

FOI 202300384069

Email 1**From:** [Redacted] <[Redacted]@gov.scot>**Sent:** 22 March 2023 19:57**To:** [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>**Cc:** [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>**Subject:** FM Transition - Bute House and Alt Accom briefing note - [Redacted] to update on THURSDAY

[Redacted], if you can have a place holder in the briefing folders for this – I will update this tomorrow with [Redacted] and have this as an ‘incoming FM note’.
Thanks, [Redacted].

Email 1 attachment**FIRST MINISTER TRANSITION candidate briefing paper****Official Residence Bute House: briefing paper and accommodation requirements for incoming First Minister**

- **This paper provides:** an overview of Bute House for the incoming First Minister candidates; and important information on the summer 2023 Bute House repair programme.
- **Candidates are invited to:** note the timeline for the summer 2023 repair cycle and associated 20 week closure of Bute House; and consider accommodation requirements for spring and summer 2023, including any early views on alternative accommodation options.

1. Overview of Bute House

Bute House is the Official Residence of the First Minister. The House includes private accommodation (personal residence of the First Minister); the Cabinet Room where weekly Scottish Cabinets are held; public apartments used for official events; and accommodation for two Scottish Government offices (for private office staff and special advisers).

Bute House is Category A listed building and is owned by the National Trust for Scotland (NTS) and leased to Scottish Ministers. A condition of the lease with NTS is that Scottish Government is responsible for all repairs and maintenance for the building for its duration.

There are no written rules or conventions regarding the use of Bute House. The Public and Private Apartments offer flexible accommodation for events and meetings, and fully serviced overnight accommodation for the First Minister in Edinburgh, when required. Unlike Downing Street, there is no expectation that the First Minister and their family move in to Bute House. To date, no occupant has had children under 18 who might routinely be expected to spend time with their parent or

parents in Bute House. All three candidates for the SNP leadership and position of FM have children: this candidate briefing offers a welcome early opportunity to discuss accommodation requirements for the First Minister and dependent children.

Public Rooms comprise of:

- A formal Dining Room
- A formal Drawing Room
- The Cabinet Room

These rooms are used for high profile receptions and dinners; and are also available for private meetings and private dining. Receptions and Dinners are coordinated by the First Minister's Visits and Events team, and other Ministers and Cabinet Secretaries can seek permission to host events at Bute House.

Private Apartments for the First Minister comprise:

- [Redacted – Section 39(1) – Health and Safety]
- [Redacted – Section 39(1) – Health and Safety]
- [Redacted – Section 39(1) – Health and Safety]
- [Redacted – Section 39(1) – Health and Safety]
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The rooms are furnished with traditional items owned by Scottish Government or the National Trust for Scotland [Redacted – Section 39(1) – Health and Safety]. The private apartments can be re-set to suit the needs of the First Minister, their family and any guests; and a discussion of accommodation requirements and furniture for dependent children is welcome.

The private apartments are serviced: [Redacted – Section 39(1) – Health and Safety]; and bed linen and towels are provided and laundered by Scottish Government within this arrangement. [Redacted – Section 39(1) – Health and Safety].

[Redacted – Section 39(1) – Health and Safety]

[Redacted – Section 39(1) – Health and Safety]

[Redacted – Section 39(1) – Health and Safety]

The costs of running the official residence are met by Scottish Government and the First Minister does not pay any rent or running costs for the official residence. Instead, replacing any 'Edinburgh accommodation provision' available from Scottish Parliament, the First Minister has a 'benefit in kind' income tax liability. This is a liability in relation to the associated services (heating, lighting, cleaning, repairs, staff, furniture etc) of having Bute House as an official residence. The benefit in kind is calculated as follows: 10% of ministerial salary multiplied by the number of days of occupation by the First Minister or family, divided by 365. Ministerial salary is defined as the First Minister's Office holder salary. Days of occupation is defined as the

number of days the First Minister or family members have been in overnight residence. Full briefing on this will be provided to the First Minister.

The status of Bute House as an official residence and a place of work means that information about activity in the house and expenditure by SG on the house is releasable under FOI. Bute House remains a focus of public and press interest.

2. Suitability of an 18th century town house for families with dependent children

Bute House is an 18th Century town house building with an open single stairwell. The private accommodation available to the First Minister, unlike flats in Downing Street, does not self-contained modern accommodation. The anticipation of a First Minister with dependent children highlights the limitations of a building which is maintained to a museum standard, and where repairs and modernisation is balanced against maintaining the original features and fabric of the listed building.

