

Environmental Standards Scotland

Ìrean Àrainneachdail na h-Alba

ENVIRONMENTAL
Standards Scotland
Ìrean Àrainneachdail na h-Alba

[REDACTED]
Business and Finance Manager

foi@environmentalstandards.scot

0808 1964000

[REDACTED]
13 March 2026

Dear [REDACTED]

Information request – partial disclosure

ESS reference: ESS.IR.027

I am writing in response to your email of 16 January 2026, requesting information under the Freedom of Information (Scotland) Act 2002 (FOISA). The information you requested is as follows:

Please could ESS provide copies of all correspondence (from 1 January 2024 up to 28 February 2025) sent to, and received from:

- Tim Ellis (Deputy Director of the Future Environment Division, Scottish Government)
- Future Environment Division, Scottish Government
- Director of Environment and Forestry, Scottish Government
- Sponsorship Hub, Scottish Government

As the information you have requested is ‘environmental information’ for the purposes of the Environmental Information (Scotland) Regulations 2004 (EIRs), we are required to deal with your request under those Regulations. We are applying the exemption at section 39(2) of the

Freedom of Information (Scotland) Act 2002 (FOISA), so that we do not also have to deal with your request under FOISA.

This exemption is subject to the 'public interest test'. Therefore, taking account of all the circumstances of this case, we have considered if the public interest in disclosing the information outweighs the public interest in applying the exemption. We have found that, on balance, the public interest lies in favour of upholding the exemption, because there is no public interest in dealing with the same request under two different regimes. This is essentially a technical point and has no material effect on the outcome of your request.

Our response

I enclose the information listed in the attached Schedule of Information. The documentation spans the period from 1 January 2024 up to 28 February 2025.

Some of the information you asked for cannot be provided because it is exempt from disclosure.

The EIRs allow a Scottish public authority to withhold information in response to a request, where one or more exemptions listed in the EIRs applies. While our aim is to provide information whenever possible, in this instance we are unable to provide some of the information you have requested.

Personal data

An exemption under Regulation 11(2)(a) of the EIRs applies to some of the information requested, because it is personal data of a third party and disclosing it would contravene the data protection principles in Article 5(1) of the UK General Data Protection Regulation. This exemption is not subject to the 'public interest test', so we are not required to consider if the public interest in disclosing the information outweighs the public interest in applying the exemption.

Internal Communications

An exemption under Regulation 10(4)(e) of the EIRs applies to some of the information requested, where the communication between ESS and the Scottish Government in relation to budgetary control is considered internal. This exemption is subject to the 'public interest test'. We have found that, on balance, the public interest lies in favour of not upholding the exemption, because there is public interest in this information being released as it relates to information which is already publicly available.

Third party interests

A further exemption under Regulation 10(5)(f) of the EIRs applies to some of the information requested, where the information held if disclosed would likely cause substantial prejudice to the interests of a person who provided information voluntarily to the authority. This exemption is subject to the 'public interest test'. We have found that, on balance, the public interest lies in favour of upholding the exemption. We recognise that there is some public interest in release because of the interest in disclosing information as part of an open and transparent organisation. However, this is outweighed by the public interest in maintaining our relations with the Scottish Government and associated public bodies in matters relating to government requests.

To provide you with as much information as possible, the documents enclosed have been redacted to remove exempt information, while leaving the rest of the information in place. Wherever information has been removed, this is marked in the text, along with reference to the exemption we are applying. Associated attachments have been included in a separate file unless published, where for ease links have been added to the schedule.

Right to seek a review

If you are unhappy with this response to your request under EIRs, you may ask us to carry out an internal review of the response by writing to:

Chief Executive Officer

Environmental Standards Scotland

Thistle House

91 Haymarket Terrace Edinburgh

EH12 5HD

Email foi@environmentalstandards.scot

Your review request should explain why you are dissatisfied with this response and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your appeal rights is available on the Commissioner's website at: <https://www.foi.scot/appeal>

Yours sincerely

A large black rectangular redaction box covering the signature of the sender.A smaller black rectangular redaction box covering the name of the sender.

Business and Finance Manager

Environmental Standards Scotland

FOI 22 – Schedule of Information

Case Reference Number: ESS.IR.027

Doc no.	Title	Release – wholly or in part	Exemptions/ exceptions applied	Public interest test	Attachments and links
1 (pages 1-3)	Email - 4-5 February 2025 – Mark Roberts and Tim Ellis meeting 13 February – meeting arrangements	In part	Reg 11(2)	Not subject to public interest test	
2 (page 4)	Email - 28 February 2025 – Mark and Tim Ellis catch up meeting 7 March 2025	In part	Reg 11(2)	Not subject to public interest test	
3 (pages 5-8)	Email - 1-23 August 2024 – ESS Report – Determining the Risks to Scotland’s Soils	In part	Reg 11(2)	Not subject to public interest test	
4 (page 9)	Email - 19 November 2024 – Publication of Statement on the Effectiveness of Environmental Governance Arrangements	In part	Reg 11(2)	Not subject to public interest test	

5 (pages 10-11)	Email - 17-18 January – Circular Economy Bill – follow up	In part	Reg 11(2)	Not subject to public interest test	
6 (pages 12-14)	Email - 22-30 January 2024 – DEFRA ask for DG input: Section 21 Environment Act 2021 – International Environmental Protection Report	In part	Reg 11(2)	Not subject to public interest test	Attachment 6
7 (page 16)	Email - 4 February 2025 – Natural Environment (Scotland) Bill	In part	Reg 11(2)	Not subject to public interest test	
8 (page 17)	Email - 11 December 2024 – NATURE ENVIRONMENT BILL – INDEPENDENT BODY REVIEW (IRB)	In part	Reg 11(2)	Not subject to public interest test	Attachment 8
9 (page 18)	MS Teams message – 17 May 2024 – Message regarding Cabinet Secretary approval of Chair recruitment	In part	Reg 11(2)	Not subject to public interest test	
10 (page 19)	Email – 17 May 2024 – IEEP and EEA	In part	Reg 11(2)	Not subject to public interest test	Attachment 10 - [Briefing] The case for closer cooperation with European partners on

					environmental data and information; the UK, European Environment Agency & Eionet - IEEP UK
11 (page 20)	Email – 31 October 2024 – Personal – Environmental Governance Review	In part	Reg 11(2)	Not subject to public interest test	
12 (page 21)	Email – 11 November 2024 – NATURE ENVIRONMENT BILL – INDEPENDENT REVIEW BODY (IRB)	In part	Reg 11(2)	Not subject to public interest test	Attachment 12
13 (page 22)	Email – 3 October 2024 - Meeting Tomorrow – Message regarding meeting agenda	Wholly		Not subject to public interest test	
14 (page 23)	Email – 5 September 2024 - Meeting Tomorrow – Message regarding meeting agenda	Wholly		Not subject to public interest test	
15 (page 24)	Email – 6-7 June 2024 – Tomorrow – Message regarding meeting agenda between MR and TE	In part	Reg 11(2)	Not subject to public interest test	

16 (page 25)	Email – 10 April 2024 – Tomorrow – Message regarding meeting agenda MR and TE	Wholly		Not subject to public interest test	
17 (page 26)	Email – 16 May 2024 – Catch-up tomorrow – Message regarding meeting agenda MR and TE	In part	Reg 11(2)	Not subject to public interest test	
18 (page 27)	Email – 18 December 2024 – Agenda for tomorrow – Message regarding meeting agenda MR and TE	Wholly		Not subject to public interest test	
19 (page 28)	Email – 29 February 2024 – This afternoon’s conversation – Message regarding meeting agenda MR and TE	In part	Reg 11(2)	Not subject to public interest test	
20 (page 29)	Email – 31 January 2024 – Tomorrow – Message regarding meeting agenda MR and TE	Wholly		Not subject to public interest test	
21 (page 30)	Email – 31 October 2024 – Agenda for tomorrow – Message regarding meeting agenda MR and TE	In part	Reg 11(2)	Not subject to public interest test	
22 (page 31)	Email – 11 January 2024 – ESS board appointment	In part	Reg 11(2)	Not subject to public interest test	

23 (page 32)	Email – 27-29 February 2024 - MR to TE about ESS six monthly update	In part	Reg 11(2)	Not subject to public interest test	Attachment 23 - Letter-Outgoing-Chair-to-NZET-Convener-ESS-six-monthly-update-20240227.pdf
24 (page 33)	Email – 26 September 2024 – ESS/SMs Framework document	In part	Reg 11(2)	Not subject to public interest test	Attachment 24
25 (page 34)	Email – 6 September 2024 – MR to TE about formal notification for ESS Board	Wholly		Not subject to public interest test	
26 (page 35)	Email – 11 November-11 December 2024 – NATURE ENVIRONMENT BILL – INDEPENDENT REVIEW BODY (IRB)	In part	Reg 11(2)	Not subject to public interest test	Attachment 26
27 (pages 36-37)	Email – 5 September 2024 – Programme for Government 2024/25	In part	Reg 11(2)	Not subject to public interest test	
28 (page 38)	Email – 2 February 2024 – MR to TE confirming ESS' RPID contact	Wholly		Not subject to public interest test	

29 (pages 39-42)	Letter via Email – 11 November 2024 – Letter to initiate formal dialogue between ESS and the Scottish Government about ESS' potential designation as the independent review body for nature restoration targets	Wholly		Not subject to public interest test	
30 (pages 43-45)	Email – 28 June-12 July 2024 – EIR Triage – ESS and the Cabinet Secretary for Net Zero and Energy	In part	Reg 11(2)	Not subject to public interest test	
31 (pages 46-48)	Email – 17-18 January 2024 – Circular Economy Bill – follow up – emails between KC and MR	In part	Reg 11(2)	Not subject to public interest test	
32 (page 49)	Email – 7 October 2024 – ESS' analytical report on the risks posed to Scotland's soils – email from ESS to SG	In part	Reg 11(2)	Not subject to public interest test	Attachment 32 a - The-risks-to-Scotlands-soils-a-scoping-report-October-2024.pdf , 32 b - Scotland's soils should be protected in law -

					Environmental Standards Scotland
33 (page 50)	Email – 7 October 2024 - ESS' analytical report on the risks posed to Scotland's soils – email from MR to NZET Cabinet Secretary	In part	Reg 11(2)	Not subject to public interest test	Attachment 33 a b – (see 32 a)
34 (page 51)	Email – 28 October 2024 – Publication of ESS analytical report on marine litter– email from MR to NZET Cabinet Secretary	In part	Reg 11(2)	Not subject to public interest test	Attachment 34a, b - Marine-Litter-an-assessment-of-sources-controls-and-progress-in-Scottish-seas-October-2024.pdf
35 (page 52)	Email – 28 October 2024 –ESS report on marine litter – embargoed copy – email from ESS to SG	In part	Reg 11(2)	Not subject to public interest test	Attachment 35 a - ‘Source-to-sea’ approach needed to clean up Scotland’s marine litter - Environmental Standards Scotland,

					b - Marine-Litter-an-assessment-of-sources-controls-and-progress-in-Scottish-seas-October-2024.pdf
36 (pages 53-54)	Email – 15 July-8 August 2024 – ESS response to Commission for Information on Public Body Expenditure and Efficiency	In part	Reg 11(2)	Not subject to public interest test	
37 (page 55)	Email – 11 November 2024 – ESS response to urgent commission on staffing	In part	Reg 11(2)	Not subject to public interest test	
38 (page 56)	Email – 16-22 October 2024 – Correspondence regarding completion of Chief Executive framework	In part	Reg 11(2)	Not subject to public interest test	
39 (pages 57-58)	Email – 10-11 September 2024 – Correspondence regarding grant funding	In part	Reg 11(2)	Not subject to public interest test	

40 (pages 59-60)	Email – 17-24 September 2024 – correspondence on Oracle Cloud 2024-25 budget allocations and budgetary control functionality	In part	Reg 11(2) Reg 10(4)(e)	Not subject to public interest test Exemption not applied	
41 (pages 61-64)	Email - 28 October – 1 November 2024 – Response to verification of data on Public Body expenditure	In part	Reg 11(2)	Not subject to public interest test	
42 (pages 65-66)	Email - 15 July – 8 August 2024 request for information – commission for information on Public Body expenditure and efficiency	In part	Reg 11(2)	Not subject to public interest test	
43 (pages 67-69)	Email – 18–22 October 2024 – response to query on Payments to Bodies in Oracle	In part	Reg 11(2)	Not subject to public interest test	
44 (pages 70-71)	Email – 12 October 2023 – 6 February 2024 – response to ESS staff pay 2023-34 remit proforma	In part	Reg 11(2)	Not subject to public interest test	

45 (pages 72-74)	Email – 12 October 2023 – 2 May 2024 - response to ESS staff pay 2023-34 remit proforma – (separate thread to document 46)	In part	Reg 11(2)	Not subject to public interest test	
46 (pages 75-78)	Email - 28 October – 1 November 2024 – Response to verification of data on Public Body expenditure	In part	Reg 11(2)	Not subject to public interest test	
47 (pages 79-80)	Email – 10-11 September 2024 – correspondence regarding query on grant funding	In part	Reg 11(2)	Not subject to public interest test	
48 (page 81)	Email – 16-22 October 2024 – correspondence on Public Pay sector policy 2024-25 – Chief Executive framework	In part	Reg 11(2)	Not subject to public interest test	
49 (page 82)	Email – 23-27 August 2024 – correspondence on Mr Mckee’s commission on public body expenditure	In part	Reg 11(2) Reg 10(5)(f)	Not subject to public interest test Exemption upheld	

50 (page 83)	Email – 12-15 March 2024 – correspondence regarding case reference IESS.23.024	In part	Reg 11(2)	Not subject to public interest test	
51 (page 84)	Email – 27-28 November 2024 – correspondence with Tim Ellis and Mark Roberts – reappointment to the Board of ESS	In part	Reg 11(2)	Not subject to public interest test	
52 (page 85)	Email – 30 August 2024 – correspondence regarding ESS Board reappointments	In part	Reg 11(2)	Not subject to public interest test	Attachment 52 a, b, c, d
53 (page 86)	Email – 30 August 2024 – ESS analytical report on storm overflows	In part	Reg 11(2)	Not subject to public interest test	Attachment 53 a, b - Storm-overflows-an-assessment-of-spills-their-impact-on-the-water-environment-and-the-effectiveness-of-legislation-and-policy-September-2024.pdf

54 (pages 87-89)	Email – 31 July 2024 – 7 August 2024 – correspondence regarding Oracle Cloud training resources	In part	Reg 11(2)	Not subject to public interest test	
55 (page 90)	Email –23-27 August 2024 – update from Dave Signorini, interim director of Environment and Forestry	In part	Reg 11(2)	Not subject to public interest test	
56 (pages 91-92)	Email – 10 December 2024 - request for information for Scottish Parliament (disqualification Order 2020)	In part	Reg 11(2)	Not subject to public interest test	Attachment 56
57 (page 93)	Email – 20 November 2024 – request for information workforce spreadsheet	In part	Reg 11(2)	Not subject to public interest test	
58 (page 94)	Email – 10 October 2024 – email regarding ESS chair recruitment – deadline for applications extended	In part	Reg 11(2)	Not subject to public interest test	
59 (pages 95-96)	Email - 17-21 January 2025 – response regarding public sector pay policy guidance and templates	In part	Reg 11(2)	Not subject to public interest test	2025-26 Public Sector Pay Policy Technical Guide Attachment b

60 (page 97)	Email - 17 April 2024 – correspondence to MR regarding ESS Board fees and time commitments – cabinet secretary Approval	In part	Reg 11(2)	Not subject to public interest test	
61 (page 98)	Email – 15 November 2024 – correspondence from Environment and Forestry Directorate regarding statement on effectiveness of environmental governance arrangements - embargoed	In part	Reg 11(2)	Not subject to public interest test	Attachment 61 - Effectiveness of environmental governance arrangements: statement - gov.scot
62 (page 99)	Email - 28 October 2024 – correspondence regarding re-appointments	In part	Reg 11(2)	Not subject to public interest test	
63 (pages 100-101)	Email – 25 October - 12 November 2024 – correspondence regarding ESS framework document	In part	Reg 11(2)	Not subject to public interest test	Attachment 63
64 (page 102)	Email – 10 October 2024 – email regarding Chair recruitment deadline for applications	In part	Reg 11(2)	Not subject to public interest test	Attachment 64

From: 1 [redacted]
To: 1 [redacted]
Cc: 1 [redacted]
Subject: RE: Mark Roberts and Tim Ellis meeting 13 February - meeting arrangements
Date: 05 February 2025 14:14:00
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image007.png](#)

Hi 1 [redacted] thank you, yes sure it is TH 5th floor Galloway meeting room.
Many thanks,
Kind Regards

1 [redacted] (she/her)
Business Support Officer
1 [redacted] [environmentalstandards.scot](mailto:1[redacted]@environmentalstandards.scot)
1 [redacted]

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

From: 1 [redacted]
Sent: 05 February 2025 14:12
To: 1 [redacted]
Cc: 1 [redacted]
Subject: RE: Mark Roberts and Tim Ellis meeting 13 February - meeting arrangements
Thanks 1 [redacted] if you could just let me know what room is booked so I can update the invite.
Many thanks
1 [redacted] 1 [redacted]
Project and Policy Officer
Future Environment Division

From: 1 [redacted] 1 [redacted] [environmentalstandards.scot](mailto:1[redacted]@environmentalstandards.scot)>
Sent: 05 February 2025 12:23
To: 1 [redacted] 1 [redacted] [gov.scot](mailto:1[redacted]@gov.scot)>
Cc: 1 [redacted] 1 [redacted] [environmentalstandards.scot](mailto:1[redacted]@environmentalstandards.scot)>
Subject: RE: Mark Roberts and Tim Ellis meeting 13 February - meeting arrangements

Dear 1 [redacted]
Ah thank you very much, that's very kind of you.
No trouble about the meeting room, we will book that separately for Thistle House.
Yes in future if you email me that be great and perhaps cc in 1 [redacted] just for the time being.
Thanks again for being so accommodating.
Kind Regards

1 (she/her)
Business Support Officer
1 [environmentalstandards.scot](mailto:1@environmentalstandards.scot)

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

From: 1 1 [gov.scot](mailto:1@gov.scot)>

Sent: 04 February 2025 15:01

To: 1 1 [environmentalstandards.scot](mailto:1@environmentalstandards.scot)>

Cc: 1 1 [environmentalstandards.scot](mailto:1@environmentalstandards.scot)>

Subject: RE: Mark Roberts and Tim Ellis meeting 13 February - meeting arrangements

Hi 1

Congratulations on your new post. Should I contact you and not 1 from now regarding Mark and Tim's meetings?

I've rescheduled the meeting to 3pm and Tim can come to Thistle House no problem, do they usually have a room booked so I can update the invite?

Thanks

1 1
Project and Policy Officer
Future Environment Division

From: 1 1 [environmentalstandards.scot](mailto:1@environmentalstandards.scot)>

Sent: 04 February 2025 13:21

To: 1 1 [gov.scot](mailto:1@gov.scot)>

Cc: 1 1 [environmentalstandards.scot](mailto:1@environmentalstandards.scot)>

Subject: Mark Roberts and Tim Ellis meeting 13 February - meeting arrangements

Dear 1

I am a newly appointed business support officer for ESS, nice to meet you! Just wanted to confirm the details for the next meeting between Mark and Tim, taking place on Thursday 13 February, would it be possible for the meeting to moved slightly earlier to 15:00 and to be conducted at Thistle House this time? This is just to avoid a clash with another meeting Mark has.

If any problems with this please just let us know and we can look into some other options.

Kind Regards

1 (she/her)
Business Support Officer
1 [environmentalstandards.scot](mailto:1@environmentalstandards.scot)

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

From: [redacted]
To: [redacted]
Subject: Mark and Tim Ellis catch up meeting 7 March 2025
Date: 28 February 2025 10:48:00
Attachments: [image001.png](#)
[image003.png](#)
[image004.png](#)

Hi [redacted]

Hope you are well!

Just wanted to ask, would it be possible to bring forward Mark and Tim's meeting next Friday 7 March 2025 from 11:00 to 9:30 or 10:00? Mark has meetings in the afternoon and will need time to get back to Thistle House. Would that be ok?

