

ADES Claims

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Jan-21

| | Description | Amount |
|------------|---|---------------|
| 04.1.2021 | General/email catch up etc | £175.00 |
| 05.01.2021 | Remote learning engagement with ES; Education and Skills | £350.00 |
| 06.01.2021 | PIN preps/SDS/ES | £175.00 |
| 07.01.2021 | Directors' meeting/ES engagement/CERG paper etc | £350.00 |
| 08.01.2021 | Remote learning/engagement with ES/[Redacted s.38(1)(b)] etc | £350.00 |
| 11.01.2021 | Team meeting/ES/Glow/Creative Learning | £350 |
| 12.01.2021 | General/Remote learning/CEO engagement | £350 |
| 13.01.2021 | ADES preps/A May/OECD/email/catch up | £350 |
| 14.01.2021 | Directors' meeting/Remote learning/WS6 Strategy Group | £350 |
| 15.01.2021 | General/ES re remote learning/Race Equality/SG meeting | £350 |
| 18.01.2021 | Remote learning/general/FACT preps/FACT working group | £175 |
| 19.01.2021 | OECD/J Funnell/COSLA/National Qualifications/ES | £350 |
| 20.01.2021 | Various meetings with Directors/SDS/UNCRC | £350 |
| 21.01.2021 | Directors' Meeting/write up/SPMG/CERG Workstream 6 group | £350 |
| 22.01.2021 | ADES online session/Various meetings with Directors/Resources Network | £350 |
| 25.01.2021 | Email correspondence/ICEA/OECD/ | £350.00 |
| 26.01.2021 | OECD evidence base/ES User Engagement | £175.00 |
| 27.01.2021 | Comms/SG/OECD/Graeme Logan | £175.00 |
| 28.01.2021 | Directors' Meeting/PIN/Executive Report/SG Liaison | £350.00 |
| 29.01.2021 | ADES general/SG liaison/[Redacted s.38(1)(b)] (ES)/ICEA session | £350.00 |

Total

£5,250.00

ADES Claims

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Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Feb-21

| | Description | Amount |
|------------|---|------------------|
| 22.02.2021 | Race Equality Group and preps; general | £175.00 |
| 23.02.2021 | Email catch up; general; Collaborative Improvement Paper | £175.00 |
| 24.02.2021 | Various contacts (ADES and partners); UNCRC meeting; Collaborative Improvement; COSLA | £350.00 |
| 25.02.2021 | Directors' Meeting; CERG Wstream 6 Evaluation Group; ADES Conference Planning meeting | £175.00 |
| 26.02.2021 | UNCRC session; Officer Catch Up; ADES and partner contacts | £175.00 |
| | Total | £1,050.00 |

E: Liza.McLean@gov.scot

[Redacted s.38(1)(b)]

27 May 2021

OFFER OF GRANT FOR ADES EXECUTIVE OFFICER

The Scottish Ministers in exercise of their powers under Section 42 of the Standards in Scotland's Schools etc. Act 2000 hereby offer to give to the Association of Directors of Education in Scotland ("the Grantee") a grant of up to **FIFTY THOUSAND POUNDS (£50,000) STERLING**, payable over the financial year 2021-22 in connection with the employment of a part time ADES Executive Officer for one year, which is more particularly described in Part 1 of **SCHEDULE 1** ("the Project/Programme") and subject to the following terms and conditions:

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/Programme.
- 2.2 The Grant shall only be used for the purposes of the Project/Programme and for no other purpose whatsoever.
- 2.3 No part of the Grant shall 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 objective of the Grant is to support effective co-working between ADES and the Scottish Government through the employment of an ADES Executive Officer, as set out in **SCHEDULE 1** of this offer.
- 2.5 The key deliverables for this Grant are set out in **SCHEDULE 5** and are copied below. These shall be monitored and progress will be discussed, reviewed and updated as necessary, in line with the Grant Payment Schedule.

Key Deliverables for ADES Executive Officer, 2021-22

To support effective partnership working between the Scottish Government and ADES in the pursuit of quality improvement, excellence, equity and empowerment in Scottish education, including:

- Supporting regular strategic engagement between the ADES Executive, the ADES Professional Development Officer and the SG Learning, Early Years and Children & Families leadership team.
- Support a range of priority ADES and Scottish Government activity throughout the Coronavirus Education Recovery phase.
- Build and maintain working relationships and networks with Scottish Government officials, providing advice and practical support on Learning Directorate policies to drive improvement for children and young people, including the Scottish Attainment Challenge, the National Improvement Framework, Curriculum for Excellence, developing the teaching workforce, system empowerment and reform. This includes supporting policy development and liaising with local authorities, Education Scotland, the Scottish Qualifications Authority and other stakeholder organisations.
- Providing advice in relation to Local Authority revenue budget arrangements and their potential impact on the delivery of national education policy and manifesto commitments. In so doing, liaison with ADES resources and personnel networks and with Learning Directorate Deputy Directors.
- Working with officials in Children and Families Directorate and the Early Learning & Childcare Directorate, to provide advice and support on implementation of the early years, children and families policy programme, including liaison with ADES Early Years, Additional Support Needs, and Children's Services networks.
- Provision of advice and support on new learning policy commitments or issues that may emerge during the current year, including in respect of languages, health and wellbeing interests and additional support needs issues. This includes supporting SG officials in their discussions with local authorities in relation to the provision of

Gaelic medium education in local authorities and the implementation of the recent guidance on Gaelic education.

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

- Staffing (including superannuation and National Insurance contribution) for the Executive Officer;
- Travel and subsistence for the Executive Officer.

2.7 The eligible costs exclude:

- Any Value Added Tax (VAT) reclaimable by the Grantee;
- Accommodation and equipment costs.

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 two months following the end of the financial year in respect of which the Grant has been paid, 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 accountable officer.

