

23 August 2018

Meeting between David Ritchie (then Deputy Director, Energy Industries Division) and with ExxonMobil at the Mossmorran plant.

Agenda:

10.00 am Arrive onsite
10.00 – 10.15 Welcome and coffee
10.15 – 11.30 Presentation On FEP and Discussions
11.30 – 12.00 Lunch
12.00 – 12.45 Control Room / Beverkae Roof visit for site overview
12.45– 1.00pm Wrap up

From: [redacted s.38(1)(b)]

Sent: 28 February 2019 11:59

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>

Cc: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; [redacted s.38(1)(b)]@bigpartnership.co.uk

Subject: RE: Mosmorran

[redacted s.38(1)(b)]

1pm on March 15th is fine for me, I look forward to speaking to you then.

Thanks

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>

Sent: 26 February 2019 08:19

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>

Cc: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; [redacted s.38(1)(b)]@bigpartnership.co.uk

Subject: RE: Mosmorran

[redacted s.38(1)(b)],

Thanks for your note. I'm afraid March 14th is no longer possible this end – how would March 15th at say 1 o'clock suit? Please confirm as soon as convenient and I will do a meeting notice.

Many thanks,

[redacted s.38(1)(b)]

ExxonMobil - Public and Government Affairs

Esso UK Ltd (on behalf of Esso Petroleum Company, Limited)

Ermyn House

Ermyn Way

Leatherhead

Surrey

KT22 8UX

Registered in England and Wales, Company no. 1589650

Tel (lync): [redacted s.38(1)(b)]

Mob: [redacted s.38(1)(b)]

[redacted s.38(1)(b)]@exxonmobil.com

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Tel: [redacted s.38(1)(b)]

Blackberry: [redacted s.38(1)(b)]

Email: [redacted s.38(1)(b)]@gov.scot

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>

Sent: 21 February 2019 11:36

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>

Cc: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@bigpartnership.co.uk>

Subject: RE: Mosmorran

Dear [redacted s.38(1)(b)],

[redacted s.38(1)(b)] passed on your contact details and email below; I am [redacted s.38(1)(b)] for ExxonMobil in the UK.

We have instituted an internal Brexit planning and preparation exercise across all aspects of our business interests in the UK and the rest of Europe; my colleague [redacted s.38(1)(b)] leads on this for all our chemical interests including the Fife Ethylene Plant. We would be happy to offer a verbal (phone) briefing on this – would this be of interest to you and how would Thursday March 14th at 10am UK time suit for an hour or so? Do let me know if this would suit you.

Many thanks,

[redacted s.38(1)(b)]

[redacted s.38(1)(b)]

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Mob: [redacted s.38(1)(b)]

[redacted s.38(1)(b)]@exxonmobil.com

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See our latest videos on [ExxonMobil's YouTube Channel](#)

Read [ExxonMobil Perspectives](#) for our company's views on the issues, policies, technologies and trends that are shaping the energy industry

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]

Sent: 25 February 2019 15:22

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>

Cc: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; [redacted s.38(1)(b)]@bigpartnership.co.uk

Subject: RE: Mosmorran

[redacted s.38(1)(b)],

Thank you for getting in touch.

A call would be very helpful, and Thursday March 14th at 10am is fine for me.

I can be reached at the number below. If you need me to set up a conference call, please let me know.

Thanks

[redacted s.38(1)(b)]

Energy Industries
Scottish Government

From: [redacted s.38(1)(b), [redacted s.38(1)(b)]@gov.scot> **On Behalf Of** DECC Energy Intensive Industries

Sent: 15 April 2019 15:47

To: [redacted s.38(1)(b)]@exxonmobil.com' <[redacted s.38(1)(b)]@exxonmobil.com>

Subject: Scottish Government - Workshop: Decarbonising Scotland's Industrial Sectors and Sites

Dear [redacted s.38(1)(b)],

Ahead of our workshop, on 30th April: 'Decarbonising Scotland's Industrial Sectors and Sites, please find attached a letter of invitation.

We are very much looking forward to the event and hope that you can attend.

Kind Regards,

The Industrial Decarbonisation Team
Scottish Government



[EII Workshop Invite attached to FOI response separately] - [redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]< [redacted s.38(1)(b)]@exxonmobil.com>

Sent: 01 May 2019 09:16

To: [redacted s.38(1)(b)]< [redacted s.38(1)(b)]@gov.scot>

Subject: ExxonMobil

Morning [redacted s.38(1)(b)],

I wanted to write personally and advise you that we have now submitted our Best Available Techniques (BAT) report to SEPA.