Kind Regards

[redacted] (She/Her)

Business Support Officer

[redacted] environmentalstandards.scot

[redacted]

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

to the new JNCC four countries policy group might provide opportunity expand the scope of discussions on soil beyond issues handled through devolved policies and R&D projects.

- All this should show a clear commitment to address some of the risks to soils identified in the ESS report.

And

- [The] report reads well and will be very useful for the work we are doing with 1 [redacted] and CxC.
- One point I was wondering if you think there is room up top of the report just to recall the Climate Change Committee's in their 2022 assessment of Scotland's climate readiness concluded that Soil Health is 1 of 8 priority policy gaps for Scotland. I feel like this would be a good complement to the initial framing that we're talking about a really pivotal policy area here.

Landfill / waste

- The report looks good, but the waste section could do with some revisions. Appreciate this is beyond the brief, but if helpful for ESS to have wider comments:
 - The report highlights the issue with landfilling soils well, but the way the data are presented misses the fact that almost 80% of the soil waste generated in Scotland is recycled or reused only around 20% is landfilled – reading the report you would be forgiven for thinking it was all landfilled.
 - Their wording on waste is confusing. I think they are trying to say that when soil is perceived to be a waste (i.e. have no value), it is a problem because it is sent to landfill. That is different to their wording which says 'Risk of soils being treated as a waste', which implies that applying waste regulations to soils is a problem. This seems like semantics but it is a key issue in waste, if I can claim my soil (or whatever waste you want) is a by-product of my activity then I can manage it outwith waste regulations saving money and giving SEPA no ability to take action when it is dumped where it shouldn't be.
 - Some of the references need careful review by Scientist colleagues. There is an article on a trade magazine's website cited as evidence that expanding landfill is bad for the environment (probably doesn't need a reference as it is largely an established fact, but there will be lots of evidence of this), and there is a report that quote a journal article, which is very reputable, but the methods and study looked at construction in China, and it isn't clear if the conclusions can be extrapolated to Scotland.

Drinking water

- ... The general tone of the report is fine, however, [it is not clear] how they've reached the £49m per annum costs on page 15. I would expect that to be much higher from a drinking water quality perspective. The first stage of the water treatment process is designed to filter out soil and organics present in the source water! We know that the impact of climate change, soil erosion etc is driving these costs up...SW has 227 water treatment works, so £49m wouldn't go very far. ESS might want to ask Scottish Water what the costs of treatment are and what the direction of travel is.
- Also there seems to be no recognition that, as part of the exercise to align with the recast Drinking Water Directive, we will be introducing more stringent catchment management processes which will hopefully drive source control measures.
- I also note that they have not referenced the Consultation that we issued in November which asked questions about catchment management and drainage. This would support their arguments for the need for action. Here is the link to the consultation: : [4. Drainage of rainwater - Water, wastewater and drainage policy consultation - gov.scot \(www.gov.scot\)](#) and Summary of responses: [Water, wastewater and drainage: consultation analysis - gov.scot \(www.gov.scot\)](#)

I hope this feedback is helpful to ESS in finalising its report.

Kind regards

1
1

Head of Peatland Policy

Nature Division | Directorate for Environment & Forestry | Scottish Government
Area 3H-South Victoria Quay, Edinburgh EH6 6QQ
Mobile: 1 | E-mail: 1@gov.scot
W: www.gov.scot | Twitter: [@ScotGovNetZero](https://twitter.com/ScotGovNetZero), [@ScotGovRural](https://twitter.com/ScotGovRural)

From: 1 1@gov.scot>

Sent: Wednesday, August 21, 2024 12:47 PM

To: 1 1@environmentalstandards.scot>

Cc: 1 1@environmentalstandards.scot>; 1
1@environmentalstandards.scot>

Subject: RE: ESS Report - Determining the Risks to Scotland's Soils

Hi 1

Yes, I plan to collate comments received tomorrow and have them with you by the end of the week. Some will be in track on the draft report, and others in the covering mail.

Best

1
1

Head of Peatland Policy

Nature Division | Directorate for Environment & Forestry | Scottish Government
Area 3H-South Victoria Quay, Edinburgh EH6 6QQ
Mobile: 1 | E-mail: 1@gov.scot
W: www.gov.scot | Twitter: [@ScotGovNetZero](https://twitter.com/ScotGovNetZero), [@ScotGovRural](https://twitter.com/ScotGovRural)

From: 1 1@environmentalstandards.scot>

Sent: Wednesday, August 21, 2024 12:35 PM

To: 1 1@gov.scot>

Cc: 1 1@environmentalstandards.scot>; 1
1@environmentalstandards.scot>

Subject: RE: ESS Report - Determining the Risks to Scotland's Soils

Hi 1

We're looking forward to seeing your comments on the report on Friday. Please let me know if you think you're still able to make that deadline.

Thanks.

1 (he/him)

Senior Environmental Analyst

1@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: 1

Sent: Thursday, August 1, 2024 2:07 PM

To: 1 1@gov.scot>

Cc: 1 1@environmentalstandards.scot>; 1
1@environmentalstandards.scot>

Subject: RE: ESS Report - Determining the Risks to Scotland's Soils

To add – please can you share the document for review with any colleagues or analysts you feel appropriate?

Thank you.

1 (he/him)

Senior Environmental Analyst

1@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

1 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: 1

Sent: Thursday, August 1, 2024 2:06 PM

To: 1 | 1 | 1@environmentalstandards.scot

Cc: 1 | 1 | 1@environmentalstandards.scot; 1 | 1 | 1@environmentalstandards.scot

Subject: ESS Report - Determining the Risks to Scotland's Soils

Dear 1

Thanks for agreeing to coordinate SG's review of the draft version of our work on soils. I've attached a draft of our report. Please could you look through this for factual accuracy and let us know any comments or suggested amendments by close on Friday 23rd August? Please note that there is still some formatting and proofing of the report to be undertaken so don't worry about any errors of that nature – the focus is on whether we have made any factual errors.

At their request, I've already sent a version to 1 and her team in the Environmental Quality Unit, along with NatureScot and SEPA.

Let me know if you have any questions.

Regards,

1 | **BSc (Hons) FGS MEnvSci**

CEnv

(he/him)

Senior Environmental Analyst

1 | 1@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [REDACTED]
Subject: Publication of the Statement on the Effectiveness of Environmental Governance Arrangements
Date: 19 November 2024 11:09:08

Good morning,

I would like to inform you that the Scottish Government has just published and laid the [Statement on the Effectiveness of Environmental Governance Arrangements](#), as required by section 41 of the UK Withdrawal from the European Union (Scotland) (Continuity) Act 2021 ("the Continuity Act").

Section 41 of the Continuity Act requires Ministers to lay before Parliament the statement which sets out:

- the details of the consultation that was carried out,
- a summary of any views expressed in response to the consultation, and
- the Scottish Ministers' recommendations in response to those views.

Thank you to everyone who engaged with the consultation and discussions during the review process.

Kind regards

[REDACTED]
[REDACTED]

Environmental Principles and Governance
Future Environment Division
Scottish Government
Email: [REDACTED]@gov.scot

From: [redacted]
To: [Katriona Carmichael](#); [redacted] [Mark Roberts](#)
Cc: [Tim Ellis](#); [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: Circular Economy Bill - follow up
Date: 18 January 2024 09:27:41
Attachments: [image001.png](#)
[image002.png](#)

Hi [redacted] and Mark
The second consultation for the Circular Economy and Waste route map is now live: you can access it and associated documents at [Scotland's Circular Economy and Waste Route Map to 2030 Consultation - gov.scot \(www.gov.scot\)](#).

Best wishes

[redacted]
[redacted] | **Circular Economy Strategy Unit | Circular Economy Division | Environment and Forestry Directorate | Scottish Government | Tel:** [redacted]

From: Katriona Carmichael
Sent: Wednesday, January 17, 2024 5:52 PM
To: [redacted]; Mark Roberts
Cc: Tim Ellis; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: Circular Economy Bill - follow up

Hi [redacted]
Great – I'll ask [redacted] to look for a time, particularly with [redacted] and [redacted] Will be back in touch soon.
Katriona

From: [redacted] [\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)>
Sent: 17 January 2024 14:50
To: Katriona Carmichael <Katriona.Carmichael@gov.scot>; Mark Roberts <Mark.Roberts@environmentalstandards.scot>
Cc: Tim Ellis <Tim.Ellis@gov.scot>; [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>; [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>; [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>; [redacted] <[\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)>; [redacted] <[\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)>; [redacted] <[\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)>; [redacted] <[\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)>
Subject: RE: Circular Economy Bill - follow up

Hi Katriona
Nice to hear from you.
We'd find it very helpful to get an update from you about the Bill's monitoring provisions. Mark is tied up the rest of this week but there are a few times we could make next week – Monday lunchtime or late pm, Thursday lunchtime, or Friday. Alternatively, I'd be happy to meet you this Friday afternoon if that suits?
Cheers

[redacted]
[redacted] (He/His)
Head of Strategy & Analysis
[redacted] [\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD
From: Katriona Carmichael <Katriona.Carmichael@gov.scot>

Schedule of Information - Document 05

Sent: Wednesday, January 17, 2024 11:33 AM

To: Mark Roberts <Mark.Roberts@environmentalstandards.scot>; 1 [redacted]
1 [redacted] <[\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)>

Cc: Tim Ellis <Tim.Ellis@gov.scot>; 1 [redacted] 1 [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>; 1 [redacted]
1 [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>; 1 [redacted] 1 [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>

Subject: Circular Economy Bill - follow up

Hi 1 [redacted] hi Mark

I hope things are well with you both this new year. We're preparing for further scrutiny of the Circular Economy Bill over the next couple of months, and I wondered if it would be helpful to share notes on the meaning and implications of the draft provisions around monitoring, to make sure we are on the same page. I know you'll be having similar discussions on the natural environment bill too.

If you think that sounds useful, I'd be happy to set up a short discussion soon.

Thanks both – you'll also be interested to know that we are expecting the next version of our 'Waste and Circular Economy Route Map' to be published for consultation this week. We'll make sure you get the links early, once it's published.

Best wishes

Katriona

Katriona Carmichael | Deputy Director, Circular Economy | Environment & Forestry | The Scottish Government
3-H (South) Victoria Quay Edinburgh EH6 6QQ | Tel: 0131 244 0374 | Mob: 1 [redacted]
Email: katriona.carmichael@gov.scot

I usually work from home. You can contact me by email, phone or MS Teams.

Hello all,

Defra has informed us that they will be coordinating the production of a **report on Section 21 of the Environment Act** and they would welcome input from devolved governments by the end of January. The following provides further detail. If you have suggestions for inclusions in the report, please forward to **1** and **1** by **30 January 2024**. Do please circulate further within your areas as you consider appropriate and let us know of any others who should be sighted on this ask. Given the wide reach of this ask, please do not reply all in order to save in-boxes!

Background

- Section 21 of the EA ([Environment Act 2021 \(legislation.gov.uk\)](https://legislation.gov.uk)) bestows a new legal requirement on the Defra Secretary of State to report to the UK Parliament on *significant developments in international environmental protection legislation*.
- This is to be actioned via a report (International Environmental Protection Report – IEPR) produced every two years and covering developments that are innovative, ambitious, world-leading or otherwise significant.
- The first of these reports is due in Spring / Summer 2024 and will be laid before UK Parliament ahead of being published.
- The purpose of the IEPR is to help ensure that the UK's environmental policy takes into account international developments and best practice to help support the UK's own ambitions on the **environment and climate**.
- Defra's Environmental Regulations Team is coordinating the production of the report and would welcome views from the Devolved Governments on international developments which we think they should consider for inclusion in the report.
- **Developments in any country or territory outside the UK, as well as international organisations (UN, WTO, MEAs etc...) can be considered**, as long as they are concerned with **environmental protection or climate**. Defra has indicated that suggestions relating to any country would be welcome but has directed that, to ensure the report is as relevant as possible to the UK, it may be useful to focus primarily on OECD countries, the UK's significant trading partners, and other world leaders (e.g. Costa Rica, also an OECD member) who are driving regulatory innovation. It is rather striking that Defra has omitted to directly mention EU Member States but of course the EU should be in scope of our consideration.

Ask

- If you would like to put forward any suggestions, **please reply to 1 @gov.scot and 1 @gov.scot by 30 January**, outlining the development in question and why you think it is interesting/significant. You may wish to use the attached word document provided by Defra as a template, although a standard email response is also welcomed.

Points to note when considering this request:

- There is no legal definition of "significant" under the Act. The Section 21 duty applies to "developments in international environmental protection legislation *which appear* to the Secretary of State to be *significant*". This provides considerable flexibility for Defra when determining which developments could be in scope.
- The report may only include developments that have happened or are expected to happen during the current reporting period – **April 2022 to March 2024**.

Many thanks in advance for your consideration and do let **1** **1** or me know if you would like to discuss further.

1
1 (she/her) | Future Standards and Relations Hub | Future Environment Division | Scottish Government | M: **1** | **1** @gov.scot |

From: [Redacted]
To: [Redacted] O'reilly; [Redacted]
 [Redacted]
 [Redacted] Unit Head Environment Analysis; [Redacted]
 [Redacted] policy.support@zerowastescotland.org.uk; [Redacted] Government_Relations@nature.scot; [Redacted]
 [Redacted] nature.scot
Cc: [Redacted]
 [Redacted] [Director of Environment & Forestry; Tim Ellis; Katrina Carmichael; David McPhee; \[Redacted\] Simon Fuller; Deputy Director Nature Division; Kersti Berge; Director of Agriculture and Rural Economy; Director of Marine; David Barnes; TNZJT and RALRI Portfolio Coordination; \[Redacted\] \[Redacted\]](#)
Subject: Defra ask for DG input: Section 21 Environment Act 2021 - International Environmental Protection Report
Date: 22 January 2024 18:16:23
Attachments: [IEPR_Development_Template.docx](#)

Hello all,

Defra has informed us that they will be coordinating the production of a **report on Section 21 of the Environment Act** and they would welcome input from devolved governments by the end of January. The following provides further detail. If you have suggestions for inclusions in the report, please forward to [Redacted] and [Redacted] by 30 January 2024. Do please circulate further within your areas as you consider appropriate and let us know of any others who should be sighted on this ask. Given the wide reach of this ask, please do not reply all in order to save in-boxes!

Background

- Section 21 of the EA ([Environment Act 2021 \(legislation.gov.uk\)](#)) bestows a new legal requirement on the Defra Secretary of State to report to the UK Parliament on *significant developments in international environmental protection legislation*.
- This is to be actioned via a report (International Environmental Protection Report – IEPR) produced every two years and covering developments that are innovative, ambitious, world-leading or otherwise significant.
- The first of these reports is due in Spring / Summer 2024 and will be laid before UK Parliament ahead of being published.
- The purpose of the IEPR is to help ensure that the UK’s environmental policy takes into account international developments and best practice to help support the UK’s own ambitions on the **environment and climate**.
- Defra’s Environmental Regulations Team is coordinating the production of the report and would welcome views from the Devolved Governments on international developments which we think they should consider for inclusion in the report.
- **Developments in any country or territory outside the UK, as well as international organisations (UN, WTO, MEAs etc...) can be considered**, as long as they are concerned with **environmental protection or climate**. Defra has indicated that suggestions relating to any country would be welcome but has directed that, to ensure the report is as relevant as possible to the UK, it may be useful to focus primarily on OECD countries, the UK’s significant trading partners, and other world leaders (e.g. Costa Rica, also an OECD member) who are driving regulatory innovation. It is rather striking that Defra has omitted to directly mention EU Member States but of course the EU should be in scope of our consideration.

Ask

- If you would like to put forward any suggestions, **please reply to [Redacted]@gov.scot and [Redacted]@gov.scot by 30 January**, outlining the development in question and why you think it is interesting/significant. You may wish to use the attached word

document provided by Defra as a template, although a standard email response is also welcomed.

Points to note when considering this request:

- There is no legal definition of “significant” under the Act. The Section 21 duty applies to “developments in international environmental protection legislation *which appear* to the Secretary of State to be *significant*”. This provides considerable flexibility for Defra when determining which developments could be in scope.
- The report may only include developments that have happened or are expected to happen during the current reporting period – **April 2022 to March 2024**.

Many thanks in advance for your consideration and do let [redacted] [redacted] or me know if you would like to discuss further.

[redacted]

[redacted] (she/her) | Future Standards and Relations Hub | Future Environment Division | Scottish Government | M: [redacted] | [redacted]@gov.scot |

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Cc: [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Subject: Natural Environment (Scotland) Bill
Date: 04 February 2025 10:24:40
Attachments: [image001.png](#)
[image002.png](#)

Tim

We had sight yesterday of the section of the financial memorandum that accompanies the Natural Environment (Scotland) Bill as it relates to ESS. The final version of the text states the IRB will: "prepare a report on the above matters and submit this to Scottish Ministers to then be laid in parliament." When I wrote to you in December confirming that ESS would be prepared take on the role, I noted that one of the key principles that ESS applies when considering any new function is whether it protects ESS' independence and respects ESS' accountability to the Scottish Parliament. The requirement to submit any report to Scottish Ministers for them to lay in the Parliament does not appear to be compatible with that accountability and our independence. This may just be a drafting oversight and we have not seen the actual provisions in the bill relating to this (these would be very helpful to see) but we accepted the role of independent review body on the understanding that we would report directly to the Scottish Parliament. The model we had presumed that would be adopted would be akin to that for our improvement reports where we lay our reports in the Scottish Parliament and send a copy to Scottish Ministers (as set out in section 25 of the 2021 Act).

We will be in touch with the bill team directly but, given the fundamental importance of our independence as a non-ministerial office, I wanted to flag to you and would welcome a conversation. I'm around until about 1300 today then available by 'phone after that [REDACTED]

We have a Board meeting on Friday and I will be updating the Board on developments with the Bill.

Many thanks.

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: NATURE ENVIRONMENT BILL - INDEPENDENT REVIEW BODY (IRB)
Date: 11 December 2024 16:22:26
Attachments: [MR to T Ellis 11 December 2024.docx](#)
[image001.png](#)
[image003.png](#)

Tim

Many thanks for this. See attached letter.

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: Tim Ellis

Sent: 11 November 2024 15:59

To: Mark Roberts

Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]

Subject: NATURE ENVIRONMENT BILL - INDEPENDENT REVIEW BODY (IRB)

Dear Mark

Please find attached a note to you about ESS designation as the Independent Review Body for the purpose of statutory biodiversity targets.

Best,

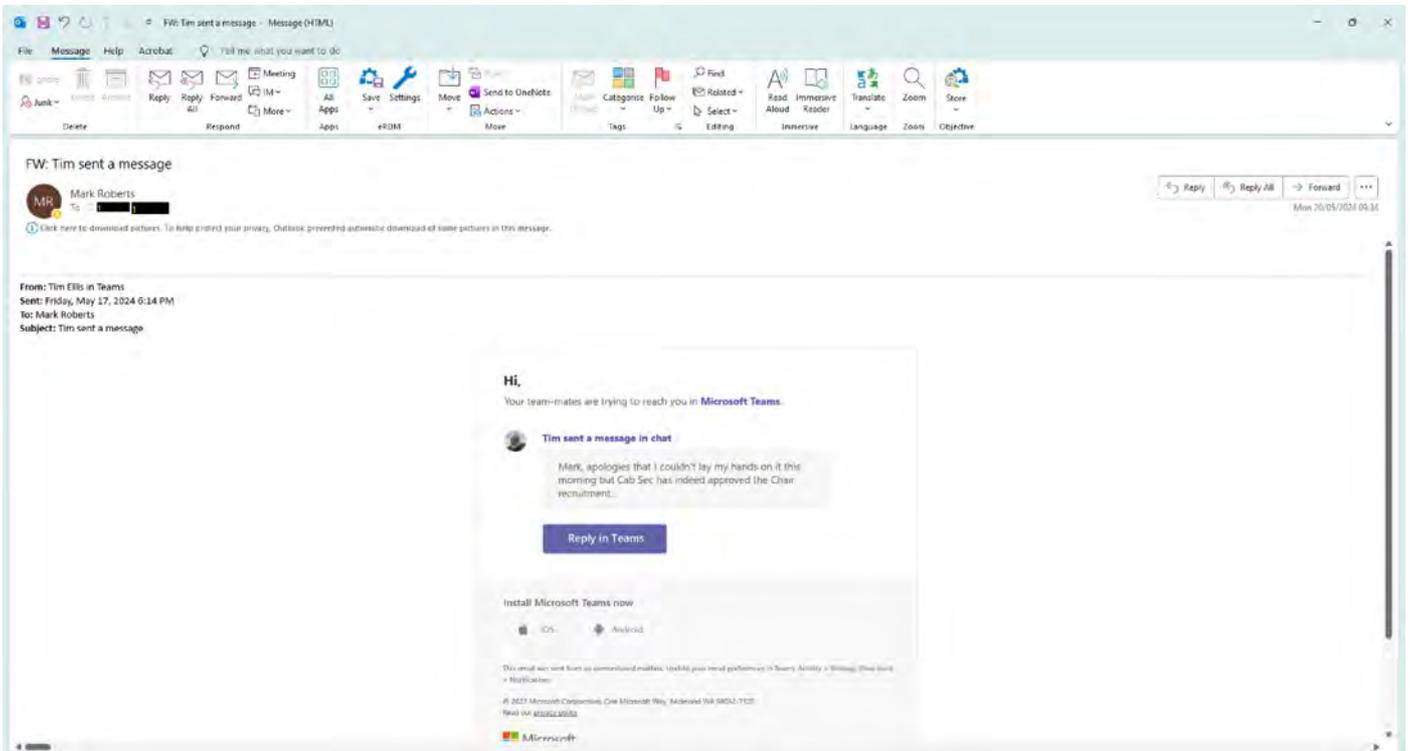
Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

[REDACTED] | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.



