

ANNEX B

From: Gibbs L (Lorna)

Sent: 25 April 2019 11:57

To: Deputy First Minister and Cabinet Secretary for Education and Skills <DFMCSE@gov.scot>; Minister for Children and Young People <MinisterCYP@gov.scot>

Cc: DG Education, Communities & Justice <DGECJ@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Director, Procurement and Commercial <DirectorSPCD@gov.scot>; Chief Financial Officer <cfo@gov.scot>; Howie IJC (Ian) <Ian.Howie@gov.scot>; **[Redacted]** Twyman K (Kerry) <Kerry.Twyman@gov.scot>; **[Redacted]** Higgins K (Kate) <Kate.Higgins@gov.scot>; Disclosure Scotland Leadership Team <DLHSCPSSLT@gov.scot>; **[Redacted]**

Subject: Submission - BJSS Cap - for information - April 2019 - revised

I attach a routine submission informing Ministers of a decision that I have taken in my role as Accountable Officer in relation to Disclosure Scotland's contract with BJSS, our delivery partners in the transformation programme. **[Redacted]**

I also attach a paper approved by DS's Audit and Risk Committee which explains the options in more detail.

Lorna Gibbs

Chief Executive



Tel: **[Redacted]** | Mob: **[Redacted]** | Pacific Quay | Glasgow | G51 1DZ | skype | **[Redacted]**

Pronouns: she \ her



From: Lorna Gibbs
Disclosure Scotland
25 April 2019

Minister for Children and Young People
Deputy First Minister and Cabinet Secretary for Education and Skills

DISCLOSURE SCOTLAND – PLANS TO EXTEND THE VALUE OF THE BJSS CONTRACT

Purpose

1. To inform you of a decision that I have taken in my role as Accountable Officer in relation to Disclosure Scotland's contract with BJSS, our delivery partners in the transformation programme.

Priority

2. **Routine.** This is for information only.

Background

3. Disclosure Scotland (DS) is engaged in a digital transformation programme. The first big step in the transformation is moving from the BT platform onto a new purpose built platform called PASS (Protecting and Safeguarding Scotland) that will meet the future needs of users and stakeholders. That platform is being developed by DS with BJSS, our prime contractor. Over 100,000 cases have now been processed on PASS. Our current focus is on having enough functionality on PASS before we exit the BT platform at the end of September.

4. You recently received an update from **[Redacted]**, the independent technical expert engaged by the Director for Children and Families to provide ongoing assurance on the Disclosure Scotland transformation programme. **[Redacted]** view is that, overall, reasonable progress is being made, although the timeframe remains very challenging and there continues to be scope for as yet unknown complexities. **[Redacted]** noted the management controls and processes in place are robust and appropriate to successful delivery for Agile, and are being used effectively. The level of assurance is considered by **[Redacted]** to be Amber.

BJSS Contract

5. We originally contracted with BJSS in August 2016. The current contract, awarded under open competition, has 2 caps; one relates to contract costs and the other to time. When the contract was first signed, the caps were set at a limit of liability of £10 million with an agreed end date of 1st January 2020. The contract cost, as a result of the delays caused by the complexity of the programme, was increased to £15 million in December 2018. The end date was left as originally agreed. We are now forecasting that if we

continue to consume resources at the level that are required to deliver the functionality in time for the BT exit, the £15m cap will be reached in late May 2019.

6. DS has estimated that an increase of £7 million will allow for safe passage from the BT platform and provide the ability to undertake some residual work, to address technical and functional debt that is prioritised for completion after September 2019 that will ensure the performance, reliability and sustainability of the system. This would take the overall contract value to £22 million.

7. The issue facing me as Accountable Officer is how best to go forward in a way that balancing risks to delivery with procurement risks.

8. Paragraphs 11 to 37 of the attached paper prepared for the DS Audit and Risk Committee set out the options in detail. In summary they are:

- Option 1 – accepting that a new contract is required which would involve going to the market and running a full **DOS procurement**;
- Option 2 – retaining the current contract and **changing the cap without any form of process** and thus without any legal basis for the contract; or
- Option 3 – retaining the current contract and using a **non-competitive action** to extend the cap by the required amount.

