

FOI: 202100220759

Information regarding “copies of any and all letter and email communications between the members of the Scottish Government (or those civil servants, or any advisors, or any special advisors, acting on their behalf) listed below and any officers, directors or volunteers of the charity Nil By Mouth (<https://nilbymouth.org/>) dated between 1st January 2020 and 31st December 2020 inclusive.

Ministers:

The First Minister

The Deputy First Minister

Cabinet Secretary for Justice

Minister for Public Health, Women's Health and Sport

The Lord Advocate”

Document 1

From: [redacted] <redacted@gov.scot>

Sent: 21 August 2020 16:30

To: redacted@nilbymouth.org

Subject: Freedom of Information Request - FOI/18/03666

Dear [redacted]

Please see the attached letter and SPFL report. [redacted under Section 25(1), the information is already accessible and can be found online here:

<https://www.gov.scot/publications/foi-18-03666-appeal/>

Regards

[redacted]

[redacted]

Delivery & Communications Officer

Active Scotland

Scottish Government

[redacted]

Tel: [redacted] | Mob: [redacted]

Email: redacted@gov.scot | Twitter: @redacted



<https://www.gov.scot/policies/physical-activity-sport/>

Document 2

From: Dave Scott <redacted@nilbymouth.org>

Sent: 17 February 2020 13:41

To: [redacted] <redacted@gov.scot>

Cc: redacted@talktalk.net

Subject: Funding Application

Dear [redacted],

Please find attached an application from Nil by Mouth to any proposed 'Tackling Sectarianism' funding stream which may be approved by the Scottish Parliament and Government through the budget process for 2020/21.

As requested I attach:

- The Application Form detailing the project objectives
- Delivery Plan
- Costs Sheet
- Copy of our most recent 'signed off' annual accounts for 18/19
- A copy of our Equality policy – which can be viewed from page 10 in the 'Ethics' section of the Handbook.

I hope you will find all in order. I have copied [redacted] from the Nil by Mouth Board into this e-mail as our nominated co-signee.

Please do let me know if you require any further information.

With all best wishes.

Dave Scott
Director
Nil by Mouth
Tel: [redacted]

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For more information please visit <http://www.symanteccloud.com>

Application form:



Scottish Government
Riaghaltas na h-Alba
gov.scot

**Scottish Government
Community Safety Unit**

**Tackling Sectarianism Fund
1 April 2020 – 31 March 2021
Application Form**

Application Form: Tackling Sectarianism Fund

Please read the Guidance Notes before completing this Word form, together with the Excel budget form. Please make sure that you answer all the questions applicable.

Section 1: Tell us about your organisation

1.1 Legal name of your organisation

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|-------------------------------|
| Nil by Mouth Charitable Trust |
|-------------------------------|

1.2 Registered address for your organisation

| | |
|-----------------|---------------------|
| Address 1 | Room 131 |
| Address 2 | Touchbase |
| Address 3 | 43 Middlesex Street |
| Address 4 | |
| Town | Glasgow |
| County | Lanarkshire |
| Postcode | G41 1EE |
| Country | United Kingdom |
| Telephone | [redacted] |
| Email | redacted@gmail.com |
| Website Address | www.nilbymouth.org |

1.3 Main contact for this application

| | | | |
|-----------|-------------------------|--------|------------|
| Name | Dave Scott | | |
| Position | Director | | |
| Telephone | [redacted] | Mobile | [redacted] |
| Email | redacted@nilbymouth.org | | |

1.4 Bank account details

| | |
|--------------------|------------|
| Name of Bank | [redacted] |
| Account Name | [redacted] |
| Account No. | [redacted] |
| Sort Code | [redacted] |
| No. of Signatories | [redacted] |

1.5 The legal status of your organisation

| | | |
|---|--------------------|---|
| Legal Status | Registered Charity | Other |
| Charity No. | 030375 | Company No. |
| In what year was your organisation established/granted charitable status? | | 2000 |
| Is your organisation a branch of another charity/body? | | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| If yes, name of parent company/body | | |

1.6 Annual income

| | |
|--|-------------------------------------|
| What was the income of your organisation in its last financial year? (Exclude any income for capital items such as buildings and equipment.) | £111,695 |
| Please tick if you are a new organisation that has been operating for less than one year. | <input checked="" type="checkbox"/> |

1.7 Geographical area

| | |
|--|---------------------------|
| In which local authority area is your registered office based? | Please Select. Glasgow |
|--|---------------------------|

1.8 What are the main aims and activities of your organisation?

| |
|--|
| <p>Nil by Mouth is Scotland's oldest anti-sectarian organisation and was set up by Glasgow teenager Cara Henderson in response to the brutal sectarian murder of her friend Mark Scott in 1995. We exist with the sole aim of creating a Scotland free from sectarianism and aim to achieve this by: Educating: we seek to facilitate change through educational programmes and initiatives. Supporting: we create and deliver projects aimed at helping individuals, groups and communities raise awareness of, and challenge sectarianism. Inspiring: we wish to inspire others to reflect and act through campaigning. Challenging: we exist to challenge attitudes and systems that perpetuate religious and cultural bigotry and intolerance. To meet these core objectives the bulk of our activities take place in schools, workplaces, sporting clubs, colleges, universities, youth projects and community settings</p> |
|--|

1.9 Who are the people involved in your organisation?

| | |
|--|---------------------------------|
| How many Board members do you have? | 7 |
| How many other volunteers are involved? | A maximum of 10 at any one time |
| How many full-time staff are employed? | 3 |
| How many part-time staff are employed? | 0 |
| In the last year, how many service users have benefitted from the work of your organisation? | Approx 10,000 |

1.10 Briefly describe the makeup of your Board of Trustees. Tell us about the skills and experience of your Board members and how you support them.

The management of the Trust is the responsibility of a voluntary Board of Trustees who are elected and co-opted under the terms of the Trust Deed. The Trustees have power to appoint new Trustees. Amongst the present board there is a wealth of experience across mainstream education, fundraising, academia, communications, sport, project management, the legal system and the trade union movement. The current board has 7 members and combined experience of 56 years service at trustee level. All Trustees are familiar with the work of the charity and attend events and workshops across the year.

1.11 Independent Referee

Provide details of an independent referee who knows the work of your organisation and/or the subject of this application

| | |
|-----------------------------------|--------------------------------------|
| Name | [redacted] |
| Position | HR Business Partner |
| Organisation | Network Rail |
| Address 1 | [redacted] |
| Address 2 | [redacted] |
| Address 3 | |
| Address 4 | |
| Town | [redacted] |
| County | [redacted] |
| Postcode | [redacted] |
| Country | [redacted] |
| Telephone | [redacted] |
| Email | redacted@networkrail.co.uk |
| Relationship to your organisation | Lead Contact at Partner Organisation |

Section 2: Tell us about your project

2.1 Name of project

Beyond Religion and Belief

2.2 Project start date (dd/mm/yyyy)

01/04/2020

Project end date (dd/mm/yyyy)

Ongoing but funding being applied for until 31st March 2021

2.3 Briefly describe your proposed project using no more than 400 words, including how you will build on the learning from the work your organisation has delivered in previous years and from the wider work delivered to tackle sectarianism.

1. 'Beyond Religion and Belief' is a project which tackles sectarianism and sectarian attitudes in the workplace. It was developed in conjunction with the STUC, Scottish Government, ACAS and a number of pilot employers and went 'live' in 2011. It offers workshops, resources and strategies for dealing with the issue in and around the workplace.
2. Since its launch more than **130 employers** and institutions have become partners with over **17,000 people** participating in the training programme. During recent years the project focused heavily on engagement with local authorities and significant progress has been made with more than half of Scotland's 32 local authorities taking part. This meets key recommendations made at all stages of the Independent Advisory Group Reports (2013, 2015 & 2017) of engaging councils directly in the tackling sectarianism agenda.
3. In addition to the workplace element the project offers:-
 - (a) Training, lectures, workshops and placements to university and college students to allow participants to fully develop their skills across our external schools programme and wider anti-sectarian projects. These include working with several education, teaching, social work and community development departments.
 - (b) We run 'Activity Weeks' across specified geographical areas to promote national efforts to tackle sectarianism across a range of workplaces, schools, colleges and communities. We ensure that local authorities and elected members are directly involved in these as well as partner workplaces – the key aim is to encourage councils to deepen anti-sectarian work in their areas.
4. In 2020/21 we would like to add an extra dimension to the programme with long term partners City of Glasgow and Ayrshire Colleges by running creative competitions during the funded period.

2.4 Please describe the need or issue that your project will address, including evidence of need.

1. There have been a number of high profile cases regarding individuals behaving in a sectarian manner which have resulted in a number of staff being dismissed or sanctioned at work. Examples below:

<http://www.dailyrecord.co.uk/news/scottish-news/provo-princess-teacher-who-glorifies-7053966#bCCizTyjg3X2Tj0R.97>

<https://www.thescottishsun.co.uk/news/scottish-news/2213980/bins-boss-picked-on-staff-because-they-were-catholic/>

<http://www.scotsman.com/news/sectarian-facebook-chat-could-cost-employers-1-2277754>

<http://www.dailyrecord.co.uk/news/local-news/north-lanarkshire-council-investigate-sectarian-2557257>

<https://www.dailyrecord.co.uk/news/scottish-news/fat-fenian-bd-watch-your-12959563>

<https://www.glasgowtimes.co.uk/news/18160068.nursing-assistant-no-longer-employed-glasgow-hospital-sectarian-tweets/>

2. During the life of this project we have received strong and consistent feedback from participants on the relevance of tackling sectarianism in the workplace and advised several employers on tackling instances of sectarian behaviour ranging from content on social media, use of inappropriate language at work and removal of offensive materials from shared spaces. This has, on occasions, resulted in disciplinary action being taken and on occasions employment being terminated. Partners have told us they would have been unable to support this level of anti-sectarianism work independently of their engagement with this project.

3. The Advisory Group's final report recommendations (published in May 2015) highlighted specific areas of action for local authorities. Including key recommendation 8;15:

'Develop a whole council approach through policies, training and education of staff, where this is currently being developed it should be encouraged and supported with learning discussed and disseminated for use by other local authorities.'

This project provides exactly the type of in depth 'whole authority package' right through from the classroom to the boardroom. This was reinforced in Dr Morrow's 2017 review into the implementation of the Group's recommendations.

4. There is a sustained demand for our services from employers with more than 2,000 employees taking part every year since the project was established. New partners continue to come forward.
5. In December 2016 The Scottish Government's Advisory Group on Hate Crime reported: that:

'Within the workplace, there is a need to raise awareness of what hate crime and prejudice looks like and greater appreciation of equality within the ongoing work between employees and companies to improve the workplace.'

<http://www.gov.scot/Resource/0050/00506074.pdf> (Pg 15)

This project provides a tested framework for successfully delivering such interventions.

6. Religion and Belief has been classed as a protected characteristic under the Equality Act. However, the 'Faith & Belief in Scotland' report produced by the University of Edinburgh in June 2014 highlighted that 59% of Scottish local authorities paid only 'lip service' to this

protected characteristic in their equality outcome assessments.

<http://faithandbelief.div.ed.ac.uk/wp-content/uploads/2014/07/Faith-and-Belief-Scotland-FINAL-VERSION-OF-REPORT.pdf>

2.5 How do you know this project will address this need outlined in 2.4?

1. This project has gone from strength to strength in recent years both in terms of numbers of employers/staff participating and recognition from external agencies. At time of application 130 employers have taken part in the programme. These include a number of FTSE 100 employers and private sector businesses – groups which have traditionally been reluctant to become involved in anti-sectarian work. 2019/20 saw the first commercial bank – Barclays – sign up for the programme.
2. In its 2013 report the Independent Advisory Group on Sectarianism recognised our partnership with British Transport Police through this project as an area of good practice and a model for others to follow.
3. In March 2017 Dr Duncan Morrow included numerous references to the success of Nil by Mouth and its work (Including BRB) in his review of the implementation of the Advisory Group's recommendations: *'In particular, Nil by Mouth have been pivotal in translating the implications of the Advisory Group's report and recommendations into local practice.'* *The Nil by Mouth schools programme, which is now self-sufficient with associated buy-in from councils supporting an on-going legacy. They have also engaged with nine local authorities through their workplace project, six of these intensively, working with staff and building on the framework that was taken forward within the City of Edinburgh Council.*
4. City of Edinburgh Council highlighted its involvement with 'Beyond Religion & Belief' as an example of best practice in its submission to Dr Morrow's 2017 report.
5. The project has been successful in engaging local authorities – a key player in any national anti-sectarian strategy. In 2019/20 11 local authorities engaged directly with the programme – including for the first time Clackmannanshire. Since its launch the project has operated in more than half Scotland's councils.
6. Demand for the project shows no sign of diminishing with new requests for workshops and interventions being received each week. We have included partner feedback and case studies in all our reports to the Scottish Government which can provide evidence as to the popularity and success of this programme.

2.6 Describe how you will work with/involve/partner service users in shaping services.

1. We use both individual and group evaluation from participants to shape format, content and delivery style of workshops. This is important as we can deliver across a wide range of work environments such as, offices, call centres, industrial depots and content must be suitable for each and pitched appropriately. The key role of the project's Engagement Officer is to ensure that this groundwork is laid prior to delivery of programme. Each partner employer has a

nominated lead contact who acts as our main point of liaison. We discuss the suitability of packages with them, often submitting presentations, resources etc in advance for study, to ensure that an employer is fully involved with the planning of any sessions we deliver and comfortable with the content.

2. When booking a session the lead contact also has to complete an individual training analysis to provide the NBM trainer with an insight into the group they will be working with and any potential issues/concerns/sensitivities which the employer wishes to be taken into account.
3. We encourage larger partners (who may be looking to run an extended series of workshops) to first run a 'focus group' style of session at the beginning of each work programme to test out the agreed delivery before it goes 'mainstream.' New prospective partners are also invited to send a rep to observe training being delivered at other partners to get a feel for delivery style and content.
4. We have engaged a number of trade unions in recent years to ensure that stewards and staff are aware of the services provided and this gives us numerous opportunities to discuss attitudes in the workplace and offer another route for staff who may be concerned about behaviour (but who are often apprehensive about speaking out) to share their experiences, seek advice and where appropriate intervention. **It is important that engagement from this programme can be driven by staff as well as employers.**
5. We will engage both formally and informally with other programmes working to tackle sectarianism to minimise any potential overlap in provision. For example we have discussed our college competition with the 'Colour of Our Scarves' project to ensure that different groups of students will be targeted and we do not encroach into courses they are well established with.
6. During 2019 we commissioned students from longstanding partners City of Glasgow College to produce new presentations with a particular focus on engaging 'visual learners. These are used during delivery of much of the programme.

2.7 How will your project work towards a national remit?

| | |
|--|--|
| <p>We are a national charity and work across Scotland. In a typical year we will deliver across 18-22 local authority areas. We are always happy to share information or ideas with other groups funded through this stream.</p> | |
|--|--|

2.8 What area of Dr Morrow's review of the Advisory Group recommendations will your project be working towards?

The following recommendations from the 2017 report would be the most applicable to this project:-

Councils

Local authorities should actively consider how best practice in tackling sectarianism can be shared more systematically across Scotland.

In the event that further funding for community-based practice is made available by the Scottish Government, local authorities should be encouraged to partner with applicants to encourage capacity building and knowledge exchange between the voluntary and community sector and public bodies.

Education

Local partnerships between schools of different backgrounds should be encouraged, including sharing of resources and topics of interest.

The inclusion of anti-sectarianism as an element in teacher education remains an area for active development.

Section 3: The difference your project will make

3.1 Tackling Sectarianism Fund Outcomes

The Tackling Sectarianism Fund aspires to address sectarianism as it manifests in communities, directly impacting on the issue and adding to the overall understanding of the nature and extent of sectarianism in modern Scotland.

The fund outcomes are:

- That the project will directly impact on the nature and extent of sectarianism in Scotland and specifically how it is understood in, and impacts on, individual communities across Scotland that they work with.
- That the project will align and take forward the recommendations of Dr Duncan Morrow's review, working in partnership to deliver and address the issue for individual sectors or organisations.
- The project builds on the understanding of delivery in communities, and how interventions can be mainstreamed successfully.

The Tackling Sectarianism Programme will continue to use the evaluation framework, provided by the Scottish Government, SCOTLAND: No Place for Sectarianism, please see PDF below;



Outcomes
Framework 2016.pdf

Linking your project outcomes to the outcomes set out in the evaluation framework listed below is necessary.

You should choose at least **one** framework outcome and at most **three** from the following table.

| | | |
|---|---|-------------------------------------|
| 1 | People have increased skills in facilitating dialogue (including workers, volunteers, peers and others) | <input checked="" type="checkbox"/> |
| 2 | Increased and improved resources for tackling sectarianism | <input type="checkbox"/> |
| 3 | Increased opportunities for people to express their feelings, opinions and experiences about sectarianism | <input checked="" type="checkbox"/> |
| 4 | Improved partnerships and collective responses to sectarianism | <input type="checkbox"/> |
| 5 | Increased awareness and understanding of sectarianism and its effects | <input checked="" type="checkbox"/> |
| 6 | People and communities are more motivated and able to engage in constructive dialogue around sectarianism | <input type="checkbox"/> |
| 7 | Reduction in prejudicial attitudes which lead to sectarian behaviour and language | <input type="checkbox"/> |

| | | |
|----|---|--------------------------|
| 8 | Reduced sectarian behaviour and incidents | <input type="checkbox"/> |
| 9 | Increasing our understanding of how sectarianism impacts upon individuals and communities across Scotland | <input type="checkbox"/> |
| 10 | Increasing our understanding of the extent to which tackling sectarianism is a priority for individual communities | <input type="checkbox"/> |
| 11 | Increasing our understanding of the extent to which communities are prepared to engage in open and frank discussion on sectarianism | <input type="checkbox"/> |
| 12 | Increasing our understanding of how sectarianism is understood in individual communities across Scotland | <input type="checkbox"/> |
| 13 | Increasing our understanding of the effectiveness of different interventions | <input type="checkbox"/> |
| 14 | Increasing our understanding of what can be learned from interventions which fail to have the intended impact | <input type="checkbox"/> |

3.2 Project outcomes and activities

Please describe the most important change or difference for the intended beneficiaries that this funding will support. (The guidance notes accompanying this form may be useful in helping to complete this section.)

| | | |
|---|---|--|
| Project outcome 1 | We will facilitate and create an environment where sectarianism can be properly discussed and challenged in partner workplaces including local authorities. | |
| Which framework outcome(s) will this contribute to? | | |
| Increased opportunities for people to express their feelings, opinion and experiences about sectarianism. | | |
| Proposed activities for project outcome 1 | Timescales | |
| <ol style="list-style-type: none"> 1. We will deliver tailored workshops to staff (including employees, managers and owners/board members) which will include an overview of sectarianism in society, associated stereotypes and related behaviours, policy requirements and methods of addressing instances of sectarianism in workplace environment. 2. We will deliver training to Modern Apprentices across a range of public and private sector employers and training providers to provide the equality training requirement set by Skills Development Scotland as part of its national programme. 3. We will deliver lectures and workshops to teaching, social work and community development students in Scottish universities. 4. We will deliver training to newly qualified and probationary teachers at local authority level as part of their group CPD days. 5. We will promote the scheme to new partners with particular emphasis on local authorities and private businesses. 6. We will attend equality and 'Health & Wellbeing' events across our networks offering information stalls and training as appropriate. | As per attached delivery plan | |

| | |
|---|--|
| We will also offer informal 'drop in' sessions for staff at these events. | |
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| | |
|--------------------------|---|
| Project outcome 2 | We will see an increased awareness of sectarianism and the impacts of sectarian behaviour amongst participants in the programme and increased confidence in their collective/individual ability to identify and challenge such behaviour. |
|--------------------------|---|

| | |
|--|--|
| Which framework outcome(s) will this contribute to? | Increased awareness and understanding of sectarianism and its effects. |
|--|--|

| Proposed activities for project outcome 2 | Timescales |
|--|-------------------------------------|
| <ol style="list-style-type: none"> 1. We will offer a management module to ensure that managers, team leaders and supervisors feel confident identifying sectarian behaviour and have strategies and policies in place for addressing it when required. This will include role play, scenarios and a section on social media policy. 2. Liaise with lead contact at partners regularly to assist and advise on any problems which may arise due to a sectarian issue being raised within workplace. 3. We will engage external stakeholders such as trade unions, employer groups, professional bodies and business agencies with remits crossing over into the workplace to raise awareness of the project and the wider tackling sectarianism agenda. 4. We will run three 'Action Weeks' in different local authority/geographical areas bringing together employers, community projects, schools and sports clubs to raise awareness of sectarianism and show communities willing to stand against it. 5. We will run two creative competitions with students at City of Glasgow and Ayrshire Colleges as part of their graded units. These will run over the course of the term and will involve the charity and college staff devising and delivering their own anti-sectarian modules. | As per attached delivery programme. |

| | |
|--------------------------|---|
| Project outcome 3 | Practices and procedures to address sectarianism will become embedded in partner organisations. |
|--------------------------|---|

| | |
|--|--|
| Which framework outcome(s) will this contribute to? | People have increased skills in facilitating dialogue (including workers, volunteers, peers and others.) |
|--|--|

| Proposed activities for project outcome 3 | Timescales |
|--|--------------------------------|
| <ol style="list-style-type: none"> 1. We will prepare post-session reports for lead contact at each workplace partner highlighting any issues raised/spotted or suggested areas for action. 2. Provide policy assistance to HR staff on ensuring adequate practices and procedures are in place, assisting employers to create their own strategies for tackling issue. We will offer 'one to one' sessions with staff when appropriate to address, or establish, instances of sectarian behaviour at work. This will include mediation between staff. | As per attached delivery plan. |

| | |
|---|--|
| <ol style="list-style-type: none"> 3. We will target delivery to HR staff and 'Equality Champions' to maximise potential impact across larger-scale workplaces. 4. We will publicise our work and events across council areas in local media outlets encouraging local authority partners to make public their commitment to tackling sectarianism. 5. Continue to promote best practice through dedicated anti-sectarian events, conferences and engagement with wider equalities networks within both local authority and national frameworks. 6. We will facilitate student teacher placements in conjunction with the University of Strathclyde across the year to provide direct experience of delivering anti-sectarian inputs in a school environment. 7. Assist local partners in securing funding/resources to run their own events or programmes aimed at addressing sectarianism. | |
|---|--|

3.3 What are the major milestones for your project?

Significant milestones in your project should be outlined through your delivery plan. The milestones will link in with the delivery of your outcomes. A very brief description of them here is required e.g. resource agreed, training completed, training pack distributed, volunteers recruited, resources published etc.

| |
|---|
| <ol style="list-style-type: none"> 1. As the project is already firmly established and operating with a great deal of success at different levels with different partners during the course of the year there are no generic 'Milestones' to be reached. However, on an individual basis there may be agreed deadlines, work programmes, numerical targets or shared aims. One thing we do try to ensure is that no fewer than 2,000 people take part in the project each year – this is important as it provides a gauge of how relevant the project remains at end of each year. We will also aim to secure a minimum of 30 partner employers each year. 2. In respect of our three 'Action Weeks' these take place between start of September and end of March in order to tie in with schools, college terms. 3. Our two college competitions will take place in the first quarter of the funded period to comply with academic timetables and exam material submission. |
|---|

3.4 How will you know you are making a difference (e.g. what information/ feedback will you collect and how and when will you record it – will this show the impact of your delivery)?

| |
|--|
| <ol style="list-style-type: none"> 1. In respect to monitoring the quality/impact of the delivery in individual workshops each participant is asked to complete anonymous evaluation of the session where they have the chance to express their views on, content of presentation, delivery, if their awareness of sectarianism has been raised, the relevance of presentation/subject to their workplace, impact of session on attitudes and to highlight an aspect they liked/disliked about the session. There is also space on evaluation for individual comments or observations about the session. There is also a facilitators evaluation provided where organiser, or senior staff member present, provides feedback which is more detailed and doesn't use the 'points' system that forms most of participant feedback sheets. |
|--|

2. These responses are analysed and summarised by Engagement Officer and discussed with lead contact at partner workplace. We liaise with lead contact several times a year and they will also provide longer term feedback on how programme has impacted on attitudes/practices in the respective workplace.

