

Document 1

From: [redacted] **On Behalf Of** Permanent Secretary

Sent: 18 May 2021 21:04

To: Patrick.Harvie.msp@parliament.scot; Lorna.Slater.msp@parliament.scot

Cc: Permanent Secretary <PermanentSecretary@gov.scot>; Hynd JS (James) <James.Hynd@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; O'Carroll L (Lucy) <Lucy.O'carroll@gov.scot>

Subject: Letter from the Permanent Secretary

Mr Harvie, Ms Slater

Please see attached correspondence from the Permanent Secretary.

Many thanks,
[redacted]

[redacted] | Team Leader | Permanent Secretary's Office | 1N-07, St Andrew's House, Regent Road, Edinburgh, EH1 3DG | [redacted]

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

I am now working a shift pattern that varies each day. If I am offline please contact the team at PermanentSecretary@gov.scot

Permanent Secretary
Leslie Evans



Scottish Government
Riaghaltas na h-Alba
gov.scot

T: 0131-244 4026
E: PermanentSecretary@gov.scot

Patrick Harvie
Lorna Slater
Co-Leaders of the Scottish Green Party
By email - Patrick.Harvie.msp@parliament.scot
Lorna.Slater.msp@parliament.scot

18 May 2021

CIVIL SERVICE SUPPORT FOR POSSIBLE COOPERATION AND JOINT WORKING DISCUSSIONS

The First Minister has advised me that the Government intends to hold discussions with the Scottish Green Party to explore different models for possible joint working and cooperation.

With the First Minister's authority, I am writing to advise you that in order to assist these discussions Civil Service support can be provided to your Party to ensure that any agreement that might be reached with the Government is fully informed with regard to relevant policy, delivery, legislative, constitutional and financial matters. This support will be provided in line with our obligations under the Civil Service Code.

Officials would welcome the opportunity to discuss with you how best such support might be offered. To assist discussion, I attach a draft note outlining a possible approach. As you know, Lucy O'Carroll was nominated as the senior civil service contact for the Scottish Greens at this time. I have asked Lucy to make contact with your office to put you in touch with the relevant officials here.

Please contact me if you have any questions about any aspects of this matter.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Leslie Evans'.

LESLIE EVANS
Permanent Secretary to the Scottish Government

Copied to: David Rogers, Director, Constitution and Cabinet; James Hynds, Head of

Cabinet, Parliament and Governance Division; Lucy O'Carroll, Director Of Tax & Fiscal Sustainability

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www.gov.scot

CIVIL SERVICE SUPPORT FOR POSSIBLE COOPERATION BETWEEN THE SCOTTISH GOVERNMENT AND THE SCOTTISH GREEN PARTY

Introduction

1. With the agreement of the First Minister, the Civil Service is able assist with discussions to be held between the Government and the Scottish Green Party to explore possible models for joint working and cooperation.
2. Assistance will be offered without prejudice to and alongside the Civil Service's continuing duty to support Scottish Ministers.

Principles

3. Civil Service support is designed to ensure that any agreement that might be reached between the Government and the Scottish Greens is informed by consideration of relevant policy, delivery, legislative, constitutional and financial matters. Support provided for these purposes will not in itself constitute formal Civil Service advice to Government.
4. Assistance will be provided in line with the Civil Service values of impartiality, honesty, objectivity and integrity.
5. Information provided to support those involved in these discussions will be treated in confidence within the civil service but could be subject to Freedom of Information requests. These will be considered on their merits including the application of appropriate exemptions, for example section 30 of the Freedom of Information (Scotland) Act 2002 (prejudice to the effective conduct of public affairs). In the event of an appeal the final decision about the release of information will be for the Scottish Information Commissioner.

Approach

6. Specifically, the Civil Service will be able to:
 - a) assemble and summarise information in a form that is most helpful to the discussions;
 - b) offer, on request, an assessment of the key issues and the identification of areas of common ground; and
 - c) provide note-taking and other drafting support, including for the production of any formal cooperation agreement and for any statement of joint policy objectives.

Media enquiries

7. Scottish Government Comms will handle any enquiries from the media in relation to these discussions and will agree media lines with the Scottish Greens, for agreement and issue in the name of Scottish Ministers.

Scottish Government

May 2021

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DRAFT

Document 2

From: [redacted]

Sent: 06 July 2021 08:25

To: [redacted]; 'Mark.Ruskell.msp@parliament.scot'

<Mark.Ruskell.msp@parliament.scot>; 'Lorna.Slater.msp@parliament.scot'

<Lorna.Slater.msp@parliament.scot>

Cc: Hynd JS (James) <James.Hynd@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; [redacted]

Subject: In confidence - SG/SGP talks - Climate Change

Good morning,

Please see below an agenda and attendee list for the discussion at 9.00 on Wednesday. I have also attached two papers detailing areas of alignment and areas for compromise.

Agenda

1. Introduction and context (James Hynd/David Rogers will set out background and approach to the discussions)
2. Policy discussion
3. Next steps

Attendees

Scottish Government

- Michael Matheson - Cabinet Secretary for NetZero, Energy and Transport
- Callum McCaig - Special Advisor
- Kersti Berge - DECC Director
- Andy Hogg - Deputy Director, Energy Industries
- Alison Irvine - Director Transport Strategy and Analysis, Transport Scotland
- James Hynd/David Rogers – Secretariat
- [redacted]
- [redacted]

Scottish Green Party

- Mark Ruskell MSP
- Lorna Slater MSP
- [redacted]

Please note, this briefing is being shared in confidence. We would appreciate if the documents are only shared with those directly involved in discussions.

Kind regards,

[redacted]

Directorate for External Affairs | Scottish Government, Victoria Quay, 2H South, Edinburgh EH6 6QQ |

Mobile: [redacted]

Document 3

From: [redacted]

Sent: 07 July 2021 11:40

To: [redacted]; 'Patrick.Harvie.msp@parliament.scot'

<Patrick.Harvie.msp@parliament.scot>; 'Lorna.Slater.msp@parliament.scot'

<Lorna.Slater.msp@parliament.scot>

Cc: Hynd JS (James) <James.Hynd@gov.scot>

Subject: In confidence - SG SGP Meeting on Economic Recovery and Infrastructure
- 8 July 1245

Good morning

Please find below an agenda and attendee list for Thursday's discussion at 12.45pm on the theme of Economic Recovery and Infrastructure. I have attached papers detailing areas of alignment and areas for compromise.