9. The delays and resources involved in option one would almost certainly mean that we would not have enough functionality on PASS by the end of September when we have to exit BT. Option two would involve DS knowingly entering into a contract without a legal foundation.

10. **[Redacted]**

11. **[Redacted]**

12. **[Redacted]**

13. This view is supported by the DS Audit and Risk Committee as well as the bodies mentioned in paragraph 10 of this note.

14. The contract extension is just to take us to BT exit and to allow us to address some residual work that has been put on hold to allow us to focus on BT exit. We intend to run a proper DOS procurement later this year to secure a delivery partner to work with us on the post BT exit stage of the programme. This will ensure that we properly test the market and secure the skills we will need going forward at a competitive price.

Financial implications

15. Scottish Government (SG) finance officials have been made aware of our funding requirements which include the £7 million required for the NCA. DS is expecting a letter of comfort from the Director Children and Families to proceed, prior to formal budget adjustment. DS will continue to work with SG officials to secure required funding through the usual budget review mechanisms. We will continue to keep costs as low as we can whilst still delivering what we need.

Conclusion

16. As a result of the issues set out in this submission, it is my intention to use a NCA to retain BJSS. Ministers are invited to note this decision and the reasons for it. I would be happy to provide further information or discuss the issues if this would be helpful.

Lorna Gibbs

Disclosure Scotland

[Redacted]

25 April 2019

Copy List:	For Action	For Comments	For Information		
			Portfolio Interest	Constit Interest	General Awareness

DG Education, Communities and Justice
 Director for Children & Families
 Director for Financial Management
 Director SPCD
 DS Leadership Team
 Ian Howie
 Barry Graham
 Kerry Tywman
 [Redacted]
 Kate Higgins
 DS Comms

From: [Redacted]

Sent: 04 July 2019 12:57

To: Minister for Children and Young People <MinisterCYP@gov.scot>

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills <DFMCSE@gov.scot>; DG Education, Communities & Justice <DGECJ@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Disclosure Scotland Leadership Team <DLHSCPSSLT@gov.scot>; [Redacted]

McAllister C (Colin) <Colin.McAllister@gov.scot>; Higgins K (Kate) <Kate.Higgins@gov.scot>;

[Redacted]; Gibbs L (Lorna)

<lorna.gibbs@disclosurescotland.gov.scot>; Communications DFM & Education

<CommunicationsDFM&Education@gov.scot>

Subject: Disclosure Scotland: Fol/19/01348 -- 4 July 2019

[Redacted],

Please see a one-page minute from Lorna Gibbs to Ms Todd about the above Fol request. Our reply to [Redacted], which we intend to issue on 9 July, is also attached.

If you have any questions let me know.

Thank you

[Redacted]

4 July 2019

Disclosure Scotland

Pacific Quay

Glasgow

[Redacted]

PS/Minister for Children and Young People

**DISCLOSURE SCOTLAND: FOI ENQUIRY MADE BY [Redacted] -
FOI/19/01348**

Purpose

1. This minute provides Ms Todd with a copy the response to an FOI which was copied to the Minister on 29 May. Please note that the information will be released to [Redacted] on 9 July. We do not know what lies behind [Redacted] request.

Priority

2. **Routine.** The minute is for information only.

Background

3. In her FOI request, [Redacted] asked six questions about: staff overtime costs in 2018-19; vetting productivity; the cost of paid breaks during overtime in 2018-19; the average weekly cost of those paid breaks; the policy behind paid breaks; and the cost of the delay in transferring to Disclosure Scotland's new IT platform.

Discussion

4. One part of [Redacted] first question is unanswered; the information is not readily available and we believe that compiling it would have exceeded the FOI cost limit. We have replied to the other questions asked. The reply is attached to the email covering this minute.

Recommendation

5. **Ms Todd is invited to note the content of this minute and the FOI response.**

**Lorna Gibbs
4 July 2019**

Chief Executive
Disclosure Scotland
Pacific Quay
Glasgow
[Redacted]

Copy List:	For Action	For Comments	For Information		
			Portfolio Interest	Constit Interest	General Awareness
Deputy First Minister and Cabinet Secretary for Education and Skills					X

DG, Education, Communities and Justice
 Director Children and Families
 Disclosure Scotland Leadership Team
[Redacted]
[Redacted]
[Redacted]
[Redacted]
 Colin McAllister
 Kate Higgins
 Comms DFM and Education

REQUEST UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 (FOISA)

Thank you for your request dated 29th May 2019 under the Freedom of Information (Scotland) Act 2002 (FOISA).

