



E:Liza.McLean@gov.scot

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

27 April 2022

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

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 2022-23 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, 2022-23

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

- strategic engagement between ADES Executive and the Scottish Government Learning and Reform Directorates on key education policies and priorities, including in the continued recovery from Covid-19;
- activity to address the poverty related attainment gap and ensure appropriate leadership and engagement from ADES members in the oversight and delivery of the SAC, particularly in relation to delivery of the new Framework for Recovery and Accelerating Progress. This includes supporting the development of ambitious local stretch aims in all local authorities;
- ADES (strategic and member) engagement in the education reform programme, including:
 - contributing to the Hayward Review of assessment and national qualifications;
 - supporting continued progress in school empowerment; and
 - as set out in the report and recommendations from Professor Ken Muir and the Scottish Government's response of 09 March 2022, contributing to;
 - to the development of a renewed vision for Scottish education; and to
 - activity leading to the creation of a new qualifications body, a new national agency for Scottish education, and an independent inspectorate body.
- activity to the establish and deliver an OECD implementation work plan, including ADES engagement in the governance arrangements;
- engagement with ADES members and local authorities on a range of education and early years issues, including:
 - 2023 arrangements for National Qualifications;
 - Teachers and teaching: for example, CCT reduction and increasing teacher numbers as set out in the Bute House agreement, continued implementation of the Morgan review;
 - Digital/Glow priorities, including on addressing the teacher requirements;

- supporting and promoting Gaelic medium education, Gaelic learning and Scots, including consideration of Gaelic and Scots issues and opportunities across all ADES policies and programmes.
- ADES engagement with the REAREP Programme Board and participation in the Gender equality taskforce.

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.

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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 EDUCATION REFORM

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 April 2022 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 2022-23, 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 2022	£25,000	£25,000
2	31 March 2023	£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 2022-23. 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 2022-23: £50,000

Latest forecast of expenditure of grant for 2022-2023:

Grant claimed:

1. For the period from 01 April 2022 to 30 September 2022;
2. For the period 01 October 2022 to 31 March 2023.

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 April 2022 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 2022-23

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 2023 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;

“**Data Protection Laws**” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the GDPR.

“**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.

“**UK GDPR**” means the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 and as amended by Schedule 1

to the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (SI 2019/419).

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SCHEDULE 5

ADES EXECUTIVE OFFICER 2022-23

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 2022 to March 2023 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 excellence and equity in Scottish education, including in supporting:

- strategic engagement between ADES Executive and the Scottish Government Learning and Reform Directorates on key education policies and priorities, including in the continued recovery from Covid-19;
- activity to address the poverty related attainment gap and ensure appropriate leadership and engagement from ADES members in the oversight and delivery of the SAC, particularly in relation to delivery of the new Framework for Recovery and Accelerating Progress. This includes supporting the development of ambitious local stretch aims in all local authorities;
- ADES (strategic and member) engagement in the education reform programme, including:
 - contributing to the Hayward Review of assessment and national qualifications;
 - supporting continued progress in school empowerment; and
 - as set out in the report and recommendations from Professor Ken Muir and the Scottish Government's response of 09 March 2022, contributing to;
 - to the development of a renewed vision for Scottish education; and to
 - activity leading to the creation of a new qualifications body, a new national agency for Scottish education, and an independent inspectorate body.
- activity to the establish and deliver an OECD implementation work plan, including ADES engagement in the governance arrangements;

- engagement with ADES members and local authorities on a range of education and early years issues, including:
 - 2023 arrangements for National Qualifications;
 - Teachers and teaching: for example CCT reduction and increasing teacher numbers as set out in the Bute House agreement, continued implementation of the Morgan review;
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 - supporting and promoting Gaelic medium education, Gaelic learning and Scots, including consideration of Gaelic and Scots issues and opportunities across all ADES policies and programmes.
- ADES engagement with the REAREP Programme Board and participation in the Gender equality taskforce.





