

ANNEX A – DIARY ENGAGEMENTS FOR PERMANENT SECRETARY

20 November 2017

00:00 - 00:00 Resilience Lead Liz Ditchburn, Deputy Barbara Allison

09:00 - 09:30 Perm Sec & Ronnie Hinds – [redacted]

10:00 - 10:45 [Redacted] & Perm Sec - return to work chat -- [redacted]

11:00 - 11:30 Leslie meeting with Yvonne Strachan – [redacted]

12:15 - 13:00 LUNCH

13:30 - 14:00 James, [Redacted] and Perm Sec -- [redacted]

14:00 - 15:00 Perm Sec & Barbara (reg) -- [redacted]

[Redacted],
Will 14.00 work for Barbara as Perm Sec now needs to squeeze in a back to work chat with [Redacted] at 10.00?
Sorry! [Redacted]

15:00 - 15:20 Liz Lloyd & Perm Sec (regular catch up) -- [redacted]

Liz,
Resending invites for your regular catch up with Perm Sec.
Let me know if you need to adjust the timings of any of the future meetings.
[Redacted]

[Redacted],
Moving back to Monday's original time. Hopefully this now appear in Liz's diary each week.
Thanks,[Redacted]

Putting 20 minutes in the diary on a weekly basis for now, the meeting only needs to take place when required.
Thanks,[Redacted]

16:00 - 16:20 Meeting: Leslie Evans, Permanent Secretary & [redacted], Executive Director IICF --
Permanent Secretary's office, [redacted]
PA [Redacted] telephone number: [Redacted]

16:30 - 17:00 Cabinet Papers

17:00 - 17:30 Ken and Perm Sec quick call -- [redacted]
Ken and Perm Sec discussed during EU/UKR update call.

18:00 - 19:00 Yoga

21 November 2017

00:00 - 00:00 Resilience Lead Paul Johnston, Deputy Ken Thomson

08:30 - 09:00 John Somers (reg) -- [Redacted]
Changing John regular slot with Perm Sec.

09:00 - 09:30 Pre-Cabinet Informal -- [Redacted]
Updated 18 October – to update the location of pre-Cabinet informal to [Redacted].
Thanks, [Redacted]

Updated 8 March – to add [Redacted].
Thanks, [Redacted]

Hello
Please accept this series of weekly pre-Cabinet informal meetings from October to December 2017.
Many thanks, [Redacted]X [Redacted]
24 February 2017

09:30 - 11:30 Cabinet Meeting -- [Redacted]
Updated 18 October – to move location the location of Cabinet to [Redacted].
Thanks, [Redacted]

Updated 8 March – to remove [Redacted] and to add [Redacted].
Thanks, [Redacted]

Hi
Please accept this series of weekly Cabinet meetings from October to December 2017.
Many thanks, [Redacted]
X [Redacted]
24 February 2017

11:30 - 12:00 FW: FM and Perm Sec Meeting -- [Redacted]

From: [Redacted]On Behalf Of First Minister
Sent: 09 October 2017 15:12:07 (UTC) Dublin, Edinburgh, Lisbon, London
To: Evans L (Leslie)
Subject: FW: FM and Perm Sec Meeting
When:
Where: [Redacted]

-----Original Appointment-----
From: First Minister
Sent: 09 October 2017 13:15
To: First Minister; Permanent Secretary
Subject: FM and Perm Sec Meeting
When: 21 November 2017 11:30-12:00 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: [Redacted]

12:00 - 12:30 LUNCH

12:30 - 13:00 [Redacted] (reg) -- [redacted]

13:00 - 13:40 Perm Sec & Nicky (reg) -- [redacted]

As mentioned in my previous email we are now making these fortnightly instead of monthly. I'm keeping the same time slot as before but will move any that don't fit with current diaries (including 12 Jan).

Thanks,

[Redacted]

13:40 - 14:00 SCS Intro/ Reflections Meetings with Perm Sec -- [redacted]

To confirm the meeting will take place in [redacted].

13:45 - 16:30 Executive Team -- Room [redacted]

Update – Please note that ET is now scheduled from 13:45 – 16:30, with ET Downloads taking place from 13:45 – 14:30 and ET Business from 14:30 – 16:30.

Thanks,

[Redacted] ET Support and Governance Office

[Redacted]

Updated – To remove [Redacted]

Thanks

[Redacted]

[Redacted]

Updated – please note change of venue.

Thanks

[Redacted]

ET Programme Hub

Updated to make the default venue [Redacted]– this may change to [Redacted] on the day of meeting depending on numbers of attendees.

[Redacted]

Executive Team

The ET Hub is now responsible for the calendar dates for ET grateful if you could now accept the new requests. A cancellation from the Permanent Secretary's calendar will shortly follow.

Thanks

[Redacted]

[Redacted] | ET Support Hub| The Scottish Government | T. [Redacted]

13:45 - 16:30 FW: Executive Team -- Room [redacted]

From: [Redacted] On Behalf Of ET SGO

Sent: 21 March 2018 13:24:04 (UTC) Dublin, Edinburgh, Lisbon, London

To: Permanent Secretary; Evans L (Leslie); Davidson S (Sarah); DG Organisational

Development & Operations; DG Economy; Ditchburn L (Liz); DG Scottish Exchequer Mailbox; DG Health & Social Care; Gray P (Paul) (Health); DG Education, Communities & Justice; Johnston P (Paul); Thomson KAL (Ken); Director Communications, Ministerial Support & Facilities; Allison B (Barbara); Richards N (Nicola); [Redacted]; [Redacted]; [Redacted]; Chief Financial Officer; [redacted]

Cc: [Redacted]

Subject: Executive Team

When:

Where: Room [Redacted]

Update – Please note that ET is now scheduled from 13:45 – 16:30, with ET Downloads taking place from 13:45 – 14:30 and ET Business from 14:30 – 16:30.