From: [Tim Ellis](#)
To: [Mark Roberts](#)
Subject: IEEP and EEA
Date: 17 May 2024 13:08:05
Attachments: [EEA-briefing.pdf](#)

Mark

Here's the IEEP paper I referred to in our conversation earlier. It's publication appears to be positioned primarily in relation to a UK general election. In the absence of a UKG approach, it would seem reasonable for Scottish public bodies, including ESS, to continue to develop informal links with the EEA, and it would be helpful to be kept in touch with any material interactions you have with them.

Many thanks,

Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

 | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: RE: Personal - Environmental Governance Review
Date: 31 October 2024 16:48:00

Tim

Many thanks. Appreciated and will treat as you ask. Look forward to conversation tomorrow.

Mark

From: Tim Ellis
Sent: Thursday, October 31, 2024 4:38 PM
To: Mark Roberts
Subject: Personal - Environmental Governance Review

Mark

I attach a draft of the statement on the outcome of the environmental governance review. This is still subject to Ministerial approval, but given that it comments on ESS I wanted to share it with you at this point. We can discuss this tomorrow when we meet, but I'd be grateful if meantime you could treat this as personal to you.

Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

 | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: [Tim Ellis](#)
To: [Mark Roberts](#)
Cc: [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Subject: NATURE ENVIRONMENT BILL - INDEPENDENT REVIEW BODY (IRB)
Date: 11 November 2024 15:58:49
Attachments: [Statutory nature restoration targets - Intro letter to ESS re designation as IRB.docx](#)

Dear Mark

Please find attached a note to you about ESS designation as the Independent Review Body for the purpose of statutory biodiversity targets.

Best,

Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

[REDACTED] | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: Meeting tomorrow
Date: 03 October 2024 12:56:00
Attachments: [image001.png](#)
[image003.png](#)

Hi Tim

My suggestions for discussion tomorrow morning:

- Board member reappointments (I know where we are wrt chair appointment)
- SG/ESS framework document
- NZET Committee 8 October – climate change duties
- Current ESS work programme and engagement with SG
- ESS' next strategy development – timetable and potential engagement with Cabinet Secretary?
- Trade and Cooperation Agreement meeting – February 2025
- Aarhus Convention, including new MoJ consultation

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: Meeting tomorrow
Date: 05 September 2024 09:18:00
Attachments: [image001.png](#)
[image003.png](#)

Tim

Looking forward to seeing you tomorrow. A rather long list from me ...

- Chair recruitment and member reappointments
- Emergency spending restrictions
- 2025/26 budget
- Programme for Government
- Review of environmental governance
- Process for ESS' strategic plan development
- Review of framework document
- Climate change improvement plan
- Current ESS work and forthcoming outputs
- ERCS report

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: RE: Tomorrow
Date: 07 June 2024 08:58:00

Thanks Tim, sorry I didn't get a list to you. I'm sure that covers most things. See you at 11. Mark

From: Tim Ellis
Sent: Thursday, June 6, 2024 6:06 PM
To: Mark Roberts
Subject: Tomorrow

Hi Mark,

Looking forward to seeing you tomorrow.

No major issues to cover, but would be good to pick up on the following points at least:

UK General Election

- implications for timing of PfG/leg prog etc

- publication of reports etc

Environmental Governance Review

Chair Appointment

EU Alignment work

Review of Strategic Plan

Best,

Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

 | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: Tomorrow
Date: 10 April 2024 15:35:00
Attachments: [image001.png](#)
[image002.png](#)

Tim

I hope you had a good break and looking forward to seeing you in Meadowbank House tomorrow. My not very surprising list of agenda points are:

- Current ESS work and planned outputs between now and the summer
- Legislation – in particular, (i) any developments in the light of the Cabinet Secretary's statement on climate change targets before Easter and (ii) the Human Rights Bill and the review of environmental governance
- Aarhus Convention
- Progress on the chair (sorry) and Director ENFOR recruitment

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: Catch-up tomorrow
Date: 16 May 2024 10:03:00
Attachments: [image001.png](#)
[image002.png](#)

Tim

My list for tomorrow:

- Update on ESS work – storm overflow report publication (29/5)
- Board member reappointment process – four Board members whose appointment ends on 31/3/25
- SG Bills: climate change, human rights and natural environment
- Climate change duties – monitoring role for ESS
- Pre-election guidance (I'm anticipating the UK election)
- Framework document review

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

1 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: Agenda for tomorrow
Date: 18 December 2024 15:10:00
Attachments: [image001.png](#)
[image002.png](#)

Tim

Looking forward to seeing you tomorrow at the Fruitmarket. On my list:

- Non-executive appointments – chair and a.n.other Board member?
- Engagement with Diarmuid O'Neill?
- ESS budget for 2025/26 – capital budget
- Trade and Cooperation Agreement Article 395 meeting
- Internal Market Act review
- Natural Environment Bill / climate change duties scrutiny functions
- Update on strategy development process
- NZET Committee scrutiny (env governance) and likely ESS appearance in March/April

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: RE: This afternoon's conversation
Date: 29 February 2024 11:51:00
Attachments: [image001.png](#)
[image002.png](#)

Of course!

From: Tim Ellis
Sent: Thursday, February 29, 2024 11:38 AM
To: Mark Roberts
Subject: RE: This afternoon's conversation
Thanks Mark – you at least offer a list, which is better than I manage!
I'd add three points please (which I guess constitutes a list, actually...):

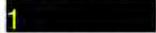
- RTHE
- EU Alignment
- Monitoring of targets etc.

Speak later!

Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

 | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: Mark Roberts <Mark.Roberts@environmentalstandards.scot>

Sent: Thursday, February 29, 2024 9:39 AM

To: Tim Ellis <Tim.Ellis@gov.scot>

Subject: This afternoon's conversation

Tim

Sorry, hadn't got this to you earlier but my list is ...

- Evidence session with Net Zero, Energy and Transport Committee, 5 March
- Chair recruitment process
- Update on current casework and analytical work
- Office retrofit
- Successor for Kevin Q?

Anything from your side?

Looking forward to seeing you later.

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: Tomorrow
Date: 31 January 2024 11:33:00
Attachments: [image001.png](#)
[image002.png](#)

Tim

We're due to meet tomorrow but I see from your out-of-office that you're not well – sorry to hear that.

In case you are back tomorrow, my agenda is:

- Follow-up to the NZET Committee's evidence session on 16 January and ESS' appearance on 5 March
- Progress on monitoring role – both from a biodiversity and a circular economy perspective
- ESS chair appointment process
- Update on ESS investigations and analytical work
- Consultation on environmental governance arrangements in Wales
- Progress on the draft climate change plan

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: RE: Agenda for tomorrow
Date: 31 October 2024 15:52:00

Thanks Tim

Pretty much my list, but can governance include framework document (and specifically ESS budget setting process – as follow-up from meeting between our teams earlier in the week)?

Employer NI contributions has been a novel topic for conversation here this afternoon!

Mark

From: Tim Ellis
Sent: Thursday, October 31, 2024 3:46 PM
To: Mark Roberts
Subject: Agenda for tomorrow

Mark,

Looking forward to seeing you in SAH tomorrow. Suggested agenda below – but feel free to amplify.

1. UKG Budget
2. Environmental Governance Review and ESS Strategy Review
3. Monitoring – Biodiversity and Climate Change
4. Governance and Board Appointments
5. Casework and Topics Reports

Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

 | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: [Mark Roberts](#)
To: [Tim Ellis](#); 1
Cc: 1
Subject: RE: ESS board appointment
Date: 11 January 2024 16:07:00
Attachments: [image001.png](#)
[image002.png](#)

Thanks Tim

1 - if we could also invite 1 (cc.ed) from ESS that would be great.

Mark

From: Tim Ellis
Sent: Thursday, January 11, 2024 4:03 PM
To: Mark Roberts ; 1
Subject: RE: ESS board appointment

Hi Mark,

Yes, a decent break thanks – and hope 2024 has started as well as possible for you.

Happy to have an early chat, though a bit constrained by absence of some key staff in the short term, so probably not next week.

1 – can you fix a meeting for Mark, me, 1 and 1 for early w/b 21 Jan please, with whoever Mark would like to attend..

Thanks,

Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

1 | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: Mark Roberts <Mark.Roberts@environmentalstandards.scot>

Sent: 11 January 2024 10:28

To: Tim Ellis <Tim.Ellis@gov.scot>

Subject: ESS board appointment

Tim

Hope you had a good festive break and it's not too distant a memory yet. We're not due to meet until early February but, in interim, I'd like to get the ball rolling on the process of recruiting a new chair. Could we possibly fix a time to discuss how to take forward with your team and mine?

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: FW: ESS six monthly update to the Net Zero, Energy and Transport Committee
Date: 29 February 2024 17:47:00
Attachments: [image001.png](#)
[Correspondence - Outgoing - Chair to Edward Mountain MSP – NZET Committee Update February 2024 - 20240227.pdf](#)
[image003.png](#)

Tim

As discussed. This is now published as part of the Committee's papers for next week ([here](#) for convenience). Note reference to review of environmental governance in paper 3.

Mark

From: [redacted] **On Behalf Of** Environmental Standards Scotland - Chair
Sent: Tuesday, February 27, 2024 1:29 PM
To: Net Zero, Energy & Transport
Cc: Richard Dixon (ESS Board) ; Mark Roberts ; [redacted] ; [redacted] ; [redacted]
[redacted]

Subject: ESS six monthly update to the Net Zero, Energy and Transport Committee

Good afternoon,

Please find attached letter from Jim Martin, Chair of Environmental Standards Scotland, to Edward Mountain MSP regarding an update to the Committee on ESS' work over the last six months.

Kind regards,

[redacted]
[redacted] (she/her)

Governance Lead

[redacted] environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Cc: [REDACTED] [REDACTED] [REDACTED] [REDACTED]
Subject: ESS/SMs Framework Document
Date: 26 September 2024 15:13:00
Attachments: [image001.png](#)
[DRAFT - ESS Framework Document - October 2024 - 20240724.docx](#)
[image003.png](#)

Tim

At our meeting last month, we discussed the review of the Framework Agreement between ESS and the Scottish Ministers and the fact the ball was in our court to comment.

I attached a revised version which has taken account of the model framework agreement for NMOs, the previous agreement and the provisions of the Continuity Act. Key changes are highlighted in yellow throughout the attached document. In summary, these are:

- removal of language that does not align with ESS' independence from the SG (paragraphs 16, 24, 28, 61 and 64)
- inclusion of Scottish Parliament accountabilities and Chair and CEO responsibilities in managing this (paragraphs 12, 16, and 29-31)
- reflecting ESS' duty to 'have regard to' National Outcomes - ESS is not a SG delivery body, and not required to 'contribute' to the National Performance Framework (paragraphs 12, 38 and 39)
- addition of the Chair's appraisal responsibilities re the CEO (paragraph 13)
- addition of requirements set out in the Continuity Act (i.e. paragraphs 22 and 32)

Otherwise, updates are presentational, or removal of irrelevant items.

If you and colleagues could review this that would be great. You and I are due to meet at the end of next week so happy to pick up any queries or suggested changes then. I think we have to the end of October to agree the final version.

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: Letter?
Date: 06 September 2024 14:45:00
Attachments: [image001.png](#)
[image002.png](#)

Tim

Many thanks for this morning. With regards to the Natural Environment Bill discussion, we have a Board meeting on Friday next week. If your biodiversity colleagues were able to notify us formally in some way before that, that would be really useful.

Enjoy your weekend.

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]
Subject: RE: NATURE ENVIRONMENT BILL - INDEPENDENT REVIEW BODY (IRB)
Date: 11 December 2024 16:22:00
Attachments: [MR to T Ellis 11 December 2024.docx](#)
[image001.png](#)
[image003.png](#)

Tim

Many thanks for this. See attached letter.

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: Tim Ellis

Sent: 11 November 2024 15:59

To: Mark Roberts

Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]

Subject: NATURE ENVIRONMENT BILL - INDEPENDENT REVIEW BODY (IRB)

Dear Mark

Please find attached a note to you about ESS designation as the Independent Review Body for the purpose of statutory biodiversity targets.

Best,

Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

[REDACTED] | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Cc: [ENFOR Sponsorship Hub](#)
Subject: RE: Programme for Government 2024/25
Date: 05 September 2024 11:05:00

Thanks Tim, looking forward to discussing tomorrow. Mark

From: Tim Ellis
Sent: Thursday, September 5, 2024 10:49 AM
To: Mark Roberts
Cc: ENFOR Sponsorship Hub
Subject: FW: Programme for Government 2024/25

Mark

I'm forwarding to you below for information the message that I've sent to other public body chief execs, with links to the Programme for Government and Fiscal Statement.

Best,
Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

1 | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: Tim Ellis
Sent: Thursday, September 5, 2024 10:46 AM
To: Francesca Osowska <ceo@nature.scot>; Paterson, Nicole <Nicole.Paterson@sepa.org.uk>; Grant Moir <grantmoir@cairnngorms.co.uk>; Gordon Watson <gordon.watson@lochlomond-trossachs.org>; Iain Gulland <Iain.Gulland@zerowastescotland.org.uk>; Simon Milne <SMilne@rbge.org.uk>
Cc: ENFOR Sponsorship Hub <enforsponsorshiphub@gov.scot>
Subject: Programme for Government 2024/25

Colleagues

As you'll be aware, the First Minister yesterday announced the publication of the Programme for Government 24/25. The document is available on the Scottish Government website here: [Programme for Government 24/25](#).

This is a Programme for Government focussed on actions to progress the four priorities – eradicating child poverty, growing our economy, tackling the climate emergency and ensuring high quality and sustainable public services.

The document re-states SG's commitment to tackle the twin climate and nature crises, noting that halting and reversing the biodiversity decline in our landscapes and seas is critical to our future environment.

In 24/25 there's a range of work we will take forward with you and your organisations towards this objective set out in the document.

This includes continuing to make progress on protecting 30% of our land and seas for nature by 2030, bringing forward a Natural Environment Bill to establish the framework for statutory targets to restore and protect nature, restoring 10,000 hectares of degraded peatland, creating 10,000 hectares of woodland and deploying nature restoration funding across over 50 projects across Scotland.

We are focused on making the most of the natural resources we use by supporting the transition to a more circular economy. This includes reforming Extended Producer Responsibility for packaging, increasing reuse and recycling through a

new co-designed Household Recycling Code of Practice with local authorities, and consulting on a charge on single use beverage cups.

The PfG is of course set in the context of the Fiscal Statement made the previous day by the Cabinet Secretary for Finance – a copy of that statement can be found here: [Fiscal pre-budget update: Cabinet Secretary for Finance - 3 September 2024 - gov.scot \(www.gov.scot\)](https://www.gov.scot/resources/consultation-papers/cabinet-secretary-for-finance-pre-budget-statement-3-september-2024/)

Please do get in touch with myself, or the relevant policy lead if there are any specific points you would like to discuss.

Tim

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

1 [REDACTED] | tim.ellis@gov.scot | @tingov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: [Mark Roberts](#)
To: [Tim Ellis](#)
Subject: RPID Contact
Date: 02 February 2024 09:14:00
Attachments: [image001.png](#)
[image002.png](#)

Tim

Our RPID contact is Douglas Petrie.

Mark

Mark Roberts (he/his)

Chief Executive

mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

To: Mark Roberts
Chief Executive, Environmental Standards Scotland

By email

11 November 2024

Dear Mark,

NATURE ENVIRONMENT BILL - INDEPENDENT REVIEW BODY (IRB)

You will be aware that Ministers have set out in their 2024-25 Programme for Government a commitment to introducing statutory targets for nature restoration through the Natural Environment Bill, as we have previously discussed. Part of these provisions will include the establishment of an Independent Review Body (IRB), which we intend will have various functions with respect to the new statutory targets.

Colleagues here are working on the provisions for the Natural Environment Bill and have already had some productive advisory discussions with your team in Environmental Standards Scotland (ESS), benefiting from their experience in establishing your organisation and wider experience in monitoring and reporting.

Scottish Ministers have concluded that, in principle, ESS are best placed among existing public bodies to undertake the IRB function. The purpose of this letter is therefore to initiate a more formal dialogue between ESS and the Scottish Government about the practical implications of ESS being designated as the IRB for nature restoration targets in due course.

We are still in the development phase of proposals for the Natural Environment Bill, so details provided here are on a strictly confidential basis and not for sharing beyond those who need to know within ESS. The broad functions we are proposing for the IRB include:

- i) Assessing the Scottish Government's report on progress to meet targets
- ii) Providing a review / assurance function of the process to review and amend targets

I attach some further detail in a background note setting out what we envisage the role of the IRB will entail, noting, of course, that the provisions in the Bill may be amended in Parliament.

Our current understanding is that the IRB will not need to be fully functioning in the role until sometime after 2026. However, the Natural Environment Bill will be introduced during this Parliamentary year and, while we do not anticipate that the involvement of ESS will be the subject of much debate, we are keen to develop a common understanding of the proposed functions and agree on a process through which the relevant practical considerations will be finalised.

It would be helpful if you could indicate any issues you envisage in relation to ESS taking on this role and provide an initial indication of what the implications for ESS, including additional costs, would be.

I recognise that this will require some discussion (there may be different options and approaches) and suggest you or your team discuss the details further with [REDACTED] in the first instance.

As part of this it would be helpful if you also take into account the separate discussions you are having with Climate Change colleagues about a related monitoring role in respect of public bodies' climate change obligations, with a view to achieving the most efficient and effective approach to implementing both additional roles, and to minimising the additional costs to the public purse.

I hope this is helpful and would be happy to discuss it further with you when we next meet.

Your sincerely,

TIM ELLIS
Deputy Director, Future Environment Division

Background Note: Proposed role of Independent Review Body

Scottish Ministers intend to designate an Independent Review Body (IRB) which will have various functions with respect to the new statutory targets. Set out below is our current thinking on these functions. These are still in development and are subject to change. This information is shared on a confidential basis.

In developing our thinking for an IRB, we have considered the form and function of other similar bodies, primarily the Climate Change Committee and the Office for Environmental Protection. While these have helped inform our thinking, differences in our approach mean neither are directly replicable in this case.

The two functions we have identified as critical for the IRB to perform for statutory targets are:

- i) Assessing the Scottish Government's report on their progress to meet targets
- ii) Providing a review / assurance function of the process to review and amend targets

Function 1: Assess and report on progress on targets

Under section 2 of the Nature Conservation Act 2004, Scottish Ministers are required to designate a Scottish Biodiversity Strategy (SBS) and to lay a report on its implementation before Parliament within 3 years of this designation, and every 3 years subsequently. It is proposed that, in future, this will be combined with reporting on progress towards delivering against the SBS Outcomes, the 23 Global Biodiversity Framework (GBF) targets, and the new statutory nature restoration targets.