3. In respect of working with local authorities/large public bodies they must operate a system where a senior officer will see completed evaluations and stats arising from it. This allow the officer to decide if training has been appropriate and if it is suitable/relevant for further 'roll-out' across other departments. This allows the partner to place the work within the body's own quality control framework. All this information is tabulated, recorded and shared with the Government at the half year/full year report stage of the programme with accompanying quotes, stats and case studies.

3.5 How will the initiative being proposed be mainstreamed within or build capacity among communities and stakeholders – if this is a main aim of your project?

The aim of the project is to raise awareness of sectarianism and its consequences across partner employers and training providers and encourage staff and associated stakeholders to find their voice on the issue. As part of our efforts to 'map' the long-term impact of the project we composed a series of questions to lead contacts at partners we have been working with for a number of years.

Case Study: Network Rail

Over the last few years we have deepened our partnership with Network Rail; this includes information stalls being set up in depots, Glasgow Central Station and communal staff areas, providing advice on symbols and emblem policy, delivering training to RMT reps, supporting managers with individual complaints from the public and online abuse directed toward staff and – for the first time – we delivered training for night shift. We asked our lead contact **[redacted], Human Resource Business Partner**, to evaluate the impact of the project on the company.

What, if any, benefits do you think your organisation has gained from taking part in Nil by Mouth's workplace project?

Since taking part in Nil by Mouth's workplace project. Network Rail in Scotland has benefited from increased understanding and awareness throughout the country and not just limited to the west – dispelling myths regarding the realities of the situation, improved discussion and better engagement.

Has the project been well received by staff? Do you feel it has helped embedded the equalities agenda within the workplace?

The project has been very well received by staff, and it's discussed and included as part of our Diversity and Inclusion agenda. We mention it at our D&I training and it's seen as very valuable. The sheer volume of positive feedback I receive when a session takes place is impressive and is down to the fantastic team at Nil by Mouth. Everyone loves the approach taken and although we have been looking at ways to create a digital short with Nil by Mouth, nothing can replace the value of the workshop and face to face interaction.

Have you been able to involve trade unions within your workplace in the project?

We have been able to involve trade unions with the project, circa 30 attendees at the trade union maintenance staff side meeting which was well received and will be replicated this year.

3.6 How will your organisation work with individuals and communities to develop social networks and relationships to strengthen communities?

Please see answers to 3.5 and 3.8

3.7 How will your organisation tackle the root causes of problems in communities and prevent negative outcomes?

As outlined in the answers in section 2 there are a number of indicators and pieces of research which strongly suggest sectarianism is an issue in certain workspaces across Scotland. The Equality Act (2010) also enshrines several protected characteristics, including religion. One of the problems most commonly reported from individuals who contact Nil by Mouth for advice on alleged sectarian incidents is the failure of employers to view sectarian language, actions and attitudes as little more than 'banter'. BRB provides the framework, tools and motivation for employers to both pro and re-actively raise awareness of the harmful impacts of sectarianism and has been utilised by several employers to meet these legal requirements and as a tool for addressing instances of sectarianism from staff and service/business users. The project allows employers to access support and resources free of charge thus removing budgetary reasons/excuses for failing to engage with the tackling sectarianism agenda.

Through our 'Action Weeks' we will ignite action outside of the workplace and involve schools, colleges, community projects and sports clubs with the tackling sectarianism agenda, highlighting the strength of support for the campaign to rid Scotland of this strain of bigotry.

3.8 How will your organisation work in partnership, which can include but is not limited to, working with local authorities, football, education, youth work, religious organisations and other community organisations to achieve greater outcomes?

1. NBM has a strong track record in building strong, effective and lasting relationships with partners and key stakeholders. This has been recognised by Prof Morrow in his 2017 report highlighting the '*pivotal*' role Nil by Mouth have played in encouraging key partners such as councils into '*translating the implications of the Advisory Group's report and recommendations into local practice.*'
2. Through this project we have forged strong relationships with a number of councils notably South Lanarkshire, North Lanarkshire, West Lothian East Ayrshire and Perth and Kinross and have delivered training to thousands of staff across a range of services and settings.
3. We already work with a number of networks across a range of sectors to promote our project and the wider 'tackling sectarianism' agenda and we are constantly seeking to widen the scope and reach of our project. This includes trade unions, COSLA and other local government networks and Scottish and UK Government agencies.

4. Through our college competitions we will allow students the opportunity to consider sectarianism in their communities and devise and develop their own campaigns aimed at tackling the problem. The winning entries will be utilised as part of the charity's work and displayed publicly via advertising, art space or within community facilities.

5. In recent years we have engaged with a number of institutions, voluntary, civic groups and media outlets to promote our work. Many of these relationships remain strong and will continue going forward. They include: Rotary International , Street Leagues, South Lanarkshire College, Young Enterprise Scotland: Bridges 2 Business, Public Commercial Services Union, Scottish Water, Skills Development Scotland, Strathclyde University, Scottish Training Federation, City Building, Wheatley Group, Barnardos, BBC, STV, Radio Clyde and several national and local media outlets.

- [redacted]

Education Officer (EO2)

The EO2 is responsible for:

- [redacted]

Section 5: Budget

Please complete the separate Excel budget form accompanying this application form.

5.1 Please tell us if there is anything we should know about the figures in the budget, including an explanation or breakdown to show how main costs were calculated.

We will provide any additional costs above the £95,000 being applied for from the Scottish Government of the total costs of running this project from our own reserves.

5.2 If this application is part of a bigger project, and supported by other funders, please provide details below (see guidance notes).

| List Funder(s) | Amount requested | Amount secured | Expected date of outcome for unsecured funding |
|----------------|------------------|----------------|--|
| N/A | | | |
| | | | |
| | | | |

5.3 If you are currently receiving funding from another Scottish Government fund please complete the following table.

| Name of fund | Amount received | Department (Education, Health, etc.) | Contact name in the Scottish Government | 50 word summary of the project |
|--------------|-----------------|--------------------------------------|---|--------------------------------|
| N/A | | | | |
| | | | | |
| | | | | |
| | | | | |

5.4 How will your project outcomes be sustained when the funding for this project ends?

We are Scotland's only nationwide charity dedicated to challenging sectarianism and whilst we value our relationship with the Scottish Government as a key partner, our work tackling sectarianism will continue regardless of whether this funding stream continues beyond March 2021. In respect of ensuring that this and our other projects remain sustainable we have been successful in securing a number of grants toward supporting our work in recent years from

bodies such as the Sharegift UK, Scottish Book Trust, Scottish Women in Business, Crear Hotels Trust, WA Cargill Foundation, The Lord Provost's of Glasgow's Office, Gannochy Trust, Ruby Trust and Arise Glasgow. We will continue to explore other avenues of additional funding over the projected period of Scottish Government support.

5.5 Is the organisation an Accredited Living Wage Employer?

Yes No

Does the organisation pay all staff employed using Scottish Government funding the Living Wage or above? If the organisation does not do so currently but is working towards this, please provide an indication of this plan here.

Yes. All staff paid above minimum wage.

5.6 Fair Working Practices

The Scottish Government has set out its aspiration to create lasting economic success by building on sustainable growth that also achieves fairness, equality, opportunity and innovation. Examples of this approach are set out in the [Scottish Business Pledge](#) and in the [procurement guidance on fair work practices](#).

The Scottish Government is keen to promote fair working practices and would encourage funded organisations to have in place policies, practices and procedures which are consistent with promoting fair working practices, including payment of the Living Wage. Please select from the list below all the practices that are in place or which apply to your organisation. Successful applicants may be asked to provide a copy of the policies that evidence the Fair Working Practices they have identified.

| | |
|---|-------------------------------------|
| A fair and equal pay policy including, for example, ensuring no gender discrimination or the monitoring of pay ratios within the organisation | <input checked="" type="checkbox"/> |
| Clear managerial responsibility to nurture talent and help individuals fulfil their potential including, for example, a strong commitment to Modern Apprenticeships and the development of Scotland's young workforce | <input checked="" type="checkbox"/> |
| Promoting equality of opportunity and developing a workforce which reflects the population of Scotland in terms of the protected characteristics (age, disability, gender, gender identity, religion or belief, race, and sexual orientation) | <input checked="" type="checkbox"/> |
| Support for learning and development | <input checked="" type="checkbox"/> |
| Stability of employment and hours of work, and avoiding exploitative employment practices including, for example, no inappropriate use of zero-hours contracts | <input checked="" type="checkbox"/> |
| Flexible working (including, for example, practices such as flexi-time and career breaks) and support for family friendly working and wider work life balance | <input checked="" type="checkbox"/> |
| Support progressive workforce engagement, for example, Trade Union recognition and representation where possible, otherwise alternative arrangements to give staff an effective voice | <input checked="" type="checkbox"/> |

Section 6: Beneficiary Monitoring

You should only provide answers to sections that most apply to your target beneficiaries.

6.1 Will your project mainly benefit people from a particular ethnic background?

Yes No

If yes, which ethnic group(s) or background?

A White

- Scottish
- Other British
- Irish
- Gypsy / Traveller
- Polish
- Other white ethnic group, please specify

B Mixed or Multiple Ethnic Group

- Any mixed or multiple ethnic groups, please specify

C Asian, Asian Scottish or Asian British

- Pakistani, Pakistani Scottish or Pakistani British
- Indian, Indian Scottish or Indian British
- Bangladeshi, Bangladeshi Scottish or Bangladeshi British
- Chinese, Chinese Scottish or Chinese British
- Other, please specify

D African

- African, African Scottish or African British
- Other, please specify

E Caribbean or Black

- Caribbean, Caribbean Scottish or Caribbean British
- Black, Black Scottish or Black British
- Other, please specify

F Other ethnic group

- Arab, Arab Scottish, or Arab British
- Other, please specify

6.2 Will your project mainly benefit people from a particular age group?

Yes No

If yes, which age group? (Please select up to two)

- 0-24 years 25-64 years 65+ years

6.3 Will your project mainly benefit people of a particular gender?

- Yes No

If yes, which? (Please tick all that apply).

- Men (including trans men)
 Women (including trans women)
 Other (e.g. non-binary people)

6.4 Will your project mainly benefit people of a particular religion or belief?

- Yes No

If yes, which specific religion or belief?

- | | |
|---|--|
| <input type="checkbox"/> Church of Scotland | <input type="checkbox"/> Jewish |
| <input type="checkbox"/> Roman Catholic | <input type="checkbox"/> Hindu |
| <input type="checkbox"/> Other Christian | <input type="checkbox"/> Pagan |
| <input type="checkbox"/> Muslim | <input type="checkbox"/> Humanist |
| <input type="checkbox"/> Buddhist | <input type="checkbox"/> Other, please specify |
| <input type="checkbox"/> Sikh | |

6.5 Will your project work intersectionally, i.e. with people who have a combination of protected characteristics?

- Yes No

If yes, please state which protected characteristics and provide a brief description of this work.

Given the nature of the project our work will involve people as diverse as Scotland's workplaces, colleges and universities allow.

6.6 Describe what steps you take to ensure your services are inclusive and accessible to all

We have a stated equality policy which is available to funders upon request.

Section 7: Declaration

I apply, on behalf of the organisation named above, for a grant as proposed in this application in respect of expenditure to be incurred over the proposed funding period on the activities described.

Signatory one (see Guidance)

This must be the primary contact named in the first part of the application. I, please enter name confirm that I am authorised to submit this application and that the information given in this form is true and accurate. My organisation authorises Scottish Government to hold any information supplied about this application in its electronic or manual records and that the information supplied can be used for the purposes of assessment; publicity or promotion of any award; or passed on to other external third parties without the need for further consent to be obtained.

I understand that you may contact me during the assessment process and I confirm that I am authorised by the organisation for this purpose and that you may rely on any further information supplied to you by me.

| | |
|------------|------------|
| Name | Position |
| Dave Scott | Director |
| Date | Signature |
| 07/02/2020 | [redacted] |

Signatory two (see Guidance)

I confirm that this application and the proposed project within it have been authorised by the board members or other governing body.

| | |
|------------------------------|-----------------------|
| Name | Position |
| [redacted] | Trustee |
| Address including postcode | |
| [redacted] | |
| Phone number (or text phone) | |
| Mobile number | [redacted] |
| Email | redacted@talktalk.net |
| Date | Signature |
| 17/02/2020 | [redacted] |

Section 8: Submitting your application

This form should be emailed to redacted@gov.scot with your organisation's name in the subject line of the email. Please save this Word form and your separate Excel budget form with your organisation's name and project name (if different) as the file titles. Attach the documents requested in the check list. For enquiries call [redacted] or email [redacted] or [redacted].

Check List:

| | |
|--|---|
| Have you completed all the questions on the application form? | <input checked="" type="checkbox"/> |
| Have you completed and attached your Excel budget form spreadsheet? | <input checked="" type="checkbox"/> |
| Have you completed and attached your Delivery Plan? | <input checked="" type="checkbox"/> |
| Have you enclosed/attached the following documents? <ul style="list-style-type: none">• A copy of your Memorandum and Articles or Constitution, signed and dated.• Most recent independently examined or audited accounts, or verified statement of income and expenditure (if a new organisation, most recent bank statement).• A copy of your Equality and Diversity Policy. | <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> |

END

Delivery Plan

Tackling Sectarianism Fund Staged Delivery Plan 2020-2021

Guidance Notes

The staged delivery plan is based upon the model of who, what, where, why and when to allow all aspects of the project delivery to be fully explained. It should reflect your proposed budget breakdown.

WHAT (Proposed Activities)

This box should correspond to the activities you proposed in your application form. You should also tell us how often the activities will take place and who the target audience will be.

WHERE

Tell us where the activities will take place. If you are delivering a local community project specify the location *e.g. youth club*. If you are delivering a national project specify the local authorities you plan to target. If you intend to undertake research specify the geographical location in which this will be carried out.

WHEN

You should indicate when the planned activities will take place and for how long.

WHO

Use this box to tell us who will be responsible for delivering this activity and indicate if this is in conjunction with partner agencies. (For example other funded projects, local authorities, voluntary organisations, football clubs etc.)

WHY

Tell us which Project Outcomes the activity will contribute towards.

| WHAT will be delivered? (Proposed activities) | WHERE will it be carried out? | WHO will be responsible for delivering this activity? | WHEN will it be undertaken and for how long? | WHY Project outcomes to be met |
|--|--|--|---|---|
| 1. We will deliver a series of tailored workshops to staff (including employees, managers and board members) which will include an overview of issue, policy requirements and methods of addressing instance of sectarianism in workplace environment. | 1. Various workplaces across Scotland. | 1. Programme Manager | 1. Over course of full funded period. | All activities in this section linked to outcome 1: 'We will facilitate and create an environment where sectarianism can be properly discussed and challenged in partner workplaces including local authorities.' |
| 2. We will deliver training to Modern Apprentices at a range of public and private sector | 2. Various workplaces across Scotland | 2. Programme manager and | 2. Over course of full funded period. | |

| | | | | |
|--|---|---------------------------------------|--|---|
| employers and training providers as part of the equality training requirement set by Skills Development Scotland. | | Education Officer. | | |
| 3. We will deliver teacher training CPD sessions and lectures to both existing teachers and teaching students. We will particularly target newly qualified and probationary teachers at local authority level. | 3. Strathclyde University, Aberdeen University, Various Local authorities | 3. Education Officer. | 3. During second half of funded period (Sep – March) | |
| 4. We will promote the scheme to new partners with particular emphasis on local authorities. | 4. Various places across Scotland | 4. Engagement Officer. | 4. Over full funded period with emphasis on first half of year (April – Oct) | |
| 5. We will attend equality and 'Health & Wellbeing' events in workplaces offering information stalls and training as appropriate. We will also offer informal 'drop in' sessions for staff at these events. | 5. Various places across Scotland | 5. Engagement Officer and volunteers. | 5. Throughout funded period. | |
| 1. We will offer a management module to ensure that managers, team leaders and supervisors feel confident identifying sectarian behaviour and have strategies and policies in place for addressing it when | 1. Various workplaces across Scotland. | 1. Programme Manager. | 1. Across whole funded period. | Every activity in this section relates to outcome 2: 'We will see an increased awareness of sectarianism and the impacts of sectarian behaviour amongst |

| | | | | |
|---|---|---|---|--|
| required. This will include role play, scenarios and a section on social media policy. | | | | participants in the programme and increased confidence in their collective/individual ability to identify and challenge such behaviour.' |
| 2. Liaise with lead contact at partners regularly to assist and advise on any problems which may arise due to a sectarian issue being raised within workplace. | 2. As above | 2. Engagement Officer | 2. Across funded period. | |
| 3. We will engage external stakeholders such as trade unions, employer groups, professional bodies and business agencies with remits crossing over into the workplace to raise awareness of the project and the wider tackling sectarianism agenda. | 3. As above. | 3. Programme Manager & Engagement Officer | 3. As above. | |
| 4. We will run three 'Action Weeks' in different local authority/geographical areas bringing together employers, community projects, schools and sports clubs to raise awareness of sectarianism and show communities willing to stand against it. | 4. Areas to be decided upon by end of May 2020. Under consideration include East Dunbartonshire, West Dunbartonshire, West Lothian, East Renfrewshire, North Lanarkshire. | 4. All staff and volunteers. | 4. Second Half of funded period (Oct to March) | |
| 5. We will run two creative competitions with students at City of Glasgow and Ayrshire Colleges | 5. Glasgow and Ayrshire | 5. Programme Manager | 5. First quarter of funded period (April to June) | |

| | | | | |
|---|------------------------------|--|---------------------------------|---|
| <p>as part of their graded units. These will run over the course of the term and will involve the charity and college staff devising and delivering their own anti-sectarian modules.</p> | | | | |
| <p>1. We will prepare post-session reports for lead contact at each workplace partner highlighting any issues raised/spotted or suggested areas for action.</p> | <p>1. Office in Glasgow.</p> | <p>1. Engagement Officer</p> | <p>1. Across funded period.</p> | <p>1. All the activities in this section relate to achieving outcome 3: 'Practices and procedures to address sectarianism will become embedded in partner organisations.'</p> |
| <p>2. Provide policy assistance to HR staff on ensuring adequate practices and procedures are in place, assisting employers to create their own strategies for tackling issue. We will offer 'one to one' sessions with staff when appropriate to address, or establish, instances of sectarian behaviour at work. This will include mediation between staff.</p> | <p>2. Various locations.</p> | <p>2. Programme Manager</p> | <p>2. As above</p> | |
| <p>3. We will target delivery to HR staff and 'Equality Champions' to maximise potential impact across larger-scale workplaces.</p> | <p>3. As above.</p> | <p>3. Engagement Officer and Programme Manager</p> | <p>3. As above</p> | |

| | | | | |
|--|---------------------------------|---|---|--|
| 4. We will publicise our work and events across council areas in local media outlets encouraging local authority partners to make public their commitment to tackling sectarianism. | 4. Various areas. | 4. Programme Manager | 4. As above | |
| 5. Continue to promote best practice through dedicated anti-sectarian events, conferences and engagement with wider equalities networks within both local authority and national frameworks. | 5. As above | 5. Programme Manager | 5. As above | |
| 6. We will facilitate student teacher placements in conjunction with the University of Strathclyde across the year to provide direct experience of delivering anti-sectarian inputs in a school environment. | 6. Across West Central Scotland | 6. Education Officer and Engagement Officer | 6. Second Half of funded period (Sep – March) | |
| 7. Assist local partners in securing funding/resources to run their own events or programmes aimed at addressing sectarianism. | 7. Glasgow Office | 7. Engagement Officer | 7. Across funded period. | |

END

Budget :

Tackling Sectarianism Fund April 2020 to March 2021 Budget Form

Name of Organisation:

Nil by Mouth - Beyond Religion and Belief

Section 5 : Budget

| Project Budget | Other Funder Contributions 2020-2021 | TSF Contribution 2020 - 2021 | Total |
|---|--------------------------------------|------------------------------|------------------|
| INCOME | | | |
| TS Fund Contribution | | 95,000.00 | £95,000.00 |
| Funder 2 | | | £0.00 |
| Funder 3 | | | £0.00 |
| Funder 4 | | | £0.00 |
| TOTAL INCOME | 0.00 | 95,000.00 | 95,000.00 |
| DIRECT STAFF COSTS | | | |
| Programme Manager (0.75 of week) | | [redacted] | [redacted] |
| Engagement Officer | | [redacted] | [redacted] |
| Education Officer | | [redacted] | [redacted] |
| | | [redacted] | [redacted] |
| | | [redacted] | [redacted] |
| Total Direct Staff Costs | 0.00 | [redacted] | [redacted] |
| ADDITIONAL STAFF COSTS | | | |
| Recruitment | | 0.00 | £0.00 |
| Sessional Staff | | 1,000.00 | £1,000.00 |
| Volunteer Costs (Travel and Training and Subsistence) | | 1,500.00 | £1,500.00 |
| Staff Expenses (Travel and Subsistence) | | 5,000.00 | £5,000.00 |
| Staff Training and Development | | 500.00 | £500.00 |
| Other (contingency) | | 1,000.00 | £1,000.00 |
| Total Additional Staff Costs | 0.00 | 9,000.00 | 9,000.00 |
| TOTAL STAFF COSTS | 0.00 | [redacted] | [redacted] |
| DIRECT PROJECT COSTS | | | |
| Action Week Costs | | 2,270.00 | £2,270.00 |
| College Competition Costs | | 1,500.00 | £1,500.00 |
| Venue Hire Events/Focus Groups | | 550.00 | £550.00 |
| Catering fo Events | | 500.00 | £500.00 |
| | | | £0.00 |

| | | | |
|---|-------------|------------------|------------------|
| | | | £0.00 |
| TOTAL DIRECT PROJECT COSTS | 0.00 | 4,820.00 | 4,820.00 |
| CONTRIBUTIONS TO OVERHEADS | | | |
| Rent/Rates/Insurance | | 5,200.00 | £5,200.00 |
| Utilities (light and heat) | | 300.00 | £300.00 |
| Office Consumables | | 850.00 | £850.00 |
| IT Support/Telephone | | 330.00 | £330.00 |
| Cleaning/Maintenance/Repairs | | 0.00 | £0.00 |
| Management costs (See Guidance) | | 0.00 | £0.00 |
| Governance cost | | 0.00 | £0.00 |
| Other (Please specify) | | 0.00 | £0.00 |
| TOTAL CONTRIBUTION TO OVERHEADS (see Guidance) | 0.00 | 6,680.00 | 6,680.00 |
| Capital costs (insert/remove) | | | £0.00 |
| TOTAL EXPENDITURE | 0.00 | 95,000.00 | 95,000.00 |

END

Annual Accounts:



Challenging sectarianism

Charity No: SC030375

NIL BY MOUTH CHARITABLE TRUST
 FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2019

TOUCHBASE
 43 MIDDLESEX STREET
 GLASGOW
 G41 1EE

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TRUSTEES

[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]
[redacted]

Honorary Patron

C Henderson

Campaign Director Education Officer Engagement Officer

D Scott
[redacted]
[redacted]

Charity number

SC030375

Registered Office

Touchbase
43 Middlesex Street, Glasgow G41 1EE

Tel.: [redacted]
Web: www.nilbymouth.org
Email: redacted@nilbymouth.org

Bankers

[redacted]

Independent Examiner

[redacted]

TRUSTEES REPORT

The Trustees present their report and accounts for the financial year ended 31 March 2019. Nil by Mouth Trust was established by Cara Henderson in terms of a Deed of Trust dated 14 July 2000. The management of the Trust is the responsibility of the voluntary Board of Trustees who are elected and co-opted under the terms of the Trust Deed. The Trustees have power to appoint new Trustees. Day-to-day administration of the Trust from 1 April 2018 to 31 March 2019 was carried out by the Campaign Director, D Scott, Education Officer, [redacted] and Engagement Officer [redacted]. The Campaign Director line manages all staff and volunteers, whilst reporting to the trustees each quarter, and has been in post since June 2011. All Trustees understand the work of the charity. Where additional training or professional advice is needed, this is provided externally.