This sets out a programme of technological and process actions to further reduce the frequency of high-volume elevated flaring at the Fife Ethylene Plant (FEP).

I am sure you will appreciate the significance of this work, which we have been developing for the past year, and hope it underlines both our understanding of the impact that flaring has on local communities, and our commitment to reduce events.

Following best practice guidance from independent consultants AECOM and RMP Acoustics, the proposals exceed specifications in UK legislation and include an enhanced elevated flare design; training improvements; and the introduction of new processes and technologies.

In addition, options will be evaluated to increase the capacity of, and access to, ground level flares that have the potential to minimise community impact.

We are now seeking a meeting with SEPA to review and agree the report, and associated implementation plan and timescales - it is anticipated that a programme of improvements will be implemented over a five year period.

Incidents of unplanned elevated flaring at the plant are very rare, representing just 2% of our entire operational time in the past ten years and with no increase in either frequency or volume, but when elevated flaring occurs, we absolutely understand its impact on communities.

That is why we are taking the right and responsible steps to further minimise both the frequency and impact of events, and the BAT report provides a clear pathway to achieve this.

I am very keen to meet to discuss both the report and other key issues relating to the plant, so will be in touch to see if we can identify a date.

Regards

[redacted s.38(1)(b)]

[redacted s.38(1)(b)]
[redacted s.38(1)(b)]

ExxonMobil Chemical

Fife Ethylene Plant, Beverkae House, Mossmorran, Cowdenbeath
Fife, Scotland, KY4 8EP
Office: +44-(0)1383 516 826
Cell: +44-(0) [redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]

Sent: 02 May 2019 09:33

To: [redacted s.38(1)(b)]<[redacted s.38(1)(b)]<@exxonmobil.com>

Cc: [redacted s.38(1)(b)]@gov.scot

Subject: RE: ExxonMobil

Morning [redacted s.38(1)(b)],

Thanks for this information.

I hope you don't mind, but I have also passed it on to my colleagues within the Environment and Forestry Directorate, who lead on SEPA sponsorship and the response to environmental issues.

We'd be keen to set something up to discuss your plans, and also invite the leads from that team along too if that's ok.

I'm on leave next week, but if you want to suggest some dates in the second half of May/early June, then we can get something in the diary.

Happy to host in our Edinburgh offices if that also suits.

Regards

[redacted s.38(1)(b)]

[redacted s.38(1)(b)]
Energy Industries
Scottish Government

Tel: [redacted s.38(1)(b)]
Blackberry: [redacted s.38(1)(b)]
Email: [redacted s.38(1)(b)]@gov.scot

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 13 May 2019 08:46
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Cc: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: ExxonMobil

Hi [redacted s.38(1)(b)]

Hope you had a good break. I would be very keen to meet with yourself and Environment Colleagues.

I am away on business this week, but next week and the week after we will move diaries to accommodate - I would be looking to bring another senior colleague along too. The only days we can't do is morning of 20th and all day 21st May.

If you want to suggest what works for you we can then formalise.

Thanks

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]
Sent: 14 May 2019 13:39
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Cc: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: ExxonMobil

Hi [redacted s.38(1)(b)],

I had a very enjoyable break, thanks.

How does the 30th May suit, between 1:00 and 2:30pm? It would be at our Victoria Quay offices in Leith.

Regards

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 17 May 2019 12:37
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>; [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: ExxonMobil - Public Meeting

[redacted s.38(1)(b)], [redacted s.38(1)(b)]

You will be aware of a public meeting this evening, coordinated by the Mossmorran Action Group. The Group has contacted the First Minister's Office to seek Ministerial attendance –the FM has responded to decline.

I wanted to share with you ExxonMobil's position.

Representatives from the Fife Ethylene Plant (FEP) will not be attending the meeting. This is due to the unavailability of senior plant managers and because we do not believe that this particular meeting will provide an opportunity for fair, constructive and informed discussion.

We have, however, made repeated offers to MAG to join community representatives for a question and answer session on-site with our Senior Management Team in the near future (MAG has so far chosen not to accept).

Our intent is to give stakeholders an informed and factual insight into our plant operations and foster constructive discussion that focuses on the issues that directly matter to those living in communities local to FEP. Such a meeting would also allow us to share our Best Available Techniques Report which outlines a multi-million pound programme of improvements that we are planning to further minimise instances and impact of unplanned flaring – underlining our commitment to taking right and responsible action.