Further advice and briefing on Bute House will be available to the First Minister on appointment.

3. Important information about the summer 2023 Bute House repair programme

All candidates are invited to note that a summer 2023 substantial programme of repairs to Bute House is due to commence on 17 April 2023, and expected to run until 01 September 2023. Bute House will close for this 20 week period, and alternative accommodation will be provided for the First Minister. This programme of repairs will be pre-announced in wb XX March.

As background, Bute House is Category A listed building and is owned by the National Trust for Scotland (NTS). A condition of the lease with NTS is that Scottish Government is responsible for all repairs and maintenance for the building for its duration. A routine specialist technical stonework survey (which included consideration of associated roof leadwork and roof tiles) was carried out in 2021. The survey identified the requirement for a range of external stonework and roof repairs; and identified essential sash and case window (and surrounding mastic) repair requirements. In addition, a specialist fire compartmentalisation survey was carried out in May 2022, resulting in recommendations for internal works to improve fire safety.

The Scottish Government is obliged to carry out these essential repairs as a condition of the lease, and to meet health and fire safety requirements for the building. SG commissioned government contractors (MITIE) to co-ordinate a team of specialists to advise on the repairs and tender for a programme of essential repair works. This programme of works has been approved by the First Minister and Deputy First Minister and was due to commence on Monday 03 April. SG have asked the contractors to delay commencement of works to Monday 17 April to accommodate FM transition, however, due to health and safety considerations further delay is not recommended.

Carrying out these repairs as a coordinated programme is the most cost-effective way to meet SG lease and health and safety obligations. The erection of scaffolding and associated fire escape issues means that the house must be closed for business use and domestic occupation for the full duration of the works (20 weeks from 17 April, with the target completion now 01 September 2023).

4. Alternative accommodation for the First Minister

For the duration of the works, the Scottish Government is responsible for providing alternative accommodation for the First Minister. It is anticipated that government business normally conducted in Bute House, including Cabinet, will transfer to St Andrew's House for the duration of the works. However, the First Minister will still be entitled to accommodation in Edinburgh for this period.

Various options for this accommodation are being explored in liaison with Police Scotland and SG health and safety colleagues. [Redacted – Section 39(1) – Health and Safety].

Early identification of any needs candidates may have in relation to family circumstances would be welcome.

Ministerial Private Office Division
March 2023

Email 2

From: [Redacted] <[Redacted]@gov.scot>

Sent: 23 March 2023:22:59

To: [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@scotland.police.uk>

Cc: [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>

Subject: DRAFT - suggested interim guidance on supporting the First Minister with dependent children - DRAFT at 23 March

Hello [Redacted], [Redacted], [Redacted](and [Redacted]),

Before or after our catch up tomorrow, I would be grateful if you can check this is factually correct, and flag anything else that should be included in interim guidance. [Redacted – Section 38(1)(b) – Personal data relating to a third party].

[Redacted – Section 38(1)(b) – Personal data relating to a third party].

[Redacted – Section 38(1)(b) – Personal data relating to a third party].

Thanks again, [Redacted].

Interim guidance on supporting the First Minister with dependent children – at Friday 24 March 2023

[Redacted – Section 30(b)(i) – Free and Frank provision of advice]

Context: Bute House is the official residence of the First Minister and there are no written rules or conventions regarding the use of Bute House. The Public and Private rooms offer flexible accommodation for events and meetings, and fully serviced overnight accommodation for the First Minister in Edinburgh, when required. Unlike Downing Street, there is no expectation that the First Minister and their family move in to Bute House; and unlike Downing Street the private rooms are not contained in a separate flat: [Redacted – Section 39(1) – Health and Safety].

Children in Bute House: a child safety risk assessment report for Bute House has been carried out and MITIE will carry out risk mitigations to enable dependent children to stay with the First Minister between 28 March and 16 April when Bute House closes for a five month repair cycle. [Redacted – Section 38(1)(b) – Personal data relating to a third party].

[Redacted – Section 38(1)(b) – Personal data relating to a third party].

[Redacted – Section 38(1)(b) – Personal data relating to a third party] – for example see government guidance on this [Keeping your child safe - mygov.scot](#). [Redacted – Section 38(1)(b) – Personal data relating to a third party].