E:Liza.McLean@gov.scot

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

27 April 2022

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

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 2022/23 in connection with the employment of a part time ADES Professional Development Officer for the period April 2022 - March 2023, 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, 2022-23

To support effective partnership working between the Scottish Government, Education Scotland, Regional Improvement Collaboratives, COSLA and ADES in the pursuit of collaborative improvement in Scottish education, taking account of national education priorities and developments, including:

- providing professional support and advice on the effective operation and continued development of Regional Improvement Collaboratives, including:
 - liaison with RIC Leads, Scottish Government, COSLA another partners on regional collaborative development and delivery, including support and advice to the RIC Strategic Group;
 - supporting the co-production of options for the further development and sustainability of RICs, taking account of the findings of the 2021 OECD and RIC Reviews and the planned reforms to Education Scotland and SQA.
- supporting the ADES Executive, networks and members in priority improvement activity, including support for collaborative improvement and the continued recovery from Covid-19;
- overseeing a range of professional development opportunities and support for ADES members and others, working with Education Scotland and other partners as appropriate, including:
 - professional development programmes for ADES members and others, building on Leading Systems Change work;
 - developing further the programme of ADES Peer Support for education Authorities; and
 - identifying opportunities for further strengthening partnership working on professional development.
- as Director of the Staff College Scotland, to:
 - liaise with the General Secretary and Treasurer and report on the finances to the ADES AGM;
 - liaise with The Staff College (in England) on the organisation and delivery of a range of programmes and events; and to report on the activities of the Staff College to the ADES Executive Committee

- 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 EDUCATION REFORM

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 April 2022 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 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 2022/23, 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 2022	£33,000	£33,000
2	31 March 2023	£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 2022/23. 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 2022 to March 2023: £66,000

Latest forecast of expenditure of grant for 2022-23:

Grant claimed:

- 1. For the period from 01 April 2022 to 30 September 2022;**
- 2. For the period 01 October 2022 to 31 March 2023.**

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 April 2022 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 2022-23

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 2023 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;

“**Data Protection Laws**” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the GDPR.

“**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.

“**UK GDPR**” means the retained EU law version of the General Data Protection Regulation ((EU) 2016/679) as it forms part of the law of England and Wales, Scotland and Northern Ireland by virtue of section 3 of the European Union (Withdrawal) Act 2018 and as amended by Schedule 1

to the Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2019 (SI 2019/419).

Cidhe Bhictòria, Dùn Èideann, EH6 6QQ
Victoria Quay, Edinburgh EH6 6QQ
www.gov.scot



Accredited
Until 2020



SCHEDULE 5

ADES PROFESSIONAL DEVELOPMENT OFFICER 2022-23

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 2022 to March 2023 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, COSLA and ADES in the pursuit of collaborative improvement in Scottish education, taking account of national education priorities and developments, including:

- providing professional support and advice on the effective operation and continued development of Regional Improvement Collaboratives, including:
 - liaison with RIC Leads, Scottish Government, COSLA and other partners on regional collaborative development and delivery, including support and advice to the RIC Strategic Group;
 - supporting the co-production of options for the further development and sustainability of RICs, taking account of the findings of the 2021 OECD and RIC Reviews and the planned reforms to Education Scotland and SQA.
- supporting the ADES Executive, networks and members in priority improvement activity, including support for collaborative improvement and the continued recovery from Covid-19;
- overseeing a range of professional development opportunities and support for ADES members and others, working with Education Scotland and other partners as appropriate, including:
 - professional development programmes for ADES members and others, building on Leading Systems Change work;

- developing further the programme of ADES Peer Support for education Authorities; and
- identifying opportunities for further strengthening partnership working on professional development.
- as Director of the Staff College Scotland, to:
 - liaise with the General Secretary and Treasurer and report on the finances to the ADES AGM;
 - liaise with The Staff College (in England) on the organisation and delivery of a range of programmes and events; and to
 - report on the activities of the Staff College to the ADES Executive Committee.

