

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]**