Thanks,

[Redacted]

ET Support and Governance Office

[Redacted]

Updated – To remove [Redacted]

Thanks

[Redacted]

[Redacted]

Updated – please note change of venue.

Thanks

[Redacted]

ET Programme Hub

Updated to make the default venue [Redacted] on the day of meeting depending on numbers of attendees.

[Redacted]

Executive Team

The ET Hub is now responsible for the calendar dates for ET grateful if you could now accept the new requests. A cancellation from the Permanent Secretary's calendar will shortly follow.

Thanks [Redacted]

[Redacted] | ET Support Hub | The Scottish Government | T. [Redacted]

16:30 - 17:00 social media priority meeting -- SAH

Priority meeting RE: social media with perm sec. Thanks, [Redacted]

22 November 2017

All Day Resilience Lead Paul Johnston, Deputy Ken Thomson
Please See Above

00:00 - 00:00 [Redacted] annual leave
#ohvienna !

00:00 - 00:00 [redacted]

00:00 - 00:00 [redacted] room booked

All Day Liz using 1N.07 13.15 - 14.15

All Day London

All Day Tweet - London - pic and personal reflection on key engagements of the day

All Day UK Budget

05:20 - 05:50 Car- picked up at 05:20 by [Redacted] (Reg: [Redacted])

06:30 - 08:05 Flight [Redacted]

09:30 - 10:00 Leslie and [Redacted] - Coffee -- [Redacted]

10:00 - 11:00 WMCs -- [Redacted]

Apologies to:

cabinet.secretary@cabinet-office.gsi.gov.uk

Cabinet Office | 70 Whitehall | London SW1A 2AS |T [Redacted]

11:00 - 11:45 Invitation: 1100-1145: Leslie Evans and Sir Jeremy catch up and mid y... @
Wed 22 Nov 2017 11:00 - 11:45 (GMT) (permanentsecretary@gov.scot) – [redacted]
more details »

1100-1145: Leslie Evans and Sir Jeremy catch up and mid year review

When Wed 22 Nov 2017 11:00 – 11:45 London

Where [Redacted]

Calendar permanentsecretary@gov.scot

Who • cabinet.secretary@cabinetoffice.gov.uk- organiser

• [Redacted]@cabinetoffice.gov.uk- creator

• [Redacted]@cabinetoffice.gov.uk

• permanentsecretary@gov.scot

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

You are receiving this courtesy email at the account permanentsecretary@gov.scot because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively, you can sign up for a Google account at <https://www.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

11:45 - 12:15 Travel -- [redacted]

12:15 - 13:15 LUNCH

15:15 - 15:45 Travel -- [redacted]

15:45 - 16:45 Updated invitation: UK Perm Secs @ Wed 22 Nov 2017 15:45 - 16:45 (GMT)
(permanentsecretary@gov.scot) -- [Redacted]

This event has been changed.

[more details »](#)

UK Perm Secs

When Wed 22 Nov 2017 15:45 – 16:45 London

Where [Redacted]

Calendar permanentsecretary@gov.scot

Who • [redacted]

Changed: [Redacted] (needs to leave at 16:45 to speak to DCLG)

[Redacted] deputising for [Redacted]

Going? Yes - Maybe - No more options »

Invitation from Google Calendar

You are receiving this courtesy email at the account permanentsecretary@gov.scot because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively, you can sign up for a Google account at <https://www.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More.](#)

This email has been scanned by the Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>

18:00 - 19:30 [Redacted] supper -- [Redacted]

19:30 - 22:30 [Redacted] + family -- [Redacted]

23 November 2017

All Day Resilience Lead Paul Johnston, Deputy Ken Thomson
Please See Above

All Day [Redacted] annual leave
Please See Above

00:00 - 00:00 [Redacted]London [Redacted]
Please See Above

00:00 - 00:00 [redacted] room booked
Please See Above

All Day London

All Day Tweet - Civil Service Awards - selfie with winning Scottish team(s) and message of congratulations -
@scotgov @ukcivilservice @transcotland #CSAwards #proudpermsec

All Day Tweet - Congratulations to Anne Cook for winning the customer service award for all her work with social tenants #proudpermsec #CSAwards

All Day Tweet - Congratulations to Gavin Sellar for his work with the Parliamentary Counsel Office to develop an innovative system to help formulate policy for new legislation #proudpermsec #CSAwards

All Day Tweet - Delighted that @transcotland have been recognised for their fantastic achievement in delivering the Forth replacement crossing #proudpermsec #CSAwards

All Day Tweet - For the team selfie suggest the following tweet – Congratulations to @scotgov colleagues who have been nominated at this year's #CSAwards @ukcivilservice @transcotland @FSScot #proudpermsec #London

All Day Tweet - Great to see SIMD recognised for developing a tool for finding areas of deprivation, combining data on income, employment and education #proudpermsec #CSAwards

All Day Tweet - Well done to @FSScot for all their work on the 'Change Our Future' healthy eating campaign #proudpermsec #CSAwards

07:40 - 08:15 [Redacted] -- [redacted]

09:00 - 10:00 FW: Directors' Network Weekly Meeting -- [redacted]- or via Skype for Business