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/Programme, 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 5**, 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/Programme in the form of reports. 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/Programme 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/Programme 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/Programme.
- 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 Laws are fulfilled in relation to the Project/Programme.

- 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 during the lifetime of the asset. 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.

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project/Programme 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/Programme;
- 9.1.4 In the Scottish Ministers' opinion, the progress on the Project/Programme is not satisfactory; or
- 9.1.5 In the Scottish Ministers' opinion, the future of the Project/Programme is in jeopardy.

- 9.2 If the Grant (or any part or condition thereof) does not comply with applicable Subsidy Control obligations, 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 in accordance with law.
- 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 as 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/Programme, 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 by e-mail to [Redacted s.38(1)(b)]. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely



LIZA MCLEAN
INTERIM DEPUTY DIRECTOR OF LEARNING

GRANT ACCEPTANCE

On behalf of the Association of Directors of Education in Scotland I accept the foregoing offer of Grant by the Scottish Ministers dated on 27 May 2021 the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed:

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness Name:

Address:

Date:

Place of Signing:

SCHEDULE 1

PART 1: THE PROJECT/PROGRAMME

The main objective of the project/programme is to support improved effectiveness and co-working between ADES and the Scottish Government through the employment of an ADES Executive Officer.

The arrangement supports the Scottish Government and ADES to deliver shared priorities and to more generally increase the effectiveness of ADES in contributing to common aims and objectives through partnership with the Scottish Government.

The key deliverables of the project are set out in **SCHEDULE 5** and progress towards these will be discussed, reviewed and updated as necessary quarterly.

PART 2: PAYMENT OF GRANT

1. The total Grant of up to **£50,000** shall be payable by the Scottish Ministers to the Grantee on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.
2. The total Grant shall be payable in two instalments over the financial year 2021-22, as outlined in the table below. 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.

| Payment Schedule | | | |
|------------------|-------------------|----------------|---------------|
| Payment Nos. | Date ¹ | Payment Amount | Running Total |
| 1 | 31 September 2021 | £25,000 | £25,000 |
| 2 | 31 March 2022 | £25,000 | £50,000 |

1. Date for which Grantee should claim this payment

3. The Grantee shall provide a monthly profile of expenditure of the Grant during the financial year 2021-22. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
4. Each claim shall be for an amount equal to the actual reasonable and proper costs and expenses incurred by the Grantee in connection with the Programme to date, plus the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Programme to the end of the period for which this Grant Offer applies.
5. 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.

6. 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 in connection with the Project/Programme 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 of receiving a claim and any required documentation and information relevant to the claim.

7. 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 5 April the amount of the Grant actually expended up to and including 31 March.

SCHEDULE 2
GRANT CLAIM FORM

Organisation:

Bank details:

Project: ADES Executive Officer

Total agreed grant for FY 2021-22: £50,000

Latest forecast of expenditure of grant for 2021-2022:

Grant claimed:

1. For the period from 01 April 2021 to 30 September 2021;
2. For the period 01 October 2021 to 31 March 2022.

We hereby claim grant of £_____ in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 27 May 2021 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 to substantiate each amount.

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

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

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

ADES EXECUTIVE OFFICER 2021-22

This is to confirm that the grant claimed by the Association of Directors of Education in Scotland in relation to the above Project during the financial year ended 31 March 2022 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 ADES.

Signed:

Name in block capitals:

Position:

Date:

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;

“Intellectual Property Rights” means all copyright, patent, trademark, design right, database right and any other right in the nature of intellectual property whether or not registered, in any materials or works in whatever form (including but not limited to any materials stored in or made available by means of an information technology system and the computer software relating thereto) which are created, produced or generated as part of the Project by or on behalf of the Grantee.

“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.

Subsidy Control” means the United Kingdom’s international commitments on subsidy control arising from, amongst others, the EU-UK Trade and Cooperation Agreement, World Trade Organisation Membership and commitments arising from international treaties and agreements to which the United Kingdom is a party.

SCHEDULE 5

ADES EXECUTIVE OFFICER 2021-22

The role of ADES Executive Officer was established in September 2010 following an open recruitment process undertaken by the ADES Executive Committee.

The terms of the appointment were that it would be an arrangement to support the Scottish Government and ADES to deliver shared priorities and to more generally increase the effectiveness of ADES in contributing to common aims and objectives through partnership with the Scottish Government.

Funding was originally through a budget held with COSLA that was designed for joint projects with ADES and COSLA. However, this arrangement and the budget came to an end in September 2011.

Details of role

- Role: ADES Executive Officer
- Office: Home working with regular meetings in Edinburgh and Glasgow
- From: April 2021 to March 2022 part-time
- Position reports to ADES Executive Group and ADES President; within Scottish Government, reports to Deputy Director, Learning Directorate.

Key Deliverables

To support effective partnership working between the Scottish Government and ADES in the pursuit of quality improvement, excellence, equity and empowerment in Scottish education, including:

- Supporting regular strategic engagement between the ADES Executive, the ADES Professional Development Officer and the SG Learning, Early Years and Children & Families leadership team.
- Support a range of priority ADES and Scottish Government activity throughout the Coronavirus Education Recovery phase.
- Build and maintain working relationships and networks with Scottish Government officials, providing advice and practical support on Learning Directorate policies to drive improvement for children and young people, including the Scottish Attainment Challenge, the National Improvement Framework, Curriculum for Excellence, developing the teaching workforce, system empowerment and reform. This includes supporting policy development and liaising with local authorities, Education Scotland, the Scottish Qualifications Authority and other stakeholder organisations.
- Providing advice in relation to Local Authority revenue budget arrangements and their potential impact on the delivery of national education policy and manifesto commitments. In so doing, liaison with ADES resources and personnel networks and with Learning Directorate Deputy Directors.
- Working with officials in Children and Families Directorate and the Early Learning & Childcare Directorate, to provide advice and support on implementation of the early

years, children and families policy programme, including liaison with ADES Early Years, Additional Support Needs, and Children's Services networks.

