From: Hogg KJ (Kenneth) Sent: 19 October 2017 18:51

To: Johnston P (Paul); Davidson S (Sarah); Richards N (Nicola)

Subject: Personal and Restricted - Staff: secondment to Scottish Police Authority

Paul Sarah Nicky

<u>Purpose</u>: to update you on the (urgent) timescales which SPA are proposing for announcing my appointment and my starting the new role, and to run through the issues/options for backfilling my SG roles.

<u>Timescale for announcement</u>: SPA are proposing that I meet with SPA staff in Glasgow at 10am next Wednesday (25 October), and that my appointment is announced publicly at that time.

SG would need to make a simultaneous announcement to SG staff, and we'd need to have something agreed to say at that time about succession or interim arrangements.

Timescale for beginning new role

It is proposed that my first day in the new role would be Monday 13 November. My last day in my current role would be Friday 10 November. In addition, I have been asked to be in Glasgow a couple of days before that date — I'd count next Wednesday 25 Oct as one of those.