

DOCUMENT 1a

**From:** [REDACTED]  
**Sent:** 17 September 2019 12:46  
**To:** Cabinet Secretary for Finance, Economy and Fair Work; Minister for Business, Fair Work and Skills  
**Cc:** [REDACTED]  
**Subject:** RE: Fair Work Convention briefing for both Mr Mackay and Mr Hepburn  
**Attachments:** Robert Carr - New member of the Fair Work Convention.docx

Cabinet Secretary,  
Minister,  
PS's

Robert Carr has been confirmed as the new member of the Fair Work Convention, attached is his biography, Please can you attach this to Annex E for Mr MacKay's briefing on the 19 Sept for the Strategy Day.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
Fair & Inclusive Workplaces  
Atlantic Quay

Phone: [REDACTED] Mobile: [REDACTED]



**From:** [REDACTED]  
**Sent:** 13 September 2019 10:43  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>; Minister for Business, Fair Work and Skills <MinisterBFWS@gov.scot>  
**Cc:** [REDACTED]  
**Subject:** Fair Work Convention briefing for both Mr Mackay and Mr Hepburn

Cabinet Secretary,  
Minister,  
PS's

Please see attached briefing for next week's Fair Work Convention meeting for both Mr Mackay and Mr Hepburn on 18<sup>th</sup> September, and for the Fair Work Conventions Strategy Day on the 19<sup>th</sup> September for Mr Mackay.

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
Fair & Inclusive Workplaces  
Atlantic Quay

Phone: [REDACTED] Mobile: [REDACTED]





Robert Carr is a Partner in the Dispute Resolution Department of leading Scottish law firm Anderson Strathern where Robert was chair for 12 years. He is a Solicitor Advocate, accredited by the Law Society of Scotland as a specialist in both Medical Negligence and Personal Injury law, and has previously won 'Specialist of the Year' at the Scottish Legal Awards. Robert has over 30 years' experience in commercial and personal injuries litigation.

Robert is a Fellow of Strathclyde Business School and a Regent of the Royal College of Surgeons of Edinburgh. He is also a member of the Regional Enterprise Council for the Edinburgh and South East Scotland City Region Deal. Robert chairs the Edinburgh Airport Consultative Committee and the East Lothian Advice Consortium.

A former Prince of Wales' Ambassador for Corporate Social Responsibility in Scotland, Robert was also President of the Edinburgh Chamber of Commerce and the Society of Solicitors in the Supreme Court. A recipient of a Lifetime Achievement Award from the Edinburgh Chambers of Commerce in 2017, Robert has a passion for the development of sustainable inclusive growth, and is always in search of hotspots where innovation can be encouraged in safe discretionary spaces by people with diverse characteristics, communities can flourish and environmental concerns can be addressed.

Document 1b

**From:** [REDACTED]  
**Sent:** 16 September 2019 12:11  
**To:** Cabinet Secretary for Finance, Economy and Fair Work; Minister for Business, Fair Work and Skills  
**Cc:** [REDACTED]  
**Subject:** RE: Fair Work Convention briefing for both Mr Mackay and Mr Hepburn  
**Attachments:** Fair Work Convention - 19 September - Briefing - Biographies.docx

Good Morning [REDACTED]

Please see attached updated biographies, please replace annex E in original briefing with this document.

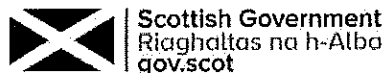
[REDACTED]

[REDACTED]

[REDACTED]

Fair & Inclusive Workplaces  
Atlantic Quay

Phone: [REDACTED] Mobile: [REDACTED]



**From:** [REDACTED] On Behalf Of Cabinet Secretary for Finance, Economy and Fair Work  
**Sent:** 13 September 2019 17:27  
**To:** [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>; Minister for Business, Fair Work and Skills <MinisterBFWS@gov.scot>  
**Cc:** [REDACTED]  
**Subject:** RE: Fair Work Convention briefing for both Mr Mackay and Mr Hepburn

Hello [REDACTED]

Many thanks for sending both briefings up. Can you send on biographies for Grahame and Patricia please? Mr Mackay always finds these helpful.