[Redacted – Section 39(1) – Health and Safety]

[Redacted – Section 39(1) – Health and Safety]. The longer term viability of dependent children living in a situation where there is no physical barrier between a busy workplace and private accommodation will be assessed while Bute House is closed for the summer 2023 repair cycle.

[Redacted – Section 38(1)(b) – Personal data relating to a third party]

[Redacted – Section 39(1) – Health and Safety]. [Redacted – Section 38(1)(b) – Personal data relating to a third party].

End.

[Redacted]

Ministerial Private Offices Division: SMT

St Andrews House [Redacted]

Regent Road

Edinburgh

EH1 3DG

Landline: [Redacted]

Samsung: [Redacted]

From: [Redacted] <[Redacted]@gov.scot>
Sent: 23 March 2023 23:04
To: [Redacted] <[Redacted]@gov.scot>
Cc: [Redacted] <[Redacted]@gov.scot>
Subject: FM Transition - Bute House and Alt Accom briefing note at 23 March - DRAFT

Hello [Redacted], I have made two minor adjustments to the paper for the incoming FM to reference FM instead of candidates, and also confirm the works have been preannounced. This should go into the briefing pack for the incoming FM. Chris also has this in the form of 'speaking notes' which went to the Perm Sec briefing, so we can include this and the speaking notes format. We can update the speaking notes format to check it shows the preannouncement of the works. Thanks again, [Redacted].

Email 3 attachment

FIRST MINISTER TRANSITION First Minister briefing paper

Official Residence Bute House: briefing paper and accommodation requirements for incoming First Minister

- **This paper provides:** an overview of Bute House for the incoming First Minister candidates; and important information on the summer 2023 Bute House repair programme.
- **The First Minister is invited to:** note the timeline for the summer 2023 repair cycle and associated 20 week closure of Bute House; and consider accommodation requirements for spring and summer 2023, including any feedback on alternative accommodation options.

1. Overview of Bute House

Bute House is the Official Residence of the First Minister. The House includes private accommodation (personal residence of the First Minister); the Cabinet Room where weekly Scottish Cabinets are held; public apartments used for official events; and accommodation for two Scottish Government offices (for private office staff and special advisers).

Bute House is Category A listed building and is owned by the National Trust for Scotland (NTS) and leased to Scottish Ministers. A condition of the lease with NTS is that Scottish Government is responsible for all repairs and maintenance for the building for its duration.

There are no written rules or conventions regarding the use of Bute House. The Public and Private Apartments offer flexible accommodation for events and meetings, and fully serviced overnight accommodation for the First Minister in Edinburgh, when required. Unlike Downing Street, there is no expectation that the First Minister and their family move in to Bute House. To date, no occupant has had

children under 18 who might routinely be expected to spend time with their parent or parents in Bute House. All three candidates for the SNP leadership and position of FM have children: this candidate briefing offers a welcome early opportunity to discuss accommodation requirements for the First Minister and dependent children.

Public Rooms comprise of:

- A formal Dining Room
- A formal Drawing Room
- The Cabinet Room

These rooms are used for high profile receptions and dinners; and are also available for private meetings and private dining. Receptions and Dinners are coordinated by the First Minister's Visits and Events team, and other Ministers and Cabinet Secretaries can seek permission to host events at Bute House.

Private Apartments for the First Minister comprise:

- [Redacted – Section 39(1) – Health and Safety]
- [Redacted – Section 39(1) – Health and Safety]
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- [Redacted – Section 39(1) – Health and Safety]
- [Redacted – Section 39(1) – Health and Safety]
- [Redacted – Section 39(1) – Health and Safety]

The rooms are furnished with traditional items owned by Scottish Government or the National Trust for Scotland [Redacted – Section 39(1) – Health and Safety]. The private apartments can be re-set to suit the needs of the First Minister, their family and any guests; and a discussion of accommodation requirements and furniture for dependent children is welcome.

The private apartments are serviced: [Redacted – Section 39(1) – Health and Safety]; and bed linen and towels are provided and laundered by Scottish Government within this arrangement. [Redacted – Section 39(1) – Health and Safety].

