From: [redacted]@gov.scot>
Sent: 18 August 2022 08:30
To: Corporate Relations <corporate.relations@sose.scot>
Cc: [redacted] <[redacted]@gov.scot>
Subject: RE: Scottish Covid-19 Inquiry - Do Not Destroy

Sorry I've not been much help! I think it's everything – high level, notes of meetings where you discussed support, documents on impacts to business etc.

[redacted]

[redacted] | Enterprise Sponsorship Team | Regional Economic Development Division | e: [redacted]@gov.scot

Please send all enterprise sponsorship correspondence to enterprisesponsorship@gov.scot. This will allow us to ensure that all correspondence is dealt with should a particular colleague be unavailable.

From: Corporate Relations <corporate.relations@sose.scot>
Sent: 18 August 2022 08:24
To: [redacted]@gov.scot>
Cc: [redacted]) <[redacted]@gov.scot>; Corporate Relations <corporate.relations@sose.scot>
Subject: RE: Scottish Covid-19 Inquiry - Do Not Destroy

Thanks [redacted]

Yeah, comms will be doing something around not deleting any docs / emails etc.

I had initially thought for us it would be the element relating to financial support to businesses but unsure what docs / info exactly they mean and is it the high level generic docs around support and finance to all business and communities. I will pick up with HIE and SE and possibly the inquiry but it is not clear from the info received so far what they need from us.

Cheers,
[redacted]

[redacted]
Telephone [redacted]
Email: [redacted]@sose.scot

SOUTH of SCOTLAND ENTERPRISE

www.southofscotlandenterprise.com

From: [redacted]@gov.scot <[redacted]@gov.scot>
Sent: 18 August 2022 08:09
To: Corporate Relations <corporate.relations@sose.scot>

Cc: [redacted]@gov.scot
Subject: RE: Scottish Covid-19 Inquiry - Do Not Destroy

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Morning,

I agree, it's not very clear. They are basically asking you not to delete anything that might be relevant.

From looking at the TOR I would think you would only really fit into the following:

b) the decisions to lockdown and to apply other restrictions and the impact of those restrictions;
l) financial support and guidance given to businesses and the self-employed, including in relation to identification of keyworkers, by public agencies.

I think at this point they are asking you not to delete anything that might be relevant and are looking for an estimate of how many documents you might have that falls into the relevant categories. By documents they mean - briefing notes, internal correspondence, external correspondence, memorandums, minutes, whatsapp etc.

I would hope they would narrow the scope of the request as they go and I think that's what they are saying. I do think that the initial scoping document seems tricky to pull together.

I would imagine they would be looking for documents held by SOSE that relates to the impact of lockdown and restrictions to businesses, the design, implementation and conditions of financial support, guidance to businesses etc.

Not sure this helps? Might be useful to check in with the other EA's to see how they are handling it and a chat with the inquiry themselves?

Happy to discuss
[redacted]

[redacted] | Enterprise Sponsorship Team | Regional Economic Development Division | e: [redacted]gov.scot

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From: Corporate Relations <corporate.relations@sose.scot>
Sent: 17 August 2022 11:15
To: [redacted]@gov.scot>
Cc: [redacted]@gov.scot>
Subject: FW: Scottish Covid-19 Inquiry - Do Not Destroy

Hi [redacted]

I hope your gang got off to school Ok this week – all smiles 😊

[redacted] mentioned the email / inquiry below this morning and I would welcome any input / advice on what type of information and documents they are looking for us to include in the scoping exercise. I had a look at the Inquiry website and the TOR etc and still not really sure what types of information and docs they are referring to. Any ideas most welcome and we will gather as required?

Thanks,
[redacted]

[redacted]
Telephone: [redacted]
Email: [redacted]@sose.scot

SOUTH of SCOTLAND ENTERPRISE

www.southofscotlandenterprise.com

From: Chief Executive <chief.executive@sose.scot>
Sent: 16 August 2022 18:06
To: [redacted] <[redacted]@sose.scot>; Corporate Relations <corporate.relations@sose.scot>; [redacted] <[redacted]@sose.scot>
Subject: FW: Scottish Covid-19 Inquiry - Do Not Destroy

Hi,

Please note the email below (+ attachments), which came into the Chief Exec mailbox this afternoon.

Thank you,

[redacted]

From: [redacted]@covid19inquiry.scot <[redacted]@covid19inquiry.scot> **On Behalf Of** scoping@covid19inquiry.scot
Sent: 16 August 2022 12:54
To: Chief Executive <chief.executive@sose.scot>
Subject: Scottish Covid-19 Inquiry - Do Not Destroy

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear [redacted]

The Scottish Covid-19 Inquiry has been set up to investigate aspects of the devolved response to the Covid-19 pandemic. We are committed to investigating that response so that lessons may be learned, both good

and bad. Our aim is that our recommendations lead to Scotland being better prepared for the future.

We wish to ensure that information the Inquiry may wish to consider is not inadvertently lost or destroyed. To that end, we enclose a notice asking you not to destroy any documents that may be relevant to the Inquiry's work. A similar message was placed on the Inquiry's website earlier this year here.

In due course, calls for evidence will be made, through which the Inquiry will gather information relevant to its investigations. It is likely that this will involve a high volume of documentation. We would appreciate your assistance with our planning for the handling of documents we receive. We attach a table, which asks for an indication of the nature of information held and the form, as well as the volume of information you consider your organisation may hold which may be relevant to the work of the Inquiry, We would be grateful for your input by 13th September 2022.

Please respond to scoping@covid19inquiry.scot.

We are grateful for your cooperation in this scoping work.

The Scottish Covid – 19 Inquiry