- Provision of advice and support on new learning policy commitments or issues that may emerge during the current year, including in respect of languages, health and wellbeing interests and additional support needs issues. This includes supporting SG officials in their discussions with local authorities in relation to the provision of Gaelic medium education in local authorities and the implementation of the recent guidance on Gaelic education.



E:Liza.McLean@gov.scot

[Redacted s.38(1)(b)]

27 May 2021

OFFER OF GRANT FOR ADES PROFESSIONAL DEVELOPMENT OFFICER

The Scottish Ministers in exercise of their powers under Section 42 of the Standards in Scotland's Schools etc. Act 2000 hereby offer to give to the Association of Directors of Education in Scotland ("the Grantee") a grant of up to **SIXTY SIX THOUSAND POUNDS (£66,000) STERLING**, payable over the financial year 2021/22 in connection with the employment of a part time ADES Professional Development Officer for the period April 2021 - March 2022, which is more particularly described in Part 1 of **SCHEDULE 1** ("the Project/Programme") and subject to the following terms and conditions.

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/Programme.
- 2.2 The Grant shall only be used for the purposes of the Project/Programme and for no other purpose whatsoever.
- 2.3 No part of the Grant shall 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 objective of the Grant is to support effective co-working between ADES and the Scottish Government through the employment of an ADES Professional Development Officer, as set out in **SCHEDULE 1** of this offer.
- 2.5 The key deliverables for this Grant are set out in **SCHEDULE 5** and are copied below. These shall be monitored and progress will be discussed, reviewed and updated as necessary, in line with the Grant Payment Schedule.

Key Deliverables for ADES Professional Development Officer, 2021-22

To support effective partnership working between the Scottish Government, Education Scotland, Regional Improvement Collaboratives and ADES in strengthening professional development for educational improvement in Scottish education, including:

- Support a range of priority ADES activity throughout the Coronavirus Education Recovery phase.
 - To develop and deliver a range of professional development opportunities for ADES members and others as appropriate.
 - As Director of the Staff College Scotland, to liaise with the General Secretary and Treasurer and report on the finances to the ADES AGM.
 - To provide professional support to the Regional Improvement Collaboratives.
 - To report on the activities of the SCS to the ADES Executive Committee.
 - To liaise with The Staff College (in England) on the organisation and delivery of a range of programmes and events.
 - To work with Education Scotland to develop professional development programmes for ADES members and others, building on recent work on Leading Systems Change.
 - To develop further the programme of ADES Peer Support for education Authorities, piloted early in 2019 in partnership with Education Scotland.
 - To liaise with the Scottish Government and other partners in taking forward the above, including in identifying potential duplication of activity and opportunities for further strengthening partnership working on professional development.
- 2.6 The eligible costs for which the Grant can be claimed are:
- Staffing (including superannuation and National Insurance contribution) for the Professional Development Officer;
 - Travel and subsistence for the Professional Development Officer.

2.7 The eligible costs exclude:

- Any Value Added Tax (VAT) reclaimable by the Grantee;
- Accommodation and equipment costs.

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 two months following the end of the financial year in respect of which the Grant has been paid, 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 accountable officer.
- 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/Programme, 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 5**, 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/Programme in the form of reports. 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/Programme 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/Programme 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/Programme.
- 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 Laws are fulfilled in relation to the Project/Programme.
- 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 during the lifetime of the asset. 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.

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project/Programme 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/Programme;
 - 9.1.4 In the Scottish Ministers' opinion, the progress on the Project/Programme is not satisfactory; or
 - 9.1.5 In the Scottish Ministers' opinion, the future of the Project/Programme is in jeopardy.
- 9.2 If the Grant (or any part or condition thereof) does not comply with applicable Subsidy Control obligations, 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 in accordance with law.
- 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 as 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. Assignation

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/Programme, 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 by e-mail to [Redacted s.38(1)(b)]. You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely



LIZA MCLEAN
INTERIM DEPUTY DIRECTOR OF LEARNING

GRANT ACCEPTANCE

On behalf of the Association of Directors of Education in Scotland I accept the foregoing offer of Grant by the Scottish Ministers dated on 27 May 2021 the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed:

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Signed:

Witness Name:

Address:

Date:

Place of Signing:



Accredited
Until 2020



SCHEDULE 1

PART 1: THE PROJECT/PROGRAMME

The main objective of the project/programme is to support improved effectiveness and co-working between ADES and the Scottish Government through the employment of an ADES Professional Development Officer.

The arrangement supports the Scottish Government and ADES to deliver shared priorities and to more generally increase the effectiveness of ADES in contributing to common aims and objectives through partnership with the Scottish Government.

The key deliverables of the project are set out in **SCHEDULE 5** and progress towards these will be discussed, reviewed and updated as necessary quarterly.

PART 2: PAYMENT OF GRANT

1. The total Grant of up to **£66,000** shall be payable by the Scottish Ministers to the Grantee on receipt of a completed claim for Grant in the form set out in **SCHEDULE 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.
2. The total Grant shall be payable in two instalments over the financial year 2021-22, as outlined in the table below. 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.

| Payment Schedule | | | |
|------------------|-------------------|----------------|---------------|
| Payment Nos. | Date ¹ | Payment Amount | Running Total |
| 1 | 31 September 2021 | £33,000 | £33,000 |
| 2 | 31 March 2022 | £33,000 | £66,000 |

1. Date for which Grantee should claim this payment

3. The Grantee shall provide a monthly profile of expenditure of the Grant during the financial year 2021/22. Any change to the profile or to the overall costs of the Project shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
4. Each claim shall be for an amount equal to the actual reasonable and proper costs and expenses incurred by the Grantee in connection with the Programme to date, plus the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Programme to the end of the period for which this Grant Offer applies.
5. 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.

