

[01/11/2021, 18:23:25] [NR] Messages and calls are end-to-end encrypted. No one outside of this chat, not even WhatsApp, can read or listen to them.

[01/11/2021, 18:23:25] [NR] Hi Cab Sec, are you free for a very quick call? Not urgent and can be done another time if you are busy

[01/11/2021, 18:24:02] Kate Forbes MSP: I am free

[02/11/2021, 12:24:35] [NR] Hi Kate, your driver is in traffic and is expected to be 5 minutes late to pick you up, but he is on his way. Thanks

[02/11/2021, 12:24:51] Kate Forbes MSP: Thanks

[02/11/2021, 12:32:14] [NR] Your driver has arrived at the [I&S]

[02/11/2021, 12:32:45] [NR] Also, [NR] has just sent on COP26 FMQs, do you want something further on Climate Change or is that sufficient? I can see you've come back to request the COP core brief so we will get that sent to you

[02/11/2021, 12:35:32] Kate Forbes MSP: Thanks

[02/11/2021, 12:42:14] Kate Forbes MSP: Would also appreciate something on forestry

[02/11/2021, 12:42:26] Kate Forbes MSP: And anything further on climate change

[02/11/2021, 13:20:48] [NR] Can you ask GCS to drop you at the underground AQ car park? Richard Rollison says this will be easier

[02/11/2021, 13:25:24] Kate Forbes MSP: Yes

[02/11/2021, 13:35:47] Kate Forbes MSP: Has the cop briefing been sent yet? Can't see in MSP accounts

[02/11/2021, 13:36:39] [NR] I will send on now

[03/11/2021, 08:31:32] [NR] Hi Kate, you have a meeting now with DFM, are you able to join?

[03/11/2021, 14:18:47] [NR] Hi Kate, can you confirm if you have the VAPP drivers pass with you at the moment? If you do, could you keep this with you. Your driver picking you up from PWC will need it to access the Sky Park to drop you off later

[03/11/2021, 14:19:13] Kate Forbes MSP: Sure

[03/11/2021, 14:21:19] [NR] Thanks, I will let the driver know that you have the pass to give to him

[04/11/2021, 10:11:32] Kate Forbes MSP: Hi Liz Lloyd says cbi dinner is black tie but briefing says business attire

[04/11/2021, 10:11:35] Kate Forbes MSP: Can you check.

[04/11/2021, 10:12:16] [NR] Yes I will check now

[04/11/2021, 10:13:08] Kate Forbes MSP: Liz says cocktail dresses

[04/11/2021, 10:31:17] [NR] Officials have said it is definitely business attire and Joe Brown checked with CBI last week. I will ask them to check again now

[04/11/2021, 10:35:39] [NR] Officials have double checked now with CBI and it's business attire. CBI recognise that people will be coming straight from other events

[04/11/2021, 10:37:06] Kate Forbes MSP: Thanks

[04/11/2021, 11:29:52] [NR] Hi Kate, if you let me know when your car is pulling up at Ross Priory later then I can call the leading sg official, Victoria, to come and meet you. Thanks

[04/11/2021, 12:06:48] Kate Forbes MSP: I'm running late btw due to a diversion

[04/11/2021, 12:07:13] Kate Forbes MSP: And a road closure

[04/11/2021, 12:07:52] [NR] Thanks I will let officials know

[04/11/2021, 12:17:58] Kate Forbes MSP: Actually the driver just made up for lost Time so I'll text when we arrive

[04/11/2021, 12:19:39] Kate Forbes MSP: Just turned into ross priory thanks

[04/11/2021, 12:21:52] Kate Forbes MSP: I'm here

[04/11/2021, 12:21:52] [NR] Thanks, calling [NR] now

[04/11/2021, 12:21:58] Kate Forbes MSP: Thanks

[04/11/2021, 12:23:58] [NR] [NR] is coming now to meet you

[04/11/2021, 12:24:53] [NR] Let me know if there are any issues, her number is 07774044365

[04/11/2021, 16:44:32] [NR] Hi Kate, just on your 16:40 call now with Ms Slater, are you able to join?

[04/11/2021, 18:29:55] [NR] Kate, lines have been sent to your msp and gov accounts for

clearance. Thanks

[05/11/2021, 08:52:02] [NR]: Kate, a couple of things to mention for today:

1. Officials are chasing a response to the RSR submission. This is in your main sg inbox sent Weds at 17:57.

2. Cabinet is now taking place virtually from 3-4.30 pm on Monday. Are you content to join Cabinet from the Blue Zone if we book you a room, or would you like another Minister to cover? (FYI, you have a SCANCE on budget allocations for Cabinet)

[05/11/2021, 12:32:09] [NR]: Hi Kate, the budget SCANCE note is in your sg mailbox for clearance today ahead of Cabinet on Monday. Thanks

[05/11/2021, 14:22:22] Kate Forbes MSP: Ok will do

[05/11/2021, 14:22:34] Kate Forbes MSP: Can you find out if the email to CBI has been sent yet please?

[05/11/2021, 14:23:54] [NR]: It hasn't been sent yet, do you want this actioned today?

[05/11/2021, 14:24:07] [NR]: Also, officials have chased a response to the RSR submission again. It is in your sg inbox sent at 17:57 on Wednesday, and I have also forwarded to your MSP account just now. Thanks

[05/11/2021, 14:24:22] Kate Forbes MSP: Yes please

[05/11/2021, 14:24:38] Kate Forbes MSP: Just trying to get into my emails now

[05/11/2021, 14:24:52] Kate Forbes MSP: Also would be keen to see the draft before it's sent

[05/11/2021, 14:29:15] [NR]: We will draft an email and send for clearance shortly. The

original organisation of your regular meeting and roundtable with CBI was done through officials, rather than with CBI directly, however would you like this email to come from Private Office directly?

[05/11/2021, 14:30:12] Kate Forbes MSP: Can you ask officials then to tel CBI today that the round table is no longer happening on 24th Nov and we won't be able to accommodate on any other dates?

[05/11/2021, 14:31:08] Kate Forbes MSP: So that means PO just needs to say that the meeting in January will not be taking place and that the Cabinet Secretary will no longer be able to accommodate quarterly meetings.

[05/11/2021, 14:31:30] Kate Forbes MSP: Grateful if officials can action today

[05/11/2021, 14:31:36] [NR]: Yes of course will do

[05/11/2021, 14:31:39] Kate Forbes MSP: Thanks [NR]

[05/11/2021, 14:52:03] [NR]: If you have a chance, could you look at the email re SNIB debate in your sg box from Thurs at 13:43. Looking for confirmation that you are content to go ahead with the debate on 16th, otherwise we need to fill an additional debate slot for that week

[05/11/2021, 15:54:03] [NR]: Kate, to confirm you will be met by Louise Hunter, head of NYT Climate Change Hub, when you arrive at your next event. You will also be greeted by [NR] your sg support official.

[05/11/2021, 16:46:52] [NR]: Hi Kate, I've just sent you an email from officials re CBI. They have contacted CBI to cancel the 24 November meeting, but have suggested an alternative option re the regular meetings. Let me know what your preference on this is and I will action. Thanks

[05/11/2021, 17:03:52] [NR]: If you wish to send the draft email previously cleared then Joe Brown would like the chance to speak with you before if possible. Let me know your view. Thanks

[05/11/2021, 18:35:53] [NR]: Kate, media lines for clearance have just been sent to your sg and msp mailboxes. Thanks

[08/11/2021, 09:35:19] [NR]: Hi Kate, I've sent you an email to your sg and msp mailboxes regarding a Danish MoU signing which you have been asked to do in place of Mr Matheson. It's at 17:45 so clashes with Cabinet. Grateful if you could consider. Thanks

[08/11/2021, 10:17:27] [NR]: Hi Kate, an update on the above - Mr Matheson is now doing the MoU signing after all, so no cover is required. Thanks

[08/11/2021, 10:19:47] Kate Forbes MSP: Ok thanks

[08/11/2021, 17:12:17] [NR]: Hi Kate, officials have just flagged that Ms Somerville will be raising a SCANCE on SQA engagement at Cabinet which touches on pay policy. [NR] said she will send any relevant advice on asap but for the meantime the SCANCE note is in your main sg box sent at 15:56

[08/11/2021, 17:18:43] [NR]: Advice from [NR] has been sent to your sg account. I will also add to One Note

[08/11/2021, 18:26:21] NR : Kate, lines for clearance have been sent to both your mailboxes. Thanks

[08/11/2021, 19:57:48] NR : Hi Kate, officials are asking if you are on route to the Climate Action dinner? NR is supporting official and will greet you on arrival

[08/11/2021, 22:05:07] NR : Kate, I have sent an email to both your sg and msp accounts with a diary invite to meet the CEO of Danica, a leading Danish pension fund, in Glasgow tomorrow. You are due to be in Edinburgh tomorrow to attend Parliament in person, and you are speaking at a virtual external event at 11:45 which would require you not to be travelling at that time. Grateful if you could confirm if you are content to decline on this basis and for officials to try and find a Ministerial replacement who is based in Glasgow tomorrow? Thanks

[09/11/2021, 15:05:22] NR : Hi Kate, Richard Rollison has suggested a photo op to follow your visit in Dundee on Thursday. I have sent to your sg box. Grateful if you could consider. Thanks

[10/11/2021, 11:03:37] NR : Hi Kate, I'll be in AQ today to support you. Let me know when you are close to arriving and if you are coming via the main entrance or the underground car park. Thanks

[10/11/2021, 11:29:01] Kate Forbes MSP: Thanks

[10/11/2021, 11:29:09] Kate Forbes MSP: Will be there in a few mins

[10/11/2021, 11:29:17] Kate Forbes MSP: Will come to main entrance

[10/11/2021, 15:43:17] Kate Forbes MSP: Am I slipped from DT?

