

From: [REDACTED]
Sent: 06 October 2016 16:23
To: [REDACTED]
Subject: NFUS secondee

Sensitivity: Confidential

[REDACTED]

I met [REDACTED] and [REDACTED] to discuss a potential inward secondment [[REDACTED]] to SG to assist on Brexit thinking.

[REDACTED] has discussed this with the President and VPs who are all supportive. They are willing to fund a part time secondment.

We discussed the importance of managing confidentialities and real and perceived conflicts of interest. This will be important and I'd welcome your thoughts on running this proposal past Ministers.

I have a business case form from HR that I can work up. In principle, we would be talking about 2 days a week, initially for 6 months with the option to extend.

Happy to discuss

[REDACTED]

Hi [REDACTED]

Unless I'm missing something this looks like a straight forward 6 month secondment with the bonus of being free; you can therefore send the above document to [REDACTED].

I get the impression an individual has already been selected and if so you may want to send them a **BASELINE SECURITY STANDARD: APPLICATION FORM FOR NON-GOVERNMENT STAFF** to return to the SG Departmental Cyber Security Unit along with the appropriate documentation. If approved, he/she will be notified by Departmental Security and can take the notification with them when visiting the pass studio to have a photograph taken and security pass issued.

While security clearance is being sought you could also prepare the draft [Schedule and Secondment Agreement](#). This draft agreement will outline the terms and conditions of the inward secondment. You should send the draft agreement to the secondees HR to agree before being finalised. Once both parties agree to the terms and conditions outlined in the agreement the finalised interchange agreement should be issued to:

- The secondee's Employers HR Department
- The inward secondee along with a copy of the Official Secrets Act, the SG IT Code of Conduct and the Civil Service Code. These can be downloaded from the Intranet
- HR Resourcing and Redeployment Team ([REDACTED])

If the donor organisation suggests any changes to the standard agreement template you should consult with me.

For the protection of Ministers, the SG and the secondee the he/she cannot start until the agreement has been signed by both parties and forwarded to [REDACTED].

Have a good weekend

[REDACTED]

Scottish Government,
[REDACTED]
HR Resourcing and Redeployment,
F Spur Saughton House,
Broomhouse Drive,
EDINBURGH
EH11 3XD
Tel: [REDACTED]

From: [REDACTED]

Sent: 28 October 2016 15:21

To: [REDACTED]

Subject: RE: secondment query

This is what I wanted to discuss – grateful for any informal thoughts before I progress through HR. [REDACTED] has signed off the move so looking to make this happen ASAP.

Thanks,
[REDACTED]

[REDACTED] | [REDACTED] | Scottish Rural Development Programme | Agriculture and Land Reform
Division | Scottish Government | D Spur | Saughton House | Edinburgh | EH11 3XD ✉ email [REDACTED] 📞
telephone [REDACTED] 📱 blackberry: [REDACTED]



From: [REDACTED]
Sent: 28 October 2016 15:02
To: [REDACTED]
Subject: RE: secondment query

Great [REDACTED]

[REDACTED]

From: [REDACTED]
Sent: 28 October 2016 14:52
To: [REDACTED]
Subject: RE: secondment query

I'm on an away day – speak Tuesday if possible.

[REDACTED] | [REDACTED] | Scottish Rural Development Programme | Agriculture and Land Reform
Division | Scottish Government | D Spur | Saughton House | Edinburgh | EH11 3XD ✉ email [REDACTED] 📞
telephone [REDACTED] 📱 blackberry: [REDACTED]
<< OLE Object: Picture (Device Independent Bitmap) >>

From: [REDACTED]
Sent: 28 October 2016 14:50
To: [REDACTED]
Subject: RE: secondment query

Hi [REDACTED]

I'm actually at home just now, but will be back in SH (S1 Spur) on Monday; probably
around 4 if you want to call or meet

Cheers

[REDACTED]

From: [REDACTED]

Sent: 28 October 2016 14:47

To: [REDACTED]

Subject: secondment query

Hi [REDACTED] – sorry I'm a bit of a trouble-maker these days. Do you have a minute for a word about an inward secondment I've tasked with arranging?

Thanks,

[REDACTED]

[REDACTED] | [REDACTED] | Scottish Rural Development Programme | Agriculture and Land Reform Division | Scottish Government | D Spur | Saughton House | Edinburgh | EH11 3XD ✉ [email:\[REDACTED\]](mailto:[REDACTED]) ☎ [telephone:\[REDACTED\]](tel:[REDACTED]) 📱 [blackberry: \[REDACTED\]](#)
<< OLE Object: Picture (Device Independent Bitmap) >>

From: [REDACTED]
Sent: 25 November 2016 10:08
To: [REDACTED]
Cc: [REDACTED]
Subject: BPSS Clearance for [REDACTED]

Dear [REDACTED]

I write confirming that the Baseline Personnel Security Standard Clearance for yourself is complete. This runs for 3 years from the date of this email, and expires on 25 November 2019. It is your responsibility to ensure that the Clearance is renewed if required.