6. 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 in connection with the Project/Programme 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 of receiving a claim and any required documentation and information relevant to the claim.

7. 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 5 April the amount of the Grant actually expended up to and including 31 March.



SCHEDULE 2
GRANT CLAIM FORM

Organisation:

Bank details:

Project: ADES Professional Development Officer

Total agreed grant for April 2021 to March 2022: £66,000

Latest forecast of expenditure of grant for 2021-22:

Grant claimed:

1. For the period from 01 April 2021 to 30 September 2021;
2. For the period 01 October 2021 to 31 March 2022.

We hereby claim grant of £_____ in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 27 May 2021 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 to substantiate each amount.

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

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

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

ADES PROFESSIONAL DEVELOPMENT OFFICER 2021-22

This is to confirm that the grant claimed by the Association of Directors of Education in Scotland in relation to the above Project during the financial year ended 31 March 2022 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 ADES.

Signed:

Name in block capitals:

Position:

Date:

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 copyright, patent, trademark, design right, database right and any other right in the nature of intellectual property whether or not registered, in any materials or works in whatever form (including but not limited to any materials stored in or made available by means of an information technology system and the computer software relating thereto) which are created, produced or generated as part of the Project by or on behalf of the Grantee.

“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.

“Subsidy Control” means the United Kingdom’s international commitments on subsidy control arising from, amongst others, the EU-UK Trade and Cooperation Agreement, World Trade Organisation Membership and commitments arising from international treaties and agreements to which the United Kingdom is a party.

SCHEDULE 5

ADES PROFESSIONAL DEVELOPMENT OFFICER 2021-22

The role of ADES Professional Development Officer was established in November 2019 following a recruitment process undertaken by the ADES Executive Committee.

The terms of the appointment are that it provides an arrangement to support ADES, the Scottish Government, Education Scotland and RIC partners to collaborate more closely on shared priorities and approaches to professional development, to increase the effectiveness and coherence of the professional development offer to Scottish Education.

It was agreed in October 2019 with the Scottish Government and with each Regional Improvement Lead that each RIC would set aside a sum of the Scottish Government Grant Funding to support this post. The agreed contribution for 2021/22 is £11,000. This Grant Offer provides the mechanism for ADES to draw down that agreed funding from the Scottish Government.

Details of role

- Role: ADES Professional Development Officer
- Office: Home working with regular meetings elsewhere as required
- From: April 2021 to March 2022 part-time
- Position reports to ADES Executive Group and ADES President; within Scottish Government, reports to Deputy Director, Learning Directorate.

Key Deliverables

To support effective partnership working between the Scottish Government, Education Scotland, Regional Improvement Collaboratives and ADES in strengthening professional development for educational improvement in Scottish education, including:

- Support a range of priority ADES activity throughout the Coronavirus Education Recovery phase.
- To develop and deliver a range of professional development opportunities for ADES members and others as appropriate.
- As Director of the Staff College Scotland, to liaise with the General Secretary and Treasurer and report on the finances to the ADES AGM.
- To provide professional support to the Regional Improvement Collaboratives.
- To report on the activities of the SCS to the ADES Executive Committee.
- To liaise with The Staff College (in England) on the organisation and delivery of a range of programmes and events.
- To work with Education Scotland to develop professional development programmes for ADES members and others, building on recent work on Leading Systems Change.
- To develop further the programme of ADES Peer Support for education Authorities, piloted early in 2019 in partnership with Education Scotland.

- To liaise with the Scottish Government and other partners in taking forward the above, including in identifying potential duplication of activity and opportunities for further strengthening partnership working on professional development.

ADES Claims

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Apr-21

| | Description | Amount |
|------------|---|---------------|
| 01.04.2021 | Directors' Meeting and preps; Collaborative Improvement Session | £175.00 |
| 02.04.2021 | No claim | |
| 05.04.2021 | No claim | |
| 06.04.2021 | [Redacted s.38(1)(b)] ; ADES/ES/SG; [Redacted s.38(1)(b)] ; [Redacted s.38(1)(b)] (ES) | £350.00 |
| 07.04.2021 | FACT meeting and pre-reading; UNCRC; general | £175.00 |
| 08.04.2021 | No claim | £175 |
| 09.04.2021 | email/general; ADES liaison; Collaborative Improvement | £175 |
| 12.04.2021 | General; Creative Learning Steering Group and pre-reading; email | £175 |
| 13.04.2021 | Participatory Budgeting meeting and preparations; UASC working group and preps | £175 |
| 14.04.2021 | Race Equality; Preps for, and attendance at, Workstream 6 meeting | £175 |
| 15.04.2021 | Directors' Meeting and preps; Collaborative Improvement Session | £175 |
| 16.04.2021 | UNCRC preps; Participatory Budgeting; Mentoring meeting and preps | £350 |
| 19.04.2021 | Executive Officer's report; prepare for UNCRC Meeting; UNCRC Strategy Group | £175.00 |
| 20.04.2021 | [Redacted s.38(1)(b)] ; Genral; COSLA; Coll Imp preps; ES Collab Improvement | £350.00 |
| 21.04.2021 | Preps for CERG; CERG W Stream 6 Evaluation Group; Education Priorities meeting; ES | £175.00 |
| 22.04.2021 | UNCRC Session and preps; CERH Wstream 6 liaison | £175.00 |
| 23.04.2021 | ADES Executive and preps; general | £175.00 |

| | | |
|------------|---|-----------|
| 26.04.2021 | No claim | |
| 27.04.2021 | ADES Officer meeting; Various phone calls; Preps for Collab Imp; SG; ES re Inspection | £350 |
| 28.04.2021 | Wstream 6 Draft report; meeting with SDS; Winning Scotland; Collaborative Improvement; RAISE | £350 |
| 29.04.21 | Directors' Meeting and preps; [Redacted s.38(1)(b)] ; Pupil Support Staff meeting; email/general | £350 |
| 30.04.21 | No claim | |
| | | £4,200.00 |

