
From:
Sent: 26 August 2022 14:06
To:
Subject: RE: Documents Required

If we have received I think we should acknowledge

Service Manager - Governance
Solicitor
East Lothian Council | John Muir House | Haddington | EH41 3HA

From:
Sent: 26 August 2022 14:05
To:
Subject: RE: Documents Required

Thank you for forwarding I don't quite agree with comments that providing the documents was subject to receiving a copy of the minutes, despite her email below, as she agreed to provide these at the meeting and you gave a clear deadline in the email.

 should I send a holding response as requests confirmation that documents were received in number 1 below? Happy to draft a fuller response but would be helpful to pick up with everyone before I do so.

Thanks

Solicitor
Legal Services
East Lothian Council

John Muir House, Haddington, EH41 3HA

From:
Sent: 26 August 2022 12:10
To:
Subject: Fwd: Documents Required

FYI

Kind regards

Head of Education
East Lothian Council

From:
Sent: 26 August 2022 10:33
To:
Cc:
Subject: RE: Documents Required
Importance: High

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear

I refer to your emails of 15, 22 and 25 August 2022 in connection with the above.

As you know, by emails of 15 and 19 August 2022, of Brightstars (our client) requested copies of the minutes of the meeting held in Haddington on 11 August 2022. The purpose of that request was to confirm exactly what had been requested by the Council at that meeting in terms of additional documents.

The meeting minutes were received by email on 22 August 2022, i.e. 4 days' ago.

As you might expect, we are therefore somewhat surprised by your email of yesterday's date, intimating that our client has chosen "not to return the documents requested in the timescale given" (the "timescale given" being the day on which the minutes were, in fact, finally sent to) and that accordingly the Council was going to go ahead and consider the funding position without, presumably, waiting for any further documents from our client.

In fact, many of the documents listed in your email of 15 August have, in any event, already been delivered to the Council. Accordingly, with regard to the documents requested, we can advise as follows:

1. We understand from our client that all historical and current risk assessments have already been provided. Specifically, risk assessment documentation was delivered by hand by to on 15 August 2022 at approximately 10:00 hours and documentation was delivered by hand by to the Council offices' reception on 17 August 2022 at approximately 08:55 hours. Please confirm that these have been received by the Council, by return;
2. We understand that the GIRFEC paperwork for was delivered to the Council at the same time as the risk assessments. With regard to personal plans/All About Me documentation for we understand that these have also been delivered. However, notwithstanding the erroneous reference to them on page 7 of the minutes, please record that these were never discussed or requested during the meeting on 11 August 2022;
3. We are taking instructions and will respond on this point separately; and
- 4.

. Our client is unable to evidence the latter point as no record was made of this.

Although the printed documents have already been provided, as noted above, we attach both sets of documents so that you have these readily available for consideration.

Please note that our client remains willing to assist in any aspect of this matter.

Kind regards

Accredited Specialist in Employment Law

From:
Sent: 25 August 2022 08:06
To:
Cc:
Subject: RE: Documents Required

Dear

I note that you have chosen not to return the documents requested in the timescale given below.

East Lothian Council will now complete its decision making about renewal of contracts and will communicate with you in due course.

Kind regards

Head of Education

East Lothian Council
John Muir House
Haddington EH41 3HA.



**Keep using
Covid sense**



gov.scot/coronavirus



From:
Sent: 22 August 2022 16:00
To:
Cc:
Subject: RE: Documents Required

Dear

Please find the minutes attached. I know that you will have already been gathering the documents and information requested, and look forward to receiving these by the end of the day tomorrow.

Kind regards

Head of Education

**East Lothian Council
John Muir House
Haddington EH41 3HA.**



**Keep using
Covid sense**



gov.scot/coronavirus



From:

Sent: 19 August 2022 09:39

To:

Cc:

Subject: RE: Documents Required

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning

Could I please have a copy of the minutes form our meeting on Thursday 11th August?

**Managing Director Childcare & Operations
ICP Education**

Our Mission is to deliver exceptional education and outstanding childcare to our children and families, through our commitment



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Registered Office : 1 Pride Point Drive, Derby DE24 8BX Company No. 10247950

**Managing Director of Childcare and Operations West
Bright Stars Nursery Group**

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Registered Office : 1 Pride Point Drive, Derby DE24 8BX Company No. 10247950

From:
Sent: 15 August 2022 21:35
To:
Cc:
Subject: RE: Documents Required

Good evening

Thank you for your email, could I please request a copy of the unadulterated minutes before I respond to the contents of this email?

**Managing Director Childcare & Operations
ICP Education**

Our Mission is to deliver exceptional education and outstanding childcare to our children and families, through our commitment



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Registered Office : 1 Pride Point Drive, Derby DE24 8BX Company No. 10247950

From:
Sent: 15 August 2022 15:11
To:
Cc:
Subject: Documents Required

Dear

At our meeting last Thursday, we discussed several documents/ pieces of information that we require from you. These are listed below:

1. All historic and current risk assessments
2. Personal Plans/All About Me – this will include risk assessments and evidence of strategies put in place over time and how these have been evaluated to inform next steps for individualised support. As you have cited

3. Evidence that a revised statement to families has been sent out clearly stating that East Lothian Council has not withdrawn funding for children with ASN.
- 4.

I am mindful that you are also dealing with other issues, most specifically _____ at Church Street, so would be grateful if this paperwork could be returned to me by Monday 22 August. Until we receive this, we will be unable to make a final decision about renewing our contract with you, therefore it's unlikely that any decision will be communicated until later next week.

Please let me know if you require any further information from us.

Kind regards

Head of Education

**East Lothian Council
John Muir House
Haddington EH41 3HA.**



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