We also remain active and committed participants in Fife Council's formally recognised community fora, the Independent Air Quality Monitoring Group and Safety Liaison Committee, and continue to support efforts to improve the effectiveness of these organisations.

Furthermore, we will again reach out to members of the local community with invitations to visit FEP themselves to allow us to address concerns directly and build mutual understanding and trust.

As our offer to host a meeting may not have been conveyed further, we will shortly issue formal invitations directly to MAG and elected representatives and hope they will join us in the coming weeks.

Please let me know if I can provide any further information.

Best

[redacted s.38(1)(b)]

[redacted s.38(1)(b)]
[redacted s.38(1)(b)]

ExxonMobil Chemical

Fife Ethylene Plant, Beverkae House, Mossmorran, Cowdenbeath
Fife, Scotland, KY4 8EP
Office: +44-(0)1383 516 826
Cell: [redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]

Sent: 20 May 2019 09:51

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; Andrew.Hogg@gov.scot

Subject: RE: ExxonMobil - Public Meeting

[redacted s.38(1)(b)],

Thanks for the information with regard to the public meeting.

It would be helpful if you could also include our colleagues who lead on environmental and regulatory issues in any future updates too. I have copied their emails addresses below.

Kind regards

[redacted s.38(1)(b)]

[redacted s.38(1)(b)]@gov.scot

[redacted s.38(1)(b)]@gov.scot

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>

Date: Tuesday, 21 May 2019, 8:51 am

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>, [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>

Subject: RE: ExxonMobil - Public Meeting

Thanks, [redacted s.38(1)(b)]

Will do.

Can we also confirm our meeting for 30th May at Victoria Quay?

It will be myself and our Environmental Lead that come along.

We are keen to discuss the facts around emissions, flaring and plant reliability / maintenance, as well as explore the positive role we can play in SG's Energy Vision.

Does that sit ok with yourselves? Are there specific areas you would want to cover too?

Best

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>

Sent: 21 May 2019 08:53

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>; [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>

Subject: RE: ExxonMobil - Public Meeting

[redacted s.38(1)(b)],

Yes, we have the date in our diaries.

Happy with the suggested agenda too.

If you could let me know your colleagues name, just for our security department.

Look forward to seeing you next week.

Regards

[redacted s.38(1)(b)]

Sent with BlackBerry Work
(www.blackberry.com)

From: [redacted s.38(1)(b)]@gov.scot [redacted s.38(1)(b)]@gov.scot

Sent: 30 May 2019 14:54

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>

Cc: [redacted s.38(1)(b)]@gov.scot; [redacted s.38(1)(b)]@gov.scot

Subject: Contact Details

[redacted s.38(1)(b)],

Thanks to you and Gillian for coming in today. It was a useful discussion and helpful to make the right links across the various teams.

I have copied [redacted s.38(1)(b)] and [redacted s.38(1)(b)] into this email, please send on any information that would be useful to them too.

I'll come back to you separately on dates for a discussion on the energy transition.

Regards

[redacted s.38(1)(b)]

[redacted s.38(1)(b)]

Energy Industries
Scottish Government

Tel: [redacted s.38(1)(b)]

Blackberry: [redacted s.38(1)(b)]

Email: [redacted s.38(1)(b)]@gov.scot

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 31 May 2019 09:11
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Cc: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot> [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: Contact Details

Thanks to everyone for your time yesterday.

I am glad we have now established contact, and please be assured that we are moving as quick as possible to address the needs of our local communities.

As promised, I have attached:

- An overview of our Communications and Engagement actions – based around political stakeholders who have been active around flaring.
- Some additional background on the plant – economic contribution etc.
- An overview of our BAT submission ([redacted s.38(1)(b)], we will also send you a separate email on BAT actions)
- An example of our invite to the Community Representatives Meeting at FEP (thus far, only one MSP has accepted)

I will also keep you fully updated on developments at our end.

Please let me know if I can provide anything further at this stage.

Regards

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 22 August 2019 12:48
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: ExxonMobil Update

Hi [redacted s.38(1)(b)],

Hope you had a good break. We contacted Andy Hogg yesterday ([redacted s.38(1)(b)] at Big Partnership) to see if we could arrange a discussion, with a view to meeting Mr Wheelhouse.

There are some key actions that we are taking that we believe will be of interest to the Minister.

I imagine you may be busy around PFG work, but any help to get a meeting would be appreciated.