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-22

	Description	Amount
01/04/2022	Race Equality; SG Liaison; SPMG-related; CAQ/PIN preps	£350.00
04/04/2022	Muir Report analysis; email catch up	£350.00
05/04/2022	Muir Report meeting and related matters; HT Planning (SG)	£350.00
07/04/2022	Education Scotland liaison; SG-Local Government meeting; CAQ issues; Muir Report ADES work	£350.00
08/04/2022	Classroom Support Staff issues; phone calls and email	£175
11/04/2022	Participatory Budgeting; Race Equality; Workforce Support Evaluation Group	£175
12/04/2022	Officer Catch Up; COSLA; Race Equality; Child Poverty Delivery Plan	£350
13/04/2022	Preps for ADES Executive Meeting; SG liaison; COSLA	£175
14/04/2022	Email/phone calls; COSLA liaison	£175
19/04/2022	Race Equality matters; Workforce Support Evaluation Group	£175
20/04/2022	GTCS - ADES strategic meeting; COSLA matters; email etc	£175
21/04/2022	Scottish Education Council prep work; Race Equality; Preps for Resources Network	£350
22/04/2022	ADES Executive Meeting; preps and actions; Resources Network; ES - liaison; email	£350
	Total	£3,500.00

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-22

	Description	Amount
02/05/2022	Admin duties; REAREP; UNCRC	£175.00
04/05/2022	UNCRC: REAREP; SG liaison; Pupil Support work links	£350.00
06/05/2022	Joint PIN/CAQ Session and preps	£175.00
09/05/2022	UNCRC Meeting with SG; Liaison with the Improvement Service/Tackling /Child Poverty	£350.00
10/05/2022	SG Liaison; liaison with [Redacted s.38(1)(b)]; REAREP	£350
11/05/2022	ADES Officer catch up and preps; CEO link with ADES Directors	£175
18/05/2022	Preps for SPMG; SPMG Meeting; Winning Foundation; Admin; Workforce Support Evaluation Group	£350
19/05/2022	Preps for and attendance at CAB Meeting; Preps for and attendance at Race Equality Curriculum Meeting;	£350
20/05/2022	Pupil Support; UNCRC; ADES Reform Response; ADES Resources Network	£350
23/05/2022	Liaison with SG re ADES - SG seminar; COSLA; GTCS - ADES	£350
24/05/2022	UNCRC; Pupil Support; SG liaison	£175
26/05/2022	Directors Drop In and preps; Liaison with the Improvement Service; Parental Involvement Act Statutory Guidance; ACEL Data; UNICEF Meeting	£350

27/05/2022	Parental Involvement Act; UNCRC/RRS; Anti-racist curriculum principles; paper for ADES - SG seminar	£350
31/05/2022	Preps for ADES - SG seminar; Preps for ADES Reform webinar	£175
	Total	£4,025.00

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-22

	Description	Amount
01.06.2022	Muir Review; Learning Together; RAISE	£175.00
02.06.2022	CAQ-related preps; meet senior Executive members	£175.00
06.06.2022	Variability issues; RAISE; Gender; email	£175.00
07.06.2022	Social Enterprise; SG meeting re variation; gender equality task force issues	£175.00
08.06.2022	Race equality; prepare ADES CAQ update; Residential Outdoor Education Bill; phone calls/email	£175.00
14.06.2022	Home Education Consultation; Prepare officer report for ADES Executive; Workforce Support Evaluation Group	£175
15.06.2022	Executive Officer Report; Learning Together Steering Group; CAQ Update; email	£175
16.06.2022	Preps for ADES - SG development session; PIN - QI; email; ADES - SG overnight session (day 1)	£350
17.06.2022	ADES - SG Development session (Day 2)	£350
20.06.2022	ES Inspection Advice note: ADES response; UNCRC engagement/consultation response	£175
21.06.2022	UNCRC Consultation Response (draft); email	£175
22.06.2022	Gender equality; SNSA; UNCRC	£175
23.06.2022	COSLA liaison; PISA Research Advisory Group; Workforce Support Evaluation Group	£175
24.06.2022	ADES Executive Meeting; preps; email; phone calls	£175

27.06.2022	Supported Study Funding; ES inspection matters; REAREP; ES Race Equality	£175
28.06.2022	Workforce Support Evaluation Group issues; Supported Study; REAREP;	£175
	Total	£3,150.00