Trust Purpose

The primary trust purposes are:

- to campaign for greater recognition of the damage caused by sectarianism and promote positive change;
- to contribute towards a robust legislative and policy framework;
- to promote education and training for positive change;
- to encourage and support individuals and organisations to challenge sectarianism.

Our mission is to challenge sectarianism in Scotland and promote a culture of respect within our society. We have campaigned towards these ideals for 19 years. We are grateful to those individuals, Trust Funds, government funders and schools who have made donations and awarded grants in support of our work.

Achievements & Performance Review for the Year

Tackling Sectarianism in the Workplace

Our flagship '**Beyond Religion & Belief**' workplace training programme has been operational since 2011. Since then more than **125 employers** have participated in the scheme with thousands of staff taking part in training and awareness sessions. 2018/19 was another strong year for the programme with more than 2,000 staff participating, drawn from 36 different employers. The programme involves delivery of a range of workshops, presentations and one to one sessions to a range of public, private, charity and co-operative employers. We enjoyed significant success working with various Modern Apprentice programmes and providers and view investing our time in staff at the start of their career as an essential part of ensuring workplaces are free from sectarian prejudice and behaviours. Significant developments in the programme across the past 12 months include being invited to work with a number of trade union branches across the public transport network and public sector, delivering our first dedicated sessions to night shift workers through our partnership with Network Rail and delivering training to staff working for large employers such as Scottish Water, Scottish & Southern Energy and Wheatley Group. In summer 2018 the Sunday Mail ran a full page feature on the work of the programme highlighting instances of sectarianism in the workplace. As a result several individuals contacted the charity about issues within their own workplaces and we are providing ongoing support and advice to these people and, where required, the employer involved. More than a quarter of Scottish local authorities also participated in the programme. These include Dundee City, East Renfrewshire, East Ayrshire and Glasgow City Councils. This meets a key recommendation of the 2017 Morrow report into 'Sectarianism in Scotland' which listed councils as a key driver and stakeholder in tackling the problem and stressed the importance of

engaging them with the tackling sectarianism agenda. We are grateful to the Scottish Government for its continued support for this programme which forms a key plank in its anti-sectarian programme in 2019/20.

Education Work and ‘Champions for Change’ Programme

The trust firmly believes that education is the most important way to change our society. To this end we plan, promote and deliver workshops, activity days and inter-school project work with school pupils across Scotland. Our ‘Champions for Change’ schools programme has been in operation since 2011 with hundreds of schools taking part and tens of thousands of pupils participating. The programme aims to raise awareness of the issues surrounding sectarianism within our society. Our interactive approach aims to draw out personal attitudes, views and experiences while encouraging people to challenge sectarianism in their own lives and in wider society. Last year we adapted the programme to introduce a new ‘Champions for Change Award’ element for schools engaging in partnership work with us. This fosters wider engagement in the programme and provides schools access to funding we have secured for the programme which supports inter-school activity, educational visits and team building days. Through the year 2018/19, our Champions for Change programme worked with 7,013 pupils drawn from 76 primary, 26 high and 1 ASN schools. We delivered the programme across 21 of Scotland’s 32 local authority areas, making this the most widely travelled year of the Champions for Change programme.

2018/19 was the first full year of the Champions for Change Award and saw 11 active partnerships featuring 23 schools. One of the biggest success stories was the continued relationship between Holy Family and Mossend primary schools. In 2013 the schools teamed up to work on the ‘Divided City’ project, which aimed to raise awareness of the harmful impact of sectarianism on our society. The schools subsequently built on this by working in partnership with Nil by Mouth and since 2013 have participated in a range of workshops, events and activities focusing on how young people can build bridges higher than walls. Since 2014 more than 500 pupils from both schools have taken part in the programme which has seen a range of initiatives including workshops, joint visits to museums, sports days, recording films and albums exploring sectarianism and celebrating community. In June 2018 the schools were awarded an ‘Excellence and Equity Award’ by North Lanarkshire Council in recognition of their partnership work challenging sectarianism. In 2018 the Trust worked with Clydeview Academy and St. Columba’s High School in Gourock. More than 200 S2 pupils from the schools took part in a music programme entitled ‘Sing Something Else’ aimed at helping them better understand different religious and cultural identities. This included a special song contest held at the Old Gourock and Ashton Parish Church. In June 2018 pupils and staff visited the Scottish Parliament to be presented with ‘Champions for Change’ awards by Nil by Mouth in recognition of the quality of their anti-sectarian work. The project was subsequently praised by Cabinet Secretary for Education and Deputy First Minister John Swinney MSP in the Holyrood chamber. Sadly, in December 2018 [redacted], Principal Teacher of Religious Studies at St Columba’s High School and staff lead on the ‘Sing Something Else’ project, passed away suddenly at the age of just 54. [redacted] was a caring and genuine person who was one of the most popular teachers at the school. We at Nil By Mouth were truly honoured to work alongside him on the ‘Sing Something Else’ project and would pass our condolences to his family and friends.

‘Pitch Perfect’ Project

Our ‘Pitch Perfect’ college competition with City of Glasgow College provides students the opportunity to create and design their own anti-sectarianism awareness campaign. 2018 saw the

competition run for the 5th consecutive year with it counting towards the Marketing and PR students overall HND grade. Participants were given the chance to spend a real budget, plan a campaign and gain invaluable experience pitching to an independent panel of experts. Following an initial briefing from our Campaign Director the students were put into groups and given several weeks to come up with an idea which would tackle bigotry and promote greater tolerance in society. Hundreds of students pitched to an internal panel of judges made up of College and Nil by Mouth staff, with just five successful groups gaining a place in the final, which was held in Glasgow's Grand Central Hotel in June. The final event saw a panel of judges made up from a range of industries select 'Sectarianism is a Turn Off' as their winning idea. The online campaign aimed at encouraging young people to consider how sectarian attitudes and language can impact on their love lives was created by [redacted], [redacted] and [redacted]. They wanted to look beyond football and violence and drew on the experiences of their friends and classmates to discover how use of sectarian language or posting sectarian content online impacted on how they would view someone as a potential love match. The campaign was launched in February 2019 on the lead up to Valentines' Day. Nil by Mouth ran a series of adverts across a range of social media platforms and dating apps in an effort to hammer home the message that you never get a second chance to make a first impression. The students message of 'don't let blind hate cost you a first date' was very timely as research conducted by the Humanist Society of Scotland around the same time showed that around 10% of people in Scotland would not accept someone of a different religion marrying a relative. 'Sectarianism is a Turn Off' was featured in several national newspapers, on local radio; including the Evening Times, Daily Record, Scottish Sun, Newsletter and on radio including Clyde 1 and Central FM. The campaign image was viewed more than 100,000 times across Nil by Mouth's social media feeds.

Collaborations

The Trust had a highly successful year maintaining and cultivating partnerships with organisations who share our objectives. Such collaborations allow us to spread our work through different sectors and increase our reach. A selection of these partnerships are listed below:

Scottish Book Trust: We worked alongside the Trust in delivering an event during Scottish Book Week in November and have been funded by it to deliver workshops with the author [redacted] in High Schools across 2019.

University of Strathclyde: One of our strongest partnerships has been with the University's education faculty, with NbM staff delivering lectures, CPD sessions and work placements to more than 250 students over the course of the year.

Sense over Sectarianism (SOS) Partnership: The Trust continues to sit on the partnership board alongside Glasgow City Council, The Archdiocese of Glasgow, The Glasgow Presbytery, Rangers FC and Celtic FC. The board consider applications for funding from schools across west-central Scotland.

'Kiss Bigotry Goodbye' Cup: In June we hosted this competition which brought together schools from across Lanarkshire for a day of football and workshops focusing on the consequences of posting sectarian abuse online. Several schools took part at the event held at Ravenscraig Sports Centre with more than 60 female players taking part. The event was recognised by Police Scotland as an example of good community engagement at its awards in Summer 2018.

Dumfries and Galloway Council and Gretna 2008 FC: Thanks to support from [redacted] Lowland League Club Gretna 2008 displayed Nil by Mouth's logo on the back of its first team strips during the season. We also worked with schools and teachers across the region through our 'Beyond Religion and Belief' workplace training programme.

Ayrshire College: The Trust has forged a fantastic relationship with Ayrshire College over the past few years and during 2018/19 we delivered activity across all its campuses in the county. This included an art competition ran in conjunction with Bridges 2 Business encouraging students to design artwork to challenge the attitudes which can lead to sectarian hate crimes. In March 2019 our Director was a keynote speaker at the Colleges' first Social Science conference.

North Lanarkshire College: During the last quarter of the year the Trust ran an education and awareness programme across all North Lanarkshire College campuses. This included lectures, seminars and workshops with lecturers and students.

'Bools and Bards': In October 2018 we ran a special event with Scottish Football's three footballing poets in residence at the Hampden Bowling Club to promote our work across the arts. The poets took part in a special bowling competition, followed by recitals of their prose before a packed audience. The event was covered heavily in Glasgow media outlets and we are grateful to the performers and the social club for taking part.

Cross Party Group (CPG) on Tackling Sectarianism in Scottish Society: The CPG has been set up as a forum for groups with an interest in tackling sectarianism to come together to discuss how this may be achieved, share best practice and explore how MSPs can constructively engage with the issue. The Trust is a founding member of the CPG and it's Director currently serves as Secretary of the group.

Action Week Programmes

Over the course of the year the Trust delivered four 'Action Weeks' in areas across Scotland including North Lanarkshire, Ayrshire and Central Scotland. These events focus solely on schools, workplaces, colleges and councils within a geographical area and see staff and volunteers delivering educational programmes, lectures and workshops aimed at raising awareness of sectarianism and building bridges between people from different religious and cultural backgrounds. Highlights from this year's programme included pupils from schools in North Lanarkshire coming together to work on designing their own equality campaigns, participate in multi-school workshops and local elected members taking part in a range of science and sporting events designed to reinforce the message that communities achieve more working together. This model of engagement has proved successful and we will continue it over the next 12 months with West Lothian and East Renfrewshire two areas earmarked for activity.

Football Environment

During the year the Trust continued to lead the campaign for Scottish Football to introduce UEFA's 'Strict Liability' framework for dealing with offensive, racist and sectarian behaviour in football stadiums. Several high profile incidents at matches highlight the continuing problem the game has with sectarianism and over a third of all arrests for religiously aggravated offences relate to football. This included reported sectarian abuse directed towards a quarter of all SPFL Premier League managers – including the now Scotland national team manager Steve Clarke. Despite the managers concerned publicly speaking out about the situation the clubs and governing bodies have, regrettably, taken no action beyond vacuous soundbites. The Trust is firmly of the view that Scottish Football lacks the will or appetite to tackle these problems and while that remains so the option of external intervention must remain a live one. The final report of the Scottish Government's Advisory Group on Sectarianism, published in 2017, recommended that Scottish Football implement the European model of sanctions or present a viable alternative. We will continue to press the game's governing bodies, SPFL clubs and the Scottish Government to ensure these changes are implemented in full. Nil by Mouth also highlighted across the year in the media how Scottish football benefited significantly from public money to tackle to host of other 'societal problems' to

highlight the starkly inconsistent approach when it comes to tackling sectarian behaviour within its own environment.

Campaigning in the media

Sectarianism remains an important issue in the media and this presents both an opportunity and a challenge to the Trust. We wish to set the agenda but also have to respond constructively to events as they happen. During the year we made frequent contributions to the public debate on sectarianism in Scotland across a range of platforms including the Daily Record, Herald, Scotsman, Herald on Sunday, Sunday Mail Scotland on Sunday, Evening Times and Scottish Sun published numerous opinion pieces and articles featuring the charity's campaigns on sectarianism in football, society, workplace and sports clubs. The charity's work and views were also featured in the, Sunday Express, Sunday Post, Times, National and The Courier.

We have taken a wider approach to local media outlets to help support our local community led projects in areas such as Rutherglen, Mossend, Condorrat and Stevenston. Over the year our work has been featured in the Rutherglen Reformer, Ayrshire Post, Stirling Observer, Motherwell Times, West Lothian Courier, Annandale Standard, East Kilbride News, Kilmarnock Standard and Paisley Daily Mail.

The work of the Trust has also been featured on Television and Radio broadcasts including Sky Sports News, BBC News and website, STV, Radio Scotland, Radio Ulster, Radio Clyde, Kingdom FM, Radio Borders, Heart FM and Capital FM. The Campaign Director has also participated in numerous new media interviews, Q&A sessions, mock press conferences and group discussions with media students, bloggers and film makers. We have provided interviews and access to our archives for academics researching sectarianism. Our social media platforms continue to grow with more than 750,000 views of our Facebook page during the year.

Trustees and Staffing

Our Campaign Director completed eight years in post in June 2019. Our Education and Engagement Officers have now both been in post for five ears and the Trustees are confident that the existing staff complement will continue to drive the charity forward over the next 12 months Nil by Mouth currently has seven Trustees, all of whom are familiar with the work of the charity, and the board met every quarter during the year.

Financial Review (In Brief)

Total Income for Year 2018/19 **£111,647** (2017/18: £115,028)

Total Expenditure for 2018/19 **£120,604** (2017/18: £114,983)

Surplus for year 2018/19 - **£8,957** (2017/18: Surplus £45)

Total Funds Carried Forward **£50,873** (2017/18: £59 782)

Reserve Policy

In so far as cash resources permit the policy of the trustees is to hold in reserve a sum of money equivalent to three months' running costs.

Plans for the Future

Strategy and Priorities for the Coming Years

We believe the lasting solution to sectarianism lies in education. We believe that this problem goes far beyond football. Action is needed both in and out of schools. We are looking at potential areas of expansion and have developed effective resources for use with schools and higher/community education outlets and tools for use in the workplace.

Our strategy for the next year includes:

1. Focusing on widening the reach of our various education projects and the funding base which sustains them. This will include working on a book project to assist raising money for our schools programme.
2. To work through the Cross Party Group on Combating Sectarianism in Scottish Society to bring together groups and individuals serious about addressing the problem in society.
3. We will continue to prioritise our work in Scotland's Colleges and universities. Demand for which is growing year upon year.
4. Growing the number of employers signing up to participate in the 'Beyond Religion & Belief' workplace project which will be supported by the Scottish Government during 2019/20.
5. The charity will consider its long term objectives beyond 31st March 2020 at a specially convened Trustee, staff and volunteer meeting in summer 2019.

Statement of Trustees Responsibilities

The charity's Trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and financing of the Trust, and are satisfied that systems are in place to mitigate our exposure to the major risks.

Independent Examiners

[redacted] was appointed to operate as Independent Examiners during the year and have expressed their willingness to continue in office.

Approval

On behalf of the Board of Trustees

[redacted]
Trustee

Date: December 2019

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF NIL BY MOUTH CHARITABLE TRUST FOR THE YEAR ENDED 31 MARCH 2019

I report on the accounts of the charity for the year ended 31 March 2019 set out on pages 10 to 12.

Respective responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44 (1) (c) of the Act and to state whether particular matters have come to my attention.

Basis of Independent Examiner's Statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent Examiner's statement

In the course of my examination, no matter has come to my attention.

- 1 which gives me reasonable cause to believe that in any material respect the requirements:
 - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations, and
 - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations have not been met, or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

[redacted]
Independent Examiner

[redacted]

STATEMENT OF FINANCIAL ACTIVITIES

| | Total 2019 £ | Total 2018 £ |
|---------------------------------------|-----------------|-----------------|
| Income | | |
| Investment Income | 48 | 19 |
| Grants Received | 101,500 | 107,265 |
| Donations and Legacies | 9,009 | 5,511 |
| Events & Services | 1,138 | 2,233 |
| Total Income | 111,695 | 115,028 |
| Expenditure | | |
| Charitable activities | 120,604 | 114,983 |
| Total Expenditure | 120,604 | 114,983 |
| Surplus / Deficit for the Year | (8,909) | 45 |
| Total Funds Brought Forward | 60,782 | 59,737 |
| Total Funds Carried Forward | 51,873 | 60,782 |

The statement of financial activities includes all gains and losses in the year. All income and expenditure derive from continuing activities relating to unrestricted funds.

BALANCE SHEET

| | Notes | 2019 £ | 2018 £ |
|---|-------|---------------|---------------|
| Fixed Assets | | - | - |
| Current Assets | | | |
| Cash in hand and in bank | | 51,473 | 60,632 |
| | | 51,473 | 60,632 |
| Liabilities | | | |
| Creditors: Amounts falling due within one year | 6 | 600 | 851 |
| Receipts in Advance | 6 | - | - |
| | | - | - |
| | | 50,873 | 59,781 |
| Net Current Assets | | 50,873 | 59,781 |
| Total Charity Funds | | | |
| Unrestricted funds | | 50,873 | 59,781 |

Date: _____

NOTES TO THE ACCOUNTS

1 Accounting Policies

1.1 Basis of Preparation of Accounts

The financial statements are prepared under the historical cost convention and in accordance with applicable Accounting Standards and Statement of Recommended Practice, Accounting and Reporting by Charities (FRS102) and the Charities Accounts (Scotland) Regulations 2006.

1.2 Income

Income comprises grants and investment income.

Income is included when it is received except where the funding bodies specify that they must be used in future accounting periods or the funding bodies conditions have not been fulfilled, then the income is deferred,

1.3 Expenditure

Expenditure is included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered. Expenditure which is directly attributable to core activities is categorised as expenditure on charitable activities.

Governance costs are those incurred in connection with compliance with constitutional and statutory requirements.

1.4 Cash Flow Statement

The Charity has taken advantage of the exemption in Financial Reporting Standard 102 SORP from producing a Cash Flow Statement on the grounds that it qualified as a small charity.

1.5 VAT

This charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

1.6 Taxation

The Charity is a recognised charity (number: SC030375) under the terms of Section 505 of the Income and Corporation Taxes Act 1988 and therefore no provision for taxation has been made in these accounts.

1.7 Tangible Fixed Assets

Given that the Charity possesses no significant tangible assets and has no intention to do so in the foreseeable future, the Trustees have agreed that any items of equipment and supplies under a value of £800 be written off at the date of purchase and that the remaining value of asset value be written off in the current year.

1.8 Investment Income

Investment Income comprises bank interest accumulated in the period shown gross in the accounts.

1.9 Operating Leases

Rentals applicable to operating leases are charged to the Statement of Financial Activities over the period in which they are incurred.

1.10 Pensions

The Trust operates a defined contribution pension scheme for its employees. Contributions are charged to the statement of financial activities in the period to which they relate. There were no outstanding contributions at the year end.

| | | | |
|----------|---|---|--------------------------|
| 2 | Grants, Donations and Legacies | 2019 | 2018 |
| | | £ | £ |
| | Scottish Government - Grant | 95,000 | 85,000 |
| | Gannochy Trust | - | 10,000 |
| | Fare Network | - | 3,515 |
| | Other Trust Funds and Grants | 6,500 | 8,750 |
| | Donations and Fundraising | 9,009 | 5,511 |
| | Events & Services | 1,138 | 2,233 |
| | | <u>111,647</u> | <u>115,009</u> |
| 3 | Charitable activities | 2019 | 2018 |
| | | £ | £ |
| | Salaries and Related Costs | 90,063 | 87,540 |
| | Administration | 2,118 | 1,853 |
| | Rent and Servicing | 7,372 | 7,372 |
| | Grants Paid | - | - |
| | Travel & Miscellaneous Expenses | 10,851 | 4,801 |
| | Programme & Activities | 8,641 | 9,816 |
| | Professional Fees | 959 | 3,001 |
| | Governance - Independent Examiner's fee | 600 | 600 |
| | | <u>120,604</u> | <u>114,983</u> |
| 4 | Staff Costs | 2019 | 2018 |
| | | £ | £ |
| | Salaries | [redacted] | [redacted] |
| | Social Security Costs | [redacted] | [redacted] |
| | Employment Allowance | [redacted] | [redacted] |
| | SMP recovered | [redacted]) | [redacted] |
| | Pension Costs | [redacted] | [redacted] |
| | | <u>[redacted]</u> | <u>[redacted]</u> |
| | Average number of employees during the year | 3 | 3 |
| 5 | Trustee remuneration | No trustee received any remuneration during the year | |
| 6 | Creditors | 2019 | 2018 |
| | | £ | £ |
| | Accruals | 600 | 851 |
| | | <u>600</u> | <u>851</u> |
| 7 | Funds | Nil by mouth has no restricted funds and therefore net assets are all allocated to the unrestricted funds | |

END

Equality Policy:



Nil by Mouth Charitable Trust
[redacted]

Challenging sectarianism
Charity No: SC030375

Telephone: [redacted]
www.nilbymouth.org

HANDBOOK ON GOVERNANCE

This handbook is designed to provide guidance to new and existing Trustees, drawing together various policies and governance documents that have been agreed over a period of time. As such, there will inevitably be some duplication although, hopefully, not conflict.

It is important that Trustees review their procedures and governance from time to time and in accordance with developing charity and other legislation to maintain and support good practice. The Terms of Reference and Codes of Governance is provided under clause 6.1.13 of the Deed of Trust which empowers Trustees to supplement the regulations for the conduct of business and other matters relative to the administration and management of the trust as required.

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CODE OF GOVERNANCE – NIL BY MOUTH BOARD OF TRUSTEES

PURPOSE:

Trustees hold responsibility for the actions carried out in the name of Nil by Mouth Charitable Trust. The purpose of this document is:

1. To provide guidance for Trustees on areas of responsibility and performance and the standards under which the Charity operates.
2. To ensure that the Board and its sub-committees meet their responsibilities, act in accordance with legal obligations and observe high ethical standards;
3. To set out the standards of conduct expected of Trustees in order to achieve these results.

We wish:

1. to give all our Funders, Government Departments, Local Authorities, Charity Regulators, Volunteers, and members of the public confidence that our affairs are properly conducted.
2. To ensure that best practice, transparency of action and accountability protects the Charity from any suggestion that our actions are influenced by improper motives.

Roles and Responsibilities of Trustees

The Board of Trustees of Nil by Mouth shall be made up of up to 14 individual trustees, including a Chairperson, a Vice Chairperson and a Treasurer.

The role of Trustee is voluntary. Nil by Mouth Trustees are not paid nor should they receive any personal gain from their role. However in order to ensure that Trustees are not out of pocket for the work they do, expenses can be claimed by submitting a claim form and receipts in the first instance to the Campaign Coordinator.