Agenda

1. Introduction and context (James Hynd will set out background and approach to the discussions)
2. Policy discussion
3. Next steps

Attendees

Scottish Government

- Kate Forbes MSP, Cabinet Secretary for Finance and Economy
- Callum McCaig, Special Advisor
- Lucy O'Carroll, Director of Tax
- Richard Rollison, Director for International Trade and Investment
- James Hynd, Secretariat, Director of Cabinet
- [redacted]

Scottish Green Party

- Patrick Harvie MSP
- Lorna Slater MSP
- [redacted]

Please note, these papers are being shared in confidence as some of the information is not in the public domain. We would appreciate if all attached documents are only shared with those directly involved in discussions.

Kind regards

[redacted]

[redacted]

Constitution and Cabinet Directorate

Scottish Government

Mob: [redacted]

Document 4

From: [redacted]

Sent: 14 July 2021 15:28

To: [redacted]; 'Patrick.Harvie.msp@parliament.scot'

<Patrick.Harvie.msp@parliament.scot>; 'Lorna.Slater.msp@parliament.scot'

<Lorna.Slater.msp@parliament.scot>

Subject: SG/Green Party talks - Economic Recovery - minute of meeting on 8 July for agreement

Good afternoon,

Please find attached a minute of last week's meeting on economic recovery. Please let me know if you are content or if you have any proposed amendments.

Kind regards,

[redacted]

[redacted]

Constitution and Cabinet Directorate

The Scottish Government

2W, St Andrew's House, Edinburgh, EH1 3DG

Minute: meeting on Scottish Government and Scottish Green Party discussion on Economic Recovery and Investment

Date: Thursday 8 July 2021, 1245 via Microsoft Teams

Attendees

SGP: Partick Harvie MSP (PH), Lorna Slater MSP (LS), [redacted]

SG: Cabinet Secretary for Finance and Economy Kate Forbes MSP (KF), James Hynd (JH), Richard Rollison (RR), Lucy O'Carroll (LO), [redacted], Callum McCaig (CM), [redacted]

KF started the meeting with introductions and JH set out the background and approach to the SG and SGP discussions.

KF invited the SGP to set out their priorities. [redacted]

[redacted]

Document 5

From: [redacted]

Sent: 20 July 2021 15:55

To: [redacted]; 'Mark.Ruskell.msp@parliament.scot'

<Mark.Ruskell.msp@parliament.scot>; 'Lorna.Slater.msp@parliament.scot'

<Lorna.Slater.msp@parliament.scot>; Hynd JS (James) <James.Hynd@gov.scot>;

McCaig C (Callum) <Callum.Mccaig@gov.scot>

Subject: SG/SGP talks - Climate Emergency - information and draft text for discussion on 22 July

Dear All,

Ahead of Thursday's meeting at 9.30, please see attached draft cooperation agreement texts on the climate emergency (energy, green homes, transport and planning). I have also attached some additional background information, which I'm sharing in confidence and which might be helpful to see ahead of the discussion.

Kind regards,

[redacted]

Directorate for External Affairs | Scottish Government, Victoria Quay, 2H South, Edinburgh EH6 6QQ |

Mobile: [redacted]

OFFICIAL/SENSITIVE (RESTRICTED HANDLING: SCOTTISH GOVERNMENT/SCOTTISH GREEN PARTY TALKS)

Active Travel Investment

A summary of the active travel budget provision across Transport Scotland and wider SG :

Transport Scotland Budgets	21/22	22/23	23/24	24/25	25/26
From Level 3 Sustainable and Active Travel Capital	£74.4m	£74.4m*	£74.4m*	£74.4m*	£74.4m*
From Level 3 Sustainable and Active Travel Resource	£6.3m	£6.3m	£6.3m	£6.3m	£6.3m
From Level 3 Future Transport Fund - Cycling infrastructure	£10.9	£10.9	£10.9	£10.9	£10.9
Central Government Capital Grant - Cycling, Walking, Safer Routes (CWSR) (direct pro rata to 32 local authorities)	£23.9	£23.9	£23.9	£23.9	£23.9
Active Freeways Capital					£50m
Total	£115.5m	£115.5m	£115.5m	£115.5m	£165.5m
Econ Dev Funding (Not in Transport Budget lines)***	£2.7m	£1.2m	£1.1m		
10% of Transport Capital Budget	£175m	£170m	£187m	£183m	£192m
10% of Transport Budget**	£306m	£300m	£317m	£314m	£322m
RDEL as pro-rata of 10% of Total Transport Budget****	£130m	£130m	£130m	£130m	£130m
CDEL as pro-rata of 10% of Total Transport Budget	£176m	£170m	£187m	£184m	£192m

* assumes additional £15m for FY 21/22 is baselined over future years but subject to spending review

** excludes Covid consequential and assumes RDEL for FY21/22 is baselined over future years but subject to spending review

*** excludes Glasgow City Region Growth Deal

**** To support Active Travel investment additional RDEL will be required as well as CDEL..

Glasgow City Region Growth Deal

There is considerable public realm and active travel funding being provided through the Glasgow City Region Deal. This is funded by SG, UKG and the local authorities themselves however the proportion which can be considered SG is approx. 44%. It is not possible to break down exactly what is active travel investment within the timescales available.