We propose that the IRB would assess Scottish Ministers' report as it relates to progress on achieving the targets. We recognise that in practice it may be difficult to separate reporting on progress to meet targets from other elements in the report. We would not look to constrain the IRB from making comments on the extent to which the actions the government has taken and proposes to take, insofar as these are known, will meet the targets, whether through actions specified in a Delivery Plan or otherwise. However, the statutory duty will not extend to a requirement for the IRB to review Delivery Plans on a line-by-line basis.

Function 2: Provide views as part of the process to modify targets

Given the complexity of measuring biodiversity, it will be important that we are able to amend statutory targets. For example, we are aware of the high degree of uncertainty in how ecosystems will respond to future changes in climate; how difficult it is to predict the response of ecosystems to restoration efforts, and how new technology may operate in the next decade resulting in new insights and assessments of the natural environment. We therefore need to incorporate a degree of agility in our approach while also ensuring we maintain a robust approach to accountability.

We therefore propose a process that will require Ministers to seek and consider expert advice on any amendment to targets, and for this process to be assured by the IRB. This would involve the IRB ensuring the process to elicit expert advice is sound i.e. scientifically robust, using appropriate evidence and undertaken at the right level etc. We envisage that the IRB may be invited to observe this process, and it is proposed that the IRB should provide a statement of assurance to accompany any proposed amendment.

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: EIR- TRIAGE - ESS and the Cabinet Secretary for Net Zero and Energy - Reply Required by Close of Play on Friday 12th July 2024
Date: 11 July 2024 09:36:00
Attachments: [image001.png](#)
[image005.png](#)
[image004.png](#)
[image006.png](#)

Good morning [REDACTED]

We have carried out relevant checks and can confirm we hold the below information that is within scope of the EIR:

- [Letter to Scottish Ministers](#) regarding ESS' Climate Change Improvement Report
- [Letter from Màiri McAllan MSP](#) regarding ESS' Climate Change Improvement Report
- [Letter to Màiri McAllan MSP](#) regarding ESS' particulate matter analytical report

I hope that is helpful but please do let us know if you have any queries.

Kind regards,

[REDACTED]

[REDACTED] (she/her)

Governance Lead

[REDACTED] environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



From: [REDACTED] [REDACTED]@gov.scot>

Sent: Tuesday, July 2, 2024 10:15 AM

To: [REDACTED] [REDACTED]@environmentalstandards.scot>

Cc: [REDACTED] [REDACTED]@environmentalstandards.scot>

Subject: RE: EIR- TRIAGE - ESS and the Cabinet Secretary for Net Zero and Energy - Reply Required by Close of Play on Friday 12th July 2024

Hi [REDACTED]

My interpretation would be from September 2023 to present date.

Kind Regards

1

ENFOR Sponsorship Hub
Directorate for Environment & Forestry

From: 1 1 <environmentalstandards.scot>

Sent: Tuesday, July 2, 2024 10:05 AM

To: 1 1 <gov.scot>

Cc: 1 1 <environmentalstandards.scot>

Subject: RE: EIR- TRIAGE - ESS and the Cabinet Secretary for Net Zero and Energy - Reply Required by Close of Play on Friday 12th July 2024

Hi again 1

We're making a start on this but just wanted to confirm your understanding of '***dated from September 2023***'. Are you interpreting this as correspondence issued from September 2023 to present, or correspondence issued within September 2023 only?

Kind regards,

1

1 (she/her)

Governance Lead

1 <environmentalstandards.scot>

1

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



From: 1 1 <gov.scot>

Sent: Friday, June 28, 2024 3:30 PM

To: 1 1 <environmentalstandards.scot>; 1

1 <environmentalstandards.scot>

Subject: EIR- TRIAGE - ESS and the Cabinet Secretary for Net Zero and Energy - Reply Required by Close of Play on Friday 12th July 2024

Hi 1 / 1

SG have received the following EIR request from a Parliamentary Researcher – I have highlighted the appropriate part relating to ESS. In answering this EIR request we are keen to be able to cross reference with yourself to ensure our reply includes all relevant correspondence being requested.

As such, are you able to share all such correspondence **dated from September 2023** as referred to in the EIR request by **Close of Play on Friday 12th July 2024**.

*"All correspondence between SEPA and the Cabinet Secretary for Net Zero and Energy regarding enforcement of environmental regulations and legislation, **dated from September 2023** - All correspondence between Nature Scot and the Cabinet Secretary for Net Zero and Energy regarding enforcement of environmental regulations and legislation, dated from September 2023 - **All correspondence between ESS and the Cabinet Secretary for Net Zero and Energy regarding enforcement of environmental regulations and legislation, dated from September 2023**".*

Kind Regards



ENFOR Sponsorship Hub
Directorate for Environment & Forestry

From: [redacted] [redacted]@environmentalstandards.scot>

Sent: Thursday, January 18, 2024 9:36 AM

To: [redacted] [redacted]@environmentalstandards.scot>

Cc: Mark Roberts <Mark.Roberts@environmentalstandards.scot>; [redacted]

[redacted]@environmentalstandards.scot>; [redacted]

[redacted]@environmentalstandards.scot>

Subject: FW: Circular Economy Bill - follow up

Hi [redacted]

See below. Could you have a look at the consultation and provide us with a brief read out of it please? Particularly anything it says about monitoring roles and/or ESS

Would it be possible to have something for Monday?

[redacted]

[redacted] (He/His)

Head of Strategy & Analysis

[redacted]@environmentalstandards.scot

[redacted]

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

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

Sent: Thursday, January 18, 2024 9:28 AM

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

[redacted]@environmentalstandards.scot>; Mark Roberts

<Mark.Roberts@environmentalstandards.scot>

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

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

[redacted]@environmentalstandards.scot>; [redacted]

[redacted]@environmentalstandards.scot>; [redacted]

[redacted]@environmentalstandards.scot>; [redacted] [redacted]@gov.scot>

Subject: RE: Circular Economy Bill - follow up

Hi [redacted] and Mark

The second consultation for the Circular Economy and Waste route map is now live; you can access it and associated documents at Scotland's Circular Economy and Waste Route Map to 2030 Consultation - gov.scot (www.gov.scot).

Best wishes

[redacted]

Redaction Key:

1 = Redacted - R.11(2)

2 = Redacted - R.10(5)(f)

[redacted] | Circular Economy Strategy Unit | Circular Economy Division |
Environment and Forestry Directorate | Scottish Government | Tel: [redacted]

From: Katriona Carmichael <Katriona.Carmichael@gov.scot>
Sent: Wednesday, January 17, 2024 5:52 PM
To: [redacted] <[redacted]@environmentalstandards.scot>; Mark Roberts <Mark.Roberts@environmentalstandards.scot>
Cc: Tim Ellis <Tim.Ellis@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@gov.scot>
Subject: RE: Circular Economy Bill - follow up

Hi [redacted]

Great – I'll ask [redacted] to look for a time, particularly with [redacted] and [redacted]. Will be back in touch soon.

Katriona

From: [redacted] <[redacted]@environmentalstandards.scot>
Sent: 17 January 2024 14:50
To: Katriona Carmichael <Katriona.Carmichael@gov.scot>; Mark Roberts <Mark.Roberts@environmentalstandards.scot>
Cc: Tim Ellis <Tim.Ellis@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@environmentalstandards.scot>
Subject: RE: Circular Economy Bill - follow up

Hi Katriona

Nice to hear from you.

We'd find it very helpful to get an update from you about the Bill's monitoring provisions. Mark is tied up the rest of this week but there are a few times we could make next week – Monday lunchtime or late pm, Thursday lunchtime, or Friday. Alternatively, I'd be happy to meet you this Friday afternoon if that suits?

Cheers

[redacted]

[redacted] (He/His)
Head of Strategy & Analysis
[redacted]@environmentalstandards.scot
[redacted]

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: Katriona Carmichael <Katriona.Carmichael@gov.scot>
Sent: Wednesday, January 17, 2024 11:33 AM
To: Mark Roberts <Mark.Roberts@environmentalstandards.scot>; [redacted]
[redacted]@environmentalstandards.scot>
Cc: Tim Ellis <Tim.Ellis@gov.scot>; [redacted]@gov.scot>; [redacted]
[redacted]@gov.scot>; [redacted]@gov.scot>
Subject: Circular Economy Bill - follow up

Hi [redacted] hi Mark

I hope things are well with you both this new year. We're preparing for further scrutiny of the Circular Economy Bill over the next couple of months, and I wondered if it would be helpful to share notes on the meaning and implications of the draft provisions around monitoring, to make sure we are on the same page. I know you'll be having similar discussions on the natural environment bill too.

If you think that sounds useful, I'd be happy to set up a short discussion soon.

Thanks both – you'll also be interested to know that we are expecting the next version of our 'Waste and Circular Economy Route Map' to be published for consultation this week. We'll make sure you get the links early, once it's published.

Best wishes

Katriona

Katriona Carmichael | Deputy Director, Circular Economy | Environment & Forestry | The Scottish Government
3-H (South) Victoria Quay Edinburgh EH6 6QQ | Tel: [redacted] | Mob: [redacted]
Email: katriona.carmichael@gov.scot

I usually work from home. You can contact me by email, phone or MS Teams.

From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: ESS' analytical report on the risks posed to Scotland's soils
Date: 07 October 2024 14:28:13
Attachments: [SO17 - Project Report - Framing and Scoping the Risks to Scotland's Soils Report - EMBARGOED.pdf](#)
[News Release - Risks to Scotland's soils - ESS - 20241003.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

[Redacted]

Please find attached an embargoed copy of ESS' scoping report on the risks to Scotland's soils. Also attached is an embargoed copy of the news release that will be issued when the report is published on our website on Wednesday 9 October.

Thanks for your assistance with the preparation of this report. We're grateful to you for coordinating input from colleagues across SG during the fact check. Please do pass on the embargoed report to colleagues who you think need to see it and please do contact us if you have any queries on the report

Regards

[Redacted]

[Redacted] (He/His)
Head of Strategy & Analysis
[Redacted] environmentalstandards.scot
[Redacted]

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

From: [redacted] on behalf of [Mark Roberts](#)
To: [Cabinet Secretary for Net Zero and Energy](#)
Cc: [Caroline Cowan](#); [redacted]; [redacted]; [Tim Ellis](#); [redacted]; [redacted]; [redacted]
Subject: Publication of ESS analytical report on marine litter
Date: 28 October 2024 13:07:17
Attachments: [image001.png](#)
[Correspondence - Outgoing - Roberts Mark to Acting CabSec Net Zero - Marine litter report publication - 20241028.pdf](#)
[EMBARGOED - Analytical Report - Marine litter - 29 October 2024.pdf](#)
[image003.png](#)

Issued for and on behalf of Mark Roberts

Dear Acting Cabinet Secretary,

Please find attached letter regarding upcoming publication of Environmental Standards Scotland's analytical report into marine litter. A copy of the report is attached, under embargo until Tuesday 29 October 2024.

Best wishes,

Mark Roberts (he/his)
Chief Executive Officer
mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [redacted]
To: [redacted] [Caroline Cowan](#)
Cc: [redacted] [redacted] [redacted] [redacted] [Mark Roberts](#)
Subject: ESS report on marine litter - embargoed copy
Date: 28 October 2024 09:59:40
Attachments: [Marine Litter - an assessment of sources, controls and progress in Scottish seas - October 2024.pdf](#)
[News Release - Marine Litter - ESS - 20241024.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

Hi [redacted] /Caroline

As promised last week please find attached an advance, embargoed copy of our marine litter report and the accompanying news release, which will be published on our website tomorrow. Please contact [redacted] if you have any queries on the report and please do pass it on to colleagues in SG who you think need to see it

A letter from Mark Roberts to the Acting Cabinet Secretary providing a copy of the report will also be issued today

Regards

[redacted]

[redacted] (He/His)
Head of Strategy & Analysis
[redacted] [environmentalstandards.scot](#)
[redacted]

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

Minister for Public Finance

1

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

This e-mail (and any files or other attachments transmitted with it) is intended solely for the attention of the addressee(s). Unauthorised use, disclosure, storage, copying or distribution of any part of this e-mail is not permitted. If you are not the intended recipient please destroy the email, remove any copies from your system and inform the sender immediately by return.

Communications with the Scottish Government may be monitored or recorded in order to secure the effective operation of the system and for other lawful purposes. The views or opinions contained within this e-mail may not necessarily reflect those of the Scottish Government.

Schedule of Information - Document 38

From: [redacted] on behalf of Public Sector Pay Policy
To: [redacted]
Cc: [redacted]
Subject: RE: Public Sector Pay Policy 2024-25 – Chief Executive Framework
Date: 22 October 2024 10:17:15
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)

That's correct, no action needed.

[redacted] | Pronouns: She/Her | email: PublicSectorPayPolicy@gov.scot
Senior Policy Officer | Public Sector Pay Implementation and Governance Team |
Pay and Workforce Unit | Spending and Pay Strategy Division |
Public Spending Directorate | Scottish Exchequer | The Scottish Government |

From: [redacted]
Sent: Tuesday, October 22, 2024 3:21 PM
To: Public Sector Pay Policy
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: Public Sector Pay Policy 2024-25 – Chief Executive Framework

Hi [redacted]
Yes. Our Chief Exec is a member of SCS.
Does that mean we don't even have to submit a nil return?

Thanks

From: [redacted] | environmentalstandards.scot | On Behalf Of Public Sector Pay Policy
Sent: Tuesday, October 22, 2024 3:08 PM
To: [redacted] | environmentalstandards.scot; Public Sector Pay Policy <PublicSectorPayPolicy@gov.scot>
Cc: [redacted] | gov.scot; [redacted] | gov.scot>
Subject: RE: Public Sector Pay Policy 2024-25 – Chief Executive Framework

Hi [redacted]
The Chief Executive Framework does not apply to senior civil service, whose pay is determined under separate policies. My understanding is that the Chief Exec of ESS is a member of SCS, is this correct?

Kind Regards

[redacted] | Pronouns: She/Her | email: PublicSectorPayPolicy@gov.scot
Senior Policy Officer | Public Sector Pay Implementation and Governance Team |
Pay and Workforce Unit | Spending and Pay Strategy Division |
Public Spending Directorate | Scottish Exchequer | The Scottish Government |

From: [redacted] | environmentalstandards.scot
Sent: Tuesday, October 22, 2024 9:05 AM
To: Public Sector Pay Policy <PublicSectorPayPolicy@gov.scot>
Subject: RE: Public Sector Pay Policy 2024-25 – Chief Executive Framework

Hi [redacted]
Is there a deadline for this to be submitted?

Thanks

[redacted]
Interim Finance and Accountancy Adviser
environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [redacted] | gov.scot | On Behalf Of Public Sector Pay Policy
Sent: Wednesday, October 16, 2024 12:30 PM
To: Public Sector Pay Policy <PublicSectorPayPolicy@gov.scot>
Subject: Public Sector Pay Policy 2024-25 – Chief Executive Framework
Public Sector Pay Policy 2024-25 – Chief Executive Framework

At the 2023-24 Scottish Budget, the Deputy First Minister announced that a review of the Chief Executive Framework would be undertaken, and this is now complete. Following the review an updated [Chief Executive Framework technical guide](#) has been published today. This includes details of the 2024-25 annual uplift for Chief Executives. The Chief Executive annual uplift proforma is attached.
You will wish to note that we will also alert Chief Executives and Trade Unions to today's announcement. I would be grateful if you could forward this email to all interested parties.

Regards

Public Sector Pay Team

[redacted] | Senior Policy Officer – Public Sector Pay, Severance and Governance | Public Sector Pay Team | Spending and Pay Strategy | Directorate for Public Spending | The Scottish Government 3-C
(North) Victoria Quay Edinburgh EH6 6QQ | email: FinancePayPolicy@gov.scot | <http://gov.scot/policies/public-sector-pay/>
Link to the Scottish Government Public Sector Pay webpage: www.gov.scot/policies/public-sector-pay/

From: [redacted]
To: [redacted]
Cc: [redacted]
Subject: RE: Query re grant funding - Oracle
Date: 11 September 2024 13:46:17
Attachments: [image003.jpg](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)
[image005.jpg](#)
[image007.png](#)

Hi folks, I'd responded on this yesterday – apologies to those missed off that comms.
The Directorate who is responsible for creating the drawdown/posting funding to the agencies bank account are the business area responsible for requesting a CPA & Smart Form for that funding & then creating the requisition for it on 1st October - which must be approved before funding can be released (receipted in P2P parlance)
Hope that helps

[redacted] [redacted]
Finance Transformation for Award to Pay (Contractor)



My working hours are fluid so I may respond to messages in the evening or during the weekend; this working pattern supports my work-life balance but in no way implies that you should respond to me out with your own working hours

From: [redacted]
Sent: Wednesday, September 11, 2024 1:20 PM
To: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: Query re grant funding - Oracle

Hi [redacted] and [redacted]
I have copied in [redacted] who was looking after the Grants process from the programme. She might be able to tell you of the process for managing your draw downs.
Regards

[redacted]
[redacted]
Business Readiness Manager | Corporate Shared Service Programme | HR & Finance Workstream



From: [redacted] <[redacted]@consumer.scot>
Sent: Tuesday, September 10, 2024 2:58 PM
To: [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@ov.scot>; [redacted] <[redacted]@ov.scot>
Cc: [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@ov.scot>; [redacted] <[redacted]@ov.scot>; [redacted] <[redacted]@consumer.scot>
Subject: RE: Query re grant funding - Oracle

Hi [redacted]
Thanks for confirming that this is now in hand for ESS.
[redacted] – any ideas who can check whether this has been done for CS? We do have

CPAs raised for each supplier with an open PO but it would be like this is something more overarching to enable provision of our core grant in aid funding from SG?

Kind regards,

1
1 | Director of Operations | Consumer Scotland

Thistle House | 91 Haymarket Terrace | Edinburgh | EH12 5HD

E: 1@consumer.scot | M: 1

To receive all the latest news from Consumer Scotland sign up to our [Mailing List](#)

From: 1 1 <1@environmentalstandards.scot>

Sent: Tuesday, September 10, 2024 11:10 AM

To: 1 1 <1@gov.scot>; 1 1 <1@gov.scot>

Cc: 1 1 <1@environmentalstandards.scot>; 1 1 <1@environmentalstandards.scot>; 1 1 <1@consumer.scot>; 1 1 <1@gov.scot>; 1 1 <1@gov.scot>

Subject: Query re grant funding - Oracle

Hi 1 and 1

Forgive me if you aren't the right contacts, but I wondered if I could check something? (All roads often lead to you two!)

When I was doing the Oracle training yesterday, I noticed that there is a process that moves grant funding to organisations, triggered by grant letters.

As a non-ministerial office, we don't receive grant letters in this way. 1 (cc'd, the Environment and Forestry Budget and Finance Co-ordinator) said that she hasn't been asked about ESS as part of her Oracle requirements and actions.

It also doesn't look like the sponsor team (cc'd 1 Head of Environment and Forestry Sponsorship Hub) have been asked to set up contract purchase agreements for us due to our unusual status. We therefore aren't sure who is looking after our drawdown requests.

Do either of you happen to know what might happen in our case? I've also cc'd in 1 from Consumer Scotland as they will be in exactly the same position as us.

With thanks, I'm maybe over thinking things,

1
1 (she/her)
Head of Corporate Services and
Communications

1 <1@environmentalstandards.scot>

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

The purpose of the Oracle Cloud EPM module is to provide you with the ability to make smart resource decisions, forecast and plan resource and budget allocation across HR, and Finance to meet delivery objectives, projects, and operational plans. Essentially, it's an information insight, business planning and management tool with analytics that offer prediction reporting. This email is:

- to commission a budget allocation (disaggregation) exercise, and,
- to provide a crucial update relating to the Oracle Cloud Budgetary Control functionality, as impacting process flows for PTP and GL Journal.

Budgetary Control update

Budgets and budget revisions are managed in EPM, but also pushed to ERP to support Budgetary Control functionality. This ERP "control budget" is used to inform the funds check calculations that occur when GL journals are posted and more prominently, when PTP transactions are initiated.