ADES Claims - 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: Jun-22

Date	Description	Amount
09.06.2022	Bed and breakfast in the Grange Manor Hotel, Grangemouth (receipt retained)	£95.00
	Total	£95.00

ADES Claims - Mileage/Train

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-22

Date	From	To	Reason	Miles	Amount
09.06.2022	[Redacted s.38(1)(b)]	Grangemouth	Seminar in Grange Manor hotel	17	£7.65
10.06.2022	Grangemouth	[Redacted s.38(1)(b)]	Return journey	17	£7.65
				Total	£15.30

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-22

	Description	Amount
29.06.2022	Meeting of ADES REAREP reps in Glasgow	£175.00
30.06.2022	Race Equality Curriculum Workstream and preps	£175.00
01.07.2022	ADES Officer Meeting/ Liaison with SG colleagues	£175.00
04.07.2022	email and general admin	£175.00
19.07.2022	email and general admin/SQA Results Day engagement	£175.00
20.07.2022	Meeting with COSLA/Outdoor Education Bill	£175
21.07.2022	Stretch Aims/emails/Outdoor Education Bill (continued)	£175
22.07.2022	ADES Resources Network and preps/email	£175
25.07.2022	Liaison with Winning Foundation/Race Equality matters	£350
28.07.2022	UNCRC/Outdoor Education Bill/Meeting with Connect	£350
07/07/2022	NIF Consultation preps and editing	£175
	Total	£2,275.00

ADES Claims - 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: Jul-22

Date	Description	Amount
29/06/2022	Rail travel return from [Redacted s.38(1)(b)] to Glasgow	£17.20
28/07/2022	Rail travel return from [Redacted s.38(1)(b)] to Edinburgh	£10.10
	Total	£27.30

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-22

	Description	Amount
02.08.2022	UNCRC; ADES paper on reform; SQA	£175.00
03.08.2022	Residential Outdoor Learning; Race Equality matters	£175.00
04.08.2022	Winning Scotland liaison; Residential Outdoor Learning	£175.00
05.08.2022	Winning Scotland matters; Officer catch up and preps	£175.00
09.08.2022	SQA Exam results liaison; Race Equality; Gender Equality Taskforce	£350.00
10.08.2022	PIN; Research on Scottish teachers; Easter School Provision and preps;	£350
11.08.2022	Directors' Drop In; Race Equality; Inspection meeting with ES and preps; Gender equality	£175
08.08.2022	UNCRC; Participatory Budgeting; Ukrainian Refugees; Rights Respecting Schools; SQA matters	£175
15.08.2022	Response to Outdoor Education Bill; ADES - GTCS	£175
16.08.2022	Supporting Workforce Wellbeing Stakeholder Reference Group; Race Equality matters; ASN liaison	£350
17.08.2022	REAREP (Race Equality) evaluation framework; Liaison with COSLA; ES inspection matters	£350
18.08.2022	ES Advice note; Preps for ADES Resources Network; Participatory Budgeting	£350
23.08.2022	Officer catch up; telephone calls/emails; ES inspection liaison	£350
24.08.2022	ES Inspection matters; SPMG and preps; Gender Equality minutes; Curriculum liaison on - CAQ and ES	£350

25.08.2022	Directors' Drop In; Stepping Stones; Race Equality, liaison with ES	£175
26.08.2022	Home Education Consultation submission; Preparing report for ADES Executive; admin	£350
31.08.2022	Session on Stretch Aims; COSLA liaison	£175
	Total	£4,375.00

ADES Claims - 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:

Sort Code:

Month: Aug-22

Date	Description	Amount
16.08.2022	Train travel from [Redacted s.38(1)(b)] to Glasgow and return	£4.60
	Total	£4.60

