

**Documents Enclosed:**

**Annex A**

Document 1: Email from Lady Poole to Deputy First Minister dated 30/09/22  
Document 2: Email from Deputy First Minister – reply to above  
Document 3: Email from Lady Poole to Deputy First Minister – reply to above  
Document 4: Email from Deputy First Minister to Lady Poole – reply to above  
Document 5: Email from Deputy First Minister to Lady Poole  
Document 6: Email from Lady Poole to Deputy First Minister – reply to above  
Document 7: Email from Deputy First Minister to Lady Poole – reply to above  
Document 8: Email from Lady Poole to Deputy First Minister – reply to above  
Document 9: Chain of emails between Scottish Government, Scottish Courts and Tribunals Service and the Covid-19 Inquiry regarding communications plans  
Document 10: Chain of emails between the Covid-19 Inquiry and Scottish Government regarding communications  
Document 11: Chain of emails between Scottish Government and Covid-19 Inquiry regarding arrangements following Lady Poole's resignation  
Document 12: Chain of emails between Covid-19 Inquiry and the Director of Safer Communities in Scottish Government

**Document 1:**

**From:** Poole L (Lady Anna) <Lady.Poole@covid19inquiry.scot>  
**Sent:** 30 September 2022 11:04  
**To:** Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>  
**Cc:** Lord Carloway <Lord.carloway@scotcourts.gov.uk>; [redacted]@covid19inquiry.scot; [redacted]@covid19inquiry.scot  
**Subject:** For the attention of the Deputy First Minister

Dear Mr Swinney

Thank you for entrusting me to chair the Scottish COVID-19 Inquiry. With regret, I write to give 3 months written notice of my resignation as Chair under Clause 4.2 of the terms of appointment and Section 12(2) of the Inquiries Act 2005.

I am of course happy to assist with the transition to my successor.

I have copied in the Lord President, to whom I spoke before submitting this resignation, as well as the interim secretaries to the Inquiry.

Yours sincerely

Lady Poole



**Lady Poole**  
Chair  
Scottish COVID-19 Inquiry

**Email:** [Lady.Poole@covid19inquiry.scot](mailto:Lady.Poole@covid19inquiry.scot)



FREEPOST Scottish Covid-19 Inquiry  
[www.covid19inquiry.scot](http://www.covid19inquiry.scot)

## Document 2:

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

**Sent:** 30 September 2022 11:20

**To:** Poole L (Lady Anna) <Lady.Poole@covid19inquiry.scot>; Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>

**Cc:** Lord Carloway <Lord.carloway@scotcourts.gov.uk>; [redacted]@covid19inquiry.scot; [redacted]@covid19inquiry.scot

**Subject:** RE: For the attention of the Deputy First Minister

Dear Lady Poole

Thank you for your email which I have passed on to the Deputy First Minister. Mr Swinney has asked if it would be possible to have an urgent phone call – he is available just now to speak – would that be possible from your side?

Kind regards

[redacted]

## Document 3:

**From:** Poole L (Lady Anna) <Lady.Poole@covid19inquiry.scot>

**Sent:** 30 September 2022 11:21

**To:** Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>

**Subject:** RE: For the attention of the Deputy First Minister

Happy to do this, but I have a [redacted]. 5 minutes now, or after that.

## Document 4:

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

**Sent:** 30 September 2022 11:24

**To:** Poole L (Lady Anna) <Lady.Poole@covid19inquiry.scot>; Deputy First Minister

and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>

**Subject:** RE: For the attention of the Deputy First Minister

Thank you. Please dial in to the number below and enter the guest pin. The call is ready for you to join

Dial: [redacted]

Guest pin: [redacted]

Many thanks [redacted]

**Document 5:**

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

**Sent:** 30 September 2022 12:36

**To:** Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>; Poole L (Lady Anna) <Lady.Poole@covid19inquiry.scot >

**Subject:** RE: For the attention of the Deputy First Minister

Dear Lady Poole

DFM appreciated your time this morning. He has asked me to check whether you would be able to speak again at 13:30 today? This would be via the same format as before.

Kind regards

[redacted]

**Document 6:**

**From:** Poole L (Lady Anna) <Lady.Poole @covid19inquiry.scot>

**Sent:** 30 September 2022 14:48

**To:** Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>

**Subject:** RE: For the attention of the Deputy First Minister

Apologies for not picking this up earlier. I would be content to speak again within the next short while, if that is convenient.