ADES Claims

Name: [Redacted s.38(1)(b)]
Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]
Bank Name: [Redacted s.38(1)(b)]
Acc No: [Redacted s.38(1)(b)]
Sort Code: [Redacted s.38(1)(b)]

Month: May-21

| | Description | Amount |
|------------|---|------------------|
| 03.05.2021 | No claim | £0.00 |
| 04.05.2021 | General/COSLA/Liaison with SG | £350.00 |
| 05.05.2021 | Learning Together Steering Group/Race Equality Board/RAISE Group | £350.00 |
| 06.05.2021 | No claim | £0.00 |
| 07.05.2021 | Email/Race Equality/ADES liaison | £175.00 |
| 10.05.2021 | General/GTCS/Education Scotland/ADES Leadership | £350 |
| 11.05.2021 | UNCRC/Education Scotland/GLOW/Preps for CERG Wstream 6 Evaluation Group | £350 |
| 12.05.2021 | CERG Wstream 6 liaison/PIN preps/ES/SG liaison | £350 |
| 13.05.2021 | Directors' Briefing and preps/PIN network/Participatory Budgeting | £175 |
| 14.05.2021 | General/email/[Redacted s.38(1)(b)]/SG/Resources Network Drop In | £350 |
| | Total | £2,450.00 |

ADES Claims

Name: [Redacted s.38(1)(b)]
Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]
Bank Name: [Redacted s.38(1)(b)]
Acc No: [Redacted s.38(1)(b)]
Sort Code: [Redacted s.38(1)(b)]

Month: May-21

| | Description | Amount |
|------------|---|------------------|
| 17.05.2021 | Equity and Excellence/[Redacted s.38(1)(b)]/ES Race Equality Report feedback | £350.00 |
| 18.05.2021 | Collaborative Improvement/COSLA/HT Paper comments/FACT Meeting | £350.00 |
| 19.05.2021 | Collaborative Improvement/ [Redacted s.38(1)(b)]/GLOW issues | £175.00 |
| 20.05.2021 | ADES strategic session/SPMG and preps/NIF return | £175.00 |
| 21.05.2021 | General/PIN/Race Equality/Collaborative Improvement/ School inspection | £175.00 |
| 24.05.2021 | [Redacted s.38(1)(b)]/Audit Scotland report/Creative Learning Steering Group and preps/Resuming school inspection | £350 |
| 25.05.2021 | CERG Wstream 6 Evaluation group (chair) and preps/Collaborative Improvement/Race Equality | £350 |
| 26.05.2021 | No claim | £0 |
| 27.05.2021 | No claim | £0 |
| 28.05.2021 | No claim | £0 |
| 31.05.2021 | General/email/Participatory Budgeting | £175 |
| | Total | £2,100.00 |

ADES Claims

Name: [Redacted s.38(1)(b)]
Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]
Acc No: [Redacted s.38(1)(b)]
Sort Code: [Redacted s.38(1)(b)]

Month: Jun-21

| | Description | Amount |
|---------------|--|------------------|
| 01.06.2021 | General/email+ telephone calls/CERG Worksream 6 group/ | £175.00 |
| 02.06.2021 | Education Scotland (Glow)/Race Equality Group | £175.00 |
| 03.06.2021 | CAB meeting and preps/telephone + email | £175.00 |
| 04.06.2021 | SG response to LG report/ADES Resources Network | £175.00 |
| 08.06.2021 | Pupil Support Staff Working Group and preps/Education Scotland/Participatory Budgeting | £175.00 |
| 09.06.2021 | ES (GLOW); OECD-related work | £175 |
| 10.06.2021 | Directors' Briefing/[Redacted s.38(1)(b)] (ES)/email/general | £350 |
| 11.06.2021 | Participatory Budgeting/NIF Improvement Group/general preps etc | £350 |
| 15.06.2021 | General/email/COSLA//CERG Worksream 6 group/CERG Evaluation Group | £350 |
| 16.06.2021 | General/OECD-related work | £175 |
| 21.22.06.2021 | Pre-Executive Meeting/Audit Scotland report response group/[Redacted s.38(1)(b)] | £175 |
| 23.06.2021 | Interviewing for RAISE Officer (with ES and Wood Foundation) | £350 |
| 24.06.2021 | Directors' Briefing/email/general/Race Equality | £175 |
| 25.06.2021 | ADES Executive and preps/ ADES Resources Network/email etc | £175 |
| | Total | £3,150.00 |

ADES Claims

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Jul-21

| | Description | Amount |
|------------|--|------------------|
| 05.07.2021 | Preps for HMI interviews | £175.00 |
| 06.07.2021 | HMI Interviews | £350.00 |
| 07.07.2021 | Post HMI Interview admin | £175.00 |
| 09.07.2021 | Collaborative Improvement Meeting and preps | £175.00 |
| 19.07.2021 | Audit Scotland report: response/Liaison with COSLA | £175 |
| 28.07.2021 | General/email catch up etc | £175 |
| 29.07.2021 | Directors' meeting/various other meetings/SG/Audit Scotland response | £350 |
| 30.07.2021 | Continued work on re-drafting Audit Scotland report | £175 |
| | Total | £1,750.00 |