Thanks

[REDACTED]

**Deputy Private Secretary to Derek Mackay MSP, Cabinet Secretary for Finance, Economy and Fair Work**  
The Scottish Government | St Andrew's House | Regent Road | Edinburgh | EH1 3DG | [REDACTED]

All emails and attachments sent by a Ministerial Private Office to any other 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 recipient. Private Office do not keep official records of such emails or attachments.

**From:** [REDACTED]  
**Sent:** 13 September 2019 10:43  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>; Minister for Business, Fair Work and Skills <MinisterBFWS@gov.scot>  
**Cc:** [REDACTED]  
**Subject:** Fair Work Convention briefing for both Mr Mackay and Mr Hepburn

Cabinet Secretary,  
Minister,  
PS's

Please see attached briefing for next week's Fair Work Convention meeting for both Mr Mackay and Mr Hepburn on 18<sup>th</sup> September, and for the Fair Work Conventions Strategy Day on the 19<sup>th</sup> September for Mr Mackay.

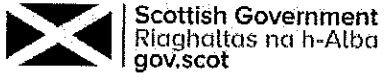
[REDACTED]

[REDACTED]

[REDACTED]

Fair & Inclusive Workplaces  
Atlantic Quay

Phone: [REDACTED] Mobile: [REDACTED]



Fair Work Convention Biographies

Grahame Smith was appointed General Secretary of the Scottish TUC in November 2006. He serves on the Fair Work Convention as co-chair, having been a member of the Wood Commission on Developing Scotland's Young Workforce, is actively involved in the implementation of the Commission's recommendations through his membership of the DYW National Group. He serves on a number of Boards/bodies in the field of economic development and skills. He is a Non-Executive Director of Skills Development Scotland; a member of the Enterprise and Skills Strategic Board; a Non-Executive Director of Investors In People Community Interest Company; a Non-Executive Director of the SQA; Chairperson of Scotland Europa; a member of the UK Government's MER Oil and Gas Forum and the Scottish Oil and Gas Industry Leadership Group.



Henry Simmons joined Alzheimer Scotland as Chief Executive in August 2008. He is a registered Social Worker, RMN and has an MBA. Henry has over twenty years' experience in the health and social care sector and has spent the majority of his career in the voluntary sector, primarily involved in developing new community-based person-centred services. Henry has worked in both the learning disability and mental health fields. He was a Board Member of Alzheimer Europe for several years and is a General Member of the Mental Health Tribunal for Scotland. He is also chair of the NHS NES/SSSC Dementia Programme Board and currently a member of the Fair Work Convention.



Lilian Macer has been employed within NHS Lanarkshire since 1984. She is a graduate of Glasgow Caledonian University. She has a Masters Degree in HR Management and has served as the Employee Director for NHS Lanarkshire since 2009. She is also the Convenor for Unison Scotland, Branch Chair for Unison Lanarkshire Health Branch, a member of the STUC General Council and a member of the Fair Work Convention.



Professor Patricia Findlay is the Director of the Scottish Centre for Employment Research. Patricia is also Professor of Work and Employment Relations at the Department of Human Resource Managed at the University of Strathclyde Business School, where she also leads the 'Innovating Works' programme and the Fair, Innovative and Transformative work (FITwork) programme. Her research and teaching expertise is in the study of work and the management of the employment relationship. She also serves on the Fair Work Convention as Co-Chair.



Shirley Campbell is the Director for People, Scottish Water. In addition to her role as a member of the Scottish Water Executive team Shirley is a board member for Scottish Water Horizons Holdings Ltd with responsibility for Scottish Water International. She is passionate about Agile working and creating inclusive digital environments where people can flourish and be highly productive, She is also a lay member of Court at the University of Dundee, Chair of the People and Organisational Development Committee and a member of the Remuneration Committee.