Trustees of Nil by Mouth will stand for re-election or retire after 3 years.

Under the direction of the Chair, the Trustees of Nil by Mouth have the collective corporate responsibility for ensuring that Nil by Mouth fulfils its aims and objectives and for promoting and ensuring the efficient, effective and accountable governance of the organisation.

The Trustees will provide effective governance and strategic leadership and direction which focuses on the agreed outcomes.

To contribute to the work of Nil by Mouth the Board of Trustees will be made up of individuals with the following range of backgrounds, skills and experience:

| | |
|--------------------------------|------------------------------------|
| Political | Organisational Development |
| Finance | Management |
| Local Authority | Leadership (Strategic Development) |
| Media/Communications | Legal |
| Human Resources/Employment Law | Community Integration |
| Education | |

Trustees will be expected to contribute to the work of the Board in one or more of the above fields.

Trustees will:

- Act selflessly in the interests of Nil by Mouth
- Have a clear interest in the eradication of Sectarianism in Scotland
- Through having the appropriate experience and skills contribute fully and effectively to the work of Nil by Mouth
- Actively participate in the decision making process of Nil by Mouth and any of its committees and working groups
- Contribute and assist in the day to day operations and work of Nil by Mouth, supporting staff in leadership while monitoring the organisation
- Ensure that Nil by Mouth operates within the limits of its authority as laid down in the constitution and governance organisations such as the Office of the Scottish Charity Regulator
- Act as ambassadors of Nil by Mouth and will not act in any way to discredit the organisation, the work of the organisation and the other Trustees
- Work with all interested parties and stakeholders to ensure that the aims and work of Nil by Mouth are accurately represented and supported
- Listen sensitively and objectively to the thoughts, views and perceptions of others, inside and outside of Nil by Mouth
- Question intelligently, challenge rigorously and debate contrastively, yet fairly and dispassionately
- Ensure that policies and procedures are in place and used fully and effectively to maintain safe governance and working practices and that the organisation balances income and expenditure
- Uphold the highest ethical standards of integrity and probity, complying with all of Nil by Mouth's policies and procedures and, in particular, the constitution

In addition the Board of trustees will

- Ensure details of the Charity on the Scottish Charity Register are accurate
- Submit to OSCR an Annual Return, Monitoring Return (if appropriate) along with a copy of the charity's accounts signed by a charity trustee
- Obtain consent if changing the charity's name or purposes, or if amalgamating or winding up the charity
- Notify OSCR of changes to the constitution within 3 months of them being made
- Keep financial records, prepare an annual statement of accounts and subject these to external scrutiny as required by the Accounting Regulations
- Keep accounting records for at least 6 years
- Establish a formal agreement between the charity and any professional fundraiser or organisation carrying out fundraising for the charity, and adhere to Fundraising Regulations
- Ensure that copies of the governing document or annual accounts are made available to a member of the public if requested.
- Ensure that proper reference is made to the charity on any documents or publications.
- Ensure compliance with relevant legislation and regulation
- Seek profession advice when required.

Elected Office Bearers

There shall be 3 elected office bearers of Nil by Mouth; the Chairperson, the Vice Chairperson and the Treasurer. These office bearers shall be elected for a period of 2 years. At the end of the 2 years Office bearers shall stand down but may be eligible for re election.

The Role of the Chairperson

Overall Purpose

To provide leadership and direction to the Board of Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the charity, developing aims, objectives and goals of Nil by Mouth in accordance with the governing document, legal and regulatory guidelines.

The chair will work in partnership with the all staff members to ensure that trustee decisions are acted upon and the charity is managed in an effective manner.

Main Responsibilities

- Leading the trustees and members of staff to develop strategic plans for Nil by Mouth.
- Providing support and leadership to all members of staff and ensuring that the charity is run in accordance with the decisions of the trustees and the charity's governing document.
- Liaising with the Campaign Coordinator and/or HR Policy Coordinator to draft agendas for trustee meetings and ensure that the business is covered efficiently and effectively in those meetings.
- Undertaking a leadership role in ensuring that the board of trustees fulfils its responsibilities for the governance of the charity.
- Acting as the channel of communication between the trustees and staff.

Main Duties

- Planning, setting and chairing trustee meetings and AGMs.
- Ensuring trustee decisions are acted upon.
- In conjunction with the Vice Chairperson supporting and appraising the work of the Campaign Co-ordinator and HR Policy Coordinator.
- Leading disciplinary and appointment committees.
- Representing the charity at functions, meetings and in the press and broadcasting media.
- Acting between full meetings of the board in authorising action to be taken *intra-vires* and signing cheques and legal documents in accordance with relevant mandates.
- Ensuring that the performance of the Board and the trustees is reviewed on an annual basis.

The Vice Chairperson

The Vice Chairperson shall support the Chairperson by:

- Assisting the Chairperson of the Association in meeting his or her responsibilities and in particular helping to ensure the efficient conduct of the business at board meetings and at general meetings;

- Standing in for the Chairperson whenever the Chairperson is unable to attend an event or meeting;
- Establishing a constructive working relationship with, and provide support for, the Campaign Co-ordinator, the HR Policy Co-ordinator, the Chairperson and ensuring the Board as a whole acts in partnership with staff;
- Building a constructive relationship with and between other Board Members;
- Representing the organisation as appropriate;
- Taking decisions delegated to the Vice- Chairperson;
- Ensuring that Nil by Mouth's affairs are conducted in accordance with generally accepted codes of performance and propriety.

The Treasurer

Responsibilities:

To manage and report on the association's finances by:

- Carrying out the responsibilities of a member of the Board of Trustees.
- Assisting in the preparation of the budget.
- Monitoring the budget.
- Ensuring the Board's financial policies are being followed.
- Reporting to the Board of Trustees on finances.
- Preparing any required financial reporting forms.
- Maintaining all bank accounts.
- Overseeing all financial transactions.
- As practical signing all cheques of the organisation with the second signature from any of the board's other directors or staff with signing authority.
- Chairing the finance committee.

Attendance at Meetings

Four meetings of Trustees and two Strategy meetings are normally held annually. Trustees are expected to attend at least 4 out of the 6 meetings each year. Other meetings, such as subcommittee meetings, may be organized. It is important that trustees make the expected commitment to attendance at all meetings. Trustees unable to do so may be interested in retaining links with Nil by Mouth as specialist advisers.

Agenda of Meetings

The Chairperson of the Board of trustees of Nil by Mouth together with the Campaign Coordinator and/or HR Policy Co-ordinator will determine the agenda for each meeting, and share it in written or electronic form in advance of the meeting. Trustees may amend the agenda once the meeting has commenced.

Quorum for Meetings

The quorum for meetings of the Board of Trustees shall be three or 50% of the total number of trustees, whichever is the greatest, in accordance with Clause 6.1.4 or the Deed of Trust

Minutes and Records of Meetings

Records of meetings shall be agreed and maintained in accordance with Clause 6.14 of the Deed of Trust.

Code of Conduct of Trustees

1. Members of the Nil by Mouth have a duty, as individuals, in discharging their responsibilities as Trustees to ensure that they:
 - a. Bring an independent judgement to bear on issues of strategy, performance and resources and observe the highest standards of integrity, confidentiality and objectivity.
 - b. Act in good faith in the interests of Nil by Mouth and its members and in the public interest, exercise due care and diligence, and contribute expertise and experience to the work of the Trustee Board.
 - c. Promote the reputation and standing of Nil by Mouth and its objectives.
 - d. Refrain from making public pronouncements, which could damage the good reputation and standing of Nil by Mouth or are at variance with the Trustees' agreed position even where that position may differ from their individual views.
2. Members of the Trustee Board must act with probity and due prudence and should take and consider professional advice on anything in which they do not have expertise themselves.
3. Members of the Trustee Board must administer the organisation and all its assets in the interest of current, potential and future beneficiaries.
4. Members of the Trustee Board should hold themselves accountable to the public for their decisions, the performance of the Trustee Board and the performance of the organisation. Except where legally authorised, members of the Trustee Board must not gain financial or other material benefit for themselves, their families or their friends from their membership of the Trustee Board.
5. Members of the Trustee Board should ensure there are clear guidelines on the payment of expenses for carrying out their duties and should only claim expense in accordance with the guidelines.
6. Members of the Trustee Board must not place themselves under any financial or other obligation to any outside individual or organisation that might influence him or her in the performance of his or her official duties.
7. Members of the Trustee Board must not incur any financial or other liability to any outside individual or organisation unless such liability has been authorised by the Trustee Board.
8. Members of the Trustee Board should conduct themselves in a manner which does not damage or undermine the reputation of the organisation, or its staff individually or collectively and should not take part in any activities which is in conflict with the objects or which might damage the reputation of the organisation.
9. Members of the Trustee Board must make decisions together and take joint responsibility for them. The extent to which any one member or a small group of members is empowered to speak for, or take action on behalf of, the organisation or the Trustee Board must be a matter for all Trustees to decide together. Such decisions must be recorded.
10. Members of the Trustee Board who sit on the Board as representatives of other parties must accept that their sole responsibility is to Nil by Mouth and not to the aforesaid party.
11. Members of the Trustee Board have a duty to act in the Charity's best interests, ahead of any other personal, professional or other interest. The general principle to be observed is that members of the Trustee Board should avoid actions or inaction, which cannot be justified to the Board and members of the public.

12. Members of the Trustee Board should be alert to anything which might give rise to suspicion of improper conduct.
13. Members of the Trustee Board are required to declare any and/or all relevant interests during meetings immediately it becomes apparent that such an interest has relevance to the matter under consideration by the Trustee Board. If the interest is a financial one (e.g. they or their employer are beneficiaries or potential beneficiaries) then the member is obliged to withdraw from the meeting room and take no further part in the decision making process on that matter.
14. Where the interest is not financial but might reasonably be considered to be significant, the members of the Trustee Board should declare the nature of the interest immediately. It will then be for the chairman to determine whether the interest is sufficiently substantial to warrant either the member being asked to leave the room or abstain from voting.
15. In either 13 or 14 above, the interest and action taken will be recorded clearly in the Minutes.
16. If the interest concerns family connections with individuals in an organisation likely to benefit from the decision under discussion, or business or friendships with individuals then in the circumstances above, the members would not normally be asked to abstain from voting or to leave the room but would require to state clearly for the record the nature of his / her interest.

Disqualification and Determination

Disqualification

Under section 69 of the Charities and Trustee Investment (Scotland) Act 2005 the following are disqualified from acting as charity trustees:

- someone with an unspent conviction for dishonesty or an offence under the Act
- an undischarged bankrupt
- someone who has been removed under either Scottish or English Law or the courts from being a charity trustee
- a person disqualified from being a company director

It is the responsibility of individual charity trustees to ensure they personally are not disqualified from being a charity trustee.

Determination

A trustee shall cease to hold office if he or she:-

- ceases to be a trustee by virtue of being disqualified from acting as a trustee by virtue of Section 69 of The Charities and Trustee Investment (Scotland) Act 2005 (or any statutory re-enactment or modification of that provision); or
- becomes incapable by reason of mental disorder illness or injury of managing and administering his or her own affairs; or
- resigns his office by notice to Nil By Mouth (but only if at least two trustees will remain in office when the notice of resignation is to take effect); or
- is absent without permission of the trustees from all the meetings of trustees held within a period of twelve months and the trustees resolve that his or her office be vacated.
- acts in a way that is contrary to Nil by Mouth's stated purpose or discredits the organisation or its reputation or the work of the organisation and the other Trustees; and the Trustees resolve that his or her office be vacated.

SPECIALIST ADVISERS

The Trustees may appoint Specialist Advisers from time to time to assist in the running of the Charitable Trust and to offer expert input and advice in designation areas.

- Advisers will share Nil by Mouth vision and values
- Advisers will have access to the charity's strategic plans and support the Board of Trustees in achieving the aims outlined in these plans
- Advisers will be available to be contacted by the Trustees and employees of the charity, providing advice and guidance where possible to do so, and/or making recommendations
- Advisers will be required to maintain confidentiality
- There is no requirement for Advisers to attend regular formal meetings associated with the work of the charity
- Advisers will have particular or specialist knowledge of one or more areas of the charity's work
- Advisers will either be attached to one of the specialist working groups or will be available to provide advice regarding the operation of the charity. In some cases the requirement for support from an Adviser will be project driven.
- Advisers will be invited to attend and/or support fundraising events profiling events and social events
- There are no specific criteria in place regarding the amount of time that an Adviser needs to make himself/herself available.
- Advisers are appointed on an Honorary basis and will act in a voluntary capacity without personal or commercial gain.
- Advisers may not incur any liability on behalf of Nil by Mouth without the prior and precise agreement of the Board of Trustees. Expenses met in the carrying out of duties on behalf of Nil by Mouth may be reimbursed with the prior agreement of the Trustees.
- Advisers should immediately inform the Trustees of any area where they have, or consider themselves to potentially have, a conflict of interest.

VOLUNTEERS

The Trustees may appoint Volunteers from time to time to assist in the running of the Charitable Trust and / or its programmes. Volunteer shall be provided with a role description outlining what they are expected to contribute and also what support will be given by Nil by Mouth.

Nil by Mouth will

- Provide volunteers with induction and training as required to enable them to carry out their work.
- Ensure volunteers know exactly what is expected of them and whom to turn to for advice and support.
- Accept that volunteer's time commitment may change from time to time
- Keep volunteers advised of the work of the charity and its plans for the future and provide access to documentation relevant to the volunteer's area of input.
- Provide opportunities to develop skills, experience and encouragement in training.

Volunteers will:

- Share Nil by Mouth vision and values and abide by the ethics policies that underpin the work
- Fulfil the role accepted with integrity to the best of their ability
- Advise Programme Supervisors promptly of any event that may prevent you from carrying out assigned duties.
- Attend training or support sessions when appropriate.
- Maintain confidentiality.
- Uphold the guidelines on Child Protection.
- Not act in a way that is detrimental to the work and profile of Nil by Mouth.
- Not incur any liability on behalf of Nil by Mouth without prior agreement of the Board of Trustees.
- Immediately inform the Trustees of any area where they have, or consider themselves to potentially have, a conflict of interest.

ETHICS POLICY

The purpose of this Ethics Policy is to support a culture of equality, integrity, openness and trust in all Nil by Mouth practices. A well-understood ethics policy requires the participation and support of every Nil by Mouth employee, trustee and volunteer.

At Nil by Mouth we are dedicated to working with our employees, trustees, volunteers, partners, and service users to work towards a Scotland free from sectarianism. Everyone who represents Nil by Mouth as an employee, trustee or volunteer is committed to conducting all of the charity's affairs and activities with the highest standards of ethical conduct.

We are committed to the responsible use of Nil by Mouth's assets, to provide accurate, complete and objective information, to respect the confidentiality of financial and other information, to act in good faith and exercise due care in all we do, to comply with all rules and regulations and to proactively promote ethical behaviour.

Nil by Mouth's Code of Ethics is built on Nil by Mouth values. As such, we acknowledge our individual responsibility to ensure our collective success by practicing and promoting the following values. These values reflect a shared view of how we want to operate and be seen by others.

Our Values

Nil by Mouth's core values are underpinned by the principles of Equality and Human Rights. They include:

Equality

It is a human right to live in a culture of respect and dignity. Nil by Mouth campaigns to challenge Sectarian discrimination and prejudice. We work proactively to ensure that those who experience sectarian abuse receive appropriate protection and support.

Integrity

Integrity is the foundation of Nil By Mouth. We are independent, impartial and honest in all that we do.

Respect

Mutual respect is the foundation of healthy and safe communities. We value the role education plays in promoting respect between individuals and communities. Through

education we encourage and seek to inspire others to accept and promote anti-sectarian values and attitudes.

Diversity

Nil By Mouth is committed to creating, advocating for and maintaining an inclusive environment that supports, respects and values the uniqueness of each individual.

Inclusiveness

Nil by Mouth encourages everyone to embrace the right of all to their own faith and belief without harm to others.

Confidentiality

Nil by Mouth is committed to maintain due professional confidentiality where required in all its dealings with individuals and victims of Sectarianism.

Transparency and Accountability

Nil by Mouth will publish an Annual Report and Accounts outlining its work in the past year and its plans for future years. It will ensure that all documents and information published through its website and other means are written in plain English.

Safety

Nil by Mouth is committed to ensuring that all services, and in particular those delivered to children, are provided in a safe environment. To this end, all volunteers and staff delivering programmes and services to children and vulnerable adults will:

- undertake Disclosure checks and comply with current legislation in respect of work with children and vulnerable adults.
- be provided with appropriate training and resources relative to the tasks in hand
- abide by the Child Protection Policy contained within this Governance document.

Code of Ethics

The summary code of ethics includes the following provisions:

Nil by Mouth employees, trustees and volunteers must:

- Be honest and ethical in their conduct, including ethical handling of actual or apparent conflicts of interest between personal and professional relationships.
- Comply with applicable government laws, rules and regulations.
- Maintain the confidentiality of information entrusted to them (unless authorized by or otherwise legally obligated to disclose.)
- Deal fairly with Nil by Mouth employees, trustees, volunteers, partners and other service users.
- Provide information that is accurate, completely objective, relevant, timely, and understandable.
- Proactively promote ethical behaviour as a responsible partner among peers in the work environment.
- Protect and ensure the proper use of Nil by Mouth assets.
- Prohibit improper or fraudulent influence over the External Examiner.

Our People

Nil by Mouth is committed to provide a work environment that values diversity among its employees, volunteers and trustees. All human resource policies and activities are intended to

create a respectful workplace where every individual has the opportunity to reach their highest potential.

Employees are provided opportunities regardless of race, colour, religion, gender, national origin, sexual orientation, marital status, age, or disability. These policies apply to both applicants and employees in all phases of employment including, recruiting, hiring, placement, training, development, transfer, promotion, demotion, performance reviews, compensation, benefits, and separation from employment.

We will evaluate how we are living up to our code of ethics by requesting feedback on a regular basis from our employees, trustees, volunteers and clients. We will provide all of our stakeholders a mechanism to report unethical conduct. We will begin with employee orientation and regularly communicate all of these expectations to employees and volunteers.

Nil by Mouth employees, volunteers and trustees are expected to report any practices or actions believed to be inappropriate to the Campaign Director, chairperson of the board of trustees or another trustee.

Conflict of Interest

The underlying principle of "conflict of interest" is that Nil by Mouth reserves the right to accept or refuse support, financial and in kind, affiliations and partnerships which are deemed inappropriate with respect to the values and ethics of Nil by Mouth by the board of trustees.

As representatives of Nil by Mouth, employees, trustees and volunteers are obligated to place the interest of Nil by Mouth, in any transaction involving Nil by Mouth, ahead of any personal interest or personal gain, and to disclose all facts in any situation where a potential conflict of interest may arise.

Employees and volunteers are expected to seek clarification of and discuss any questions about potential conflict of interest with the campaign director and/or the chairperson of the board of trustees.

Associations Property and Information

Employees and volunteers are expected to protect and maintain confidentiality regarding Nil by Mouth's property including cash, equipment, records, and employee, trustee, volunteer and client information.

Child Protection Policy

Nil by Mouth employees, trustees and volunteers do not come into daily contact with children and young people in the course of our work, however it is essential that we are aware of our statutory duties as they relate to the protection of children and young people. Nil by Mouth has a statutory responsibility to protect young people with whom we work and to report instances where we believe young people are vulnerable to, or have been victims of abuse. The following policy outlines how all staff, trustees and volunteers of Nil by Mouth should act within this policy.

Dealing with an allegation

The most important consideration for workers and volunteers must be to safeguard and promote the welfare of children and young people with whom they come into contact. Any allegations of abuse must be taken seriously and Nil by Mouth has a duty to report it to the relevant statutory

authorities. Allegations may come from a child or young person themselves and may relate to abuse from a family member or someone outside the family; e.g. a teacher, youth leader etc. It is a sad fact that abusers are found in all groups of people.

Abuse falls into four categories:

Physical Injury: any injury to a child or young person caused by a family member or other person responsible for their care.

Neglect: a failure to meet a child or young person's basic need for food, warmth, protection and care.

Emotional abuse: the persistent, severe emotional ill-treatment or rejection, which severely affects the emotional and behavioural development of the child or young person.

Sexual abuse: the use of a child or young person to meet an adult's sexual needs.

If a child or young person begins to tell a Nil by Mouth employee, trustee or volunteer about abuse, it is vital that you do the following.

- Never promise not to tell anyone or keep it a secret.
- Listen carefully, but do not ask questions.
- Reassure the child or young person that they have done the right thing by telling someone.
- Pass the information immediately to a named person within Nil by Mouth [the Chairperson]
- Write up what has been told as soon as possible using the child's own words to describe the abuse.

It is important to remember that it is not the responsibility of Nil by Mouth to investigate the truth of any allegations. This is the responsibility of the Police and Social Services.

It is important to remember that what has been disclosed is confidential. It should be shared with others only on a need-to-know basis. The first person to be told of the abuse may be asked to provide a statement for the police.

It is important to remember that the best interests of the child or young person and the need to stop any abuse come first. They override the interests of any organisation or abuser.

After telling of the abuse, a child or young person may be distressed, frightened and worried about what will happen next. They should be reassured that they have done the right thing, and not left on their own.

Hearing an allegation of abuse from a young person is invariably distressing for the listener. We recommend that you obtain pastoral support afterwards.

Implementation of the Child Protection Policy

Nil by Mouth employees, trustees and volunteers must also ensure that their behaviour is sensible and respectful at all times. Whilst engaged in activity delivery or youth work sessions with young people...

You must:

- treat all young people with respect
- ensure a teacher or youth leader is present throughout your workshop
- respect a young person's right to privacy.

You must not:

- make sexually suggestive comments about or to a young person, even in 'fun'
- scapegoat, ridicule, reject or comment on a young person's attributes or attractiveness
- initiate physical contact or touch someone inappropriately-it could be misinterpreted
- be alone in a closed space with a young person
- be afraid to ask for advice
- make promises you can't keep
- minimise or trivialise the issue
- believe it could never happen
- give your home address or phone number

Dealing with Complaints

Nil By Mouth is committed to acting in a safe, positive and constructive fashion. To support this, the following procedure is recommended where any complaints are received:

Complaints should be made in writing and signed and addressed for the personal attention to the Chairman of the Board of Trustees, or failing that, to the Vice-Chairman. Anonymous complaints cannot be properly dealt with and reasonable means of contact must be provided.

Receipt of the complaint will be acknowledged by letter or email within two working days, explaining the procedure, which will be undertaken.

Responsibility for addressing the complaint will rest with the trustees who will be responsible for appointing a complaints committee. If required, an independent member will be invited to committee.

Investigation of a Complaint

- All relevant information on the matter will be gathered, assessing information in light of the complaint, speaking to individuals concerned and deciding what action, if any is needed to remedy the situation.
- Nominated individuals may be asked to assist in the process of information gathering. At this stage we are concerned with determining all the facts from everyone involved.
- If the complaint is complex/serious, further professional advice may be sought and any delay communicated to the person making the complaint.
- Once the complaint has been fully investigated, the Chairman will send a written response to the person making the complaint. This response will be within 21 days of receipt of the original complaint. If there is any cause for delay due to external circumstances this will be communicated. The response will give clear details of the course of action to be taken and the right to appeal within 21 days, if they are dissatisfied with the outcome.

Right to Appeal

- This allows the person making the complaint to appeal to the Trustees of Nil by Mouth, if he or she is unhappy with the initial response received regarding their original complaint.
- The person making the complaint should state why the original decision was unacceptable or unsatisfactory for an appeal to proceed.