[10/11/2021, 15:44:02] NR : No you are remote

[11/11/2021, 14:45:09] NR : Hi Kate, Mr Matheson has now come back on the letter (email in your main inbox). He has indicated he is content, are you therefore happy to issue the original letters. If so, grateful if you could respond to the email in your sg box at 09:58 to confirm?

[11/11/2021, 15:50:25] Kate Forbes MSP: I'm happy for letters to all go

[11/11/2021, 21:15:53] NR : Hi Kate, just to flag I've sent you an email about BBC Radio 4. Comms will go back to producers tomorrow so let me know what your preferences are either tonight or tomorrow. Thanks

[12/11/2021, 08:28:36] Kate Forbes MSP: I'll do it, thanks

[12/11/2021, 08:28:53] Kate Forbes MSP: Can you see if spads can dig out the most topical briefings?

[12/11/2021, 08:34:34] NR : Yes I will confirm and ask for briefings asap

[12/11/2021, 08:37:51] NR : Would you like to take up the producers offer to provide a chauffeured car to and from the venue in Balintore?

[12/11/2021, 08:37:58] Kate Forbes MSP: Yes pls

[12/11/2021, 08:38:11] Kate Forbes MSP: But I won't go to the dinner beforehand

[12/11/2021, 12:38:45] NR : Kate, I've sent on a query to both your accounts from Anouk about RHL and aviation. Grateful if you could consider when you get the chance. Thanks

[12/11/2021, 12:41:04] NR : Separately, David McPhee has mentioned that Cabinet on Tuesday will be quite pivotal for decisions on Covid. He will be sending up a note/advice to you in advance of Cabinet, but also asked if you would like a quick meeting today? He's not available on Monday, but Reuben could speak on Monday if that's more suitable. Let me know if you'd like a call. Thanks

[12/11/2021, 12:41:25] Kate Forbes MSP: Ok I'll wait and see substance of the paper first

[12/11/2021, 12:42:02] NR : No problem, thanks

[12/11/2021, 13:43:19] NR : Kate, I've sent you a steer from producers on topics for tonight. Let me know if you need anything further than the FMQs provided and COP brief (this is still to come). Thanks

[12/11/2021, 14:51:49] NR : I've just sent on to your gmail. Let me know if you didn't receive

[12/11/2021, 14:58:09] Kate Forbes MSP: Nothing yet

[12/11/2021, 14:58:14] Kate Forbes MSP: But it is large I know

[12/11/2021, 14:58:26] Kate Forbes MSP: You deleted this message.

[12/11/2021, 15:01:01] NR : Just to check, was it: **Personal Data** ?

[12/11/2021, 15:01:10] Kate Forbes MSP: Yes

[12/11/2021, 15:01:22] Kate Forbes MSP: Hold fire tho - it might still come

[12/11/2021, 16:45:02] NR : Kate, Joe Brown has asked for some time on Tuesday to hold for a call with business organisations. He said the call would only be necessary if any changes were decided at Cabinet, however he wants to offer the slot now as they are pressing for it. You have time in

the diary from 12:30-13:00, however we had held this for debate prep. Let me know if you are content to use some of that time for the meeting with businesses (even 15 minutes and then hand to officials).

Thanks

[12/11/2021, 16:45:21] Kate Forbes MSP: Sure that's fine to meet

[12/11/2021, 17:22:02] Kate Forbes MSP: Do we have any final briefing on cop btw?

[12/11/2021, 17:23:01] [NR] I've just sent that on to you and added to One Note. The note assumes that negotiations have been extended, but officials will be able to confirm that point at 6pm so I will send you their update then

[12/11/2021, 17:23:11] Kate Forbes MSP: Thanks

[12/11/2021, 17:23:36] Kate Forbes MSP: Did you send to MSP as wel?

[12/11/2021, 17:24:01] [NR] Yes, sent at 17:12

[12/11/2021, 17:28:00] Kate Forbes MSP: Ta

[12/11/2021, 17:44:31] [NR] Comms lines have been sent to your msp and gov accounts.

These are for clearance by close of okay today.

[12/11/2021, 17:55:30] [NR] Kate, FM's office has now advised that Monday will not suit FM for a meeting, and Wednesday is more likely. Andrew has therefore suggested sending the note on allocations to FM/DFM asking for clearance by Monday, unless they have reservations which require a meeting. I have sent this proposal to your sg mailbox with the draft note (which would require amending slightly if you are content with Andrews proposal). Grateful if you could consider. Thanks

[12/11/2021, 17:55:56] Kate Forbes MSP: Ok

[12/11/2021, 17:56:24] Kate Forbes MSP: Might have to clear actual note later tonight if ok as trying to prep but I agree with that proposal

[12/11/2021, 17:56:53] [NR]: Yes of course, that helps because we can get the note redrafted to that end. Thanks

[12/11/2021, 18:43:20] [NR]: Just to confirm, COP26 negotiations will continue into the night, so no amendments are required to the briefing sent to you at 17:12. Thanks

[12/11/2021, 18:44:28] Kate Forbes MSP: Thanks

[15/11/2021, 09:04:11] [NR]: Hi Kate, all officials and Mr Arthur are on the 9am finance portfolio call. Let me know if you have any issues joining. Thanks

[15/11/2021, 09:05:02] Kate Forbes MSP: I'll join once I'm in the car!

[15/11/2021, 09:07:00] [NR]: Of course, apologies!

[15/11/2021, 10:21:54] [NR]: Kate, there's a draft email to Mark Logan and Graeme Roy flagged in your sg inbox. Grateful if you could advise if you are content for that to be issued to organise the meeting on Wednesday. Thanks

[15/11/2021, 10:32:37] Kate Forbes MSP: Thanks

[15/11/2021, 10:32:46] Kate Forbes MSP: I think it might have been overtaken by other events

[15/11/2021, 10:38:40] [NR] I have just sent [NR] feedback on the Borrowing and Reserve Budget Assumptions submission to your sg and msp account. Let me know if you would like a call with Niall now on this. Thanks

[15/11/2021, 10:39:10] Kate Forbes MSP: I'll check it

[15/11/2021, 12:57:44] [NR] Kate, Mr McKee's Private Office mentioned that Mr McKee had spoken with you and understood that the slot on Wednesday morning might now be a virtual call with officials & Mr McKee on NSET. Can you confirm if you'd like this to now be an internal virtual meeting, rather than a session with Mark and Graeme? Thanks

[15/11/2021, 13:45:40] Kate Forbes MSP: Is the meeting at 3:30pm still going ahead? I thought that finance said they'd move it earlier

[15/11/2021, 13:48:54] [NR] It's been moved to later in the week as suggested by Dougie (it's now scheduled on Wednesday.) I will remove from today's One Note now.

[15/11/2021, 13:53:11] Kate Forbes MSP: Can you see if Elinor has time this afternoon for a chat? The new DG

[15/11/2021, 13:54:13] [NR] Yes I will contact her office now

[15/11/2021, 14:11:16] [NR] Elinor's office have confirmed 15:30 today for a meeting. They have asked if there are any particular topics you would like to discuss so they can make Elinor aware?

