

From: [REDACTED],
Sent: 16 January 2017 15:21
To: [REDACTED]
Subject: FW: For information - Spad appointment - Daily Mail

[REDACTED]
[For info and file.](#)

[REDACTED]

From: [REDACTED]
Sent: 16 January 2017 13:58
To: First Minister; Permanent Secretary
Cc: [REDACTED] Communications Duty Box; Higgins K (Kate); Nicolson S (Stuart) Special Adviser; News Desk; Lloyd E (Elizabeth); Ingebrigtsen R (Ross)
Subject: For information - Spad appointment - Daily Mail

PO/ FM
PO/ Permanent Secretary

The Daily Mail has asked about the appointment of Stewart Maxwell as a Special Adviser. After discussion with Spads I have issued the following line.

A Scottish Government spokesperson said:

“The latest appointment has brought the number of advisers to 13. The estimated cost of the current complement of special advisers remains lower in real terms than in 2006/07.”

Background

Special advisers are appointed in accordance with Part 1 of the Constitutional Reform and Governance Act 2010 by the First Minister as a special adviser for the purpose of providing assistance to the Scottish Ministers.

Special advisers provide assistance to Ministers on the development of Scottish Government policy and its presentation. The appointment of special advisers is designed to reinforce the political impartiality of the permanent civil service by providing a separate channel for political advice and assistance available to Ministers.

The salaries of individual special advisers are not published.

ends

Thanks,

[REDACTED]

From: [REDACTED]
Sent: 16 January 2017 13:30
To: [REDACTED]
Subject: FW: Query - Spad appointment - Daily Mail

[REDACTED]

For info and file.

[REDACTED]

From: Nicolson S (Stuart) Special Adviser
Sent: 16 January 2017 13:29
To: [REDACTED] Lloyd E (Elizabeth); Ingebrigtsen R (Ross)
Cc: [REDACTED] Communications Duty Box; Higgins K (Kate)
Subject: RE: Query - Spad appointment - Daily Mail

I'd actually cut the quote back a bit as below.

From: [REDACTED]
Sent: 16 January 2017 13:21
To: [REDACTED] Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)
Cc: [REDACTED] Communications Duty Box; Higgins K (Kate)
Subject: RE: Query - Spad appointment - Daily Mail

Thanks, If Spads are happy I will issue the line below with that added to the background note and then send a note to FM and Perm Sec for awareness of the approach.

A Scottish Government spokesperson said:

~~“The First Minister appoints Special Advisers to support the work of the Government in delivering better outcomes for Scotland.~~ The latest appointment has brought the number of advisers to 13. The estimated cost of the current complement of special advisers remains lower in real terms than in 2006/07.”

Background

Special advisers are appointed in accordance with Part 1 of the Constitutional Reform and Governance Act 2010 by the First Minister as a special adviser for the purpose of providing assistance to the Scottish Ministers.

Special advisers provide assistance to Ministers on the development of Scottish Government policy and its presentation. The appointment of special advisers is designed to reinforce the political impartiality of the permanent civil service by providing a separate channel for political advice and assistance available to Ministers.

The salaries of individual special advisers are not published.

ends

thanks

[REDACTED]

From: [REDACTED]

Sent: 16 January 2017 13:14

To: [REDACTED] News Desk; Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)

Cc: [REDACTED] Communications Duty Box; Higgins K (Kate)

Subject: RE: Query - Spad appointment - Daily Mail

[REDACTED]

You are correct – we don't publish individual SPAD salaries.

[REDACTED]

[REDACTED]

Senior Staff Team

Ext [REDACTED]

From: [REDACTED]

Sent: 16 January 2017 13:13

To: [REDACTED] Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)

Cc: [REDACTED] Communications Duty Box; Higgins K (Kate)

Subject: RE: Query - Spad appointment - Daily Mail

Thanks, am I also correct in thinking that individual salaries are not published?

From: [REDACTED]

Sent: 16 January 2017 13:07

To: [REDACTED] News Desk; Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)

Cc: [REDACTED] Communications Duty Box; Higgins K (Kate)

Subject: RE: Query - Spad appointment - Daily Mail

Stuart cleared lines as pasted below

A Scottish Government spokesperson said:

“The First Minister appoints Special Advisers to support the work of the Government in delivering better outcomes for Scotland. The latest appointment has brought the number of advisers to 13. The estimated cost of the current complement of Special Advisers remains lower in real terms than in 2006/07.”

Background

Special Advisers are appointed in accordance with Part 1 of the Constitutional Reform and Governance Act 2010 by the First Minister as a Special Adviser for the purpose of providing assistance to the Scottish Ministers.

Special Advisers provide assistance to Ministers on the development of Scottish Government policy and its presentation. The appointment of Special Advisers is designed to reinforce the political impartiality of the permanent Civil Service by providing a separate channel for political advice and assistance available to Ministers.

Private Secretary
Special Advisers' Office
Tel [REDACTED]
Mobile [REDACTED]

All e-mails and attachments sent by the Special Advisers' Private Office to another official on behalf of Special Advisers relating to a decision, request or comment made by a Special Adviser, or a note of a meeting with Special Advisers must be filed appropriately by the primary recipient. The Private Office does not keep official reports of such e-mails or attachments.

From: [REDACTED] On Behalf Of News Desk
Sent: 16 January 2017 13:00
To: [REDACTED] Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)
Cc: News Desk; Communications Duty Box; Higgins K (Kate)
Subject: Query - Spad appointment - Daily Mail

Hi all

The Mail has asked for a comment on Stewart Maxwell being made a Spad so soon after receiving his resettlement grant, his salary and why the vacancy arose.

Were the lines below cleared?

A Scottish Government spokesperson said:

“The First Minister appoints Special Advisers to support the work of the Government in delivering better outcomes for Scotland. The latest appointment has brought the number of advisers to 13. The estimated cost of the current complement of Special Advisers remains lower in real terms than in 2006/07.”

Background

Special Advisers are appointed in accordance with Part 1 of the Constitutional Reform and Governance Act 2010 by the First Minister as a Special Adviser for the purpose of providing assistance to the Scottish Ministers.

Special Advisers provide assistance to Ministers on the development of Scottish Government policy and its presentation. The appointment of Special Advisers is designed to reinforce the political impartiality of the permanent Civil Service by providing a separate channel for political advice and assistance available to Ministers.

ends

Hi **[REDACTED]**,

As discussed, Stewart Maxwell has been awarded a job as special adviser to the First Minister just months after receiving a resettlement grant for losing his job as an MSP at the Scottish elections.

I understand that he would have received the maximum resettlement grant of **[REDACTED]** for losing his MSP job.

I would like to give the Government and Stewart himself the chance to respond about whether it is appropriate that he has secured a Government job so soon after receiving such a large taxpayer-funded pay-off. I would also like to ask if you can confirm the salary band for his new role?

Could you please also confirm how many special advisers are now employed and why this particular vacancy arose?

Regards,

[REDACTED]

[REDACTED]

Political Editor
Scottish Daily Mail
Media Tower Room **[REDACTED]**
Scottish Parliament
Edinburgh
EH99 1SP

Thanks

[REDACTED]

From: **[REDACTED]**

Sent: 13 January 2017 16:47

To: News Desk; Communications Duty Box

Subject: FW: New spad - media lines

fyi

From: [REDACTED]
Sent: 13 January 2017 13:35
To: [REDACTED] Nicolson S (Stuart) Special Adviser; [REDACTED] Lloyd E (Elizabeth)
Cc: [REDACTED] Higgins K (Kate)
Subject: RE: New spad - media lines

Thanks, [REDACTED]

[REDACTED] is the best comparison of Minister to Spad in the Scottish Government. He became Labour MSP for the Scottish Parliament in 1999. He then held four ministerial posts, including Enterprise, Transport and Lifelong Learning before going on to become a Special Adviser to the then Secretary of State for Scotland, [REDACTED] for four years.

[REDACTED] was an MP and then became a special adviser to [REDACTED] and [REDACTED] in the Scotland Office. He hasn't been a Minister.

A

[REDACTED]
First Minister's Official Spokesperson
St Andrews House
Edinburgh
Tel: [REDACTED]

From: [REDACTED]
Sent: 13 January 2017 12:55
To: [REDACTED] Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)
Cc: [REDACTED] Higgins K (Kate)
Subject: RE: New spad - media lines

[REDACTED]

Tba that Stewart is going to tweet later this afternoon that he has joined the SG as a special adviser. Adding [REDACTED] and Kate to the copy list as both are on weekend duty..

I will be circulating SG wide notification of revised roles and responsibilities etc. first thing on Monday morning when both Saltire and the SG website will be updated.

Someone mentioned earlier this week that it might be useful to bear in mind that ex-ministers [REDACTED] and [REDACTED] were both subsequently appointed as Special Advisers.

[REDACTED]

Private Secretary
Special Advisers' Office
Tel [REDACTED]
Mobile [REDACTED]

All e-mails and attachments sent by the Special Advisers' Private Office to another official on behalf of Special Advisers relating to a decision, request or comment made by a Special Adviser, or a note of a meeting with Special Advisers must be filed appropriately by the primary recipient. The Private Office does not keep official reports of such e-mails or attachments.

From: [REDACTED]
Sent: 10 January 2017 13:30
To: [REDACTED] Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)
Cc: [REDACTED]
Subject: RE: New spad - media lines

Thanks Stuart, I've updated below.

[REDACTED]

A Scottish Government spokesperson said:

"The First Minister appoints Special Advisers to support the work of the Government in delivering better outcomes for Scotland. The latest appointment has brought the number of advisers to 13. The estimated cost of the current complement of Special Advisers remains lower in real terms than in 2006/07."

Background

Special Advisers are appointed in accordance with Part 1 of the Constitutional Reform and Governance Act 2010 by the First Minister as a Special Adviser for the purpose of providing assistance to the Scottish Ministers.