- If it is felt there is no grounds for appeal, then a letter in appropriate terms should be sent to the person making the complaint. If, however, it is felt all or part of the complaint is justified, then the original complaint should be reviewed and the person making the complaint notified accordingly. Once the complaint has been fully reviewed and a decision made, the Trustees will send a written response to the person making the complaint. This response will be within 42 days of receipt of the letter of appeal.

Any allegations or complaints of a Child Protection nature where a member of staff or volunteer of Nil by Mouth is involved must be notified IMMEDIATELY and will be duly notified to the appropriate authorities pending further investigation.

Constitution

The Following substantive extract from the Deed of Trust, executed by Cara Henderson on 14 July 2000 and clauses 6.1.1 and 6.1.4 amended by the Trustees on July 2010 under the terms of Clause 6.1.13, constitutes the Nil By Mouth Charitable Trust

2 DIRECTION TO TRUSTEES

I DIRECT AND APPOINT that the said sum and any assets, heritable or moveable, in which it may at any time and from time to time be invested, together with any further or other funds or assets which shall be conveyed or made over to or received by the Trustees as additions, donations or bequests or by way of annual or periodical sums paid to the Trustees under any bonds of annuity or deeds of covenant (all hereinafter referred to as "the trust estate") shall be held and applied by the Trustees for the following purposes:-

3 TRUST PURPOSES

- 3.1 The Trustees shall make payment of the expenses of every kind incurred in executing the trust hereby created;
- 3.2 Subject to the declarations hereinafter set forth, the Trustees may at any time and from time to time hold, pay or apply or allocate the whole free income of the trust estate and shall at any time and from time to time hold pay or apply the whole or any portion or portions of the capital of the trust estate to or towards or for the benefit or in furtherance of such purposes or such institutions, foundations, bodies or trusts as the law regards as charitable (under the legislation relating to Income Tax and Inheritance Tax) in such manner and in such amounts and proportions and upon such terms and conditions as the Trustees may from time to time in their discretion determine, providing always that such terms and conditions are not inconsistent with the trust purposes and that the Trustees shall not accumulate the free income or annual produce of the trust estate in whole or in part at any time after the expiry of twenty one years from the date of these presents;

And we make the following declarations:-

3.2.1 In implement of the foregoing trust purposes (hereinafter referred to as "the primary trust purposes") the Trustees shall in their selection of purposes, institutions, foundations, bodies or trusts which are charitable in law take into consideration and pay special regard to the advancement of education through

- a. educating and informing the general public about the problems of sectarianism and bigotry within society
- b. promoting integration and pluralism in order to encourage the general public to respect all people and to resist bigotry, intolerance and racism in any shape or form
- c. educating the general public in taking responsibility for their own attitudes and language and recognising that this can make a positive difference to society and

- d. advancing education in general but in particular by the provision of financial assistance to young persons living in or closely connected with Scotland to assist them in undertaking further education all whether in the United Kingdom of Great Britain and Northern Ireland or elsewhere;
- 3.2.2 The Trustees may in implement of, but subject always to, the primary trust purposes or any one or more of them
 - a. provide or make payment to proper objects of charity of scholarships, bursaries, prizes, allowances, fees, costs and expenses of and for religious, educational, training, instructional, cultural, medical, surgical, nursing, curative, research, recreative, welfare, board, maintenance and other facilities, services, requisites, appliances, equipment, accommodation and materials, and food, fuel and other necessaries, grants of all kinds, including loans with or without security and whether at interest or free of interest, all as the Trustees in their discretion may determine, whether in money or in kind and
 - b. make contributions or donations to or otherwise assist and subsidise any established charitable institution, foundation, body or trust having as or including among their purposes those similar to the primary trust purposes or any one or more of them;
- 3.2.3 The objects of the trust shall not include me or any spouse of mine or any of the Trustees and neither I nor any of the Trustees (subject as hereinafter provided) shall benefit in any way under any of the trust purposes; and
- 3.2.4 The Trustees in making payment of any sum or sums out of the trust estate to any charitable institution, foundation, body or trust in terms of the primary trust purposes may do so unconditionally or may impose such conditions as to the application of the capital or of the income of such sum or sums as the Trustees in their absolute discretion may think fit, including conditions that the sum allocated shall be set aside and held as capital and that either only the annual income therefrom or the capital or part thereof as well as the annual income shall be applied for behoof of the general purposes of such charitable institution, foundation, body or trust or for behoof wholly or in part of any special charitable purpose thereof but notwithstanding the imposition of such conditions the Trustees shall not be bound to see that the sums so paid are applied in accordance with such conditions and the responsibility of the Trustees in connection therewith shall cease entirely on payment of the sums allocated to such charitable institution, foundation, body or trust.
- 3.3 In the event that the Trustees in their uncontrolled discretion decide that the trust cannot continue to serve a useful purpose, then and in that event the trust shall be wound up and the Trustees shall pay the trust estate over to any one or more institutions, foundations, bodies or trusts as the law regards as charitable (under the legislation relating to Income Tax and Inheritance Tax) in such manner and in such amounts and proportions and upon such terms and conditions as the Trustees may in their absolute discretion determine.

4 POWERS OF TRUSTEES

- 4.1 In addition and without prejudice to the powers, privileges and immunities enjoyed by trustees under statute or at common law, I confer upon the Trustees, in implement of the primary trust purposes, the fullest powers in regard to investment, management, maintenance, insurance, administration, allocation, realisation and distribution of the trust estate and, in particular, the following powers PROVIDED ALWAYS THAT the discretionary powers of the Trustees under these presents shall not be exercisable in any manner and to any extent with the consequence that any part of the trust estate or income

thereof shall in any circumstances whatever be paid or lent to or applied for the benefit of me or any spouse of mine:-

- 4.1.1 to hold and invest the trust estate as if they were absolute owners thereof and, in particular, to retain reasonable sums on deposit or in cash, in the latter case without liability for interest;
- 4.1.2 to acquire, deal with and turn to account life or other policies of insurance or similar assets and reversionary or deferred property or rights of any description, whether by way of investment or otherwise;
- 4.1.3 to make loans to any beneficiary without requiring security and to grant securities or guarantees on behalf of any beneficiary;
- 4.1.4 to allocate or set apart funds in which any beneficiary or beneficiaries from time to time have or may have a particular interest;
- 4.1.5 to pay and satisfy in whole or in part any share of the trust estate by transferring or setting apart any investments or other assets at such values as they may decide;
- 4.1.6 to pay and make over in whole or in part any funds or other assets due or advanced to or on account of any beneficiary under legal disability by reason of nonage to his or her legal guardian or to any person or persons *de facto* acting or willing to act as such, whether legally holding or entitled to that office or not, the acknowledgement of the recipient being a sufficient discharge;
- 4.1.7 to accept the receipt of a responsible official of anybody (incorporated or unincorporated) which is a beneficiary of the trust estate;
- 4.1.8 to decide in all cases the apportionment of receipts, allowances, payments and charges as between one beneficiary and another, but no apportionment shall be made in respect of income accrued and unpaid at the date of commencement or termination, for whatever reason and to whatever extent, of any liferent provision affecting the trust estate or at the date of acquisition or disposal of any income bearing assets by the Trustees;
- 4.1.9 to employ or appoint to any office in connection with the trust or otherwise transact in any manner and free of any restriction whatsoever with any one or more of their own number and to allow any person so appointed or employed reasonable remuneration for his or their services other than as a Trustee, provided always that no part of the trust estate or the income thereof shall in any circumstances whatever be paid or lent or otherwise applied to or for the benefit of me or any spouse of mine;
- 4.1.10 to allow any investments or other assets to be registered in the names of or held or the documents of title to be held by any person or persons, firm, corporation or other body as their nominees;
- 4.1.11 to promote or establish or concur in promoting or establishing any company for any purpose which may, directly or indirectly, benefit or advance the trust purposes or the interests of the trust and to acquire and hold as investments of the trust or otherwise deal with as may be considered fit any shares, stock, debentures, debenture stock or securities of any such company;
- 4.1.12 to act on the opinion or advice of or any information obtained from any solicitor, valuer, surveyor, broker, auctioneer, accountant or other expert, whether by way of

letter, telegram, telex, cablegram or otherwise, without liability or responsibility of the Trustees for so acting and to delegate any decision relating to investment of the trust funds whether to one or more of their own number or any other person or persons, firm, corporation or other body;

4.1.13 to refrain from intervention in the management or conduct of the business of any company in which they may have an interest, whether or not representing or conferring exclusive or majority control, provided they have no reason for belief that such management and conduct by the directors is not in accordance with their fiduciary obligations and in particular to refrain from exercising any powers to require the payment of dividends or other;

4.1.14 to accept subscriptions, grants, donations, gifts, legacies and endowments of all kinds, either absolutely or conditionally or in trust for any of the objects of the trust and to take such steps (by way of personal or written appeals, public meetings or otherwise) as may be deemed expedient for the purpose of procuring contributions to the funds of the trust, whether by way of subscriptions, grants, loans, donations or otherwise.

5 LIMITATION OF LIABILITY

The Trustees shall not be liable for the intromissions of any factor or agent whom they may appoint or employ if such factor or agent shall be by reputation responsible at the time of appointment or for any banks or bankers of a similar category in which or in whose hands they may deposit the trust funds or for any losses which may arise to the trust estate through the exercise of any of the powers hereby conferred upon them.

6 ADMINISTRATION AND VARIATION

6.1 The administration and management of the trust estate shall be vested in the Trustees and the following provisions shall have effect:-

6.1.1 The number of the Trustees shall not be less than three or more than fourteen but any person who is a sole Trustee may act for the purpose of increasing the number of the Trustees to not less than three; the power of appointing new or additional Trustees shall be vested in the Trustees.

6.1.2 The Trustees shall meet at such times not being less than once in each year and at such places as they shall decide and they may adjourn and otherwise regulate their meetings as they think fit. Questions arising at any meeting shall be decided by a majority of votes. In the case of an equality of votes the Chairman shall have a second or casting vote.

6.1.3 The Chairman may, and on the request of a Trustee, shall at any time summon a meeting of the Trustees. It shall not be necessary to give notice of a meeting of Trustees to any Trustee for the time being absent from the United Kingdom.

6.1.4 The quorum necessary for the transaction of the business of the Trustees shall be three or 50% of the total number of trustees, whichever is the greatest.

6.1.5 The Trustees shall from time to time appoint a Chairman from their own number and may remove a Chairman at any time. The Chairman shall preside at all meetings of the Trustees, but if no such Chairman be appointed, or if at any meeting the Chairman be not present within five minutes after the time appointed for holding the same, the Trustees present shall choose one of their number to be Chairman of such meeting.

- 6.1.6 The Trustees may delegate any of their powers to Committees consisting of such members or member of their body or such other persons or person as they think fit. Any Committee so formed shall in the exercise of any power so delegated conform to any regulations that may from time to time be imposed upon it by the Trustees.
 - 6.1.7 The meetings and proceedings of any such Committee consisting of two or more persons shall be governed by the provisions of this Clause regulating the meetings and proceedings of the Trustees, so far as the same are applicable and are not superseded by any regulations made by the Trustees under the last preceding paragraph.
 - 6.1.8 All acts *bona fide* done by any meeting of the Trustees, or of a Committee of the Trustees, or by any person acting as a Trustee, shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Trustee or person acting as aforesaid or that they or any of them were disqualified or had vacated office or were not entitled to vote, be as valid as if every such person had been duly appointed and was qualified and had continued to be a Trustee and has been entitled to vote.
 - 6.1.9 The Trustees shall cause proper minutes to be made of all proceedings of meetings of the Trustees and Committees of the Trustees and of the attendances thereat.
 - 6.1.10 A resolution in writing signed by all the Trustees for the time being shall be as effective for all purposes as a resolution duly passed at a meeting of the Trustees duly convened and held, and may consist of several documents in the like form each signed by one or more Trustees.
 - 6.1.11 The Trustees shall make all necessary arrangements for dealing with receipts and payments in connection with the trust estate and may authorise that cheques shall be drawn or endorsed by such one or more of them or by such other person or persons or firm or firms if any as they may appoint for the purpose and may give, vary and revoke instructions as to the giving of receipts and discharges in connection with the trust estate.
 - 6.1.12 The Trustees shall keep a complete record of all matters essential for the administration and management of the trust estate and shall also keep books of account to show the position of dealings with the trust estate. Accounts of the trust estate shall be made up to the Thirty first day of March in every year after the year Two thousand and the Trustees shall cause the same to be either independently examined or audited in terms of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990 or any re-enactment of the same and shall give access to all papers, books, vouchers, accounts and documents relating to the trust estate to any such independent examiner or auditor.
 - 6.1.13 The Trustees shall have power to supplement, alter or amend the provisions of this Clause and generally to make such regulations for the conduct of their business and all other matters relative to their administration and management of the trust estate as they shall from time to time determine provided that such supplement, alteration, amendment or regulations are not inconsistent with the provisions of the foregoing Deed of Trust.
- 6.2 If at any time hereafter it shall appear to the Trustees that either by reason of changes in the law affecting the administration of charitable or other trusts or of changes in social or political conditions or by reason of any defect or omission in the preceding provisions hereof or for any reason it would conduce to the better management and administration of the trust hereby constituted and the more effectual execution of the trust purposes that the Trustees should possess or be invested with any further or other administrative or other

powers which the Trustees do not or may not possess or that it is otherwise desirable that the provisions hereof including the primary trust purposes should be supplemented, altered or amended it shall be lawful for the Trustees at their discretion by any deed or deeds revocable or irrevocable to supplement or alter or amend the provisions hereof to such extent as may in the opinion of the Trustees be desirable or necessary provided always that nothing herein contained shall authorise or be deemed to authorise the application of any part of the trust estate or the income thereof for any purpose which is not an exclusively charitable purpose.

6.3 Every discretion conferred upon the Trustees under these presents shall be an absolute discretion.

7 PROPER LAW AND IRREVOCABILITY

Except in accordance with the foregoing provisions these presents shall be irrevocable and shall be interpreted and receive effect according to the law of Scotland.

Handling of CRB Certificate Information

Secure Storage, Handling Use, Retention & Disposal of Certificates and Certificate information

It is a requirement of the CRB's Code of Practice that all Registered Bodies must have a written policy on the correct handling and safekeeping of Certificate information. It also obliges Registered Bodies to ensure that a body or individual, on whose behalf they are countersigning applications, has a written policy.

General principles

As an organisation using the Criminal Records Bureau (CRB) service to help assess the suitability of applicants for positions of trust, Nil by Mouth complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Certificates and Certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Certificates or Certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to

keep Certificate information for longer than six months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Certificate or any copy or representation of the contents of a Certificate. However, notwithstanding the above, we may keep a record of the date of issue of a Certificate, the name of the subject, the type of Certificate requested, the position for which the Certificate was requested, the unique reference number of the Certificate and the details of the recruitment decision taken.

END

Document 3

From: [redacted] <redacted@gov.scot>
Sent: 30 March 2020 11:52
To: Dave Scott <redacted@gmail.com>
Cc: [redacted] <redacted@gov.scot>
Subject: Tackling Sectarianism Grant Letter 20-21

Hi Dave

Please see 2020-21 grant letter for Nil By Mouth. Grateful if you could sign and return to me. Grateful if you could also read the information on COVID-19 below as the grant letters have been amended slightly in response to the outbreak.

Due to the nature of COVID-19, it is recognised that flexible decision making may be required in order to avoid adverse impacts in dealing with the outbreak. The Scottish Government therefore request that all funding claimed should be on a necessity basis and should be for expected expenditure such as wages, cost of rent, electricity etc. and for any work that is possible to deliver in line with the social distancing measures, currently in place.

Due to these unprecedented times, it is unclear if any plans to push back planned activities to happen later in the year will be possible. All projects will be required to inform of savings (e, g travel expenses) before being able to claim all draw-downs.

Thanks
[redacted]

[redacted] | Scottish Government | Sectarianism and Missing Persons Policy Team
[Community Safety Unit | [redacted]

 redacted
redacted@gov.scot

Grant Letter:

Safer Communities Directorate
Safer Communities Division

T: [redacted]
E: redacted@gov.scot

David Scott
Nil by Mouth
Room 131
Touchbase
43 Middlesex Street
Glasgow
G41 1EE

27/03/2020

Dear David,

OFFER OF GRANT FOR NIL BY MOUTH FROM 1 APRIL 2020 TO 31 MARCH 2021

The Scottish Ministers in exercise of their powers under the Educational Development, Research and Services (Scotland) Grant Regulations 1999 hereby offer to give Nil by Mouth with the charity number 30375 and whose registered office is situated at Room 131, Touchbase, 43 Middlesex Street, Glasgow (“the Grantee”) a grant of up to **NINETY FIVE THOUSAND POUNDS (£95,000) STERLING**, payable over the financial year 01/04/2020 to 31/03/2021 in connection with the Tackling Sectarianism project, which is more particularly described in Part 1 of **SCHEDULE 1** (“the Project”), Annex A and B, and subject to the following terms and conditions:

This grant is being made on the understanding that the programme will be delivered as far as possible in the financial year 2020/21 within the context of the unprecedented COVID-19 outbreak and response. The Scottish Government notes that there may well be difficulties and would look to Nil by Mouth to operate flexibly and creatively to deliver activity to assist communities needs and fulfil the programme’s aims.

1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out in **SCHEDULE 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, sub-paragraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly.

1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.

2. Purposes of the Grant

2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The main objectives / expected outcomes of the Grant are set out in Annex A and B and:

- In delivering the programme considers steps that might promote fair working practices, including payment of the Living Wage as this relates to the Grantee's areas of responsibility.
- In delivering the programme considers steps that might further promote and protect the rights of children and young people, consistent with the requirements of the United Nations Convention on the Rights of the Child (UNCRC) as this relates to the Grantee's areas of responsibility.

2.5 The targets/milestones against which progress in achieving objectives/expected outcomes shall be monitored are set out in Annex A and Annex B

2.6 The eligible costs for which the Grant can be claimed are:

- Set out in schedule 1

2.7 The eligible costs exclude:

- Any Value Added Tax (VAT) reclaimable by the Grantee

3. Payment of Grant

3.1 The Grant shall be paid by the Scottish Ministers to the Grantee in accordance with the terms of **SCHEDULE 1** attached.

3.2 The Grantee shall within 6 weeks following the end of each financial year in respect of which the Grant has been paid and/or of receiving the final instalment of the Grant submit to

the Scottish Ministers a statement of compliance with the Conditions of the Grant using the form of words provided in **SCHEDULE 3**. The statement shall be signed by the Grantee's Director of Finance or equivalent official.

3.3 In the event that the amount of the Grant paid by the Scottish Ministers to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to the Scottish Ministers the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in **SCHEDULE 1**, unless otherwise agreed in writing by the Scottish Ministers.

4. Inspection and Information

4.1 The Grantee shall keep the Scottish Ministers fully informed of the progress of the Project in the form of six monthly reports and meetings with your grant management development officer together with claims for grant. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives/outcomes.

4.2 Revisions to targets/milestones against which progress in achieving objectives/outcomes are monitored shall be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Project, submit a report to the Scottish Ministers summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of 6 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it.

The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.

4.7 The grantee shall immediately inform the Scottish Ministers of any change in its constitution for example, but not limited to, a change in status from one type of body corporate to another.

5. Confidentiality and Data Protection

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement.

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, the Scottish Ministers publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

6. Disposal of Assets

The Grantee shall not, without prior written consent of the Scottish Ministers, dispose of any asset funded, in part or in whole, with Grant funds within 5 years of the asset being acquired or developed. During that period the Scottish Ministers shall be entitled to the proceeds of the

disposal – or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds. The Scottish Ministers shall also be entitled to the relevant proportion of any proceeds resulting from any provision included as a condition of sale. Recovery by the Scottish Ministers shall not be required where the value of the asset is less than £1,000.

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Project;

9.1.4 In the Scottish Ministers' opinion, the progress on the Project is not satisfactory;
or

9.1.5 In the Scottish Ministers' opinion, the future of the Project is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

- 9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
- 9.3.2 Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or
- 9.3.3 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period s may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignment

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

14. Compliance with the Law

The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

15. Governing Law

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to **[redacted], Scottish Government, Community Safety Unit, [redacted]**. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely

[redacted]

Deputy Director Safer Communities Division

27 March 2020

GRANT ACCEPTANCE

On behalf of Nil by Mouth I accept the foregoing offer of Grant by the Scottish Ministers dated 27/03/2020 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that Nil by Mouth is solvent. I confirm that I hold the relevant signing authority.

Signed:

Director/Company Secretary/Authorised Signatory

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

PART 1: THE PROJECT

The Nil by Mouth project is part of the Scottish Government Tackling Sectarianism Programme that aims to work with individuals and communities to remove sectarianism from experience and interactions of everyday life in Scotland. A more detailed description of the project is provided in Annex A and B.

PART 2: PAYMENT OF GRANT

1. The total Grant of up to £95,000 shall be payable by the Scottish Ministers to the Grantee quarterly on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2**;
2. **SCHEDULE 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant. The total Grant shall be payable over the Financial Year 2020/21. The grant for the financial year has been allocated as follows:

| Amount | Item | Payment Date |
|---|-----------|----------------|
| £23,750 (As previously agreed) | Quarter 1 | 1 April 2020 |
| £23,750 | Quarter 2 | 1 July 2020 |
| £23,750 | Quarter 3 | 1 October 2020 |
| £23,750 | Quarter 4 | 1 January 2020 |
| | | |
| £95,000 | | |

3. The total Grant shall be payable over the financial year 2020 to 2021 . The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.
4. The Grantee shall provide a quarterly profile of expenditure of the Grant before the start of the financial year. Any change to the profile or to the overall costs of the Project/Programme shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
5. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.
6. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.

7. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 4 weeks of receiving a claim and any required documentation and information relevant to the claim.

8. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by 30 April the amount of the Grant actually expended up to and including 31 March.

SCHEDULE 2

GRANT CLAIM FORM

Organisation: Nil by Mouth

Bank details: (Name and address, sort code, account number)

Project: Beyond Religion and Belief

Total agreed grant for: 2020-2021: £95,000

Latest forecast of expenditure of grant for:

Grant claimed to date:

Claim for Grant for the period from 2020 to 2021:

We hereby claim a grant of £ in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 27/03/2020 and the Schedules attached thereto.

Completed by:

Position:

Contact Details:

Date:

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that has been submitted to substantiate each amount.

| A | B | C | D |
|-------------|---------------|---------------------------|---|
| Item | Amount | Paid Invoice [Y/N] | Other (please specify e.g. certificate of payment in kind) |
| | | | |
| | | | |

*** Note the total should add up to the total expenditure claimed for the period.**

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

Name of the Project: **Nil by Mouth – Beyond Religion and Belief**

This is to confirm that the grant claimed by **Nil by Mouth** in relation to the above Project during the financial year ended 31 March 2020 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Nil by Mouth.

Signed:

Name in block capitals:

Position:

Date:

A large, faint, diagonal watermark reading "Nil by Mouth" is positioned across the lower half of the page, extending from the bottom left towards the top right.

SCHEDULE 4

DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“Conditions” means these grant conditions;

“Default” means:

a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);

b) Any failure to perform or the negligent performance of any obligation under this Agreement;

c) Any breach of any legislation; or

d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“Financial Year” means a period from 1 April in one year until 31 March in the next;

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“Intellectual Property Rights” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“Project/Programme” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“Payment” means each of the payments specified in Schedule 1 hereto.