Best

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]
Sent: 26 August 2019 18:08
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Cc: [redacted s.38(1)(b)]@bigpartnership.co.uk
Subject: RE: ExxonMobil Update

Hi [redacted s.38(1)(b)],

Thanks, was good to get a bit of time away from the office.

I have spoken to Andy, and suggested we set up a call to discuss.

Do you and [redacted s.38(1)(b)] (copied) have any availability tomorrow at 16:30 for a teleconference?

Thanks

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 27 August 2019 13:44
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: ExxonMobil Update

Hi [redacted s.38(1)(b)],

Sorry for delay in responding. We are struggling for today.

Would you and Andy be free for a call instead tomorrow?

Thanks

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]
Sent: 27 August 2019 17:09
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Subject: RE: ExxonMobil Update

Hi [redacted s.38(1)(b)],

How does 5pm tomorrow suit? Apologies it is so late in the day, but diaries are a bit challenging this week.

Thanks

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 28 August 2019 08:14
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: ExxonMobil Update

Hi [redacted s.38(1)(b)]

5pm works for us. Will I send a diary invite with a dial in number?

Regards

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Sent: 28 August 2019 08:17
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Subject: RE: ExxonMobil Update

Morning,

Great, I've just sent dial in details.

Thanks

[redacted s.38(1)(b)]

[Briefing for 12 September Meeting attached to FOI response separately]

[Note of 12 September Meeting attached to FOI response separately]

[Briefing for 5 November meeting with Meeting attached to FOI response]

From: [redacted s.38(1)(b)]@gov.scot
Sent: 01 October 2019 11:24
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Cc: [redacted s.38(1)(b)]@gov.scot
Subject: RE: Meeting with Mr Hepburn

Hi [redacted s.38(1)(b)]

Sorry for the delay in getting back to you. Unfortunately, the 8th October timing isn't now suitable for the Minister.

Mr Hepburn could have the meeting on Tuesday 5th November at 4-4.45 p.m. Would that be suitable for you & Jacob?

Kind regards

[redacted s.38(1)(b)]
Policy Officer
Scottish Government
Fair Work & Labour Market Strategy Division
Workforce Equality Team
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel.: [redacted s.38(1)(b)]

To find out more about Employability in Scotland visit www.employabilityinScotland.com or follow us on twitter @ETPLN

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 24 September 2019 08:58
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: Meeting with Mr Hepburn UPDATE

Hi [redacted s.38(1)(b)],

Unfortunately the 1st doesn't work for us. Is the 8th at 4pm still available as both Jacob and I are free.

Thanks

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]

Sent: 19 September 2019 14:30

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>

Cc: [redacted s.38(1)(b)]@gov.scot

Subject: RE: Meeting with Mr Hepburn

Hi [redacted s.38(1)(b)],

Apologies for a further update. Mr Hepburn's office have just informed me that the meeting can take place on Tuesday 1st October at 3 – 3.45 p.m.

Would that timing be suitable for yourself and Jacob?

Thanks

[redacted s.38(1)(b)]

Policy Officer

Scottish Government

Fair Work & Labour Market Strategy Division

Workforce Equality Team

5 Atlantic Quay

150 Broomielaw

Glasgow

G2 8LU

Tel.: [redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]

Sent: 19 September 2019 10:55

To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>

Cc: [redacted s.38(1)(b)]@gov.scot

Subject: RE: Meeting with Mr Hepburn

Hi [redacted s.38(1)(b)]

I hope you are well. There has been a change in Mr Hepburn's diary due to Parliamentary business on 25th September, so the meeting can't go ahead that day.

Would you and Jacob be able to meet with Mr Hepburn on Tuesday 8th October from 4 - 4.45 p.m.?

My apologies for any inconvenience caused.

Kind regards

[redacted s.38(1)(b)]

Policy Officer

Scottish Government

Fair Work & Labour Market Strategy Division

Workforce Equality Team

5 Atlantic Quay

150 Broomielaw

Glasgow

G2 8LU

Tel.: [redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]
Sent: 05 September 2019 10:43
To: [redacted s.38(1)(b)]<[redacted s.38(1)(b)]@exxonmobil.com>
Cc: [redacted s.38(1)(b)]@gov.scot
Subject: RE: Meeting with Mr Hepburn

Hi [redacted s.38(1)(b)],

Thanks for confirming and I've notified Mr Hepburn's private office.

And the background briefing on your MA programme and STEM work would be very helpful.