[15/11/2021, 14:11:39] Kate Forbes MSP: Nope just a catch up before she starts and also economic strategy

[15/11/2021, 14:12:20] [NR] We have an 'Introductory meeting' scheduled next week with

her, would you like that one to be cancelled in light of the discussion now planned for today?
[15/11/2021, 14:12:34] Kate Forbes MSP: We can do something more formal next week
[15/11/2021, 14:12:48] Kate Forbes MSP: This is basically to get her help in getting the strategy done this week
[15/11/2021, 14:14:19] [NR] Okay thanks. Separately, some emails in your box that are urgent for today:

- draft SCANCE
- Vaccine Certification in events sector
- if you want a meeting with Mark and Graeme on Wednesday or if this should be virtual with officials/Mr McKee

[15/11/2021, 14:19:23] Kate Forbes MSP: Ps on the chat with DG it can just be mobile to mobile if ok
[15/11/2021, 14:25:28] [NR] No problem I will get Elinor's number for you to call at 15:30
[15/11/2021, 15:24:23] [NR] Hi Kate, would you be able to confirm if the meeting on Wednesday on NSET will be virtual and internal just with officials/Mr McKee, or if you would like Mark and Graeme invited to an in person meeting as mentioned last week? Thanks
[15/11/2021, 15:32:27] Kate Forbes MSP: Can you get me elinors number?
[15/11/2021, 15:33:06] [NR] It's [I&S]
[15/11/2021, 16:03:18] [NR] Comms lines for clearance have been sent to your SG and MSP account. Thanks
[15/11/2021, 16:41:42] [NR] Kate, further lines have been sent to your msp and sg accounts for clearance. Thanks
[15/11/2021, 16:55:39] [NR] Kate, lines on vaccine passports have been sent to your msp and sg accounts for clearance. Thanks
[15/11/2021, 18:00:45] [NR] Hi Kate, Richard Rollison would welcome 10 minutes to speak to you about NSET. Let me know in what timescale you would want a call with him, you have space in the diary pre-Cabinet tomorrow?
[15/11/2021, 18:00:55] Kate Forbes MSP: I can do so now?
[15/11/2021, 18:22:39] [NR] Sorry I didn't pick this up earlier, would you like to schedule a call for 18:30?
[15/11/2021, 18:29:53] Kate Forbes MSP: I can do it tomorrow
[15/11/2021, 18:30:31] [NR] Thanks, would 08:30 be suitable?
[15/11/2021, 18:32:34] Kate Forbes MSP: Yes thanks
[15/11/2021, 18:35:41] [NR] I'll get that set up. Separately, FM has come back re budget allocations, and Andrew has sent an updated version of the letters to go to Cab Secs. Grateful for your clearance and then we can issue the letters.
[15/11/2021, 18:53:36] [NR] Richard mentioned you spoke, let me know if you'd still like a call at 08:30 tomorrow
[15/11/2021, 19:27:21] Kate Forbes MSP: Cleared
[15/11/2021, 20:03:09] [NR] Thanks, I've cancelled the meeting with Richard tomorrow morning on NSET as he advised it now wasn't necessary. Let me know if that's not the case.
[15/11/2021, 20:03:25] Kate Forbes MSP: That's fine
[16/11/2021, 08:20:02] [NR] Kate, I have sent the draft oral SCANCE on Labour market statistics to your sg and msp mailboxes for clearance. Grateful if you could consider ahead of Cabinet. Thanks
[16/11/2021, 08:26:55] Kate Forbes MSP: Thanks - assume it's cleared as they always look the same thanks
[16/11/2021, 10:55:37] Kate Forbes MSP: Re 11:15am meeting with Michael
[16/11/2021, 10:55:48] Kate Forbes MSP: I'm still in SAH as I'd like to do the meeting in person
[16/11/2021, 10:56:03] Kate Forbes MSP: Can you confirm where we should do it - his room or mine - with his PO?
[16/11/2021, 10:56:08] Kate Forbes MSP: Officials can be on teams
[16/11/2021, 10:56:19] [NR] Yes I will speak to his PO now
[16/11/2021, 11:00:02] Kate Forbes MSP: Also...what are comms doing on today's SNIB debate? Is there a press release?
[16/11/2021, 11:02:38] [NR] Mr Matheson's PO are just checking if he's content to do in SAH

but they suspect that's fine, it will be in your office in SAH and [NR] will be joining him from his Private Office

[16/11/2021, 11:02:49] Kate Forbes MSP: Ok

[16/11/2021, 11:02:59] Kate Forbes MSP: I asked him myself at the end of cabinet and he was content

[16/11/2021, 11:10:49] [NR] Yes his office have confirmed that now, he will head up the stairs to your office.

[16/11/2021, 11:11:03] [NR] And I am checking in with Comms on the debate

[16/11/2021, 11:11:22] Kate Forbes MSP: Thanks

[16/11/2021, 11:11:42] Kate Forbes MSP: If you can, tell them I'd expect a press release so it's not really an option but I'm surprised not to see anything

[16/11/2021, 11:13:54] [NR]: Yes I will raise that with them

[16/11/2021, 12:00:12] [NR] Comms are drafting a press release now.

[16/11/2021, 12:48:44] [NR] Kate, officials have said you may wish to flag to business orgs that FM will announce the following details on the Business Ventilation Fund in her statement today:

- Eligible Sectors

- Applications will open next week

[16/11/2021, 12:49:01] Kate Forbes MSP: Thanks

[16/11/2021, 13:11:03] [NR] A news release for clearance has been sent to both your accounts. Thanks

[17/11/2021, 12:12:57] [NR] Kate, lines for clearance have been sent to your msp and sg accounts. Thanks

[17/11/2021, 12:50:08] [NR] Kate, we have sent you the below/added to One Note ahead of your meeting with FM:

- Budget SpAd Overview

- Tax Submission from Anouk (recommends you seeing ahead of meeting with FM)

[17/11/2021, 14:53:19] [NR]: Hi Kate, just a reminder that you are due to be in Chamber physically for Decision Time at 17:40.

[17/11/2021, 14:53:25] Kate Forbes MSP: Thanks

[17/11/2021, 15:03:58] [NR]: Ahead of Cardiff, Wales request that delegates take lateral flow tests before travelling and that you may be asked for verbal confirmation that you have done so. Let me know if this causes any issues. Thanks

[17/11/2021, 15:16:49] [NR] Kate, I've just sent you an email regarding tomorrow's Shared Prosperity Fund debate. Mr Adam's office need confirmation by 5pm of another Minister to open and close the debate in Mr Lochhead's place. Grateful for your view. Thanks

[17/11/2021, 15:17:06] Kate Forbes MSP: Who is free?

[17/11/2021, 15:17:14] Kate Forbes MSP: Hard to decide without knowing who is free

[17/11/2021, 15:17:23] Kate Forbes MSP: Also why can't Lorna slated do it?

[17/11/2021, 15:17:26] Kate Forbes MSP: Slater

[17/11/2021, 15:17:59] Kate Forbes MSP: Ta

[17/11/2021, 15:19:30] [NR] Mr McKee has an engagement with hospitality sector, and Leanne previously advised Mr Arthur was more suited than Ms Slater, but he was due to be at home for building works at his house. After discussion with Mr Adam it was previously agreed Mr Arthur would close the debate in Chamber, but now Mr Adam's office require someone to open as well. Would you like us to ask Mr Arthur to both open and close?

[17/11/2021, 15:19:59] Kate Forbes MSP: Why can't ms slater do it?

[17/11/2021, 15:20:15] Kate Forbes MSP: Alternatively what about Jenny givrure

[17/11/2021, 15:20:19] Kate Forbes MSP: Gilruth

[17/11/2021, 15:21:46] [NR] Given it has been agreed Mr Arthur would close, do you want us to request Ms Slater open? Ms Slater's office have not given a specific reason as to why Ms Slater couldn't, but Leanne had said Mr Arthur was more suited to the debate

[17/11/2021, 15:23:25] Kate Forbes MSP: Yes sure - all seems a bit ridiculous - we just need somebody so can you also tom or Lorna or both?

[17/11/2021, 15:49:34] [NR] Hi Kate, Ms Somerville has joined your next call. I've let her know your current call is overrunning slightly. Thanks

[18/11/2021, 08:01:51] [NR] Hi Kate, just a reminder to do a lateral flow and perhaps bring

your mifi device on the train with you today, in case of WiFi issues, if you wish to join the deep dive.
Thanks

[18/11/2021, 08:12:56] Kate Forbes MSP: Thanks!

[18/11/2021, 08:19:27] [NR] eTicket - Edinburgh to Cardiff - Kate Forbes.pdf • 1 page document omitted

[18/11/2021, 08:27:22] Kate Forbes MSP: So I don't need to get it out of the machine?

[18/11/2021, 08:27:29] Kate Forbes MSP: Are we on the same train?

[18/11/2021, 08:28:14] [NR] Yes, platform 9, departing at 08:52

[18/11/2021, 08:28:30] Kate Forbes MSP: Do you want a coffee?

[18/11/2021, 08:29:11] [NR] No I'm fine, thanks though!

[18/11/2021, 15:25:33] [NR] Let me know if you'd like your physical briefing pack

[18/11/2021, 15:29:21] Kate Forbes MSP: Maybe later I'll pop in thanks

[18/11/2021, 17:05:14] [NR] Let me know when you are ready to head down for the 17:15 meeting

[18/11/2021, 17:08:20] Kate Forbes MSP: Now?

[18/11/2021, 17:08:54] [NR] Yep just outside

[18/11/2021, 18:06:49] [NR] The dress code is 'business attire' on FM's logistic note so all good 🍑

[18/11/2021, 18:09:05] Kate Forbes MSP: Gréât

[18/11/2021, 18:12:51] Kate Forbes MSP: We can just go at 6:30 btw

[18/11/2021, 18:29:27] [NR] No problem, ready whenever you are

[18/11/2021, 18:30:22] Kate Forbes MSP: Cool now is fine

[19/11/2021, 07:02:27] [NR] Hi Kate, I am going to breakfast now at the restaurant. You are free to go to the Conservatory Breakfast Room which is reserved for Ministers anytime from 6-8am. Check out is at 08:30 am and we depart for the summit at 08:45

[19/11/2021, 07:09:18] [NR] As you approach the reception, the restaurant is straight on and to the left. There is a section at the back of the restaurant reserved for Ministers which is called the 'conservatory'

[19/11/2021, 08:21:10] Kate Forbes MSP: I'll see you there at 8:30

[19/11/2021, 12:46:43] [NR] You have a virtual meeting with Ms Slater at 13:30, would you prefer to do that in the car?