[Redacted – Section 39(1) – Health and Safety]

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[Redacted – Section 39(1) – Health and Safety]

The costs of running the official residence are met by Scottish Government and the First Minister does not pay any rent or running costs for the official residence. Instead, replacing any 'Edinburgh accommodation provision' available from Scottish Parliament, the First Minister has a 'benefit in kind' income tax liability. This is a liability in relation to the associated services (heating, lighting, cleaning, repairs, staff, furniture etc) of having Bute House as an official residence. The benefit in kind is calculated as follows: 10% of ministerial salary multiplied by the number of days of occupation by the First Minister or family, divided by 365. Ministerial salary is defined

as the First Minister's Office holder salary. Days of occupation is defined as the number of days the First Minister or family members have been in overnight residence. Full briefing on this will be provided to the First Minister.

The status of Bute House as an official residence and a place of work means that information about activity in the house and expenditure by SG on the house is releasable under FOI. Bute House remains a focus of public and press interest.

2. Suitability of an 18th century town house for families with dependent children

Bute House is an 18th Century town house building with [Redacted – Section 39(1) – Health and Safety]. The private accommodation available to the First Minister, unlike flats in Downing Street, does not self-contained modern accommodation. The anticipation of a First Minister with dependent children highlights the limitations of a building which is maintained to a museum standard, and where repairs and modernisation is balanced against maintaining the original features and fabric of the listed building.

Further advice and briefing on Bute House will be available to the First Minister on appointment.

3. Important information about the summer 2023 Bute House repair programme

All candidates are invited to note that a summer 2023 substantial programme of repairs to Bute House is due to commence on 17 April 2023, and expected to run until 01 September 2023. Bute House will close for this 20 week period, and alternative accommodation will be provided for the First Minister. This programme of repairs has been preannounced [First minister's residence Bute House to close for 'essential works' - BBC News](#)

As background, Bute House is Category A listed building and is owned by the National Trust for Scotland (NTS). A condition of the lease with NTS is that Scottish Government is responsible for all repairs and maintenance for the building for its duration. A routine specialist technical stonework survey (which included consideration of associated roof leadwork and roof tiles) was carried out in 2021. The survey identified the requirement for a range of external stonework and roof repairs; and identified essential sash and case window (and surrounding mastic) repair requirements. In addition, a specialist fire compartmentalisation survey was carried out in May 2022, resulting in recommendations for internal works to improve fire safety.

The Scottish Government is obliged to carry out these essential repairs as a condition of the lease, and to meet health and fire safety requirements for the building. SG commissioned government contractors (MITIE) to co-ordinate a team of specialists to advise on the repairs and tender for a programme of essential repair works. [Redacted – Section 30(b)(i) – Free and Frank provision of advice].

[Redacted – Section 30(b)(i) – Free and Frank provision of advice]

4. Alternative accommodation for the First Minister

For the duration of the works, the Scottish Government is responsible for providing alternative accommodation for the First Minister. [Redacted – Section 39(1) – Health and Safety]. However, the First Minister will still be entitled to accommodation in Edinburgh for this period.

[Redacted – Section 39(1) – Health and Safety]

The requirements for alternative accommodation for First Minister and their family will be discussed on appointment.

Ministerial Private Office Division

March 2023

Email 4

[Email 2 forwarded with message below]

From: [Redacted] <[Redacted]@gov.scot>
Sent: 23 March 2023 23:09
To: [Redacted] <[Redacted]@gov.scot>
Cc: [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>
Subject: FW: DRAFT - suggested interim guidance on supporting the First Minister with dependent children - DRAFT at 23 March

Hello [Redacted], [Redacted – Section 29(1)(a) – Formulation or development of Scottish Government policy]. Thanks again, G.

[Text of email 2 – see above in Annex]

Email 5

From: [Redacted] <[Redacted]@gov.scot>
Sent: Monday, March 27, 2023 9:31 AM
To: [Redacted] <[Redacted]@gov.scot>
Subject: RE: Bedding

We will buy tomorrow and put on new. Getting sheets this afternoon (ordered on line) but for bedding want to ask them their preferences so we don't waste money. Also same for pillows – hypo allergenic. Some people like 'packet fresh'. [Redacted].

From: [Redacted] <[Redacted]@gov.scot>
Sent: 27 March 2023 09:24
To: [Redacted] <[Redacted]@gov.scot>
Subject: Bedding

Hi [Redacted]

What's the plan for bedding. Did you go to John Lewis for sheets, duvets etc. Just asking as [Redacted] is having to put a load on today and tomorrow.