This is Annex A as referred to in the foregoing offer of Grant from the Scottish Ministers to Nil by Mouth

Annex A

The details set out in the Nil by Mouth funding application and associated Delivery Plan (Annex B) form the basis of the conditions of this grant along with the conditions set out below. The Grantee will:

1. Contribute to tackling intra-Christian sectarianism in Scotland. Clearly show how the initiative will tackle intra-Christian sectarianism and, if appropriate, explain what other linked social issues it may tackle.
2. Link your project to the Scottish Government's National Performance Framework Outcomes:
 - **Safer** - We live our lives safe from crime, disorder and danger
 - **Stronger** - We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others.
 - **Young People** – Our young people are successful learners, confident individuals, effective contributors and responsible citizens
3. Use the funding provided in the 2020-21 financial year appropriately to support the delivery of the project as set out in the application and delivery plan in Annex B to achieve the outcomes of the project. Any potential changes to delivery or expenditure should be discussed with Scottish Government tackling sectarianism Policy Officers.
4. Funding is contained within the period 1 April 2020 to 31 March 2021. Organisations can cover this full period or for a shorter timescale but must be fully completed by, and cannot continue beyond, 31 March 2020. Funding will therefore be for a maximum of one full financial year only and no further funding beyond this date will be given.
5. Ensure the relevant community (In this context a community can be either a geographical community or a community of shared interest such as football supporters, a cluster of schools or a group of employers) are engaged and involved in the project.
6. Ensure that any products developed with Scottish Government funding (such as resources for schools or guidelines for employers) are made available free of charge.
7. Share information through the practitioner networks established by the Scottish Government. This includes:
 - Uploading information about your project including promotion on the 'Action on Sectarianism' website including access to all resources developed. This can either be by placing the resource itself on the website or by providing the website with a description of the resource and a link to where it can be accessed electronically.
 - Participate in learning, information sharing and other events organised by the Scottish Government to build partnership working and promote good practice.

- You must alert the relevant local authority that you are working on your project, seek permission to work in local authority (schools for example) and actively share the work you are doing with them where necessary.

8. Make tangible, significant and visible progress delivering on the targets and outcomes detailed in Annex B and will produce a six monthly report, submitted to Scottish Government Policy Officials no later than the 20 October 2020 and full project report at the end of the Project, submitted to Officials no later than the 24 April 2021 using the Scotland: No Place for Sectarianism evaluation framework as the basis for reporting.

9. Provide all necessary monitoring and statistical information required by the Scottish Government collected by tackling sectarianism Policy Officers.

10. Will work towards their sustainability plan set out in the application form in Annex B, providing updates to the Scottish Government policy officers throughout the year.

This is Annex B as referred to in the foregoing offer of Grant from the Scottish Ministers to Nil by Mouth

ANNEX B

2.3 Briefly describe your proposed project using no more than 400 words, including how you will build on the learning from the work your organisation has delivered in previous years and from the wider work delivered to tackle sectarianism.

1. 'Beyond Religion and Belief' is a project which tackles sectarianism and sectarian attitudes in the workplace. It was developed in conjunction with the STUC, Scottish Government, ACAS and a number of pilot employers and went 'live' in 2011. It offers workshops, resources and strategies for dealing with the issue in and around the workplace.

2. Since its launch more than 130 employers and institutions have become partners with over 17,000 people participating in the training programme. During recent years the project focused heavily on engagement with local authorities and significant progress has been made with more than half of Scotland's 32 local authorities taking part. This meets key recommendations made at all stages of the Independent Advisory Group Reports (2013, 2015 & 2017) of engaging councils directly in the tackling sectarianism agenda.

3. In addition to the workplace element the project offers:-

(a) Training, lectures, workshops and placements to university and college students to allow participants to fully develop their skills across our external schools programme and wider anti-sectarian projects. These include working with several education, teaching, social work and community development departments.

(b) We run 'Activity Weeks' across specified geographical areas to promote national efforts to tackle sectarianism across a range of workplaces, schools, colleges and communities. We ensure that local authorities and elected members are directly involved in these as well as partner workplaces – the key aim is to encourage councils to deepen anti sectarian work in their areas.

4. In 2020/21 we would like to add an extra dimension to the programme with long term partners City of Glasgow and Ayrshire Colleges by running creative competitions during the funded period.

| | |
|---|---|
| Project outcome 1 | We will facilitate and create an environment where sectarianism can be properly discussed and challenged in partner workplaces including local authorities. |
| Which framework outcome(s) will this contribute to? | |
| Increased opportunities for people to express their feelings, opinion and experiences about sectarianism. | |
| Proposed activities for project outcome 1 | Timescales |
| 1. We will deliver tailored workshops to staff (including employees, managers and owners/board members) which will include an | As per attached delivery plan |

| | |
|---|--|
| <p>overview of sectarianism in society, associated stereotypes and related behaviours, policy requirements and methods of addressing instances of sectarianism in workplace environment.</p> <ol style="list-style-type: none"> 2. We will deliver training to Modern Apprentices across a range of public and private sector employers and training providers to provide the equality training requirement set by Skills Development Scotland as part of its national programme. 3. We will deliver lectures and workshops to teaching, social work and community development students in Scottish universities. 4. We will deliver training to newly qualified and probationary teachers at local authority level as part of their group CPD days. 5. We will promote the scheme to new partners with particular emphasis on local authorities and private businesses. 6. We will attend equality and 'Health & Wellbeing' events across our networks offering information stalls and training as appropriate. We will also offer informal 'drop in' sessions for staff at these events. | |
|---|--|

| | |
|--------------------------|---|
| Project outcome 2 | We will see an increased awareness of sectarianism and the impacts of sectarian behaviour amongst participants in the programme and increased confidence in their collective/individual ability to identify and challenge such behaviour. |
|--------------------------|---|

Which framework outcome(s) will this contribute to? Increased awareness and understanding of sectarianism and its effects.

| Proposed activities for project outcome 2 | Timescales |
|--|-------------------------------------|
| <ol style="list-style-type: none"> 1. We will offer a management module to ensure that managers, team leaders and supervisors feel confident identifying sectarian behaviour and have strategies and policies in place for addressing it when required. This will include role play, scenarios and a section on social media policy. 2. Liaise with lead contact at partners regularly to assist and advise on any problems which may arise due to a sectarian issue being raised within workplace. 3. We will engage external stakeholders such as trade unions, employer groups, professional bodies and business agencies with remits crossing over into the workplace to raise awareness of the project and the wider tackling sectarianism agenda. 4. We will run three 'Action Weeks' in different local authority/geographical areas bringing together employers, community projects, schools and sports clubs to raise awareness of sectarianism and show communities willing to stand against it. 5. We will run two creative competitions with students at City of Glasgow and Ayrshire Colleges as part of their graded units. These will run over the course of the term and will involve the charity and college staff devising and delivering their own anti-sectarian modules. | As per attached delivery programme. |

| | |
|---|---|
| Project outcome 3 | Practices and procedures to address sectarianism will become embedded in partner organisations. |
| Which framework outcome(s) will this contribute to? | |
| People have increased skills in facilitating dialogue (including workers, volunteers, peers and others.) | |
| Proposed activities for project outcome 3 | Timescales |
| <ol style="list-style-type: none"> 1. We will prepare post-session reports for lead contact at each workplace partner highlighting any issues raised/spotted or suggested areas for action. 2. Provide policy assistance to HR staff on ensuring adequate practices and procedures are in place, assisting employers to create their own strategies for tackling issue. We will offer 'one to one' sessions with staff when appropriate to address, or establish, instances of sectarian behaviour at work. This will include mediation between staff. 3. We will target delivery to HR staff and 'Equality Champions' to maximise potential impact across larger-scale workplaces. 4. We will publicise our work and events across council areas in local media outlets encouraging local authority partners to make public their commitment to tackling sectarianism. 5. Continue to promote best practice through dedicated anti-sectarian events, conferences and engagement with wider equalities networks within both local authority and national frameworks. 6. We will facilitate student teacher placements in conjunction with the University of Strathclyde across the year to provide direct experience of delivering anti-sectarian inputs in a school environment. 7. Assist local partners in securing funding/resources to run their own events or programmes aimed at addressing sectarianism. | As per attached delivery plan. |

3.3 What are the major milestones for your project?

Significant milestones in your project should be outlined through your delivery plan. The milestones will link in with the delivery of your outcomes. A very brief description of them here is required e.g. resource agreed, training completed, training pack distributed, volunteers recruited, resources published etc.

1. As the project is already firmly established and operating with a great deal of success at different levels with different partners during the course of the year there are no generic 'Milestones' to be reached. However, on an individual basis there may be agreed deadlines, work programmes, numerical targets or shared aims. One thing we do try to ensure is that no fewer than 2,000 people take part in the project each year – this is important as it provides a gauge of how relevant the project remains at end of each year. We will also aim to secure a minimum of 30 partner employers each year.

2. In respect of our three 'Action Weeks' these take place between start of September and end of March in order to tie in with schools, college terms.

3. Our two college competitions will take place in the first quarter of the funded period to comply with academic timetables and exam material submission.

3.4 How will you know you are making a difference (e.g. what information/ feedback will you collect and how and when will you record it – will this show the impact of your delivery)?

1. In respect to monitoring the quality/impact of the delivery in individual workshops each participant is asked to complete anonymous evaluation of the session where they have the chance to express their views on, content of presentation, delivery, if their awareness of sectarianism has been raised, the relevance of presentation/subject to their workplace, impact of session on attitudes and to highlight an aspect they liked/disliked about the session. There is also space on evaluation for individual comments or observations about the session. There is also a facilitators evaluation provided where organiser, or senior staff member present, provides feedback which is more detailed and doesn't use the 'points' system that forms most of participant feedback sheets.
2. These responses are analysed and summarised by Engagement Officer and discussed with lead contact at partner workplace. We liaise with lead contact several times a year and they will also provide longer term feedback on how programme has impacted on attitudes/practices in the respective workplace.
3. In respect of working with local authorities/large public bodies they must operate a system where a senior officer will see completed evaluations and stats arising from it. This allow the officer to decide if training has been appropriate and if it is suitable/relevant for further 'roll-out' across other departments. This allows the partner to place the work within the body's own quality control framework. All this information is tabulated, recorded and shared with the Government at the half year/full year report stage of the programme with accompanying quotes, stats and case studies.

3.5 How will the initiative being proposed be mainstreamed within or build capacity among communities and stakeholders – if this is a main aim of your project?

The aim of the project is to raise awareness of sectarianism and its consequences across partner employers and training providers and encourage staff and associated stakeholders to find their voice on the issue. As part of our efforts to 'map' the long-term impact of the project we composed a series of questions to lead contacts at partners we have been working with for a number of years.

Case Study: Network Rail

Over the last few years we have deepened our partnership with Network Rail; this includes information stalls being set up in depots, Glasgow Central Station and communal staff areas, providing advice on symbols and emblem policy, delivering training to RMT reps, supporting managers with individual complaints from the public and online abuse directed toward staff and – for the first time – we delivered training for night shift. We asked our lead contact [redacted], Human Resource Business Partner, to evaluate the impact of the project on the company.

What, if any, benefits do you think your organisation has gained from taking part in Nil by Mouth's workplace project?

Since taking part in Nil by Mouth's workplace project. Network Rail in Scotland has benefited from increased understanding and awareness throughout the country and not just limited to the west – dispelling myths regarding the realities of the situation, improved discussion and better engagement.

Has the project been well received by staff? Do you feel it has helped embedded the equalities agenda within the workplace?

The project has been very well received by staff, and it's discussed and included as part of our Diversity and Inclusion agenda. We mention it at our D&I training and it's seen as very valuable. The sheer volume of positive feedback I receive when a session takes place is impressive and is down to the fantastic team at Nil by Mouth. Everyone loves the approach taken and although we have been looking at ways to create a digital short with Nil by Mouth, nothing can replace the value of the workshop and face to face interaction.

Have you been able to involve trade unions within your workplace in the project?

We have been able to involve trade unions with the project, circa 30 attendees at the trade union maintenance staff side meeting which was well received and will be replicated this year.

END

DELIVERY PLAN

| WHAT will be delivered? (Proposed activities) | WHERE will it be carried out? | WHO will be responsible for delivering this activity? | WHEN will it be undertaken and for how long? | WHY Project outcomes to be met |
|---|--|--|---|---|
| 1. We will deliver a series of tailored workshops to staff (including employees, managers and board members) which will include an overview of issue, policy requirements and methods of addressing instance of sectarianism in | 1. Various workplaces across Scotland. | 1. Programme Manager | 1. Over course of full funded period. | All activities in this section linked to outcome 1: 'We will facilitate and create an environment where sectarianism can be properly discussed and challenged in partner workplaces |

| | | | | |
|--|---|---|--|--|
| workplace environment. | | | | including local authorities. ‘ |
| 2. We will deliver training to Modern Apprentices at a range of public and private sector employers and training providers as part of the equality training requirement set by Skills Development Scotland. | 2. Various workplaces across Scotland | 2. Programme manager and Education Officer. | 2. Over course of full funded period. | |
| 3. We will deliver teacher training CPD sessions and lectures to both existing teachers and teaching students. We will particularly target newly qualified and probationary teachers at local authority level. | 3. Strathclyde University, Aberdeen University, Various Local authorities | 3. Education Officer. | 3. During second half of funded period (Sep – March) | |
| 4. We will promote the scheme to new partners with particular emphasis on local authorities. | 4. Various places across Scotland | 4. Engagement Officer. | 4. Over full funded period with emphasis on first half of year (April – Oct) | |
| 5. We will attend equality and ‘Health & Wellbeing’ events in workplaces offering information stalls and training as appropriate. We will also offer informal ‘drop in’ sessions for staff at these events. | 5. Various places across Scotland | 5. Engagement Officer and volunteers. | 5. Throughout funded period. | |
| 1. We will offer a management module to ensure that managers, team leaders and | 1. Various workplaces across Scotland. | 1. Programme Manager. | 1. Across whole funded period. | Every activity in this section relates to outcome 2: ‘We will see an |

| | | | | |
|--|---|--|---|--|
| <p>supervisors feel confident identifying sectarian behaviour and have strategies and policies in place for addressing it when required. This will include role play, scenarios and a section on social media policy.</p> | | | | <p>increased awareness of sectarianism and the impacts of sectarian behaviour amongst participants in the programme and increased confidence in their collective/individual ability to identify and challenge such behaviour.'</p> |
| <p>2. Liaise with lead contact at partners regularly to assist and advise on any problems which may arise due to a sectarian issue being raised within workplace.</p> | <p>2. As above</p> | <p>2. Engagement Officer</p> | <p>2. Across funded period.</p> | |
| <p>3. We will engage external stakeholders such as trade unions, employer groups, professional bodies and business agencies with remits crossing over into the workplace to raise awareness of the project and the wider tackling sectarianism agenda.</p> | <p>3. As above.</p> | <p>3. Programme Manager & Engagement Officer</p> | <p>3. As above.</p> | |
| <p>4. We will run three 'Action Weeks' in different local authority/geographical areas bringing together employers, community projects, schools and sports clubs to raise awareness of sectarianism and show communities</p> | <p>4. Areas to be decided upon by end of May 2020. Under consideration include East Dunbartonshire, West Dunbartonshire, West Lothian, East Renfrewshire,</p> | <p>4. All staff and volunteers.</p> | <p>4. Second Half of funded period (Oct to March)</p> | |

| | | | | |
|--|-------------------------|-----------------------|---|--|
| willing to stand against it. | North Lanarkshire. | | | |
| 5. We will run two creative competitions with students at City of Glasgow and Ayrshire Colleges as part of their graded units. These will run over the course of the term and will involve the charity and college staff devising and delivering their own anti-sectarian modules. | 5. Glasgow and Ayrshire | 5. Programme Manager | 5. First quarter of funded period (April to June) | |
| 1. We will prepare post-session reports for lead contact at each workplace partner highlighting any issues raised/spotted or suggested areas for action. | 1. Office in Glasgow. | 1. Engagement Officer | 1. Across funded period. | 1. All the activities in this section relate to achieving outcome 3: 'Practices and procedures to address sectarianism will become embedded in partner organisations.' |
| 2. Provide policy assistance to HR staff on ensuring adequate practices and procedures are in place, assisting employers to create their own strategies for tackling issue. We will offer 'one to one' sessions with staff when appropriate to address, or establish, instances of sectarian behaviour at work. This will include mediation between staff. | 2. Various locations. | 2. Programme Manager | 2. As above | |
| 3. We will target delivery to HR staff | 3. As above. | 3. Engagement | 3. As above | |

| | | | | |
|--|---------------------------------|---|---|--|
| and 'Equality Champions' to maximise potential impact across larger-scale workplaces. | | nt Officer and Programme Manager | | |
| 4. We will publicise our work and events across council areas in local media outlets encouraging local authority partners to make public their commitment to tackling sectarianism. | 4. Various areas. | 4. Programme Manager | 4. As above | |
| 5. Continue to promote best practice through dedicated anti-sectarian events, conferences and engagement with wider equalities networks within both local authority and national frameworks. | 5. As above | 5. Programme Manager | 5. As above | |
| 6. We will facilitate student teacher placements in conjunction with the University of Strathclyde across the year to provide direct experience of delivering anti-sectarian inputs in a school environment. | 6. Across West Central Scotland | 6. Education Officer and Engagement Officer | 6. Second Half of funded period (Sep – March) | |
| 7. Assist local partners in securing funding/resources to run their own events or programmes aimed at addressing sectarianism. | 7. Glasgow Office | 7. Engagement Officer | 7. Across funded period. | |

END

Document 4

End of year Progress Report Tackling Sectarianism Fund 2020-21

Organisation: *Nil by Mouth*

Project: *Beyond Religion and Belief*

Completed By: *Dave Scott*

Period: *1st April 2020 – 30th September 2020*

On completion this form should be returned to [redacted]
by 17th October 2020

Please refer to the Guidance document attached before completing the form

| Project Information | |
|---------------------------------|---|
| Main Contact Person | Dave Scott |
| Funding Programme | Tackling Sectarianism. Beyond Religion and Belief |
| Amount of Grant received | £46,000 |
| Project Website (if applicable) | www.nilbymouth.org |

| | |
|----------|---|
| 1 | About your organisation: Please see guidance note 1 |
| | <ul style="list-style-type: none"> - Nil by Mouth is Scotland's oldest anti-sectarian organisation and was set up by Glasgow teenager Cara Henderson in response to the brutal sectarian murder of her friend Mark Scott in 1995. It exists with the sole aim of creating a Scotland free from sectarianism. - To meet this core objective the bulk of our activities take place in schools, workplaces, sporting clubs, youth projects and community settings. We are based in Glasgow but operate across the country. |
| 2 | About your Funded Project: Please see guidance note 2 |
| | <ul style="list-style-type: none"> - Beyond Religion & Belief' (BRB) addresses sectarianism in the workplace by providing a range of support services and long term strategies to partner employers, colleges, universities and training providers. These include direct delivery of workshops to staff, intensive sessions with management focusing on policy directives, 'train the trainers' style events which are followed up with provision of resources for internal use by HR/equalities staff and one to one sessions within the disciplinary process. - The programme aims to create an environment where staff are fully aware of their rights and responsibilities in terms of legislation such as the Equality Act 2010 (establishing protected characteristics) and Section 74 of the Criminal Justice (Scotland) Act 2003 (prohibiting religiously aggravated offences.) BRB was developed in conjunction with the STUC, Scottish Government, ACAS and a number of employers. It went 'live' in 2011 and more than 130 employers have signed up with over 16,000 employees participating. During recent years the project focused heavily on engagement with local authorities. This meets key recommendations made at all stages of the Morrow Report (2013, 2015 & 2017) of engaging councils in the tackling sectarianism agenda. - We also organise and deliver 'Activity Weeks' in areas of Scotland across the funded period to promote national efforts to tackle sectarianism across a range of workplaces, schools and colleges. - During 2020 we agreed a number of changes to the project with the civil service team to allow us to work constructively through Covid19 situation. This includes activities outside of workplaces. |
| 3 | What are the Programme Outcomes you are working towards? Please see guidance note 3 |
| | <ol style="list-style-type: none"> 1. Increased opportunities for people to express their feelings, opinion and experiences about sectarianism. 2. Increased awareness and understanding of sectarianism and its effects. |

3. People have increased skills in facilitating dialogue (including workers, volunteers, peers and others)

4 How much progress has been made towards your project outcomes?
Please tell us about each of your outcomes separately:

Outcome 1: We will facilitate and create an environment where sectarianism can be properly discussed and challenged in partner workplaces including local authorities.

What you actually did? Please see guidance note 4

- In April and May we held several meetings with key partners to help shape the presentations and format for virtual delivery.
- Redesigned our presentations to suit a range of digital/tele-conference platforms.
- Compiled new evaluation process using digital software.
- Delivered online training to partners – mostly multiple sessions with smaller groups to allow greater engagement and fuller discussion.
- Provided online materials to partners to raise awareness of sectarianism in society as well as in the workplace.

What difference you made as a result Please see guidance note 5

During the period the following partners took part in our online training sessions:

1. Queens Cross Housing Association
2. Perth & Kinross Council
3. Burnett Paull LLP
4. Everwarm
5. Inverclyde Council
6. Network Rail

In total **248** staff took part in these sessions which ran from June-September. During the first two months of the year we encountered challenges finding employers who could participate in the programme given furlough and the lockdown measures meant everyone was trying to find new ways of working. During this period we focused on creating our 'virtual' sessions and carried out some focus groups with partners to test both the format and include elements employers felt important. It was clear that smaller sessions with fewer than 8 participants was seen as the most effective way of delivering as partners felt larger groups would lead to a reluctance of people to contribute and make interacting with participants difficult for the trainer, as such we have capped the limit of each session to 8.

From June we have seen partners engage more fully with the programme and six partners (including two for the first time) participating. As society recalibrates around Covid we have more partners lined up for the second half of the year with our aim of having 15 by the end of the period. We used a digital evaluation form to allow participants to post their views on the session anonymously. Given we have had to switch our delivery/presentation format we included questions as how effective these new ways were of communicating to help us pinpoint any possible ways of improving the experience. The stats are below:

Q1: Was the session you attended interesting? **Yes 100% No 0%**

Q2: Had you considered the impact of sectarianism your workplace prior to the session? **Yes 45% no 55%**

Q3: Did the session encourage you to think and discuss the issue constructively? **Yes 100% No 0%**

Q4: Would you feel confident identifying and dealing with sectarian behaviour at work? **Yes 68% No 10% Not Sure 23%**

Q5: Did the session help you understand staff and employer responsibility with regards to tackling sectarianism at work? **Yes 87% No 3%. Not Sure 10%**

Q6: Was the discussion open and allowed everyone to continue if they wished too? **Yes 100% No 0%**

Q7: The session encouraged me to think about my own attitudes? **Yes 100% No 0%**

Selected Quotes:

'Thanks for Informative Session – I've followed NBM on Twitter and Facebook to keep up to speed on work tackling Sectarianism.' **Participant, Perth & Kinross Council.**

'What struck me about the session was how so much of sectarianism is 'hidden in plain sight' and routinely seen as acceptable.' **Participant, Perth & Kinross Council.**

'A real eye-opener, It can be tempting to think that 'this sort of thing' doesn't happen here in Perth. But it can – attitudes don't stop at council boundaries.' **Participant, Perth & Kinross Council.**

'I felt the way it was facilitated was good as I was able to participate from home. Social Distancing at its best!' – **Participant, Inverclyde Council.**

'It's a challenge to deliver this sort of training over the Teams platform as these things are always better discussed face to face. However, the trainer was interesting and engaging and encouraged everyone to participate. Liked how he would occasionally fire out questions to people randomly as it kept folk on their toes. Fascinating issue and well worth attending.' **Network Rail Participant.**

'The trainer was very good and allowed an open discussion amongst employees. We don't spend as much time as we should discussing these sort of issues at work and I enjoyed having the chance to do so.' **Participant, Everwarm.**

'The trainer was knowledgeable, encouraged our participation and made us feel at ease discussing a sometimes volatile subject.' **Participant, Queen Cross Housing**

'I really enjoyed the session and felt it was useful; It fact I wish it could be longer.' **Participant, Queen Cross Housing.**

'It was very thought-provoking to discuss with others and to see how it affects staff to different levels and the different experiences and expectations of sectarianism at work.' **Participant, Queen Cross Housing.**

I thought the training was very good. I would be interested in doing a more in-depth session as there were several elements of the sessions regarding identifying sectarianism which I wouldn't ever have considered and I would like to fill gaps in my knowledge.' **Network Rail Participant.**

Outcome 2: : We will see an increased awareness of sectarianism and the impacts of sectarian behaviour amongst participants in the programme and increased confidence in their collective/individual ability to identify and challenge such behaviour.