[19/11/2021, 12:47:50] Kate Forbes MSP: Would that just mean getting to the station earlier?

[19/11/2021, 12:48:17] Kate Forbes MSP: It depend on timing...and whether there is an advantage to earlier arrival

[19/11/2021, 12:49:27] [NR] Yes there's a train at 13:57 which gets us in earlier, or at 14:49 (14:49 was original plan) We can either stay here and do your virtual meeting in the studio at 13:30, or head off and do your virtual meeting in the car

[19/11/2021, 12:50:07] Kate Forbes MSP: Oooh yes I'd love an earlier train if that's allowed

[19/11/2021, 12:50:16] Kate Forbes MSP: If our tickets are flexible

[19/11/2021, 12:50:28] Kate Forbes MSP: I might pop up stairs then for a bite of lunch if you fancy it?

[19/11/2021, 13:21:22] [NR] eTicket - Cardiff to Edinburgh - Kate Forbes.pdf • 1 page document omitted

[19/11/2021, 16:42:58] Kate Forbes MSP: Are we going all the way to Manchester btw or changing before Manchester?

[19/11/2021, 16:43:23] Kate Forbes MSP: If so, do you know what time we arrive just so I'm ready to jump

[19/11/2021, 16:44:08] [NR] We're getting off at the next stop, Crewe, it's been delayed due to get into Crewe at 16:54. The next train we're getting is the 17:10 from Crewe, platform 11

[19/11/2021, 16:45:14] [NR] Might be wise for us to try to get out now and head to our bags

[19/11/2021, 16:45:28] Kate Forbes MSP: Yea ok

[22/11/2021, 14:36:30] Kate Forbes MSP: The weekly economy meeting today...can I double check as I thought I'd suggested we move to monthly instead of weekly and we involve more ministers. I see it's in the diary today but I think it needs to go monthly. We can start in January

[22/11/2021, 14:47:53] [NR] I will pick up and action so that these are monthly going forward from January. Would you like today's economy call cancelled?

[22/11/2021, 14:48:27] [NR] Also, all officials are on the finance call when you are ready to

join. Let me know if there are any issues. Thanks

[22/11/2021, 14:52:49] NR Missed voice call

[22/11/2021, 14:58:14] Kate Forbes MSP: Yes happy to cancel today's meeting

[22/11/2021, 17:57:30] Kate Forbes MSP: Are you still working? Can you let the media team to let me in?

NR and NR aren't answering

[22/11/2021, 18:29:33] NR: Sorry I missed this Kate, NR picked up. Hope you weren't waiting for long.

[22/11/2021, 18:30:00] NR For awareness, lines have been sent for clearance to your msp and gov accounts. Thanks

[23/11/2021, 11:39:25] NR Kate, we have told organisers that you will be late to join the Business Insider Zoom. Let me know when you are able to join (or if you have already). Thanks

[23/11/2021, 11:39:38] Kate Forbes MSP: Im on It thanks

[23/11/2021, 11:40:53] NR Great thanks

[23/11/2021, 13:47:26] NR Kate, I have sent on updated briefing to your sg account for the business orgs call at 2pm. This includes lines about pushing testing, but David will provide fuller advice about options to push further separately. Briefing is also on One Note

[23/11/2021, 16:56:28] NR Kate, I have sent three emails with Comms lines for clearance. These are on: Gigabit broadband, Social Care consequentials and Local Govt funding. Thanks

[24/11/2021, 09:32:46] NR Kate, Dougie has sent on some additional information for your 09:45 call. I have sent to your sg account and added to One Note. Thanks

[24/11/2021, 12:00:06] NR Hi Kate, you mentioned you would like daily budget meetings with officials. Are you content for us to schedule a meeting today at 18:15? Note, this would be directly before you leave for the RBS dinner.

[24/11/2021, 12:00:24] Kate Forbes MSP: We can leave for today

[24/11/2021, 12:00:29] Kate Forbes MSP: And do something tomorrow instead

[24/11/2021, 12:00:56] NR Thanks, and no problem we will schedule a meeting tomorrow instead

[25/11/2021, 10:31:59] NR Hi Kate, I have let Mr Matheson know you will be late for the bilateral. Let me know if you think you won't be able to join at all. The meeting is only 15 minutes

[25/11/2021, 14:14:03] Kate Forbes MSP: Can you refill my water bottle please?! I've run out of time before Gove...

[25/11/2021, 15:29:54] NR Sorry I didn't catch this, do you still need filled?

[25/11/2021, 15:31:00] Kate Forbes MSP: I didn't it don't worry!

[25/11/2021, 15:31:20] NR FYI I've sent you an update from Andrew, he's will be sending up a note soon but asked if you have time after 4pm to discuss. Conscious of the SFC deadline at 4pm though - you have 15 minutes after this call, or 30 mins if you cancel Comms. Do you want a call out in?

[25/11/2021, 15:31:43] Kate Forbes MSP: Cancel comms pls but also ask comms for a plan for budget pls

[25/11/2021, 15:32:10] NR: Yes will do, do you want a call with Andrew/Finance colleagues and SpAds?

[25/11/2021, 15:46:31] NR We have organised a call now on the budget with finance officials and SpAds, are you able to join?

[25/11/2021, 16:46:19] NR Hi Kate, Bill Kidd is here waiting to take the picture ahead of DT. Let me know when the meeting is finishing up. Thanks

[25/11/2021, 16:46:31] Kate Forbes MSP: Ok

[25/11/2021, 16:47:56] Kate Forbes MSP: Ready

[25/11/2021, 19:23:52] NR Hi Kate, I have sent on your commission on LG to officials, do you have a particular deadline you would like to see a package set out by? Thanks

[25/11/2021, 19:24:30] Kate Forbes MSP: Tomorrow night I think thanks - I know Ian doesn't work on Fridays but hopefully Ellen can do something

[25/11/2021, 19:29:04] NR Yep Ellen has picked up

[25/11/2021, 19:29:41] Kate Forbes MSP: Thanks

[26/11/2021, 10:02:01] NR Kate, FM's office have been in touch to say FM would be open to a discussion with you today or over the course of the weekend to finalise options on RHLA. Grateful if you could let me know if you would like to arrange a call with FM? Looking at your diary tomorrow (Saturday) may be the best option?

[26/11/2021, 10:45:31] Kate Forbes MSP: Saturday is best but we need to first agree the rest of the allocations and send her a note with those allocations probably so she knows what we are dealing with

[26/11/2021, 10:49:00] [NR] Okay, I will flag to Andrew and Dougie to check if we can issue an allocations note to her ahead of this

[26/11/2021, 10:52:03] [NR] I have also sent lines for clearance to your msp and gov accounts. Thanks

[26/11/2021, 14:20:15] [NR] Kate, I have sent you a media bid from the BBC who would like to request you to record a clip via Skype or Zoom with them this afternoon on SG's reaction to the publication of UCR report. Let me know if you would like to accept, if you are not available BBC have asked for a Minister. Thanks

[26/11/2021, 14:26:34] Kate Forbes MSP: Afraid I won't have time

[26/11/2021, 14:28:56] [NR] Thanks, I'll let them know you don't have availability today

[26/11/2021, 16:10:31] [NR] Kate, just by way of update, Ellen Leaver has sent advice in relation to your request for the LG package and RHL relief. Further advice on allocations will be sent up shortly from Andrew, to be read in conjunction with Ellen's notes. The meeting with FM is provisionally in for 11am tomorrow, FMPO just need to clear this timing with FM. Thanks

[26/11/2021, 17:36:11] Kate Forbes MSP: Can you text me when the note for FM comes up please? Thanks

[26/11/2021, 17:37:29] [NR] Yes I will do. Andrew has confirmed they are still working on the numbers which is the key element but they have a draft.

[26/11/2021, 20:14:52] [NR] Kate, Andrew has flagged that the weather is affecting people's connectivity, so he has said it could be difficult to finalise the paper tonight. He says he knows it would be far from ideal sending the paper in the morning but he is warning as a possible scenario

[26/11/2021, 20:16:35] Kate Forbes MSP: Nah I'm very sorry but we can't do it tomorrow morning...we need to send it tonight...and it's getting a bit late as it is. I'd be v grateful for it to be completed tonight. If he needs further help from me, then I'm happy to help finish it.

[26/11/2021, 20:18:05] Kate Forbes MSP: I appreciate the power cuts - I just looked online and saw power cuts in places like Crieff

[26/11/2021, 20:18:19] Kate Forbes MSP: But the paper can't be that far off

[26/11/2021, 20:20:04] Kate Forbes MSP: Can you ask him how far off they are?