Thanks

[Redacted]

[Redacted] | Logistics Manager | [Redacted] | [Redacted]

People and Logistics Unit | Ministerial Private Office

Email 6

From: [Redacted] <[Redacted]@gov.scot>

Sent: Monday, March 27, 2023 3:49 PM

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

Cc: [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>;
[Redacted] <[Redacted]@gov.scot>

Subject: RE: FM Picture for Bute House

Okay, we will use this and have this for the entry shots tomorrow PM. An alternative can be swapped in. Thanks, [Redacted].

[Redacted]– can you check you can open the links and the picture looks okay. Mention to the framer we might swap out the picture and so don't attach it too tightly/finally on the frame. Thanks, [Redacted].

From: [Redacted] <[Redacted]@gov.scot>

Sent: 27 March 2023 15:30

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

Cc: [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>;
[Redacted] <[Redacted]@gov.scot>

Subject: FM Picture for Bute House

Hi [Redacted],

It looks like we won't be taking a new portrait until Tuesday afternoon so won't be able to get something printed today.

Here is an official picture 2021, if that works - [Redacted]

Thanks,

[Redacted]

[Redacted]

Senior Content Manager

Scottish Government

M: [Redacted]

Email 7

From: [Redacted] <[Redacted]@gov.scot>

Sent: Monday, April 3, 2023 6:03 PM

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

[Redacted] <[Redacted]@gov.scot>

Cc: [Redacted]< [Redacted]@gov.scot>

Subject: Interim Guidance on supporting the First Minister with dependent children at 03 April 2023

Another document for proofing. I will sent the set to Nicky Richards tomorrow.
Thanks, [Redacted].

Email 7 attachment

Interim Guidance on supporting the First Minister with dependent children

Updated 03 April 2023

[Redacted – Out of Scope]. [Redacted – Section 39(1) – Health and Safety].

Context: Bute House is the official residence of the First Minister and there are no written rules or conventions regarding the use of Bute House. The Public and Private rooms offer flexible accommodation for events and meetings, and fully serviced overnight accommodation for the First Minister in Edinburgh, when required. Unlike Downing Street, there is no expectation that the First Minister and their family move in to Bute House; and unlike Downing Street the private rooms are not contained in a separate flat: [Redacted – Section 39(1) – Health and Safety].

Children in Bute House: a child safety risk assessment report for Bute House has been carried out and MITIE have carried out initial mitigations (specifically pinning radiators) to enable dependent children to stay with the First Minister in Bute House until Sunday 16 April when the official residence closes for a five month repair cycle. [Redacted – Section 39(1) – Health and Safety], [Redacted – Section 38(1)(b) – Personal data relating to a third party].

[Redacted – Section 38(1)(b) – Personal data relating to a third party]

[Redacted – Section 38(1)(b) – Personal data relating to a third party]

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[Redacted – Section 38(1)(b) – Personal data relating to a third party] – for example see government guidance on this [Keeping your child safe - mygov.scot](#). [Redacted – Section 38(1)(b) – Personal data relating to a third party].

[Redacted – Section 39(1) – Health and Safety]

[Redacted – Section 39(1) – Health and Safety]

[Redacted – Section 38(1)(b) – Personal data relating to a third party]

[Redacted – Section 39(1) – Health and Safety]. [Redacted – Section 29(1)(a) – Formulation or development of Scottish Government policy].

Ministerial Private Office

03 April 2023

Email 8

From: [Redacted]< [Redacted]@gov.scot>
Sent: Monday, April 3, 2023 7:19 PM
To: [Redacted]< [Redacted]@gov.scot>; [Redacted]< [Redacted]@gov.scot>; [Redacted]< [Redacted]@gov.scot>
Cc: [Redacted]< [Redacted]@gov.scot>; [Redacted]< [Redacted]@gov.scot>
Subject: FM Transition - Bute House and Alt Accom briefing - updated at 03 April 2023 - DRAFT

[Redacted], [Redacted] and [Redacted], again for proofing, and anything I may have missed. I will send a set to Nicky Richards with the proviso these are draft. Thanks, [Redacted].