**Document 7:**

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

**Sent:** 30 September 2022 14:53

**To:** Poole L (Lady Anna) <Lady.Poole@covid19inquiry.scot>; Deputy First Minister

and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>

**Subject:** RE: For the attention of the Deputy First Minister

Thank you Lady Poole. Please dial in to the number below at 1500:

Dial: [redacted]

Guest pin: [redacted]

Many thanks

[redacted]

**Document 8:**

**From:** Poole L (Lady Anna) <Lady.Poole@covid19inquiry.scot>

**Sent:** 30 September 2022 14:55

**To:** Deputy First Minister and Cabinet Secretary for Covid Recovery <DFMCSCR@gov.scot>

**Subject:** RE: For the attention of the Deputy First Minister

I will do

**Document 9:**

From: [redacted]@gov.scot]

sent: 03 October 2022 10:53

To: [redacted]@covid19inquiry.scot

Cc: [redacted]<[redacted]@gov.scot>; <[redacted]<[redacted]@gov.scot>;

[redacted<redacted @gov.scot>; [redacted<redacted@gov.scot>;

[redacted]<[redacted]@gov.scot>; [redacted< [redacted]@scotcourts.gov.uk>;

[redacted]< [redacted]@scotcourts.gov.uk>;[redacted] <[redacted]

@covid19inquiry.scot>

Subject: RE: Contact details - Arrangements for Monday plans / weekend contingencies

Hi [redacted]

The news release has issued.

[redacted]

<https://www.gov.scot/news/covid-19-public-inquiry/>

**From:** [redacted]@gov.scot

**Sent:** Mon 03/10/2022 09:29

**To:** [redacted]@scotcourts.gov.uk>: <[redacted]@covid19inquiry.scot>;< [redacted]@scotcourts.gov.uk  
**Cc:** [redacted] @gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>  
**Subject:** RE: Contact details - Arrangements for Monday plans / weekend contingencies

Good morning all.

My colleague [redacted], now copied in will be issuing the attached SG news release after Inquiry's 10am internal comms – at around 10.30, only once we know that SG sponsorship team have made initial contact with relative groups ahead of calls with DFM later today, and DFM's letter has gone to Parliament's Covid Committee, w Presiding Officer and party leaders copied.

[redacted] – grateful if you can pls confirm to copylist when our release has issued to newsdesks and is published on the SG website – as they will follow with statement from Lady Poole on the Inquiry website.

Thx  
[redacted]

**From:** [redacted]@scotcourts.gov.uk  
**Sent:** 01 October 2022 14:29  
**To:** [redacted]@gov.scot>:<[redacted]@covidinquiry.scot.>  
<[redacted]@scotcourts.gov.uk.>  
**Cc:** [redacted]@gov.scot>; [redacted]@gov.scot>  
**Subject:** RE: Contact details - Arrangements for Monday plans / weekend contingencies

Hi all,

Just to confirm we are happy with the plan and the announcements.

Kind regards

[redacted]  
Scottish Courts and Tribunals Service  
Parliament House  
Parliament Square  
Edinburgh  
EH1 1RQ

[redacted]

**From:** [redacted]@gov.scot  
**Sent:** 30 September 2022 21:30  
**To:** <[redacted]@covid19inquiry.scot>; <[redacted]@scotcourts.gov.uk>  
<[redacted]@scotcourts.gov.uk>

**Cc:** [redacted]@gov.scot; [redacted]@gov.scot  
**Subject:** RE: Contact details - Arrangements for Monday plans / weekend contingencies

Many thanks [redacted], we'll fix that - and we'll plan on basis of your timings for Monday morning, all being well for the weekend!

[redacted]

sent with BlackBerry Work (www.blackberry.com)

---

**From:** [redacted]@covid19inquiry.scot  
**Sent:** 30 Sept 2022 21:22  
**To:** <[redacted]@scotcourts.gov.uk> <[redacted]@scotcourts.gov.uk><[redacted]@gov.scot>  
**Cc:** [redacted]@gov.scot>; [redacted]@gov.scot  
**Subject:** RE: Contact details - Arrangements for Monday plans / weekend contingencies

Lady Poole is fine with both announcements, though she has asked if you would please correct the following in the background sections:

“The terms of reference for the inquiry covers 12 areas of investigation, each covering a strategic element of the handling of the pandemic, to identify lessons to be learned and recommendations as soon as practicable.”

**From:** [redacted]@gov.scot  
**Sent:** 30 September 2022 20:42  
**To:** [redacted]@covid19inquiry.scot>; <[redacted]@scotcourts.gov.uk>:  
< [redacted]@scotcourts.gov.uk>  
**Cc:** [redacted]@gov.scot>; [redacted]@gov.scot  
**Subject:** RE: Contact details - Arrangements for Monday plans / weekend contingencies  
**Importance:** High

Hi [redacted]

Good evening and with thanks, I'm copying in [redacted], my senior colleagues supporting the press officers who take the calls from media this weekend.