Mary Alexander is the Deputy Regional Secretary for Unite the Union, Scotland. Mary has a background in the finance sector, extensive experience in representation and advocacy, and extensive knowledge of changes in management and HR practices. Mary has much experience of campaigning on issues relating to equality and the workplace. She has a degree in International Development and an MA in West African politics, and a strong interest in international development and fair trade.



Satnam Ner has been an active lay rep at Rosyth Dockyard for more than 32 years during which time he served as the Chair of Prospect Rosyth Branch, representing nearly 800 specialists including engineers, managers, scientists and administrators. Since 2008, he has been elected to Prospect's National Executive Committee. A member of the Scottish TUC General Council since 2007, he is a former STUC President. He has been elected onto the STUC Black Workers' Committee for 19 of the 21 years that it has existed. Alongside his scientific and trade union

roles, he also recently worked as Diversity and Inclusion (D&I) Manager at Babcock to deliver its divisional D&I strategy in for promoting equality and embedding inclusiveness. Satnam has made a strong contribution to promote equality in general but in particular to promote race equality in Scotland. Satnam was the 2010 recipient of the STUC One Workplace Equality Award.

DOCUMENT 2a

[REDACTED]

---

**From:** [REDACTED] on behalf of Cabinet Secretary for Finance, Economy and Fair Work  
**Sent:** 11 September 2019 18:16  
**To:** [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work  
**Cc:** [REDACTED]  
**Subject:** RE: Fair Work Convention Strategy Day Reply Letter  
**Attachments:** Correspondence from the Cabinet Secretary for Finance, Economy and Fair Work

Hello [REDACTED]

Signed letter attached for your records.

Thanks

[REDACTED]

[REDACTED]

**Deputy Private Secretary to Derek Mackay MSP, Cabinet Secretary for Finance, Economy and Fair Work**

The Scottish Government | St Andrew's House | Regent Road | Edinburgh | EH1 3DG | [REDACTED]

All emails and attachments sent by a Ministerial Private Office to any other 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 recipient. Private Office do not keep official records of such emails or attachments.

**From:** [REDACTED]  
**Sent:** 11 September 2019 12:11  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>  
**Cc:** [REDACTED]  
**Subject:** Fair Work Convention Strategy Day Reply Letter

**PS/ Cabinet Secretary for Finance, Economy and Fair Work**

Dear [REDACTED],

Please find attached a letter of reply confirming the Cabinet Secretary's attendance of the Fair Work Convention strategy day on the 19<sup>th</sup> of September, for the approval and signature of the Cabinet Secretary.

The briefing for the event is to follow shortly.

If you require anything else please don't hesitate to get in touch.

Many Thanks,

[REDACTED]

Fair Work Policy Officer | Fair Work and Labour Market Strategy | Scottish Government | 6th Floor, 5 Atlantic Quay, 150 Broomielaw Glasgow, G2 8LU | [REDACTED]

DOCUMENT 2b

[REDACTED]

---

**From:** [REDACTED] on behalf of Cabinet Secretary for Finance, Economy and Fair Work  
**Sent:** 11 September 2019 18:15  
**To:** [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work  
**Subject:** Correspondence from the Cabinet Secretary for Finance, Economy and Fair Work  
**Attachments:** Correspondence from the Cabinet Secretary for Finance, Economy and Fair Work - 11 September 2019.pdf

Good Evening,

Please see attached correspondence from the Cabinet Secretary for Finance, Economy and Fair Work.

Regards,

[REDACTED]

[REDACTED]

**Deputy Private Secretary to Derek Mackay MSP, Cabinet Secretary for Finance, Economy and Fair Work**

The Scottish Government | St Andrew's House | Regent Road | Edinburgh | EH1 3DG [REDACTED]

All emails and attachments sent by a Ministerial Private Office to any other 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 recipient. Private Office do not keep official records of such emails or attachments.