Email 8 attachment

FIRST MINISTER briefing paper

Official Residence Bute House: briefing paper and accommodation requirements for the First Minister

1. Overview of Bute House

Bute House is the Official Residence of the First Minister. The House includes private accommodation (personal residence of the First Minister); the Cabinet Room where weekly Scottish Cabinets are held; public apartments used for official events; and accommodation for two Scottish Government offices (for private office staff and special advisers).

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The rooms are furnished with traditional items owned by Scottish Government or the National Trust for Scotland [Redacted – Section 39(1) – Health and Safety]. The private apartments can be re-set to suit the needs of the First Minister, their family and any guests. Since the appointment of the First Minister in the last week of March, some initial adjustments have been made, and the First Minister and their family will be invited to outline future requirements.

The private apartments are serviced: [Redacted – Section 39(1) – Health and Safety]; and bed linen and towels are provided and laundered by Scottish Government within this arrangement. [Redacted – Section 39(1) – Health and Safety].

[Redacted – Section 39(1) – Health and Safety]

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The status of Bute House as an official residence and a place of work means that information about activity in the house and expenditure by SG on the house is releasable under FOI. Bute House remains a focus of public and press interest.

2. Suitability of an 18th century town house for families with dependent children

Bute House is an 18th Century town house building with [Redacted – Section 39(1) – Health and Safety]. The private accommodation available to the First Minister, unlike flats in Downing Street, does not self-contained modern accommodation. The appointment of a First Minister with dependent children highlights the limitations of a building which is maintained to a museum standard, and where repairs and modernisation is balanced against maintaining the original features and fabric of the listed building.

[Redacted – Section 38(1)(b) – Personal data relating to a third party]

3. Important information about the summer 2023 Bute House repair programme

A substantial programme of repairs for Bute House will commence on 17 April 2023, and are expected to run until at least 01 September 2023. Bute House will close for this 20 week period (which could be extended) and alternative accommodation will be provided for the First Minister. This programme of repairs has been preannounced [First minister's residence Bute House to close for 'essential works' - BBC News](#)

As background, Bute House is Category A listed building and is owned by the National Trust for Scotland (NTS). A condition of the lease with NTS is that Scottish Government is responsible for all repairs and maintenance for the building for its duration. A routine specialist technical stonework survey (which included consideration of associated roof leadwork and roof tiles) was carried out in 2021. The survey identified the requirement for a range of external stonework and roof repairs; and identified essential sash and case window (and surrounding mastic) repair requirements. In addition, a specialist fire compartmentalisation survey was carried out in May 2022, resulting in recommendations for internal works to improve fire safety.

The Scottish Government is obliged to carry out these essential repairs as a condition of the lease, and to meet health and fire safety requirements for the building. SG commissioned government contractors (MITIE) to co-ordinate a team of specialists to advise on the repairs and tender for a programme of essential repair works. [Redacted – Section 30(b)(i) – Free and Frank provision of advice].

[Redacted – Section 30(b)(i) – Free and Frank provision of advice]

4. Alternative accommodation for the First Minister

For the duration of the works, the Scottish Government is responsible for providing alternative accommodation for the First Minister. [Redacted – Section 39(1) – Health and Safety]. However, the First Minister will still be entitled to accommodation in Edinburgh for this period.

[Redacted – Section 39(1) – Health and Safety]

The requirements for alternative accommodation for First Minister and their family will be discussed on appointment.

5. Coordination of services approach to Bute House and the alternative accommodation

Bute House is managed on the basis of 'coordination of services' which will be extended to the alternative accommodation. This links to the status of Bute House as an official residence and the way in which 'benefit in kind' is calculated. The income tax liability is related to the associated services (heating, lighting, cleaning, repairs, security, furniture provision and so on). These services will be provided at Bute House, and also at the alternative accommodation. To recap, these include:

- [Redacted – Section 39(1) – Health and Safety]
- Furniture provision, [Redacted – Section 39(1) – Health and Safety].
- Daily cleaning [Redacted – Section 39(1) – Health and Safety].
- Provision of all bedding and towels.
- Laundry provision of bedding and towels and other domestic laundry provision, as required.
- Kitchen and catering facilities.
- [Redacted – Section 39(1) – Health and Safety]
- [Redacted – Section 39(1) – Health and Safety]
- Liaison with visits and events team before and after events.

[Redacted – Section 38(1)(b) – Personal data relating to a third party]. [Redacted – Section 39(1) – Health and Safety].