Special Advisers provide assistance to Ministers on the development of Scottish Government policy and its presentation. The appointment of Special Advisers is designed to reinforce the political impartiality of the permanent Civil Service by providing a separate channel for political advice and assistance available to Ministers.

From: Nicolson S (Stuart) Special Adviser
Sent: 10 January 2017 13:00
To: [REDACTED] Lloyd E (Elizabeth)
Cc: [REDACTED]
Subject: RE: New spad - media lines

Looks ok, but should probably be "...the latest appointment has...", singular, in second sentence.

From: [REDACTED]
Sent: 10 January 2017 12:28
To: [REDACTED] Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)
Cc: [REDACTED]
Subject: RE: New spad - media lines

Hi Stuart and Liz,

Please see reactive media lines below in relation to the appointment of Stewart Maxwell as a SpAd. Can you confirm if you're content?

Thanks,

[REDACTED]

From: [REDACTED]
Sent: 10 January 2017 10:14
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: New spad - media lines

Yes information will be updated on Saltire and SG website later this week when announcement is made to wider SG.

Please can you copy lines to Stuart and Liz as well

[REDACTED]

From: [REDACTED]
Sent: Tuesday, January 10, 2017 10:08 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: New spad - media lines

[REDACTED],

[REDACTED] flagged Stewart Maxwell's new appointment as a SpAd.

While media have not yet been made aware of the appointment there is a chance they will find out. I have therefore looked out our usual reactive lines on SpAd appointments. I've updated the number of SpAds – is this correct? Can you advise on whether these lines still stand or if they need updated?

[REDACTED] – I take it this page on the SG website will be updated when the announcement is made? <http://www.gov.scot/About/People/14944/Special-Advisers>

Thanks,

[REDACTED]

A Scottish Government spokesperson said:

“The First Minister appoints Special Advisers to support the work of the Government in delivering better outcomes for Scotland. The latest appointments have brought the number of advisers to 13. The estimated cost of the current complement of Special Advisers remains lower in real terms than in 2006/07.”

Background

Special Advisers are appointed in accordance with Part 1 of the Constitutional Reform and Governance Act 2010 by the First Minister as a Special Adviser for the purpose of providing assistance to the Scottish Ministers.

Special Advisers provide assistance to Ministers on the development of Scottish Government policy and its presentation. The appointment of Special Advisers is designed to reinforce the political impartiality of the permanent Civil Service by providing a separate channel for political advice and assistance available to Ministers.

From: [REDACTED]
Sent: 10 January 2017 08:52
To: [REDACTED]
Subject: New spad

All

Stewart Maxwell – ex Minister – started as a special adviser yesterday to support Mr Brown and his ministerial team on economic aspects of their portfolios.

Can I ask for a media line on spads to be pulled together please and for information we will obviously need the usual background note on how many spads there are and costs etc?

Media are not aware at this stage so grateful if we can have this done and ready in the event we are approached at this stage.

A note will go to the wider organisation later this week with the change of responsibilities etc.

Thank you.

[REDACTED]

[REDACTED]

First Minister's Official Spokesperson

St Andrews House

Edinburgh

Tel: [REDACTED]

From: [REDACTED]

Sent: 10 January 2017 13:31

To: [REDACTED]

Subject: FW: New spad - media lines

[REDACTED]

Could you quickly check the cost figures pse.

[REDACTED]

From: [REDACTED]

Sent: 10 January 2017 13:30

To: [REDACTED] Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)

Cc: [REDACTED]

Subject: RE: New spad - media lines

Thanks Stuart, I've updated below.

[REDACTED]

A Scottish Government spokesperson said:

“The First Minister appoints Special Advisers to support the work of the Government in delivering better outcomes for Scotland. The latest appointment has brought the number of advisers to 13. The estimated cost of the current complement of Special Advisers remains lower in real terms than in 2006/07.”

Background

Special Advisers are appointed in accordance with Part 1 of the Constitutional Reform and Governance Act 2010 by the First Minister as a Special Adviser for the purpose of providing assistance to the Scottish Ministers.

Special Advisers provide assistance to Ministers on the development of Scottish Government policy and its presentation. The appointment of Special Advisers is designed to

reinforce the political impartiality of the permanent Civil Service by providing a separate channel for political advice and assistance available to Ministers.

From: Nicolson S (Stuart) Special Adviser
Sent: 10 January 2017 13:00
To: [REDACTED] Lloyd E (Elizabeth)
Cc: [REDACTED]
Subject: RE: New spad - media lines

Looks ok, but should probably be "...the latest appointment has...", singular, in second sentence.

From: [REDACTED]
Sent: 10 January 2017 12:28
To: [REDACTED] Nicolson S (Stuart) Special Adviser; Lloyd E (Elizabeth)
Cc: [REDACTED]
Subject: RE: New spad - media lines

Hi Stuart and Liz,

Please see reactive media lines below in relation to the appointment of Stewart Maxwell as a SpAd. Can you confirm if you're content?

Thanks,

[REDACTED]

From: [REDACTED]
Sent: 10 January 2017 10:14
To: [REDACTED]
Cc: [REDACTED]
Subject: Re: New spad - media lines

Yes information will be updated on Saltire and SG website later this week when announcement is made to wider SG.

Please can you copy lines to Stuart and Liz as well

[REDACTED]

From: [REDACTED]
Sent: Tuesday, January 10, 2017 10:08 AM
To: [REDACTED]
Cc: [REDACTED]

Subject: RE: New spad - media lines

[REDACTED],

[REDACTED] flagged Stewart Maxwell's new appointment as a SpAd.

While media have not yet been made aware of the appointment there is a chance they will find out. I have therefore looked out our usual reactive lines on SpAd appointments. I've updated the number of SpAds – is this correct? Can you advise on whether these lines still stand or if they need updated?

[REDACTED] – I take it this page on the SG website will be updated when the announcement is made? <http://www.gov.scot/About/People/14944/Special-Advisers>

Thanks,

[REDACTED]

A Scottish Government spokesperson said:

“The First Minister appoints Special Advisers to support the work of the Government in delivering better outcomes for Scotland. The latest appointments have brought the number of advisers to 13. The estimated cost of the current complement of Special Advisers remains lower in real terms than in 2006/07.”

Background

Special Advisers are appointed in accordance with Part 1 of the Constitutional Reform and Governance Act 2010 by the First Minister as a Special Adviser for the purpose of providing assistance to the Scottish Ministers.

Special Advisers provide assistance to Ministers on the development of Scottish Government policy and its presentation. The appointment of Special Advisers is designed to reinforce the political impartiality of the permanent Civil Service by providing a separate channel for political advice and assistance available to Ministers.

From: [REDACTED]
Sent: 10 January 2017 08:52
To: [REDACTED]
Subject: New spad

All

Stewart Maxwell – ex Minister – started as a special adviser yesterday to support Mr Brown and his ministerial team on economic aspects of their portfolios.

Can I ask for a media line on spads to be pulled together please and for information we will obviously need the usual background note on how many spads there are and costs etc?

Media are not aware at this stage so grateful if we can have this done and ready in the event we are approached at this stage.

A note will go to the wider organisation later this week with the change of responsibilities etc.

Thank you.

[REDACTED]

[REDACTED]

First Minister's Official Spokesperson

St Andrews House

Edinburgh

Tel: [REDACTED]

From: [REDACTED]

Sent: 23 November 2016 06:59

To: [REDACTED]

Subject: FW: OFFICIAL SENSITIVE - Special Adviser Appointment - Stewart Maxwell - REQUEST FOR APPROVAL BY 22 NOVEMBER

[REDACTED]

Think that it all the responses form the SPAD Remuneration Committee.

[REDACTED]

From: Richards N (Nicola)

Sent: 22 November 2016 20:52

To: [REDACTED] Cabinet Secretary for Finance and the Constitution; Minister for Parliamentary Business

Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: Re: OFFICIAL SENSITIVE - Special Adviser Appointment - Stewart Maxwell - REQUEST FOR APPROVAL BY 22 NOVEMBER

Thanks [REDACTED]

Content.

Nicky

From: [REDACTED]

Sent: Monday, November 21, 2016 01:08 PM

To: Cabinet Secretary for Finance and the Constitution; Richards N (Nicola); Minister for Parliamentary Business

Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Special Adviser Appointment - Stewart Maxwell - REQUEST FOR APPROVAL BY 22 NOVEMBER

<<Special Adviser Appointment - Stewart Maxwell - submission - 21 Nov 16.docx>>

Please see attached submission sent on behalf of [REDACTED] regarding the appointment of Stewart Maxwell, former Minister and MSP, as a Special Adviser. Your approval is requested as a member of the Special Adviser Remuneration Committee by close on Tuesday 22 November.

Grateful if the information could be treated in confidence.

Many thanks

[REDACTED]

[REDACTED] | [Senior Staff Team](#) | [Scottish Government](#)

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED] **On Behalf Of** Cabinet Secretary for Finance, Economy and Fair Work

Sent: 22 November 2016 12:42

To: [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work; Richards N (Nicola); Minister for Parliamentary Business

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: RE: OFFICIAL SENSITIVE - Special Adviser Appointment - Stewart Maxwell - REQUEST FOR APPROVAL BY 22 NOVEMBER

[REDACTED]

The Cabinet Secretary is content to approve.

Thank you

[REDACTED]

Private Secretary to Derek Mackay MSP, Cabinet Secretary for Finance and the Constitution
The Scottish Government
St Andrew's House | Regent Road | Edinburgh | EH1 3DG | T: [REDACTED] | M: [REDACTED]

From: [REDACTED]

Sent: 21 November 2016 13:09

To: Cabinet Secretary for Finance and the Constitution; Richards N (Nicola); Minister for Parliamentary Business

Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Special Adviser Appointment - Stewart Maxwell - REQUEST FOR APPROVAL BY 22 NOVEMBER

Importance: High

<< File: Special Adviser Appointment - Stewart Maxwell - submission - 21 Nov 16.docx >>

Please see attached submission sent on behalf of [REDACTED] regarding the appointment of Stewart Maxwell, former Minister and MSP, as a Special Adviser. Your approval is requested as a member of the Special Adviser Remuneration Committee by close on Tuesday 22 November.