Cabinet Secretary for Finance, Economy and Fair Work  
Derek Mackay MSP



Scottish Government  
Riaghaltas na h-Alba  
gov.scot

T: 0300 244 4000  
E: scottish.ministers@gov.scot

Professor Patricia Findlay -  
[REDACTED]  
Grahame Smith -  
[REDACTED]

Co-Chairs, Fair Work Convention

11 September 2019

Dear Co-Chairs,

Thank you for your letter of 9th September 2019 inviting me to attend your Fair Work Convention strategy day on 19th. I am pleased to confirm my attendance for the early part of the day.

As you know, the Scottish Government remains fully committed to embedding and mainstreaming Fair Work across Scotland as part of our wider sustainable and inclusive growth agenda. I look forward to this opportunity to hear the Convention's plans for progressing Fair Work.

**DEREK MACKAY**

Scottish Ministers, special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See [www.lobbying.scot](http://www.lobbying.scot)

St Andrew's House, Regent Road, Edinburgh EH1 3DG  
[www.gov.scot](http://www.gov.scot)



INVESTORS  
IN PEOPLE

Accredited  
Until 2020



# DOCUMENT 2c

**From:** [REDACTED]  
**Sent:** 09 September 2019 09:20  
**To:** Cabinet Secretary for Finance, Economy and Fair Work  
**Cc:** Fair Work Convention; [REDACTED]  
**Subject:** Fair Work Convention - Strategy Day  
**Attachments:** Fair Work Convention - Letter - 9 September 2019 - Strategy Away Day - Mr McKay.pdf

Dear Cabinet Secretary,

Please see attached a letter from the Co-Chairs of the Fair Work Convention inviting you to the 19<sup>th</sup> September strategy day.

Thank you,

[REDACTED]  
Fair Work Convention Support Team

The Scottish Government  
6<sup>th</sup> Floor  
5 Atlantic Quay  
150 Broomielaw  
Glasgow G2 8LU

Tel: [REDACTED]  
Mobile: [REDACTED]  
Email: [REDACTED]



Follow us on Twitter @FairWorkScot



Derek McKay MSP  
Cabinet Secretary for Finance, Economy and Fair Work  
Scottish Government  
St Andrew's House  
Regent Road  
Edinburgh  
EH1 3DG

9 September 2019

By Email To: [CabSecFEFW@gov.scot](mailto:CabSecFEFW@gov.scot)

Dear Derek

We would like to invite you to join the Fair Work Convention at its strategy day on the 19th September. Our support team will be in touch with your private office to confirm the venue.

We are pleased that Fair Work remains a central policy of the Scottish Government and at the heart of Scotland's Economic Strategy of pursuing inclusive growth. With key milestones like the incorporation of fair work in the National Performance Framework, the launch and delivery of the Fair Work Action Plan, the development of Fair Work First, the incorporation of fair work in the legislation creating the South of Scotland Agency and our own Social Care inquiry into fair work, we can see significant progress towards achieving our fair work aspirations.

Given this, we have decided that the time is apposite to review the Convention's strategy and achievements and to consider our trajectory and priorities over the next 2 years.

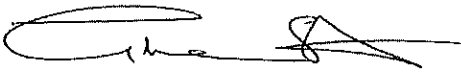
We would like to invite you to join us between 9 am and 9.30 am for coffee prior to the start of our strategy day and then to begin proceedings by sharing your reflections on the Convention and its future development, including on the joint actions proposed for Scottish Government and the FWC within the Fair Work Action Plan. We hope you will be able to stay with us until around 10.30 am.

We look forward to welcoming you on 19 September and to meeting you in our capacity as Chairs, the day before.

Best wishes

Yours sincerely,

Patricia Findlay

A handwritten signature in black ink, appearing to read 'Grahame Smith', written over a horizontal line. The signature is stylized with a large initial 'G' and a long horizontal stroke.