Your request

You asked for the following information which I have numbered for ease of reference in the response.

1. Confirm the number of hours and cost for overtime during the period April 2018-March 2019, split by core SG staff and Contract workers
2. Confirm the productivity rate and volumes delivered during the overtime periods versus normal working hours split by SG staff and contract workers
3. Confirm the cost of paid breaks at premium rate during overtime periods over the periods of SG staff and Contract workers
4. Confirm the average weekly cost to tax payers of paid breaks for staff at Disclosure Scotland working core shifts - please clarify the core hours
5. Confirm why typically each employee received 30 minutes of paid breaks per shift and why the tax payer funds non-working time for Civil Servants and Contract workers at Disclosure Scotland
6. Confirm the cost overrun and current period of delay against initial project plan for the new Safeguarding system as part of Business Transformation.

On the 10th June 2019 we asked you for clarification on some of the questions raised

- i. Does your request for information apply to Disclosure Scotland as a whole?
- ii. Please clarify your definition of “contract workers”?
- iii. In relation to your request to: *Confirm the productivity rate and volumes delivered during the overtime periods versus normal working hours split by SG staff and contract workers.*
Not all areas in Disclosure Scotland have, or work to productivity targets so there is no productivity data for the whole organisation. Our large operational areas do have productivity data but as yet we do not process an application end to end. The process is broken down to 30+ sub processes with each sub process having its own productivity rate. To collate the information requested for every sub process over a twelve month period would be extremely resource intensive and the cost would exceed the £600 limit under Freedom of Information (Scotland) Act 2002. However we could provide the productivity data for our key sub processes for both normal working hours and overtime. Please let me know if that would be helpful. Also, at operational level we do

not differentiate productivity data between SG staff and contract/agency workers so we're unable to provide that split.

- iv. Could you please clarify what your enquiry on productivity rate and volumes is based around?
- v. Could you please clarify what you mean by "non-working time"?

On the 12th June 2019 you confirmed

- i. Yes, response applies to all areas of Disclosure Scotland.
- ii. Temporary staff or agency sourced workers - don't directly employed by Disclosure Scotland, excluding those involved in your IT transformation project.
- iii. Productivity data for your operational areas as outline in your response will be sufficient - thank you.
- iv. I would assume you have a measure on throughout (volume) expectations and a productivity measure per administrator/processor (applications processed per day/hour) type thing?
- v. Non work time - paid breaks, which appear to be unique to Disclosure Scotland.

Response to your request

Question 1

The cost of overtime for core SG staff for the period April 2018 to March 2019 was £237,158.

In terms of providing any correspondence relating to hours this is not currently recorded in an easily accessible way. In order to produce it we would need to search through a substantial number of individual records.

Therefore, we calculate that to do so would take us beyond the upper cost limit of £600. (Under section 12 of FOISA public authorities are not required to comply with a request for information if the authority estimates that the cost of complying would exceed the upper cost limit, which is currently set at £600 by Regulations made under section 12.)

You may, however, wish to consider reducing the scope of your request in order that the costs can be brought below £600.

For agency staff for the same period this was £82,470 for 3,324 hours. The hours for this are readily available, having been generated from the time sheets we receive from the supplier for individual people.

Question 2 For our core queues measured in average cases per hour – 18/19

See Table 2

Queue	Productivity rate during normal hours on weeks overtime worked.	Productivity rate during Overtime	Volumes Processed during Normal hours on weeks overtime worked	Volumes Processed during overtime
Data Matching	12.5	12.88	227,267	14,721
Record Match*	11.4	11.66	26,108	2744
Confirm Application	17.15	18.9	217,587	15,265

* Part year stats due to new solution in 18/19

Question 3

The cost of paid breaks at premium rate during overtime periods over the period April 2018 to March 2019 is £12,458, further broken out to core SG staff, £6,995 and agency staff, £5,463.