Project Title	Active Travel Elements to be Delivered	2020/21	21 to 25
Barrhead South	Cycle Routes created (km) 0.49 Pedestrian Routes created (km) 3.07	12,957,688 *	35,327,873 *
Collegelands Calton Barras	Public Realm created (Ha) 1.05 Cycle Routes created (km) 2.38 Pedestrian Routes created (km) 2.38	6,650,918	20,908,000
Glasgow City Centre Enabling Infrastructure Integrated Public Realm	Public Realm created / enhanced (Ha) 11.25 / 6.77 Cycle Routes created / enhanced (km) 13.5 / 0.8 Pedestrian Routes created / enhanced (km) 0.875 / 5.695	14,626,307	38,038,000
Clyde Waterfront and West End Innovation Quarter	Public Realm Enhanced (Ha) 1.84 Cycle Routes created (km) 1.90 Pedestrian Routes created (km) 1.10 Pedestrian/cycle bridges (New) 3	9,098,651	97,183,000
Canal and North Gateway	Public Realm created (Ha) 2.90 Cycle Routes created (km) 7.11 Pedestrian Routes created (km) 7.10 Pedestrian/cycle bridges (New) 1	75,386,000	46,854,000
Gartcosh Glenboig Community Growth Area	Cycle Routes created (km) 0.87 Pedestrian Routes created / enhanced (km) 0.93 / 0.25	6,213,566	543,623
Motherwell Town Centre Transport Interchange	Pedestrian Routes enhanced (km) 0.73 Public Realm created (Ha) 0.304 Cycle Routes created / enhanced (km) 0.10 / 1.89	4,640,181 *	93,334,970 *
Ravenscraig Infrastructure Access	Cycle Routes created (km) 5.70 Pedestrian Routes created (km) 5.70 Pedestrian Routes enhanced (km) 2.40	See row above	See row above
Clyde Waterfront & Renfrew Riverside	Public Realm created / enhanced (Ha) 2.00 / 1.00 Cycle Routes created (km) 3.16 Pedestrian Routes created / enhanced (km) 3.51 / 1.88	15,670,434	75,564,000
Glasgow Airport Investment Area	Cycle Routes created (km) 8.07 Pedestrian Routes created (km) 6.33 Pedestrian/cycle bridges (New) 1	29,307,141	17,196,000
Cathkin Relief Road	Public Realm created (Ha) 9.43 Cycle Routes created / enhanced (km) 4.30 / 0.97 Pedestrian Routes created / enhanced (km) 5.92 / 1.17	14,671,300	1,420,472
Greenhills Road	Public Realm Enhanced (Ha) 4.10 Cycle Routes created (km) 3.20 Pedestrian Routes created (km) 3.20	22,020,298	11,938,145
Newton Community Growth Area	Public Realm created (Ha) 6.90 Cycle Routes created (km) 1.38 Park and Ride (new) (number of spaces) 155	15,554,564 *	39,959,812 *
Hamilton Community Growth Area	Cycle Routes created (km) 7.60	See row above	See row above
Exxon	Public Realm created / enhanced (Ha) 2.00 / 27.13 Cycle Routes created (km) 0.48	2,234,813	26,382,187

Document 6**From:** [redacted]**Sent:** 22 July 2021 08:22**To:** 'Lorna.Slater.msp@parliament.scot' <Lorna.Slater.msp@parliament.scot>;

'Patrick.Harvie.msp@parliament.scot' <Patrick.Harvie.msp@parliament.scot>

Cc: [redacted]; [redacted]; [redacted]; Hynd JS (James) <James.Hynd@gov.scot>**Subject:** SG SGP talks - Papers for Economic Recovery and Infrastructure meeting on Fri 23 July

Good morning

Ahead of Friday morning's meeting on economic recovery and infrastructure, please find attached six papers with draft text for discussion. I have also attached a background briefing note, which provides further information on a range of areas following your meeting with the Cabinet Secretary for Finance and Economy on 8 July.

As with other information, please only share this briefing with those who need to see it for the purposes of our discussions.

If you need anything further before Friday, please let me know.

Kind regards

[redacted]

[redacted]

Constitution and Cabinet Directorate

Scottish Government

Mob: [redacted]

Document 7

From: [redacted]

Sent: 28 July 2021 09:48

To: Lorna.Slater.msp@parliament.scot; Patrick.Harvie.msp@parliament.scot; maggie.chapman.msp@parliament.scot; Ross.Greer.msp@parliament.scot

Cc: [redacted]; [redacted]; [redacted]; Hynd JS (James) <James.Hynd@gov.scot>

Subject: RE: SG SGP talks - Papers for Economic Recovery and Infrastructure meeting on Fri 23 July

Good morning

Please find attached updated draft text on economy and infrastructure themes, following on from our meeting on 23 July. Also sharing with Ross and Maggie given their meeting this afternoon.

As with other information, please only share this briefing with those who need to see it for the purposes of our discussions.

If you need anything further, please let me know.

Kind regards

[redacted]

Document 8

From: [redacted]

Sent: 28 July 2021 11:40

To: 'Mark.Ruskell.msp@parliament.scot' <Mark.Ruskell.msp@parliament.scot>;
'Lorna.Slater.msp@parliament.scot' <Lorna.Slater.msp@parliament.scot>;
[redacted]

Cc: Hynd JS (James) <James.Hynd@gov.scot>; Rogers D (David) (Constitution and
Cabinet Director) <David.Rogers@gov.scot>; [redacted]; [redacted]; McCaig C
(Callum) <Callum.Mccaig@gov.scot>

Subject: SG/SGP talks - Responding to the climate emergency - green homes

Good morning,

Please find attached updated draft text on green homes following on from the meeting on 22 July. I have also attached some material which answers various questions that have been asked on the topic of green homes.

As with previous material, please only share this with those who need to see it for the purposes of our discussions.

Many thanks,
[redacted]

[redacted]
Constitution and Cabinet Directorate
The Scottish Government
2W, St Andrew's House, Edinburgh, EH1 3DG

Document 9

From: [redacted] **On Behalf Of** First Minister

Sent: 03 August 2021 15:42

To: Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>; First Minister <firstminister@gov.scot>

Cc: [redacted]

Subject: RE: Meeting with the First Minister and Green Party Co-Leaders [UNSCANNED]

Thanks Mr Harvie, really appreciated. Can I also confirm if anyone will be joining?

Many thanks,

[redacted]

[redacted] **Deputy Private Secretary - Diary**

Office of the First Minister

5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [redacted]

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From: Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>

Sent: 03 August 2021 14:28

To: Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>; First Minister <firstminister@gov.scot>

Cc: [redacted]

Subject: Re: Meeting with the First Minister and Green Party Co-Leaders [UNSCANNED]

Apologies for the delay in replying. I can confirm that Thursday at 10:30 is fine for both Lorna and myself.

Thanks,

Patrick

From: [redacted] on behalf of firstminister@gov.scot <firstminister@gov.scot>

Sent: Tuesday, August 3, 2021 2:23:22 PM

To: First Minister <firstminister@gov.scot>; Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>

Subject: RE: Meeting with the First Minister and Green Party Co-Leaders

Good afternoon,

Apologies, can I confirm the date and time below is possible for the meeting to take place?