ADES Claims

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Aug-21

| | Description | Amount |
|------------|--|------------------|
| 02/08/2021 | Email/preps/Post Executive Catch Up | £175.00 |
| 04/08/2021 | COSLA/Music for Scotland/email/Race Equality matter/planning | £350.00 |
| 05/08/2021 | SPMG/preps etc/Audit Scotland collective response | £175.00 |
| 06/08/2021 | Resources Network/preps/email/phone calls | £175.00 |
| 09/08/2021 | Internal liaison/general email/correspondence | £175.00 |
| 10/08/2021 | GTCS/email/correspondence | £175 |
| 11/08/2021 | Music for Scotland preps/CERG Evaluation Group/Restraint | £350 |
| 12/08/2021 | Directors' Meeting; Conference Planning/SPMG matters | £175 |
| 17/08/2021 | Email/Pupil Support Staff Working Group/preps/Race Equality | £350 |
| 18/08/2021 | Intergenerational Practice/Race Equality/WS6 Evaluation Group/prepare for Directors' Meeting | £350 |
| 19/08/2021 | Drop In/CERG Guidance/Pupil Support (SG) | £350 |
| 20/08/2021 | ADES Resources and preps/ email/phone calls | £175 |
| 23/08/2021 | Race Equality/UNCRC/Creative Learning | £350 |
| 24/08/2021 | COSLA/Audit Scotland/Race Equality/FACT | £350 |
| 25/08/2021 | OECD/HT Recruitment/Directors' Meeting | £175 |
| 27/08/2021 | Executive Agenda/preps/SFA/Directors' Meeting follow up | £350 |
| | Total | £4,200.00 |

ADES Claims

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Aug-21

| | Description | Amount |
|------------|--|----------------|
| 05/08/2021 | Activities related to Collaborative Improvement Fife Pilot | £175.00 |
| 10/08/2021 | Activities related to Collaborative Improvement Fife Pilot | £175.00 |
| 19/08/2021 | Activities related to Collaborative Improvement Fife Pilot | £175.00 |
| 25/08/2021 | Activities related to Collaborative Improvement Fife Pilot | £175 |
| 27/08/2021 | Activities related to Collaborative Improvement Fife Pilot | £175 |
| | Total | £875.00 |

ADES Claims

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Sep-21

| | Description | Amount |
|------------|---|------------------|
| 01/09/2021 | Learning together/Response to TOR ([Redacted s.38(1)(b)]) | £350.00 |
| 02/09/2021 | Curriculum and Assessment Board and preps | £350.00 |
| 03/09/2021 | ADES Executive and preps/Race Equality | £175.00 |
| 06/09/2021 | GTCS - ADES/SAC2/General/GLOW | £350.00 |
| 10/09/2021 | Directors' Forum/ADES Resources/SG | £350.00 |
| 13/09/2021 | ES - ADES; Workstream 6 CERG; RAISE; SAC | £350.00 |
| 16/09/2021 | SAC; Participatory Budgeting; email etc | £175.00 |
| 17/09/2021 | PIN/preps/correspondence | £175.00 |
| 20/09/2021 | Email/correspondence | £175.00 |
| 21/09/2021 | General/email/SG liaison | £175.00 |
| 23/09/2021 | Directors' Drop In/SG liaison/ SG liaison | £175.00 |
| 27/09/2021 | OECD Liaison; ADES officers/correspondence | £175.00 |
| 28/09/2021 | SG Liaison/email etc | £175.00 |
| 30/09/2021 | ES and SG liaison | £175.00 |
| | Total | £3,325.00 |

ADES Claims

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Sep-21

| | Description | Amount |
|------------|--|------------------|
| 01/09/2021 | Activities related to Collaborative Improvement Fife Pilot | £175.00 |
| 08/09/2021 | Activities related to Collaborative Improvement Fife Pilot | £175.00 |
| 09/09/2021 | Activities related to Collaborative Improvement Fife Pilot | £175.00 |
| 13/09/2021 | Activities related to Collaborative Improvement Fife Pilot | £350 |
| 14/09/2021 | Activities related to Collaborative Improvement Fife Pilot | £350 |
| 21/09/2021 | Activities related to Collaborative Improvement Fife Pilot | £175 |
| | Total | £1,400.00 |

ADES Claim

Name: [Redacted s.38(1)(b)]
Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]
Acc No: [Redacted s.38(1)(b)]
Sort Code: [Redacted s.38(1)(b)]

Month: Apr-21

| Date | Description | Amount |
|-------------|---|---------------|
| 01/04/2021 | Director Drop in, Collaborative Improvement session, Personnel Network - prep and follow up | £350.00 |
| 02/04/2021 | ES Liaison, Comms, Website updates | £175.00 |
| 05/04/2021 | Analysis of strategic publications, Prep ES meeting, liaison with officers | £175.00 |
| 06/04/2021 | ES/ADES meeting and follow up, Website | £175 |
| 07/04/2021 | Instigation and development of partner working framework, Comms and coordination for National Group | £175 |
| 09/03/2021 | Website updates, contacts with Directors and ES | £175 |
| 12/04/2021 | Officer Report, Collab Space, Website, responses to Enquiries | £175 |
| 15/04/2021 | Directors' drop in, follow up, Website update and Communications with Directors, collation and update of ES partnership paper | £350 |
| 16/04/2021 | Prof Learning and follow up, Comms and Website updates | £175 |
| 19/04/2021 | UNCRC Follow up and meeting | £175 |
| 20/04/2021 | Website, Comms, Officer Pre meet | £175 |
| 21/04/2021 | Prep for and meeting with SG and follow up ED Priorities | £175 |
| 22/04/2021 | Directors session with SG re UNCRC, meeting with SG re RIC Review | £175 |
| 23/04/2021 | ADES Executive, prep and follow up | £350 |
| 27/03/2021 | Exec Follow up, Officer Meeting, Liaison ES | £175 |
| 28/03/2021 | SLF Management Board and Follow up | £175 |

| | | |
|------------|--|------------------|
| 29/04/2021 | Directors' drop in, follow up, Website update and Communications with Directors, review and completion of papers on Partnership framework, meeting with ES | £350 |
| 30/04/2010 | Personnel Network, Website | £175 |
| | Total | £3,850.00 |

