted]
Subject: RE: Immersive Afternoon and Conference...

Hi [redacted]

That's great to know, many thanks! Re ministers - it's fair to say there is definite keenness to be involved ☺. But some current uncertainty re other activity means we're not able to confirm involvement – and related potential timings - just yet. In fact, partly with that in mind, when and how do you currently hope to share the programme/s etc more widely?

Lastly, something just sprung to mind as I was looking at some material. Sure you're likely already aware, but your ACE Aware Scotland logo has no Shetland...

Cheers,
[redacted]

From: TIGERS Ltd [redacted]
Sent: 09 August 2018 14:44
To: Scottish Government [redacted]
Cc: [redacted]
Subject: RE: Immersive Afternoon and Conference...

Hi [redacted],

We are more than happy to change the language and description of the slot allocated should the First Minister / Deputy First Minister be in attendance. We had hoped their contribution would be about why Scotland has embraced the ACEs movement, rather than a direct response, therefore we will take your steer on what this should be called.

We have been in discussion with Nadine's team and she has been given a steer for the events and in particular the Immersive Afternoon being more 'professional'. We imagine there will be lots of questions from the audience in regards to her medical practices but also on her leadership style. How does Nadine create a movement so strong that Google sponsor her \$1 million USD per year and how does she influence her network around her and create a culture that has now reached Washington? From this, we believe the Immersive Afternoon is going to be truly inspirational and thought provoking event.

Can I ask if you are receiving a positive response from the First Minister / Deputy First Minister's office in terms of attendance at either the Conference or Immersive Afternoon?

Thanks,

[redacted]

From: Scottish Government [redacted]
Sent: 08 August 2018 13:13
To: TIGERS Ltd [redacted]
Cc: [redacted]
Subject: RE: Immersive Afternoon and Conference...
Importance: High

Hi [redacted]

Thanks for sharing this – very helpful!

Can we check... should we manage to get ministers involved, will there be flexibility to tweak the language and description of the slots? In particular, we're not sure of "Response" given – we assume – we won't be able to see/ hear what NBH is going to say until the day.

Related to that though, is NBH being given a steer in terms of the theme/ key focus for each of the events? E.g. is the Immersive Afternoon a little more professional/ practitioner focused?

Cheers
[redacted]

From: TIGERS Ltd [redacted]
Sent: 03 August 2018 10:56
To: Scottish Government [redacted]
Cc: [redacted]
Subject: RE: Immersive Afternoon and Conference...

Good Morning [redacted],

No problems at all, please see attached for draft programmes of both our immersive afternoon and conference, please note the 2 events are on 2 tabs on the spreadsheet.

If you require any additional information, please do not hesitate to ask.

Thanks,

[redacted]

From: Scottish Government [redacted]
Sent: 02 August 2018 09:24
To: TIGERS Ltd [redacted]
Cc: [redacted]
Subject: Immersive Afternoon and Conference...
Importance: High

Hi [redacted]

Can you share an emerging/ draft programme for the 25/26 Sept events? It wouldn't be shared externally of course but it would be very helpful for us as we consider the ministerial invites.

Thanks
[redacted]

From: Scottish Government [redacted]
Date: Tuesday, 21 August 2018 at 12:01
To: connected baby [redacted]
Cc: [redacted]
Subject: RE: Writing a piece for The Herald

Thanks [redacted]

Cc [redacted], please see below re poss Ministerial input to Conf. IA tbc...

That's probably a little too tight for us to turnaround for a number of reasons. Is there a later slot we could consider at all? No probs if not but we were keen to quickly check before considering further.

Meantime, [redacted], I think we have a go for conference and Dep First Min, but you'll need to let us know if timing would work...

In short, we can get him there from around 13:45 but he would need to leave by 15:00. Looking at the prog, we wondered if you might be willing to take the opp to move lunch forward and he could arrive during that and speak immediately afterwards?

So sorry not the timing you'd been aiming for but he has activity either side that he cannot move.

Let us know what you think and if you want to speak, I can do so at 1pm.

Thanks
[redacted]

From: connected baby [redacted]
Date: Monday, 20 Aug 2018, 1:20 pm
To: Scottish Government [redacted]
Subject: Writing a piece for The Herald

[redacted]

I know you are in discussion with [redacted] about finalising details on several matters in relation to the conference. Thank you for all your help.

On this occasion, I am writing about the proposed piece for The Herald. We now have a clear schedule in mind.

We would love to have a piece from someone giving a governmental perspective on how ACES are being tackled. We think readers will be very interested in this piece.

Here is the information you need:

Publication: Herald

Proposed Publication date: 4 September (Tuesday)

Submission deadline: 28 August (one week before)

Word count: 600 – 650 words

Style: First person:

- All pieces are being written from a first-person perspective, so that they have a named author, a photo of that author, and a personal tone, so that the audience can identify with that. We would love to maintain that style for your contribution if possible. Could you let me know what you think? You choose who you think is the best person to write the piece.