From: [Redacted] On Behalf Of SB Secretariat
Sent: 21 November 2017 11:13:47 (UTC) Dublin, Edinburgh, Lisbon, London
To: [Redacted]
Cc: [Redacted]
Subject: Directors' Network Weekly Meeting
When:
Where: [Redacted] - or via Skype for Business
Updated 21 November: with link for colleagues wishing to join the meeting via Skype for Business. Please let me know in advance if you will be skyping into the meeting:

.....
 Join Skype Meeting

Trouble Joining? Try Skype Web App

Please follow the tips below:

- Click on the link above ?Join Skype Meeting?
- When you have joined the meeting, click on ?start my video call?
- Join the meeting early (5-10 mins before), to ensure there are no problems
- Test your sound set up. If you have a USB headset, great, if not use the 'Check Call Quality' (Skype client>Options>Audio Device) function – this will show you how you sound and more importantly, how others will hear you.
- Check your video as well – again Skype client>Options>Video Device.
- For optimum network connectivity, connect via the wired SCOTS network. onSCOTS or wireless connections could lead to audio/video drops.
- Please mute your mic to stop any background noise and then un-mute when addressed or at the appropriate point in the meeting.

Please email any issues to [Redacted] during the meeting.

Thanks, [Redacted]

Colleagues

Please accept this new series of the weekly Directors' Network meetings for October to December 2017. A separate update will issue for the extended meetings for the last Thursday of each month.

Many thanks, [Redacted]

28 June 2017

10:30 - 11:30 Comms, Engagements and Diary - Catch up -- [Redacted]

10.30 meeting as agreed today.

12:30 - 13:30 LUNCH

16:00 - 16:45 Perm Sec & Sarah (reg) -- [redacted] (Call)

Sarah to Call Perm Sec (Sarah to call Perm Sec's office and we will transfer to Leslie)

17:45 - 20:30 Civil Service Awards - Ceremony -- [redacted]

21:00 - 00:00 Civil Service Awards - Post Awards Celebration -- [redacted]



23:50 - 07:20 [Redacted]-- London [Redacted] to Glasgow

24 November 2017

All Day Resilience Lead Paul Johnston, Deputy Ken Thomson
Please See Above

00:00 - 00:00 [Redacted] annual leave
Please See Above

All Day [Redacted] A/L

All Day Tweet - mentee -personal reflection on #mentoring @PrincesTrustSco *Option to tweet 'sketchnote'

00:00 - 07:20 Sleeper [Redacted] -- London [Redacted] to Glasgow
Please See Above

07:50 - 08:50 Train [Redacted] -- Glasgow [Redacted]to Edinburgh [Redacted]

09:00 - 10:00 French

12:30 - 13:30 LUNCH



25 November 2017

All Day Resilience Lead Paul Johnston, Deputy Ken Thomson
Please See Above

00:00 – 00:00 Reminder – buy/bake for 27 & 30 November

00:00 – 00:00 Tweet –pic of baking ahead of the bake sale – Baking for
@SocialBite_#Sleepinthepark fundraiser to raise money to end homelessness in #Scotland
[https://uk.virginmoneygiving.com/fundraiser-display/showROFundraiserPage?userUrl=leslie-
evans&pageUrl=1](https://uk.virginmoneygiving.com/fundraiser-display/showROFundraiserPage?userUrl=leslie-evans&pageUrl=1)
26 November 2017

All Day Resilience Lead Paul Johnston, Deputy Ken Thomson
Please See Above

00:00 – 00:00 Reminder – buy/bake for 27 & 30 November Please See Above

00:00 – 00:00 Tweet –pic of baking ahead of the bake sale – Baking for
@SocialBite_#Sleepinthepark fundraiser to raise money to end homelessness in #Scotland
[https://uk.virginmoneygiving.com/fundraiser-display/showROFundraiserPage?userUrl=leslie-
evans&pageUrl=1](https://uk.virginmoneygiving.com/fundraiser-display/showROFundraiserPage?userUrl=leslie-evans&pageUrl=1)
Please See Above

19:00 – 20:00 Yoga



ANNEX B – MEETINGS ARRANGED IN FM OFFICES

Date	Meeting	Confirmed attendees	Invitees – Cannot confirm if they all attended
9/11/2017	Introductory	First Minister, Private Secretary, [redacted], Lachland Ferguson-Shaw	
9/11/2017	Introductory	First Minister, Private Secretary, Teacher and Pupils from Stewarton Academy	
17/11/2017	Scottish Business		First Minister, Private Secretary, Paul Wheelhouse (Minister for Business Innovation and Energy), Chris Stark (SG), Liz Ditchburn (SG), David Ritchie (SG), Stewart Maxwell (SG), Liz Lloyd (SG), Gordon Wales (SG)
17/11/2017	Scottish Business		First Minister, Private Secretary, Paul Wheelhouse (Minister for Business, Innovation and Energy), Keith Brown (Cabinet Secretary for Economy, Jobs and Fair Work), Stewart Maxwell (SG), [redacted]
20/11/2017	Health	First Minister, Private Secretary, Dame Professor Anna Dominiczak (University of Glasgow), [redacted] (University of Glasgow), [redacted]	
22/11/2017	Economic Growth		First Minister, Private Secretary, Xavier R Rolet, [redacted]
22/11/2017	Programme for Government		First Minister, Private Secretary, Liz Cameron, Tim Allan, [redacted]