Grateful if the information could be treated in confidence.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | **Saughton House** | **Broomhouse Drive** | **Edinburgh** | **EH11 3XD**

[REDACTED]

From: [REDACTED] **On Behalf Of** Minister for Parliamentary Business

Sent: 22 November 2016 09:16

To: [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work; Richards N (Nicola); Minister for Parliamentary Business

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: RE: OFFICIAL SENSITIVE - Special Adviser Appointment - Stewart Maxwell - REQUEST FOR APPROVAL BY 22 NOVEMBER

[REDACTED]

Mr FitzPatrick has noted and is content for his interests.

Kind regards

[REDACTED]

Private Secretary
Minister for Parliamentary Business

[REDACTED]

Scottish Parliament

☎ [REDACTED]

☎ [REDACTED]

Please see the [Ministers Preferences](#) which may be of assistance to you.

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.

From: [REDACTED]

Sent: 21 November 2016 13:09

To: Cabinet Secretary for Finance and the Constitution; Richards N (Nicola); Minister for Parliamentary Business

Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Special Adviser Appointment - Stewart Maxwell - REQUEST FOR APPROVAL BY 22 NOVEMBER

Importance: High

<< File: Special Adviser Appointment - Stewart Maxwell - submission - 21 Nov 16.docx >>

Please see attached submission sent on behalf of [REDACTED] regarding the appointment of Stewart Maxwell, former Minister and MSP, as a Special Adviser. Your approval is requested as a member of the Special Adviser Remuneration Committee by close on Tuesday 22 November.

Grateful if the information could be treated in confidence.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED]

Sent: 21 November 2016 13:09

To: Cabinet Secretary for Finance, Economy and Fair Work; Richards N (Nicola); Minister for Parliamentary Business

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Director

Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Special Adviser Appointment - Stewart Maxwell - REQUEST FOR APPROVAL BY 22 NOVEMBER

Importance: High

[ATTACHMENT REDACTED]

Please see attached submission sent on behalf of **[REDACTED]** regarding the appointment of Stewart Maxwell, former Minister and MSP, as a Special Adviser. Your approval is requested as a member of the Special Adviser Remuneration Committee by close on Tuesday 22 November.

Grateful if the information could be treated in confidence.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: **[REDACTED]** **On Behalf Of** Cabinet Secretary for Finance, Economy and Fair Work

Sent: 16 August 2016 11:40

To: **[REDACTED]** Cabinet Secretary for Finance, Economy and Fair Work; Minister for Parliamentary Business; Richards N (Nicola)

Cc: **[REDACTED]** Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: RE: Official - Sensitive - Special Adviser Appointment

[REDACTED]

The Cabinet Secretary is content with the recommendation.

Thank you

[REDACTED]

Private Secretary to Derek Mackay MSP, Cabinet Secretary for Finance and the Constitution

The Scottish Government

[St Andrew's House](#) | [Regent Road](#) | [Edinburgh](#) | [EH1 3DG](#) | **T:** **[REDACTED]** | **M:**

[REDACTED]

From: **[REDACTED]**

Sent: 11 August 2016 15:05

To: Cabinet Secretary for Finance and the Constitution; Minister for Parliamentary Business; Richards

N (Nicola)

Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: Official - Sensitive - Special Adviser Appointment

Pse see attached email. Grateful if the information could be treated in confidence.

[REDACTED]

[REDACTED]

Senior Staff Team

Ext [REDACTED]

<< File: Special Adviser Appointment - Ewan Crawford - submission.docx >>

From: Richards N (Nicola)

Sent: 14 August 2016 18:08

To: [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work; Minister for Parliamentary Business

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: RE: Official - Sensitive - Special Adviser Appointment

Thanks [REDACTED]

Content to agree.

Nicky

Nicola Richards | [Director, People Directorate, Scottish Government](#) | 0131 244 3974 |

[REDACTED]

From: [REDACTED]

Sent: 11 August 2016 15:05

To: Cabinet Secretary for Finance and the Constitution; Minister for Parliamentary Business; Richards N (Nicola)

Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: Official - Sensitive - Special Adviser Appointment

Pse see attached email. Grateful if the information could be treated in confidence.

[REDACTED]

[REDACTED]

Senior Staff Team
Ext [REDACTED]

<< File: Special Adviser Appointment - Ewan Crawford - submission.docx >>

From: [REDACTED] **On Behalf Of** Minister for Parliamentary Business
Sent: 11 August 2016 15:11
To: [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work; Minister for Parliamentary Business; Richards N (Nicola)
Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)
Subject: RE: Official - Sensitive - Special Adviser Appointment

[REDACTED]

Mr FitzPatrick has noted and is content for his interests.

Kind regards

[REDACTED]
Private Secretary
Minister for Parliamentary Business
[REDACTED]
Scottish Parliament
☎ [REDACTED]
☎ [REDACTED]

Please see the [Ministers Preferences](#) which may be of assistance to you.
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.

From: [REDACTED]
Sent: 11 August 2016 15:05
To: Cabinet Secretary for Finance and the Constitution; Minister for Parliamentary Business; Richards N (Nicola)
Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)
Subject: Official - Sensitive - Special Adviser Appointment

Pse see attached email. Grateful if the information could be treated in confidence.

[REDACTED]
[REDACTED]
Senior Staff Team
Ext [REDACTED]

<< File: Special Adviser Appointment - Ewan Crawford - submission.docx >>

From: [REDACTED]

Sent: 11 August 2016 15:05

To: Cabinet Secretary for Finance, Economy and Fair Work; Minister for Parliamentary Business; Richards N (Nicola)

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: Official - Sensitive - Special Adviser Appointment

Pse see attached email. Grateful if the information could be treated in confidence.

[REDACTED]

[REDACTED]

Senior Staff Team

Ext [REDACTED]

[ATTACHMENT REDACTED]

From: [REDACTED] On Behalf Of Cabinet Secretary for Finance, Economy and Fair Work

Sent: 07 June 2016 15:00

To: [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work; zzzMinister for Parliamentary Business 2012 to 2016; Richards N (Nicola)

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: RE: OFFICIAL SENSITIVE - Note to Special Adviser Remuneration Committee - New Special Adviser Appointment - Response requested by Noon Wed 8 June - URGENT

[REDACTED]

Mr Mackay has agreed to this appointment.

Many thanks

[REDACTED]

From: [REDACTED]

Sent: 06 June 2016 09:46

To: Cabinet Secretary for Finance and the Constitution; zzzMinister for Parliamentary Business 2012 to 2016; Richards N (Nicola)

Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Note to Special Adviser Remuneration Committee - New Special

Adviser Appointment - Response requested by Noon Wed 8 June - URGENT
Importance: High

OFFICIAL - SENSITIVE

Cabinet Secretary for Finance and the Constitution
Minister for Parliamentary Business
Nicky Richards, Director of People

Copy: Permanent Secretary
DG Strategy & Operations
Barbara Allison, Director Communications & Ministerial Support
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

APPOINTMENT OF NEW SPECIAL ADVISER

<< File: Special Adviser Appointment - David Miller - submission - 6 June 16#2.docx >>
Please see the attached submission from **[REDACTED]**, Senior Staff Team regarding the appointment of a new Special Adviser. This is sent to you for decision as members of the SpAd Remuneration Committee and includes Nicky Richards, Director of People in Barbara Allison's absence on leave.

Responses are requested by noon on Wednesday 8 June.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: Richards N (Nicola)

Sent: 06 June 2016 17:48

To: **[REDACTED]** Cabinet Secretary for Finance, Economy and Fair Work; zzzMinister for Parliamentary Business 2012 to 2016

Cc: **[REDACTED]** Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: RE: OFFICIAL SENSITIVE - Note to Special Adviser Remuneration Committee - New Special Adviser Appointment - Response requested by Noon Wed 8 June - URGENT

[REDACTED]

Copy as above

APPOINTMENT OF NEW SPECIAL ADVISER

Thanks for your note. I am content for this to proceed as outlined.

Nicky

Nicola Richards | **Director, People Directorate, Scottish Government** | [REDACTED]

From: [REDACTED]

Sent: 06 June 2016 09:46

To: Cabinet Secretary for Finance and the Constitution; zzzMinister for Parliamentary Business 2012 to 2016; Richards N (Nicola)

Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Note to Special Adviser Remuneration Committee - New Special Adviser Appointment - Response requested by Noon Wed 8 June - URGENT

Importance: High

OFFICIAL - SENSITIVE

Cabinet Secretary for Finance and the Constitution
Minister for Parliamentary Business
Nicky Richards, Director of People

Copy: Permanent Secretary
DG Strategy & Operations
Barbara Allison, Director Communications & Ministerial Support
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

APPOINTMENT OF NEW SPECIAL ADVISER

<< File: Special Adviser Appointment - David Miller - submission - 6 June 16#2.docx >>
Please see the attached submission from [REDACTED], Senior Staff Team regarding the appointment of a new Special Adviser. This is sent to you for decision as members of the SpAd Remuneration Committee and includes Nicky Richards, Director of People in Barbara Allison's absence on leave.

Responses are requested by noon on Wednesday 8 June.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | **Saughton House** | **Broomhouse Drive** | **Edinburgh** | **EH11 3XD**

[REDACTED]

From: [REDACTED] On Behalf Of Minister for Parliamentary Business

Sent: 06 June 2016 17:02

To: [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work; zzzMinister for Parliamentary Business 2012 to 2016; Richards N (Nicola)

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: RE: OFFICIAL SENSITIVE - Note to Special Adviser Remuneration Committee - New Special Adviser Appointment - Response requested by Noon Wed 8 June - URGENT

[REDACTED]

Copy as above

APPOINTMENT OF NEW SPECIAL ADVISER

Mr FitzPatrick has noted and is content for his interests.

