

Murdoch CMB (Carolyn)

From: Callum McCaig [REDACTED]
Sent: 19 July 2017 19:30
To: Glass G (Gill)
Subject: Re: Joining the team !

That's perfect thanks, Gill.

See you Tuesday.

Callum

Sent from my iPhone

On 19 Jul 2017, at 17:24, <Gill.Glass@gov.scot> <Gill.Glass@gov.scot> wrote:

Callum

I understand from Carolyn that all is now sorted and you are fine to start next Tuesday.

If you come to St Andrew's House for 09:00 on [REDACTED] and ask for myself at reception I will come down and collect you. Please could you bring some photographic ID with you on the day.

Do let me know if you have any questions.

Gill

Private Secretary
Special Advisers' Office
Tel 0131 244 4770

[REDACTED]

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From: Callum McCaig [REDACTED]
Sent: 17 July 2017 17:49
To: Glass G (Gill)
Subject: Re: Joining the team !

Hello Gill,

Thank you for the welcome. I am taking in the rest of the documentation in for Carolyn tomorrow morning. That should be all she needs to issue the contract.

I look forward to hearing from you after that has been done and to meeting you next week.

Kind regards,
Callum

Sent from my iPhone

On 17 Jul 2017, at 15:41, <Gill.Glass@gov.scot> <Gill.Glass@gov.scot> wrote:

Callum

Welcome.

I am not sure how much Liz has shared about how the office works. I lead the private office team that supports the Special Advisers' office. Between myself and Michael Lucas we will be putting in place all the necessary arrangements to enable you to get started in the office [REDACTED] Michael deals with all the IT and I will be arranging an introductory programme to ensure you met the key Ministers and officials as quickly as possible.

Once Carolyn has issued your contract and you are on our e-HR system I will be in touch again – hopefully on Wednesday.

I do know that Liz has yet to share the fact that you are joining us with the rest of the team (apart from Colin) so all this will be done in confidence until she is back in the office next Monday.

Please get in touch if you have any questions in the meantime – happy to help.

Gill Glass

Private Secretary
Special Advisers' Office
Tel 0131 244 4770
[REDACTED]

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[REDACTED]

From: [REDACTED]
Sent: 19 July 2017 13:01
To: 'Callum McCaig'
Subject: RE: Start date

Thanks Callum, this is fine. I've asked them to hold off sending you the pension information pack until you have an Edinburgh address. Is that OK? I understand if you are making a choice about your pension rather than staying in the automatic default scheme you would need to make a choice within 3 months.

[REDACTED]



[REDACTED]

From: Callum McCaig [REDACTED]
Sent: 19 July 2017 12:12
To: [REDACTED]
Subject: Re: Start date

Hi [REDACTED]

Nice to meet you yesterday, and yes I managed a couple hours sitting in the sun in Princes Street Gardens before getting the train back north.

I've attached a scan of the contract. It doesn't include the schedules as the file would have been enormous. Let me know if that is an issue and thanks very much for your help.

Kind regards,
Callum

On 18 July 2017 at 12:40, [REDACTED] wrote:

Hi Callum

Thanks for coming in to Saughton House earlier. I hope you managed to get a seat in the sunshine somewhere.

I attach your final contract. Please sign a copy and either send it back scanned or hard copy. Please note in particular paragraph 15 on Conduct and Confidentiality, especially the protection of official information, conflict of interest and the need to register your interests on the e-HR

system. As a special Adviser the Code of Conduct at Schedule 1 is also very important to everything that you do. Gill Glass will be able to explain more about this.

You will receive a pension pack in the post in the next couple of weeks that will set out your choices but you will be defaulted into the alpha scheme to start with. You mentioned that you would have a new Edinburgh address so if you could let me know that as soon as possible I can make sure that the pension pack goes to the right place.

I will let Gill Glass know that I've sent this to you. Gill will be your main contact from now on but if there's anything that I can help you with please let me know.