Paid breaks are part of the Scottish Government's terms and conditions for overtime. As agency staff have pay parity with SG core staff these terms and conditions also apply to agency staff.

Question 4

The average weekly cost of paid breaks by staff at Disclosure Scotland based on Full Time Equivalent (FTE) numbers is £7,541.

Core hours are 7am to 7pm, Monday to Friday.

Question 5

Disclosure Scotland (DS) work was previously undertaken by Strathclyde Police. In 2007 relevant staff transferred to DS under TUPE regulations (Transfer of Undertakings (Protection of Employment) Regulations 2006). At the point of transfer paid breaks were 'custom and practice' so continued under DS. The paid breaks are not typical across all of DS. Due to the nature of the work most Call Centre and Data processing staff take breaks from their PC. This also supports Display Screen Equipment (DSE) regulations.

Question 6

DS originally planned to exit the contract with BT, and be fully on the new safeguarding system, by 31 March 2018. The programme has proven to be more complex than was originally understood, both technically and functionally, which is not unusual for such a large technology-enabled programme, replacing an old, complex and bespoke solution with a completely new platform.

The replacement system started to process basic disclosures in June 2018 and now processes 50% of all applications received into DS. We will be processing 100% of disclosures on the new safeguarding service by 30 September 2019. The additional costs to develop the new safeguarding system are estimated to be £10.32 million.

Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to Lorna Gibbs, Chief Executive, Disclosure Scotland, PO Box 250, Glasgow G51 1YU. Or by email to: lorna.gibbs@disclosurescotland.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>.

From: [Redacted] On Behalf Of Minister for Children and Young People

Sent: 05 July 2019 14:59

To: [Redacted]; Minister for Children and Young People <MinisterCYP@gov.scot>

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills <DFMCSE@gov.scot>; DG Education, Communities & Justice <DGECJ@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Disclosure Scotland Leadership Team <DLHSCPSSLT@gov.scot>; [Redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; Higgins K (Kate) <Kate.Higgins@gov.scot>; [Redacted]; Gibbs L (Lorna) <lorna.gibbs@disclosurescotland.gov.scot>; Communications DFM & Education <CommunicationsDFM&Education@gov.scot>

Subject: Disclosure Scotland: FoI/19/01348 -- 4 July 2019 (MCYP reply)

Hi [Redacted]

Ms Todd is content with the FOI response.

Thanks

[Redacted]

[Redacted] | Minister for Children and Young People

☎: [Redacted] Mobile: [Redacted] | St Andrews House, Regent Road, Edinburgh, EH1 3DG

Ms Todd's Preferences can be found here - [Ministerial Preferences](#)

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From: **[Redacted]**

Sent: 04 July 2019 12:57

To: Minister for Children and Young People <MinisterCYP@gov.scot>

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills

<DFMCSE@gov.scot>; DG Education, Communities & Justice

<DGECJ@gov.scot>; Director for Children and Families

<DirectorforChildrenandFamilies@gov.scot>; Disclosure Scotland Leadership Team

[Redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; Higgins K (Kate)

<Kate.Higgins@gov.scot>; **[Redacted]**; Gibbs L (Lorna)

<lorna.gibbs@disclosurescotland.gov.scot>; Communications DFM & Education

<CommunicationsDFM&Education@gov.scot>

Subject: Disclosure Scotland: Fol/19/01348 - - 4 July 2019

[Redacted]

Please see a one-page minute from Lorna Gibbs to Ms Todd about the above Fol request. Our reply to **[Redacted]**, which we intend to issue on 9 July, is also attached.

If you have any questions let me know.

Thank you

[Redacted]

4 July 2019

Disclosure Scotland

Pacific Quay

Glasgow

[Redacted]

From: Gibbs L (Lorna) <lorna.gibbs@disclosurescotland.gov.scot>
Sent: 09 September 2019 16:27
To: Deputy First Minister and Cabinet Secretary for Education and Skills <DFMCSE@gov.scot>; Minister for Children and Young People <MinisterCYP@gov.scot>
Cc: DG Education, Communities & Justice <DGECJ@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Disclosure Scotland Leadership Team <DLHSCPSSLT@gov.scot>
Subject: RE: Disclosure Scotland - update on work to exit BT

I have further good news to share.