### **Monday plan**

Please see attached our proposed SG news release, planned for issue on Monday morning, re the Chair. I would be grateful if you, or through colleagues, are able to share this with Lady Poole and with the Lord President. Hopefully it is in order but of course, please advise if there are any concerns or suggested amendments.

So we can co-ordinate the timing of our release on Monday with the Inquiry's planned internal update to colleagues, *can you please confirm the time you plan to advise staff ([redacted] suggested 10 or 10.30am)?*

As discussed, once we know when you will notify staff (*is that just about chair or others?\**), the DFM's office will, about half an hour thereafter, send a letter to relevant MSPs/Committee, including Parliament's Presiding Officer and the main party leaders about the Chair's intention to resign, followed quickly by SG Comms issuing the news release.

Also, *what external media statement/comment from Lady Poole would the Inquiry issue following the SG announcement re the Chair? Will it be similar to the internal staff update?*

### **In the event of weekend media queries about the Chair**

In such an event, as discussed, we may well bring forward the announcement Sat/Sun if needed, but we want to ensure that our Ministers, and your 'principles' and the Inquiry staff are advised appropriately before anything officially issues (eg, so it may be a couple of hours after the query coming in). All to be discussed in such an event.

Please can you call either me (mob below) or [redacted] on Saturday [redacted] or [redacted] on Sunday [redacted] to flag any media interest as soon as you get it – and we will do likewise – so we can discuss and quickly agree co-ordination. *[Redacted], could you please remind me of your mobile?*

If you are directing journalists who are asking about the Chair's position\* to the SG, I'd be grateful if they can be directed to the SG out of hours number for journalists – [redacted]

I hope this all makes sense, but happy to discuss.

[Redacted]

*\* Media questions about anyone working with the Inquiry other than the Chair appointed by The Scottish Ministers – for example Counsel or other staff – is not something the SG would comment on since these are matters for the independent Inquiry and the Inquiry chair.*

---

**From:** <[redacted]@covid19inquiry.scot>  
**Sent:** 30 September 2022 18:16  
**To:** [redacted]@gov.scot;>< [redacted]@scotcourts.gov.uk>  
<[redacted]@scotcourts.gov.uk>  
**Cc:** [redacted]@scotcourts.gov.uk>; [redacted]@gov.scot>

**Subject:** RE: Contact details

Both,

Many thanks.

Copying in [redacted] at SG.

Best wishes,

[redacted]

[redacted – out of scope]

**Document 10:**

**From:** [redacted]@covid19inquiry.scot>

**Sent:** 30 September 2022 14:42

**To:** [redacted]@gov.scot>; <[redacted]@gov.scot>;< [redacted]@gov.scot>

**Cc:** [redacted]@covid19inquiry.scot

**Subject:** RE: COVID-19 Inquiry Chair

All, please find below the line from Lady Poole we are proposing to send to Inquiry colleagues:

"I was honoured to be appointed by the Deputy First Minister to lead such an important independent public inquiry into the handling of a pandemic which has touched everyone in Scotland. However, for personal reasons, I have had to take the very difficult decision to submit my resignation as Chair. The Co-secretaries will share more details with you in due course about the arrangements during my notice period. I wish my successor and the Scottish COVID-19 Inquiry every success and would like to thank the Inquiry team for their commitment, dedication and support."

Kind regards,

[redacted]

**From:** [redacted]@covid19inquiry.scot

**Sent:** 30 September 2022 14:15

**To:** <[redacted]@gov.scot>; <[redacted]@gov.scot>

**Cc:** <[redacted]@covid19inquiry.scot>; <[redacted]@covid19inquiry.scot>

**Subject:** COVID-19 Inquiry Chair

Hello [redacted]

I'm not sure if you knew that I'd moved across to the COVID Inquiry not long ago. I'm sure this isn't how we'd have chosen for our paths to cross again but .... [redacted] copied here is Head of Comms for the Inquiry so can we link in please on plans for handling this? Should the four of us have a teams chat, or do you have draft lines that could be shared already?



Thanks very much  
[redacted]

**Document 11:**

**From:** [redacted]@gov.scot  
**Sent:** 03 October 2022 10:14  
**To:** <[redacted]@covid19inquiry.scot>; <[redacted]@covid19inquiry.scot>  
**Cc:** <[redacted]@covid19inquiry.scot>; <McGillivray D (Donald) Donald.McGillivray@gov.scot>; [redacted]@gov.scot>; <[redacted]@covid19inquiry.scot>  
**Subject:** RE: [redacted – out of scope]

[redacted]

[redacted] indicated you had asked for an update on which families groups we are speaking to this morning and DFM is expected to speak to later today – as follows:

- Care Home Relatives Scotland (call completed)
- Covid Bereaved Families for Justice (call completed with [redacted] as legal representative)
- PBW Law (call to be held shortly)

Arrangements for calls with DFM are still to be made but we will keep you updated.