Budgetary Control will be enabled when the new system goes live as it supports key data interfacing, as well as it being prudent to test this during the hypercare period. However, the calculations for "available budget" used in fund checks cannot technically be offset by the value of migrated actuals for the period April to September. **This means your available budget used in funds checking will appear artificially high for the remainder of the 2024/25 financial year. You should still follow the funds check steps as indicated in any guidance / training, particularly relating to PTP and manual GL journals, but remain aware that this does not give any assurance on budget availability. Funds checks will be accurate from the beginning of next financial year.**

EPM reporting is not impacted by this and therefore will be accurate, so should be referred to regularly as the source for managing budgets and viewing budgets alongside relevant actuals, commitments and forecasts.

If you have any questions on either of these topics, please email the businesschange@scotland.nhs.uk

The deadline for return of this commission is Monday 23 September.

We appreciate that the commissions can put pressure on the teams. We hope you recognise the importance of returning these commissions, as they will impact your access and quality of data within Oracle Cloud as go live. Thank you on behalf of the Business Change team.

The Ask

Budget Disaggregation

The 2024/25 budget (Budget Bill plus ABR adjustments) has been allocated at a high level, to Chart of Accounts (CoA) code combinations. The budget values should accurately reflect the published Budget Bill and the draft ABR, however the CoA code combinations the budgets are held against may not be as you require and / or may not be broken down to as low a level as you require.

The current level of granularity held centrally by SG is fairly high, e.g. per Organisation / Directorate, per Programme Level 4, per Budget Category. Rather than budgets being assigned to specific owner Cost Centres they will be assigned to any child Cost Centre that rolls up to the correct Organisation / Directorate. Likewise rather than spreading the budget across all available Level 5 Programme codes, the budget will be assigned to any Programme Level 5 that rolls up to the correct Programme Level 4.

The "disaggregation" workbooks used for this exercise show those current CoA combinations against which the budget for your area is held, and allow for you to input a or multiple alternative code combinations to re-assign the budget(s) to.

The system design supports granular budget management so that as low as necessary a level of detail can be managed on system, significantly reducing the dependency on offline spreadsheets. This disaggregation process is a key part of this as it allows you to move budgets to the key code combinations whereby actuals, forecasts and commitments will be monitored and reported. Further, it ensures budgets are in the right place for any Budgetary Control "funds checks".

To support this exercise, we are providing guidance documents and a pre-recorded walkthrough video:

[Cost-centres walkthrough - EPM Budget Allocation & Disaggregation \(reporting: zshs.lodkibc.com\)](#)

[SUPPORTING INFORMATION - COMMISSION - EPM - Budget data validation and disaggregation - September 2024](#)

The above folder contains

- Excel Guidance document to walkthrough the workbook fields

- Supporting slides

We have attached a link to the templates for review and completion. These are saved within the private teams channels on the [SGP Non-Core Business Readiness Network - Project - SG LIVE Commission - questions and support | Microsoft Teams](#)

[\(September EPM Commission\) EPM Data Review from Hubble](#)

1. Please download the workbook from the teams' channel and save an offline copy to complete your updates.

2. Please send the completed template back by email to the [Business Change Mailbox](#) by Close of Play Monday 23 September 2024.

3. If you have questions or queries about the commission please contact the [Business Change Mailbox](#) or reach out via the [SGP Non-Core Business Readiness Network - Project - SG LIVE Commission - questions and support | Microsoft Teams](#)

Please note that where returns are incomplete, in error, or not received by the stated deadline, the go-live position will be as per the initial central assignment and amendments would need to be processed as budget revisions post go-live - so please do join the drop-in session(s) or seek any additional support if required, to enable you to complete this task accurately.

We will be hosting two optional drop-in sessions for you to come along and ask any questions you have related to the completion of this commission.

18 September at 10.30am

19 September at 3.30pm

[\[Redacted\]](#) | Project Support Lead - Commissions | Shared Services Programme

Directorate for Corporate Transformation & Workplace | DG Corporate | Scottish Government

[\[Redacted\]](#) | [\[Redacted\]](#)



From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]; [REDACTED] Public Bodies Unit Mailbox; [REDACTED] Mark Roberts; [REDACTED]
Subject: FW: Action by Mon 4 Nov: Verification of Data on Public Body Expenditure, etc - ESS
Date: 01 November 2024 15:45:57

Hi [REDACTED] hope you're well. It's been a while since we worked together in culture.

I can confirm that the ESS information remains correct. We've chosen not to add optional additional information.

With best wishes, have a lovely weekend.

[REDACTED]

From: Mark Roberts <Mark.Roberts@environmentalstandards.scot>

Sent: Monday, October 28, 2024 1:55 PM

To: [REDACTED]; [REDACTED] <[\[REDACTED\]@environmentalstandards.scot](mailto:[REDACTED]@environmentalstandards.scot)>

Subject: FW: Action by Mon 4 Nov: Verification of Data on Public Body Expenditure, etc - ESS

As discussed.

From: [REDACTED]; [REDACTED] <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)> **On Behalf Of** Public Bodies Unit Mailbox

Sent: Monday, October 28, 2024 1:16 PM

To: Mark Roberts <Mark.Roberts@environmentalstandards.scot>

Cc: [REDACTED]; [REDACTED] <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>; [REDACTED]; [REDACTED] <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>; Public Bodies Unit Mailbox <PublicBodiesUnitMailbox@gov.scot>; [REDACTED]; [REDACTED] <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>

Subject: Action by Mon 4 Nov: Verification of Data on Public Body Expenditure, etc - ESS

Dear Chief Executive (copy to your sponsor / relationship lead in Scottish Government)

Ivan McKee MSP, Minister for Public Finance, wrote to Chairs and Chief Executives of public bodies on 15 July, to request information on a range of issues relating to their work. All public bodies from which responses would have been expected did so, for which the Minister is grateful. He is taking a close interest in the information submitted.

Ministers have decided to publish a report which includes a summary and analysis of responses to the commission. This was announced in this [update report on the Scottish Government's Public Service Reform programme](#), which Mr McKee issued to the Convener of Parliament's Finance and Public Administration Committee (FPAC) in September. Mr McKee intends to publish a report on the Scottish Government website in the second half of November.

In relation to information bodies provided on Tables B, C and D (covering delivery of savings/revenue raising; workforce planning, and grant management respectively), our intention is to publish high level summaries which set out key themes arising but without providing commentary of insights about specific bodies.

In relation to Table A of the commission, which covered aspects of their expenditure and related information, we again expect the narrative in the report will focus on high level messages. In particular, it will highlight the scale of public body expenditure on and by corporate functions across Scotland's public services - using data from public bodies' returns, alongside equivalent data about Scottish Government itself.

Nevertheless, we expect that data which public bodies provided within Table A will be published alongside this report, in line with Mr McKee's update to FPAC in September. All information of this nature is potentially publishable, unless there are good reasons why it should not be published under the terms of the Freedom of Information (Scotland) Act 2002. This will also build on a message that it is important that public bodies (and SG itself) understand how much resource is being directed to corporate functions and consider if these resources are always being deployed in the most effective and efficient ways. Importantly, the report will not offer assessments from the data provided about the efficiency of any specific public bodies. We also want to wrap a strong narrative around the data, in order to manage expectations over how readers should use this information. This includes emphasising strong caveats on interpreting the data, in particular that the published data in themselves do not provide a sound basis for attempting to compare the relative efficiency of different public bodies (for instance that each body is operating in its own distinct environment).

With that in mind, I am writing now to ask you for further assistance in the following two respects, by **Monday 4 November** please (the timeframe is driven by the commitment to publish the report in the Autumn):

- That your body verifies and confirms that information you previously provided about expenditure, etc in Table A of the commission remains correct; providing corrections if necessary
- That your body provides brief contextual information to explain the data (this is optional and not mandatory).

Information previously provided in Table A

The attached table sets out the information from Table A which we hold about your body. Where appropriate, we have removed staff cost figures for (i) bodies with fewer than 5 FTE staff; or (ii) any category of a body's staff costs that are less than £250,000. ***Can your body please confirm if it is content with this information, or if adjustments are required.*** You can

ignore columns D and AN, which are for our reference. We do not propose to publish notes in column AM.

We have already undertaken some light quality assurance of data in all returns submitted. We have also in recent days gained access to, and been able to compare data in these returns with, corresponding data which participating public bodies provided as part of the recent Cabinet Office benchmarking exercise (this related only to bodies with at least 40 full time equivalent staff). We identified no specific issues from this work on which to follow up with you.

Further contextual information

As explained above, we expect the narrative in the report will be essential. We would welcome any brief additional information you might want to offer, which can help us build the narrative to illustrate some key points by example. By “brief” we mean bullet point or phrase description only; we’re not looking for detailed explanations. In particular:

- [All bodies] A brief message which conveys the distinctive nature of your body’s work. *This can help illustrate our message warning readers not to use the data as a basis for attempting to compare efficiency of any one body over another.*
- [All bodies] Examples of “other” types of expenditure to third parties managed by corporate functions. *This is to inform contextual information in the report narrative about other types of expenditure which public bodies’ corporate functions incur, as the categories set out in the return (i.e. external communication spend; spend on running IT and digital estate; spend on Digital transformation costs; Annual estate running costs) only accounted for a minority of total expenditure to third parties.*
- [Those public bodies that raise revenue] Total resource expenditure (including operational expenditure), if this is significantly more than the resource expenditure figure provided in your body’s return, with a brief summary of what activity this spending supports. *This is to give a broader sense about the type and scale of activity which public bodies’ corporate functions support, but which is funded through fees, rents, etc alongside grant-in-aid.*

Building On This Work

We are aware that public bodies, through the NDPB Chief Executives Forum or SDBG, have been considering ways to collaborate, support each other and drive improvement, using the data and as part of a whole-system

review of improving efficiency and effectiveness. We will brief Ministers, when these data are published, to set out that positive collaborative vision, and to particularly emphasise that each body will have legitimate drivers for cost that are intrinsic to the public service area it supports and which make crude comparisons unhelpful.

Please respond to all when you reply.

Thank you for your continued assistance.

Kind regards

1 [REDACTED]

1 [REDACTED] | Public Bodies Reform | Public Service Reform Directorate | Scottish Government | [1 \[REDACTED\]@gov.scot](mailto:1 [REDACTED]@gov.scot) | 1 [REDACTED]

Currently working from home.

From: [redacted]
To: [redacted]
Cc: Mark Roberts; [redacted]
Subject: Commission for Information on Public Body Expenditure and Efficiency - Ivan McKee, Minister for Public Finance
Date: 08 August 2024 11:30:28
Attachments: [Public Bodies commissioning template - July 2024 - ESS data - 20240726.xlsx](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

Dear [redacted]

Please find attached our response to the Mr McKee commission described below.

With best wishes,

[redacted]

[redacted] (she/her)
Head of Corporate Services and
Communications

[redacted] [environmentalstandards.scot](#)

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

From: <MinisterPF@gov.scot>

Subject: Commission for Information on Public Body Expenditure and Efficiency -
Ivan McKee, Minister for Public Finance

Date: 15 July 2024 at 14:13:18 BST

To: <MinisterPF@gov.scot>

Cc: <CabSecH_G@gov.scot>, <MinisterPF@gov.scot>, <DGCommunities@gov.scot>
<dgcCorporate@gov.scot>, <DGScottishExchequer@gov.scot>, <MaryMcAllan@gov.scot>
<DirectorofPublicSpending@gov.scot>, <Catriona.Maclean@gov.scot>
<JamieMacDougall@gov.scot>, <Simon.Mair@gov.scot>, [redacted]@gov.scot,
[redacted]@gov.scot, [redacted]@gov.scot, [redacted]@gov.scot,
[redacted]@gov.scot, [redacted]@gov.scot, [redacted]@gov.scot,
[redacted]@gov.scot, [redacted]@gov.scot, [redacted]@gov.scot,
[redacted]@gov.scot, [redacted]@gov.scot, [redacted]@gov.scot

Dear Chairs and Chief Executives,

Please find attached correspondence on behalf of Ivan McKee, Minister for Public
Finance.

Kind regards,

[redacted]
[redacted]

Private Secretary

Minister for Public Finance

1

All e-mails and attachments sent by a Ministerial Private Office to any other official on behalf of a Minister relating to a decision, request or comment made by a Minister, or a note of a Ministerial meeting, must be filed appropriately by the recipient. Private Offices do not keep official records of such e-mails or attachments.

Scottish Ministers, Special advisers and the Permanent Secretary are covered by the terms of the Lobbying (Scotland) Act 2016. See www.lobbying.scot

This e-mail (and any files or other attachments transmitted with it) is intended solely for the attention of the addressee(s). Unauthorised use, disclosure, storage, copying or distribution of any part of this e-mail is not permitted. If you are not the intended recipient please destroy the email, remove any copies from your system and inform the sender immediately by return.

Communications with the Scottish Government may be monitored or recorded in order to secure the effective operation of the system and for other lawful purposes. The views or opinions contained within this e-mail may not necessarily reflect those of the Scottish Government.

From: [redacted]
To: [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: ACTION REQUIRED: Payments to Bodies in Oracle
Date: 22 October 2024 08:25:35
Attachments: [image001.jpg](#)

No we don't luckily!

[redacted]

From: [redacted]
Sent: Tuesday, October 22, 2024 8:21 AM
To: [redacted]
Cc: [redacted]; [redacted]; [redacted]; [redacted]; [redacted]; [redacted]
Subject: RE: ACTION REQUIRED: Payments to Bodies in Oracle

Hi [redacted]

The CPA is being set up in respect of Environmental Standards Scotland's cash requirement.

To allow me to answer the question below, please can you confirm if you have any cash requirement related to IFRS16?

Thanks

[redacted]

From: [redacted] environmentalstandards.scot
Sent: Tuesday, October 22, 2024 8:08 AM
To: [redacted] ov.scot; [redacted] ov.scot; [redacted]
[redacted] ov.scot
Cc: [redacted] environmentalstandards.scot; [redacted]
[redacted] environmentalstandards.scot; [redacted] ov.scot;
[redacted] ov.scot

Subject: RE: ACTION REQUIRED: Payments to Bodies in Oracle

Thanks [redacted]

[redacted] just so we understand the process going forward, do we need to send you another CPA form for IFRS16?

With thanks,

[redacted]

From: [redacted] ov.scot
Sent: Monday, October 21, 2024 3:48 PM
To: [redacted] environmentalstandards.scot; [redacted]
[redacted] ov.scot
Cc: [redacted] environmentalstandards.scot; [redacted]
[redacted] environmentalstandards.scot

Subject: RE: ACTION REQUIRED: Payments to Bodies in Oracle

Hi [redacted]

To confirm, DSU checked the system for us and you were not on there even although I know you submitted the CPA form a while ago.

I have just submitted an iFix request for an ESS CPA as required in [redacted] [redacted] email below.

Hopefully that will catch it but will let you know once I hear more.

Thanks

[redacted]

From: [redacted]
Sent: Monday, October 21, 2024 12:55 PM

To: 1 [redacted] 1 [redacted] <[redacted]@environmentalstandards.scot>; 1 [redacted] [redacted] <[redacted]@gov.scot>
Cc: 1 [redacted] 1 [redacted] <[redacted]@environmentalstandards.scot>; 1 [redacted] [redacted] <[redacted]@environmentalstandards.scot>

Subject: RE: ACTION REQUIRED: Payments to Bodies in Oracle

Hi 1 [redacted]

I'm checking with DSU and will come back to you ASAP.

Thanks

1 [redacted]

From: 1 [redacted] 1 [redacted] <[redacted]@environmentalstandards.scot>

Sent: Monday, October 21, 2024 12:26 PM

To: 1 [redacted] 1 [redacted] <[redacted]@gov.scot>; 1 [redacted] 1 [redacted] <[redacted]@gov.scot>

Cc: 1 [redacted] 1 [redacted] <[redacted]@environmentalstandards.scot>; 1 [redacted] [redacted] <[redacted]@environmentalstandards.scot>

1 [redacted] <[redacted]@environmentalstandards.scot>

Subject: FW: ACTION REQUIRED: Payments to Bodies in Oracle

Hi 1 [redacted] and 1 [redacted]

I can't quite tell if this email is for us or yourselves, as it says to check if CPAs are in place for all relevant bodies. Did you get this email too and may I check our CPA in place?

With thanks,

1 [redacted]

From: 1 [redacted] 1 [redacted] <[redacted]@gov.scot>

Sent: Friday, October 18, 2024 3:33 PM

Subject: ACTION REQUIRED: Payments to Bodies in Oracle

Good Afternoon

As you know, Oracle Cloud is now live and means that relevant bodies will now receive their funding payments through this system where appropriate. Sponsorship/DG finance teams are responsible for setting up and managing these grants even if they had not previously done so prior to the new system going live. Although you are already very likely to have put in place the necessary arrangements for the bodies that you work with, we wanted to get in touch to highlight these requirements and to ask you to check that you are confident these are in place.

CPAs (Contract Purchase Agreement) are needed for payments on Oracle Cloud to be made. As part of the new Oracle migration, we have been made aware that there may be some Contract Purchase Agreements (CPA) that have been requested and not set up, or have not been requested at all. It is therefore important to check that these are in place for the bodies you are responsible for to ensure that payments can be made when required.

Please can you therefore check that you have a CPA in place for all relevant bodies, and that you have system users and approval groups set up to be able to use this.

If you discover that your CPA has not been set up, these can be raised here [iFix Portal - Contract Purchase Agreement and Smart Form \(systems.gov.scot\)](#)

In instances where you require payment to be expedited because of delays in raising the CPA, please raise an iFix and then escalate this via the iFix form.

Although central finance is not directly involved in this work, to provide you with some assistance we have reviewed the list of CPAs currently on the system. Please note that we do not have definitive insight into your arrangements and so you should use your own knowledge to build on this. However, from our initial

review, we would draw you attention to the following:

- Any new bodies that have been set up and require arrangements for payments/funding will need to have a CPA created
- Sponsorship teams and business areas now have responsibility for making payments and should ensure CPAs are in place that they are managing for any bodies that require funding
- If you receive funding as part of an NDPB function, can you check with your sponsorship team that your CPA is in place if required

If you require further advice on the new Purchase to Pay or Award to Pay Policies, you can also contact the Finance Policy and Process team on I Fix - [iFix Portal - Finance Policy Process and Standards \(systems.gov.scot\)](#).

Where we have identified specific areas, we will do our best to follow up but would ask that you act on the above in the first instance.

Thanks, and have a nice weekend

1



1

(He/Him)

Senior Finance Manager (Budget Monitoring Reporting)
Financial Management Directorate

M: 1

E: 1@scot.gov

From: [Redacted]
To: [Redacted]
Cc: [Redacted] Finance Pay Policy
Subject: RE: ESS Staff Pay 2023-24 Remit proforma
Date: 06 February 2024 13:28:00
Attachments: ESS - Staff Pay 2023-24 - Remit Proforma for analogue bodies - multi year - September 2023 v8 - 20240130.xlsx
image001.png
image003.png
image004.png
image007.png
image008.png
image009.png

Hi [Redacted]
Attached is the updated proforma, please let me know if anything has been missed.
Kind regards
[Redacted]
Interim Finance and Accountancy Advisor
[Redacted]@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Redacted]
Sent: Monday, January 29, 2024 8:37 AM
To: [Redacted]
Cc: [Redacted]; Finance Pay Policy
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Morning All
We have discussed here an agree it makes sense for the settlement tab (blue tabs in proforma) to be completed by the public body once the two phases for 2023-24 have been implemented. Please can you confirm if the first phase has been implemented.
In terms of completing the settlement proforma, I would note the following:
- the baseline salaries should be the position before implementing the first uplift
- the cost of the pay award being the in-year cost of applying the two uplifts
- the Projected Paybill will be the in-year cost and as such only includes the cost of the 3 months of the second uplift.
- the Forecast Paybill will take in to account the full 12 month cost of the second uplift. Note this figure and the fte will inform the 2024-25 baseline position.
The only change to the information requested from previous years is that we have moved the average salary breakdown to a separate tab rather than being in the pay data sheet. It now also includes a breakdown of average salary by key protected characteristics which align with the information requested in the EQIA tab. We would also ask that you provide the Forecast Outturn information for 2023-24 in rows 18-21 of the 2024-25 tab. It would be helpful if you provide any relevant notes on staffing changes to explain any significant differences between the outturn and settlement information.
Finally if there have been significant changes to staffing over the last 12 months we would also ask that you refresh the baseline information and proposed remit costs in the 2024-25 tab - the rationale being that this will make any future reconciliation of your figures easier next year when you provide the second year settlement data.
In terms of timing - if you can complete and return the settlement information within a month of implementing the second stage of the uplift i.e. late February. It would be helpful if you could let us know at the earliest opportunity if there are any delays to meeting this.
I hope this makes sense but please get in touch if you have any questions or when you are completing the proforma.
Kind regards

[Redacted] | Public Sector Pay Policy Team | The Scottish Government | Phononums: She/Her | email: [Redacted]@gov.scot

From: [Redacted]@gov.scot
Sent: Wednesday, October 25, 2023 9:32 AM
To: [Redacted]@environmentalstandards.scot; [Redacted]@gov.scot; [Redacted]@gov.scot
Cc: [Redacted]@gov.scot; [Redacted]@environmentalstandards.scot
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi all
I can confirm we are content from a sponsorship perspective.
Regards

[Redacted] | Head of Environment and Forestry Sponsorship Hub | Future Environment Division | Scottish Government | M: [Redacted] | [Redacted]@gov.scot

From: [Redacted]@environmentalstandards.scot
Sent: Tuesday, October 24, 2023 12:30 PM
To: [Redacted]@gov.scot; [Redacted]@gov.scot
Cc: [Redacted]@gov.scot; [Redacted]@environmentalstandards.scot
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi all, [Redacted] is off at the moment, but [Redacted] is covering.
[Redacted] would you mind checking please?