Staff College Expenses

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Mar-21

| Date | Description | Amount |
|-------------|--|----------------|
| | Upgrade Zoom licence to 500 participants | £48.00 |
| | Yearly Zoom Licence | £140.00 |
| | Total | £188.00 |

Staff College Claim

Name: [Redacted s.38(1)(b)]
Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]
Acc No: [Redacted s.38(1)(b)]
Sort Code: [Redacted s.38(1)(b)]

Month: Apr-21

| Date | Description | Amount |
|-------------|---|---------------|
| 04/05/2021 | Website, liaison with SG re RIC support | £175.00 |
| 05/05/2021 | ES Liaison, Comms, Liaison with RIC leads and prep for strategy meeting | £175.00 |
| 06/05/2021 | Comms with Directors, development of strategy note for Networks | £175.00 |
| 10/05/2021 | Liaison with Exec officers, preparation for Drop in, Website. Meeting with GTC | £350 |
| 11/05/2021 | Communication to Directors and strategic note, organising All member session, meeting re Maths Group, UNCRC Meeting | £350 |
| 12/05/2021 | Liaison and prep with Exec group pre Drop in strategic session and note | £175 |
| 13/05/2021 | Website updates, Directors Drop in and follow up comms, RIC Strategic Meeting | £350 |
| 14/05/2021 | Contact with officers and Directors, prep for all Member session, support for LA | £175 |
| 17/05/2021 | Contacts with Directors planning for All Member strategic session, websites | £175 |
| 18/05/2021 | Discussion and planning and comms for strategic session | £175 |
| 19/05/2021 | Analysis of reports, coordination and input to All Member | £175 |
| 20/05/2021 | All Member strat session and follow up, website etc | £350 |
| 21/05/2021 | Hosting ASN Network, hosting Personnel network, follow up and comms | £350 |

| | | |
|------------|--|------------------|
| 25/05/2021 | Website, analysis of returns from all member session, prep re Drop in, coordination of Exec meeting etc | £175 |
| 26/05/2021 | liaison with SG re RIC strategic meeting, planning for engagement | £175 |
| 27/05/2021 | Directors Drop in, follow up comms and website updates, contacts with Directors. Prep re next steps for ADES prof learning | £350 |
| | Total | £3,850.00 |

Staff College Expenses

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Mar-21

| Date | Description | Amount |
|-------------|---|---------------|
| | Upgrade Zoom licence to 500 participants 2 months | £96.00 |
| | Total | £96.00 |

Staff College Claim

Name: [Redacted s.38(1)(b)]
Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]
Acc No: [Redacted s.38(1)(b)]
Sort Code: [Redacted s.38(1)(b)]

Month: Jun-21

| Date | Description | Amount |
|-------------|--|---------------|
| 02/06/2021 | Discussion with officers, Website updates, Contact Directors | £175.00 |
| 03/06/2021 | Comms with Directors on AS, Universities and ES Report, Website updates pre plan and organising Collab improvement session, coordinating appeals support meeting | £350 |
| 04/06/2021 | Hosting SQA queries meeting and follow up, Planning full month hosting routine events, meetings, development ADES offer | £350 |
| 07/06/2021 | Preparation, hosting and follow up comms re Collab Improvement, Website | £350 |
| 08/06/2021 | Staff College meeting and planning for future expansion | £175 |
| 09/06/2021 | ADES Members communications, organising SAC meetings pre and debrief, | £175 |
| 10/06/2021 | Directors' Drop in and follow up, Papers for Executive, Website, | £350 |
| 11/06/2021 | Liaison with RIC leads and planning support for Council ASN etc | £175 |
| 14/06/2021 | Drop in SAC, Liaison Meeting with GTCS, further discussion ITE Creative space | £350 |
| 15/06/2021 | RIC Strategic Group meeting and follow up | £175 |
| 17/06/2021 | Website, Comms with Directors, Liaison with PH | £175 |
| 18/06/2021 | Prep and Hosting ADES Personnel Meeting | £175 |
| 21/06/2021 | ADEs Officer Exec Pre Meet and follow up | £175 |
| 22/06/2021 | Analysis of report a, comms with Directors, prep strategy note, Liaison with SG | £175 |

| | | |
|------------|---|------------------|
| 23/06/2021 | Hosting ASN Support Session Highland | £175 |
| 24/06/2021 | Directors Drop in, Website updates and sharing of materials for Directors use, Staff College | £350 |
| 25/06/2021 | Preparation, hosting and follow up ADES Executive | £350 |
| 28/06/2021 | Partnership meeting with Es and follow up, comms, Website, emails | £175 |
| 29/06/2021 | Organisation of drop ins, liaison with ES re RIC sessions, | £175 |
| 30/06/2021 | Comms with RIC leads old and new, SG and ES lead, organisation of future Personnel and ASN networks | £175 |
| | Total | £4,725.00 |

Staff College Claim

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Jul-21

| Date | Description | Amount |
|-------------|--|------------------|
| 01/07/2021 | Coordination late Contact Tracing. Liaison with Leads, ES, SG re co creating programme Sept | £175.00 |
| 02/07/2021 | Support/advice for director on range of items, Comms and contact with SG re future meetings | £175.00 |
| 05/07/2021 | liaison and planning ADES input SLF, Website | £175.00 |
| 06/07/2021 | e mails, Analysis and summary OECD | £175.00 |
| 13/07/2021 | e mails Website, Analysis of Paper and recommendation prepared for Exec | £350.00 |
| 14/07/2021 | August Collective responses and follow up emails, comms to Members, Website additions | £175.00 |
| 29/07/2021 | Directors' Drop in and follow up, liaison with Directors re queries, meeting re Social care. Meet with SG | £350 |
| 30/07/2021 | Arrangements and coordination EXEC, ASN, Personnel, liaison with RIC leads on reps. Away days, Review, Website | £350 |
| | | £1,925.00 |