Best wishes,  
[redacted]

[redacted – out of scope]

**From:** [redacted]@covid19inquiry.scot  
**Sent:** 02 October 2022 18:13  
**To:** [redacted]@gov.scot>; <[redacted]@covid19inquiry.scot>  
**Cc:** <[redacted]@covid19inquiry.scot>; <McGillivray D (Donald) Donald.McGillivray@gov.scot>; [redacted]@gov.scot>; <[redacted]@covid19inquiry.scot>  
**Subject:** RE: [redacted out of scope]

[redacted],

Please find below the text for the internal communication, which includes [redacted - out of scope]

We do not intend to make an external announcement about [redacted – out of scope] but we are planning to publish a short statement from Lady Poole, after the DFM/SG comms have made the announcement. I have also copied this below.

[redacted - out of scope]

With best wishes,

[redacted]

### **All-Inquiry email**

Good morning,

Below you will find a short statement from Lady Poole, who has resigned as Chair of the Inquiry for personal reasons. [redacted – out of scope]

"I was honoured to be appointed by the Deputy First Minister to lead such an important independent public inquiry into the handling of a pandemic which has touched everyone in Scotland. However, for personal reasons, I have had to take the very difficult decision to submit my resignation as Chair. The Co-secretaries will share more details with you in due course about the arrangements during my notice period. I wish my successor and the Scottish COVID-19 Inquiry every success and would like to thank the Inquiry team for their commitment, dedication and support."

John Swinney, the Deputy First Minister, has asked the Lord President of the Court of Session, Scotland's most senior judge, to make arrangements to appoint a new Chair. Lady Poole will continue to assist the Inquiry for up to three months to help ensure a smooth transition.

[redacted - out of scope]

With best wishes,

[redacted]

### **External statement, to be published on website after DFM letter/announcement**

"I was honoured to be appointed by the Deputy First Minister to lead such an important independent public inquiry into the handling of a pandemic which has touched everyone in Scotland. However, for personal reasons, I have had to take the very difficult decision to submit my resignation as Chair. I will continue to assist the Scottish COVID-19 Inquiry during my notice period and would like to thank the Inquiry team for their hard work, dedication and commitment."

**From:** [redacted]@gov.scot

**Sent:** 02 October 2022 17:08

**To:** <[redacted]@covid19inquiry.scot>

**Cc:** <[redacted]@covid19inquiry.scot>< McGillivray D (Donald)

Donald.McGillivray@gov.scot>; [redacted]@gov.scot>;

<[redacted]@covid19inquiry.scot>

**Subject:** [redacted – out of scope]

**Importance:** High

[redacted]

[redacted - out of scope]

I also wanted to let you know that DFM has asked the sponsor team to contact bereaved families representatives tomorrow morning to ensure they have been advised of the news regarding Lady Poole's resignation from SG rather than seeing it first in media coverage. The DFM also intends to speak to the families representatives himself tomorrow as well. If you would like any further update on these planned arrangements, please just let us know and we will be happy to assist – however please treat this information in confidence for now, as we are intentionally not making any approach to bereaved families before tomorrow morning so as to avoid any concern or distress that could arise from SG suddenly seeking to set up urgent calls with them.

Thanks and best wishes,

[redacted]

**Document 12:**

**From:** [redacted]@covid19inquiry.scot>

**Sent:** Fri 30/09/2022 11:02

**To:** McGillivray D (Donald) [Donald.McGillivray@gov.scot](mailto:Donald.McGillivray@gov.scot)>

**Subject:** RE: URGENT

Thanks [redacted] – Don and I have spoken.

[redacted]

**From:** [redacted] **On Behalf Of** Director of Safer Communities

**Sent:** Friday, September 30, 2022 10:57 AM

**To:** [redacted]@covid19inquiry.scot>; McGillivray D (Donald)

<[Donald.McGillivray@gov.scot](mailto:Donald.McGillivray@gov.scot)>

**Subject:** RE: URGENT

Hi [redacted]

Don is travelling to/or about to go into his next meeting, I have text him and highlighted this message for his attention.

Thanks

[redacted]

**From:** [redacted]@covid19inquiry.scot  
**Sent:** 30 September 2022 10:51  
**To:** McGillivray D (Donald)  
**Subject:** URGENT

Don,

I need to have a quick call with you. Can you call me on [redacted] ?

Hopefully before your next meeting.

[redacted]