**Professor Patricia Findlay      Grahame Smith**  
Co-Chairs, Fair Work Convention

(

Document 2d

[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 09 September 2019 09:33  
**To:** [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work  
**Cc:** Fair Work Convention; [REDACTED]  
**Subject:** RE: Fair Work Convention - Strategy Day

[REDACTED]

Thanks for sharing the letter. We will draft a reply for the Cab Sec to send and get it up to him this week.

BW  
[REDACTED]

PS – do you have a draft briefing for the day to share with me yet?

Thanks  
[REDACTED]

[REDACTED] | Fair & Inclusive Workplaces Unit | Fair Work, Employability & Skills | The Scottish Government | 5 Atlantic Quay, 150 Broomielaw | Glasgow |

G2 8LG

[REDACTED] | Mo [REDACTED]

*Working to make Scotland a Fair Work Nation by 2025*

---

**From:** [REDACTED]  
**Sent:** 09 September 2019 09:20  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>  
**Cc:** Fair Work Convention <fairworkconvention@gov.scot> [REDACTED]  
**Subject:** Fair Work Convention - Strategy Day

Dear Cabinet Secretary,

Please see attached a letter from the Co-Chairs of the Fair Work Convention inviting you to the 19<sup>th</sup> September strategy day.

Thank you,  
[REDACTED]  
[REDACTED]  
[REDACTED]

Fair Work Convention Support Team

The Scottish Government  
6<sup>th</sup> Floor  
5 Atlantic Quay  
150 Broomielaw  
Glasgow G2 8LU

Tel: [REDACTED]  
Mobile: [REDACTED]

Email: [REDACTED]



Follow us on Twitter @FairWorkScot

Document 3a

**From:** [REDACTED]  
**Sent:** 05 September 2019 13:51  
**To:** Cabinet Secretary for Finance, Economy and Fair Work  
**Cc:** Fair Work Convention  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING MEETING WITH CABINET SECRETARY

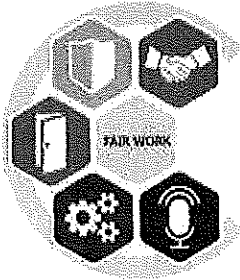
Hi [REDACTED] – again just following up on our conversation from earlier today. Timing for the Cabinet Secretary's meeting with the Fair Work Convention on Thursday 19<sup>th</sup> September will be as follows:

09.10 – 09.30 = Arrival time: tea, coffee and breakfast pastries will be available  
09.30 – 10.30 = Cabinet Secretary's slot  
Cabinet Secretary departs

The location is definitely Edinburgh and the exact location will be confirmed soon. As a backup, we have Conference Room E in SAH booked. All details will of course be included in the Cabinet Secretary's briefing pack.

Thanks again!

[REDACTED]  
[REDACTED]  
**Fair Work & Labour Market Strategy Division / Directorate for Fair Work, Employability and Skills**  
The Scottish Government / 6<sup>th</sup> Floor / 5 Atlantic Quay / 150 Broomielaw / Glasgow G2 8LU  
Tel: [REDACTED] Email: [REDACTED] [www.fairworkconvention.scot](http://www.fairworkconvention.scot) [www.gov.scot](http://www.gov.scot)



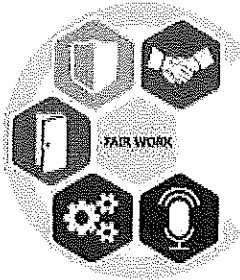
Follow us on Twitter @FairWorkScot

**From:** [REDACTED]  
**Sent:** 17 July 2019 11:43  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>  
**Cc:** Fair Work Convention <fairworkconvention@gov.scot>  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING MEETING WITH CABINET SECRETARY

Hi [REDACTED] thanks for getting back to me. I'll check that the Chairs are indeed happy with this for the 19<sup>th</sup> and get back to you as soon as I can. Would it be possible to put a hold in the Cab Sec's diary for that morning?