With best wishes,

[redacted]

[redacted] **Deputy Private Secretary - Diary**

Office of the First Minister

5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [redacted]

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From: [redacted] **On Behalf Of** First Minister

Sent: 30 July 2021 15:54

To: 'Harvie P (Patrick), MSP' <Patrick.Harvie.msp@parliament.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>

Cc: First Minister <firstminister@gov.scot>

Subject: Meeting with the First Minister and Green Party Co-Leaders

Good afternoon,

In light of the recent discussions regarding the potential agreement between the Scottish Government and the Scottish Green Party, it has been suggested that a meeting be arranged between the First Minister, Deputy First Minister and the Green Party Co-Leaders.

Would it be possible for this to take place on Thursday 5th July at 1030? This would take place at Bute House.

Please let me know if this isn't suitable and alternative arrangements can be made.

With best wishes,

[redacted]

[redacted] **Deputy Private Secretary - Diary**

Office of the First Minister

5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [redacted]

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Pàrlamaid na h-Alba: A' toirt deagh bhuaidh air beatha sluagh na h-Alba

Document 10

From: [redacted]

Sent: 07 August 2021 19:37

To: patrick.harvie.msp@parliament.scot; lorna.slater.msp@parliament.scot

Cc: Hynd JS (James) <James.Hynd@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>

Subject: FW: SG SGP Talks - Draft Cooperation Agreement - 7 Aug PM draft - OFFSEN

Ms Slater,
Mr Harvie,

Following your meeting with the First Minister and Deputy First Minister this week, to see the attached updated Draft Cooperation Agreement which was shared earlier today with your colleagues.

[redacted]

[redacted] | Directorate for Constitution and Cabinet

Please contact me on Teams, or on [redacted]

[DRAFT] COOPERATION AGREEMENT

between

THE SCOTTISH GOVERNMENT

and

THE SCOTTISH GREEN PARTY PARLIAMENTARY GROUP

[redacted]

A. Working together

[redacted]

B. Delivery of the shared programme

[redacted]

C. Cooperation and collaboration

[redacted]

D. Excluded matters

[redacted]

E. Shared oversight of this agreement

[redacted]

F. Raising and resolving concerns

[redacted]

G. Confidence and supply

[redacted]

H. Ministers

[redacted]

I. Confidentiality

[redacted]

J. Duration of this agreement

[redacted]

SIGNED BY

FM, DFM for the SCOTTISH GOVERNMENT

CO-LEADERS for the SCOTTISH GREEN PARTY

Annex

Excluded matters

[redacted]

Document 11

From: Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>

Sent: 09 August 2021 12:17

To: [redacted] ; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>

Cc: Hynd JS (James) <James.Hynd@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; Greer R (Ross), MSP <Ross.Greer.msp@parliament.scot>; Chapman M (Maggie), MSP <Maggie.Chapman.MSP@Parliament.scot>

Subject: RE: SG SGP Talks - Draft Cooperation Agreement - 7 Aug PM draft - OFFSEN

Hi [redacted],

Yes, we have set the 28th as the new date for our EGM. A party council meeting will also take place on the same day.

Patrick

From: [redacted]

Sent: 08 August 2021 09:17

To: Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>

Cc: James.Hynd@gov.scot; David.Rogers@gov.scot; Greer R (Ross), MSP <Ross.Greer.msp@parliament.scot>; Chapman M (Maggie), MSP <Maggie.Chapman.MSP@Parliament.scot>

Subject: RE: SG SGP Talks - Draft Cooperation Agreement - 7 Aug PM draft - OFFSEN

Ms Slater,
Mr Harvie,

Good morning. The Deputy First Minister is asking for an update on whether the EGM that you discussed with him and the First Minister has been delayed to the 28th, or agreed to be delayed?

Thank you

[redacted]

[redacted] | Directorate for Constitution and Cabinet

Please contact me on Teams, or on [redacted]

Document 12

From: [redacted]

Sent: 11 August 2021 11:12

To: Chapman M (Maggie), MSP <Maggie.Chapman.MSP@Parliament.scot>; Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; Greer R (Ross), MSP <Ross.Greer.msp@parliament.scot>; [redacted]

Cc: David.Rogers@gov.scot; James.Hynd@gov.scot; [redacted]; Colin.McAllister@gov.scot; Jeanette.Campbell@gov.scot; [redacted]; [redacted]; [redacted]; Alison.Coull@gov.scot

Subject: SG SGP Talks -- Proposed text on winter evictions

Ms Chapman,
Mr Harvie,

You discussed the commitment on winter evictions with the Deputy First Minister yesterday.

[redacted]

Our proposal for wording is below, [redacted].

- **enhance tenants' rights**, including through greater restrictions on evictions over winter providing additional security for tenants

Let me know your thoughts.

[redacted]

[redacted] | Directorate for Constitution and Cabinet

Please contact me on Teams, or on [redacted]

Document 13**From:** [redacted] **On Behalf Of** First Minister**Sent:** 17 August 2021 16:50**To:** Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; First Minister <firstminister@gov.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>**Cc:** [redacted]**Subject:** RE: Meeting with the First Minister

Thanks for confirming Mr Harvie.

With best wishes,

[redacted]

[redacted] **Deputy Private Secretary - Diary**

Office of the First Minister

5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [redacted]

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From: Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>**Sent:** 17 August 2021 15:03**To:** First Minister <firstminister@gov.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>**Cc:** [redacted]**Subject:** Re: Meeting with the First Minister

Many thanks. 11am tomorrow is fine. [redacted] will also attend.

Kind regards,

Patrick Harvie

From: [redacted] on behalf of firstminister@gov.scot <firstminister@gov.scot>**Sent:** 17 August 2021 14:51**To:** Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>**Cc:** [redacted]; First Minister <firstminister@gov.scot>**Subject:** Meeting with the First Minister

Good afternoon,

The First Minister has asked for a further meeting to discuss the potential cooperation agreement between the Scottish Government and the Scottish Green Party that is currently under consideration.

With that in mind, would a meeting at 1100hrs tomorrow, Wednesday 18th August, be possible? This would take place at Bute House.

If this time isn't suitable, please let me know and we can make alternate arrangements.

With best wishes,

[redacted]

[redacted] **Deputy Private Secretary - Diary**

Office of the First Minister

5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [redacted]

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Document 14

From: [redacted] **On Behalf Of** First Minister
Sent: 19 August 2021 08:54
To: First Minister <firstminister@gov.scot>; Lorna.Slater.MSP@Parliament.scot;
Patrick.Harvie.msp@parliament.scot
Cc: [redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; McCaig C (Callum)
<Callum.Mccaig@gov.scot>
Subject: RE: Meeting with the First Minister

All,

Apologies, the meeting will be pushed back 15 minutes.