(a Letter can be generated if you prefer to receive one)

It is now for you to notify your Scottish Government contact (where necessary) to inform them of this clearance, and for them to make appropriate arrangements.

In order correctly to assess your continued suitability to access Government premises, it is a requirement of your clearance that you notify the Scottish Government – Office of Protective Security – of any material changes in your personal circumstances such as: Arrest, Police caution, Reprimand or Final Warning, Civil or Criminal proceedings brought against you (including all motoring convictions except those restricted to parking infringements).

[REDACTED] | **Scottish Government | ISIS – Office of Protective Security**

V Spur | Saughton House | Broomhouse Drive | Edinburgh | EH11 3XD | [REDACTED]

Please note, the BPSS team is currently experiencing an upsurge in applications and is endeavouring to clear these as quickly as possible

OPS Office of
Protective
Security



From: [REDACTED]
Sent: 07 December 2016 09:48
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Secondment Dates for 2016

[REDACTED]

I'm catching up on a backlog of leave so I won't be around on 9th or w/c 19th, sorry about that.

That being the case, I won't be at VQ on 9th if you go there. Copying in [REDACTED] who probably will be and could certainly introduce you to others, though not sure if it would fill a day. However we are having a session in Saughton tomorrow morning between Hub and [REDACTED] team which is intended to clarify the way forward, so maybe we shd take a view after that on what you shd do on Friday.

Sorry I won't be there personally.

[REDACTED]

From: [REDACTED]
Sent: 07 December 2016 13:38
To: [REDACTED]
Subject: Re: CAP Stakeholders - notes

Thanks [REDACTED], this is v good.

It wd be good also to have the next level of detail prepared in case of questions about the [REDACTED] secondment, such as who is paying, whose idea was it, what exactly is he doing.
[REDACTED]

[REDACTED]

Sent from my BlackBerry 10 smartphone.

From: [REDACTED]
Sent: 31 January 2017 14:38
To: [REDACTED]
Subject: RE: CAP Greening

Thanks [REDACTED].

I'd like a chat about how this interacts with the [REDACTED] secondment. I'm about to see [REDACTED] so will chat to her about it too.

[REDACTED]

From: [REDACTED]
Sent: 07 February 2017 18:46
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Official Sensitive : staffing

Thanks [REDACTED]
[REDACTED]

From: [REDACTED]
Sent: 07 February 2017 18:21
To: [REDACTED]
Cc: [REDACTED]
Subject: Official Sensitive : staffing

[REDACTED] - [REDACTED] needs to speak to [REDACTED] at NFUS about the [REDACTED] secondment. She suggested Thursday. I have contacted [REDACTED] and he is expecting [REDACTED] team to now contact him and fix a time on Thursday, please can you do so. Please let me know when it is planned for, and when it happens, as I then need to speak to [REDACTED].

[REDACTED]

[REDACTED]

Sent from my BlackBerry 10 smartphone.

From: [REDACTED]
Sent: 06 February 2017 12:07
To: [REDACTED]
Subject: Re: Official Sensitive : staffing : draft note to ministers

OK to load up the paperwork that set up the secondment but no further action yet plse.

Sent from my BlackBerry 10 smartphone.

From: [REDACTED]
Sent: Monday, 6 February 2017 12:05
To: [REDACTED]
Subject: Re: Official Sensitive : staffing : draft note to ministers

Both- I'll upload the original paperwork to eHR tomorrow when I'm back in the office.

[REDACTED]

Sent from my BlackBerry 10 smartphone.

From: [REDACTED]
Sent: 07 February 2017 09:20
To: [REDACTED]
Cc: [REDACTED]
Subject: Official Sensitive : staffing : draft note to ministers

Hi

Could you please add this e-mail, with the enclosure, to DoR on e-HR - [REDACTED].

Kind regards

[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: 07 February 2017 07:48
To: [REDACTED]
Subject: RE: Official Sensitive : staffing : draft note to ministers

[REDACTED]

See attached. I transferred [REDACTED] over to [REDACTED] so I can't physically upload the document to eHR. **He's due to be in VQ on Thursday.** Can we please discuss today?

[REDACTED]

[REDACTED] | [REDACTED] | Agriculture and Rural Development Division | Scottish Government | D
Spur | Saughton House | Edinburgh | EH11 3XD ✉ email: [REDACTED] ☎ telephone [REDACTED] 📱
blackberry: [REDACTED]