Kind regards

[redacted s.38(1)(b)]

Policy Officer
Scottish Government
Fair Work & Labour Market Strategy Division
Workforce Equality Team
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel.: [redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]<[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 05 September 2019 08:41
To: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]
Cc: [redacted s.38(1)(b)]@gov.scot
Subject: RE: Meeting with Mr Hepburn

Hi [redacted s.38(1)(b)],

Many thanks and this works for us. We have added it to our diaries.

I will also shortly get over to you the additional background briefing you requested.

Best

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]
Sent: 03 September 2019 11:04
To: [redacted s.38(1)(b)]<[redacted s.38(1)(b)]@exxonmobil.com>
Cc: [redacted s.38(1)(b)]@gov.scot
Subject: RE: Meeting with Mr Hepburn

Hi [redacted s.38(1)(b)]

Mr Hepburn's office has notified me that he could meet with you and Jacob on Wednesday 25th September at 11 – 11.45 a.m. It's the only time that Mr Hepburn is available for a meeting in the next few weeks.

Would that date be suitable for you both?

Thanks

[redacted s.38(1)(b)]

Policy Officer
Scottish Government
Fair Work & Labour Market Strategy Division
Workforce Equality Team
5 Atlantic Quay
150 Broomielaw
Glasgow

G2 8LU

Tel.: [redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto: [redacted s.38(1)(b)]@gov.scot]
Sent: 30 August 2019 14:41
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Cc: [redacted s.38(1)(b)]@gov.scot
Subject: RE: Meeting with Mr Hepburn

Hi [redacted s.38(1)(b)]

Thanks for letting me know.

I've asked Mr Hepburn's Private Secretary if he would be able to have the meeting during w/c 16th September. I'll let you know as soon as I hear back.

Kind regards

[redacted s.38(1)(b)]

Policy Officer
Scottish Government
Fair Work & Labour Market Strategy Division
Workforce Equality Team
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel.: [redacted s.38(1)(b)]

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 30 August 2019 13:41
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Cc: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: Meeting with Mr Hepburn

Hi [redacted s.38(1)(b)]

No problem at all.

Unfortunately, I am in Brussels on the 10th.

Does Mr Hepburn have any availability the following week?

Thanks

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto: [redacted s.38(1)(b)]@gov.scot]
Sent: 29 August 2019 11:52
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Cc: [redacted s.38(1)(b)]
Subject: Meeting with Mr Hepburn
Importance: High

Good morning [redacted s.38(1)(b)]

Due to unforeseen changes in Mr Hepburn's diary next week, the meeting with yourself and Jacob will need to be changed to Tuesday 10th September from 2.30-3.15 p.m.

Could you let me know, at your earliest convenience, if this timing will be suitable for you both? The meeting will still take place in the Parliament.

My apologies for any inconvenience caused.

Kind regards

Thanks

[redacted s.38(1)(b)]
Policy Officer
Scottish Government
Fair Work & Labour Market Strategy Division
Workforce Equality Team
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel.: [redacted s.38(1)(b)]

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Sent:
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Subject: RE: Meeting with Jamie Hepburn MSP

Good morning [redacted s.38(1)(b)]

Thanks for giving me more details about your meeting with Mr Hepburn and the biographies of yourself and Mr McAlister.

That's right – report to the Parliament's reception when you arrive and they will arrange for one of the Minister's private office staff to meet you both and take you to his room.

Would you be able to provide me with some background on ExxonMobil Chemical's efforts to attract more women into engineering and science, your modern apprenticeship programme, and the wider contribution the company makes to skilled employment in Fife and Scotland? It could just be some summary background on this work which I could include in Mr Hepburn's briefing. I've seen a copy of your gender pay gap report which was very useful.

Mr Hepburn will be happy to discuss the other points that you mention.

Thanks again for your help on the arrangements for the meeting.

Kind regards

[redacted s.38(1)(b)]
Policy Officer
Scottish Government
Fair Work & Labour Market Strategy Division
Workforce Equality Team
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel.: [redacted s.38(1)(b)]

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From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 23 August 2019 10:44
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: Meeting with Jamie Hepburn MSP

Good morning, [redacted s.38(1)(b)]

Sorry for delay in responding.

It will be myself and our Plant Manager, Jacob McAlister, coming to meet Mr Hepburn – I've attached short biogs for us both.

In addition to our Gender Pay Report, we would be keen to talk to Mr Hepburn about our efforts to attract more women into engineering and science, our successful modern apprenticeship programme, and the wider contribution we make to skilled employment in Fife and Scotland (including the supply chain).

We would be very interested in where the Government may be able to support our efforts, or indeed where we can assist in any initiatives from your side.