[26/11/2021, 20:20:15] Kate Forbes MSP: They can't be a hundred miles away

[26/11/2021, 20:20:40] [NR] Thanks, I have gone back to confirm it needs to go tonight, and will ask how far off it is from completion

[26/11/2021, 20:47:01] Kate Forbes MSP: Any news of when they reckon it will be done? I'm not chasing them...I'm v grateful for their work...but I'd like to know how far off they are.

[26/11/2021, 21:02:14] [NR] I've reached out to ask for any update, Dougie said he will be providing an update very shortly (he's had connectivity issues). I'll let you know as soon as I hear anything

[26/11/2021, 21:02:33] Kate Forbes MSP: Thanks

[26/11/2021, 21:30:49] [NR] Dougie is sharing a draft of the note with Liz now

[26/11/2021, 21:31:02] Kate Forbes MSP: Thanks

[26/11/2021, 22:16:32] [NR] Kate, I have just sent you the draft note to FM, along with Liz's comments. Grateful if you could indicate how you wish to proceed. Thanks

[26/11/2021, 22:21:22] Kate Forbes MSP: Ok

[26/11/2021, 22:46:21] Kate Forbes MSP: Just sent it back to you to go straight to fm

[26/11/2021, 22:46:41] [NR] Thanks, sending now

[27/11/2021, 09:35:10] [NR] Kate, I have just sent you further advice from Tax colleagues ahead of your discussion with FM. I will also add to One Note. Thanks

[27/11/2021, 09:35:20] Kate Forbes MSP: Thanks

[27/11/2021, 09:35:23] Kate Forbes MSP: Just about to email you

[27/11/2021, 10:14:50] Kate Forbes MSP: CAN you set up a teams call at 10:20am for Alyson, Jackie, Liz and me pls?

[27/11/2021, 10:15:15] [NR] Yes I will do

[27/11/2021, 10:15:20] Kate Forbes MSP: Also can you ask FMPO if the FM has any scope to meet early afternoon instead because we are still trying to fix the problems?

[27/11/2021, 10:15:41] Kate Forbes MSP: And Andrew pls

[27/11/2021, 10:24:25] [NR] FMPO have said that FM now realises based on the note that the discussion will need to be longer than 15 mins and she doesn't have any further time today, so FMPO have suggested a longer discussion tomorrow evening at 7pm?

[27/11/2021, 10:25:44] Kate Forbes MSP: Can you enquire about 7:30pm if possible

[27/11/2021, 10:25:56] [NR] Yes will do

[27/11/2021, 11:18:10] [NR] Kate, do you want me to contact Mr Yousaf's PO to set up a Teams call?

[27/11/2021, 11:31:11] Kate Forbes MSP: I was going to see if I could do it privately with him by text thanks

[27/11/2021, 11:31:35] [NR] Okay no problem

[27/11/2021, 15:25:21] [NR] For awareness, I've just sent you a note from Alyson to assist any conversation with Mr Yousaf

[27/11/2021, 18:56:27] [NR] Kate, I have just sent a draft numbers table sent from Alyson to your sg and msp mailboxes. Alyson is looking for verification on this as a basis to developing the Cabinet paper. Thanks

[27/11/2021, 18:56:43] Kate Forbes MSP: Thanks [NR]

[27/11/2021, 18:57:37] Kate Forbes MSP: Just replied

[27/11/2021, 19:45:05] [NR] The draft note to Cab Secs has just been sent to both your accounts for clearance. Thanks

[27/11/2021, 20:04:49] Kate Forbes MSP: Replied thanks

[27/11/2021, 20:48:57] [NR] I've just sent a further email, Andrew/Alyson would like to know if you want to see a working draft of the Cabinet paper this evening.

[27/11/2021, 20:49:16] Kate Forbes MSP: Yes please if possible

[27/11/2021, 20:49:28] Kate Forbes MSP: Minimises requirements tomorrow

[27/11/2021, 20:51:15] [NR] Thanks, I will go back and ask for a working draft this evening and message you when it's in

[27/11/2021, 20:52:05] Kate Forbes MSP: Cool thanks

[27/11/2021, 20:52:16] Kate Forbes MSP: And thanks v much for also sending to my MSP account - makes it easier

[27/11/2021, 20:53:34] [NR] No problem, I'll continue to do so

[27/11/2021, 21:56:27] [NR] I've just sent the draft Cabinet paper to both your accounts.

[27/11/2021, 22:18:18] Kate Forbes MSP: Just replied to you.

[27/11/2021, 22:19:05] Kate Forbes MSP: Will Check out now. If you need me tomorrow please text me - I'll check this phone but if you don't get a quick enough reply try my personal one [I&S]

[27/11/2021, 22:19:31] [NR] No problem, thanks!

[28/11/2021, 10:37:11] [NR] Kate, there will be a Gold Command call at 8pm this evening. Let me know if you wish to attend (Current cast list is FM, DFM and Mr Yousaf). Also, grateful if you could let me know which officials you would like to support if the FM call this evening goes ahead. Thanks

[28/11/2021, 10:38:14] Kate Forbes MSP: Alyson and Andrew and [NR] are probably three good shouts

[28/11/2021, 10:39:06] [NR] Thanks, and do you wish to attend the Gold Command at 8pm?

[28/11/2021, 10:46:05] Kate Forbes MSP: I probably should...let's try v hard to get the finance meeting moved to tomorrow

[28/11/2021, 11:41:08] [NR] Thanks, Alyson says officials are continuing work on the Cabinet paper and cover note to FM, and that it may be best for you to read that and then make a decision today. As discussed, I will message you as soon as the paper/note are in

[28/11/2021, 11:52:33] [NR] Also FM's office have advised the Gold call with be 8:15pm, and the Budget call (if going ahead) would be 7:15pm

[28/11/2021, 14:04:02] [NR] Kate, I have sent you the draft Cabinet paper and note to FM. I spoke to FMPO, and their preference was for the meeting to go ahead today so as not to add additional work for FM as she is preparing for her conference speech, given the meeting is already in diaries. However, the note suggests postponing. Grateful for an indication of how you wish to proceed. Thanks

[28/11/2021, 14:32:59] Kate Forbes MSP: Thanks

[28/11/2021, 14:46:39] Kate Forbes MSP: Just replied

[28/11/2021, 14:54:29] Kate Forbes MSP: Also can you ask officials to please also send with the note to

fm the updated real terms increase to every portfolio after the new allocations

[28/11/2021, 14:57:57] **NR** Andrew said previously in his email that the real terms presentation was not straightforward and he would get it ready tomorrow for clearance. So do you want me to go back and say we need this today, to go with the note to FM?

[28/11/2021, 14:58:20] Kate Forbes MSP: She did ask for it

[28/11/2021, 14:58:27] Kate Forbes MSP: So she will 100% ask for it

[28/11/2021, 14:58:49] Kate Forbes MSP: Can you tell Andrew that she might not agree allocations unless we can show real terms increase

[28/11/2021, 15:00:14] **NR** Yes I will do

[28/11/2021, 15:03:57] Kate Forbes MSP: Also pls thank them profusely

[28/11/2021, 15:10:01] **NR** Yes of course

[28/11/2021, 15:34:38] **NR** I've sent you an updated version of the note, and Andrew/Dougie are aiming for 3:45 to send up the real terms annex.

[28/11/2021, 16:09:53] **NR** I've just sent you the paper with the table included. Grateful if you can clear ahead of me re-issuing the paper to FM. Thanks

[28/11/2021, 16:15:03] Kate Forbes MSP: Has the original note gone to fm btw?

[28/11/2021, 16:15:25] **NR** Yes, I am just re-sending the updated cabinet paper now

[28/11/2021, 16:50:04] **NR** FM content to postpone meeting until tomorrow. She has also sent a query, which I have sent to your msp and gov accounts. Grateful if you could consider. Thanks

[28/11/2021, 16:53:59] Kate Forbes MSP: Phew!

[28/11/2021, 16:54:02] Kate Forbes MSP: Thanks

[28/11/2021, 17:11:53] **NR** The Gold Meeting will now be 19:30. Let me know if that causes any issues. Thanks

[28/11/2021, 17:22:50] Kate Forbes MSP: It should be fine

[28/11/2021, 20:05:28] Kate Forbes MSP: Thanks for all your help today

[28/11/2021, 20:05:32] Kate Forbes MSP: Im switching off now

[28/11/2021, 20:06:03] **NR** No problem, I'll pick up the actions re Gold meeting

[29/11/2021, 10:57:42] Kate Forbes MSP: Can we shift the car this evening to 6:30pm pls?

