

## DOCUMENT 1

**From:** [redacted – s.38(1)b]< [redacted – s.38(1)b]@phoenixfutures.org.uk>  
**Sent:** 03 August 2021 20:33  
**To:** [redacted – s.38(1)b]<[redacted – s.38(1)b]@gov.scot>  
**Cc:** [redacted – s.38(1)b]< [redacted – s.38(1)b]@gov.scot>  
**Subject:** Re: RRRCP Investment Panel Outcome- Phoenix Futures National Specialist Family Service [UNSCANNED]

Hi [redacted – s.38(1)b],

Don't worry about the call, it's been a busy day all round for everyone!

It would be great to get a meeting in the diary for next week, and I'll be in touch with our comms team and Sheffield service tomorrow to see if we can arrange a media visit. I'll come back to you shortly.

Kind regards  
[redacted – s.38(1)b]

---

**From:** [redacted – s.38(1)b]@gov.scot>  
**Sent:** Tuesday, August 3, 2021 8:29 pm  
**To:** [redacted – s.38(1)b]@phoenixfutures.org.uk  
**Cc:** [redacted – s.38(1)b]@gov.scot  
**Subject:** RE: RRRCP Investment Panel Outcome- Phoenix Futures National Specialist Family Service

Hi [redacted – s.38(1)b] - I've just listened to my voicemail and heard your message, so sorry for missing it! We'll look at options for a follow up meeting with you and colleagues next week.

BBC has been in touch already wanting to try and arrange filming at the Phoenix project in Sheffield. Could you provide a contact for the relevant media officer?

Best wishes,  
[redacted – s.38(1)b]

**From:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>  
**Sent:** 03 August 2021 13:38  
**To:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@phoenixfutures.org.uk>  
**Cc:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>  
**Subject:** RE: RRRCP Investment Panel Outcome- Phoenix Futures National Specialist Family Service

Hi [redacted – s.38(1)b]

No problem. I'll let [redacted – s.38(1)b] and [redacted – s.38(1)b] set the meeting up with you at a time that suits. I'll also let our comms colleague know you are happy to work on a plan with her.

Thanks

[redacted – s.38(1)b]

**From:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@phoenixfutures.org.uk>  
**Sent:** 03 August 2021 12:38  
**To:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>  
**Cc:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>  
**Subject:** RE: RRRCP Investment Panel Outcome- Phoenix Futures National Specialist Family Service

Hi [redacted – s.38(1)b],

Thank you for providing the below details on the Investment Panel Outcome for the National Specialist Family service. We are delighted to hear such positive news, and are committed to working collaboratively with all stakeholders to develop the service model. Please can we arrange a call / virtual meeting to discuss all of the below in more detail? I can also confirm we do not have any set communications planned at the moment– although happy to work together to agree the most appropriate plan.

Kind regards,

[redacted – s.38(1)b]  
[redacted – s.38(1)b]  
[redacted – s.38(1)b]@phoenixfutures.org.uk

**From:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>  
**Sent:** 03 August 2021 11:09  
**To:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@phoenixfutures.org.uk>  
**Cc:** [redacted – s.38(1)b]@gov.scot; [redacted – s.38(1)b]@gov.scot; [redacted – s.38(1)b]@gov.scot; [redacted – s.38(1)b]@gov.scot; [redacted – s.38(1)b]@gov.scot; [redacted – s.38(1)b]@gov.scot; [redacted – s.38(1)b]@gov.scot  
**Subject:** RRRCP Investment Panel Outcome- Phoenix Futures National Specialist Family Service

Hi [redacted – s.38(1)b]

Thanks for providing to [redacted – s.38(1)b] the information for the due diligence checks in such quick time.

[redacted – s.30(c)]

<b>Alignment to SG Residential Rehabilitation priorities</b>	[redacted – s.30(c)]
<b>Evidence base</b>	[redacted – s.30(c)]
<b>Readiness to deliver in 2021/22</b>	[redacted – s.30(c)]
<b>Local Authority support and partnership arrangements</b>	[redacted – s.30(c)]
<b>Evidence of Governance</b>	[redacted – s.30(c)]
<b>Legacy, monitoring and reporting on outcomes</b>	[redacted – s.30(c)]

[redacted – s.30(c)]

[redacted – s.30(c)]

We look forward to working with you on this.

Thanks

[redacted – s.38(1)b]  
Drugs Policy Division  
Scottish Government  
[redacted – s.38(1)b]

## DOCUMENT 2

**From:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>  
**Sent:** 03 August 2021 09:14  
**To:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@phoenixfutures.org.uk>  
**Cc:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>  
**Subject:** RE: URGENT: National Specialist Family Service

Hi [redacted – s.38(1)b],

Thanks for providing this quote and all of the due diligence information in such quick time yesterday. The Investment panel are meeting at 0930-1000 after which I will write to confirm the outcome and final recommendation so that you can inform your wider team.