Thanks,
[Redacted]

From: [Redacted]@environmentalstandards.scot
Sent: 24 October 2023 09:02
To: [Redacted]@gov.scot; [Redacted]@gov.scot; [Redacted]@gov.scot
Cc: [Redacted]@environmentalstandards.scot
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi [Redacted]
Many thanks for checking the form. I am happy with your corrections and everything looks good from ESS point of view.
[Redacted] please can your team proceed to next steps to consider and provide formal approval.

Many thanks

Interim Finance and Accountancy Advisor
[Redacted]@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Redacted]@gov.scot
Sent: Tuesday, October 17, 2023 1:08 PM
To: [Redacted]@environmentalstandards.scot; [Redacted]@gov.scot
Cc: [Redacted]@gov.scot; [Redacted]@environmentalstandards.scot
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi [Redacted]
Thanks for sending this over. I am picking up for [Redacted] as she is on leave this week. I have had a look at your figures and year 1 is fine. There are a couple of errors in year 2 which I think are in part due to adding in an extra column for the cash underpin which has resulted in the wrong figures being transferred over to the proforma and also column J in year 2 which is the saving arising from phasing on the pay point had been multiplied by the FTE in col C so I corrected this. Therefore cell H95 in 2024-25 should be £38,715 instead of £9,679 which are the savings in cell J110. I would also note as the savings are in-year savings due to phasing the pay award that they are non-recurring.

If you are happy with my corrections then I can confirm as everything else looks fine then it would be over to [redacted] in your sponsor team to consider and provide formal approval.

Kind regards

[redacted] (she/her) | Public Sector Pay Policy | The Scottish Government 3-C (North) Victoria Quay Edinburgh EH6 6DQ | email: [redacted]@gov.scot

Link to the Scottish Government Public Sector Pay webpage: www.gov.scot/policies/public-sector-pay/

Please note I work part-time: Monday am and Tuesday - Thursday

I respect a workers right to disconnect and will not read or reply to emails outwith my standard working hours:

If I am sending an email at a time that suits my working arrangements and if this is at a time outwith your own normal working hours, I do not expect you to respond until you are next at work.

From: [redacted] <[redacted]@environmentalstandards.scot>

Sent: Thursday, October 12, 2023 8:52 AM

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

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

Subject: ESS Staff Pay 2023-24 Remit proforma

Hi [redacted]

Here is our updated remit proforma.

Please let me know if you have any further queries.

Kind regards

[redacted]

Interim Finance and Accountancy Advisor
[redacted]@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Redacted]
To: [Redacted]
Cc: [Redacted]; Finance Pay Policy [Redacted]
Subject: RE: ESS Staff Pay 2023-24 Remit proforma
Date: 02 May 2024 13:03:00
Attachments: ESS - Staff Pay 2023-24 - Remit Proforma for analogue bodies - multi year - September 2023 v11 - 20240502.xlsx
image001.png
image002.png
image003.png
image004.png
image005.png
image009.png

Hi [Redacted]
Corrected figures in the attached V11.
Thank you

From: [Redacted]
Sent: Thursday, May 2, 2024 12:39 PM
To: [Redacted]
Cc: [Redacted]; Finance Pay Policy; [Redacted]; [Redacted]
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi [Redacted]
Many thanks for coming back so quickly and confirming you agree with the calcs and explaining what the working hours figures were. On that all I need to note is that it is 37 hours for all staff.
The only outstanding point is that the average salaries by protected characteristic still doesn't look right. I have pasted the table below and highlighted the figures that should show the salary rather than the headcount. Could you please update in the attached.
Thanks



[Redacted] (she/her) | Public Sector Pay Policy | The Scottish Government 3-C (North) Victoria Quay Edinburgh EH6 6QQ | email: [Redacted]@gov.scot

Link to the Scottish Government Public Sector Pay webpage: www.gov.scot/policies/public-sector-pay/
Please note I work part-time: Tuesday – Thursday
I respect a workers right to disconnect and will not read or reply to emails outside my standard working hours.
If I am sending an email at a time that suits my working arrangements and if this is at a time outside your own normal working hours, I do not expect you to respond until you are next at work.

From: [Redacted] <[Redacted]@environmentalstandards.scot>
Sent: Thursday, May 2, 2024 9:47 AM
To: [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@environmentalstandards.scot>
Cc: [Redacted] <[Redacted]@gov.scot>; Finance Pay Policy <FinancePayPolicy@gov.scot>; [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi [Redacted]
Reply to your queries in red below.
Please let me know if there is anything else to be corrected.
Kind regards

[Redacted]
Interim Finance and Accountancy Adviser
[Redacted]@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [Redacted] <[Redacted]@gov.scot>
Sent: Wednesday, May 1, 2024 2:53 PM
To: [Redacted] <[Redacted]@environmentalstandards.scot>; [Redacted] <[Redacted]@environmentalstandards.scot>
Cc: [Redacted] <[Redacted]@gov.scot>; Finance Pay Policy <FinancePayPolicy@gov.scot>; [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi [Redacted]
Firstly, our apologies for not getting back to you before now on this due to other work priorities which is also why I have picked this up for [Redacted]. I have now had an opportunity to review your settlement proforma and have a couple of observations/queries on what you provided, and it was very helpful to have your calc set out in the Notes tab.

- Settlement tab
- I note that you have adjusted the baseline paybill and staffing to those in post at the time of the award so that the actual costs are lower albeit the paybill per head is higher reflecting the staff profile and that vacant posts will be less expensive.
 - The couple of queries I had were – the cost of the implemented pay award was significantly lower than I would have expected, and it looks like it is because progression had not been included – which I have now added in.
 - I have also adjusted the savings for the revised baseline in cell I65.

I would be grateful if you could confirm that you are content with the suggested changes I have made on the costings.

Yes, I am happy with your corrections.

Pay Data tab

- I wasn't sure what the figures in D17-E21 were.

These were the actual total working hours per week of each employee in each band (B1 = 2 employees x 37 hours a week) and they are the same as their conditioned work hours.

Ave Sal tab

- The figures in cells D39-F39 are fte rather than the average salary can you please provide the average salaries for these sub-groups – I can confirm that this is for internal purposes and any information we release will be based on the average salary across all bodies within the Public Sector Pay cohort and not by individual public body.

This tab has been corrected and updated in the attached v10 workbook.
Hopefully, this all makes sense but please let me know if it would be helpful to have a call to discuss.
Kind regards

[redacted] [shw/her] | Public Sector Pay Policy | The Scottish Government 3-C (North) Victoria Quay Edinburgh EH6 6QQ | email: [redacted]@gov.scot
 Link to the Scottish Government Public Sector Pay webpage: www.gov.scot/policies/public-sector-pay
 Please note I work part-time: Tuesday – Thursday
 I respect a worker's right to disconnect and will not read or reply to emails outside my standard working hours.
 If I am sending an email at a time that suits my working arrangements and if this is at a time outside your own normal working hours, I do not expect you to respond until you are next at work.

From: [redacted] <[redacted]@environmentalstandards.scot>
Sent: Tuesday, February 6, 2024 1:29 PM
To: [redacted] <[redacted]@gov.scot>; [redacted] AW [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@environmentalstandards.scot>
Cc: [redacted] <[redacted]@gov.scot>; Finance Pay Policy <FinancePayPolicy@gov.scot>
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi [redacted]
 Attached is the updated proforma, please let me know if anything has been missed.
 Kind regards
 [redacted]
 Interim Finance and Accountancy Advisor
 [redacted]@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
 0808 1964000 | www.environmentalstandards.scot
 Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [redacted] <[redacted]@gov.scot>
Sent: Monday, January 29, 2024 8:37 AM
To: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@environmentalstandards.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@environmentalstandards.scot>; Finance Pay Policy <FinancePayPolicy@gov.scot>
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Morning All
 We have discussed here an agree it makes sense for the settlement tab (blue tabs in proforma) to be completed by the public body once the two phases for 2023-24 have been implemented. Please can you confirm if the first phase has been implemented.
 In terms of completing the settlement proforma, I would note the following:
 • the baseline salaries should be the position before implementing the first uplift
 • the cost of the pay award being the in-year cost of applying the two uplifts
 • the Projected Paybill will be the in-year cost and as such only includes the cost of the 3 months of the second uplift.
 • the Forecast Paybill will take in to account the full 12 month cost of the second uplift. Note this figure and the fte will inform the 2024-25 baseline position.
 The only change to the information requested from previous years is that we have moved the average salary breakdown to a separate tab rather than being in the pay data sheet. It now also includes a breakdown of average salary by key protected characteristics which align with the information requested in the EQIA tab.
 We would also ask that you provide the Forecast Outturn information for 2023-24 in rows 18-21 of the 2024-25 tab. It would be helpful if you provide any relevant notes on staffing changes to explain any significant differences between the outturn and settlement information.
 Finally if there have been significant changes to staffing over the last 12 months we would also ask that you refresh the baseline information and proposed remit costs in the 2024-25 tab – the rationale being that this will make any future reconciliation of your figures easier next year when you provide the second year settlement data.
 In terms of timing – if you can complete and return the settlement information within a month of implementing the second stage of the uplift i.e. late February, it would be helpful if you could let us know at the earliest opportunity if there are any delays to meeting this.
 I hope this makes sense but please get in touch if you have any questions or when you are completing the proforma.
 Kind regards
 [redacted] | Public Sector Pay Policy Team | The Scottish Government | Prousons: Shw/Her | email: [redacted]@gov.scot

From: [redacted] <[redacted]@gov.scot>
Sent: Wednesday, October 25, 2023 9:32 AM
To: [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@environmentalstandards.scot>
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi all
 I can confirm we are content from a sponsorship perspective.
 Regards
 [redacted] | Head of Environment and Forestry Sponsorship Hub | Future Environment Division | Scottish Government | M: [redacted] | [redacted]@gov.scot

From: [redacted] <[redacted]@environmentalstandards.scot>
Sent: Tuesday, October 24, 2023 12:30 PM
To: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@environmentalstandards.scot>
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi all, [redacted] is off at the moment, but [redacted] is covering.
 [redacted] would you mind checking please?
 Thanks,
 [redacted]

From: [redacted] <[redacted]@environmentalstandards.scot>
Sent: 24 October 2023 09:02
To: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@environmentalstandards.scot>
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi [redacted]
 Many thanks for checking the form. I am happy with your corrections and everything looks good from ESS point of view.
 [redacted] please can your team proceed to next steps to consider and provide formal approval.
 Many thanks
 [redacted]
 Interim Finance and Accountancy Advisor
 [redacted]@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
 0808 1964000 | www.environmentalstandards.scot
 Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [redacted] <[redacted]@gov.scot>
Sent: Tuesday, October 17, 2023 1:08 PM
To: [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@gov.scot>
Cc: [redacted] <[redacted]@gov.scot>; [redacted] <[redacted]@environmentalstandards.scot>
Subject: RE: ESS Staff Pay 2023-24 Remit proforma

Hi [redacted]
 Thanks for sending this over. I am picking up for [redacted] as she is on leave this week. I have had a look at your figures and year 1 is fine. There are a couple of errors in year 2 which I think are in part due to adding in an extra column for the cash underpin which has resulted in the wrong figures being transferred over to the proforma and also column J in year 2 which is the saving arising from phasing on the pay point had been multiplied by the FTE in col C so I corrected this. Therefore cell H95 in 2024-25 should be £38,715 instead of £9,679 which are the savings in cell J110. I would also note as the savings are in-year savings due to phasing the pay award that they are non-recurring.

If you are happy with my corrections then I can confirm as everything else looks fine then it would be over to [1] in your sponsor team to consider and provide formal approval.

Kind regards

[1] [redacted] (she/her) | Public Sector Pay Policy | The Scottish Government 3-C (North) Victoria Quay Edinburgh EH6 6DQ | email: [1] [redacted] gov.scot

Link to the Scottish Government Public Sector Pay webpage: www.gov.scot/policies/public-sector-pay/

Please note I work part-time: Monday am and Tuesday - Thursday

I respect a workers right to disconnect and will not read or reply to emails outwith my standard working hours:

If I am sending an email at a time that suits my working arrangements and if this is at a time outwith your own normal working hours, I do not expect you to respond until you are next at work.

From: [1] [redacted] <[1] [redacted]@environmentalstandards.scot>

Sent: Thursday, October 12, 2023 8:52 AM

To: [1] [redacted] <[1] [redacted]@gov.scot>

Cc: [1] [redacted] <[1] [redacted]@gov.scot> [1] [redacted] <[1] [redacted]@environmentalstandards.scot>

Subject: ESS Staff Pay 2023-24 Remit proforma

Hi [1] [redacted]

Here is our updated remit proforma.

Please let me know if you have any further queries.

Kind regards

[1] [redacted]
Interim Finance and Accountancy Advisor
[1] [redacted]@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]; [REDACTED] [Public Bodies Unit Mailbox](#); [REDACTED] [Mark Roberts](#); [REDACTED]
Subject: FW: Action by Mon 4 Nov: Verification of Data on Public Body Expenditure, etc - ESS
Date: 01 November 2024 15:45:57

Hi [REDACTED] hope you're well. It's been a while since we worked together in culture.

I can confirm that the ESS information remains correct. We've chosen not to add optional additional information.

With best wishes, have a lovely weekend.

[REDACTED]

From: Mark Roberts <Mark.Roberts@environmentalstandards.scot>

Sent: Monday, October 28, 2024 1:55 PM

To: [REDACTED]; [REDACTED] <[\[REDACTED@environmentalstandards.scot\]](mailto:[REDACTED@environmentalstandards.scot)>

Subject: FW: Action by Mon 4 Nov: Verification of Data on Public Body Expenditure, etc - ESS

As discussed.

From: [REDACTED]; [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot)> **On Behalf Of** Public Bodies Unit Mailbox

Sent: Monday, October 28, 2024 1:16 PM

To: Mark Roberts <Mark.Roberts@environmentalstandards.scot>

Cc: [REDACTED]; [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot)>; [REDACTED]; [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot)>; Public Bodies Unit Mailbox <PublicBodiesUnitMailbox@gov.scot>; [REDACTED]; [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot)>

Subject: Action by Mon 4 Nov: Verification of Data on Public Body Expenditure, etc - ESS

Dear Chief Executive (copy to your sponsor / relationship lead in Scottish Government)

Ivan McKee MSP, Minister for Public Finance, wrote to Chairs and Chief Executives of public bodies on 15 July, to request information on a range of issues relating to their work. All public bodies from which responses would have been expected did so, for which the Minister is grateful. He is taking a close interest in the information submitted.

Ministers have decided to publish a report which includes a summary and analysis of responses to the commission. This was announced in this [update report on the Scottish Government's Public Service Reform programme](#), which Mr McKee issued to the Convener of Parliament's Finance and Public Administration Committee (FPAC) in September. Mr McKee intends to publish a report on the Scottish Government website in the second half of November.

In relation to information bodies provided on Tables B, C and D (covering delivery of savings/revenue raising; workforce planning, and grant management respectively), our intention is to publish high level summaries which set out key themes arising but without providing commentary of insights about specific bodies.

In relation to Table A of the commission, which covered aspects of their expenditure and related information, we again expect the narrative in the report will focus on high level messages. In particular, it will highlight the scale of public body expenditure on and by corporate functions across Scotland's public services - using data from public bodies' returns, alongside equivalent data about Scottish Government itself.

Nevertheless, we expect that data which public bodies provided within Table A will be published alongside this report, in line with Mr McKee's update to FPAC in September. All information of this nature is potentially publishable, unless there are good reasons why it should not be published under the terms of the Freedom of Information (Scotland) Act 2002. This will also build on a message that it is important that public bodies (and SG itself) understand how much resource is being directed to corporate functions and consider if these resources are always being deployed in the most effective and efficient ways. Importantly, the report will not offer assessments from the data provided about the efficiency of any specific public bodies. We also want to wrap a strong narrative around the data, in order to manage expectations over how readers should use this information. This includes emphasising strong caveats on interpreting the data, in particular that the published data in themselves do not provide a sound basis for attempting to compare the relative efficiency of different public bodies (for instance that each body is operating in its own distinct environment).

With that in mind, I am writing now to ask you for further assistance in the following two respects, by **Monday 4 November** please (the timeframe is driven by the commitment to publish the report in the Autumn):

- That your body verifies and confirms that information you previously provided about expenditure, etc in Table A of the commission remains correct; providing corrections if necessary
- That your body provides brief contextual information to explain the data (this is optional and not mandatory).

Information previously provided in Table A

The attached table sets out the information from Table A which we hold about your body. Where appropriate, we have removed staff cost figures for (i) bodies with fewer than 5 FTE staff; or (ii) any category of a body's staff costs that are less than £250,000. ***Can your body please confirm if it is content with this information, or if adjustments are required.*** You can

ignore columns D and AN, which are for our reference. We do not propose to publish notes in column AM.

We have already undertaken some light quality assurance of data in all returns submitted. We have also in recent days gained access to, and been able to compare data in these returns with, corresponding data which participating public bodies provided as part of the recent Cabinet Office benchmarking exercise (this related only to bodies with at least 40 full time equivalent staff). We identified no specific issues from this work on which to follow up with you.

Further contextual information

As explained above, we expect the narrative in the report will be essential. We would welcome any brief additional information you might want to offer, which can help us build the narrative to illustrate some key points by example. By “brief” we mean bullet point or phrase description only; we’re not looking for detailed explanations. In particular:

- [All bodies] A brief message which conveys the distinctive nature of your body’s work. *This can help illustrate our message warning readers not to use the data as a basis for attempting to compare efficiency of any one body over another.*
- [All bodies] Examples of “other” types of expenditure to third parties managed by corporate functions. *This is to inform contextual information in the report narrative about other types of expenditure which public bodies’ corporate functions incur, as the categories set out in the return (i.e. external communication spend; spend on running IT and digital estate; spend on Digital transformation costs; Annual estate running costs) only accounted for a minority of total expenditure to third parties.*
- [Those public bodies that raise revenue] Total resource expenditure (including operational expenditure), if this is significantly more than the resource expenditure figure provided in your body’s return, with a brief summary of what activity this spending supports. *This is to give a broader sense about the type and scale of activity which public bodies’ corporate functions support, but which is funded through fees, rents, etc alongside grant-in-aid.*

Building On This Work

We are aware that public bodies, through the NDPB Chief Executives Forum or SDBG, have been considering ways to collaborate, support each other and drive improvement, using the data and as part of a whole-system

review of improving efficiency and effectiveness. We will brief Ministers, when these data are published, to set out that positive collaborative vision, and to particularly emphasise that each body will have legitimate drivers for cost that are intrinsic to the public service area it supports and which make crude comparisons unhelpful.

Please respond to all when you reply.

Thank you for your continued assistance.

Kind regards

1

1 | Public Bodies Reform | Public Service Reform Directorate | Scottish
Government | 1@gov.scot | 1

Currently working from home.