[29/11/2021, 11:42:53] **NR** Yes I will get that updated

[29/11/2021, 11:55:29] **NR** Briefing for your 12:00 call with business organisations is on One Note and in your sg mailbox

[29/11/2021, 11:59:37] **NR** **NR** is just admitting business organisations into the meeting - he says it's quite a large cast list today. Let me know if you will be delayed at all in joining

[29/11/2021, 13:26:43] **NR** Kate, Mr Yousaf's office are asking if the call with him will just be one on one, and if there's anything specific you wish to discuss? Grateful if you could advise

[29/11/2021, 13:28:02] Kate Forbes MSP: Budget for next year

[29/11/2021, 13:28:55] Kate Forbes MSP: One on one

[29/11/2021, 13:29:08] **NR** Thanks

[29/11/2021, 13:31:07] **NR** Would 19:15 this evening be suitable for the call?

[29/11/2021, 13:31:18] Kate Forbes MSP: Yes

[29/11/2021, 13:32:32] **NR** Great, I'll have that confirmed. Would you prefer phone or MS Teams?

[29/11/2021, 13:32:42] Kate Forbes MSP: Phone probably best

[29/11/2021, 15:18:29] **NR** Hi Kate, I've flagged two emails in your main inbox that officials are chasing. These are the letter to CST and the Principles Agreement (both at the bottom of your sg box)

[29/11/2021, 15:41:42] **NR** Also, Mr Yousaf call is now earlier at 18:45

[29/11/2021, 17:16:43] **NR** Briefing just in for your call with the Green Ministers - I have added to One Note

[30/11/2021, 09:41:47] **NR** Kate, can you advise if you would like the meeting with Mr Matheson today to just be the two of you, or if you would like officials to join? Looking like it will likely be at 11:30

[30/11/2021, 09:43:38] Kate Forbes MSP: Just Michael

[30/11/2021, 09:47:44] **NR** Thanks, I've confirmed that for 11:30 and put in diaries.

[30/11/2021, 09:48:30] **NR** I've put in as MS Teams but let me know if you'd prefer as a phone call. Thanks

[30/11/2021, 10:35:58] Kate Forbes MSP: Can we bring forward pre record to 10:45 please
[30/11/2021, 10:41:37] [NR]: The media team say they are not ready in the room yet to do 10:45, they can do 11:05 if that suits?
[30/11/2021, 10:42:07] Kate Forbes MSP: Ok
[30/11/2021, 10:42:10] Kate Forbes MSP: Thanks
[30/11/2021, 10:43:09] Kate Forbes MSP: Just don't want to wait around in SAH longer than necessary
[30/11/2021, 10:44:57] [NR]: Of course, I have confirmed your call with Mr Matheson at 11:30, and there's a teams link and his mobile number in the invite in case you would prefer to call direct
[30/11/2021, 11:23:58] [NR]: I have just sent you an advice note from Andrew for the 11:30 call, in case helpful. This is also on One Note
[30/11/2021, 15:17:52] [NR]: Kate, I have just sent you two budget related emails for consideration. One regarding the LG settlement, and one on the round 4 SFC forecast position. Thanks
[02/12/2021, 15:01:10] Kate Forbes MSP: Im late for the call with Dougie but could still do something now
[02/12/2021, 15:01:43] [NR]: If you join the link from the diary invite for 14:45, [NR] and Dougie should be on the line
[02/12/2021, 17:00:01] Kate Forbes MSP: Did you get my email re Humza meeting ?
[02/12/2021, 17:00:03] Kate Forbes MSP: Thanks
[02/12/2021, 17:01:16] [NR]: Yes [NR] has issued the note to Mr Yousaf
[02/12/2021, 17:01:28] Kate Forbes MSP: Thanks
[02/12/2021, 17:43:49] [NR]: Kate, draft text for inclusion in the budget re transfer from health to LG has been sent for your consideration. Thanks
[02/12/2021, 18:20:29] [NR]: Kate, Comms have just chased clearance of lines on SRC football. I have resent to your msp. Thanks
[02/12/2021, 22:41:20] [NR]: Kate, apologies to bother you so late. I have sent you the updated allocations letter to go to Mr Yousaf for clearance. Grateful if you could confirm if you are content for that to issue. Thanks
[03/12/2021, 09:55:59] [NR]: Hi Kate, Comms have asked for confirmation that you are content for the budget trail issuing today for Sunday? I have also sent this query to your SG account. Thanks
[03/12/2021, 11:10:31] [NR]: Still trying to get hold of Comms re the budget media trail, separately I have just sent you proposed communications handling of the Business Principles Agreement. Officials are looking for clearance by noon today. (Sent to your msp and gov accounts). Thanks
[03/12/2021, 11:34:20] [NR]: I've spoken to Comms who have said media will be expecting the trail today, so they suggested they would issue it today at around 12:30 if you are content with it, and then they should get feedback pretty quickly today as to whether there will be any bids, and if you wish to accept the bids then Comms would suggest doing them either this evening or on Saturday, but they would seek assurance from the media that they wouldn't be able to use the clips until Sunday due to the embargo. Let me know your thoughts, or if you'd like a call for me to explain further. Thanks
[03/12/2021, 11:37:17] Kate Forbes MSP: Sounds good
[03/12/2021, 11:37:23] Kate Forbes MSP: I sent an updated PR to you
[03/12/2021, 11:37:43] [NR]: Great, yes I've got that. Thanks
[06/12/2021, 10:18:33] [NR]: Hi Kate, I have sent you draft SCANCE on Fergusons and a draft response to Mr Hepburn's comments on the F&E budget. Grateful if you could consider when you get the chance. Thanks
[06/12/2021, 18:33:52] [NR]: Hi Kate, I have sent you a media line for clearance. Separately David has also sent a query on SG main pay negotiations. Thanks
[07/12/2021, 12:32:16] [NR]: Hi Kate, grateful if you can advise when you are able to join the business orgs meeting?
[07/12/2021, 14:31:04] [NR]: Kate, I have sent Comms lines for clearance to both your accounts. Thanks
[07/12/2021, 16:16:32] [NR]: Hi Kate, Dame Susan has joined the call now. Let me know if you are delayed at all. Thanks
[07/12/2021, 16:40:49] [NR]: Kate, Mr McKee's office have asked if you would be content to have a meeting with Tourism Boards ahead of the budget. Email is in your sg box for consideration.

Thanks

[08/12/2021, 08:51:44] [NR] : Hi Kate, let me know when you are about to arrive. The project lead has just nipped out [I&S], so closer to 9 would be the best arrival time, just in case you are running early. Thanks

[08/12/2021, 08:52:14] Kate Forbes MSP: I am running early...will be there in about 3 mins

[08/12/2021, 08:52:24] Kate Forbes MSP: I will sit in the car till he's back

[08/12/2021, 08:52:34] Kate Forbes MSP: If you can text me

[08/12/2021, 08:53:03] [NR] Okay great, I will let you know

[08/12/2021, 08:53:27] Kate Forbes MSP: That's us at the center but we will keep driving

[08/12/2021, 08:56:35] Kate Forbes MSP: Just sitting in the car down the road...

[08/12/2021, 08:57:40] [NR] Thanks, Comms say if you come in at 9 that would be best. I will be outside at 9 to greet you.

[08/12/2021, 08:58:49] Kate Forbes MSP: Right I'm here

[08/12/2021, 12:49:30] [NR] Hi Kate, I can't see you on the list of attendees for DFM meeting now, let me know if you are having any trouble joining. Apologies if you are on and I haven't seen your name!

[08/12/2021, 12:49:38] Kate Forbes MSP: Im on!

[08/12/2021, 12:51:01] [NR] I can see you now, apologies!

[08/12/2021, 12:51:11] Kate Forbes MSP: No probs!

[08/12/2021, 13:58:11] [NR] Hi Kate, Kingdom FM & Original 106 have asked if you can do their bid today rather than tomorrow, for 10 mins. Would you be content to not attend the Economic Strategy meeting and do the bid at 16:15 today instead?

[08/12/2021, 19:49:10] Kate Forbes MSP: Can you let me know when the statement goes to FM please?

[08/12/2021, 19:52:13] [NR] Yes of course

[08/12/2021, 19:52:28] Kate Forbes MSP: Do you know roughly when it might be?

[08/12/2021, 19:53:28] [NR] Andrew's working on it, I'll ask him for a rough estimate and let you know asap

[08/12/2021, 19:55:59] Kate Forbes MSP: Thanks

[08/12/2021, 19:56:10] Kate Forbes MSP: Assume he got my second draft of amends ?

[08/12/2021, 19:56:37] [NR] Yes I've sent that on

[08/12/2021, 20:11:25] [NR] Dougie is doing a final check and will send up for us to issue imminently

[08/12/2021, 20:35:14] [NR] : It has now been issued to FM

[09/12/2021, 12:05:01] [NR] : Hi Kate, Comms are chasing clearance of the Budget News Release. It's in your SG main inbox at 10:37. Thanks

[09/12/2021, 12:05:35] Kate Forbes MSP: Thanks can you send to my MSP so I can clear during FMQs

[09/12/2021, 12:06:47] [NR] Yes, I have sent on to your MSP

[10/12/2021, 09:16:45] [NR] : Hi Kate, David McPhee has said he is free if you wish to speak to him before the SGoRM. Let me know if you do. Thanks

[10/12/2021, 09:21:12] [NR] David McPhee wanted to pass on that there are over 5,000 cases today.