23/11/2017	Introductory - local artist	First Minister, Private Secretary, Ann Paterson, [redacted]	
23/11/2017	Mentoring session with mentee	First Minister, Charlotte Liddell, [redacted]	
23/11/2017	Meeting with Ambassador to Bosnia and Herzegovina	First Minister, Private Secretary, HE Branko Neskovic, [redacted]	
27/11/2017	Scottish National Investment Bank		First Minister, Private Secretary, Liz Ditchburn (SG), Benny Higgins, [redacted]
30/11/2017	Meeting with French Ambassador	First Minister, Private Secretary, HE Jean-Pierre Jouyet, [redacted], [redacted]	
30/11/2017	Meeting with Centrica		First Minister, Private Secretary, Paul Wheelhouse (Minister for Business, Innovation and Energy), Iain Conn, [redacted]

ANNEX C – ENGAGEMENTS DIARY OF DONALD CAMERON

17 December 2018

08:45 - 09:00 Canceled: Weekly catch-up call -- Teleconference (or [redacted])
[redacted]

10:00 - 10:45 Review -- 1N 02
Room Updated

Hi All,

Please accept recurring invites.

Paul C, Nicky R and Barbara A - only required to attend/dial in on Wednesday mornings.

All - Please ask your office to let me know if you will be dialling in or attending in person ahead of each meeting.

Kind regards,

[redacted]

[redacted] Private Secretary | DG Constitution and External Affairs | Room 1E.16, St Andrew's House | [redacted] Email: dgcea@gov.scot

11:15 - 12:00 Weekly Catch Up with Donald -- 3W.01

Hi Donald

Barbara has asked me to create a slot for a weekly catch up between yourselves. If this does not suit I can look to rearrange times.

Thanks

[redacted]

15:00 - 15:45 Canceled: Mi-Case Project Discussion with Donald and Ken -- 3W.01

Barbara is interviewing.

[redacted]

16:30 - 17:30 JR - Commission: update meeting – [redacted]

Please can you make yourselves available for this discussion about handling in preparation for this week's Commission and preparation of documents.

Dial-in details for those that need them:

[redacted]

Participant: [redacted]

18 December 2018

08:00 - 13:30 car inspection - 5 minutes in this time slot - company will call in advance

10:15 - 10:45 Canceled: Commission update -- [redacted]SAH and dial-in
Cancelling this call: [redacted] We will reschedule another meeting later to catch up on progress and current position.

13:30 - 14:15 Executive Team -- Room [redacted], SAH
Update – Please note that ET Downloads is now scheduled from 13:30 – 14:15 in room [redacted]

Update – Please note that ET Downloads is now scheduled from 13:45 – 14:30 in room [redacted].

Thanks,
[redacted]
ET Support and Governance Office
[redacted]

Update – Please note that ET is now scheduled from 13:30 – 14:45
Thanks
Susan

Updated – To remove
Thanks
[redacted]

Updated – please note change of venue.
Thanks
[redacted]
ET Programme Hub

Updated to make the default venue [redacted]– this may change to [redacted] on the day of meeting depending on numbers of attendees.

[redacted]
Executive Team
The ET Hub is now responsible for the calendar dates for ET grateful if you could now accept the new requests. A cancellation from the Permanent Secretary's calendar will shortly follow.

Thanks
[redacted]
| ET Support Hub| The Scottish Government | T. [redacted]

14:00 - 15:30 FW: [redacted – out of scope] Presentation – [redacted]

Hi,
[redacted] has offered to do a presentation on [redacted – out of scope] for any private offices. Paul J's team had a session and [redacted] had recommended to me so should be interesting & informative for us. [redacted] and I had discussed before his leave

and thought it would be useful to know/understand more about the team's work as we often get info from them sent to us.
I've agreed this slot on 18 Dec as Leslie will be at ET. Will invite [redacted] when he joins us and going to ask any DGs offices if they would find useful. Room only holds 10 so let me know if not available so can offer slot to others.

[redacted]

-----Original Appointment-----

From: [redacted]

Sent: 23 November 2018 11:45

To [redacted]

Subject: [redacted] Presentation

When: 18 December 2018 14:00-15:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: SAH 2nd Floor 2 West Rear Meeting Room 4

[redacted] Please accept this invitation for the [redacted] presentation .

The room holds 10 comfortably.

Kind regards

[redacted]

14:15 - 14:30 Executive Team: Finance update – [redacted]

14:30 - 15:00 Executive Team: People Survey – [redacted]

Executive Team

With apologies for the short notice this discussion on People Survey appears to have dropped out of calendars.

Kind regards

[redacted]

| ET Support and Governance Office | The Scottish Government | T. [redacted]

My working pattern is Tuesday, Wednesday and Thursday each week (full days).

15:30 - 17:00 Judicial review - chat with SGLD -- Room 1N.03, SAH

As per [redacted] email and [redacted] response.

[redacted]

| The Scottish Government | Team Leader | Support

Team for DG Education, Communities & Justice and DG

Organisational Development & Operations | Room 1N.11, St Andrew's

House | Edinburgh | EH1 3DG | Direct Dial: [redacted]

19 December 2018

09:00 - 17:00 Keep free - Judicial Review

09:45 - 10:00 ET Divisional Support Meeting -- 1N.04a

Hi everyone,

Please accept this weekly huddle into your diary and delete the one from [redacted] if it is still in your calendar. This will be an opportunity for all of us to get together and for Donald to provide an update on ET issues and any other major issues that will be of interest/relevant to the Division.

There will be an opportunity to join this by conference call:

Conference Call Details

UK dial-in number [redacted]

Chairperson passcode [redacted]

then #

Participant passcode [redacted]

then #

We will start this off on a Wednesday morning and gauge the level of attendance.

Please accept into your diaries.

[redacted]

10:30 - 11:15 Weekly DD Meeting -- 3W.01

Hi

Further to today's DD meeting – series of meeting times changed to 10.30am. I had a quick chat with Barbara who confirmed that she would rather keep the duration at 45 minutes and if we can finish within 30 minutes that will be great.

If I can offer further assistance please do not hesitate to contact me.

Kind regards

[redacted]

13:15 - 14:00 Canceled: MEETING CANCELLED -- 1E 16

Apologies for short notice – MEETING CANCELLED

Hi All,

Please accept recurring invites.

Paul C, Nicky R and Barbara A - only required to attend/dial in on Wednesday mornings.

All - Please ask your office to let me know if you will be dialling in or attending in person ahead of each meeting.

Kind regards,

[redacted]

| Private Secretary | DG Constitution and External Affairs | Room 1E.16, St Andrew's House | [redacted]

| Email:

dgcea@gov.scot

13:15 - 13:45 JR Sitrep -- [redacted]

Room updated – apologies for short notice

Meeting going ahead

Tentative new meeting. Please accept diary invite.

Kind regards,

[redacted]

[redacted] Private Secretary | DG Constitution and External
Affairs | Room 1E.16, St Andrew's House | [redacted] Email:
dgcea@gov.scot

14:30 - 16:00 DG OD&O Senior Leaders Meeting -- VQ Conference room 001 (Bell)



20 December 2018

08:00 - 08:15 Canceled: Sarah/Donald weekly catch up -- SAH 1N.03

08:15 - 09:00 Canceled: Executive Team: Coffee Club -- Staff Restaurant - sofa area, 6th Floor, SAH

Cancelling this meeting to allow for the 'Widening the Circle' meeting.

[redacted]

Dear All,

Update to change name and location of meeting. Further updates will follow once dates and locations have been confirmed for the extended last Thursday of the month meeting.

[redacted]

31/8

Executive Team

The ET Hub is now responsible for the calendar dates for ET grateful if you could now accept the new requests. A cancellation from the Permanent Secretary's calendar will shortly follow.

Thanks

[redacted]

[redacted] | ET Support Hub | The Scottish Government | T. [redacted]

08:15 - 09:00 ET Coffee Club -- Staff restaurant, 6th floor, SAH

Perm Sec and DGs,

These regular meetings have dropped out of the calendar so reinstating. ET Directors always welcome if available.

Kind regards

[redacted]

[redacted] | ET Support and Governance Office | The Scottish Government | T. [redacted]

My working pattern is [redacted].

09:00 - 12:00 Keep free -- SAH - TBC

09:15 - 10:15 Directors' Network Meeting -- Room 4ER (Purple Room) St Andrew's House - or via Skype for Business

Updated 18 December - to include link for colleagues wishing to join the meeting via Skype for Business. Please let me know in advance if you will be skyping into the meeting. Please note the meeting will be from 9.15 to 10.15am. The main item will be on the Modern Apprentice Network.

.....
Join Skype Meeting

Trouble Joining? Try Skype Web App

Please follow the tips below:

- Click on the link above "Join Skype Meeting"
- When you have joined the meeting, click on "start my video call"
- Join the meeting early (5-10 mins before), to ensure there are no problems
- Test your sound set up. If you have a USB headset, great, if not use the 'Check Call Quality' (Skype client>Options>Audio Device) function – this will show you how you sound and more importantly, how others will hear you.

- Check your video as well – again Skype client>Options>Video Device.
 - For optimum network connectivity, connect via the wired SCOTS network. onSCOTS or wireless connections could lead to audio/video drops.
 - Please mute your mic to stop any background.
- Please email any issues to [redacted] during the meeting.
-

Updated 28 September – it was agreed at last week's meeting to trial a new time of the weekly meetings to the end of December. The standard weekly meeting will now be from 9.15 to 10.15am. If successful this will roll out for 2019 meetings.

Please accept this update into diaries.

Many thanks, [redacted]

Colleagues

Please accept this new series of the weekly Directors' Network meetings from October to December 2018.

A separate update will issue for the extended meetings for the first Thursday of each month.

Many thanks, [redacted]

9 March 2018

10:15 - 11:15 [KTto join by VC]DG Constitution and External Affairs: SMT - SG2020 (*Mike Neilson sends his

apologies) -- SAH 3rd Floor North Meeting Room 2 (6) VC

Extending meeting time to 1 hour.

Thanks, [redacted]

Directors

At yesterday's SMT it was agreed that it was necessary to meet more regularly as a team, and that immediately following the regular Directors meeting was the best (if not completely ideal) slot.

Ken has asked that I arrange this meeting for thirty minutes on a fortnightly basis – where there are clashes, we would be very grateful if you could adjust to allow you to attend this meeting (and where those clashes are with us, we will rearrange!). We understand that there will be occasions when attendance isn't possible (folk do need holidays after all...) but would really appreciate your assistance on accommodating this.

Many thanks

[redacted]

Private Secretary | Office of DG Strategy and Operations | The Scottish Government | 1N.07, St

Andrew's House, Edinburgh, EH1 3DG | T: [redacted] | E: dgso@gov.scot

12:00 - 13:00 Canceled: ETSGO Team Leaders regular meeting -- SAH Room Tbc

Dear All,

The weekly team leaders meeting is moving from Wednesday to Thursday from this week. I would be grateful if you could delete the Wednesday meetings from your calendars. Nothing else has changed you are still very welcome to bring along your lunch.

Thanks

[redacted]

[redacted] ET Support and Governance Office | The Scottish Government | T. [redacted]
My working pattern is [redacted].

12:00 - 13:00 FMQs

14:30 - 15:30 SGoRR (M) Readiness & Resilience - No Deal EU Exit -- [redacted]

Ministers

Executive Team

Directors

Policy/Operational Leads

A SGoRR (Ministerial) EU Exit No Deal meeting is to be held [redacted – out of scope]

Head of Response and Communications Unit (SGoRR)

Scottish Govt Resilience Division

Tel: [redacted]

Mob: [redacted]

@ReadyScotland

For emergency out-of-hours contact with SGoRR call the PAGER

NUMBER: [redacted] and leave a message. For non-urgent issues email [redacted]

14:30 - 15:30 The bigger and better than ever before annual Christmas Quiz -- Room 1N.04

It's time for the annual Xmas quiz – with all sorts of fun and shenanigans to set us up for the festive season. Hosted with no expense spared by the world famous internationally renowned Quizmaster [redacted] ably assisted by [redacted]

Your chance to win bragging rights by being a member of the team who will hold the Divisional Christmas Quiz champion for full year (the whole budget went on [redacted] unreasonable diva dressing room demands so don't be expecting a prize!)

15:30 - 16:00 Festive drinks -- [redacted]

Please note the change of location. Thanks, [redacted]

Hi all,

Perm Sec is keen for the division to get together for drinks before Christmas. We have found a slot at 3.30 on Thursday just before the divisional Christmas dinner if colleagues would like to pop in for a glass of fizz.

Perm Sec isn't actually around on Thursday afternoon to attend but she will be bringing in some drinks as a thank you for all of your hard work this year.

Please let me know if you can make it so we have a good idea about numbers. DG offices - please let me know if your DG can make it too.

Thanks,

[redacted]

16:15 - 19:15 Christmas afternoon/night out! – [redacted]

21 December 2018

10:00 - 10:45 Review -- 1N 07

Hi All,

Please accept recurring invites.

Paul C, Nicky R and Barbara A - only required to attend/dial in on Wednesday mornings.

All - Please ask your office to let me know if you will be dialling in or attending in person ahead of each meeting.

Kind regards,

[redacted]

[redacted] Private Secretary | DG Constitution and External Affairs | Room 1E.16, St Andrew's House | [redacted] Email: dgcea@gov.scot

11:30 - 12:30 Lunch -- VQ or nearby

Hi [redacted], great to catch up yesterday – highlight of my day!

I tried to put in a recurring appointment every 4 weeks on a Friday – starting on 1 September once holidays are past and cancellable as necessary.

Have a good break.

D

ANNEX D – STAFF NOTICES AND EMAILS ISSUED BY THE PERMANENT SECRETARY FOR OCTOBER 2017 TO DATE

▪ Sexual harassment – message from the Permanent Secretary – 2 November 2017

Reports in the media about alleged sexual harassment in Westminster and the Scottish Parliament reinforce the need to be clear that there is no place for discrimination or harassment of any kind, including here in the Scottish Government.

I have agreed with the First Minister that we will review our policies and processes to check that they are effective. Everyone must have confidence that they can raise issues and that they will be handled with care and discretion, perhaps even through an independent mechanism. We will do this review carefully but quickly in line with our SG2020 aspirations and through an acceleration of work already underway as part of the People Plan. We will work with the trade unions given their important role both in supporting individual members and informing the policy review.

If you want to help inform consideration of our approach or share concerns about current cultures or behaviours then I would encourage you to get in contact - details are set out below along with sources of support.

Having effective, well understood policies in place is only part of the story. As you know we have been working hard through the SG2020 programme to create the kind of organisation we want and need to be. This is about culture and behaviour as much as policies and process. We all have an important part to play in creating a positive culture by making sure that we treat others with respect and dignity and by calling it out when that doesn't happen. This includes challenging unacceptable behaviour, reporting incidents and supporting colleagues, regardless of whether you think the perceived harassment, discrimination or bullying is intentional or unintentional.

The SG2020 programme has already involved Paul Johnston taking a leading role in work to shift our culture in areas such as race equality. Similarly, following responses to the 2016 People Survey on bullying and harassment, Fiona Robertson and [redacted] have been leading work on building positive and inclusive teams and they will be sharing their reflections on Saltire shortly.

Thank you for taking the time to complete the People Survey which closed earlier this week. It provides important evidence which can and will shape our actions. It is important that we are able to talk sensibly and responsibly about this as an organisation and please do talk to me or any other member of the senior leadership team directly.

Contact

- Either [redacted] or [redacted]. [redacted] and [redacted] head up our HR Professional Adviser team.

Support

- The Employee Assistance Programme can provide emotional and practical support on a range of issues through trained welfare and counselling practitioners offering confidential, independent and unbiased information and guidance. Call free on [redacted]. The helpline is open 24 hours a day, 365 days a year. The EAP can refer

staff to 1-2-1 counselling support, this would be accessed through the member of staff calling the EAP helpline.

- We have in-house access to a Counselling and Wellbeing Officer, [redacted] who can be contacted on ext. [redacted].
- If you are a member of a trade union you can seek support from your local trade union representative.
- The Employee Assistance Programme also provides support for line managers who are dealing with sensitive or traumatic situations. This is available through the EAP Helpline on [redacted].

Leslie Evans

Permanent Secretary

▪ Sexual harassment at work - Permanent Secretary update – 13 November 2017

I wrote to you recently about the media reports alleging sexual harassment in Westminster and the Scottish Parliament and to reinforce that there is no place in the Scottish Government for such behaviour.

I highlighted the support available for staff and methods for raising issues. I also committed to reviewing our internal policies and procedures - this work is underway.