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-22

	Description	Amount
01/09/2022	National Discussion liaison/CAQ preps - ES	£175.00
02/09/2022	ADES Executive and preps; REAREP Programme Board and preps	£350.00
05/09/2022	ADES internal liaison; email; ADES - ES liaison;	£175.00
06/09/2022	Foundation Apprenticeships background work and liaison	£175.00
07/09/2022	Digital Learning (SG); SG liaison; feedback on ES inspection materials	£175.00
08/09/2022	Directors' Drop In and resultant actions; internal ADES liaison; Meet in person with ES inspection team and travel	£350
09/09/2022	Preps for, and attendance at, Resources Network; preps for, and attendance at, CAQ network; preps for, and attendance at, SG - LG liaison meeting	£350
13/09/2022	Liaison with SG; ES Curriculum thematic engagement; email; correspondence	£350
15/09/2022	Inverclyde Equality Conference (online); meeting with Audit Scotland; preps for PIN input; Education Scotland liaison	£350
16/09/2022	Preps for, travel to and from, and attendance at, PIN Network; email catch up	£350
20/09/2022	Measuring added value at local authority level; FA Review Group; COSLA; email catch up; Building Racial Literacy	£350
21/09/2022	Preps for Directors' Meeting; Race Equality; general correspondence	£175
22/09/2022	Directors' Drop In; ADES catch up; REAREP; Participatory Budgeting; Preps for meeting with Cab Sec (agenda); PIN-ES FT discussion	£350

23/09/2022	SG liaison re forthcoming meeting with the Cab Sec; Swimming Awards meeting; ES liaison	£175
27/09/2022	RAISE Meeting and preparations; Supporting workforce wellbeing meeting (Chair) and preps	£175
28/09/2022	National Improvement Framework (Professional Associations); Pupil Support Worker Accreditation; Collaborative Improvement Strategy Meeting; REAREP meeting	£350
30/09/2022	Preps for meeting with Cab Sec; engagement with ES; ADES Resources special meeting; Education Reform	£350
	Total	£4,725.00

ADES Claims - 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-22

Date	Description	Amount
16/09/2022	[Redacted s.38(1)(b)] to Glasgow and return for PIN Network	£17.00
	Total	£17.00

ADES Claims - Mileage/Train

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: September

Date	From	To	Reason	Miles	Amount
08/09/2022	[Redacted s.38(1)(b)]	Glasgow	Meeting with ES	50	£22.50
				Total	£22.50

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-22

Date	Description	Amount
01/04/2022	Officer Catch up. Liaison Clacks/ES, Website	£350.00
04/04/2022	Staff College meeting in Manchester, archive Website	£350.00
05/04/2022	Set up and organise all Drop ins to Summer, comms	£175.00
06/04/2022	TEAMS development sessions	£350
07/04/2022	3 Islands Collaborative prep - Review Shetland Curric offer, liaison RC, emails, papers review	£350
08/04/2022	Website updates, 3 Islands Collaborative prep - Review Orkney Curric offer, liaison JD, emails	£350
11/04/2022	Comms, Race employment team	£175
12/04/2022	Officer catch up, follow up, comms	£175
13/04/2022	Website updates, 3 Islands Collaborative prep - Review WI Curric offer, liaison WM, emails, Exec Report	£350
14/04/2022	Liaison with Learning network west, SWS and N lan Director and comms, CI Midlothian contact	£175
15/04/2022	Full review MUIR and SG response, planning Member session	£175
18/04/2022	Core duties and administration	£350
19/04/2022	3 Islands prep meeting with [Redact s.38(1)(b)] and follow up	£175
20/04 -30/04	Intermittent messages, emails and organising of future events	£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: Apr-22

Date	Description	Amount
	Yearly Zoom Licence	£143.88
	Toll House Hotel Lancaster SC Meeting)	£120.00
	Total	£263.88

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: Mar-22

Date	Description	Amount
02/05/2022	Comms with 3 Islands, website, prep for CI meeting, comms Midlothian	£350
03/05/2022	Meeting with 3 Islands CI, follow up, scheduling for visiting core team and comms, documentation	£350.00
06/05/2022	Core duties and admin	£350.00
09/05/2022	Liaison and further planning CI 3 Islands	£175
10/05/2022	Liaison 21 Hours, Planning meeting on 3 Islands and further development of schedule, Clacks follow up	£350
11/05/2022	CI prep for 3 islands, communication and overview with visiting team, officer catch up	£350
12/05/2022	Director Drop in, follow up, comms, Website, 3 Islands core officer meeting, RIC subgroup	£350
13/05/2022	Prep for Member session, Clacks Report, Liaison with ES	£175
16/05/2022	Collab Imp meetings with ADES team, 3 Islands leads and ES, meeting with ES re Clacks - comms on all	£350
17/04/2022	Collab Imp liaison with Attainment advisors, comms, scripts, contact with Orkney re organisation, prep and final follow up meeting C.I. with Clacks	£350
18/05/2022	ADES ASN network hosting and follow up, 3 island first session	£350
19/05/2022	Collab Imp 3 islands second session with prep, follow up and collation of all materials	£350