[10/12/2021, 09:31:21] [NR] Kate, everyone except FM are on the SGoRM. Are you able to join?

[10/12/2021, 09:31:53] Kate Forbes MSP: Just joined

[10/12/2021, 09:51:50] [NR] Reuben Aitken said - 'Cab Sec might need to land that self isolation support grant increase will need to be met by health'

[10/12/2021, 10:04:02] [NR] Lines for clearance have been sent to both your accounts.

Thanks

[10/12/2021, 13:37:39] [NR] Kate, officials are looking for a very urgent response to the Covid Safer Office Working Guidance amendments to allow this to be published imminently. I have sent to your MSP/gov accounts. Grateful if you could consider if possible between meetings today. Thanks

[10/12/2021, 15:59:51] [NR] Kate, I have sent you a draft news release as well as Comms lines for clearance. Thanks.

[10/12/2021, 16:45:33] [NR] Hi Kate, just to advise that a request has come from FM's office for sg officials to make contact with HMT on the potential and further Covid support funding. I have sent on to relevant officials, and sent the email to your sg and msp mailboxes.

[10/12/2021, 17:55:57] NR Hi Kate, Comms are chasing clearance of the post budget news release. Grateful if you could consider when you get the chance. Thanks

[10/12/2021, 19:06:58] Kate Forbes MSP: So sorry to have missed it- cleared

[13/12/2021, 16:19:50] NR Hi Kate, just to confirm, Cabinet is now set to be entirely virtual. Your only in person meeting tomorrow is with Liz Cameron at 08:15, and topical questions have not yet been confirmed. We were told by Comms that a note should be issued soon advising for all meetings with stakeholders to be virtual, however we have not received this yet. Grateful if you could advise if you still wish to go ahead with the meeting with Liz in person or if you would like this to be virtual?

[13/12/2021, 17:19:01] NR Hi Kate, just to confirm, the car has been cancelled and your meeting with Liz is virtual tomorrow.

[13/12/2021, 17:39:10] Kate Forbes MSP: Amazing!!!

[13/12/2021, 18:45:48] NR Hi Kate, I've forwarded you an email from Joe Brown who suggests amending his note and issuing to FM from you as an update. Grateful if you could consider, and let me know if you wish officials to redraft. Thanks

[13/12/2021, 18:47:48] Kate Forbes MSP: Ok

[13/12/2021, 19:43:19] NR Kate, I've just sent you an urgent submission on support for hospitality. Officials have said a quick response would enable them to include relevant material in the note to FM. Thanks

[13/12/2021, 19:49:33] Kate Forbes MSP: I responded

[13/12/2021, 19:49:52] NR Thanks!

[13/12/2021, 20:22:41] NR I've just sent you a note from Reuben, he is asking to clarify when you wish to announce support to wholesalers. Thanks

[13/12/2021, 21:20:49] NR Kate, I have sent you a draft note to FM for clearance. I have sent to both msp and gov accounts. Thanks

[14/12/2021, 11:59:55] NR Kate, I've just sent you the draft note to FM for clearance. Thanks

[14/12/2021, 12:10:53] Kate Forbes MSP: Thanks

[14/12/2021, 12:21:31] Kate Forbes MSP: Let me know when note to fm goes

[14/12/2021, 12:21:35] Kate Forbes MSP: Needs to go asap

[14/12/2021, 12:21:44] NR Just issues

[14/12/2021, 12:21:49] Kate Forbes MSP: Thanks

[14/12/2021, 12:22:01] Kate Forbes MSP: Can you flag to Ken Thomson and team as well please

[14/12/2021, 12:22:59] Kate Forbes MSP: Forward to Colin Mcallister

[14/12/2021, 12:23:18] NR Will do now

[14/12/2021, 13:58:58] Kate Forbes MSP: I suggest we ditch the RSR meeting cos it's internal and do the hospitality stakeholders and most internal meetings are less important than stakeholders

[14/12/2021, 14:00:34] NR Thanks, I will offer that. The timing clashes with the end of the statement slot, but this FM will have finished her initial statement by then

[15/12/2021, 18:17:42] NR Officials have asked if you want officials to stay on the call to pick up on any points?

[15/12/2021, 18:20:51] Kate Forbes MSP: Probs Not tonight

[15/12/2021, 18:50:33] NR Thanks, just to confirm - the letter to the Chancellor has issued

[16/12/2021, 09:02:37] NR Hi Kate, Mr Matheson and Ms McAllan have joined this mornings meeting on ScotWind. Let me know if you are delayed. Thanks

[16/12/2021, 12:36:40] NR Hi Kate, I have sent you an email regarding a media bid. Kingdom & Original FM have issued a bid for audio clips regarding the letter to the treasury. Should take no longer than 5 minutes. Let me know if you are content. Thanks

[16/12/2021, 12:36:55] Kate Forbes MSP: Sûre i can do that

[16/12/2021, 12:37:04] Kate Forbes MSP: Will I record and send by email?

[16/12/2021, 12:40:19] NR Comms have asked if you would be available for a 5 minute call or if your preference would be to record clips and send?

[16/12/2021, 12:40:39] Kate Forbes MSP: I could do a 5 mins call after FMQs?

[16/12/2021, 12:41:58] NR Comms are quickly calling to check now

[16/12/2021, 12:51:13] NR Comms have called journalists but are only getting voicemail from the journalists. I'll update you when we have a secured time. We could delay Gary Gillespie by 5 mins, if you would be content to do at 13:15?

[16/12/2021, 12:51:36] Kate Forbes MSP: I could just do the recording instead

[16/12/2021, 12:51:46] Kate Forbes MSP: I can do that now

[16/12/2021, 12:53:04] NR Yes Comms have asked if you could do the recording and send to me via WhatsApp, I can then send to Comms.

[16/12/2021, 12:56:20] NR The bid was on the back of the letter to the Treasury. the request from the journalist was as follows:

'I'd really just be asking why she has written the letter to the UK Government, what is required, and what it will mean if they don't take action. If schedules are getting tight I'd be more than happy with some clips of the respinss to the questions above - whatever is easiest'

[16/12/2021, 12:58:54] Kate Forbes MSP: audio omitted

[16/12/2021, 13:00:42] NR Thanks, I will send on to Comms now

[16/12/2021, 13:14:29] NR I have just sent you a note with figures on the distribution of the 100m. Officials are looking for you confirmation so they can discuss with stakeholders. Thanks

[16/12/2021, 18:23:49] NR Hi Kate, just flagging the below emails which would be helpful to clear tonight:

- Falkirk Growth Deal Draft Quote (in SG inbox at 14:22)

- Green Ports note to FM (in SG inbox at 14:51 - to be cleared if you wish to issue tonight)

I have also sent on your query re SFSBF and will send on the response/add to One Note before GMS. I have added other FMQs to One Note as briefing.

[16/12/2021, 20:24:47] NR Kate, I have just sent you an urgent submission on international inbound business support (sent to both accounts). Grateful if you could consider this evening, so that officials can take forward to ensure the correct wording is included in FM's speech tomorrow. Thanks

[20/12/2021, 10:32:55] NR Hi Kate, both Mr McKee and Tim are on for the Ferguson's call. Thanks

[20/12/2021, 13:21:11] NR Kate, I have just sent you a media bid to appear on DriveTime at 17:35 today. Grateful for your consideration when you get the chance. Thanks

[20/12/2021, 15:59:44] NR Kate, I have just sent on lines for clearance to both your accounts. Thanks

[20/12/2021, 16:12:39] NR Kate, I have just sent advice from officials on Omicron Funding to your sg account, and added to One Note. Officials say this can be discussed at the 16:15 call. Thanks

[20/12/2021, 16:13:05] Kate Forbes MSP: Ta

[20/12/2021, 16:54:38] NR Kate, officials are chasing clearance of the Covid Testing AO template, sent today at 14:55 in your sg inbox. Grateful if you could consider when possible. Thanks

[20/12/2021, 17:51:21] NR Kate, media lines have just been sent to your msp and sg accounts for clearance with a 19:30 deadline. Thanks

[20/12/2021, 18:04:05] NR Kate, officials are chasing clearance of the lines on the IFS report. These were sent to your msp and gov accounts at 16:29 today. Thanks

[20/12/2021, 18:07:21] Kate Forbes MSP: Sorry just done

[20/12/2021, 19:12:12] NR Hi Kate, just to flag the draft note to FM has been sent up for your clearance. Thanks

[22/12/2021, 14:53:11] NR Kate, for awareness your 14:50 meeting is via Zoom. Officials and attendees are on the call now. Officials have also flagged a news release has been published this afternoon with initial funding details for the £20m for Culture announced by FM last week. I have sent on and added to One Note.

[22/12/2021, 16:15:14] NR Kate, Reuben Aitken wanted to pass on the below for the SGOR(M):

Regarding business support, LA's are working hard to get payments out the door from the £100m announced last week, but these will not be until January for hospitality businesses (in the main). Cab sec might want to raise with Sally Loudon (COSLA) that everything is being done to do this at pace and get an indication of when payments will be made.

