

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
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Document 6: Email from Lady Poole to Deputy First Minister – reply to above
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Document 9: Email from Deputy First Minister office containing notes from the telephone meetings held on 30/09/22

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



FREEPOST Scottish Covid-19 Inquiry
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> On Behalf Of Deputy First Minister and Cabinet Secretary for Covid Recovery
Sent: 19 October 2022 15:53
To: [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>
Cc: Deputy First Minister and Cabinet Secretary for Covid Recovery
<DFMCSCR@gov.scot>
Subject: Notes of DFM/Lady Poole calls

[Redacted out of scope]

1. Call with Lady Poole – 11:25 Friday 30 September

Attendees: DFM, Lady Poole, [redacted]

After receiving Lady Poole's email of resignation at 11:04 on Friday 30 September, the Deputy First Minister sought an urgent call with Lady Poole which took place at 11:25.

Lady Poole informed the DFM that due to personal reasons she was making the decision to resign from her role as Chair of the Covid-19 Inquiry.

Lady Poole let the DFM know that, the day before, four out of six Counsel had resigned.

The DFM asked Lady Poole whether there was anything that could be done which would allow Lady Poole to continue in her role, but Lady Poole declined.

Lady Poole said that she would be happy to assist with the transition to her successor.

Lady Poole had a prior engagement to attend and so this was a short telephone call of around five minutes.

2. Call with Lady Poole – 15:00 Friday 30 September

Attendees: DFM, Lady Poole, [redacted]

The DFM and Lady Poole had a follow up call, given the short nature of their original call. The DFM began by stating that he wanted to explore whether this was a final decision from Lady Poole. Lady Poole reiterated her earlier position. DFM was sorry to hear this and said that this is not the outcome that he had hoped for.

Lady Poole stated that she has three months' notice to work and so she would continue until the end of the year, and assist with transition to her successor.

The DFM and Lady Poole had a discussion about communication of this and agreed that their respective communications teams would work together to agree a suitable plan.

The call ended with the DFM and Lady Poole conveying their thanks to one another for the work conducted over the last twelve months.