20/05/2022	ADES Personnel network, follow up, website, comms, further prep for sessions 3, 4 and 5, website, [Redacted s.38(1)(b)] call	£350
23/05/2022	3 islands focus group session 3, follow up, collation and prep session 4	£350
24/05/2022	3 Island collation, distilling and communication of feedback for all three sessions so far. Website, All Members comms	£350
25/05/2022	3 islands session 4, follow up, collation, liaison with RIC policy officers	£350
26/05/2022	Director Drop in follow up, comms, 3 Island feedback session, Website, liaison staff college	£350
27/05/2022	Full written feedback 3 Islands, recommendations re reporting	£350
30/05/2022	ADES and SG UNCRC meeting and follow up, Officer catch up and planning, ASN network meetings set up for year, website	£350
31/05/2022	Midlothian Collaborative Improvement, liaison ES, activity Prep for and coordination of ADES all Member session, session and follow up	£350
	Total	£6,650.00

Staff college Claims - Mileage/Train

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-20

Date	From	To	Reason	Miles	Amount
01/12/2021	Preston	[Redacted s.38(1)(b)]	Travel back from SC meet	138	£60.30
				Total	£60.30

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-22

Date	Description	Amount
01/06/2022	Follow up Members session, comms, Website, RIC liaison	£350
02/06/2022	Liaison and pre planning conference options	£175
03/06/2022	Early planning CI Midlothian and exploring team make up, liaison RIC leads	£175.00
06/06/2022	Liaison workshops, comms Directors	£175
07/06/2022	Collab imp strategy meeting and prep/follow up, website,	£350
09/06/2022	Director drop in and follow up comms, website liaison with Directors	£350
13/06/2022	Routine duties and admin	£350
14/06/2022	Conference draft, Officer report, prep UNCRC etc RIC liaison, website	£350
15/06/2022	RIC Contacts leads meeting, SCQF board	£350
16/06/2022	Officer catch up, Prep for, travel to and participation in ADES/SG away days, ASN liaison	£350
17/06/2022	ADES/SG away day and travel home	£350
20/06/2022	Staff College pre conference planning meeting, follow up AWAY days,. Clacks CI report. RIC agenda prep.	£350
22/06/2022	National Child Protection meeting, Race Equality meeting prep and follow up	£350
23/06/2022	Director Drop in, follow up up, comms, Website	£350
24/06/2022	ADES Executive, prep, follow up, SC liaison, website	£350
27/06/2022	RIC strategic meeting, prep follow up and comms with Leads, Contacting sponsors re conference	£350

29/06/2022

Comms, routine duties and admin

£175

Total

£5,250.00

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: Jun-22

Date	Description	Amount
16/06/2022	Stay at Grange Manor hotel	£82.50
	Total	£82.50

Staff college Claims - Mileage/Train

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-22

Date	From	To	Reason	Miles	Amount
16/06/2022	[Redacted s.38(1)(b)]	Grangemouth	Travel to SG away days	111	£49.95
17/06/2022	Grangemouth	[Redacted s.38(1)(b)]	Travel back SG away days	111	£49.95
				Total	£99.90