FM's office has been worried about this as an attack at tomorrow's FMQs. SpAds (Colin) has been in touch to chase.

[22/12/2021, 16:15:41] Kate Forbes MSP: Thanks

[22/12/2021, 16:16:12] Kate Forbes MSP: Can you ask him about the timings for distribution of grants in England - re timings?

[22/12/2021, 16:16:30] [NR] Reuben has Sally that we will raise.

[22/12/2021, 16:16:59] [NR] Yes I will ask him now

[22/12/2021, 16:18:05] [NR]: Reuben says he will get that information to you but doesn't have at the moment.

[22/12/2021, 16:18:14] Kate Forbes MSP: Also can you confirm that the details of the hospitality grants has been published on findbusinesssupport - ie how to apply and the overall grants

[22/12/2021, 16:18:35] Kate Forbes MSP: Have local authorities indicated they need more money to get grants out?

[22/12/2021, 16:22:16] [NR] Reuben says there is administration funding within the £66m

[22/12/2021, 16:26:39] Kate Forbes MSP: Ok - can Reuben get a confirmation from LG about what it would take to distribute at least some grants before Christmas

[22/12/2021, 16:26:56] Kate Forbes MSP: Doesn't need to be all, just some

[22/12/2021, 16:27:06] [NR]: Reuben says details are up on find business support, but not how to apply yet for the package as that is being worked through. There is more detail on our SG website about the £66m for hospitality.

[22/12/2021, 16:28:34] Kate Forbes MSP: We need full details on applying for hospitality

[22/12/2021, 16:28:40] Kate Forbes MSP: Online

[22/12/2021, 16:29:23] Kate Forbes MSP: How much admin funding for lg on the 66m?

[22/12/2021, 16:29:26] Kate Forbes MSP: Local gov

[22/12/2021, 16:31:42] [NR] Reuben says less than £1m, he thinks £600k

[22/12/2021, 16:32:00] Kate Forbes MSP: Ok

[22/12/2021, 16:32:16] Kate Forbes MSP: Well we need to get some hospitality payments starting pre Christmas

[22/12/2021, 16:33:22] [NR] He just checked, it's £1m. And yes I will send a commission to Reuben's team to confirm your point about LG and getting payments before Christmas

[22/12/2021, 16:33:34] Kate Forbes MSP: Ta

[22/12/2021, 17:32:49] Kate Forbes MSP: Im running late for the 5:30 with apologies

[22/12/2021, 17:33:48] [NR] We have passed on apologies [NR] has joined the other call and is on the meeting with Colin now. She has said you will join when you can

[23/12/2021, 08:55:14] [NR] Kate, I have just sent you an urgent submission on Business support, to both your MSP and gov't accounts. Grateful for your urgent clearance as this includes a line which DFM needs clearance to say at Committee this morning. Thanks

[23/12/2021, 09:00:00] Kate Forbes MSP: The line for DFM to say is fine

[23/12/2021, 09:00:05] Kate Forbes MSP: I'll clear the rest asap

[23/12/2021, 09:00:12] [NR] Thanks

[23/12/2021, 09:01:54] Kate Forbes MSP: Can you find out if I need to clear everything immediately or just the night club part?

[23/12/2021, 09:02:52] Kate Forbes MSP: Just cleared it all thanks

[23/12/2021, 09:03:22] Kate Forbes MSP: Im out just now picking up stuff btw so anything urgent text and I'll clear

[23/12/2021, 09:07:07] [NR] thanks, I have just sent to your msp/sg accounts the safer business and workplaces guidance, alongside the physical distancing and capacity limits guidance, for clearance.

[23/12/2021, 09:15:33] [NR] I've also sent you [NR] submission on £145m to MCC/Business Support

[23/12/2021, 09:19:21] Kate Forbes MSP: Cool thanks

[23/12/2021, 09:19:28] Kate Forbes MSP: Will look at that one later

[23/12/2021, 09:19:39] Kate Forbes MSP: I don't think I've got any meetings either...

[23/12/2021, 09:19:57] Kate Forbes MSP: (Doing Christmas food shopping v quickly!)

[23/12/2021, 09:20:45] [NR] Thanks, yes you have no meetings today. Good luck with the shopping! I'll text you if anything urgent comes in.

[23/12/2021, 09:21:07] Kate Forbes MSP: Thanks

[23/12/2021, 15:10:05] **NR**: Kate, I have just sent lines for clearance to both your accounts. Thanks

[23/12/2021, 15:43:17] **NR**: Kate, I've sent you lines for clearance. Also, officials have come back re your preference for 11th January. Grateful if you could confirm if you are still content to proceed with 11th Jan. thanks

[23/12/2021, 16:20:34] **NR**: Kate, I have sent you another media line to clear. Thanks

[23/12/2021, 16:42:20] Kate Forbes MSP: Re 11th Jan, can you forward advice to my MSP account pls

[23/12/2021, 16:44:38] **NR**: No problem, I have just sent on.

[23/12/2021, 18:20:38] **NR**: Kate, I have just sent you a news release for clearance. Thanks

[24/12/2021, 11:22:17] **NR**: Hi Kate, just to flag that I have sent you finance advice on Mr Yousaf's immediate note and AO template sent yesterday. Thanks

[24/12/2021, 11:33:32] Kate Forbes MSP: Thanks

[10/01/2022, 15:02:49] **NR**: Hi Kate, would you be content to join for the first 15 mins of the LGHP pre-brief? This will be to discuss who takes what question. Ms Robison will then continue the pre-brief and discuss her parts with officials.

[10/01/2022, 15:13:24] Kate Forbes MSP: Perfect

[10/01/2022, 16:45:41] **NR**: Hi Kate, Mr Adam would like a chat with you about the Prestwick Airport statement. Would you like to do this evening, perhaps at 17:30 or 18:00?

[10/01/2022, 16:54:08] Kate Forbes MSP: I'll do it after 8pm if poss

[10/01/2022, 16:56:29] **NR**: You have a meeting between 19:30-20:30 with Susan Aitken, do you want us to suggest 20:30 to Mr Adam?

[10/01/2022, 16:57:07] Kate Forbes MSP: Can you suggest I'll phone him when I'm free between 8 and 9?

[10/01/2022, 17:15:06] **NR**: I have asked his office and will let you know if that works for him ASAP

[10/01/2022, 19:06:35] Kate Forbes MSP: Is it ok if I phone him anytime? My 7:30pm call has been cancelled

[10/01/2022, 19:11:19] **NR**: Apologies, I have tried contacting Mr Adam's Private Office but haven't had any response and can't get hold of them at the moment. Do you have Mr Adam's number to check with him directly?

[10/01/2022, 19:11:48] Kate Forbes MSP: Will do that

[12/01/2022, 12:40:05] **NR**: Hi Kate, I have just sent you lines for clearance. Thanks

[12/01/2022, 14:44:23] **NR**: Hi Kate, I have just send you to further emails with lines for clearance. Separately, the News Release following the Finance Ministers Quad is being redrafted by officials and will be re-sent shortly. Thanks

[12/01/2022, 16:30:23] **NR**: Kate, Reuben Aitken wanted to pass on a couple of last minute details on business support. He is on the call and says he can cover this if needed, but wanted to pass on to you you can speak to it if needed:

Latest in business support distribution:

Hospitality support:

More than 75% of hospitality businesses contacted (c10k). Still waiting on details from 3 council's re businesses they have contacted. Payments have started. Edinburgh/Midlothian have made £3m worth of payments.

Night Clubs:

Most night clubs have already been contacted: 73/127

When LAs give us details of the others, they will be contacted and expect this to be by COP Friday.

Payment will be within 14 days of receiving completed application.

[12/01/2022, 16:30:46] Kate Forbes MSP: Ta

[12/01/2022, 18:50:16] **NR**: Hi Kate, just to flag I have sent you an email to your msp and govt accounts regarding tomorrow's meeting with Mark Logan. You may wish to look at this tonight, ahead of tomorrow's call. Thanks

[12/01/2022, 19:27:05] Kate Forbes MSP: Thanks

[14/01/2022, 13:36:23] NR: Hi Kate, I have just sent you an FOI related to whatsapp messages. Related to this - Divisional Management policy in PO is that any government business related messages on Ministers' work or personal phones should only be retained for as long as required and then removed. WhatsApp now enables you to set up 'disappearing messages', meaning any messages on your selected chat will disappear after the duration you select. This can be after either 24 hours, 7 days or 90 days. Would you be content for us to set this up for your individual chats with PO, and do you have a preferred duration of time to keep the messages?

[14/01/2022, 13:36:54] Kate Forbes MSP: 24hrs should be fine 👍

[14/01/2022, 13:37:03] Kate Forbes MSP: You turned on disappearing messages. New messages will disappear from this chat 24 hours after they're sent, except when kept. Tap to change.

[10/02/2022, 17:16:31] NR: Missed voice call

Out of date scope