I attach an image of one of the earlier articles in the series, so that you know what it will look like.

*We will need a photo of the author.

Could you let me know if you think this is possible? Please don't hesitate to ask if you need any other information.

Thanks, [redacted]

From: Scottish Government [redacted]
Sent: 21 September 2018 09:13
To: TIGERS Ltd. [redacted]
Subject: RE: ACE Aware Nation Conference - Parking for Mr John Swinney MSP, Deputy First Minister

Fab, thanks [redacted]! Will aim to call in next 30 mins. [redacted]

From: TIGERS Ltd. [redacted]
Sent: 21 September 2018 09:08
To: Scottish Government [redacted]
Cc: [redacted]
Subject: RE: ACE Aware Nation Conference - Parking for Mr John Swinney MSP, Deputy First Minister

Hi [redacted],

Please call me on my mobile – [redacted] and I'll be happy to assist.

Thanks,

[redacted]

From: Scottish Government [redacted]
Sent: 21 September 2018 08:34
To: TIGERS Ltd. [redacted]
Cc: [redacted]
Subject: RE: ACE Aware Nation Conference - Parking for Mr John Swinney MSP, Deputy First Minister

Thanks [redacted]

Drop off at front and car parking back stage is what we'll aim for.

[redacted] - can I speak to one of you briefly this morn at all? Keen to check logistics such as whether there will be a few seats near front before Mr Swinney takes to stage, will he need mic'd up and needed somewhere at a set time for that etc. Things like that.

And can we see the intended layout of hall 5 for lunch/ exhib?

Oh and is that where people are headed for first thing if a little early? Not sure our own timings yet .

Cheers

[redacted]

From: SEC [redacted]
Date: Thursday, 20 Sep 2018, 3:08 pm
To: TIGERS Ltd. [redacted]
Cc: [redacted]
Subject: RE: ACE Aware Nation Conference - Parking for Mr John Swinney MSP, Deputy First Minister

Hi All,

If you would prefer Mr Swinney to be taken to Hall 5 where the exhibition and lunch will be on, I am happy for him to be driven to the back of Hall 5, or alternatively to the front of the Armadillo and his car can be parked at the back of the armadillo.

Many thanks,
[redacted]

From: TIGERS Ltd. [redacted]
Sent: 20 September 2018 14:58
To: Scottish Government [redacted]
Cc: [redacted]
Subject: Re: ACE Aware Nation Conference - Parking for Mr John Swinney MSP, Deputy First Minister

Hi [redacted],

We can provide you with backstage passes to assist, please let me know how many you require?

Thanks,

[redacted]

From: Scottish Government [redacted]
Sent: Thursday, September 20, 2018 2:11:57 PM
To: SEC [redacted]
Cc: [redacted]
Subject: RE: ACE Aware Nation Conference - Parking for Mr John Swinney MSP, Deputy First Minister

Thanks for this [redacted], I will pass on the map and instructions.

If Mr Swinney arrives via the backstage will it be OK for me to meet him there and for us then to make our way into main areas? As he's arriving during the lunch break we're going to arrange for him to meet with some of the young people we have attending. Or perhaps easier if I ask Mr Swinney to enter the building by the front entrance? Give me a call if easier to discuss.

Thank you
[redacted]

From: SEC [redacted]
Sent: 20 September 2018 13:00
To: Scottish Government [redacted]
Cc: [redacted]
Subject: RE: ACE Aware Nation Conference - Parking for Mr John Swinney MSP, Deputy First Minister

Hi [redacted],

Please see attached Map of the campus. We can reserve a Parking space at the backstage door of the Armadillo to go straight backstage.

If you can pass on to the driver to arrive at our gatehouse at the back of the SEC and head around the service road down to the backstage door, our backstage steward will be there to assist with the parking space. This is all highlighted in the map.

Anything else, please let me know.

Thanks,
[redacted]

From: Scottish Government [redacted]
Sent: 20 September 2018 10:26
To: SEC [redacted]
Cc: [redacted]
Subject: ACE Aware Nation Conference - Parking for Mr John Swinney MSP, Deputy First Minister

Hi [redacted]

I work in the Scottish Government and we've been liaising with TIGERS Ltd regarding plans for the ACE Aware Nation Conference taking place next Wednesday 26th September.

We would like to reserve a parking space for the Deputy First Minister (Mr John Swinney) who will be arriving at 13:40 and leaving at 15:00. We need to send instructions to his team today about where his car should arrive and his driver park. Please could you email or call me with confirmation of arrangements, ideally by 2pm today?

Many thanks
[redacted]