What you actually did Please see guidance note 6

- Developed a new teaching resource for use in schools and universities with assistance from teaching staff in North Lanarkshire. The 'Neeps and Tatties' resource will be in Scots and we will place it on our website for home schooling use if required.
- We provided customised resources for teachers at partner schools and authorities to use for home-schooling during the period schools were closed.
- We took part in a number of online 'CPD' sessions for teachers via Facebook groups and the Twinkl Educational Resource Provider.
- We delivered several 'Pause B4U Post' sessions to staff new to digital communication/platforms. These sessions highlight the potential for problems for an employers caused by online sectarian behaviour from staff.
- We acted as a third-party partner to several local authorities helping staff identify graffiti incidents which could be seen as sectarian/hate crime. This includes working with elected members in Inverclyde to look at ways of having instances of sectarian graffiti (including the targeting of various cultural and faith-based buildings) dealt with via criminal justice disposals in cases where councils do not have dedicated graffiti removal teams.

What difference you made as a result As detailed in guidance note 5

- Through our workplace training and 'Action-Week' programmes in schools and universities in recent years we have developed strong relationships between a number of non-denominational and denominational schools in the Lanarkshire area. However, with schools closed for five months during 2020 and the reality that 'inter-school' projects and visits will be highly improbable during this school year we needed to find ways of supporting staff and ensuring that they could continue this work – even if it was in 'virtual' form. Partly inspired by the 'Black Lives Matter' movement childrens author [redacted] contacted us to offer her services as a writer to produce a children's book which could address issues around discrimination, prejudice, sectarianism and racism. Working with staff, parents and pupils from several of these key schools we have developed a resource, written in Scots, entitled 'Neeps and Tatties' which will be rolled out in January 2020 to schools complete with resource packs for staff and newly qualified teachers to use in class. This development will help us maintain the strong relationships between schools and create a resource which will be freely

available to teachers across Scotland. The resource is also the only one we can find using Scots in respect of anti-sectarianism so we have also helped fill a small gap in schools provision.

- In respect of working with local authorities regarding sectarian graffiti we have been assisting a local councillor in Inverclyde with efforts to address the problem in Greenock. Several properties belonging to cultural and sporting groups have been targeted over the past 12 months and as the council no longer had a dedicated graffiti removal squad we have been in touch with Community Justice Scotland and local Community Safety scheme to establish if some sort of programme or disposal can be agreed to help council's address this problem via community payback orders or 'restorative justice' programme. These discussions are on pause during Covid but we are hopeful of progress once circumstances allow.

Outcome 3: Practices and procedures to address sectarianism will become embedded in partner organisations

What you actually did

- In June we agreed with the Government that we would begin working on a report charting the impact of the project over the past decade and map its future direction. To ensure there would be some external independent input it was agreed that [redacted], an equalities and health safety specialist at City of Edinburgh Council would assist with the production of the report. Interviews and focus groups with long term partners such as East Ayrshire Council and Network Rail are part of this report process. Production of case studies showing learning, lessons and success of the project over the decade will also take place.

What difference you made as a result

- One positive impact of the lockdown was that it provided us with a chance to stop and reflect on what has been, and remains to be, achieved by this programme. We have worked in over 130 workplaces with this project reaching in excess of 15,000 staff. As outlined above we are grateful for the Scottish Government allowing us the flexibility in our programme to spend a period of time on this report and allow us to shift budget lines to include external input from City of Edinburgh Council. The 20-30 page report will be delivered to the Scottish Government before the end of 2020 and we hope it will assist with highlighting what progress the project has made on a longitudinal bases and proof of tangible benefits in the investment of resources.
- Another positive innovation has been the switch to online training allowing us to widen scope to deliver sessions 'out of hours' to staff – including those at partners such as Queens Cross Housing and Network Rail who have a significant number of staff working nights. This is a method which we plan on keeping open even if Covid restrictions lift and will allow '24 hour a day' employers to offer training to staff working unsocial hours – and fact it doesn't involve travel means NBM staff can deliver from home.

Outcome 4:

What you actually did

What difference you made as a result

5a How has the project enabled your organisation to develop new connections and participate in new networks? Please see guidance note 7

- The support provided by the Scottish Government over the first half of this year has allowed us to continue to offer workplace training to employers who wish/have been able to avail of it. The project wouldn't have been able to continue during the pandemic without this support. We are pleased that following a very difficult first quarter of the year – when many partners went into effective hibernation and those partners still operating focused solely on their own core activities we have seen a steady rise in interest again for the project with sessions already booked by employers from October – March including Inoes, Wheatley Group, Glasgow Kelvin College and South Lanarkshire Council.
- We have been able to use the staff training/it budget provides to 'upskill' staff and enhance our IT capacity to operate the programme virtually. Again, without the Government support this would have been a challenge for the charity on its own.

5b How has the project enabled individuals to form new relationships and improve the quality of their social contacts? Please see guidance note 8

- In July we took part in a group discussion with other projects funded from this stream and the Cabinet Secretary for Justice to discuss progress and approaches to disorder in George Square over the summer.
- We subsequently met with **WESREC** to discuss how we could assist them with promoting their 'Mainstreaming' toolkit and have flagged it up to several local authority partners.
- The lead officer for this programme is a member of the Scottish Government's **collaborative leadership group** on tackling sectarianism which has met twice to date since April 2020.
- In September we met with **Youth Scotland** to discuss ways of working together.
- We have promoted the government funded '**Sense over Sectarianism**' small grants scheme to our school partners outside of GCC and in online CPD sessions for teachers held over facebook etc. This has resulted in successful applications from schools in Dumfries and Galloway, Fife and West Lothian.

6 Have there been any unanticipated outcomes or achievements you haven't mentioned? Please see guidance note 9

- We were asked to present to members of Burness Paull LLP 'Be Valued' programme which links legal professionals with an interest in equalities with practitioners in the field. We were the first anti-sectarian programme to present to this audience and the company were impressed by our aims and message to the extent they made a £500 donation to support the 'Neeps and Tatties' project which will provide approx 125 copies to schools across Scotland in January.

7 Have there been any significant challenges or changes? Please see guidance note 10

COVID - It almost goes without saying that the entire programme has been a challenge and required significant change during these remarkable times. The pandemic required us to switch our method of work from direct delivery in offices, depots, colleges & universities to video conferencing via platforms such as Zoom, Teams and Whatsapp. Whilst NBM staff were able to get a handle on the various platforms fairly quickly not all our partners have been able to adapt to virtual delivery especially during the lockdown period. We had to be realistic enough to understand that this is a tumultuous period in modern history and that equalities was not the most pressing topic for the majority of employers. After June we saw partners slowly start to recalibrate their services and as outlined above we have been able to make tentative progress with a range of employers. We hope this will continue in the months ahead and are heartened that we are starting to receive a steady number of positive responses from partners to our offer of online training.

Programme Changes - We have been kept well updated by the Civil Service on developments and have tried to ensure that we are offering new ideas and options to the project. It was clear that the first six months of the year were going to be extremely challenging for any project which focuses on workplace training as hundreds of thousands of employees in Scotland were placed on Furlough and many employers went either into forced hibernation or solely focused on core business. We are grateful to the Government for the flexibility shown during this time to allow us to still contribute to the tackling sectarianism programme outwith workplaces. These include:

- Working with teachers on our 'Neeps and Tatties' resource which will be offered free to more than 100 primary schools in January compete with supporting teaching resources.
- Supporting our longitudinal study of the project's success and challenges in conjunction with Wendy Henderson at City of Edinburgh Council.
- We are now able to include schools work in the second half of 20/21. Physical visits will, of course, depend on latest local authority advice. We will be limiting any visit physical visits to a max of two a week on a Monday and Thursday in order to let staff take temperature checks etc the day before and after a visit. We have also agreed to do some work with pupils outdoors during October.

8 What have you learned? Please see guidance note 11

Digital Is the Future - The changes which have occurred in our society since March are no 'passing phase.' There will be huge changes to how our society operates as a result of the pandemic – even if a vaccine is found. Whilst it will always remain our preference to deliver face to face in person we have taken the decision to provide all our services & projects in digital format. Most employers are requesting online sessions for the remainder of the year and we have upgraded out laptops and IT set up to allow staff to do all this from home.

Sectarianism hasn't gone away - Through our engagement with local authorities we are aware that sectarianism is still an issue even during a global pandemic. The events in George Square over the summer where protests about the Black Lives Matter campaign bled over into sectarian/racial issues in Scotland are the most serious reminder of the lengths some will go to antagonise and

provoke others. There has also been a clear rise in the levels of sectarian graffiti across the central belt.

9 What will you do next? Please see guidance note 12

Promote Digital Training Across Public Sector: Public sector employers have always been a major part of our programme and in the current climate many are shifting their training to online sessions for at least the next six months. As such we will discuss with existing and new partners how best to ensure that dedicated anti-sectarian training makes this migration over to digital platforms.

Schools Work: We have been invited to deliver sessions to schools either outdoors or in gym hall environments but as this is differing wildly across local authority areas we have also developed an online workshops which can be ran with individual schools. We will also look at ways of maintaining contact between denominational and non-denominational schools who have been long-standing participants on our Action Week programmes. This will include working with authors of relevant children's books to deliver online 'Q&A's' and roll out of our 'Neeps & Tatties' resource to dozens of partner schools in January 2021.

Action Weeks: We will run these virtually based more around 'themes/sectors' rather than the usual geographic area. We will kick off in October with a College programme involving students from Glasgow Clyde and City of Glasgow College. This will a mix of online workshops, 'Q&A's, media student interviews and if possible include 'Pitch Perfect' sessions. We will then run a week-long series of events with primary schools across the country using our new 'Neeps and Tatties' resource in the run up to Burns Night on 25th January. This will include linking denominational and non-denominational schools for virtual assemblies and presentations, 'Q&A's with the author and small scale CPD sessions for teachers at partner schools etc.

Finish Report: We will finalise our longitudinal report/evaluation into the project before the end of 2020.

10 Your big success story is: Please see guidance note 13

Maintaining Links with Local Authorities

The importance of local authorities in respect of addressing sectarianism in Scotland cannot be understated and it has been recognised by Prof Morrow in all three of his reports. Over the last few years we have been successful in getting more than half of Scotland's councils to take part in the 'Beyond Religion & Belief' project (to varying degrees.)

During the pandemic we have been able to work with both **Perth & Kinross** and **Inverclyde** Councils through online training. In the case of Inverclyde this focused on their new cohort of Modern Apprentices with the sessions forming the key part of their equality training for new roles. As outlined above we have also engaged with elected members and community groups regarding graffiti in the area.

Perth & Kinross have been a good supporter of the project for several years now and have been keen to ensure that this remains during the Covid situation. In August we delivered directly to a mix of council staff and third sector partners and in September/October we are delivering online training to staff in its Housing Services Department as well as its Modern Apprentice programme. They have also asked us to deliver sessions with youth workers in February 2021.

We are in discussion with another long standing partner, **Dumfries and Galloway** about working virtually with their newly qualified teachers cohort, In addition we have received support for the project from local elected members with them arranging a sponsorship deal with Lowland League Gretna FC 2008 to wear our project logo on strips during football season 2020/21.

In **North Lanarkshire** we have worked with staff at eight schools on designing our 'Neeps and Tatties' resource and these will be piloted in these schools in December prior to launch in January 2021.

Equalities Staff from **East Ayrshire Council** took part in our focus groups to design 'virtual training session' and provided advice on both content and format.

Nine local authority partners (**Glasgow, North Lanarkshire, South Lanarkshire, East Dunbartonshire, East Ayrshire, West Dunbartonshire, Perth & Kinross, Orkney, Shetland**) requested copies of the 'Us and Them' football book we published earlier this year (funded separately from this programme) which examines issues around the Old Firm to add to their library collections. This includes one being placed in all libraries in Glasgow. We donated the books free of charge as a way of supporting councils and the wider public engaging with the anti-sectarian agenda during Covid.

Going forward we hope to return to more targeted training work with staff but hope the measures outlined above show how we have tried to be as open and varied in possible with our support for partner councils in the 'Beyond Religion & Belief' programme during these remarkable times.

END

Document 5

From: Dave Scott <redacted@gmail.com>

Sent: 27 May 2020 16:14

To: [redacted] <redacted@gov.scot>

Subject: Re: COVID-19 Framework for Decision Making – Scotland's Route map through and out of the crisis - Briefing Documents

I'm about most of day. Feel free to call when suits.

On 27 May 2020, at 14:41, <redacted@gov.scot> wrote:

Yes tomorrow is good.

From: Dave Scott <redacted@gmail.com>

Sent: 27 May 2020 14:32

To: [redacted] <redacted@gov.scot>

Subject: Re: COVID-19 Framework for Decision Making – Scotland's Route map through and out of the crisis - Briefing Documents

Tomorrow or Friday any good for you??

On 27 May 2020, at 13:52, <redacted@gov.scot> wrote:

Hi Dave

Definitely. Let me know what days times suit this week.

Thanks

[redacted]

From: Dave Scott <redacted@gmail.com>

Sent: 27 May 2020 08:39

To: [redacted] <redacted@gov.scot>

Subject: Re: COVID-19 Framework for Decision Making – Scotland's Route map through and out of the crisis - Briefing Documents

Thanks for this [redacted]. I wondered if we could have a chat at some point over next week to discuss a few changes to our project in light of what's been happening - and likely to happen over next few months.

Very best

D

On 26 May 2020, at 13:06, <redacted@gov.scot> wrote:

Good Afternoon

Hope everyone is well and staying safe.

Please find attached the routemap out of the crisis which First Minister announced last week.

Please let me know if you have questions or comments about any of this.

Thanks

[redacted]

[redacted] | Scottish Government | [redacted]

 [redacted]

[redacted]

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<Exit from Lockdown - FMQ - 21 May 2020.docx>

<Route map - Core Brief - May 2020.docx>

<486806_SCT0520618432-001_Routemap p5.pdf>

[redacted under Section 25(1), this information is already accessible and can be found online here: <https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/>]

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Document 6

From: David Scott <redacted@nilbymouth.org>
Sent: 03 June 2020 09:32
To: [redacted] <redacted@gov.scot>
Subject: Re: Nil by Mouth Programme 2020.

Hi [redacted],

Thanks for this.

In answer to your questions

(1) The only cost for the proposal would be in terms of staff time. I project that with interviews etc it would take up a max 3 days per week of my time during June/July allowing time for any online delivery to partners, development of resources to fit remote delivery and some prep work on the college programme due to start in September. So a rough estimate would be £5,200 in staff time.

Additionally, we also have the option of asking [redacted] from City of Edinburgh Council to provide some independent input/recommendations into the report from a local authority perspective. This would cost between £800 - £1,000 which could be met by allocating sums from projected travel expenses from quarter 2 to sessional staff of the budget. Let me know what you think about this. [redacted] will have seen the proposal we submitted last year about this and we could include a fair whack of that in this report from the funding already allocated to the project for 19/20. A win/win perhaps?

(2) I'm not sure if building those discussions into this project is the best way to proceed as I was taking those discussions forward with my 'Collective Leadership' group hat on but more than happy to have a chat with you and [redacted] about this it helpful.

PS: Re: Springburn - we are happy to run one of the 'Action Weeks' in the area later this year. Have put feelers out to possible partners.

Just let me know

D

Dave Scott
Director
Nil by Mouth

From: [redacted] <redacted@gov.scot>
Sent: Wednesday, June 3, 2020 9:07 am
To: David Scott
Subject: RE: Nil by Mouth Programme 2020.

Hi Dave

Thanks for this and I received your book through the post yesterday, so that will give me something decent to read during lockdown!

A couple of questions about the proposal, What would the rough cost be of the evaluation and is this work likely to fill most of your time over the next couple of months?

Also [redacted] asked if you have any ideas of ways you could build on the conversations that you have had with the OO?

Thanks
[redacted]

From: David Scott <redacted@nilbymouth.org>
Sent: 02 June 2020 13:25
To: [redacted] <redacted@gov.scot>
Subject: Nil by Mouth Programme 2020.

Hello [redacted],

Thank you for taking my call last week about our plans for our 'Beyond Religion & Belief' programme currently being funded by the Scottish Government. We appreciate the continued support – especially given the challenging times we are all living through at the moment.

As outlined in our end of year report for 2019/20 (submitted in April) we have put in place a few measures to try and ensure we can offer some sort of service to partners during lockdown and as we (hopefully) move through the various phases outlined by the First Minister. We have also returned monies which had been earmarked for project travel and expenses during the first quarter of 20/21 and I will continue to monitor spending at each quarter in line with the updated acceptance of grant requirements.

As discussed on the phone given the current circumstances we wouldn't expect to be carrying out face to face work in the near future and this provides us with spare capacity at this time. As such we would like to make the following suggestion for inclusion in our workplan for the year.

The Beyond Religion and Belief Project has been fully operational since 2011 and has evolved and developed over the resulting period. While we complete half year and annual reports to the Government we have never undertaken a 'longitudinal' study of the impact, success and challenges of the project. During the length of 'Phase 1&2' of the Government's plan for emerging from the lockdown situation we propose to compile a 20-30 page report providing qualitative and quantitative data, in depth feedback from partners and case studies relating to the programme. This will involve focus groups and one to one interviews using audio visual technology as well as reviewing reports and data from 2011-2020 and we would hope it would provide a

strong illustration of the progress made in this area. This report would be submitted to the Government by mid August at the latest.

If this is something you and your colleagues feel would be beneficial – or if you might need a bit more information about the proposal - at this time please do not hesitate to let me know.

With all best wishes

Dave

Dave Scott
Director
Nil by Mouth
Tel: [redacted]

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Document 7

From: [redacted]
Sent: 29 June 2020 14:23
To: David Scott <redacted@nilbymouth.org>
Subject: RE:

Hi Dave

Sorry this email must have got lost in the ether. Yes I will email the template forms to everyone today.

Thanks
[redacted]

From: David Scott
Sent: 25 June 2020 10:12
To: [redacted]
Subject:

Hi [redacted],

Good to see you yesterday.

Just checking: are we still using usual paperwork to claim for next quarter payments? Mindful these should be sent in next week.

Very best

Dave

Sent from [Mail](#) for Windows 10

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Document 8

From: David Scott <redacted@nilbymouth.org>
Sent: 08 July 2020 15:32
To: [redacted] <redacted@gov.scot>
Subject: Re: Important Dates and forms 20-21

No problem. Sorry if I've caused any confusion.

Dave Scott
Director
Nil by Mouth

From: redacted@gov.scot
Sent: Wednesday, July 8, 2020 3:30 pm

To: David Scott
Subject: RE: Important Dates and forms 20-21

Ah ok great thanks Dave

[redacted]

From: David Scott
Sent: 08 July 2020 15:29
To: [redacted]
Subject: Re: Important Dates and forms 20-21

Hi [redacted],
Yes - the 'Champions for Change' staff member. It's our 'inter- schools' programme, funded by small grants like Crerar Trust, Ruby Trust, WA Cargill Foundation etc though not the Government hence why they could be furloughed whilst schools are closed.

Let me know if you need any more info.

Cheers
Dave Scott
Director
Nil by Mouth

From: [redacted] <redacted@gov.scot>
Sent: Wednesday, July 8, 2020 3:20 pm
To: David Scott
Subject: RE: Important Dates and forms 20-21

Hi Dave
I'm Just looking at processing your grant claim just now.
[redacted] had picked up from the meeting the other week with Cab Sec that you had mentioned that one of the Nil by Mouth staff had been furloughed. Did he pick on that up correctly?
Thanks
[redacted]

From: David Scott <redacted@nilbymouth.org>
Sent: 30 June 2020 14:39
To: [redacted] <redacted@gov.scot>
Subject: RE: Important Dates and forms 20-21

Hello [redacted],

Many thanks for taking the time to send these.

Please find attached the completed forms. You will see we have added to the notes section to explain why smaller amount of grant claimed and how we will distribute the underspend later in the year.

Should you have any questions please do not hesitate to get in touch.