Ministerial Private Office Division
DRAFT at 03 April 2023

Emails 9.1, 9.2, 9.3

Email 9.1

From: [Redacted]< [Redacted]@gov.scot>
Sent: 05 April 2023 15:38
To: Christopher Mackie <Christopher.Mackie@gov.scot>
Subject: OFFICIAL SENSITIVE - ad hoc receipted expense list - claims submitted
05 April 2023

Hello Chris,

[Redacted – Section 38(1)(b) – Personal data relating to a third party].

[Redacted – Section 38(1)(b) – Personal data relating to a third party]. Purchases are all designed for flexible and repetitive use, and also to fit with the circumstances

of BH (e.g. relatively fragile ceilings). [Redacted – Section 38(1)(b) – Personal data relating to a third party].

[Redacted – Out of Scope]. [Redacted – Section 38(1)(b) – Personal data relating to a third party].

Happy to provide more detail and/or to discuss.

Thank you,

[Redacted].

1. 03 March – 130 ikea plastic boxes in support of transition logistics and forward storage requirements £350.00
2. 25 March – household items for BH: laundry baskets, kallax units, power sockets, waste bins, small lamps, stands for children to reach wash basins £292.25
3. 25 March – 2 single bed frames £308.00
4. 26 March – 3 fitted sheets @ £22 each - £66.00
5. 27 March – bedding: mattress protector, duvet cover set, duvet cover £185.10
6. 27 March – bedding: duvet cover, duvet and pillow, duvet £321.00
7. [Redacted – Out of Scope]
8. [Redacted – Out of Scope]
9. 28 March – parking cost to collect bulky items £3.60 from JL click and collect
10. 28 March – 8 mugs (2 sets of 4) £24.00
11. 28 March – BH consumables (food) £52.55
12. 29 March – dress making scissors to cut fabric for stair protection £38.99 (will be retained in BH for future repair and conservation use)
13. 29 March – fleece for stair protection 22 metres at £7 per metre £154.00
14. 29 March – cable ties for stair protection £15.00
15. 29 March – child safe melamine bottle, plates, bowls and glasses £48.00
16. 31 March - duvet cover kingsize £25
17. 31 March – x2 pillows £40.00
18. 31 March – x3 mattress protectors and duvet £170.00
19. 31 March – x2 fitted sheets £52.00
20. 02 April – x2 laundry airers £48.00
21. 02 April – ironing board £73.60 and iron £119.99 (suitable for intensive use) - £193.59 for MITIE cleaner use

22.02 April – 2 single duvet covers £28.10
23.04 April – three single fitted sheets (for laundry changeover)
24.04 April – towels £120.10
25.04 April – 2 bathroom toothbrush holders and 2 bathroom beakers all in melamine/plastic
26.04 April – 2 super kingsize duvet covers for laundry changeover.
27. [Redacted – Out of Scope]

End.

[Redacted]
Ministerial Private Offices Division: SMT
St Andrews House [Redacted]
Regent Road
Edinburgh
EH1 3DG
Landline: [Redacted]
Samsung: [Redacted]

Email 9.2

From: Christopher Mackie <Christopher.Mackie@gov.scot>
Sent: 05 April 2023 16:17
To: [Redacted] <[Redacted]@gov.scot>
Subject: RE: OFFICIAL SENSITIVE - ad hoc receipted expense list - claims submitted 05 April 2023

Thanks, [Redacted],

I am grateful for the comprehensive update and explanation. I am satisfied that all of the expenses laid out were necessary and appropriate.

Can you clarify which budget these expenses will be allocated to please?

Thanks again,

Chris

Chris Mackie

Principal Private Secretary to the First Minister

5th Floor | St Andrew's House | Regent Road | Edinburgh | EH1 3DG

T: [Redacted] | M: [Redacted]

Email 9.3

From: [Redacted] <[Redacted]@gov.scot>
Sent: 05 April 2023 17:06

To: Christopher Mackie <Christopher.Mackie@gov.scot>

Subject: RE: OFFICIAL SENSITIVE - ad hoc receipted expense list - claims submitted 05 April 2023

These will go to the MPO SAB – MPO Logistics and Bute House Logistics. We always have contingency for unexpected administration change and so there is a designated budget line and specific budget codes for these. [Redacted] has checked that this cannot be accrued back into last financial year, and so these will appear in our April expenditure. Thanks, [Redacted].