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: Jul-22

Date	Description	Amount
01/07/2022	Officer Catch up, ES Liaison, Initial planning survey, Conference contacts, etc	£350.00
04/07/2022	Website, liaison with STEM lead, The Promise ADES group meeting, Set up and organise Drop ins to December	£350.00
06/07/2022	Set up Survey through Microsoft forms, liaise on content	£175.00
08/07/2022	Write out personalised messages to 100 Members re survey, send survey to all, set up Promise meetings etc	£350.00
11/07/2022	Meeting Outward Bound team and follow up	£175
13/07/2022	NQ meeting re forward comms, consideration and re drafting Reform paper, comms re Conference plans	£350
21/07/2022	Qualifications and Assessment review/CCI group, Website archiving and redesign	£350
22/07/2022	SLF management Board meeting prep and follow up	£175
25/07/2022	Robert Owen Awards, prep reading and full meeting, further Website development	£350
26/07/2022	UNCRC SG and Es meeting	£175
27/07/2022	Core duties and administration, survey responses, South Lan and Mid Lothian recruitment	£350
28/07/2022	Liaison on conference, website, ADES survey, Exec officer	£175
	Total	£3,325.00

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-22

Date	Description	Amount
01/08/2022	Communication on Survey, ADES Exec comms, Detailed checklist re conference creation, website	£350.00
02/08/2022	Meeting with SG re planning for contribution to ADES conference - prep and follow up, support and communication for Director re ES	£350.00
03/08/2022	Further detail on survey, Comms to Directors, Contact with ES re Stretch Aims, Meeting with SQA re comms around grade boundaries etc	£350.00
04/08/2022	C.I. Shetland Report review and comment	£175.00
05/08/2022	Officer catch up and follow up, core duties and admin	£350.00
08/08/2022	Meeting with SG re Rights Respecting Schools and comms	£175
09/08/2022	Comms re results, Race relations meeting planning, website	£175
10/08/2022	Meeting with ES re Collaborative Improvement - prep and follow up, further redesign of Website and development of Microsoft Forms	£350
11/08/2022	Director Drop in, follow up, comms, website	£350
12/08/2022	C.I. South Lan full scoping meeting	£175
15/08/2022	ADES GTCS meeting prep and follow up, comms	£175
16/08/2002	Core Duties and Admin	£350
17/08/2022	Transpose returns to Easter study survey and collate	£175
18/08/2022	Prep and comms, website, recruitment for Cis, ADES mini survey communications. Write to all C.I. team South Lan.	£350
19/08/2022	Narrative and completion of Study support survey	£175

22/08/2022	Meeting with the Promise Team, follow up and prep COSLA/Solace meeting	£175
23/08/2022	ADES Officer catch up meeting and follow up, FA meeting and follow up	£350
24/08/2022	RIC contact meeting, follow up and sharing via Website	£175
25/08/2022	Director Drop in, follow up, comms, website, Electoral College	£350
26/08/2022	ADES Personnel Network meeting and follow up, planning and comms on Industrial action, liaison Personnel and GTC	£350
29/08/2022	SG Promise preparation of presentation, Conference communications, Website	£175
30/08/2022	Organise and host Director's meeting on industrial action and follow up	£175
31/08/2022	ES Stretch aims Session	£175
	Total	£5,950.00

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: Sep-22

Date	Description	Amount
01/09/2022	Website alert and comms, organise UNCRC, Officer catch ups, [Redacted s.38(1)(b)], Staff College	£350.00
02/09/2022	ADES exec, prep and follow up, website, RIC paper	£350.00
05/09/2022	Contact with all contributors to Conference, Outward Bound meeting	£350.00
06/09/2022	Climate change meeting, SG/ES UNCRC liaison	£350
07/09/2022	Intro meeting core team SL. Coll.Imp, duties and admin	£350
08/09/2022	ADES Director Drop in, follow up, comms, website	£350
09/09/2022	ADES CYP/ASN meeting, follow up, contacts with new Members, Conference website	£350
12/09/2022	SLF Board Meeting and comms	£175
13/09/2022	Collab Improvement progress Midlothian contacts and planning, liaison with Conference speakers	£175
14/09/2022	ADES/Unicef Meeting and follow up, liaison with conference speakers	£175
16/09/2022	Routine Duties and Admin and further C.I. contact with South Lan	£350
21/09/2022	RIC contacts liaison and follow up, website,	£175
22/09/2022	ADES drop in and follow up, comms website	£350
22-30 Sept	Leave but responding to intermittent emails over period	£350
	Total	£4,200.00