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[Redacted - