

From: [REDACTED] **On Behalf Of** DG Education, Communities & Justice
Sent: 24 October 2017 16:38
To: [REDACTED]
Cc: DG Education, Communities & Justice
Subject: Public Appointments Enquiry

Prof Deacon,

As discussed, the public appointments team suggested the attached link from the Commissioner's Office website would give you a general sense of assessment methods for used for public appointment's in Scotland.

www.publicappointments.org/faqs/faq/29/how-are-skills-knowledge-and-experience-tested

If you would like to speak further with someone about this then [REDACTED] in our public appointments team would be happy to discuss. Contact details below.

[REDACTED]
Public Appointments Team Manager
Email: [REDACTED]@gov.scot
Telephone: 0131 244 [REDACTED]

Regards,
[REDACTED]

[REDACTED]
Private Secretary to [REDACTED], Director-General of Education, Communities & Justice
T: 0131 244 [REDACTED]
E: DGECJ@gov.scot

Scottish Government
1N.11, St Andrew's House, Regent Road, Edinburgh, EH1 3DG



From: [REDACTED] On Behalf Of DG Education, Communities & Justice
Sent: 24 October 2017 16:41
To: [REDACTED] DG Education, Communities & Justice; [REDACTED]
Cc: [REDACTED]
Subject: RE: Official Sensitive: Staffing - Scottish Police Authority Chair - Candidate Enquiry

[REDACTED]

Many thanks for your responses. To confirm that I have now spoken to Ms Deacon. She appreciates that the Panel will want to probe further at interview tomorrow. I have also passed on the link suggested by [REDACTED]

[REDACTED]

[REDACTED]
Private Secretary to [REDACTED], Director-General of Education, Communities & Justice
T: 0131 244 [REDACTED]
E: DGECJ@gov.scot

Scottish Government
1N.11, St Andrew's House, Regent Road, Edinburgh, EH1 3DG



From: [REDACTED]
Sent: 24 October 2017 09:21
To: DG Education, Communities & Justice; [REDACTED]
Cc: [REDACTED]
Subject: RE: Official Sensitive: Staffing - Scottish Police Authority Chair - Candidate Enquiry
Importance: High

[REDACTED]

Thanks for this. Firstly, I've nothing to add to [REDACTED] comments regarding the Scottish Business Taskforce position, ultimately this is something for the panel to consider when asking the Fit and Proper Test questions surrounding 'conflict of interest' and 'time commitment'.

Our communication with all candidates has clearly outlined what each of them will face on interview day and the various aspects of the assessment mock media, verbal response etc. However, you could send her the attached link from the Commissioner's Office website to give her a general sense of assessment methods.

www.publicappointments.org/faqs/faq/29/how-are-skills-knowledge-and-experience-tested

And if she still wants to speak with someone after that, you can pass her my name.

Regards

[REDACTED]

[REDACTED] | PESER: Public Appointments Team | Directorate for People | Scottish Government | 3-F (North) | Victoria Quay | Leith Docks | Edinburgh | EH6 6QQ | Telephone: 0131 244 [REDACTED]

<< OLE Object: Picture (Device Independent Bitmap) >> << OLE Object: Picture (Device Independent Bitmap) >>
Supporting the People Strategy by increasing the diversity of public boards

<< OLE Object: Picture (Device Independent Bitmap) >>

From: [REDACTED] On Behalf Of DG Education, Communities & Justice

Sent: 23 October 2017 18:04

To: [REDACTED]

Cc: DG Education, Communities & Justice; [REDACTED]

Subject: Official Sensitive: Staffing - Scottish Police Authority Chair - Candidate Enquiry

Importance: High

[REDACTED]

Cc [REDACTED] as Panel Chair

Following the below, and at [REDACTED] request, I spoke to Susan Deacon this afternoon to find out the question she wanted to put to [REDACTED]. I'd be grateful for your advice on the answer. Susan was invited to join the Scottish Business Taskforce in a personal capacity and accepted before applying for the SPA Chair position. This is a Scotland Office appointment. The Taskforce is due to meet for the first time on Friday and a press release on the membership will be issued on Wednesday afternoon. Ms Deacon is keen not to jeopardise her chances of being appointed to the SPA post and is keen for a senior sense check on whether her membership of the Taskforce would cause the Scottish Government any difficulty in appointing her?

[REDACTED] – In addition to the above, Ms Deacon also mentioned that this is her first interview for a Public Appointment in Scotland and asked if there was anyone in your team who could talk her through the interview format in general terms? Appreciate she spoke to [REDACTED] in your team on Friday. Is there someone who I could point her to or is there any more information available online that can be passed on?

Given interviews are taking place on Wednesday afternoon, grateful for some advice tomorrow.

[REDACTED]

[REDACTED]
Private Secretary to [REDACTED], Director-General of Education, Communities & Justice

T: 0131 244 [REDACTED]

E: DGECJ@gov.scot

Scottish Government

IN.11, St Andrew's House, Regent Road, Edinburgh, EH1 3DG

<< OLE Object: Picture (Device Independent Bitmap) >>

From: [REDACTED]

Sent: 20 October 2017 13:43
To: [REDACTED] DG Education, Communities & Justice
Cc: [REDACTED]
Subject: FW: Scottish Police Authority Chair - Interview Confirmation

Hello [REDACTED],

I am copying in [REDACTED] (also [REDACTED]) who will be the portfolio Manager's present at interview to give him background on the situation.

Susan Deacons has called our office asking for advice on the process and asked about follow up questions in regards to the interview. Mrs Deacon was advised she will be tested as what is stated in the information pack and any follow up questions the panel may ask will be in relation to the criteria tested. She has spoken to [REDACTED], (contact on the Information pack) and has now requested to speak to the Panel Chair.

After speaking to [REDACTED] and [REDACTED] the portfolio Managers in our office today and in agreement with your office that it is not appropriate for Susan to speak to the Panel Chair as this would not be fair and open to the process. Mrs Deacon has been provided with the below instructions in regards to her interview.

Please see the attached information pack to provide to Susan if she does not have one already in which has the personal specification detailing what will be tested at interview.

<< File: SPA_-_Chair_-_Information_Pack_-_FINAL.docx >>
Kind regards

[REDACTED] | Public Appointments | People Directorate | Scottish Government | 3F North – Victoria Quay
Edinburgh | EH6 6QQ | Direct Dial: 0131 244 [REDACTED]

<< OLE Object: Picture (Device Independent Bitmap) >> << OLE Object: Picture (Device Independent Bitmap) >>
Supporting the People Strategy by increasing the diversity of public boards

<< OLE Object: Picture (Device Independent Bitmap) >>

♻️ Save a tree... ..don't print this e-mail unless you really need to

From: [REDACTED]
Sent: 03 October 2017, 11:17
To: [REDACTED]
Subject: Scottish Police Authority Chair - Interview Confirmation

Dear Susan Deacon,

Scottish Police Authority – Chair Appointment

Thank you once again for your application for the above appointment. I am pleased to be able to invite you for interview.

Your interview will take place on **25 October 2017 at 12:15pm** in St Andrews House, Regent Road, Edinburgh, EH1 3DG . Please report to the reception desk **30 minutes** prior to your interview. Please note that there are no other alternative slots or dates available.

Firstly you will have been contacted by the [REDACTED] to arrange your external assessment including online tests and a one-to-one interview. Please let me know by return if you have not been contacted by them.

On arrival you will be provided with a short paper in relation to a media scenario which you will have 20 minutes to familiarise yourself with. You will then take part in a mock media interview in front of the Panel. After this the Panel may ask you one or two questions related to it.

Following the mock media interview you will be asked to give a prepared response to the following question, in no more than 6 to 8 Minutes (with no visual aids, hand outs, power point etc.):

"The SPA has had a complex start and a high public and political profile. What do you believe are the three key priorities for an Incoming Chair at this moment in time and what particular skills or experiences do you bring that would enable you to deliver those priorities as Chair?"

Again the Panel may ask you one or two questions relating to your response.

The Panel will then move to questions relating to other specific essential criteria. The person specification which forms part of the Applicant Information Pack for this appointment sets out the skills and knowledge required for this position – if you need a copy of this please contact me. The interview, including the preparation time, mock media interview, prepared response and questions on the criteria should last around 75 minutes.

The Selection Panel

The selection panel is:

- Paul Johnston, Director General, Education, Communities & Justice, Panel Chair
- David Martin, Dundee City Council, Independent Panel Member
- Ali Jarvis, Adviser from the Office of the Commissioner for Ethical Standards in Public Life in Scotland, Panel Member
- Mary Fee, Convener of the Sub Justice Committee, Panel Member

Also present at interview will be [REDACTED], Public Appointments Portfolio Manager.

You may wish to note that all reasonable expenses incurred travelling to and from interview will be reimbursed. When an overnight stay is necessary, you must contact me at the below telephone number in advance for confirmation of current subsistence rates. Receipts must be provided in support of all claims.

If you have a disability and would like any particular arrangements made, please do not hesitate to contact me on the telephone number below.

If for any reason you are unable to attend for interview, please contact me as soon as possible at the above telephone number. If you would like any further information, please do not hesitate to get in touch.

Kind regards

[REDACTED] | Public Appointments | People Directorate | Scottish Government | 3F North – Victoria Quay
Edinburgh | EH6 6QQ | Direct Dial: 0131 244 [REDACTED]

<< OLE Object: Picture (Device Independent Bitmap) >> << OLE Object: Picture (Device Independent Bitmap) >>
Supporting the People Strategy by increasing the diversity of public boards