

**EMAIL EXCHANGES - SPS/FIRST MINISTER AND DIRECTOR PEOPLE
9/17 NOVEMBER 2021**

From: [REDACTED] On Behalf Of First Minister

Sent: 17 November 2021 12:15

To: Richards N (Nicola) <Nicola.Richards@gov.scot>; First Minister <firstminister@gov.scot>; Rennie M (Michelle) <Michelle.Rennie@gov.scot>

Cc: Mcguinness L (Lisa) <Lisa.Mcguinness@gov.scot>; Smith DR (Deborah) <Deborah.Smith@gov.scot>; [REDACTED]

Subject: RE: OFF SEN - staffing - final position in relation to Leslie Evans' departure

Nicky,

The First Minister was grateful for sight of this note and is content with the approach outlined.

Best wishes

[REDACTED]

[REDACTED]

Senior Private Secretary to the First Minister

5th Floor | St Andrew's House | Regent Road | Edinburgh | EH1 3DG | T: [REDACTED] | M:

[REDACTED]



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From: Richards N (Nicola) <Nicola.Richards@gov.scot>

Sent: 09 November 2021 17:41

To: First Minister <firstminister@gov.scot>; Rennie M (Michelle) <Michelle.Rennie@gov.scot>

Cc: Mcguinness L (Lisa) <Lisa.Mcguinness@gov.scot>; Smith DR (Deborah) <Deborah.Smith@gov.scot>; [REDACTED]

Subject: OFF SEN - staffing - final position in relation to Leslie Evans' departure

PPS/FM

Please find attached a note for FM to consider for approval.

[REDACTED]

Thanks again,

Nicky

First Minister

PERMANENT SECRETARY – DEPARTURE TERMS

1. You have discussed with Cabinet Office and Leslie Evans your preferences for handling the Permanent Secretary transition and the timing and terms of her departure. **[REDACTED] This note seeks formal agreement on the latter.**

2. **[REDACTED]**

3. We are now writing to set out the proposed final detail of these arrangements and to seek agreement so these can be communicated formally to the Permanent Secretary by Cabinet Office. **[REDACTED]**

4. **[REDACTED]**

5. As a result, the full and final arrangements that we propose to apply are:

- **[REDACTED]**
- **[REDACTED]**
- Period from 1 January 2022 to 31 March 2022 will be covered by untaken leave **[REDACTED]**
- **[REDACTED]**

6. **[REDACTED]**

7. **[REDACTED]**

8. **[REDACTED]**

9. **It would be helpful to have confirmation that the First Minister is content, in particular on the [REDACTED] untaken leave as this approval rests with Scottish Government.**

**People Directorate
9 November 2021**

Official Sensitive - Staffing

[REDACTED]