Kind regards

[REDACTED]

Private Secretary

Minister for Parliamentary Business

[REDACTED]

Scottish Parliament

☎[REDACTED]

☎[REDACTED]

Please see the [Ministers Preferences](#) which may be of assistance to you.

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.

From: [REDACTED]

Sent: 06 June 2016 09:46

To: Cabinet Secretary for Finance and the Constitution; zzzMinister for Parliamentary Business 2012 to 2016; Richards N (Nicola)

Cc: [REDACTED] Permanent Secretary; DG Strategy and Operations; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Note to Special Adviser Remuneration Committee - New Special Adviser Appointment - Response requested by Noon Wed 8 June - URGENT

Importance: High

OFFICIAL - SENSITIVE

Cabinet Secretary for Finance and the Constitution

Minister for Parliamentary Business

Nicky Richards, Director of People

Copy: Permanent Secretary

DG Strategy & Operations
Barbara Allison, Director Communications & Ministerial Support
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

APPOINTMENT OF NEW SPECIAL ADVISER

<< File: Special Adviser Appointment - David Miller - submission - 6 June 16#2.docx >>
Please see the attached submission from [REDACTED], Senior Staff Team regarding the appointment of a new Special Adviser. This is sent to you for decision as members of the SpAd Remuneration Committee and includes Nicky Richards, Director of People in Barbara Allison's absence on leave.

Responses are requested by noon on Wednesday 8 June.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED]

Sent: 06 June 2016 09:46

To: Cabinet Secretary for Finance, Economy and Fair Work; zzzMinister for Parliamentary Business 2012 to 2016; Richards N (Nicola)

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Note to Special Adviser Remuneration Committee - New Special Adviser Appointment - Response requested by Noon Wed 8 June - URGENT

Importance: High

OFFICIAL - SENSITIVE

Cabinet Secretary for Finance and the Constitution
Minister for Parliamentary Business
Nicky Richards, Director of People

Copy: Permanent Secretary
DG Strategy & Operations
Barbara Allison, Director Communications & Ministerial Support
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

APPOINTMENT OF NEW SPECIAL ADVISER

[ATTACHMENT REDACTED]

Please see the attached submission from **[REDACTED]**, Senior Staff Team regarding the appointment of a new Special Adviser. This is sent to you for decision as members of the SpAd Remuneration Committee and includes Nicky Richards, Director of People in Barbara Allison's absence on leave.

Responses are requested by noon on Wednesday 8 June.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | **Saughton House** | **Broomhouse Drive** | **Edinburgh** | **EH11 3XD**

[REDACTED]

From: Director Communications, Ministerial Support & Facilities

Sent: 24 May 2016 23:25

To: Cabinet Secretary for Finance, Economy and Fair Work; Murdoch CMB (Carolyn); zzzMinister for Parliamentary Business 2012 to 2016; Cabinet Secretary for Finance, Economy and Fair Work

Cc: **[REDACTED]** Permanent Secretary; Richards N (Nicola); DG Constitution and External Affairs; Bird L (Lisa); Director Communications, Ministerial Support & Facilities

Subject: Re: OFFICIAL - SENSITIVE - STAFFING - Special Adviser Reappointments - URGENT RESPONSE REQUESTED BY NOON 25 MAY

[REDACTED]

I confirm that I am content.

Regards Barbara

Sent from my BlackBerry 10 smartphone on the EE network.

—

From: Cabinet Secretary for Finance and the Constitution

Sent: Tuesday, 24 May 2016 6:43 PM

To: **[REDACTED]** zzzMinister for Parliamentary Business 2012 to 2016; Director People, Comms & Ministerial Support; Cabinet Secretary for Finance and the Constitution

Cc: **[REDACTED]** Permanent Secretary; Richards N (Nicola); DG Strategy and Operations; Bird L (Lisa)

Subject: RE: OFFICIAL - SENSITIVE - STAFFING - Special Adviser Reappointments - URGENT RESPONSE REQUESTED BY NOON 25 MAY

[REDACTED]

Thank you and the Cabinet Secretary agrees with the reappointments as set out in the submission.

[REDACTED]

Private Secretary to Derek Mackay MSP, Cabinet Secretary for Finance and Constitution
The Scottish Government

St Andrew's House | Regent Road | Edinburgh | EH1 3DG | T: **[REDACTED]** | M: **[REDACTED]**

From: **[REDACTED]**

Sent: 24 May 2016 14:52

To: zzzMinister for Parliamentary Business 2012 to 2016; Director People, Comms & Ministerial Support; Cabinet Secretary for Finance and the Constitution

Cc: **[REDACTED]** Permanent Secretary; Richards N (Nicola); DG Strategy and Operations; Bird L (Lisa)

Subject: OFFICIAL - SENSITIVE - STAFFING - Special Adviser Reappointments - URGENT RESPONSE REQUESTED BY NOON 25 MAY

Importance: High

Cabinet Secretary for Finance and the Constitution
Minister for Parliamentary Business
Director of People, Communications & Ministerial Support

Copy: Permanent Secretary
DG Strategy & Operations
Nicky Richards, Directorate, People
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

Please see the attached minute from **[REDACTED]**, Senior Staff Team regarding the reappointment of a further 5 Special Advisers. This is addressed to you as members of the Special Adviser Remuneration Committee (Scotland). The Cabinet Secretary for Finance and the Constitution is invited to be a member of the Committee given his responsibility for the Finance portfolio.

<< File: Special Adviser Reappointments - Second Round - 24 May.docx >>

Responses are requested by **noon tomorrow, Wednesday 25 May**.

Kind Regards

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | **Saughton House** | **Broomhouse Drive** | **Edinburgh** | **EH11 3XD**

[REDACTED]

From: **[REDACTED]** **On Behalf Of** Cabinet Secretary for Finance, Economy and Fair Work

Sent: 24 May 2016 18:44

To: **[REDACTED]** zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities; Cabinet Secretary for Finance, Economy and Fair Work

Cc: **[REDACTED]** Permanent Secretary; Richards N (Nicola); DG Constitution and External Affairs; Bird L (Lisa)

Subject: RE: OFFICIAL - SENSITIVE - STAFFING - Special Adviser Reappointments - URGENT RESPONSE REQUESTED BY NOON 25 MAY

[REDACTED]

Thank you and the Cabinet Secretary agrees with the reappointments as set out in the submission.

[REDACTED]

Private Secretary to Derek Mackay MSP, Cabinet Secretary for Finance and Constitution

The Scottish Government

St Andrew's House | Regent Road | Edinburgh | EH1 3DG | **T:** [REDACTED] | **M:**

[REDACTED]

From: [REDACTED]

Sent: 24 May 2016 14:52

To: zzzMinister for Parliamentary Business 2012 to 2016; Director People, Comms & Ministerial Support; Cabinet Secretary for Finance and the Constitution

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Strategy and Operations; Bird L (Lisa)

Subject: OFFICIAL - SENSITIVE - STAFFING - Special Adviser Reappointments - URGENT RESPONSE REQUESTED BY NOON 25 MAY

Importance: High

Cabinet Secretary for Finance and the Constitution
Minister for Parliamentary Business
Director of People, Communications & Ministerial Support

Copy: Permanent Secretary
DG Strategy & Operations
Nicky Richards, Directorate, People
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

Please see the attached minute from [REDACTED], Senior Staff Team regarding the reappointment of a further 5 Special Advisers. This is addressed to you as members of the Special Adviser Remuneration Committee (Scotland). The Cabinet Secretary for Finance and the Constitution is invited to be a member of the Committee given his responsibility for the Finance portfolio.

<< File: Special Adviser Reappointments - Second Round - 24 May.docx >>
Responses are requested by **noon tomorrow, Wednesday 25 May.**

Kind Regards

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | **Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD**
[REDACTED]

From: [REDACTED] **On Behalf Of** Minister for Parliamentary Business

Sent: 24 May 2016 17:06

To: [REDACTED] Director Communications, Ministerial Support & Facilities; Cabinet Secretary for Finance, Economy and Fair Work

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Constitution and External Affairs; Bird L (Lisa); Minister for Parliamentary Business

Subject: RE: OFFICIAL - SENSITIVE - STAFFING - Special Adviser Reappointments - URGENT RESPONSE REQUESTED BY NOON 25 MAY

[REDACTED]

Copy as above

SPECIAL ADVISER REAPPOINTMENTS

Mr FitzPatrick has noted your minute and agrees the reappointments.

Kind regards

[REDACTED]

Private Secretary

Minister for Parliamentary Business

[REDACTED]

Scottish Parliament

☎ [REDACTED]

☎ [REDACTED]

Please see the [Ministers Preferences](#) which may be of assistance to you.

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.

From: [REDACTED]

Sent: 24 May 2016 14:52

To: zzzMinister for Parliamentary Business 2012 to 2016; Director People, Comms & Ministerial Support; Cabinet Secretary for Finance and the Constitution

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Strategy and Operations; Bird L (Lisa)

Subject: OFFICIAL - SENSITIVE - STAFFING - Special Adviser Reappointments - URGENT RESPONSE REQUESTED BY NOON 25 MAY

Importance: High

Cabinet Secretary for Finance and the Constitution
Minister for Parliamentary Business
Director of People, Communications & Ministerial Support

Copy: Permanent Secretary
DG Strategy & Operations
Nicky Richards, Directorate, People
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

Please see the attached minute from [REDACTED], Senior Staff Team regarding the reappointment of a further 5 Special Advisers. This is addressed to you as members of the Special Adviser Remuneration Committee (Scotland). The Cabinet Secretary for Finance and the Constitution is invited to be a member of the Committee given his responsibility for the Finance portfolio.

