

Dear Sirs,

Under the terms of the Freedom of Information (Scotland) Act 2002, I am writing to formally request the following information:

1. Please advise the date that the incumbent CEO of Colleges Scotland took up position?
2. Please provide the role specification and job description of the CEO of Colleges Scotland?
3. Please also advise the current salary of the incumbent CEO of Colleges Scotland?
4. Please advise if any pay awards, increases, bonuses or discretionary payments have been awarded to this role since the incumbent individual has taken up position.

I understand that you are required to respond to my request within the 20 working days after you receive this letter.

I would be grateful if you could confirm in writing that you have received this request.

Yours faithfully