Press coverage continues and events of the past week emphasise the need for openness in our workplace and for complaints to be addressed in a balanced and sensitive way which ensures all parties are treated with dignity and respect.

I write again today because I feel that it is important to keep talking about this issue and reinforcing our wider commitment to consistently positive and inclusive culture throughout the Scottish Government. Many of you have heard me say *What you permit, you promote*. This moment represents an opportunity to effect real cultural and societal change regarding behaviours in the workplace, including our own.

We have had some feedback that we risk an over-reaction to office banter, which doesn't mean any harm. Let's be clear - allowing low level, discriminatory language to become 'normal' is not banter. It leaves people feeling uncomfortable, belittled, disempowered and unsafe. We want an environment where colleagues can come forward with their experiences and know they will be taken seriously.

As your employer we have a responsibility and a duty of care to everyone to ensure the working environment and culture reflects our values as civil servants. So I encourage you to talk to your colleagues and managers. Take this opportunity to reflect on your own team's culture and your behaviours towards each other. Does it feel comfortable for everyone in the team? Is everyone included – do you each have a voice? If not, what do you need to do to change that?

The sources of support outlined in my previous letter remain. In addition I have asked Gillian Russell to act as a confidential sounding board for those who have experienced sexual harassment, whether current or in the past. This is not to replace professional functions and advice in the People Directorate, nor displace the important role of Trade Unions or other

formal support structures. It is simply to provide another option for those who would like a private, informal and supportive space. Gillian will listen – and she will signpost and guide you to other support, or a move to more formal action if required. She can be reached confidentially via text – [redacted]

I am aware that some staff have been contacted by the media. It is standard practice to redirect journalists to submit requests through the newsdesk – 0131 [redacted]. If you have concerns please contact John Booth (ext.[redacted]) or Barbara Allison (ext. [redacted]).

This issue – and the inclusive culture of our organisation - remains at the top of my agenda and that of all senior leaders in the SG. Please contact one of us if you are concerned.

Reminder of contacts

- Either [redacted] or [redacted]. [redacted] and [redacted] head up our HR Professional Adviser team.

Reminder of support

- The Employee Assistance Programme (EAP) can provide emotional and practical support on a range of issues through trained welfare and counselling practitioners offering confidential, independent and unbiased information and guidance. Call free on [redacted]. The helpline is open 24 hours a day, 365 days a year. The EAP can refer staff to 1-2-1 counselling support, this would be accessed through the member of staff calling the EAP helpline.
- We have in-house access to a Counselling and Wellbeing Officer, [redacted] who can be contacted on ext. [redacted].
- If you are a member of a trade union you can seek support from your local trade union representative.
- The Employee Assistance Programme also provides support for line managers who are dealing with sensitive or traumatic situations. This is available through the EAP Helpline on [redacted].

Leslie Evans

Permanent Secretary

- EU Nationals – 11 December 2017

Colleagues,

The UK Government has confirmed that it has now reached an agreement with the European Commission on citizens' rights that will ensure those living here before the UK's withdrawal can stay and carry on living in the UK.

The Cabinet Office has today announced the UK Government's policy intention is that the Civil Service nationality rules should continue to enable EU nationals to be employed in the Civil Service post-Brexit.

Many EU nationals have chosen to work in the Scottish Government and are making a significant and valued contribution to our outcomes, our workplace culture and our society. I hope today's announcement will allay concerns they may have about their future with us.

I recognise that this remains an unsettling time for many colleagues and our EU Nationals Network is a forum to support EU Nationals working in the Scottish Government. You do not have to be a EU National to participate: all backgrounds are welcome.

Leslie Evans
Permanent Secretary to the Scottish Government

▪ Message from the Permanent Secretary: Freedom of Information – 13 June 2018

Today saw the publication of a report by the Scottish Information Commissioner into the Scottish Government's handling of Freedom of Information (FOI) requests. The report sets out a series of recommendations which the Government has accepted in full. You can read the Scottish Government's response here.

I would like to thank all those who have been involved in the exercise. I would also like to recognise the efforts of everyone across the organisation who has contributed to a significant improvement in our FOI performance over the past year; in the first five months of 2018 we responded to 93% of FOI requests on time, exceeding the 90% target set by the Information Commissioner and a 10% increase on last year.

But it is important that we learn from this review and we continue to improve. I ask each of you to consider what more you can do to demonstrate our commitment to openness and transparency. The way we handle FOI requests is not simply an administrative process, but it speaks to the wider values of our organisation and our relationship with the public and civic society.

Leslie Evans

For further information please contact the FOI Unit.

▪ Message from the Permanent Secretary – 24 August 2018

I wanted to write to you personally this morning regarding media coverage you may have seen relating to former First Minister Alex Salmond.

I can confirm that Alex Salmond has initiated legal proceedings against the Scottish Government. As a result, I am restricted in what I can say. However, the Scottish Government will defend its position vigorously. As a matter of principle and integrity, it is vital that any allegations of harassment are treated seriously and investigated thoroughly, regardless of the identity of the party involved.

I shall share more information with you as, and when, I can. Meanwhile I want to reassure you of my continuing commitment to a positive and inclusive working environment.

Support

As the head of the Civil Service supporting the Scottish Government I have been consistently clear that there is no place for harassment of any kind in the workplace.

If you have been bullied, harassed or discriminated against, or have any concerns about cultures or behaviour you should speak to your line manager or get in touch with our HR People Advice and Wellbeing team who can offer support and guidance.

- [redacted] - ext. [redacted] or [redacted] - ext. [redacted].