<< File: Special Adviser Reappointments - Second Round - 24 May.docx >>
Responses are requested by **noon tomorrow, Wednesday 25 May.**

Kind Regards

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: Director Communications, Ministerial Support & Facilities

Sent: 16 May 2016 08:13

To: [REDACTED] zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Constitution and External Affairs; Bird L (Lisa)

Subject: RE: OFFICIAL - SENSITIVE - STAFFING

Good morning

Barbara asked me to thank you for your e-mail and to confirm that she is content.

Regards

[REDACTED]

From: [REDACTED]

Sent: 12 May 2016 14:34

To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for Parliamentary Business; Director People, Comms & Ministerial Support

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Strategy and Operations; Bird L (Lisa)

Subject: OFFICIAL - SENSITIVE - STAFFING

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy
Minister for Parliamentary Business
Director of People, Communications & Ministerial Support

Copy: Permanent Secretary
DG Strategy & Operations
Nicky Richards, Directorate, People
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

Please see the attached minute from [REDACTED], Senior Staff Team regarding the reappointment of Special Advisers. Responses are requested by Monday 16th May 2016.

<< File: SPecial Advisers.docx >>

Kind Regards

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED] **On Behalf Of** zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016

Sent: 13 May 2016 13:25

To: [REDACTED] zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Constitution and External Affairs; Bird L (Lisa)

Subject: RE: OFFICIAL - SENSITIVE - STAFFING

[REDACTED]

DFM has considered this and is content.

Thanks,

[REDACTED]

[REDACTED] | Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Finance, Constitution and the Economy | 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.

From: [REDACTED]

Sent: 12 May 2016 14:34

To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for Parliamentary Business; Director People, Comms & Ministerial Support

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Strategy and Operations; Bird L (Lisa)

Subject: OFFICIAL - SENSITIVE - STAFFING

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy
Minister for Parliamentary Business
Director of People, Communications & Ministerial Support

Copy: Permanent Secretary
DG Strategy & Operations
Nicky Richards, Directorate, People
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

Please see the attached minute from [REDACTED], Senior Staff Team regarding the reappointment of Special Advisers. Responses are requested by Monday 16th May 2016.

<< File: SPecial Advisers.docx >>

Kind Regards

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | **Saughton House** | **Broomhouse Drive** | **Edinburgh** | **EH11 3XD**

[REDACTED]

From: [REDACTED] **On Behalf Of** zzzMinister for Parliamentary Business 2012 to 2016

Sent: 12 May 2016 16:03

To: Eadie S (Shonagh); zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Constitution and External Affairs; Bird L (Lisa)

Subject: RE: OFFICIAL - SENSITIVE - STAFFING

[REDACTED]

SPECIAL ADVISER REAPPOINTMENTS

Mr FitzPatrick has noted and is content with the reappointments.

Kind regards

[REDACTED]

Private Secretary

Minister for Parliamentary Business

[REDACTED]

Scottish Parliament

☎ [REDACTED]

☎ [REDACTED]

Please see the [Ministers Preferences](#) which may be of assistance to you.

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.

From: [REDACTED]

Sent: 12 May 2016 14:34

To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for Parliamentary Business; Director People, Comms & Ministerial Support

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Strategy and Operations; Bird L (Lisa)

Subject: OFFICIAL - SENSITIVE - STAFFING

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy
Minister for Parliamentary Business
Director of People, Communications & Ministerial Support

Copy: Permanent Secretary
DG Strategy & Operations
Nicky Richards, Directorate, People
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

Please see the attached minute from [REDACTED], Senior Staff Team regarding the reappointment of Special Advisers. Responses are requested by Monday 16th May 2016.

<< File: SPecial Advisers.docx >>

Kind Regards

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED]

Sent: 12 May 2016 14:34

To: zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities

Cc: [REDACTED] Permanent Secretary; Richards N (Nicola); DG Constitution and External Affairs; Bird L (Lisa)

Subject: OFFICIAL - SENSITIVE - STAFFING

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy
Minister for Parliamentary Business
Director of People, Communications & Ministerial Support

Copy: Permanent Secretary
DG Strategy & Operations
Nicky Richards, Directorate, People
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

Please see the attached minute from [REDACTED], Senior Staff Team regarding the reappointment of Special Advisers. Responses are requested by Monday 16th May 2016.

[ATTACHMENT REDACTED]

Kind Regards

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED]

Sent: 04 January 2016 18:42

To: DL Cabinet Secretaries; DL Ministers; DL SPADS; All MPO Division Staff; COMMS : News; Permanent Secretary; DG Organisational Development & Operations; DG Economy; DG Scottish Exchequer Mailbox; DG Health & Social Care; DG Education, Communities & Justice; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Cc: [REDACTED] DL SPADS Admin

Subject: Special Advisers - Changes to Responsibilities

Dear all

To see the allocation of responsibilities following the departure of Alexander Anderson from the team on 31 December.

Please note:

- In taking on responsibility for the Rural portfolio Malcolm will have a primary focus on Land Reform and Climate Change;
- In taking on responsibility for the Fair Work portfolio Jeanette will be focusing on the Living Wage and development of employability policy alongside her social justice policy responsibilities; and
- In taking on responsibility for the Infrastructure portfolio John McFarlane will be assisted by Communications SpAds on lines to take etc. as necessary.

It would be helpful if Private Offices and DG Offices could check that the appropriate Special Advisers are being copied into papers going to Ministers – especially where there are associated political sensitivities that Special Advisers should be aware of.

Grateful if DG offices could cascade this e-mail as appropriate.

Any queries please get in touch with myself.

[REDACTED]

Private Secretary

Special Advisers' Office

Tel [REDACTED]

Mobile [REDACTED]

Special Adviser Team

Name	Role
Liz Lloyd	Chief of Staff to the First Minister including the co-ordination of the Special Adviser team Senior Special Adviser on the Constitution and Europe Responsible for the First Minister's Strategic Programme in Government.
Noel Dolan	Senior Special Adviser to the First Minister First Minister's Questions Policy advice to the First Minister
Stuart Nicolson	Head of Communications Senior Political Spokesperson for the First Minister
Colin McAllister	Head of Policy and Special Adviser to the Deputy First Minister Senior Special Adviser for Finance & Local Government First Minister's Questions Programme for Government
Malcolm Fleming	Senior Special Adviser for Energy, Enterprise & Tourism, for Rural Affairs, Food & Environment, Climate Change & Land Reform and for International Development
Campbell Gunn	Communications Special Adviser Deputy Spokesperson for the First Minister
Ross Ingebrigtsen	Communications Special Adviser Deputy Spokesperson for the First Minister Strategic communications planning
John MacInnes	Political & Media Research Support for First Minister's Questions Support to Communications Special Advisers
Davie Hutchison	Special Adviser for Health, Wellbeing & Sport and for Broadcasting
John McFarlane	Special Adviser for Justice and for Infrastructure, Investment & the Cities Lead on Parliamentary Business including liaison with the Parliamentary Group
Jeanette Campbell	Special Adviser for Social Justice, Communities & Pensioners' Rights and for Fair Work, Skills & Training
Kate Higgins	Special Adviser for Education & Lifelong Learning
Katy Bowman	Support for the First Minister and the First Minister's Private Office. Outreach and stakeholder engagement. Special Adviser for Culture & External Affairs and policy support to the Chief of Staff.

From: [REDACTED]

Sent: 31 August 2015 08:33

To: DL Cabinet Secretaries; DL Ministers; DL SPADS; All MPO Division Staff; COMMS : News; Permanent Secretary; DG Organisational Development & Operations; DG Economy; DG Scottish Exchequer Mailbox; DG Health & Social Care; DG Education, Communities & Justice; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Bird L (Lisa)

Cc: [REDACTED] DL SPADS Admin

Subject: Special Advisers - Responsibilities

Dear all

I thought it would be useful to recirculate the allocation of SpAd responsibilities as we begin a new Parliamentary year.

Please note that Malcolm has taken back responsibility for providing advice on International Development.

It would be helpful if Private Offices and DG Offices could check that the appropriate Special Advisers are being copied into papers going to Ministers – especially where there are associated political sensitivities that Special Advisers should be aware of.

Any queries please get in touch with the SpAd Private Office.

[REDACTED]

Private Secretary
Special Advisers' Office
Tel [REDACTED]
Mobile [REDACTED]

Special Adviser Responsibilities – September 2015

Name	Role
Liz Lloyd	Chief of Staff to the First Minister including the co-ordination of the Special Adviser team Senior Special Adviser on the Constitution Responsible for the First Minister's Strategic programme in Government Special Adviser for Culture, Europe and International (temp)
Noel Dolan	Senior Special Adviser to the First Minister FMQs, Policy Advice to the First Minister
Stuart Nicolson	Head of Communications Senior Political Spokesperson for the First Minister
Colin McAllister	Head of Policy and Special Adviser to the Deputy First Minister Senior Special Adviser for Finance and for Local Government FMQs, Programme for Government
Malcolm Fleming	Senior Special Adviser for Energy, Enterprise & Tourism, for Fair Work, Skills and Training and for International Development
Campbell Gunn	Deputy Spokesperson for the First Minister and Communications Adviser
Ross Ingebrigtsen	Deputy Spokesperson for the First Minister and Communications Adviser Strategic communications planning
Alexander Anderson	Special Adviser for Infrastructure, Investment and the Cities and for Rural Affairs, Food & Environment, Climate Change and Land Reform
John MacInnes	Political and Media Research Support for First Minister's Questions Support to Communications Special Advisers
Davie Hutchison	Special Adviser for Health, Wellbeing & Sport FoI Legislation lead
John McFarlane	Special Adviser for Justice Parliamentary Business including liaison with the Parliamentary Group
Kate Higgins	Special Adviser for Education & Lifelong Learning Portfolio
Jeanette Campbell	Special Adviser for Social Justice, Communities and Pensioners' Rights
Katy Bowman	Support for First Minister & First Minister's Private Office Outreach & stakeholder engagement Policy support to the Chief of Staff

From: [REDACTED] On Behalf Of zzzMinister for Parliamentary Business 2012 to 2016

Sent: 24 June 2015 18:06

To: Murdoch CMB (Carolyn); zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities

Cc: [REDACTED] Richards N (Nicola); Permanent Secretary; DG Constitution and External Affairs; Bird L (Lisa)

Subject: RE: OFFICIAL SENSITIVE - Appointment of New Special Adviser - Note for decision by Monday 29 June

Good afternoon,

Mr FitzPatrick is content with the proposed appointment of Katy Bowman as a new Special Adviser.

