

## **ANNEX A**

### **COVERAGE OF OUR RESPONSE**

Our response covers staff employed on Scottish Government Main and Scottish Government Marine terms and conditions of employment and Senior Civil Servants in following areas:

- Scottish Government Core Directorates
- Accountant in Bankruptcy
- Disclosure Scotland
- Education Scotland
- National Records of Scotland
- Office of the Scottish Charity Regulator
- Scottish Housing Regulator
- Scottish Public Pensions Agency
- Student Awards Agency for Scotland
- Transport Scotland

## OUR RESPONSE TO YOUR REQUEST

### 1) The number of Scottish Government staff suspended during the years 2015, 2016 and up to September 1 2017, broken down by year, month, directorate and reason for suspension.

Due to small numbers and to avoid possible disclosure of personal data under section 38(1)(b) of FOISA (personal information), it is not possible to break down the number of Scottish Government staff suspended in the manner you have requested. There were, however, fewer than 5 members of staff who were suspended in 2015, 13 members of staff were suspended in 2016, and 7 members of staff were suspended in 2017 (up to 1 September 2017).

Information on suspension is set out in the [SG's discipline policy](#).

### 2) The number of Scottish Government staff dismissed during the years 2015, 2016 and up to September 1 2017, broken down by year, month, directorate and reason for dismissal.

Due to small numbers and to avoid possible disclosure of personal data under section 38(1)(b) of FOISA (personal information), it is not possible to show the number of Scottish Government staff who were dismissed in the manner you have requested. The information broken down by year and by reason is, however, as follows:

	Attendance	Performance	Conduct	Failure to meet terms of probation
2015	6	fewer than 5	6	Fewer than 5
2016	9	fewer than 5	16	8
2017	7	0	9	Fewer than 5

Examples of misconduct which could result in dismissal are set out in the [SG's discipline policy](#).

### 3) The number of Scottish Government staff subjected to formal disciplinary action during the years 2015, 2016 and up to September 1 2017, broken down by year, month, directorate, outcome and reason for disciplinary action.

Under the Scottish Government's discipline policy, managers deal with minor misconduct as part of their day to day management responsibilities. Our response does not, therefore, include cases of minor misconduct.

Due to small numbers and to avoid possible disclosure of personal data under section 38(1)(b) of FOISA (personal information), it is not possible to break down the number of Scottish Government staff who were subject to disciplinary action in the manner you have requested. There were, however, 17 members of staff who were subject to disciplinary

action in 2015, 21 members of staff who were subject to disciplinary action in 2016, and 12 members of staff who were subject to disciplinary action in 2017 (up to 1 September 2017)

Examples of misconduct which could result in disciplinary action are set out in the [SG's discipline policy](#).