Many thanks,

[redacted]

[redacted] **Deputy Private Secretary - Diary**
Office of the First Minister
5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [redacted]

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From: [redacted] **On Behalf Of** First Minister
Sent: 18 August 2021 20:41
To: Lorna.Slater.MSP@Parliament.scot; Patrick.Harvie.msp@parliament.scot
Cc: [redacted]; McAllister C (Colin) <Colin.McAllister@gov.scot>; McCaig C (Callum)
<Callum.Mccaig@gov.scot>; First Minister <firstminister@gov.scot>
Subject: RE: Meeting with the First Minister

Thanks Ms Slater, hybrid would be the preferred choice in that case. The Deputy First Minister will also be attending virtually.

I will circulate a Teams link shortly.

With best wishes,

[redacted]
DPS/First Minister

From: "Slater L (Lorna), MSP" <Lorna.Slater.MSP@Parliament.scot>
Sent: 18 Aug 2021 20:09
To: First Minister <firstminister@gov.scot>; "Harvie P (Patrick), MSP"
<Patrick.Harvie.msp@parliament.scot>
Cc: [redacted]; First Minister <firstminister@gov.scot>; "McAllister C (Colin)"
<Colin.McAllister@gov.scot>; "McCaig C (Callum)" <Callum.Mccaig@gov.scot>
Subject: RE: Meeting with the First Minister

Thank you for your message. Patrick would find it easier to attend online, is it possible to hold the meeting online or as a hybrid meeting.

Thank you
Lorna

Lorna Slater MSP for Lothian | Scottish Green Party

(she/her)

MG.19 Scottish Parliament, Edinburgh EH99 1SP

Lorna.Slater.msp@parliament.scot

Instagram: [@lornagreens](https://www.instagram.com/lornagreens) | Twitter: [@lornaslater](https://twitter.com/lornaslater)

From: [redacted] **On Behalf Of** firstminister@gov.scot

Sent: 18 August 2021 19:47

To: Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>

Cc: [redacted]; First Minister <firstminister@gov.scot>; Colin.McAllister@gov.scot; Callum.Mccaig@gov.scot

Subject: Meeting with the First Minister

Good evening,

Further to the discussions today, the First Minister has asked for an in-person meeting to be arranged for 0900hrs tomorrow morning, Thursday 19th August, at Bute House.

I appreciate this is late notice so grateful for confirmation if this would be possible.

With best wishes,

[redacted]

[redacted]

Deputy Private Secretary - Diary

Office of the First Minister

[5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG](#) [redacted]

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Document 15

From: Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>
Sent: 19 August 2021 16:30
To: First Minister <firstminister@gov.scot>; [redacted]
Cc: Hynd JS (James) <James.Hynd@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; McAllister C (Colin) <Colin.McAllister@gov.scot>; McCaig C (Callum) <Callum.Mccaig@gov.scot>; Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; [redacted]
Subject: RE: Follow-up meeting between First Minister/Green Leaders - 1730, Bute House/Virtual

Thank you [redacted]. The 3 of us can attend and we'd prefer to do this meeting as an online meeting please, if that is possible.

Lorna

From: [redacted] on behalf of firstminister@gov.scot <firstminister@gov.scot>
Sent: Thursday, August 19, 2021 4:23:44 PM
To: DFMCSCR@gov.scot <DFMCSCR@gov.scot>; Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>; [redacted]
Cc: James.Hynd@gov.scot <James.Hynd@gov.scot>; David.Rogers@gov.scot <David.Rogers@gov.scot>; Colin.McAllister@gov.scot <Colin.McAllister@gov.scot>; Callum.Mccaig@gov.scot <Callum.Mccaig@gov.scot>; First Minister <firstminister@gov.scot>
Subject: Follow-up meeting between First Minister/Green Leaders - 1730, Bute House/Virtual

Afternoon all,

As suggested at this morning's meeting, the First Minister would welcome a follow up discussion this evening. **I propose the meeting takes place at 1730, at Bute House.** Grateful if you could advise soonest whether you intend to attend in person, or would prefer an hybrid model which can facilitate virtual attendance. I can circulate call details thereafter, if required.

Best wishes,

[redacted]

[redacted] **Deputy Private Secretary to the First Minister**

Office of the First Minister

5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [redacted]



Office of the First Minister of Scotland

FirstMinister.gov.scot

Prìomh Mhinistear na h-Alba

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Document 16

From: [redacted] **On Behalf Of** First Minister

Sent: 19 August 2021 16:33

To: Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>; First Minister <firstminister@gov.scot>; Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>; [redacted]

Cc: Hynd JS (James) <James.Hynd@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; McAllister C (Colin) <Colin.McAllister@gov.scot>; McCaig C (Callum) <Callum.Mccaig@gov.scot>; First Minister <firstminister@gov.scot>

Subject: RE: Follow-up meeting between First Minister/Green Leaders - 1730, Bute House/Virtual

Thanks for confirming, Patrick. Call details (Microsoft Teams link) will be circulated in due course.

Many thanks,
[redacted]

[redacted] **Deputy Private Secretary to the First Minister**
Office of the First Minister

5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [redacted]



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From: Harvie P (Patrick), MSP <Patrick.Harvie.msp@parliament.scot>

Sent: 19 August 2021 16:30

To: First Minister <firstminister@gov.scot>; Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>; Slater L (Lorna), MSP <Lorna.Slater.MSP@Parliament.scot>; [redacted]

Cc: Hynd JS (James) <James.Hynd@gov.scot>; Rogers D (David) (Constitution and Cabinet Director) <David.Rogers@gov.scot>; McAllister C (Colin) <Colin.McAllister@gov.scot>; McCaig C (Callum) <Callum.Mccaig@gov.scot>; First Minister <firstminister@gov.scot>

Subject: RE: Follow-up meeting between First Minister/Green Leaders - 1730, Bute House/Virtual

Many thanks.

I'm afraid we do need to ask that this meeting is virtual, if possible.