Thanks,

[REDACTED]

Assistant Private Secretary/Minister for Parliamentary Business

[REDACTED], Scottish Parliament

☎: [REDACTED]

✉: ministerforparliamentarybusiness@scotland.gsi.gov.uk

*** PLEASE READ DISCLAIMER ***

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. Thank you.

From: [REDACTED]

Sent: 23 June 2015 09:50

To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for Parliamentary Business; Director HRCS

Cc: [REDACTED] Richards N (Nicola); Permanent Secretary; DG Strategy and External Affairs; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Appointment of New Special Adviser - Note for decision by Monday 29 June

Importance: High

<< File: New SPAD Katy Bowman - Note to Rem Com - 23 June 15 FINAL.doc >>

OFFICIAL - SENSITIVE

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy

Minister for Parliamentary Business

Director of People

Copy: Permanent Secretary

DG Strategy & External Affairs

Nicky Richards, Deputy Director, People Development

Lisa Bird, PPS/FM

[REDACTED], PS/Special Adviser Office

Please see the attached sent on behalf of [REDACTED], Senior Staff Team regarding the proposed appointment of Katy Bowman as a new Special Adviser. This is sent to you as members of the Special Adviser Remuneration Committee and a decision is requested by Monday 29 June.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | **Saughton House** | **Broomhouse Drive** | **Edinburgh** | **EH11 3XD**

[REDACTED]

From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities

Sent: 24 June 2015 13:05

To: [REDACTED] zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities

Cc: [REDACTED] Richards N (Nicola); Permanent Secretary; DG Constitution and External Affairs; Bird L (Lisa)

Subject: RE: OFFICIAL SENSITIVE - Appointment of New Special Adviser - Note for decision by Monday 29 June

[REDACTED]

I confirm that I am content for my interests.

Barbara

BARBARA ALLISON,

Director of People

Scottish Government.

Tel: [REDACTED]



I AM AN ALLY

From: [REDACTED] **On Behalf Of** Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy

Sent: 24 June 2015 12:03

To: [REDACTED] Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for Parliamentary Business; Director HRCS

Cc: [REDACTED] Richards N (Nicola); Permanent Secretary; DG Strategy and External Affairs; Bird L (Lisa)

Subject: RE: OFFICIAL SENSITIVE - Appointment of New Special Adviser - Note for decision by Monday 29 June

[REDACTED]

Thank you – DFM is content for his interests.

[REDACTED]

[REDACTED] | Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Finance, Constitution and the Economy | 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.

From: [REDACTED]

Sent: 23 June 2015 09:50

To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for Parliamentary Business; Director HRCS

Cc: [REDACTED] Richards N (Nicola); Permanent Secretary; DG Strategy and External Affairs; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Appointment of New Special Adviser - Note for decision by Monday 29 June

Importance: High

<< File: New SPAD Katy Bowman - Note to Rem Com - 23 June 15 FINAL.doc >>

OFFICIAL - SENSITIVE

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy
Minister for Parliamentary Business
Director of People

Copy: Permanent Secretary
DG Strategy & External Affairs
Nicky Richards, Deputy Director, People Development
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

Please see the attached sent on behalf of [REDACTED], Senior Staff Team regarding the proposed appointment of Katy Bowman as a new Special Adviser. This is sent to you as members of the Special Adviser Remuneration Committee and a decision is requested by Monday 29 June.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED]

Sent: 23 June 2015 09:50

To: zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities

Cc: [REDACTED] Richards N (Nicola); Permanent Secretary; DG Constitution and External Affairs; Bird L (Lisa)

Subject: OFFICIAL SENSITIVE - Appointment of New Special Adviser - Note for decision by Monday 29 June

Importance: High

[ATTACHMENT REDACTED]

OFFICIAL - SENSITIVE

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy
Minister for Parliamentary Business
Director of People

Copy: Permanent Secretary
DG Strategy & External Affairs
Nicky Richards, Deputy Director, People Development
Lisa Bird, PPS/FM
[REDACTED], PS/Special Adviser Office

Please see the attached sent on behalf of [REDACTED], Senior Staff Team regarding the proposed appointment of Katy Bowman as a new Special Adviser. This is sent to you as members of the Special Adviser Remuneration Committee and a decision is requested by Monday 29 June.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED]

Sent: 02 April 2015 14:33

To: DL Cabinet Secretaries; DL Ministers

Cc: [REDACTED] DL SPADS Admin; All MPO Division Staff; COMMS : News; Permanent Secretary; DG Organisational Development & Operations; DG Economy; DG Scottish Exchequer Mailbox; DG Health & Social Care; DG Education, Communities & Justice; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Wilson D (David)

(Comms/PO); Bird L (Lisa); FM Policy Team Mailbox

Subject: Changes to the Special Adviser Team

Dear all

Please find attached a revised list of SpAd responsibilities following the appointment of Jeanette Campbell and Kate Higgins to the Special Adviser team.

I would be grateful if DG offices could cascade please.

If you have any queries please give me a call.

Private Secretary

Special Advisers' Office

Tel **[REDACTED]**

Mobile **[REDACTED]**

Special Adviser Responsibilities – April 2015

Name	Role
Liz Lloyd	Chief of Staff to the First Minister including the co-ordination of the Special Adviser team Senior Special Adviser on the Constitution Responsible for the First Minister's Strategic programme in Government Special Adviser for Culture, Europe and External Affairs (temp)
Noel Dolan	Senior Special Adviser to the First Minister FMQs, Policy Advice to the First Minister
Stuart Nicolson	Head of Communications Senior Political Spokesperson for the First Minister
Colin McAllister	Head of Policy and Special Adviser to the Deputy First Minister Senior Special Adviser for Finance and for Local Government, FMQs, Programme for Government
Malcolm Fleming	Senior Special Adviser for Energy, Enterprise & Tourism and for Fair Work, Skills & Training
Campbell Gunn	Deputy Spokesperson for the First Minister and Communications Adviser
Ross Ingebrigtsen	Deputy Spokesperson for the First Minister and Communications Adviser Strategic communications planning
Alexander Anderson	Special Adviser for Infrastructure, Investment and the Cities and for Rural Affairs, Food & Environment, Climate Change and Land Reform
John MacInnes	Political and Media Research Support for First Minister's Questions Support to Communications Special Advisers
Davie Hutchison	Special Adviser for Health, Wellbeing & Sport FoI Legislation lead
John McFarlane	Special Adviser for Justice Parliamentary Business including liaison with the Parliamentary Group
Jeanette Campbell	Special Adviser for Social Justice, Communities and Pensioners' Rights
Kate Higgins	Special Adviser for Education & Lifelong Learning

From: [REDACTED]

Sent: 23 February 2015 09:15

To: [REDACTED] DL Cabinet Secretaries; DL Ministers; DL SPADS; All MPO Division Staff; COMMS : News; Permanent Secretary; DG Organisational Development & Operations; DG Economy; DG Scottish Exchequer Mailbox; DG Health & Social Care; DG Education, Communities & Justice; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Wilson D (David) (Comms/PO); Bird L (Lisa); FM Policy Team Mailbox

Cc: DL SPADS Admin

Subject: Changes to Special Adviser responsibilities

Dear all

The First Minister has agreed further changes to the allocation of SpAd responsibilities – please see the table below.

We are currently in the process of recruiting new members to the SpAd team - in the meantime Liz, Noel and Colin will have temporary responsibility for the Culture, Social Justice and Education portfolios respectively.

I would be grateful if DG offices could cascade please.

If you have any queries please give me a call.

[REDACTED]

Private Secretary
Special Advisers' Office
Tel [REDACTED]
Mobile [REDACTED]

Special Adviser Responsibilities – February 2015

Name	Role
Liz Lloyd	Chief of Staff to the First Minister including the co-ordination of the Special Adviser team Senior Special Adviser on the Constitution Responsible for the First Minister's Strategic programme in Government Council of Economic Advisers Special Adviser for Culture, Europe and International (temp)
Noel Dolan	Senior Special Adviser to the First Minister FMQs, Policy Advice to the First Minister Special Adviser for Social Justice & Community Empowerment (temp)
Stuart Nicolson	Head of Communications Senior Political Spokesperson
Colin McAllister	Head of Policy and Special Adviser to the Deputy First Minister Senior Special Adviser for Finance and for Local Government,

	Special Adviser for Education & Lifelong Learning (temp) FMQs, Programme for Government
Malcolm Fleming	Senior Special Adviser for Energy, Enterprise & Tourism and for Fair Work & Employment
Campbell Gunn	Deputy Spokesperson for the First Minister and Communications Adviser
Ross Ingebrigtsen	Deputy Spokesperson for the First Minister and Communications Adviser Strategic communications planning
Alexander Anderson	Special Adviser for Infrastructure, Investment and the Cities and for Rural Affairs, Food & Environment, Climate Change and Land Reform
John MacInnes	Political and Media Research Support for First Minister's Questions Support to Communications Special Advisers
Davie Hutchison	Special Adviser for Health, Wellbeing & Sport FoI Legislation lead
John McFarlane	Special Adviser for Justice Parliamentary Business including liaison with the Parliamentary Group

From: [REDACTED]
Sent: 20 February 2015 08:59
To: [REDACTED]
Subject: FW: Official Sensitive - SPAD Appointment

[REDACTED]

You will wish to see

[REDACTED]

From: [REDACTED] **On Behalf Of** Minister for Parliamentary Business
Sent: 19 February 2015 16:49
To: [REDACTED] Deputy First Minister and Cabinet Secretary for Finance, Constitution
and Economy; Minister for Parliamentary Business; Director HRCS
Cc: [REDACTED] Permanent Secretary; DG Strategy and External Affairs; Richards N
(Nicola); Bird L (Lisa)
Subject: RE: Official Sensitive - SPAD Appointment

[REDACTED]

Mr FitzPatrick is also content to agree.

