

**From:** Aileen Keel <Aileen.Keel@ed.ac.uk>

**Sent:** 21 November 2022 15:29

**To:** [Redacted] <[Redacted]@gov.scot>

**Subject:** Retirement

Dear [Redacted],

Having threatened to go part time earlier this year and then changed my mind, I write to let you know that I will definitely be retiring at the end of March 2023! I assume that your team will inform myCSP? Please let me know if there's anything else I need to do. I've let the CMO know and will shortly remind Caroline Lamb that's what will be happening.

BW,

Aileen

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E: [Redacted]@gov.scot

**PERSONAL BY EMAIL**

alastair.mcalpine@gov.scott

14<sup>th</sup> July 2023

Dear Alastair

**SENIOR CIVIL SERVICE: PROMOTION**

I am writing to confirm your promotion to Chief Statistician with effect from 10<sup>th</sup> July 2023.

Your post is in SCS Pay Band 1 and in your case you will receive the minimum of the Pay Band, £81,893.

It is a pre-requisite when joining the Senior Civil Service that you sign a SCS contract and that is enclosed. Please read through, sign and return a copy to me.

Once I have your signed contract, I will arrange for your new salary to be actioned.

May I take this opportunity to remind you of the requirement for members of the SCS to record information relating to [gifts, hospitality and interests](#) on the e-HR system in accordance with the [Civil Service Code of Conduct](#).

[Redacted], SCS Development Manager will be in touch with you to discuss Induction. If you have any HR queries, either now or in the future, the Senior Resourcing and Staffing Team will be happy to help.

I hope this is all clear, but if you have any queries, please do not hesitate to contact me.

Yours sincerely,  
[Redacted]

**[Redacted]**  
Senior Resourcing and Staffing Team

T: 0131-244 2790  
E: dghsc@gov.scot

**PERSONAL - BY EMAIL**

Gregor Smith  
[Gregor.Smith@gov.scot](mailto:Gregor.Smith@gov.scot)

10 April 2020

Dear Gregor,

**Offer of appointment as Chief Medical Officer for Scotland**

I am writing to invite you to formally accept appointment as the Chief Medical Officer for Scotland. The Chief Medical Officer for Scotland (CMO) is a non-ministerial office holder of the Scottish Administration. The appointment is made by the Scottish Ministers under sections 51 and 126(8)(b) of the Scotland Act 1998.

The CMO is the chief medical adviser to the First Minister, the Cabinet Secretary for Health and Sport and the wider Ministerial team. The post is based within the Scottish Government Health and Social Care Directorate (which also operates as the headquarters of NHS Scotland). You will report formally to the Director General for Health and Social Care and the Chief Executive of NHS Scotland. It is expected that you will work collaboratively across the directorates in the Scottish Government, the NHS, the wider public sector and a range of professional networks.

The CMO is a member of the Health and Social Care Management Board with direct involvement in discussions on all major policy issues. The CMO is supported by a Deputy CMO, the Chief Scientist (Health), a number of doctors (within the Civil Service and seconded from the NHS) and administrative colleagues. In addition, the CMO has access to a number of specialty advisers through the Scottish Medical and Scientific Advisory Committee (SMASAC) and a wide range of professional advisory networks.

As CMO you will:

- support Scottish Ministers in the achievement of their key aims;
- contribute to improving, sustaining and enhancing the health of the population in Scotland with a particular focus on reducing health and social inequalities and improving public services;
- work collaboratively to improve the quality of services provided through health and social care;

- be the main point of contact with the CMOs from the other UK countries and senior figures in organisations such as the World Health Organisation, the EU and internationally;
- ensure a particular focus on medical professionalism and excellence, professional regulation, developing the medical workforce, medical education and training;
- develop and manage key professional relationships and networks in Scotland (including, for example, with the British Medical Association, Scottish Medical Schools, the General Medical Council and the Scottish Academy of Medical Royal Colleges);
- foster innovation and promote medical research and development in order to position Scotland as a leading nation in the world in which to train, teach, research and practice medicine; and
- provide leadership and manage the professional development of all medical staff in the Scottish Government Health and Social Care Directorate.

I hope very much that you will accept appointment as Chief Medical Officer, with effect from 6<sup>th</sup> April 2020. Your appointment will run until 31 December 2020 or until a new Chief Medical Officer is appointed, whichever date is earlier. If a new Chief Medical Officer is not appointed by 31<sup>st</sup> December, there is a possibility that you may be offered an extension to this appointment for a short period to allow such an appointment to be made.

I should be grateful if you would return the completed acceptance form as soon as possible to [REDACTED] by email [REDACTED]. Arrangements as regards the remaining terms and conditions in relation to this appointment are separately provided for in a secondment agreement between NHS Lanarkshire and the Scottish Ministers dated 10 April 2020.

Yours sincerely



Malcolm Wright  
DG Health and Social Care &  
Chief Executive NHS Scotland

Dear Malcolm

**CHIEF MEDICAL OFFICER**

I am pleased to accept the appointment as Chief Medical Officer as set out in the terms described in the appointment letter dated 10 April 2020.

Signed -----

Name (print)-----

e-mail contact address-----