Thanks again and very much appreciated!

[REDACTED]  
[REDACTED]  
[REDACTED]  
**Fair Work & Labour Market Strategy Division / Directorate for Fair Work, Employability and Skills**  
The Scottish Government / 6<sup>th</sup> Floor / 5 Atlantic Quay / 150 Broomielaw / Glasgow G2 8LU  
Tel: [REDACTED] Email [REDACTED] [www.fairworkconvention.scot](http://www.fairworkconvention.scot) [www.gov.scot](http://www.gov.scot)



Follow us on Twitter @FairWorkScot

**From:** [REDACTED] **On Behalf Of** Cabinet Secretary for Finance, Economy and Fair Work  
**Sent:** 17 July 2019 08:40  
**To:** [REDACTED]  
**Cc:** Fair Work Convention <[fairworkconvention@gov.scot](mailto:fairworkconvention@gov.scot)>; Cabinet Secretary for Finance, Economy and Fair Work <[CabSecFEFW@gov.scot](mailto:CabSecFEFW@gov.scot)>  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING MEETING WITH CABINET SECRETARY

Good morning [REDACTED]

The CabSec would be keen to take up the offer to attend the Fair Work Convention meeting on September 19<sup>th</sup>. Mr Mackay is available in the morning in Edinburgh up til around 1130 if this is suitable?

Many thanks

[REDACTED]  
Assistant Private Secretary to:  
Derek Mackay MSP, Cabinet Secretary for Finance, Economy and Fair Work  
The Scottish Government | St Andrew's House | Edinburgh | EH1 3DG  
[REDACTED]

All e-mails and attachments sent by a Ministerial Private Office to any other 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 recipient. Private Offices do not keep official records of such e-mails or attachments.

**From:** [REDACTED]  
**Sent:** 10 July 2019 12:15



To: Cabinet Secretary for Finance, Economy and Fair Work <[CabSecFEFW@gov.scot](mailto:CabSecFEFW@gov.scot)>  
Cc: Fair Work Convention <[fairworkconvention@gov.scot](mailto:fairworkconvention@gov.scot)>  
Subject: RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING MEETING WITH CABINET SECRETARY

Hi [REDACTED] we thought that another option would be for the Cabinet Secretary to come along to the next Fair Work Convention meeting on Thursday 19<sup>th</sup> September.

I tried calling just now but couldn't get a hold of anyone, hence e-mailing. I'll try calling again later this afternoon.

Thanks!

[REDACTED]  
[REDACTED]  
[REDACTED]

Fair Work & Labour Market Strategy Division / Directorate for Fair Work, Employability and Skills  
The Scottish Government / 6<sup>th</sup> Floor / 5 Atlantic Quay / 150 Broomielaw / Glasgow G2 8LU  
Tel: [REDACTED] Email: [REDACTED] [www.fairworkconvention.scot](http://www.fairworkconvention.scot) [www.gov.scot](http://www.gov.scot)



Follow us on Twitter @FairWorkScot

---

From: [REDACTED]  
Sent: 08 July 2019 15:03  
To: Cabinet Secretary for Finance, Economy and Fair Work <[CabSecFEFW@gov.scot](mailto:CabSecFEFW@gov.scot)>  
Cc: Fair Work Convention <[fairworkconvention@gov.scot](mailto:fairworkconvention@gov.scot)>  
Subject: FAIR WORK CONVENTION CO-CHAIRS REQUESTING MEETING WITH CABINET SECRETARY

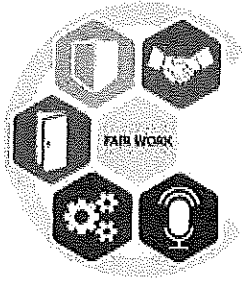
Hi [REDACTED] – following on from our brief conversation just now, the two Co-Chairs of the Fair Work Convention: Grahame Smith from the STUC and Professor Patricia Findlay from the University of Strathclyde would like to meet with Mr Mackay to discuss working together post the Fair Work Action Plan. I think that they would be looking for an hour.