All the best with the new role,

[REDACTED]



[REDACTED]

[REDACTED]

From: Callum McCaig [REDACTED]
Sent: 14 July 2017 13:29
To: [REDACTED]
Subject: Re: Start date

Thanks [REDACTED]

I am planning to come down to Edinburgh on Tuesday and will bring the JD etc with me and drop it in to you. Is that ok?

Am I right in thinking you need proof of address, Disclosure Certificate, and two forms of photo ID/1 and birth certificate? Am I missing anything?

[REDACTED]

Callum

On 14 Jul 2017, at 12:39, [REDACTED] wrote:

Callum

Further to this, I have now received all of the references. I can also confirm that there is [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 14 July 2017 11:53
To: [REDACTED]
Subject: Start date

Callum

Provided we get the documents copied in the next week or so I've been asked to suggest [REDACTED] Can you let me know if that would be possible for you please?

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 10 July 2017 08:58
To: [REDACTED]
Subject: Clearances

Callum

Just to let you know we got the health clearance through and I have received one reference. So we await the other 2 references and then it's just Disclosure Scotland and your ID documents after that.

Getting there slowly but surely!

[REDACTED]



[REDACTED]

[REDACTED]

From: Callum McCaig [REDACTED]
Sent: 05 July 2017 09:47
To: [REDACTED]
Subject: Re: PERSONAL - Appointment as Special Adviser

Morning [REDACTED]

References for the last three years are;

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

All three are aware that you may contact them. Let me know if you require any further details.

Thanks,
Callum

On 4 Jul 2017, at 12:38, [REDACTED] wrote:

Thanks, yes that's fine I can follow up while we wait for Disclosure Scotland. I will arrange the health check for you so the company will contact you direct. I will need your date of birth to set that up -- can you let me know it please?

[REDACTED]

[REDACTED]

From: Callum McCaig [REDACTED]
Sent: 04 July 2017 12:37
To: [REDACTED]
Subject: Re: PERSONAL - Appointment as Special Adviser

Great, I meant to ask about references. Are you happy for me to email the details to you?

Callum

On 4 Jul 2017, at 12:28, [REDACTED] wrote:

Thanks Callum. I'll keep you in touch as we move things along at this end.

[REDACTED]

[REDACTED]

From: Callum McCaig [REDACTED]
Sent: 04 July 2017 12:26
To: [REDACTED]
Subject: Re: PERSONAL - Appointment as Special Adviser
Importance: High

Dear [REDACTED]

Thank you for your email. All seems to be clear. I have applied for the Basic Disclosure and will get that to you as soon as I receive it.

Kind regards,
Callum

On 4 Jul 2017, at 09:05, [REDACTED] wrote:

Dear Callum

I understand from Liz Lloyd in the First Minister's office that you are to be appointed as a new Special Adviser to the FM. Your primary responsibilities will be Finance and Local Government. A salary of [REDACTED] has been proposed but that is still subject to approval by the Special Adviser Remuneration Committee. I hope to have the approval by the end of this week and will let you know.

In the meantime there are some pre appointment checks that we need to do. I attach a letter explaining the checks process and some other forms to fill in and return to me at the address below. I need to see the original documents listed in the letter. I am based in Saughton House at Broomhouse in Edinburgh but if you find it easier to hand the documents into Liz Lloyd or Gill Glass in St Andrew's House I can liaise with them from there.

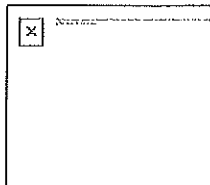
The most important thing is to get the Basic Disclosure certificate and let me see it as soon as you receive it. It can take a couple of weeks but we have to have that to get you access to buildings and IT so we can't appoint you without it, although we could make a conditional appointment without the other checks being done. I think we are probably looking at a start date in the week [REDACTED] at the earliest - it all depends on getting the Disclosure Scotland certificate through.

Once we have the checks completed and have agreed a start date I will send you a formal contract but I have attached a draft here to let you see what it looks like.

I hope this is all clear but please call me if you have any questions [REDACTED]

Kind regards

[REDACTED]



[REDACTED]

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