Who we should attribute the quote to? We need their name and correct title to add it to the release. Whilst it could be yourself I wonder if we could attribute it to somebody else from Phoenix to avoid coming under criticism for conflicts of interest. If this isn't possible we can make it work!

Best,  
[redacted – s.38(1)b]

**From:** [redacted – s.38(1)b]<[redacted – s.38(1)b]@phoenixfutures.org.uk>  
**Sent:** 02 August 2021 17:24  
**To:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@gov.scot>  
**Cc:** [redacted – s.38(1)b] <[redacted – s.38(1)b] @gov.scot>  
**Subject:** RE: URGENT: National Specialist Family Service

Hi [redacted – s.38(1)b],

Please see below text for you to use in a press statement. Please let me know if this is what you had in mind? Also, if at all possible, please could you give me some notice tomorrow if The Minister decides to go ahead and make the announcement. I have not yet informed any of the wider Scotland team and would like to make my managers aware.

*The Scottish Government's Residential Rehabilitation Rapid Capacity Programme (Recovery Fund) announcement to fund a National Specialist Residential Family Service in Scotland has been well received by all at Phoenix Futures Scotland.*

*There is a clear and defined need for a service that supports families to stay together in a safe residential setting. Phoenix Futures have decades of experience of providing services for families to draw from in establishing and operating this new project.*

*The Specialist Family Service will create fairer access to residential rehab for the whole family, and is a welcomed start to the commitment of investment from The Scottish Government as part of its mission to reduce drug related deaths and harms.*

*We look forward to working with all involved to open Scotland's National Specialist Residential Family service. Should you wish to find out more please contact [redacted – s.38(1)b], [redacted – s.38(1)b] ([redacted – s.38(1)b]@phoenixfutures.org.uk).*

Kinds regards,

**[redacted – s.38(1)b]**  
**[redacted – s.38(1)b]**  
**[redacted – s.38(1)b]@phoenixfutures.org.uk**

**From:** [redacted – s.38(1)b]< [redacted – s.38(1)b]@phoenixfutures.org.uk>  
**Sent:** 02 August 2021 16:35  
**To:** [redacted – s.38(1)b]< [redacted – s.38(1)b]@gov.scot>  
**Cc:** [redacted – s.38(1)b]< [redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b]< [redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b]< [redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b]< [redacted – s.38(1)b]@gov.scot>; [redacted – s.38(1)b]< [redacted – s.38(1)b]@phoenixfutures.org.uk>  
**Subject:** RE: URGENT: National Specialist Family Service

Hi [redacted – s.38(1)b],

Thank you for your email below and follow up call this afternoon. Please find attached the information requested.

Documents:

- the last two years of signed and/or audited financial statements – *Our financial year runs April to March, as such please find attached 2018/19 and 2019/20 accounts. Our 2020/21 accounts are currently being finalised.*
- evidence of formal policies on fraud, bribery and corruption. – *we have attached the Terms of Reference from our Audit and Control (A&C) Committee. We confirm we have policies in place on fraud, bribery and corruption- please let me know if copies are required at this stage.*

Questions:

- All questions have been answered in the attached document.

I will forward on the press statement shortly.

Kind regards,

**[redacted – s.38(1)b]**  
**[redacted – s.38(1)b]**  
**[redacted – s.38(1)b]@phoenixfutures.org.uk**

**[four attachments out of scope]**

**From:** [redacted – s.38(1)b]@gov.scot  
**Sent:** 02 August 2021 13:33  
**To:** [redacted – s.38(1)b] <[redacted – s.38(1)b]@phoenixfutures.org.uk>  
**Cc:** [redacted – s.38(1)b]@gov.scot; [redacted – s.38(1)b]@gov.scot; [redacted –

s.38(1)b]@gov.scot

**Subject:** URGENT: National Specialist Family Service

**Importance:** High

Hi [redacted – s.38(1)b],

[redacted – s.30(c)]

Before we can do this, we are obliged to carry out a due diligence check. **Please could you send the following documents and answer the questions noted below by COP today?** These were included in the guidance on RRRCP but the info you send through on accounts and bank details covers what we need.

**Documents:**

- the last two years of signed and/or audited financial statements;
- evidence of formal policies on fraud, bribery and corruption.

**Questions:**

1. How is the organisation is funded
2. Details of contingency plans for the possibility of part (or all) of the organisation's funding coming to an end
3. Evidence and regularity of budget monitoring
4. By what frequency does the organisation reconcile their actual expenditure to budgeted expenditure?
5. What policies and procedures are in place to deal with variances between actual and budgeted expenditure?

Best wishes,

[redacted – s.38(1)b]

**[redacted – s.38(1)b] | [redacted – s.38(1)b] | Drugs Policy Division | Scottish Government | 3 E St Andrews House | Regent Road | Edinburgh | EH1 3DG |**

[redacted – s.38(1)b]