From: [redacted]
To: [redacted]
Cc: [redacted]
Subject: RE: Query re grant funding - Oracle
Date: 11 September 2024 13:46:17
Attachments: [image003.jpg](#)
[image004.png](#)
[image006.png](#)
[image008.png](#)
[image005.jpg](#)
[image007.png](#)

Hi folks, I'd responded on this yesterday – apologies to those missed off that comms.
The Directorate who is responsible for creating the drawdown/posting funding to the agencies bank account are the business area responsible for requesting a CPA & Smart Form for that funding & then creating the requisition for it on 1st October - which must be approved before funding can be released (receipted in P2P parlance)
Hope that helps

[redacted]
Finance Transformation for Award to Pay (Contractor)



My working hours are fluid so I may respond to messages in the evening or during the weekend; this working pattern supports my work-life balance but in no way implies that you should respond to me out with your own working hours

From: [redacted]
Sent: Wednesday, September 11, 2024 1:20 PM
To: [redacted]
Cc: [redacted]
Subject: RE: Query re grant funding - Oracle

Hi [redacted] and [redacted]
I have copied in [redacted] who was looking after the Grants process from the programme. She might be able to tell you of the process for managing your draw downs.
Regards

[redacted]
Business Readiness Manager | Corporate Shared Service Programme | HR & Finance Workstream



From: [redacted] <[redacted]@consumer.scot>
Sent: Tuesday, September 10, 2024 2:58 PM
To: [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@ov.scot>; [redacted] <[redacted]@ov.scot>
Cc: [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@environmentalstandards.scot>; [redacted] <[redacted]@ov.scot>; [redacted] <[redacted]@ov.scot>; [redacted] <[redacted]@consumer.scot>
Subject: RE: Query re grant funding - Oracle

Hi [redacted]
Thanks for confirming that this is now in hand for ESS.
[redacted] – any ideas who can check whether this has been done for CS? We do have

CPAs raised for each supplier with an open PO but it would be like this is something more overarching to enable provision of our core grant in aid funding from SG?

Kind regards,

1
1 [redacted] | Director of Operations | Consumer Scotland

Thistle House | 91 Haymarket Terrace | Edinburgh | EH12 5HD

E: 1 [redacted]@consumer.scot | M: 1 [redacted]

To receive all the latest news from Consumer Scotland sign up to our [Mailing List](#)

From: 1 [redacted] 1 [redacted]@environmentalstandards.scot>

Sent: Tuesday, September 10, 2024 11:10 AM

To: 1 [redacted] 1 [redacted]@gov.scot>; 1 [redacted] 1 [redacted]@gov.scot>

Cc: 1 [redacted] 1 [redacted]@environmentalstandards.scot>; 1 [redacted] 1 [redacted]@consumer.scot>; 1 [redacted] 1 [redacted]@environmentalstandards.scot>; 1 [redacted] 1 [redacted]@gov.scot>; 1 [redacted] 1 [redacted]@gov.scot>

Subject: Query re grant funding - Oracle

Hi 1 [redacted] and 1 [redacted]

Forgive me if you aren't the right contacts, but I wondered if I could check something? (All roads often lead to you two!)

When I was doing the oracle training yesterday, I noticed that there is a process that moves grant funding to organisations, triggered by grant letters.

As a non-ministerial office, we don't receive grant letters in this way. 1 [redacted] (cc'd, the Environment and Forestry Budget and Finance Co-ordinator) said that she hasn't been asked about ESS as part of her Oracle requirements and actions.

It also doesn't look like the sponsor team (cc'd 1 [redacted] Head of Environment and Forestry Sponsorship Hub) have been asked to set up contract purchase agreements for us due to our unusual status. We therefore aren't sure who is looking after our drawdown requests.

Do either of you happen to know what might happen in our case? I've also cc'd in 1 [redacted] from Consumer Scotland as they will be in exactly the same position as us.

With thanks, I'm maybe over thinking things,

1 [redacted]
1 [redacted] (she/her)
Head of Corporate Services and
Communications

1 [redacted]@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot

0808 1964000 | www.environmentalstandards.scot

Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

From: [redacted] on behalf of Public Sector Pay Policy
To: [redacted]
Cc: [redacted]
Subject: RE: Public Sector Pay Policy 2024-25 – Chief Executive Framework
Date: 22 October 2024 10:17:15
Attachments: [Finance002.png](#)
[Finance003.png](#)
[Finance004.png](#)

That's correct, no action needed.

[redacted] | Pronouns: She/Her | email: PublicSectorPayPolicy@gov.scot
Senior Policy Officer | Public Sector Pay Implementation and Governance Team |
Pay and Workforce Unit | Spending and Pay Strategy Division |
Public Spending Directorate | Scottish Exchequer | The Scottish Government |

From: [redacted]
Sent: Tuesday, October 22, 2024 3:21 PM
To: Public Sector Pay Policy
Cc: [redacted]; [redacted]; [redacted]
Subject: RE: Public Sector Pay Policy 2024-25 – Chief Executive Framework

Hi [redacted]
Yes. Our Chief Exec is a member of SCS.
Does that mean we don't even have to submit a nil return?

Thanks

From: [redacted] <[\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)> On Behalf Of Public Sector Pay Policy
Sent: Tuesday, October 22, 2024 3:08 PM
To: [redacted] <[\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)>; Public Sector Pay Policy <PublicSectorPayPolicy@gov.scot>
Cc: [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>; [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)>
Subject: RE: Public Sector Pay Policy 2024-25 – Chief Executive Framework

Hi [redacted]
The Chief Executive Framework does not apply to senior civil service, whose pay is determined under separate policies. My understanding is that the Chief Exec of ESS is a member of SCS, is this correct?

Kind Regards

[redacted] | Pronouns: She/Her | email: PublicSectorPayPolicy@gov.scot
Senior Policy Officer | Public Sector Pay Implementation and Governance Team |
Pay and Workforce Unit | Spending and Pay Strategy Division |
Public Spending Directorate | Scottish Exchequer | The Scottish Government |

From: [redacted] <[\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)>
Sent: Tuesday, October 22, 2024 9:05 AM
To: Public Sector Pay Policy <PublicSectorPayPolicy@gov.scot>
Subject: RE: Public Sector Pay Policy 2024-25 – Chief Executive Framework

Hi [redacted]
Is there a deadline for this to be submitted?

Thanks

[redacted]
Interim Finance and Accountancy Adviser
[\[redacted\]@environmentalstandards.scot](mailto:[redacted]@environmentalstandards.scot)

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [redacted] <[\[redacted\]@gov.scot](mailto:[redacted]@gov.scot)> On Behalf Of Public Sector Pay Policy
Sent: Wednesday, October 16, 2024 12:30 PM
To: Public Sector Pay Policy <PublicSectorPayPolicy@gov.scot>
Subject: Public Sector Pay Policy 2024-25 – Chief Executive Framework
Public Sector Pay Policy 2024-25 – Chief Executive Framework

At the 2023-24 Scottish Budget, the Deputy First Minister announced that a review of the Chief Executive Framework would be undertaken, and this is now complete. Following the review an updated [Chief Executive Framework technical guide](#) has been published today. This includes details of the 2024-25 annual uplift for Chief Executives. The Chief Executive annual uplift proforma is attached.
You will wish to note that we will also alert Chief Executives and Trade Unions to today's announcement. I would be grateful if you could forward this email to all interested parties.

Regards
Public Sector Pay Team

[redacted] | Senior Policy Officer – Public Sector Pay, Severance and Governance | Public Sector Pay Team | Spending and Pay Strategy | Directorate for Public Spending | The Scottish Government 3-C
(North) Victoria Quay Edinburgh EH6 6QQ | email: FinancePayPolicy@gov.scot | www.paypolicyforpublicsector.gov.scot
Link to the Scottish Government Public Sector Pay webpage: www.gov.scot/policies/public-sector-pay/

Schedule of information - Document 49

From: [Redacted]
 Sent: Tuesday, August 27, 2024 12:13 PM
 To: [Redacted]
 CC: [Redacted]
 Subject: Mr McKee's team's commission for information on public body expenditure. Follow up on apparent discrepancies.

From: [Redacted]
 Sent: Tuesday, August 27, 2024 11:51 AM
 To: [Redacted]
 CC: [Redacted]
 Subject: Mr McKee's team's commission for information on public body expenditure. Follow up on apparent discrepancies.

From: [Redacted]
 Sent: Tuesday, August 27, 2024 11:44 AM
 To: [Redacted]
 CC: [Redacted]
 Subject: Mr McKee's team's commission for information on public body expenditure. Follow up on apparent discrepancies.

To best ensure that our central PRR colleagues have asked us to check some anomalies in the benchmarking return, and there are 4 for ESS. Lifting the numbers from the anomaly category I think the questions we need to answer are as follows:
 Commercial staff cost (£43,096) is higher than total cost (zero?)
 Comms staff cost (£71,830) is higher than total cost (zero?)
 Estates staff cost (£25,342) higher than total cost (zero?)
 I think the reference to "total cost" must mean the total cost for that area (i.e. estates, comms, commercial).
 And finally
 Sum of 3rd party spend (£381,605) higher than total 3rd party expenditure. - I don't quite understand this one. I did tally up the total cost of comms, IT and estates which came to the same figure (well £381,605).
 Can you consider please and come back to us by Tuesday if possible.
 Many thanks.

From: [Redacted]
 Sent: Tuesday, August 27, 2024 11:44 AM
 To: [Redacted]
 CC: [Redacted]
 Subject: Mr McKee's team's commission for information on public body expenditure. Follow up on apparent discrepancies.

Dear all
 I'm very grateful to all colleagues for helping to obtain and collate responses from public bodies to a recent request for information on their expenditure. This information is important for Mr McKee, Minister for Public Finance.
 Our analysts have been pulling together and checking returns. There appear to be a small number of anomalies in Table A of returns submitted by public bodies you work alongside. **I'm asking for your assistance please to check these, with responses by close of play Tuesday if at all possible.**
 The table sets out the public bodies affected, and which apparent anomaly or anomalies relate to that body.

Public body	Relevant contact(s)	The combined staff costs are higher than the total resource expenditure.	The commercial staff cost is higher than the total cost.	The communication staff cost is higher than the total cost.	The digital staff cost is higher than the total cost.	The estates staff cost is higher than the total cost.	The finance staff cost is higher than the total cost.	The hr staff cost is higher than the total cost.	The sum of 3rd party spend is more than total 3rd party expenditure.
Accountant in Bankruptcy	[Redacted]	2							
Boundaries Scotland	[Redacted]								
Consumer Scotland	[Redacted]								
Disclosure Scotland	Main [Redacted] [Redacted] (Finance)								
Education Scotland	[Redacted]								
Environmental Standards Scotland	[Redacted]	1		1					1
Highlands and Islands Airports Ltd	[Redacted]	2							
NatureScot	[Redacted]								
Police Investigations & Review Commissioner	Police Division [Redacted] [Redacted] (Finance) - see also below								
Address Scotland	[Redacted]								
Registers of Scotland	[Redacted]								
Risk Management Authority	[Redacted]								
Scottish Canals	[Redacted]								
Scottish Funding Council	[Redacted]								
Scottish Qualifications Authority	[Redacted]								
Scottish Rail Holdings Ltd	[Redacted]								
Scottish Road Works Commissioner	[Redacted]								
South of Scotland Enterprise	[Redacted]								
Student Awards Agency Scotland	[Redacted] [Redacted] (AAAS)								
Transport Scotland	Corporate office: [Redacted] - see also below								

Two additional queries:
 2

Many thanks for your continued assistance.
 [Redacted]
 [Redacted] Public Bodies Return | Public Service Return Directorate | Scottish Government | [Redacted] [Redacted]
 Currently working from home.

Redaction Key:
 1 = Redacted - R.11(2)
 2 = Redacted - R.10(5)(f)

From: [REDACTED]
To: [REDACTED]; [REDACTED]
Subject: RE: Environmental Standards Scotland Investigation - Case Reference IESS.23.024
Date: 15 March 2024 14:07:12
Attachments: [image001.png](#)
[image003.png](#)

Thanks [REDACTED]

From: [REDACTED]
Sent: Friday, March 15, 2024 11:48 AM
To: [REDACTED]; [REDACTED]
Subject: Environmental Standards Scotland Investigation - Case Reference IESS.23.024

Hi [REDACTED] and [REDACTED]
Environmental Standards Scotland will be launching an investigation into the classification and governance of the Special Protection Area network in Scotland on Monday 18 March. Please see attached our press release for information and email to Scottish Government colleagues below. NatureScot has also been sent further information.

With best wishes, have a lovely weekend,

[REDACTED]
From: [REDACTED] <[REDACTED]@environmentalstandards.scot>
Sent: Tuesday, March 12, 2024 1:34 PM
To: Deputy Director Nature Division <DDND@gov.scot>
Cc: [REDACTED] <[REDACTED]@gov.scot>; Donald Henderson <Donald.Henderson@gov.scot>; [REDACTED] <[REDACTED]@environmentalstandards.scot>; [REDACTED] <[REDACTED]@environmentalstandards.scot>
Subject: Environmental Standards Scotland Investigation - Case Reference IESS.23.024

Dear [REDACTED] Donald,
Environmental Standards Scotland has received a representation concerning the implementation of obligations derived from Directive 2009/147/EC (the Birds Directive) in connection with the classification of Special Protection Areas (SPAs). Our pre-investigation research in connection with this representation has raised questions around the governance of recommendations made by the Joint Nature Conservation Committee (JNCC) to Scottish Ministers in respect of the classification of SPAs; and with the completion of actions necessary to comply with the relevant environmental legislation. We will therefore be launching an investigation in respect of the following on Monday 18th March:

- implementation of, and compliance with, environmental law in connection with the classification of SPAs by NatureScot; and
- the governance of recommendations by the JNCC in respect of the classification of SPAs.

As the relevant conservation body, we will also be contacting NatureScot to inform them of the investigation launch.

I will write to you formally this week, however if you have any questions regarding the investigation please let me know and I will organise a call.

[REDACTED] (She/Her) MIEEnvSc
Senior Investigations Officer
[REDACTED]@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: 1 [REDACTED]
To: 1 [REDACTED]
Cc: [Tim Ellis; Mark Roberts](#)
Subject: RE: Reappointments to the Board of ESS
Date: 28 November 2024 09:21:00

Many thanks 1 [REDACTED] and thanks for our catch up yesterday. Those liaison meetings are working really well with the restructured agenda and timings – thanks for all your help with this.

Best wishes,

1 [REDACTED]

From: 1 [REDACTED]
Sent: 27 November 2024 16:51
To: 1 [REDACTED]; Mark Roberts
Cc: Tim Ellis
Subject: Reappointments to the Board of ESS

Dear Mark and 1 [REDACTED]

To see the minute of yesterday's NZET Committee meeting at which members approved the reappointment of 4 ESS Board members from March 2025.

[Minutes for Net Zero, Energy and Transport Committee 35th Meeting, 2024 Tuesday, November 26, 2024 | Scottish Parliament Website](#)

I am liaising with Public Appointments on next steps and will confirm ASAP.

Thanks

1 [REDACTED]
1 [REDACTED]

Sponsorship Manager
Environment and Forestry Directorate

1 [REDACTED]

My normal working pattern is Mon – Fri, 9am – 4pm –
Tha Gàidhlig agam.

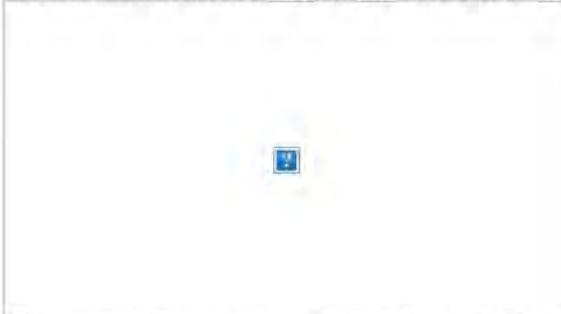
From: [redacted]
To: [redacted]
Cc: [Richard Dixon \(ESS Board\)](#); [Mark Roberts](#); [redacted]
Subject: ESS Board re-appointments
Date: 30 August 2024 12:06:00
Attachments: [image001.png](#)
[image003.png](#)
[Environmental Standards Scotland - Board member reappointment form - Richard Dixon - MF approved - 20240828.docx](#)
[Environmental Standards Scotland - Board member reappointment form - Annalisa Savaresi - RD approved - 20240828.docx](#)
[Environmental Standards Scotland - Board member reappointment form - Paul McAleavey - RD approved - 20240828.docx](#)
[Environmental Standards Scotland - Board member reappointment form - Marie Fallon - RD approved - 20240828.docx](#)
[image002.png](#)

Hi [redacted]
Please find attached the four reappointment forms for our Board members: Richard Dixon; Paul McAleavey; Annalisa Savaresi; and Marie Fallon.
As discussed, Marie has signed off Richard's form (as Chair of our Audit and Risk Committee).

With best wishes,

[redacted]
[redacted] (she/her)
Head of Corporate Services and
Communications
[redacted] [environmentalstandards.scot](mailto:enquiries@environmentalstandards.scot)

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: ESS analytical report on sewage discharge into the aquatic environment
Date: 30 August 2024 12:54:00
Attachments: [image001.png](#)
[EMBARGOED - ESS - Sewage Discharge Into The Aquatic Environment - September 2024.pdf](#)
[Letter Outgoing - MR to Net Zero CabSec- Encl. Analytical Report \(Sewage discharge\) - 30 August 2024.pdf](#)
[image003.png](#)

Hi [REDACTED]
As promised,
It has also gone to the Convener, SEPA and Scottish Water contacts.
With best wishes,
[REDACTED]

From: [REDACTED] **On Behalf Of** Mark Roberts
Sent: Friday, August 30, 2024 12:51 PM
To: Cabinet Secretary for Net Zero and Energy
Cc: [REDACTED]; [REDACTED]; [REDACTED]; [REDACTED]; Anne Aitken; [REDACTED];
[REDACTED]; [REDACTED]; [REDACTED]

Subject: ESS analytical report on sewage discharge into the aquatic environment
Dear Acting
Cabinet Secretary,
Please find attached letter regarding publication of ESS' analytical report on sewage
discharge into the aquatic environment.
Please note the report is to be published on 4 September and as such the attached
copy is embargoed until that date.
Best wishes,
Mark Roberts (he/his)
Chief Executive Officer
mark.roberts@environmentalstandards.scot

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD

From: [REDACTED]
To: [REDACTED]
Subject: RE: FOR REVIEW - Oracle Cloud Training Resources
Date: 07 August 2024 17:22:00
Attachments: [image002.png](#)
[image003.png](#)

Thanks [REDACTED] yes we got this.

We've got questions on it as very little of what has been released so far is relevant to us, but we've submitted them to the team and we're just checking when the rest will go live.

Best wishes,

[REDACTED]

From: [REDACTED]
Sent: Friday, August 2, 2024 9:28 AM
To: [REDACTED]
Subject: FW: FOR REVIEW - Oracle Cloud Training Resources

Hi [REDACTED] – just to check you are sighted on Oracle training, which I think is relevant to ESS?

Best regards

[REDACTED]

From: Tim Ellis <Tim.Ellis@gov.scot>
Sent: Thursday, August 1, 2024 5:14 PM
To: [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot])>
Cc: [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot])>; [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot])>; [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot])>

Subject: FW: FOR REVIEW - Oracle Cloud Training Resources

[REDACTED] – I'm not sure any of this is directly relevant for our public bodies (though question about ESS?), but can you consider and share as necessary.

Other UHs to note that the training should become available from next Monday.

Tim.

Tim Ellis

Deputy Director, Future Environment Division, Scottish Government

[REDACTED] | tim.ellis@gov.scot | @timgov

SG encourages flexible working – I do not expect you to read or respond to my emails outside your normal working hours.