Patrick

From: [redacted] **On Behalf Of** firstminister@gov.scot
Sent: 19 August 2021 16:24
To: DFMCSCR@gov.scot; Harvie P (Patrick), MSP
<Patrick.Harvie.msp@parliament.scot>; Slater L (Lorna), MSP
<Lorna.Slater.MSP@Parliament.scot>; [redacted]
Cc: James.Hynd@gov.scot; David.Rogers@gov.scot; Colin.McAllister@gov.scot;
Callum.Mccaig@gov.scot; First Minister <firstminister@gov.scot>
Subject: Follow-up meeting between First Minister/Green Leaders - 1730, Bute House/Virtual
Importance: High

Afternoon all,

As suggested at this morning's meeting, the First Minister would welcome a follow up discussion this evening. **I propose the meeting takes place at 1730, at Bute House.** Grateful if you could advise soonest whether you intend to attend in person, or would prefer an hybrid model which can facilitate virtual attendance. I can circulate call details thereafter, if required.

Best wishes,
[redacted]

[redacted] **Deputy Private Secretary to the First Minister**
Office of the First Minister

5th Floor | St Andrews House | Regent Road | Edinburgh | EH1 3DG | [redacted]



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FirstMinister.gov.scot
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Document 17

From: [redacted] **On Behalf Of** Permanent Secretary

Sent: 20 August 2021 16:03

To: patrick.harvie.msp@parliament.scot; lorna.slater2021@scottishgreens.org.uk

Cc: Permanent Secretary <PermanentSecretary@gov.scot>

Subject: Letter from the Permanent Secretary

Mr Harvie, Ms Slater

Please see attached letter from the Permanent Secretary.

Many thanks,

[redacted]

[redacted] | Team Leader | Permanent Secretary's Office | 1N-07, St Andrew's House, Regent Road, Edinburgh, EH1 3DG | [redacted]

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I am now working a shift pattern that varies each day. If I am offline please contact the team at PermanentSecretary@gov.scot

Leslie Evans
Permanent Secretary

T: 0131-244 4026

E: PermanentSecretary@gov.scot



Scottish Government
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gov.scot

Patrick Harvie
Lorna Slater
Co-Leaders of the Scottish Green Party By
email: patrick.harvie.msp@parliament.scot
lorna.slater2021@scottishgreens.org.uk

20 August 2021

Dear Mr Harvie and Ms Slater

I am writing to offer my congratulations on today's announcement about securing a shared policy programme and cooperation agreement with the Scottish Government.

I am aware the agreement remains to be approved by both your own Party process and that of the SNP. I also understand that the appointment of Ministers and portfolios remains to be determined. After those processes have concluded I would hope to meet the Green leadership and new Ministers in very early course to set out the support that the civil service will provide to help deliver the agreement and to assist new Ministers on their arrival into Government.

My office will be in touch with yours in due course to look for a mutually convenient date.

LESLIE EVANS

Permanent Secretary to the Scottish Government

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Document 18

From: [redacted] **On Behalf Of** Deputy First Minister and Cabinet Secretary for Covid Recovery

Sent: 25 August 2021 18:48

To: 'Ariane.Burgess.msp@parliament.scot' <Ariane.Burgess.msp@parliament.scot>; 'Maggie.Chapman.msp@parliament.scot' <Maggie.Chapman.msp@parliament.scot>; 'Ross.Greer.msp@parliament.scot' <Ross.Greer.msp@parliament.scot>; 'Patrick.Harvie.msp@parliament.scot' <Patrick.Harvie.msp@parliament.scot>; 'Gillian.Mackay.msp@parliament.scot' <Gillian.Mackay.msp@parliament.scot>; 'Mark.Ruskell.msp@parliament.scot' <Mark.Ruskell.msp@parliament.scot>; 'Lorna.Slater.msp@parliament.scot' <Lorna.Slater.msp@parliament.scot>

Cc: Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>; Hynd JS (James) <James.Hynd@gov.scot>

Subject: 0900 - Scottish Green Party meeting with Mr Swinney and Mr Adam - Agenda

Good evening

Please see suggested agenda for your meeting with the Deputy First Minister and Minister for Parliamentary Business tomorrow morning.

- Welcome and introductions
- Purpose - how the Cooperation agreement reached last week can be operationalised once ratified
- Discussion of ideas for operationalising Section E commitments
- Process for consulting on PfG and Legislative Programme
- Process for consulting on Budgets
- AOB

Best wishes

[redacted]

[redacted] |Deputy Private Secretary to Deputy First Minister of Scotland and Cabinet Secretary for Covid Recovery | John Swinney MSP | Scottish Government |Tel: [redacted]

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Patrick Harvie MSP
The Scottish Parliament
Edinburgh
EH99 1SP

30 August 2021

Dear Mr Harvie

May I congratulate you on your invitation from the First Minister to join the ministerial team as Minister for Zero Carbon Buildings, Active Travel & Tenants' Rights.

This letter sets out the arrangements for your formal appointment. The First Minister is now required to seek Parliamentary agreement and approval from Her Majesty The Queen to your appointment. You will be referred to as *Minister designate* for operational purposes until such time as the First Minister confirms your appointment. We expect this to be around the middle of this week.

I would ask that you note the **Annexes** to this letter which:

- Sets out important details concerning your activity in the period between Scottish Green Party endorsement of the co-operation agreement and your formal appointment (**Annex A**);
- Confirm the plans that have been put in place for your initial contacts with Scottish Government officials, a timeline for those events and routine logistical information (**Annex B**).

Officials will provide you with a copy of the Scottish Ministerial Code. I should be grateful if you would familiarise yourself with the content of the Code and adhere to its principles with immediate effect.

In the meantime, if you have any specific queries or requests please do not hesitate to get in touch with me.

JAMES HYND
Director for Cabinet

ACTIVITY IN THE PERIOD BETWEEN SCOTTISH GREEN PARTY ENDORSEMENT OF THE CO-OPERATION AGREEMENT AND YOUR FORMAL APPOINTMENT

Briefing

1. In order to assist your preparation to undertake your new portfolio and Ministerial responsibilities, it is in the public interest that you are able to engage with Scottish Government civil servants. You may seek support from the civil service in the form of oral or written briefings on topics within your portfolio. Until such times as your appointment has been concluded you are not a Minister and may not issue instructions to the civil service.
2. With the approval of the First Minister, confidential information may be provided to you where this is essential to allow you to prepare for your new portfolio responsibilities. You will be required to ensure that all Government information is held securely.