Will Jacob and I just report to the main desk at Parliament on the 4th?

Many thanks

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]
Sent: 20 August 2019 17:40
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Subject: RE: Meeting with Jamie Hepburn MSP

Good afternoon [redacted s.38(1)(b)]

I'm now working with Catherine on the arrangements for your meeting with Mr Hepburn on 4th September, which includes preparing briefing papers for the Minister beforehand.

It's good to know that the meeting has been confirmed for that date. To help me with preparing the briefing, it would be very helpful to have a short biography of yourself and your senior colleague who will also be attending once that's confirmed, If this is possible, head and shoulders photos would also be appreciated.

I'd also be grateful if an agenda could be provided. I understand that the main item for discussion was going to be ExxonMobil's 2018 UK gender pay gap report, though it would be helpful to know if there are other issues that you'd like to discuss with Mr Hepburn.

I look forward to hearing from you in due course.

Thanks and regards

[redacted s.38(1)(b)]

Policy Officer
Scottish Government
Fair Work & Labour Market Strategy Division
Workforce Equality Team
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel.: [redacted s.38(1)(b)]

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From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Sent: 09 August 2019 12:11
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Cc: Boney A (Andrew) <[redacted s.38(1)(b)]@gov.scot>
Subject: RE: Meeting with Jamie Hepburn MSP

[redacted s.38(1)(b)]

Firstly, please accept my apologies for my delay in responding.

We would be delighted to meet with Mr Hepburn on 4 September.

I would like to bring another senior colleague along also, and I am just confirming their availability and will get back to you asap on that.

I will confirm the meeting in my diary.

Many thanks for arranging this for us and we very much look forward to our meeting.

Best

[redacted s.38(1)(b)]

From: [redacted s.38(1)(b)]@gov.scot [mailto:[redacted s.38(1)(b)]@gov.scot]
Sent: 08 August 2019 17:17
To: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@exxonmobil.com>
Cc: [redacted s.38(1)(b)]@gov.scot
Subject: FW: Meeting with Jamie Hepburn MSP

Dear [redacted s.38(1)(b)],

I am just following up my colleague [redacted s.38(1)(b)] email to you on 2 August regarding a meeting with Mr Hepburn MSP. I would be grateful if you could confirm with me that you are available to meet with him on 4 September, as suggested in Andrew's email below.

Thanks in advance for your help.

Regards,

[redacted s.38(1)(b)]

[redacted s.38(1)(b)]

Policy Officer- Gender Pay Gap
Tel: [redacted s.38(1)(b)]

Workforce Equality Team | Fair & Inclusive Workplaces Unit | Fair Work & Labour Market Strategy Division |
Directorate for Fair Work, Employability & Skills | Scottish Government | 6th Floor | 5 Atlantic Quay | 150
Broomielaw | Glasgow | G2 8LU

From: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Sent: 02 August 2019 15:36
To: [redacted s.38(1)(b)]@exxonmobil.com
Cc: [redacted s.38(1)(b)] <[redacted s.38(1)(b)]@gov.scot>
Subject: Meeting with Jamie Hepburn MSP

Dear [redacted s.38(1)(b)]

I understand that in April, the Minister for Business, Fair Work and Skills, Mr Hepburn MSP, agreed to have a meeting with you to discuss ExxonMobil's 2018 UK Gender Pay Gap report. This was in response to your original correspondence to the Minister of 21 March. I have attached a copy of the reply to you from Mr Hepburn's Private Secretary.

I've been asked by his Private Secretary to inform you that the Minister would be pleased to have a meeting with you on Wednesday 4th September at 4 p.m. in the Scottish Parliament building in Edinburgh. I'd be grateful if you could let me know whether this timing would be suitable for you and I will notify Mr Hepburn's Private Secretary; if this date isn't suitable then please suggest some alternative dates.

Please note that I'm going to be on annual leave for the next two weeks so I'd be grateful if you could copy in my colleague Cath Campbell to your reply and she will take arrangements forward in my absence.

Kind regards

Thanks

[redacted s.38(1)(b)]

Policy Officer
Scottish Government
Fair Work & Labour Market Strategy Division
Workforce Equality Team
5 Atlantic Quay
150 Broomielaw
Glasgow
G2 8LU
Tel.: **[redacted s.38(1)(b)]**

[Gender Pay Gap: Ministerial Response 24 April]



Mr

Hepburn_Meeting c

[Gender Pay Gap: Exxonmobil Ministerial Invite 22 March]



Exxon Ministerial
Invite (MACCS Case).