Kind regards

[REDACTED]

Ext **[REDACTED]**

[REDACTED]

Private Secretary to Joe FitzPatrick MSP
Minister for Parliamentary Business

[REDACTED] - Scottish Parliament

phone - **[REDACTED]**

mobile - **[REDACTED]**

From: **[REDACTED]**

Sent: 18 February 2015 14:45

To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy;
Minister for Parliamentary Business; Director HRCS

Cc: **[REDACTED]** Permanent Secretary; DG Strategy and External Affairs; Richards N
(Nicola); Bird L (Lisa)

Subject: Official Sensitive - SPAD Appointment

Dear all

APPOINTMENT OF NEW SPECIAL ADVISERS

Grateful if you could consider the attached minute seeking the Committee's agreement to the appointment of two new SPADs.

<< File: SPAD - Note to Rem Com - 18 Feb 2015.doc >>

Many thanks

[REDACTED]

Senior Staff Team

[REDACTED]

Sent by **[REDACTED]** on behalf of **[REDACTED]**

From: **[REDACTED]**

Sent: 19 February 2015 16:04

To: **[REDACTED]**

Subject: FW: Official Sensitive - SPAD Appointment

[REDACTED]

For info and file pse.

[REDACTED]

From: [REDACTED] **On Behalf Of** Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy
Sent: 19 February 2015 16:03
To: [REDACTED] Director HRCS; Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for Parliamentary Business
Cc: [REDACTED] Permanent Secretary; DG Strategy and External Affairs; Richards N (Nicola); Bird L (Lisa)
Subject: RE: Official Sensitive - SPAD Appointment

[REDACTED]

DFM is content for his interests.

[REDACTED]

[REDACTED] | Private Secretary to John Swinney MSP | Deputy First Minister of Scotland and Cabinet Secretary for Finance, Constitution and the Economy | 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.

From: Allison B (Barbara) **On Behalf Of** Director HRCS
Sent: 18 February 2015 18:16
To: [REDACTED] Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for Parliamentary Business; Director HRCS
Cc: [REDACTED] Permanent Secretary; DG Strategy and External Affairs; Richards N (Nicola); Bird L (Lisa)
Subject: RE: Official Sensitive - SPAD Appointment

[REDACTED]

Subject to the views of the DFM and the Minister for Parliamentary Business, I am content for my interests.

Barbara
DIRECTOR OF PEOPLE

From: [REDACTED]
Sent: 18 February 2015 14:45
To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for

Parliamentary Business; Director HRCS

Cc: [REDACTED] Permanent Secretary; DG Strategy and External Affairs; Richards N (Nicola); Bird L (Lisa)

Subject: Official Sensitive - SPAD Appointment

Dear all

APPOINTMENT OF NEW SPECIAL ADVISERS

Grateful if you could consider the attached minute seeking the Committee's agreement to the appointment of two new SPADs.

<< File: SPAD - Note to Rem Com - 18 Feb 2015.doc >>

Many thanks

[REDACTED]

Senior Staff Team

[REDACTED]

Sent by [REDACTED] on behalf of [REDACTED]

From: [REDACTED]

Sent: 18 February 2015 16:44

To: [REDACTED]

Subject: FW: Official Sensitive - SPAD Appointment

[REDACTED]

For file – pse B/F for responses.

[REDACTED]

From: [REDACTED]

Sent: 18 February 2015 14:45

To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy; Minister for Parliamentary Business; Director HRCS

Cc: [REDACTED]

Permanent Secretary; DG Strategy and External Affairs; Richards N (Nicola); Bird L (Lisa)

Subject: Official Sensitive - SPAD Appointment

Dear all

APPOINTMENT OF NEW SPECIAL ADVISERS

Grateful if you could consider the attached minute seeking the Committee's agreement to the appointment of two new SPADs.

[ATTACHMENT REDACTED]

Many thanks

[REDACTED]

Senior Staff Team

[REDACTED]

Sent by **[REDACTED]** on behalf of **[REDACTED]**

From: **[REDACTED]**

Sent: 13 January 2015 16:40

To: Lloyd E (Elizabeth)

Cc: **[REDACTED]**

Subject: PERSONAL - salary increase

Importance: High

Sensitivity: Private

Dear Liz

Attaching a letter to confirm your appointment as Special Adviser Chief of Staff from 12 January 2015.

Kind regards

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]

PERSONAL – BY E-MAIL

Liz Lloyd
Special Adviser Chief of Staff
[REDACTED]
St Andrew's House



13 January 2015

Dear Liz

I am writing to let you know that the Special Adviser Remuneration Committee chaired by the Deputy First Minister and Cabinet Secretary for Finance, Constitution and Economy has approved the First Minister's proposal to appoint you as her Special Adviser Chief of Staff.

Decision

The Committee has confirmed your new role as Chief of Staff from [REDACTED] with additional management responsibilities for the team. The post is graded in [REDACTED] and your salary on appointment increases to [REDACTED]. Arrangements will be made for you to receive the increase with your end January salary.

I hope this is all clear but if you have any question please let me know.

Yours sincerely

[REDACTED]

[REDACTED]
Senior Staff HR Team

Saughton House, Broomhouse Drive, Edinburgh EH11 3XD
www.scotland.gov.uk



From: Allison B (Barbara) **On Behalf Of** Director Communications, Ministerial Support & Facilities
Sent: 12 January 2015 19:02
To: [REDACTED] zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities
Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Griffin J (Joe);
Subject: RE: OFFICIAL SENSITIVE - Note to SPAD Remuneration Committee - Appointment of SPAD Chief of Staff - response required by close on 12 January.

[REDACTED]

Thanks for this submission.

I am content to approve.

Barbara

BARBARA ALLISON,
Director of People
Scottish Government.
Tel: [REDACTED]

In 2014 Scotland Welcomes the World
To find out more click here



From: [REDACTED]
Sent: 12 January 2015 09:23
To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and the Economy; Minister for Parliamentary Business; Director HRCS
Cc: [REDACTED] Permanent Secretary; DG Strategy and External Affairs; Griffin J (Joe)
Subject: OFFICIAL SENSITIVE - Note to SPAD Remuneration Committee - Appointment of SPAD Chief of Staff - response required by close on 12 January.
Importance: High

OFFICIAL - SENSITIVE

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy
Minister for Parliamentary Business
Director of People

Copy: Permanent Secretary
DG Strategy & External Affairs
Joe Griffin, PPS/FM
[REDACTED], PS/Special Adviser Office

APPOINTMENT OF SPECIAL ADVISER CHIEF OF STAFF

Please see attached submission from [REDACTED], Senior Staff Team. Your responses are requested as members of the SPAD Remuneration Committee by close of play today – 12 January.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED] **On Behalf Of** zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016

Sent: 12 January 2015 16:25

To: [REDACTED] zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Griffin J (Joe)

Subject: RE: OFFICIAL SENSITIVE - Note to SPAD Remuneration Committee - Appointment of SPAD Chief of Staff - response required by close on 12 January.

[REDACTED]

The Deputy First Minister is content with the appointment of, and proposed remuneration for, Liz Lloyd as Chief of Staff, as outlined in your submission.

Best regards

[REDACTED]

[REDACTED] | Private Secretary (Depute) to John Swinney MSP | Deputy First Minister of Scotland

Scottish Government | [St Andrew's House](#) | [Edinburgh](#) | [EH1 3DG](#)

Phone [REDACTED] | Mobile [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.

From: [REDACTED]

Sent: 12 January 2015 09:23

To: Deputy First Minister and Cabinet Secretary for Finance, Constitution and the Economy; Minister for Parliamentary Business; Director HRCS

Cc: [REDACTED] Permanent Secretary; DG Strategy and External Affairs; Griffin J (Joe)

Subject: OFFICIAL SENSITIVE - Note to SPAD Remuneration Committee - Appointment of SPAD Chief of Staff - response required by close on 12 January.

Importance: High

OFFICIAL - SENSITIVE

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy
Minister for Parliamentary Business
Director of People

Copy: Permanent Secretary
DG Strategy & External Affairs
Joe Griffin, PPS/FM
[REDACTED], PS/Special Adviser Office

APPOINTMENT OF SPECIAL ADVISER CHIEF OF STAFF

Please see attached submission from [REDACTED], Senior Staff Team. Your responses are requested as members of the SPAD Remuneration Committee by close of play today – 12 January.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED]

Sent: 12 January 2015 09:23

To: zzzDeputy First Minister and Cabinet Secretary for Finance, Constitution and Economy 2011 to 2016; zzzMinister for Parliamentary Business 2012 to 2016; Director Communications, Ministerial Support & Facilities

Cc: [REDACTED] Permanent Secretary; DG Constitution and External Affairs; Griffin J (Joe)

Subject: OFFICIAL SENSITIVE - Note to SPAD Remuneration Committee - Appointment of SPAD Chief of Staff - response required by close on 12 January.

Importance: High

OFFICIAL - SENSITIVE

Deputy First Minister and Cabinet Secretary for Finance, Constitution & Economy

Minister for Parliamentary Business
Director of People

Copy: Permanent Secretary
DG Strategy & External Affairs
Joe Griffin, PPS/FM
[REDACTED], PS/Special Adviser Office

APPOINTMENT OF SPECIAL ADVISER CHIEF OF STAFF

Please see attached submission from [REDACTED], Senior Staff Team. Your responses are requested as members of the SPAD Remuneration Committee by close of play today – 12 January.