Best wishes

Dave Scott
Director
Nil by Mouth

Sent from [Mail](#) for Windows 10

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Expenditure Sheet:

| | |
|---------------------------------|-------------------------|
| Organisation | Nil by Mouth |
| Form Completed by | David Scott |
| Position in Organisation | Director |
| Email Address | redacted@nilbymouth.org |
| Telephone Number | |

FINANCE INFORMATION 2020-21

| | Other Funders Contribution | Programme Fund Contribution | QR1 - grant received April-June 2020 | QR2 - grant received July-September 2020 | QR3 - grant received October-December 2020 | QR4 - grant received January - March 2021 | Total Project Income 20-21 |
|--------------------------------------|----------------------------|-----------------------------|--------------------------------------|--|--|---|--|
| INCOME | | | | | | | |
| Programme Fund Contribution | | 95,000.00 | 22,500.00 | | | | |
| Funder 1 | | | | | | | |
| Funder 2 | | | | | | | |
| Funder 3 | | | | | | | |
| TOTAL INCOME | 0.00 | 95,000.00 | 22,500.00 | 0.00 | 0.00 | 0.00 | 22,500.00 |
| Underspend / Overspend | | | / | 1,530.01 | 1,530.01 | 1,530.01 | |
| Total Income for Next Quarter | | | 22,500.00 | 1,530.01 | 1,530.01 | 1,530.01 | |
| EXPENDITURE | | | | | | | |
| Direct Staff Costs | | | | | | | Total Spend April 2020-March 2021 |
| Programme Manager | / | [Redacted] | [Redacted] | | | | [Redacted] |
| Engagement Officer | | [Redacted] | [Redacted] | | | | [Redacted] |
| Education Officer | | [Redacted] | [Redacted] | | | | [Redacted] |
| | | | | | | | [Redacted] |
| | | | | | | | [Redacted] |

| | | | | | | | |
|---|-------------|-----------------|---------------|-------------|-------------|-------------|------------------|
| Total Direct Staff Costs | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| Additional Staff Costs | | | | | | | £0.00 |
| Recruitment | | 0.00 | 0.00 | | | | £0.00 |
| Sessional Staff | | 1,000.00 | 0.00 | | | | £0.00 |
| Volunteer Costs (Travel / Training / Subsistence) | | 1,500.00 | 79.99 | | | | £79.99 |
| Staff Expenses (Travel / Subsistence) | | 5,000.00 | 0.00 | | | | £0.00 |
| Staff Training and Development | | 500.00 | 500.00 | | | | £500.00 |
| Other | | 1,000.00 | 0.00 | | | | £0.00 |
| Total Additional Staff Costs | 0.00 | 9,000.00 | 579.99 | 0.00 | 0.00 | 0.00 | £579.99 |
| TOTAL STAFF COSTS | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] | [Redacted] |
| Direct Project Costs | | | | | | | £0.00 |
| Action Weeks Costs | | 2,270.00 | 0.00 | | | | £0.00 |
| College Competition | | 1,500.00 | 150.00 | | | | £150.00 |
| Venue Hire/Focus Groups | | 550.00 | 0.00 | | | | £0.00 |
| Catering | | 500.00 | 0.00 | | | | £0.00 |
| TOTAL DIRECT PROJECT COSTS | 0.00 | 4,820.00 | 150.00 | 0.00 | 0.00 | 0.00 | £150.00 |
| Contribution to Overheads | | | | | | | £0.00 |
| Rent / Rates / Insurance | | 5,200.00 | 1,300.00 | | | | £1,300.00 |
| Utilities (light / heat) | | 300.00 | 40.00 | | | | £40.00 |
| Office Consumables | | 850.00 | 75.00 | | | | £75.00 |
| IT Support / Telephone | | 330.00 | 200.00 | | | | £200.00 |
| Cleaning / Maintenance / Repairs | | 0.00 | | | | | £0.00 |
| Professional Fees | | 0.00 | | | | | £0.00 |
| Management Cost (see Guidance) | | 0.00 | | | | | £0.00 |
| Governance Costs | | 0.00 | | | | | £0.00 |

| | | | | | | | |
|--|------|-----------|-----------|------|------|------|------------|
| Other - | | | | | | | £0.00 |
| Other - | | | | | | | £0.00 |
| TOTAL CONTRIBUTION TO OVERHEADS | 0.00 | 6,680.00 | 1,615.00 | 0.00 | 0.00 | 0.00 | £1,615.00 |
| Capital Costs | | | | | | | £0.00 |
| TOTAL EXPENDITURE | 0.00 | 95,000.00 | 20,969.99 | 0.00 | 0.00 | 0.00 | £20,969.99 |

| | | | | | | | |
|---|------|--|-----------|----------|----------|----------|-----------|
| Payment per Quarter | | | 22,500.00 | 0.00 | 0.00 | 0.00 | 22,500.00 |
| Quarterly payment underspend /overspend | | | 1,530.01 | 0.00 | 0.00 | 0.00 | 1,530.01 |
| Rolling Underspend / Overspend | 0.00 | | 1,530.01 | 1,530.01 | 1,530.01 | 1,530.01 | 1,530.01 |

Budget Expenditure Breakdown - Reason for underspend / overspend

| | |
|------------------|---|
| QUARTER 1 | Comments: We did not claim for projected travel expenses for period -£1,250 in light of Covid19 situtaion. There is also an underspend of £1,530 for the period given the pandemnic and its impact on delivery of project which we hope to use across the remainder of 20/21 as we make up ground. We have agreed changes to distribution of cost for programme over next quarter with civil service |
| QUARTER 2 | Comments: |
| QUARTER 3 | Comments: |
| QUARTER 4 | Comments: |

SCHEDULE 2

GRANT CLAIM FORM

Organisation: Nil by Mouth

Bank details: [redacted]

Project: Beyond Religion & Belief

Total agreed grant for: 2020-2021: £95,000

Latest forecast of expenditure of grant for: £93,750

Grant claimed to date: £ 22,500

Claim for Grant for the period from 2020 to 2021:

We hereby claim a grant of £ 23,750 in respect of the above period in accordance with the terms and conditions of the offer of Grant and the Schedules attached thereto.

Completed by: Dave Scott

Position: Director

Contact Details: redacted@nilbymouth.org

Date: 30/06/20

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that has been submitted to substantiate each amount.

| A | B | C | D |
|---|------------|--------------------|---|
| Item | Amount (£) | Paid Invoice [Y/N] | Other (please specify, e.g. certificate of payment in kind) |
| As outlined in budget submitted in Feb 2020 | £23,500 | | |
| | | | |

* Note the total should add up to the total expenditure claimed for the period.

END

Document 9

From: [redacted]
Sent: 08 July 2020 09:49
To: Dave Scott <redacted@gmail.com>
Subject: RE: Black Lives Matter

Thanks Dave no worries. It's a bit of a corporate ask.

From: Dave Scott
Sent: 07 July 2020 18:13
To: [redacted]
Subject: Re: Black Lives Matter

Hi [redacted],

The Nil by Mouth trust deed limits us to working only on issues related to sectarianism. As such we don't move into into racism of the sort being discussed by BLM.

Cheers

Dave

On 7 Jul 2020, at 16:25, redacted@gov.scot wrote:

Good Afternoon

Hope you are all well.

In recent weeks we have seen an increase in protests in Scotland relating to the Black Lives Movement. I know many of you Many work with black and ethnic communities, but I would be grateful if you could advise if your project is doing anything in particular to support or which links to the Black Lives Matter movement.

Grateful if you could get back to me before the end of the week if possible. Happy to accept Nil returns also.

Thanks
[redacted]

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Document 10

From: Dave Scott <redacted@gmail.com>
Sent: 19 August 2020 15:35
To: [redacted] <redacted@gov.scot>; [redacted] <redacted@gov.scot>
Subject: BRB update

[redacted],

Trust you are well.

Just wanted to give a wee update on a few bits and pieces re: our Beyond Religion & Belief project

(1) **Zoom sessions** - We are now up and running with video conferencing after piloting it with Queens Cross Housing. Perth & Kinross & Inverclyde Councils have signed up for sessions as well as Ineos and Everwarm. We are happy to deliver in person where possible - Stirling Council have invitee us out next week to work with an employability group. But this will all depend on the partners Covid policies and size of group. It's good at least to be up and running delivery wise again. We've an online survey set up too so can capture feedback and evaluation.

2. **Impact Report** - This is coming along but will take a bit longer then anticipated. Prob end of September. Have completed most of the focus groups and one to one interviews. Have case studies from Network Rail & East Ayrshire Council compiled - hoping to get additional ones with Strathclyde Uni and City of Glasgow College once term starts back. I've also been looking at how equalities work can be delivered during 'Covid' situation and [redacted] will map out some networks and suggestions at local government level.

3. **Schools resource** - We have set up a small group of teachers from North Lanarkshire who have agreement from line managers to use CPD time over next six weeks to help us create a teaching resource and book which can be utilised by staff either in class or during any future lockdown situation. We have secured support from the Scottish Book Trust to have an illustrator and author onboard. The resource will be in Scots as when I looked at the stuff on the Education Scotland site it seemed to be the one area where nothing existed (along with Gaelic.) The aim is to produce 200 copies by October for free distribution to schools along with resource teachers hade devised. There are no real costs attached from the SG funding as

we've managed to secure external support - but I feel it's appropriate to include in the BRB programme as it's allowing us to help improve staff awareness of issue in the Council workplace and helping employees create answers to the problem. I hope this is ok with you - please feel free to let me if you've any questions.

4. **Action Weeks** - We are looking at running one around October based in colleges as if we still have social distancing etc or restrictions on classes meeting there is still scope to run things online via zoom etc. Again it's not perfect but we have to accept the reality of the world we now live in.

Hope you are both hanging in during these crazy times!

All the best

Dave

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Document 11

From: Dave Scott <redacted@gmail.com>
Sent: 11 September 2020 12:10
To: [redacted] <redacted@gov.scot>
Subject: Re: BAME Communities

Yes – [redacted]

On 11 Sep 2020, at 10:41, <redacted@gov.scot> wrote:

Hi Dave

A very good question! After a quick Google it looks like Irish might indeed be classed as BAME I'm also double checking with equality colleagues.

Are you around now for a chat?

Thanks
[redacted]

From: Dave Scott
Sent: 10 September 2020 18:42
To: [redacted]
Subject: Re: BAME Communities

Hi [redacted],

I have encountered a couple of issues over the years related to BME individuals and sectarian attitudes but no trends.

You may wish to clarify with these managers if they classing Irish as a BME group - as if they do (I know there is some discussion over wether this is appropriate or not) that would become a live factor in our work.

About tomorrow if you want a chat on phone about it.

Very best

Dave

On 10 Sep 2020, at 17:51, <redacted@gov.scot> wrote:

Hi Dave

Just a quick question. Are Nil by Mouth doing anything to identify if black or ethnic minority people with a Christian faith face sectarianism in workplaces/schools?

I know that you will probably be restricted in collecting the information by data protection rules, but thought I would ask. Senior managers are advising that the Scottish Government are seeing the work with BAME communities/BLM as an emerging theme and are committed to taking it forward.

Thanks
[redacted]

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Document 12

From: Dave Scott <redacted@gmail.com>
Sent: 14 September 2020 10:33
To: [redacted] <redacted@gov.scot>
Subject: EM Work

Morning [redacted].

Thanks for the call on Friday regarding how our work involved ethnic minorities in Scotland.

You will appreciate that sectarianism (usually of the 'Inter-Christian' variety) dominates all the programmes we run as the country's only dedicated anti-sectarian charity. So first and foremost we deal with issues around religious discrimination/education.

However, the nature of this problem in Scotland also mean we can touch on issues involving people who would identify (or in some cases are being identified by others) as Irish (or in some cases Polish) and on occasions we have encountered and tried to help resolve issues in workplaces were such individuals are being targeted or treated negatively because of their ethnic origin - and the assumptions of belonging to a faith group that come with it.

It should be said that we have also assisted in cases were someone identifying/being identified as being British has encountered similar problems. Although these incidents are not as numerous as those outlined above.

We are on occasions also contacted by individuals within the Muslim community - as well as people from outside it who have become involved in romantic relationships with those within - regarding sectarian/discriminatory attitudes. We would act as a signposting agency in such cases to groups or individuals with specialist knowledge of Islam and the various cultures and traditions contained within.

We do not collect religious/ethnic data in our evaluations (which are anonymous) collecting only age and gender at present - and these are optional. Should the Scottish Government wish to discuss collecting data which may be helpful to it in examine wider societal trends we would be happy to discuss that - provided it is understood that we would always comply with data protection policies and that any changes wouldn't compromise the main thrust of all our programmes (religious discrimination.)

Should you, or your colleagues, require any further information please do just drop me a line.

With all best wishes

Dave Scott
Director
Nil by Mouth

Tel: [redacted]

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Document 13

From: Dave Scott <redacted@gmail.com>
Sent: 15 September 2020 09:13
To: [redacted] <redacted@gov.scot>; [redacted] <redacted@gov.scot>
Subject: Covid Changes?

Good morning chaps,

I trust you are both enjoying the return of the football season (minus fans.....) ? I was wondering if one of you is about for a quick chat at some point today or tomorrow?

We have been contacted by a number of schools looking to carry out some work around sectarianism this term. Obviously the Covid guidance can differ across local authorities regarding having external visitors into the school but in several cases we seem to be able to deliver workshops etc. I've been in touch with Theresa Breslin, the author of Divided City, about taking part in some virtual 'Q&As' with pupils in these school and we've devised a mini 'Covid programme' using NBM stuff and resources taken from Education Scotland site (all paid for through that tackling sectarianism programme.)

We are also working on a new book project (in Scots) with teachers as part of the Beyond Religion & Belief project and there will be scope to use this from Jan 2021 with an 'inter-school' element.

I was wondering if there was some way we could include/build these developments into our funded programme for the remainder of the year. There are no additional costs - it would be a fairly simple matter of reallocating some staff time/budget lines to reflect the changing circumstances we have found ourselves in during the pandemic. Pleased to say the workplace training element is picking up as employees start back at work and is mostly being delivered online. But we could comfortably accommodate some school delivery within existing budgets etc. It would also allow us to increase numbers of participants in the programme after the hit this took in first 4 months of 20/21.

Happy to have a chat about this - but mindful with mid year report due next month so wanted to gauge your thoughts now so I can write up any changes in more detail in the report.

Any thoughts welcome.

Very best

Dave

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Document 14

From: David Scott <redacted@nilbymouth.org>
Sent: 05 November 2020 17:07
To: [redacted] <redacted@gov.scot>; [redacted] <redacted@gov.scot>
Subject: Re: Campaign

Couldn't have put it better!

Dave Scott
Director
Nil by Mouth

From: <redacted@gov.scot>
Sent: Thursday, November 5, 2020 4:32:46 PM
To: <redacted@gov.scot>
Subject: RE: Campaign

Nothing wrong with the colour but [redacted] may well be on the money and their very worthwhile and important campaign could get drowned out and forgot by the madness.

From: David Scott
Sent: 05 November 2020 16:11
To: [redacted]; [redacted]
Subject: Fwd: Campaign

Just for info. Will speak to them in morning.

Dave Scott
Director
Nil by Mouth

From: [redacted] <redacted@redacted.ac.uk>
Sent: Thursday, November 5, 2020 4:00:26 PM
To: David Scott <redacted@nilbymouth.org>
Subject: Campaign

Good afternoon,

I hope you are well. I apologise for emailing out of the blue and completely understand that you will be very busy. If you are able to, I wonder if you might be able to give me some advice.

I work at [redacted] and we run a range of campaigns throughout the year. We are running a campaign at the end of this month called '16 Days of Action'. This is a campaign raising awareness and decrying gender based violence. There is a linked campaign that one of our students wanted to piggy back and it is called Orange the World: <https://www.unwomen.org/en/news/stories/2016/11/orange-the-world-2016> her plan was to light up the university building across the Glasgow city centre campus orange and promote the tagline across our social media channels. It is rare for the SMT to step in but on this occasion, we believe that the risk is too high, given the synonymity with the colour orange and sectarianism in Glasgow. Below are links to a news story of another charity who made an error in judgement and also our anti sectarianism policy proposal which has now been passed.

- <https://www.glasgowtimes.co.uk/news/18276334.charity-sorry-awkward-paint-belfast-orange-walk-tweet/>
- <https://www.strathunion.com/asset/Event/8115/Strathclyde-Against-Sectarianism-Policy-proposal.pdf>

We have agreed not to do this, and there is another UK based charity that is actually more closely linked to us in their messaging, so we are planning to use this instead: <https://16dayscampaign.org>. However, as I said, it is rare for us to step in, and I wanted to check with someone who knows more about this type of thing. The student feels that we could have challenged sectarianism and brought a new meaning to the word orange but our feeling is that it is not a good idea to tackle such a big issue as part of another campaign, and we simply couldn't cope with the backlash if things went wrong. Can I ask if you think this decision is overly cautious? Or do you have any other thoughts?

Many thanks
[redacted]

[redacted]

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Document 15

From: David Scott <redacted@nilbymouth.org>
Sent: 30 September 2020 15:26
To: [redacted] <redacted@gov.scot>; [redacted] <redacted@gov.scot>
Subject: Fwd: Behaviour at Football Matches in Scotland

Just for info....

Dave Scott
Director
Nil by Mouth

From: David Scott
Sent: Wednesday, September 30, 2020 3:10:23 PM
To: [redacted]
Subject: Behaviour at Football Matches in Scotland

Dear [redacted],

Many thanks to you and the Committee for taking the time to seek more detail from the SPFL and other interested parties in respect of sectarian/discrimatory behaviour at football matches in Scotland.

Further to you copying the response from the SPFL's Chief Executive Neil Doncaster to us please find our response addressed to the Convener for consideration and two decisions from the Information Commissioner which I refer to in the text.

Should any of the clerking team or committee members require any further information or clarification on the points we have made please do not hesitate to get in touch with me.

With all best wishes

Dave Scott
Director
Nil by Mouth

Tel: [redacted]

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Two decision notices attached are exempt under Section 25(1), the information is already accessible and can be found online here:

<https://www.itspublicknowledge.info/ApplicationsandDecisions/Decisions/2020/201902093.aspx>

<https://www.itspublicknowledge.info/ApplicationsandDecisions/Decisions/2020/201901001.aspx>

Letter to Justice Committee from Nil by Mouth:



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30th September 2020

**Adam Tomkins MSP
Convener, Justice Committee
Scottish Parliament
Edinburgh
EH99 1SP**

Dear Convener,

Many thanks for forwarding the response the Committee received from the Chief Executive of the SPFL in respect of its approach to sectarian, racist or discriminatory chanting/behaviour at matches played under its jurisdiction. I am grateful to you for the opportunity to address some of the points within it, provide more details about our concerns and assist Mr Doncaster in composing a fully detailed reply to elected members regarding this serious issues.

Background to Correspondence

As you are aware Nil by Mouth was engaged in an 18-month campaign to secure publication of data provided to the Scottish Government by the SPFL relating to crowd behaviour in season 2017/18. It should be noted that at every stage of the Freedom of Information Process the SPFL sought to prevent publication of any of the data, including contacting the Information Commissioner directly. I

attach a copy of the final decision for information. I am sure it will not have escaped your attention that the SPFL also refused calls from individual MSPs, the Cabinet Secretary of Justice and the Committee itself for this information to be shared and publicly examined last year. Thankfully, in July the Information Commissioner ruled that the Scottish Government had to publish the report (albeit with various redactions.) So, whilst we now have a certain amount of information there are elements that are not yet in the public domain allowing a clearer picture of the situation to be formed. Should Mr Doncaster wish to do so the SPFL could easily remedy this situation and publish the data in full. I would be keen to hear his views on this modest proposal.

Police Scotland Figures

I am happy to clarify why we refer to Police Scotland statistics for instances of sectarian and discriminatory chanting at matches. In the absence of the SPFL providing any information relating to these behaviours, (allied with its efforts to prevent publication of any aspect of the report) these provide the only reliable baseline we can use to gauge the extent of these problems at Scottish grounds. That is why we highlight these in correspondence with the Committee. It is worth noting that for season 2017/18 Police Scotland recorded 75 instances of sectarian/offensive chanting at matches. By contrast from information obtained through our appeal to Commissioner we can see that the SPFL figures report just 3 (three) instances of sectarian chanting and 42 instances of discriminatory abuse. It is also worth noting that in the following season 2018/19 Police Scotland figures record 84 instances of sectarian/offensive at matches - so it is a problem that we can evidence a rise in despite the 'measures' which the SPFL may – or may not - have put in place relating to learning lessons from the previous season.

Whilst I appreciate that a 'Match Delegate' may not be able to pick up on every instance of chanting in a crowd it would appear obvious from the available evidence that there are clear and worrying inconsistencies between the SPFL internal figures and those made publicly available by Police Scotland. It is hard to shake the feeling that the reporting and investigation process employed by the SPFL is at best opaque and at worse unfit for purpose. Indeed, having studied the information released, your Committee colleague Liam McArthur MSP has said publicly:

'The report claims every single club responded properly to every single incident of unacceptable conduct observed across two seasons. This model handling scarcely seems credible and has all the hallmarks of a whitewash.'

Concerns, our charity would share.

Match Delegate System

In his response Mr Doncaster refers to the SPFL's 'Match Delegate' system which, in theory, exists to provide the governing body with reports from games to assist in any disciplinary process. We have grave concerns about how 'fit for purpose' this system is given the evidence provided to the BBC by a number of Match Delegates turned 'whistle-blowers' in March 2018:

'A number of current and former match delegates have told BBC Scotland of their dismay at reporting the problem only for no action to be taken. "It was so frustrating," said one. "And I know that some of the delegates who are still working today are absolutely appalled that nothing has changed." The former delegate continued: "It seems like the Scottish Professional Football League is content to sweep the issue under the carpet. We had numerous meetings with the police, who told us which songs to look out for, but it was pointless because when we reported them, nothing was ever done," said the former match delegate. BBC Scotland has also learned that delegates have reported

at least four clubs to league bosses this season alone for fans singing offensive or sectarian songs.’

SOURCE: <https://www.bbc.co.uk/sport/football/43395124>

Surely it is hard for the public to have faith in a system that even those involved in administering it are questioning its integrity? As such, we have a range of questions relating to the current system which we would welcome clarity from the SPFL on:

1. **Fact Checking and Learning:** In order to assure ourselves the data provided to the Scottish Government was as robust as possible can Mr Doncaster confirm that the SPFL spoke to Police Scotland asking for their figures prior to submitting the report to the Government? If so, I assume the SPFL noted the differences between the Police figures and their own. What steps have they taken to improve their detection rate or improve their recording process subsequently and when were these put in place?
2. **Transparency:** Can Mr Doncaster highlight where on the SPFL website decisions taken on cases involving such behaviour can be viewed or tracked? For comparison, UEFA have such a section easily viewed and accessible on its website (www.disciplinary.uefa.com.) Can Mr Doncaster also clarify what independent scrutiny or input (outwith football) is involved when the SPFL decides what instances of sectarian/ discriminatory chanting included in Match Delegate reports require (a) being worthy of investigation in greater detail and (b) being included in its report to Government.
3. **What are the rules?** I note from the SPFL’s recent submission to the Hate Crime Bill Consultation that:

‘We have had non-legislative provisions in our rules for decades which have been directed at violent and or disorderly incidents at matches, including those which are considered to have a sectarian component.’ Source: Scottish Parliament Website

Setting aside that fact that the SPFL was only constituted in 2013 and therefore hasn’t had rules of any sort for ‘decades’ will Mr Doncaster provide the full text of these articles and rules to the Committee? What are the processes for hearing cases against clubs on whose premises these behaviours occur? Can he highlight for the committee any instances of when these rules have been enforced relating to sectarian chanting with a breakdown of the incident, enquiry procedure and outcome reached since 2013?

4. **Refusal to Share Information:** Earlier this month the Information Commissioner ruled in favour of an appeal against the Scottish Government’s decision to provide information similar to that which we obtained. We note from Commissioner’s Decision Notice (098/2020 – Case: 201902093) point 67 states:

‘For the covering letter to the SPFL report, the Ministers argued that, despite the passage of time, there had been no material change in circumstances permitting disclosure. They explained that the SPFL had declined to share with the Scottish Government any subsequent information on unacceptable conduct, pending the outcome of the live appeal concerning FOI/18/03666.’

It would strike me as a worrying development that the SPFL feels it no longer has to be accountable to the Government in these issues of clear public interest. As such we would welcome confirmation from Mr Doncaster that, given the various FOI appeals have now

been decided upon, the SPFL will be sharing this information for subsequent seasons with the Government and, if required, the Justice Committee.

5. **Morrow Recommendations:** Professor Duncan Morrow in his role as Chair of the Scottish Government's Independent Advisory Group on Sectarianism published his most recent recommendations in 2017. We would welcome an update on the SPFL's progress in implementing the recommendations for Scottish football contained within it as of 31st Jan 2020 (pre-covid.)

In conclusion, we fully appreciate that these are extraordinary times and football, like all sectors, will be experiencing mounting challenges. However, the issues raised are long standing and, in our view, institutional and whilst crowds are currently unable to attend matches, when they can return it's important that clubs, governing bodies, politicians, campaigners and the fans themselves have faith in the mechanisms for tackling bigotry in our grounds. It should be remembered that millions of pounds of public money is invested annually in Scottish football and SPFL clubs. Indeed, the SPFL have been in talks with the Scottish and UK Governments about further financial support (along with that already provided through Furlough, Small Business Grants and other Covid funding streams) in the last few days. I hope you would agree that public finance should also mean public accountability.

We have laid out above serious concerns and questions about the system the SPFL has in place to ensure it can properly identify, record and address instance of sectarian behaviour at matches under its jurisdiction. We hope the committee will pursue these with Mr Doncaster. I trust he will appreciate that these issues are matters of legitimate public concern and provide full and detailed replies to the Committee for examination.

With all best wishes

David Scott
Director, Nil by Mouth

END