Grahame and Patricia had suggested two dates when they would be available and we discovered that the first date, Thursday 5<sup>th</sup> September at any point that day is a possibility for Mr Mackay. An Agenda will follow once we have a confirmed date for the meeting.

Many thanks for your help and speak to you again soon.

[REDACTED]  
[REDACTED]  
[REDACTED]

**Fair Work & Labour Market Strategy Division / Directorate for Fair Work, Employability and Skills**  
The Scottish Government / 6<sup>th</sup> Floor / 5 Atlantic Quay / 150 Broomielaw / Glasgow G2 8LU  
Tel: [REDACTED] Email: [REDACTED] [www.fairworkconvention.scot](http://www.fairworkconvention.scot) [www.gov.scot](http://www.gov.scot)



Follow us on Twitter @FairWorkScot

Document 3b

**From:** [REDACTED] on behalf of Cabinet Secretary for Finance, Economy and Fair Work  
**Sent:** [REDACTED]  
**To:** [REDACTED]  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Shifted to accommodate mr Hepburn

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

All e-mails and attachments sent by a Ministerial Private Office to any other 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 recipient. Private Offices do not keep official records of such e-mails or attachments.

---

**From:** [REDACTED]  
**Sent:** 30 July 2019 11:42  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

I should have said, I'm happy to go directly to Mr Hepburn's PO if that's easier for you!

---

**From:** [REDACTED]  
**Sent:** 30 July 2019 11:41  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Hi [REDACTED]

I've just let the fair work policy team know that I'd got a date arranged for the Cab. Sec. and the chairs of the convention, however they have asked if the Minister will be present at the meeting as well? They are keen that both Mr Mackay and Mr Hepburn were involved (clear and consistent messaging, etc). Are you able to look into this for me and see if Mr Hepburn will be able to attend the meeting too?

Thanks,  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 30 July 2019 11:09  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Fabulous, Grahame and Tricia can make the date too so I'll forward the invite onto them.

Thanks,  
[REDACTED]

---

**From:** [REDACTED] - On Behalf Of Cabinet Secretary for Finance, Economy and Fair Work  
**Sent:** 30 July 2019 10:09  
**To:** [REDACTED]  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Slot in now

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

All e-mails and attachments sent by a Ministerial Private Office to any other 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 recipient. Private Offices do not keep official records of such e-mails or attachments.

---

**From:** [REDACTED]  
**Sent:** 30 July 2019 10:07  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>; [REDACTED]  
**Cc:** Fair Work Convention <fairworkconvention@gov.scot>  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Ah right, no worries. What about the 18<sup>th</sup> September in the afternoon?

---

**From:** [REDACTED] - On Behalf Of Cabinet Secretary for Finance, Economy and Fair Work  
**Sent:** 30 July 2019 10:05  
**To:** [REDACTED] Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>; [REDACTED]  
**Cc:** Fair Work Convention <fairworkconvention@gov.scot>  
**Subject:** RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

These are Fridays and I try to avoid using constituency days. Any other options?

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

All e-mails and attachments sent by a Ministerial Private Office to any other 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 recipient. Private Offices do not keep official records of such e-mails or attachments.

---

From: [REDACTED]  
Sent: 30 July 2019 09:50  
To: Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>; [REDACTED]  
Cc: Fair Work Convention <fairworkconvention@gov.scot>  
Subject: RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Hi [REDACTED]

Sorry that doesn't work for Grahame and Tricia. I was wondering, what about the 6<sup>th</sup> September or the afternoon of the 30<sup>th</sup> August (after 2:30pm)?

Thanks,  
[REDACTED]

---

From: [REDACTED] On Behalf Of Cabinet Secretary for Finance, Economy and Fair Work  
Sent: 30 July 2019 09:30  
To: [REDACTED]; Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>; M [REDACTED]  
Cc: Fair Work Convention <fairworkconvention@gov.scot>  
Subject: RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Slot in now for the Wednesday the week before in AQ. Let me know if that works.