Staff College Expenses

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Mar-21

| Date | Description | Amount |
|-------------|---|---------------|
| | Upgrade Zoom licence to 500 participants x2 | £96.00 |
| | Total | £96.00 |

ADES Claim

Name: [Redacted s.38(1)(b)]
Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]
Acc No: [Redacted s.38(1)(b)]
Sort Code: [Redacted s.38(1)(b)]

Month: Aug-21

| Date | Description | Amount |
|-------------|--|---------------|
| 02/08/2021 | Exec Officers meeting, prep and follow up, liaison with SG | £175.00 |
| 03/08/2021 | Website, liaison re future events planning, liaison with ES | £175.00 |
| 04/08/2021 | planning, steering group set up, comms, forum and drop ins | £175.00 |
| 05/08/2021 | e mails, RIC leads meeting prep and follow up, prep re minister, liaison with SWS | £350.00 |
| 06/08/2021 | e mails Website, liaison ES and SG re Rics, Director support re seclusion and restraint, detailed planning re AWAY day | £350.00 |
| 09/08/2021 | Further confirmatory liaison with ES, SG and Directors re Drop in, forum, Away day | £175.00 |
| 10/08/2021 | Analysis of consultation on National care service, planning drop ins and liaison re SWS | £350.00 |
| 11/08/2021 | Prep and follow up SLF Board meeting, liaison SG Drop in | £175 |
| 12/08/2021 | Directors Drop in, follow up communications, website, emails, collation of NCS responses | £350 |
| 13/08/2021 | Prep and follow up Personnel Meeting | £175 |
| 16/08/2021 | Collation of materials re SLF and comms to Members and participants | £175 |
| 17/08/2021 | Collation returns and setting up group NCS Consult, website, conference comms | £175 |
| 19/08/2021 | Directors' Drop in and follow up, comms, website, liaison re NCS group | £350 |
| 20/08/2021 | Preparation for attendance and COSLA YP Board, Website | £350 |

| | | |
|------------|--|------------------|
| 23/08/2021 | Emails, liaison re UNCRC, ASN Network meeting national conference, PH re briefing | £175 |
| 26/08/2021 | Directors' Drop in. follow up website, coordination and planning for NCS consultation response meetings, pre Directors forum | £350 |
| 27/08/2021 | Prep. ASN/CYP Network, follow up, comms, meeting SFA | £175 |
| 30/08/2021 | Officers Catch up meeting, website, Prep attendance and follow up UNCRC meeting, liaison SC | £350 |
| 31/08/2021 | Prep and attendance at RIC Away day session 1 and 2 | £175 |
| | | £4,725.00 |

ADES Expenses

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Aug-21

| Date | Description | Amount |
|-------------|--|---------------|
| | Upgrade Zoom licence to 500 participants x 1 | £48.00 |
| | Total | £48.00 |

Staff College Claim

Name: [Redacted s.38(1)(b)]
Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]
Acc No: [Redacted s.38(1)(b)]
Sort Code: [Redacted s.38(1)(b)]

Month: Sep-21

| Date | Description | Amount |
|-------------|--|---------------|
| 01/09/2021 | Preparation, Attendance Leading session ADES RIC away day and follow up | £350.00 |
| 02/09/2021 | Exec catch up, liaison re Forum, UNCRC NCS response | £175.00 |
| 03/09/2021 | NCS consultation meeting, ADES Exec and follow up | £350.00 |
| 06/09/2021 | Website. Meeting with SG re SAC 2 and follow up RICs, liaison Directors | £350 |
| 07/09/2021 | Liaison with SG re SAC meeting, SWS re Drop in and organising RICs away day writing up | £175 |
| 08/09/2021 | Meeting [Redacted s.38(1)(b)] re Drop in, Meeting ES re RIC session | £175 |
| 09/09/2021 | Directors' drop in and follow up, ADES Personnel Network meeting and follow up | £350 |
| 10/09/2021 | NCS consultation meeting 2 ADES Directors' Forum and follow up | £350 |
| 13/09/2021 | Website updates, meeting with ES re partnership | £175 |
| 14/09/2021 | SAC2 pre meet, emails | £175 |
| 15/09/2021 | CLPL Meeting 1 and follow up | £175 |
| 16/09/2021 | Sac 2 Director forum with SG, prep and follow up, SLF Pre meet, SLF Training session | £350 |
| 17/09/2021 | CLPL2 meeting with SG into headship | £175 |
| 20/09/2021 | Liaison with ES, SG, writing RIC think piece, comms. website | £350 |
| 21/09/2021 | Meeting with COSLA, Final prep and planning with Directors for SLF, Attendance at sessions | £350 |

| | | |
|------------|---|------------------|
| 22/09/2021 | SLF session and follow up, website | £175 |
| 23/09/2021 | Website, Directors' Drop in, Collation email STEM Leads meeting | £350 |
| 27/09/2021 | Setting up of Directors Drop in until Christmas, follow up comms and website updates, contacts with Directors. Officer catch up contact, liaison ES re RICS | £350 |
| | Total | £4,900.00 |

Staff College Expenses

Name: [Redacted s.38(1)(b)]

Company Name: [Redacted s.38(1)(b)]

Address: [Redacted s.38(1)(b)]

Bank Name: [Redacted s.38(1)(b)]

Acc No: [Redacted s.38(1)(b)]

Sort Code: [Redacted s.38(1)(b)]

Month: Sep-21

| Date | Description | Amount |
|-------------|---|---------------|
| | Upgrade Zoom licence to 500 participants 1 months | £48.00 |
| | Total | £48.00 |