

From: [REDACTED] **On Behalf Of** [REDACTED]
Sent: 21 February 2017 15:08
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Official Sensitive : staffing : draft note to ministers

Hi [REDACTED],

I can confirm that I have uploaded the necessary documents to [REDACTED] DoR.

Many thanks,

[REDACTED]
[REDACTED]
HR Shared Services
F1 Spur
Saughton House
[REDACTED]
[REDACTED]
[REDACTED]

Have you checked our **FAQs** to see if your question has already been answered? You can access it from the HR > [Introduction](#) page.

From: [REDACTED]
Sent: 20 April 2017 06:00
To: [REDACTED]
Subject: [REDACTED] - Inward Loan / Secondment End Date of 18-MAY-17

The Loan/Secondment of [REDACTED] which commenced on 21-NOV-16 will end on 18-MAY-17.

If you want this Loan/Secondment to be extended, in line with the guidance contained in the Scottish Governments Interchange Policy

<http://intranet/InExec/HR/PoliciesandGuidance/Resourcing/SecondmentsInterchange/InwardInterchange/Arrange#a13>

Whilst it is for the line manager to close/terminate the e-HR account, if it remains open after the end date of the secondment and no one has been in touch with the Interchange team to discuss a possible extension, it will be closed by HR Interchange Team. This will deactivate the security pass to ensure the individual no longer has unescorted access to our buildings.

Please contact HR Shared Service on [REDACTED] who will be happy to advise and action accordingly.

Resourcing and Redeployment Team

This is an automatically generated e-mail - Please Do Not Reply to this email. If you have a questions regarding any of the information in this email please email [REDACTED] or phone [REDACTED].

From: [REDACTED]

Sent: 15 May 2017 09:43

To: [REDACTED]

Cc: [REDACTED]

Subject: Official sensitive: staffing: decision whether to extend secondment to SG from NFUS

[REDACTED]

I attach a short submission to [REDACTED] recommending that we should not take up the option to extend the secondment to SG of [REDACTED] from NFUS. The six-month secondment is due to expire this Friday, 19 May.

[REDACTED]

AFRC/ENFOR EU Hub

Scottish Government

3H-South, Victoria Quay, Edinburgh EH6 6QQ

[REDACTED]

From: [REDACTED] **On Behalf Of** [REDACTED]

Sent: 25 May 2017 17:59

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: Re-sending: Official sensitive: staffing: decision whether to extend secondment to SG from NFUS

[REDACTED],

Apologies for the delay, [REDACTED] is content with the recommendation in your original submission not to extend the secondment beyond the 19 May.

Thanks

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 13 July 2017 11:26
To: [REDACTED]
Subject: RE: secondment

Yes it has ended. I have not written formally to NFUS but have informed them by phone that we are not extending it and therefore it ended at the agreed end date in May.

[REDACTED]

[REDACTED]
[REDACTED]
ARE/ENFOR EU Hub
Scottish Government
3H-South, Victoria Quay, Edinburgh EH6 6QQ
[REDACTED]

From: [REDACTED]
Sent: 07 July 2017 14:39
To: [REDACTED]
Subject: secondment

Hi [REDACTED]

Can I just double check that [REDACTED] secondment has ended; MSP implying that its on-going.

Thanks

[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: 17 July 2017 16:06
To: [REDACTED]
Subject: Termination of temporary contract

Dear colleagues

As per the guidance on Saltire, I am writing to ask you to cancel the security pass of a temporary staff member whose secondment to SG has finished. Please cancel the pass of: [REDACTED] staff number [REDACTED].

Many thanks.

[REDACTED]
[REDACTED]
ARE/ENFOR EU Hub
Scottish Government
3H-South, Victoria Quay, Edinburgh EH6 6QQ
[REDACTED]