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

All e-mails and attachments sent by a Ministerial Private Office to any other 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 recipient. Private Offices do not keep official records of such e-mails or attachments.

---

From: [REDACTED]  
Sent: 30 July 2019 08:54  
To: Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>; [REDACTED]  
Cc: Fair Work Convention <fairworkconvention@gov.scot>  
Subject: RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Sorry [REDACTED] totally didn't realise!

From the conventions side, I feel they would still be happy to have the meeting on the 13<sup>th</sup> if the Cab Sec was happy to. If so, could you let me know any availability for that day and I'll confirm a time with the chairs.

If he isn't keen to have the meeting on the 13<sup>th</sup>, could you let me know what other availability he has prior to the 19<sup>th</sup> September please? If there isn't an hour available, the meeting could be 45 minutes.

Thank you,  
[REDACTED]

---

From: [REDACTED] On Behalf Of Cabinet Secretary for Finance, Economy and Fair Work  
Sent: 29 July 2019 20:29  
To: [REDACTED]; Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>  
Cc: Fair Work Convention <fairworkconvention@gov.scot>  
Subject: RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

The 13<sup>th</sup> of September is a public holiday – not sure that is a good idea.

What do you think?

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

All e-mails and attachments sent by a Ministerial Private Office to any other 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 recipient. Private Offices do not keep official records of such e-mails or attachments.

---

From: [REDACTED]  
Sent: 29 July 2019 15:07  
To: [REDACTED]; Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>  
Cc: Fair Work Convention <fairworkconvention@gov.scot>  
Subject: RE: FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Hi [REDACTED]

On the back of [REDACTED] email, I was wondering – is the 13<sup>th</sup> September available for an hour long meeting?

Thank you,  
[REDACTED]

---

**From:** [REDACTED]  
**Sent:** 26 July 2019 16:39  
**To:** Cabinet Secretary for Finance, Economy and Fair Work <CabSecFEFW@gov.scot>  
**Cc:** Fair Work Convention <fairworkconvention@gov.scot>; [REDACTED]  
**Subject:** FAIR WORK CONVENTION CO-CHAIRS REQUESTING ADDITIONAL MEETING WITH CABINET SECRETARY

Hi [REDACTED] – apologies for not calling prior to sending this e-mail but I’m afraid that my brain didn’t come to work with me today and I’ve left things rather late. . . .

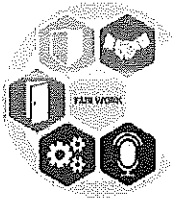
First of all, thank you for holding Thursday 19<sup>th</sup> September 9-11am in Mr Mackay’s diary for him to attend the next meeting of the Fair Work Convention. Details for that meeting are still a work in progress and once finalised, will be sent through.

The Co-Chairs Grahame Smith and Patricia Findlay would like a separate meeting with Mr Mackay and I was wondering if his diary would be able to accommodate an hour long meeting – in Edinburgh or indeed in Glasgow if his diary had him already there for other appointments.

Unfortunately, I’m on leave all next week so I’d be most grateful if you’d be able to respond to my colleague Alison (copied in) regarding possible dates. I’ll be back in the office on Monday 5<sup>th</sup> August so will be able to pick up then.

Many thanks.

[REDACTED]  
**FAIR WORK CONVENTION SUPPORT TEAM**  
Fair Work & Labour Market Strategy Division / Directorate for Fair Work, Employability and Skills  
The Scottish Government / 6<sup>th</sup> Floor / 5 Atlantic Quay / 150 Broomielaw / Glasgow G2 8LU  
Tel: [REDACTED] Email: [REDACTED] [www.fairworkconvention.scot](http://www.fairworkconvention.scot) [www.gov.scot](http://www.gov.scot)



Follow us on Twitter @FairWorkScot