On Saturday 7th September, a few days ahead of schedule, DS processed our last new PVG application on the BT platform and we also completed the migration of all dates of birth needed to support PASS. From now all new cases will go through PASS.

We have a very small number of PVG applications still going through the BT system; there are 23 of these and they are cases where we have sent enquiries to a UK Police Force and are awaiting a response.

This is another significant milestone in the journey to be fully off BT.

Lorna Gibbs
Chief Executive


Tel: [Redacted] Mob: [Redacted] | Pacific Quay | Glasgow | G51 1DZ|skype | [Redacted]

Pronouns: she \ her



From: [Redacted] On Behalf Of Deputy First Minister and Cabinet Secretary for Education and Skills
Sent: 29 August 2019 12:34
To: Gibbs L (Lorna) <lorna.gibbs@disclosurescotland.gov.scot>; Deputy First Minister and Cabinet Secretary for Education and Skills <DFMCSE@gov.scot>; Minister for Children and Young People <MinisterCYP@gov.scot>
Cc: DG Education, Communities & Justice <DGECJ@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Disclosure Scotland Leadership Team <DLHSCPSSLT@gov.scot>
Subject: RE: Disclosure Scotland - update on work to exit BT

Hi Lorna,

Thank you for this update.

The DFM has commented that this is welcome news.

Thanks

[Redacted]

[Redacted] | Deputy Private Secretary to John Swinney MSP, Deputy First Minister and Cabinet Secretary for Education and Skills | The Scottish Government | Web: www.gov.scot | Tel: **[Redacted]** Mob: **[Redacted]** | Email: DFMCSE@gov.scot

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From: Gibbs L (Lorna) <lorna.gibbs@disclosurescotland.gov.scot>

Sent: 23 August 2019 08:59

To: Deputy First Minister and Cabinet Secretary for Education and Skills <DFMCSE@gov.scot>;

Minister for Children and Young People <MinisterCYP@gov.scot>

Cc: DG Education, Communities & Justice <DGECJ@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Disclosure Scotland Leadership Team <DLHSCPSSLT@gov.scot>

Subject: Disclosure Scotland - update on work to exit BT

Purpose

To provide Ministers with an update on the work to ensure that Disclosure Scotland is fully off the BT system by the end of September. We are exactly where we planned to be at this point.

Priority

Routine

Update

Disclosure Scotland is in the final stages of the work to ensure that our new IT system, PASS, is in a fit state to allow us to completely exit the ageing BT platform by the time that the BT contract ends on 30 September.

Michael Chalmers recently sent up the most recent report from **[Redacted]**, who provides Michael with independent assurance on Disclosure Scotland's work to be off BT. As we are now at a critical stage of the exit work, and change is happening very quickly, my note provides assurances that we are on track with our planned transition to PASS.

The new PASS system has been processing Basics, Standard and Enhanced applications for some months now. The focus in the past few months has been on getting the functionality required to process applications to join the PVG scheme and to manage existing members.

We started using PASS for a small number of PVG Join applications on 29 July. In line with agile methodology, and to minimise any safeguarding risks, we have slowly transitioned more cases onto the system over a period of weeks.

We now have all of the functionality we planned to have to safely exit BT. As of this week, 25% of PVG volumes are on PASS, meaning that over 60% of all DS applications are now on PASS. By the end of next week that will rise to 45% of PVG and 80% of all applications.

By 13 September, no new PVG applications will be entered onto the BT system. We will then process the remaining cases until 20 September when we expect to have no more applications on the BT system.

We will have a number of planned manual workarounds once we are off BT. We had planned some contingency options, over and above the workarounds, in case we did not have all the functionality we needed. I am now able to confirm that that contingency is highly unlikely to be needed.

There is still work to do and it is still possible that issues will arise as we increase the number of cases that are processed through PASS and it is still possible that this may lead to contingency being invoked. However, the team has so far been able to deal quickly with issues and problems as we move along the planned path.

I will provide further updates as we progress.