Exercise of Ministerial functions

3. Until such time as the First Minister formally confirms your appointment you must refrain from taking any policy decisions, or instructing officials to act in any way that might reasonably be considered as the exercise of a Ministerial function. You cannot exercise any of the statutory powers which legislation confers on the Scottish Ministers (for example signing Scottish Statutory Instruments or government legal contracts).

Engagement with the media

4. Unless it is unavoidable, or is directly linked to the fact of your appointment as a Minister, you should avoid making media statements on behalf of the Government. If it is essential that you make a statement this should clearly indicate your current status, pending the completion of the appointment process.

Engagement with external groups

5. You may meet key external groups and stakeholders in preparation to undertake your new portfolio responsibilities, making clear your current status. Meetings during this period will be recorded and published in the Ministerial meetings' log.

Engagement with the Parliament

6. You may not answer parliamentary questions, make Ministerial statements or participate in parliamentary proceedings as a Minister in connection with your new remit until your appointment has been confirmed (Standing Orders require that parliamentary questions be answered by a member of the Scottish Government or a junior Scottish Minister).
7. While there is no bar in Standing Orders to you representing the Government in Government debates prior to completion of the appointment process, this should be avoided unless absolutely essential.

Private Interests

8. Section 11 of the Scottish Ministerial Code covers Ministers' private interests. Ministers must ensure that no conflict arises, or could reasonably be perceived to arise, between their public duties and their private interests, financial or otherwise. As with all other aspects of the Code, you must ensure that no such conflict exists.

9. Shortly after your formal appointment the Permanent Secretary to the Scottish Government will write to you requesting confirmation of your private interests that might give rise to a perceived conflict with your portfolio responsibilities.

10. Should you have any queries about the information set out above advice should be obtained from Cabinet, Parliament and Governance Division.

Cabinet Parliament and Governance Division
Scottish Government

Proposed Timetable

1. The Scottish Government has made arrangements for your appointment to Government. The **formal process** for your Ministerial appointment would commence with Parliament's consideration on Tuesday 31 August of a motion to agree to the First Minister seeking approval from Her Majesty The Queen to your appointment.

2. The table below sets out our proposed timetable:

Timeline	Activity	SG lead official
Mon 30 August Timings (pm)	14:15 - Ministers Designate arrive Bute House Met by James Hynd , Director for Cabinet and Michelle Rennie , FM's Private Secretary	James Hynd Michelle Rennie
	14:30 - Meeting with FM Minister, Lorna Slater	Michelle Rennie
	14:50 - Meeting with FM Minister, Patrick Harvie	Michelle Rennie
	15:15 - Official Photograph at Bute House with FM	Michelle Rennie
	15:45 - Arrive : SAH	James Hynd
	15:45 - Minister Designate introduced to Private Secretary Minister Designate issued hard copies of: - Information for Ministers pack - Scottish Ministerial Code - Portfolio briefing pack	Michelle Rennie Private Secretary
	16:00 - Introductory meeting with Leslie Evans , Permanent Secretary James Hynd in attendance 16:00-16:15 - Minister Designate 1 16:15-16:30 - Minister Designate 2	Lisa McGuinness (PS/Perm Sec)
	Official ministerial photo taken (individually – while other designate is with Perm Sec)	MPO/Communications
	16:35 -16:50 Briefing meeting with James Hynd , Director for Cabinet	James Hynd
	16:50 Briefing on: - role of Private Office; - use of IT equipment; Electronic Box; - WfH arrangements / requirements; - transport requirements and - initial diary overview.	Private Secretary

	TBC - Meet Portfolio Cabinet Secretaries	Private Secretary
Tues 31 August (am)	Introductory meetings with Senior Civil Servants (SCS) supporting your portfolio interests. To cover general governance issues and briefings on portfolio issues requiring urgent attention or strategic direction.	MPO / DGs
	Introductory meeting with portfolio Communications (Comms) Team Leader and overview of the News and Social Content teams.	Head of News
	Security Briefing	[redacted]
Tues 31 August (pm)	1420-1520 First Minister's Statement: Agreement with the Scottish Green Party	FMPO
	1520-1550 Scottish Government Debate: Appointment of Junior Ministers	
	Briefing on Programme for Government	Tim Ellis, [redacted]
Wed 1 / Thu 2 September TBC	Expected confirmation of HMQ approval and formal appointment	James Hynd
	Ongoing Portfolio briefings	MPO / DGs
	Machinery of Government: An overview of SG structure and governance arrangements, including oversight of agencies, NDPBs etc.	DG Corporate
	Briefing on Ministerial Code, Cabinet and Parliament: A 1:1 meeting with James Hynd on the Scottish Ministerial Code and then wider meeting with [redacted] and [redacted] on Cabinet and Parliament issues.	James Hynd [redacted] [redacted]
WEEK 2 Briefings on cross-cutting policy areas and on corporate issues.	Briefings on a range of topics including, but not exclusively concerning: Budget process, Comprehensive Spending Review & the Scottish Government Legal Directorate (SGLD) and Law Officers Briefing on working with MPO: The role of the Private Office, including supporting meetings with officials and stakeholders; approach to note taking and record keeping; and adherence to relevant aspects of the Ministerial Code and Civil Service Code.	Various staff members Andy Bruce Michelle Rennie
Week 3 onwards	Continuing programme of briefings as required	

LOGISTICAL INFORMATION

Accommodation

3. Room 2N.01 has been identified for your use within St Andrews House, Regent Road. Please note that rooms are also available for your use in the Scottish Government building in Glasgow, Atlantic Quay, and access to those areas can be arranged should you require.

4. Space is also being identified for your use within the Scottish Parliament and details will be provided as soon as possible.

IT, Access etc

5. Email accounts, security passes, IT and telephony have all been arranged, and these will be provided to you by your Private Secretary on **Monday 30th August**.

Private Office

6. Your Private Office team (comprising a Private Secretary and administrative support officer), will be in place for **Monday 30th August**. Your staff are experienced in Private Office work, having been redeployed from existing ministerial offices. Where it is in the public interest to do so other resources, such as transportation, may be made available to you. You must seek prior approval via the nominated private secretary before using Government resources or incurring any costs.

Cabinet Parliament and Governance Division
Scottish Government



Lorna Slater MSP
The Scottish Parliament
Edinburgh
EH99 1SP

30 August 2021

Dear Ms Slater

May I congratulate you on your invitation from the First Minister to join the ministerial team as Minister for Green Skills, Circular Economy and Biodiversity.