[ATTACHMENT REDACTED]

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

From: [REDACTED]

Sent: 06 January 2015 18:44

To: [REDACTED] DL Cabinet Secretaries; DL Ministers; DL SPADS; All MPO Division Staff; COMMS : News; Permanent Secretary; DG Economy; DG Organisational Development & Operations; DG Scottish Exchequer Mailbox; DG Health & Social Care; DG Education, Communities & Justice; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Wilson D (David) (Comms/PO); Thomson KAL (Ken)

Subject: Change to SpAd Responsibilities

Dear all

Please be aware that due to current workload pressures it has been agreed with the First Minister that Colin McAllister will take on responsibility for the Culture, Europe & External Affairs Portfolio for the foreseeable future. Malcolm Fleming will retain responsibility for the Rural Affairs, Food and the Environment portfolio and for advice on Energy.

All other Special Advisers' responsibilities remain unchanged.

A revised table of responsibilities is attached.

[REDACTED]

Private Secretary
Special Advisers' Office
Tel **[REDACTED]**
Mobile **[REDACTED]**

Special Adviser Responsibilities – January 2015

Name	Role
Noel Dolan	Senior Special Adviser to the First Minister Special Adviser for Social Justice, Communities & Pensioners' Rights
Stuart Nicolson	Head of Communications Senior Political Spokesperson
Liz Lloyd	Senior Special Adviser to the Deputy First Minister & Cabinet Secretary for Finance, Constitution & Economy Special Adviser for Social Justice, Communities & Pensioners' Rights
Colin McAllister	Head of Policy Special Adviser for Education & Lifelong Learning Special Adviser for Fair Work, Skills & Training Special Adviser for Culture, Europe & External Affairs
Campbell Gunn	Senior Special Adviser & Political Spokesperson
Alexander Anderson	Special Adviser for Infrastructure, Investment and the Cities First Minister's diary support
Malcolm Fleming	Special Adviser for Rural Affairs, Food & Environment Special Adviser for Energy
John MacInnes	Political Research lead Support for First Minister's Questions Support to Communications Special Advisers
Davie Hutchison	Special Adviser for Health, Wellbeing & Sport FoI Legislation lead
Ross Ingebrigtsen	Communications Special Adviser
John McFarlane	Special Adviser for Justice Parliamentary Business

From: [REDACTED]

Sent: 28 November 2014 14:32

To: [REDACTED] DL Cabinet Secretaries; DL Ministers; DL SPADS; All MPO Division Staff; COMMS : News; Permanent Secretary; DG Economy; DG Scottish Exchequer Mailbox; DG Health & Social Care; DG Education, Communities & Justice; DG Constitution and External Affairs; Director Communications, Ministerial Support & Facilities; Wilson D (David) (Comms/PO); Thomson KAL (Ken)
Subject: Changes to Special Advisers' Responsibilities

Dear all

Following the recent Cabinet changes and Special Adviser departures it has been agreed with the First Minister that some interim changes should be made to the allocation of SpAd responsibilities pending a more long term decision on structures and responsibilities in due course.

- Davie Hutchison's responsibilities will be adjusted to remove the non-health elements (broadcasting and equalities). Davie will now focus solely on Health, Well-being and Sport.
- Alexander Anderson will take on responsibility for the Infrastructure, Investment and Cities portfolio and will continue to have a role in FM diary issues.
- In addition to their roles supporting the FM and DFM respectively, Liz Lloyd and Noel Dolan will divide the new Social Justice, Communities and Pensioners' Rights portfolio broadly along the lines of previous responsibilities. Further details to follow on this breakdown.
- In addition to his existing responsibilities, Colin McAllister will take on responsibility for Fair Work, Skills and Training, including those elements previously covered by Liz Lloyd.
- In addition to his existing responsibilities, Malcolm Fleming will take on responsibility for Culture, Europe and External Affairs.

The table below summarises the full allocation of the responsibilities of the Special Adviser team, Saltire will be updated shortly.

Portfolio	Special Adviser
First Minister	Noel Dolan
Deputy First Minister & Cabinet Secretary for Finance, Constitution and Economy	Liz Lloyd
Cabinet Secretary for Infrastructure, Investment and Cities	Alexander Anderson
Cabinet Secretary for Fair Work, Skills and Training	Colin McAllister
Cabinet Secretary for Education and Lifelong Learning	Colin McAllister

Cabinet Secretary for Health, Wellbeing and Sport	David Hutchison
Cabinet Secretary for Social Justice, Communities and Pensioners' Rights	Noel Dolan Liz Lloyd
Cabinet Secretary for Justice	John McFarlane
Cabinet Secretary for Rural Affairs, Food and Environment	Malcolm Fleming
Cabinet Secretary for Culture, Europe and External Affairs	Malcolm Fleming
Parliamentary Business	John McFarlane
Political Research	John MacInnes
Communications	
Head of Communications & Senior Political Spokesperson	Stuart Nicolson
Political Spokesperson	Campbell Gunn
Communications Adviser	Ross Ingebrigtsen

I would be grateful if DG offices could cascade please.

If you have any queries please give me a call.

[REDACTED]

Private Secretary
Special Advisers' Office
Tel **[REDACTED]**
Mobile **[REDACTED]**

Please note information re. Special Advisers Office

From: MacInnes J (John)
Sent: 18 November 2014 13:02
To: **[REDACTED]**
Subject: RE: PERSONAL - Re-appointment as a Special Adviser
Sensitivity: Private

Hi **[REDACTED]**

Please find attached a signed letter as per instructions below.

Regards
John

From: [REDACTED]

Sent: 18 November 2014 12:22

To: MacInnes J (John)

Subject: PERSONAL - Re-appointment as a Special Adviser

Importance: High

Sensitivity: Private

John

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]

PERSONAL – BY E-MAIL

John MacInnes
Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear John

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:22
To: Nicolson S (Stuart) Special Adviser
Subject: PERSONAL - Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

Stuart

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]

E: [REDACTED]

PERSONAL – BY E-MAIL

Stuart Nicolson
Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear Stuart

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:21
To: Dolan N (Noel)
Subject: PERSONAL - Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

Noel

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]

PERSONAL – BY E-MAIL

Noel Dolan
Senior Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear Noel

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:21
To: Fleming M (Malcolm)
Subject: PERSONAL - Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

Malcolm

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]

PERSONAL – BY E-MAIL
Malcolm Fleming
Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear Maclolm

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:21
To: Gunn C (Campbell)
Subject: PERSONAL- Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

Campbell

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]

PERSONAL – BY E-MAIL
Campbell Gunn
Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear Campbell

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:22
To: Hutchison D (David)
Subject: PERSONAL - Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

Davie

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]

PERSONAL – BY E-MAIL

David Hutchison
Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear David

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:22
To: Ingebrigtsen R (Ross)
Subject: PERSONAL - Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

Ross

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]



PERSONAL – BY E-MAIL

Ross Ingebrigtsen
Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear Ross

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:22
To: Lloyd E (Elizabeth)
Subject: PERSONAL - Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

Liz

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | **Saughton House** | **Broomhouse Drive** | **Edinburgh** | **EH11 3XD**

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]



PERSONAL – BY E-MAIL

Liz Lloyd
Senior Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear Liz

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:22
To: McAllister C (Colin)
Subject: PERSONAL - Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

Colin

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | **Saughton House** | **Broomhouse Drive** | **Edinburgh** | **EH11 3XD**

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]



PERSONAL – BY E-MAIL

Colin McAllister
Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear Colin

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:22
To: McFarlane J (John)
Subject: PERSONAL - Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

John

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]



PERSONAL – BY E-MAIL

John McFarlane
Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear John

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date

From: [REDACTED]
Sent: 18 November 2014 12:21
To: Anderson A (Alexander)
Subject: PERSONAL - Re-appointment as a Special Adviser
Importance: High
Sensitivity: Private

Alexander

Please see attached letter confirming your re-appointment as a Special Adviser to the new First Minister from 20 November 2014. If you are content to accept the appointment please sign the letter and send a signed copy back to me by Friday 28 November.

Many thanks

[REDACTED]

[REDACTED] | **Senior Staff Team** | **Scottish Government**

[REDACTED] | [Saughton House](#) | [Broomhouse Drive](#) | [Edinburgh](#) | [EH11 3XD](#)

[REDACTED]

People Directorate
People Development

T: [REDACTED]
E: [REDACTED]

PERSONAL – BY E-MAIL

Alexander Anderson
Special Adviser
[REDACTED]
St Andrew's House



18 November 2014

Dear Alexander

As you know the First Minister Alex Salmond has announced that he will resign from office on 19 November 2014. Under the terms of paragraph 14b(i) of the Special Adviser contract your appointment terminates automatically when the First Minister ceases to hold office on 19 November 2014. However as the incoming First Minister has already indicated that she wishes to retain you as a member of the Special Adviser team you will be re-appointed immediately on 20 November 2014.

This letter is to confirm that you have been selected for appointment by the First Minister, with effect from 20 November 2014 as a Special Adviser. [REDACTED]

This letter constitutes a new appointment as a Special Adviser and should be kept with the contract which you previously signed on [REDACTED]. Please sign a copy of this letter acknowledging that you accept the terms of this appointment and return it to me.

If, following discussion with the new First Minister and if necessary the Special Adviser Remuneration Committee, there are any changes to your role and responsibilities these will be discussed with you and confirmed in writing in due course.

I hope all of the above is clear but if you have any questions please do not hesitate to contact me.

Yours sincerely

[REDACTED]

Senior Staff Team

.....

I accept the terms of this appointment as a Special Adviser from 20 November 2014.

Signed

Date