Lorna Gibbs
Chief Executive


Tel: [Redacted] | Mob: [Redacted] | Pacific Quay | Glasgow | G51 1DZ|skype | [Redacted]

Pronouns: she \ her



From: [Redacted]

Sent: 20 September 2019 14:59

To: Minister for Children and Young People <MinisterCYP@gov.scot>

Cc: Deputy First Minister and Cabinet Secretary for Education and Skills <DFMCSE@gov.scot>; DG Education, Communities & Justice <DGECJ@gov.scot>; Director for Children and Families <DirectorforChildrenandFamilies@gov.scot>; Gibbs L (Lorna)

<lorna.gibbs@disclosurescotland.gov.scot>; [Redacted]; Communications DFM & Education <CommunicationsDFM&Education@gov.scot>; McAllister C (Colin) <Colin.McAllister@gov.scot>; Higgins K (Kate) <Kate.Higgins@gov.scot>

Subject: PVG Security Incident -- [Redacted] to Minister for Children and Young People -- 20 Sept 2019

Hi [Redacted],

Please see the attached minute to Ms Todd from [Redacted]

Regards

[Redacted]

20 September 2019

Disclosure Scotland

Pacific Quay

Glasgow

[Redacted]

Minister for Children and Young People

DISCLOSURE SCOTLAND: PVG SECURITY INCIDENT

Purpose

1. To advise you about a security incident relating to PVG information that began yesterday and which has been resolved without the loss or release of any information.

Timing

2. **Routine.** This minute is for information only.

Background

3. On 19 September, a 'snowball' (a device containing **all** data from the PVG IT system) was scheduled to be collected from BT's office in Newcastle by UPS for delivery to Amazon. Unfortunately, when the UPS courier arrived, the snowball was not available. It was established that a DHL courier collecting different items from the same BT office collected the snowball. In light of the sensitivity of the information on the device we notified Police Scotland. We will also be reporting this as a security incident to SG colleagues.

4. The snowball is highly encrypted: the encryption is robust enough to withstand a sustained effort to break into the information for two months. Separately, the snowball requires a data key that only Disclosure Scotland hold to open it. That data key has not been released to any third party.

5. When the issue arose, BT staff contacted the Newcastle offices of DHL and UPS to locate the snowball. It was established that the DHL courier who picked up the other items from BT was travelling to Bristol. He arrived there at lunchtime today and the snowball has been located. BT have arranged for the snowball to be returned to them overnight tonight. We and BT will investigate how this incident occurred and take forward any lessons that arise from it.

Conclusion

6. **You are invited to note the above. Please let me know if you have any further questions.**

[Redacted]

20 September 2019

Director of Disclosure Services & Customer Engagement

Disclosure Scotland

Pacific Quay

Glasgow

[Redacted]

OFFICIAL

Copy List:	For Action	For Comments	For Information		
			Portfolio Interest	Constit Interest	General Awareness
Deputy First Minister and Cabinet Secretary for Education and Skills			X		
DG Education, Communities and Justice Director for Children and Families [Redacted] [Redacted] [Redacted] [Redacted] Comms DFM and Education Colin McAllister Kate Higgins					

From: Gibbs L (Lorna) <lorna.gibbs@disclosurescotland.gov.scot>

Sent: 26 September 2019 08:57

To: Deputy First Minister and Cabinet Secretary for Education and Skills <DFMCSE@gov.scot>;
Minister for Children and Young People <MinisterCYP@gov.scot>

Cc: DG Education, Communities & Justice <DGECJ@gov.scot>; Director for Children and Families
<DirectorforChildrenandFamilies@gov.scot>; Director Digital <DirectorDigital@gov.scot>;

[Redacted]; Disclosure Scotland Leadership Team
<DLHSCPSSLT@gov.scot>

Subject: Disclosure Scotland - BT Contract

I am pleased to be able to tell Ministers that, as of last night, Disclosure Scotland is no longer using the BT system. All of our work is now on our new system, PASS.

We will retain read-only access to the BT system until BT formally cut the link on 30 September.

This is a significant milestone in DS's transformation journey and through it we have learnt many lessons that will help with the next stage of the work.

Lorna Gibbs
Chief Executive

 Disclosure
SCOTLAND

Tel: **[Redacted]** | Mob: **[Redacted]** | Pacific Quay | Glasgow | G51 1DZ|skype |
[Redacted]

Pronouns: she \ her

