

Email regarding the Deputy First Minister and Cabinet Secretary for Education and Skills's availability

From: [redacted] **On Behalf Of** Deputy First Minister and Cabinet Secretary for Education and Skills

Sent: 11 November 2016 14:52

To: [redacted] Deputy First Minister and Cabinet Secretary for Education and Skills

Cc: [redacted] Henderson D (Donald); Director for Children and Families

Subject: RE: Lady Smith's availability for a discussion with DFM

Hi [redacted],

The DFM would like a conversation with Lady Smith and would prefer it to be in person. His diary is full but we would be able to cancel a meeting on Tuesday from 4.15-5pm if that would suit Lady Smith. It would need to take place in Parliament so that DFM can make the vote.

I'd be grateful if you could find out if this suits Lady Smith asap so we can give as much notice as possible to the people we will be cancelling.

Many thanks,
[redacted]

[redacted] | Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Education and Skills | Scottish Government | St Andrew's House | Edinburgh | EH1 3DG | [redacted]

All e-mails and attachments sent by a Ministerial Private Office to another official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the primary recipient. Private Offices do not keep official records of such e-mails or attachments.

[Redacted]