Gillian Russell, Director, Safer Communities, is also available to speak privately if you have an issue of concern and can be texted on [redacted].

Support

- The Employee Assistance Programme (EAP) can provide emotional and practical support on a range of issues through trained welfare and counselling practitioners offering confidential, independent and unbiased information and guidance. Call free on [redacted]. The helpline is open 24 hours a day, 365 days a year. The EAP can refer staff to 1-2-1 counselling support, this would be accessed through the member of staff calling the EAP helpline.
- We have in-house access to a People Advice and Wellbeing Counsellor, [redacted] who can be contacted on ext. [redacted].
- If you are a member of a trade union you can seek support from your local trade union representative.
- The Employee Assistance Programme also provides support for line managers who are dealing with sensitive or traumatic situations. This is available through the EAP Helpline on [redacted].

Leslie Evans
Permanent Secretary

- Message from the Permanent Secretary – 24 August 2018

I have written to you today and in the past on the issue of harassment, and to make absolutely clear that there is no place for bullying or discrimination of any kind within the Scottish Government. It is important to reiterate my unwavering commitment to that today.

Last November, I agreed with the First Minister that, in light of wider concerns about harassment in Westminster and the Scottish Parliament, an internal review would be carried out into the Scottish Government's procedures for handling complaints in the workplace. As part of that review, a new procedure on handling harassment complaints involving current or former ministers was introduced.

Following the conclusion of an internal investigation, I can confirm that the Scottish Government received two complaints in January in relation to Alex Salmond. Mr Salmond was notified of the complaints in March and the details of the procedure under which the complaints would be addressed.

I informed Mr Salmond and the people involved on Wednesday, 22 August of my conclusions and that I was considering the public interest in making the fact of the complaints and investigation publically known.

Mr Salmond was subsequently given notice that I intended to make a statement referring to the fact of the complaints.

Following legal proceedings instigated by Mr Salmond yesterday that statement was delayed. However, given that Mr Salmond subsequently dropped those proceedings I am now able to confirm the fact of the complaints.

I note that the former First Minister has indicated his intention to challenge the actions taken by the Scottish Government. His statement contains significant inaccuracies which will be addressed in those court proceedings. The Scottish Government will defend its position vigorously.

You will appreciate that for legal reasons the Scottish Government is limited in what can be said.

The First Minister has had no role in this process – however, I advised her of the conclusions of my investigation on Wednesday and she is of course aware that I am making this statement today.

In line with work already underway in the organisation to tackle inappropriate behaviour, and in consultation with our trade unions, I will consider carefully any issues about culture and working practices highlighted by these complaints.

Support

As the head of the Civil Service supporting the Scottish Government I have been consistently clear that there is no place for harassment of any kind in the workplace.

If you have been bullied, harassed or discriminated against, or have any concerns about cultures or behaviour you should speak to your line manager or get in touch with our HR People Advice and Wellbeing team who can offer support and guidance.

- [redacted] - ext. [redacted] or [redacted] - ext. [redacted].

Gillian Russell, Director, Safer Communities, is also available to speak privately if you have an issue of concern and can be texted on [redacted].

- The Employee Assistance Programme (EAP) can provide emotional and practical support on a range of issues through trained welfare and counselling practitioners offering confidential, independent and unbiased information and guidance. Call free on [redacted]. The helpline is open 24 hours a day, 365 days a year. The EAP can refer staff to 1-2-1 counselling support, this would be accessed through the member of staff calling the EAP helpline.
- We have in-house access to a People Advice and Wellbeing Counsellor, [redacted] who can be contacted on ext.[redacted].
- If you are a member of a trade union you can seek support from your local trade union representative.
- The Employee Assistance Programme also provides support for line managers who are dealing with sensitive or traumatic situations. This is available through the EAP Helpline on [redacted].

Leslie Evans
Permanent Secretary

- [Sir Jeremy Heywood stands down – message from the Permanent Secretary – 24 October 2018](#)

I wanted to write to all staff today to inform you that Sir Jeremy Heywood has announced that he is standing down as Cabinet Secretary and Head of the Civil Service due to ill health.

I have had the pleasure of working closely with Jeremy during my time as Permanent Secretary. Indeed he was on my appointment panel and supported me in my early days in post. He is a valued and trusted colleague who set an ambitious vision for the UK civil service. You can read Sir Jeremy's personal statement [here](#).

The Prime Minister has appointed Sir Mark Sedwill, the acting Cabinet Secretary, permanently to the role with immediate effect and I look forward to working with Mark.

Leslie Evans
Permanent Secretary

- [People Survey – a message from the Permanent Secretary – 31 October 2018](#)

Colleagues,

Today is your last chance to take part in the People Survey 2018 and tell us about your experience of working here. All staff eligible to take part in the annual People Survey have until midnight tonight (31 October 2018) to contribute.

It is so important to me that we hear from all of you – the positive and the critical feedback – on how it feels to work here. Many thanks to the 5,342 of you that have taken part so far. For those that have not, I ask you to join them and have your say.

The survey drives how we identify what is working well and what needs to improve. The survey is completely confidential, and we donate 20p for every completed survey to the Civil Service Charity and The Lifeboat Fund.

So if you haven't yet completed the survey please do it now, your voice matters.

Leslie Evans
Permanent Secretary

Staff in Scottish Government core directorates, Crofting Commission, Scottish Law Commission, and Edinburgh Tram Inquiry:

- Please complete the survey using your unique link to the People Survey sent to you via email from ORC International

Staff in agencies, non-ministerial departments or other public bodies:

- Information on how to take part in the survey is available from your local survey manager.