This letter sets out the arrangements for your formal appointment. The First Minister is now required to seek Parliamentary agreement and approval from Her Majesty The Queen to your appointment. You will be referred to as *Minister designate* for operational purposes until such time as the First Minister confirms your appointment. We expect this to be around the middle of this week.

I would ask that you note the **Annexes** to this letter which:

- Sets out important details concerning your activity in the period between Scottish Green Party endorsement of the co-operation agreement and your formal appointment (**Annex A**);
- Confirm the plans that have been put in place for your initial contacts with Scottish Government officials, a timeline for those events and routine logistical information (**Annex B**).

Officials will provide you with a copy of the Scottish Ministerial Code. I should be grateful if you would familiarise yourself with the content of the Code and adhere to its principles with immediate effect.

In the meantime, if you have any specific queries or requests please do not hesitate to get in touch with me.

JAMES HYND
Director for Cabinet

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Briefing

1. In order to assist your preparation to undertake your new portfolio and Ministerial responsibilities, it is in the public interest that you are able to engage with Scottish Government civil servants. You may seek support from the civil service in the form of oral or written briefings on topics within your portfolio. Until such times as your appointment has been concluded you are not a Minister and may not issue instructions to the civil service.
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Engagement with the media

4. Unless it is unavoidable, or is directly linked to the fact of your appointment as a Minister, you should avoid making media statements on behalf of the Government. If it is essential that you make a statement this should clearly indicate your current status, pending the completion of the appointment process.

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9. Shortly after your formal appointment the Permanent Secretary to the Scottish Government will write to you requesting confirmation of your private interests that might give rise to a perceived conflict with your portfolio responsibilities.

10. Should you have any queries about the information set out above advice should be obtained from Cabinet, Parliament and Governance Division.

Cabinet Parliament and Governance Division
Scottish Government

Proposed Timetable

1. The Scottish Government has made arrangements for your appointment to Government. The **formal process** for your Ministerial appointment would commence with Parliament's consideration on Tuesday 31 August of a motion to agree to the First Minister seeking approval from Her Majesty The Queen to your appointment.

2. The table below sets out our proposed timetable:

Timeline	Activity	SG lead official
Mon 30 August Timings (pm)	14:15 - Ministers Designate arrive Bute House Met by James Hynd , Director for Cabinet and Michelle Rennie , FM's Private Secretary	James Hynd Michelle Rennie
	14:30 - Meeting with FM Minister, Lorna Slater	Michelle Rennie
	14:50 - Meeting with FM Minister, Patrick Harvie	Michelle Rennie
	15:15 - Official Photograph at Bute House with FM	Michelle Rennie
	15:45 - Arrive : SAH	Michelle Rennie James Hynd
	15:45 - Minister Designate introduced to Private Secretary Minister Designate issued hard copies of: - Information for Ministers pack - Scottish Ministerial Code - Portfolio briefing pack	Michelle Rennie Private Secretary
	16:00 - Introductory meeting with Leslie Evans , Permanent Secretary James Hynd in attendance 16:00-16:15 - Minister Designate 1 16:15-16:30 - Minister Designate 2	Lisa McGuinness (PS/Perm Sec)
	Official ministerial photo taken (individually – while other designate is with Perm Sec)	MPO/Communications
	16:35 - 16:50 Briefing meeting with James Hynd , Director for Cabinet	James Hynd
	16:50 Briefing on: - role of Private Office; - use of IT equipment; Electronic Box; - WfH arrangements / requirements; - transport requirements and	Private Secretary

	- initial diary overview.	
	TBC - Meet Portfolio Cabinet Secretaries	Private Secretary
Tues 31 August (am)	Introductory meetings with Senior Civil Servants (SCS) supporting your portfolio interests. To cover general governance issues and briefings on portfolio issues requiring urgent attention or strategic direction.	MPO / DGs
	Introductory meeting with portfolio Communications (Comms) Team Leader and overview of the News and Social Content teams.	Head of News
	Security Briefing	[redacted]
Tues 31 August (pm)	1420-1520 First Minister's Statement: Agreement with the Scottish Green Party	FMPO
	1520-1550 Scottish Government Debate: Appointment of Junior Ministers	
	Briefing on Programme for Government	Tim Ellis, Philip Whyte
Wed 1 / Thu 2 September TBC	Expected confirmation of HMQ approval and formal appointment	James Hynd
	Ongoing Portfolio briefings	MPO / DGs
	Machinery of Government: An overview of SG structure and governance arrangements, including oversight of agencies, NDPBs etc.	DG Corporate
	Briefing on Ministerial Code, Cabinet and Parliament: A 1:1 meeting with James Hynd on the Scottish Ministerial Code and then wider meeting with [redacted] and [redacted] on Cabinet and Parliament issues.	James Hynd [redacted] [redacted]
WEEK 2 Briefings on cross-cutting policy areas and on corporate issues.	Briefings on a range of topics including, but not exclusively concerning: Budget process, Comprehensive Spending Review & the Scottish Government Legal Directorate (SGLD) and Law Officers Briefing on working with MPO: The role of the Private Office, including supporting meetings with officials and stakeholders; approach to note taking and record keeping; and adherence to relevant aspects of the Ministerial Code and Civil Service Code.	Various staff members Andy Bruce Michelle Rennie
Week 3 onwards	Continuing programme of briefings as required	

LOGISTICAL INFORMATION

Accommodation

3. Room 2N.01 has been identified for your use within St Andrews House, Regent Road. Please note that rooms are also available for your use in the Scottish Government building in Glasgow, Atlantic Quay, and access to those areas can be arranged should you require.

4. Space is also being identified for your use within the Scottish Parliament and details will be provided as soon as possible.

IT, Access etc

5. Email accounts, security passes, IT and telephony have all been arranged, and these will be provided to you by your Private Secretary on **Monday 30th August**.

Private Office

6. Your Private Office team (comprising a Private Secretary and administrative support officer), will be in place for **Monday 30th August**. Your staff are experienced in Private Office work, having been redeployed from existing ministerial offices. Where it is in the public interest to do so other resources, such as transportation, may be made available to you. You must seek prior approval via the nominated private secretary before using Government resources or incurring any costs.

Cabinet Parliament and Governance Division
Scottish Government