From: [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot])> **On Behalf Of** DG Net Zero
Sent: Thursday, August 1, 2024 12:35 PM
To: Chief Executive Transport Scotland <ceo@transport.gov.scot>; [REDACTED] <[\[REDACTED@gov.scot\]](mailto:[REDACTED@gov.scot])>; DG Net Zero <DGNetZero@gov.scot>; Director of Agriculture and Rural Economy <DirectorARE@gov.scot>; Director of Environment & Forestry <director.enfor@gov.scot>; Director of Marine <directormarine@gov.scot>; Director of Offshore Wind <DirectorOSW@gov.scot>; Forestry FLS CEO <CEO@forestryandland.gov.scot>; [REDACTED] <[\[REDACTED@transport.gov.scot\]](mailto:[REDACTED@transport.gov.scot])>; DL for DG Net Zero Deputy Directors <DLforDGNetZeroDeputyDirectors@gov.scot>

Subject: FOR REVIEW - Oracle Cloud Training Resources

All,

Please see attached useful documents to help you all in your discussions and preparedness for Oracle.

Those who have public bodies involved in the process please pass this information over to them.

Many thanks,

[REDACTED] (she/her)

Senior Private Secretary to DG Net Zero

Monday – Friday Full Time



All emails and attachments sent and received by DG NetZero are not routinely stored. If you require an official record of emails or attachments you must store them in your objective business area.

From: [redacted] [redacted] <[redacted]@gov.scot> **On Behalf Of** DG Corporate

Sent: Wednesday, July 31, 2024 1:01 PM

To: DG Communities <DGCommunities@gov.scot>; DG Education & Justice <dgej@gov.scot>; DG Net Zero <DGNetZero@gov.scot>; DG Strategy and External Affairs <DGSEA@gov.scot>; DG Health & Social Care <DGHSC@gov.scot>; DG Economy <DGEconomy@gov.scot>; DG Scottish Exchequer Mailbox <DGScottishExchequer@gov.scot>

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

Subject: Oracle Cloud Training Resources

Colleagues,

I'm writing to make you aware of further communications that the **Shared Services Programme has issued to SCS colleagues and relevant public body Chief Executives.**

As we have discussed at various meetings, readiness is a vital component of the successful launch of Oracle Cloud. Colleagues were introduced to the learning opportunities and support available earlier this month and from next week training resources will be available for staff to learn more about how they will use the platform. Thank you for all the support you have given your Directorates through the necessary preparations for the HR system freeze and change controls. We now ask you to continue to offer your support by encouraging everyone to schedule the time necessary to complete the relevant training.

Detailed information about what training will be available for all colleagues, line managers, HR and Finance specialists will be shared via Saltire from 5 August. This information clearly outlines what training is strongly recommended and what is additional for all colleagues, line managers, HR and Finance specialists. Finance specialists will also have some mandatory training to complete. The information will set out how long each element of training will take so that colleagues can prepare and schedule. We aim to be able to share completion rates with DG Offices and Directors on a regular basis.

The SCS training briefing (attached) outlines the key dates when each element of the training will be available and what training is available for the four groups outlined above.

I am resharing the **speaking notes and checklist of asks (attached) for senior colleagues** previously emailed to you by Jonathon Curry in July. Please continue to use these at your local meetings and cascade them through your leadership team to help prepare colleagues for this change. I am also attaching a briefing note (attached) specifically about the work that has been undertaken on the accessibility of Oracle Cloud that you may find useful in local conversations. There will be specific guidance available for those who use assistive technology, and these will be launched alongside the training packages.

Thank you again for your continuing support in ensuring the organisation is ready for Oracle Cloud.

Best wishes,

Lesley

[redacted]

Senior Private Secretary to Lesley Fraser - DG Corporate

1N.01 | St Andrew's House | 2 Regent Road | Edinburgh | EH1 3DG | Mob:

[redacted]

Redaction Key:

1 = Redacted - R.11(2)

2 = Redacted - R.10(5)(f)

Responsibility for filing key documents and communications on the record, including those sent to DG Communities, rests with relevant policy and operational areas within Directorates. The DG Office Team does not keep official records of such e-mails or attachments.



From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Scottish Parliament (Disqualification) Order 2020 - Request for legal view - Deadline - ASAP / COP TODAY
Date: 10 December 2024 14:52:24
Attachments: [Scottish Parliament Disqualification Order 2025 - SG-wide trawl - ANNEX A PRO-FORMA - Environmental Standards Scotland - December 2024.docx](#)

Hi [REDACTED]

Just to share a slightly updated pro-forma for your awareness that has been reviewed by legal. No rush to reply as this is more of a factual record of the ESS position given how clear the Continuity Act is on Board members being members of the Scottish Parliament.

Thanks

[REDACTED]

From: [REDACTED]
Sent: Tuesday, December 10, 2024 10:45 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: Scottish Parliament (Disqualification) Order 2020 - Request for legal view - Deadline - ASAP / COP TODAY
Importance: High

Hi [REDACTED]

We have received a commission this morning (with a horrible turnaround time of today!) which seeks updates to the Scottish Parliament (Disqualification) Order 2020 in preparation for the Scottish Election in 2026.

I have prepared the attached pro-forma for ESS as I think you should be listed as a new entry. I wanted to share this with you to check that you agree with our proposed response or if you would want anything changed?

In summary, my view is:

ESS should be a new entry given they were established after January 2020, on the basis that members of the Scottish Parliament are explicitly disqualified from being members of ESS under the [Continuity Act](#), and also that they meet the following policy criteria set out in the attached commissioning email (paragraph 6):

- Certain positions of control in companies in receipt of Government grants and funds, to which Ministers usually, though not necessarily, make appointments (for example, chairperson or director);
- Offices whose holders are required to be, or to be seen to be, politically impartial.

We must confirm a legal view on this before we are able to make the submission and I have reached out to SGLD on that this morning.

(PS – as I write this I can see you are OOO. I am sure I can maybe push DSU on the deadline and provide a response first thing tomorrow, if you get a second)

Thanks

[REDACTED]

[REDACTED]

Sponsorship Manager
Environment and Forestry Directorate

[REDACTED]

My normal working pattern is Mon – Fri, 8am – 4pm

Tha Gàidhlig agam.

From: [REDACTED]
To: [REDACTED]
Subject: RE: Another urgent one [REDACTED] - Workforce Spreadsheet
Date: 20 November 2024 16:49:00
Attachments: [Scottish Government - Workforce - November 2024 submission - 20241120.xlsx](#)

Here you go.

Its tricky as you know as things are still a little fluid, but hopefully this will do the trick.

Best wishes,

[REDACTED]

From: [REDACTED]
Sent: 20 November 2024 11:55
To: [REDACTED]
Subject: Another urgent one [REDACTED] - Workforce Spreadsheet

Apologies for this short notice ask [REDACTED]

Can you help me populate the attached spreadsheet please, at a high level to cover the below asks. We are being asked to provide by close of play

- Workforce counts for 22/23, 23/24, 24/25 and projected March 2025 and March 2026.
- Short overview to explain and evidence the movements in years above
- Highlight any revenue raising posts
- Short overview on managing (current and planned) delivery within increasingly constrained budgets?
- Any other information related to effective workforce management

Regards

[REDACTED]

[REDACTED] | Head of Environment and Forestry Sponsorship Hub | Future Environment Division |
Scottish Government | M: [REDACTED] | [REDACTED]@gov.scot |

From: [Redacted]
To: [Redacted]
Cc: [Redacted]
Subject: ESS Chair Recruitment - Deadline for Applications extended
Date: 10 October 2024 09:42:02
Attachments: [ESS Chair Recruitment - Letter to Prospective Candidates from SG ENFOR Director - October 2024.pdf](#)

Hi Tim

I wonder if you might be able to help raise awareness of this position amongst the members of EELG?

Public Appointments have extended the advertising deadline for the role of Chair at Environmental Standards Scotland (ESS) to **5th November.**

I have attached here a letter from the Director of ENFOR for prospective candidates and have provided below, links to the advert and applicant information pack. *(Let me know if these links don't work for you?)*

If you were able to share this information with the EELG group and ask them to share the details to their own networks, I would be very grateful. For ease, I have drafted a short paragraph you could use in an email to EELG but obviously feel free to write your own, if you'd prefer.

Thanks

[Redacted]

EELG Colleagues

Scottish Ministers are looking to appoint a new Chair to the Board of Environmental Standards Scotland (ESS).

The deadline for applications has been extended to **5th November at 5pm.**

Please follow the links below for more details and review the attached letter from the Director of Environment and Forestry, who can be contacted if anyone would like to discuss this opportunity informally.

We would be grateful if EELG members could share these details with anyone who might be interested in the role and to any relevant wider networks.

Kind Regards

ENFOR Sponsorship Hub

- [Environmental Standards Scotland – Chair Recruitment – Advert](#)
- [Environmental-Standards-Scotland-Chair-Applicant-Information-Pack.pdf \(jobs.gov.scot\)](#)

[Redacted]

Sponsorship Manager
Environment and Forestry Directorate

[Redacted]

My normal working pattern is Mon – Fri, 8am – 4pm
Thà Gàidhlig agam.

From: [redacted]
To: [redacted]
Subject: FW: Public Sector Pay Policy Guidance and Templates
Date: 21 January 2025 13:57:26
Attachments: [image001.png](#)
[image002.png](#)
[DRAFT - Public Sector Pay Policy - Public Sector Pay Policy Technical Guide - January 2025.pdf](#)
[DRAFT Public Sector Pay Team Guidance note - 2025-26 Pay Remit Approval Process Guidance.pdf](#)
[Public Sector Pay Policy - Staff Pay Remit Proforma 2025 to 2028.xlsx](#)
[Public Sector Pay Policy - Staff Pay Business Case 2025 to 2028.docx](#)
[Public Sector Pay Policy - Chairs and Board Members Annual Uplift Proforma 2025 to 2028.xlsx](#)
[Staff Pay 2024-25 - Settlement Proforma - January 2025.xlsx](#)

Hi [redacted]

To see the email below and attachments that we have sent out to our NDPBs earlier today. We wanted to check if ESS have been sighted on this commission directly?

Many thanks

[redacted]

Hi all

We received a suite of documents (draft) from Pay Policy colleagues – the Technical Guide, 25/26 Guidance Note, and associated templates. This year we have been given the opportunity to comment on these draft documents, with a request for feedback by next Friday (31st January). If you wish to provide comments please respond to myself and SG sponsor hub colleagues, ideally by Thursday to allow us a day to collate feedback.

Couple of observations from a quick read through on my side:

- Continued commitment to pay at least real living wage
- Ongoing position that public bodies demonstrate affordability & sustainability of pay awards. Note specific stronger reference to reform measures to support affordability constraints
- No significant change to the no compulsory redundancy policy, although a bit of nuance, with proposals open to be considered on a case by case basis, but with a very high bar where all other options are to be exhausted (paras 2.6 & 2.9)

Secondly, and this one isn't optional each organisation is to provide a completed 24/25 settlement proforma by Friday 21st February.

Happy to talk through as required.

Best regards

[redacted]

[redacted] | Head of Environment and Forestry Sponsorship Hub | Future Environment Division | Scottish Government | M: [redacted] [redacted]@gov.scot |

From: [redacted] [redacted]@gov.scot> **On Behalf Of** Public Sector Pay Policy

Sent: 17 January 2025 14:55

To: Public Sector Pay Policy <PublicSectorPayPolicy@gov.scot>

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

[redacted]@gov.scot>

Subject: Public Sector Pay Policy Guidance and Templates

Good afternoon,

The [Public Sector Pay Policy for 2025-26](#) was published alongside the Scottish Budget in December.

Attached is the group of products that we typically issue to sponsor teams to enable pay proposals to be developed and submitted for approval. As Sponsor

teams are the first point of contact for public bodies, we have not issued these documents directly to public bodies (except those with no sponsor team). We ask that this email is shared widely with all sponsor teams to allow them to update the public bodies or appointments they cover.

Please find attached the following documents;

- The draft Public Sector Pay Policy Technical Guide
- The draft 2025-26 Pay Remit Approval Process Guidance
- The Public Sector Pay Policy 2025-28 Staff Pay Remit Proforma
- The Public Sector Pay Policy 2025-28 Business Case Template
- The Public Sector Pay Policy 2025-28 Chairs, Board Members, and Appointments Annual Uplift Proforma, and
- The Public Sector 2024-25 Staff Pay Settlement Proforma.

We have reframed the Technical Guide from previous years to be more generic and not reference any year's particular pay policy. The Public Sector Pay Policy of any given year contains the specific metrics and frameworks, to further support this and the generic Technical Guide we have drafted the 2025-26 Pay Remit Approval Process Guidance. These are both in draft and we are happy to take any comments or feedback on these documents. **Please can you provide any feedback by Friday 31 January.**

Many public bodies were in multiyear phased pay awards for 2023-25, and others in single years. We are looking to take a full overview of all public bodies settlement information, and ask that **all public bodies** complete and return the 2024-25 Settlement proforma through **their Sponsor team by Friday 21 February.**

Kind Regards

1

1 | Pronouns: She/Her | Senior Policy Officer | email: PublicSectorPayPolicy@gov.scot
Public Sector Pay Team | Pay and Workforce Unit | Spending and Pay Strategy Division |
Public Spending Directorate | Scottish Exchequer | The Scottish Government |



From: [Redacted]
To: [Mark Roberts](#)
Cc: [Redacted], [Tim Ellis](#), [Redacted], [Redacted]
Subject: ESS Board Fees and Time Commitments - Cabinet Secretary Approval
Date: 17 April 2024 10:25:13

Good Morning, Mark

I am writing to confirm the Cabinet Secretary's approval of the annual fees and time commitments for ESS board members detailed in the table below and as discussed with yourself and [Redacted] in recent months.

The table outlines a sliding scale reduction in both annual fees and the annual time commitment between now and the FY 26/27 to support short to medium term priorities and to eventually reach alignment with other comparative bodies.

Please let me know if you have any questions in relation to this outcome.

Kind Regards

[Redacted]

Table 1 -

23/24 RATES				PROPOSED SLIDING SCALE REDUCTION		
	FY	Annual Fee Cap	No. of Days	FY	Annual Fee Cap	No. of Days
Member	23/24	£15k	71	24/25	£10k	50
				25/26	£8k	40
				26/27	£5k	25
Chair	23/24	£25k	81	24/25	£20k	65
				25/26	£18k	60
				26/27	£15k	50

Notes:

- 23/24 rates reflect interim conditions awarded to the original Board to support the initial establishment of ESS in 2021.
- Annual fee caps represent the maximum annual fee available to Members and the Chair. Maximum limits will not necessarily be utilised by all Members / Chair every year.
- Approximate no. days subject to minor changes and dependent upon Pay Policy day rates at the time.

[Redacted]

Sponsorship Manager
 Environment and Forestry Directorate

[Redacted]

My normal working pattern is Mon – Fri, 8am – 4pm
 Tha Gàrdhlig agam.

From: [redacted]
To: [redacted]
Cc: [redacted]
Subject: Embargoed - Statement on Effectiveness of Environmental Governance Arrangements
Date: 15 November 2024 10:33:17
Attachments: [Statement on the Effectiveness of Environmental Governance Arrangements - SG - Publication - 10am - Tuesday 19 November.pdf](#)

Morning [redacted]

I've consulted with the Environmental Governance Unit and can confirm the statement (attached) will be published on **Tuesday 19 November at 10am.**

Please note this is embargoed until that date and time and therefore, we would ask ESS not to share or discuss the contents of this statement ahead of Tuesday morning.

Thanks

[redacted]

[redacted]

Sponsorship Manager
Environment and Forestry Directorate

[redacted]

My normal working pattern is Mon - Fri, 8am - 4pm
Tha Gáidhlig agam.

From: [redacted]
To: [redacted]
Subject: RE: re-appointments
Date: 28 October 2024 09:51:56
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)

Hi [redacted]
[redacted] has made a submission but nothing returned from Cab Sec yet, probably due to recess.
I would expect we'd hear over the next week or so once she has caught up with her inbox.

Thanks

[redacted]

From: [redacted]
Sent: Monday, October 28, 2024 9:45 AM
To: [redacted]
Subject: re-appointments

Hi [redacted] hope you had a lovely weekend.
Is there any word on re-appointments?

Many thanks,

[redacted]
[redacted] (she/her)
Head of Corporate Services and
Communications
[redacted] environmentalstandards.scot
[redacted]

General Enquiries | enquiries@environmentalstandards.scot
0808 1964000 | www.environmentalstandards.scot
Address: Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HD



BSL users can contact us via an online BSL/English interpreter

From: [redacted]
To: [redacted]
Cc: [redacted]; [redacted]; [Mark Roberts](#)
Subject: RE: ESS - Framework Document - Final SG Comments
Date: 12 November 2024 14:42:11
Attachments: [image001.png](#)
[image003.png](#)
[ESS - Framework Document 2024 - Final SG Comments - November 2024.docx](#)
[image004.png](#)

Hi [redacted]

I am pleased to say that our colleagues in Legal, PBU and Governance and Accountability are content with the attached version of the ESS Framework Document. Broadly speaking, the minor amendments proposed by ESS, such as the wording around “contributing to NPF” and appointing the CEO etc have all been accepted. However, please note the comments at Clause 61 and 64. While we appreciate ESS’ current operating model does not involve revenue raising beyond government funding, we would ask that the wording here around income is retained to maintain alignment with the overall SG approach and to set expectations if the income position was ever to change. Happy to discuss this, if necessary. Providing ESS is content with our final comments, we are happy the attached represents a final, agreed final version of the framework document.

Thanks

[redacted]

From: [redacted]
Sent: Friday, October 25, 2024 1:37 PM
To: [redacted]
Cc: [redacted]; [redacted]; Mark Roberts
Subject: RE: ESS - DRAFT - Framework Document - October 2024 (A50477359)

Hi [redacted]

Thanks for sending this through.

I’ve attached a version with further comments from us – I think we’re largely there and can pick up any outstanding queries and the points on budget when we meet next Tuesday.

Have a great weekend!

Kind regards,

[redacted]

From: [redacted]; [redacted] [gov.scot](#)>

Sent: Thursday, October 10, 2024 12:39 PM

To: 1 [redacted] 1 [redacted] environmentalstandards.scot>

Cc: 1 [redacted] 1 [redacted] gov.scot>

Subject: ESS - DRAFT - Framework Document - October 2024 (A50477359)

Hi 1 [redacted]

Thanks to ESS for sending across this revised draft of the Framework Document.

From our perspective, we don't see any material issues with this draft and are largely in agreement with the changes you've made.

I have used track changes in the document to highlight a few queries we have or to flag where we feel particular statements should be retained.

Could you consider these comments and let me know if you agree or if we need to discuss anything further?

On clause 49 – agreeing the budget – it would be really useful to have a chat about how the setting of your budget works in practice from your perspective. I think that we need a bit more clarity on our side about that and then to make a judgement on the wording here which refers to the Portfolio AO or SLO agreeing the budget which at the moment, they don't in practice.

Thanks

1 [redacted]

From: 1
Sent: 10 October 2024 09:42
To: 1
Cc: 1
Subject: ESS Chair Recruitment - Deadline for Applications extended
Attachments: ESS Chair Recruitment - Letter to Prospective Candidates from SG ENFOR Director - October 2024.pdf

Hi 1

I wonder if you might be able to help raise awareness of this position amongst the members of EELG? Public Appointments have extended the advertising deadline for the role of Chair at Environmental Standards Scotland (ESS) to **5th November**.

I have attached here a letter from the Director of ENFOR for prospective candidates and have provided below, links to the advert and applicant information pack. (*Let me know if these links don't work for you?*)

If you were able to share this information with the EELG group and ask them to share the details to their own networks, I would be very grateful. For ease, I have drafted a short paragraph you could use in an email to EELG but obviously feel free to write your own, if you'd prefer.

Thanks

1

EELG Colleagues

Scottish Ministers are looking to appoint a new Chair to the Board of Environmental Standards Scotland (ESS). The deadline for applications has been extended to **5th November at 5pm**.

Please follow the links below for more details and review the attached letter from the Director of Environment and Forestry, who can be contacted if anyone would like to discuss this opportunity informally.

We would be grateful if EELG members could share these details with anyone who might be interested in the role and to any relevant wider networks.

Kind Regards

ENFOR Sponsorship Hub

- [Environmental Standards Scotland – Chair Recruitment – Advert](#)
- [Environmental-Standards-Scotland-Chair-Applicant-Information-Pack.pdf \(jobs.gov.scot\)](#)

1

Sponsorship Manager

Environment and Forestry Directorate

1

My normal working pattern is Mon – Fri, 8am – 4pm
Tha Gàidhlig agam.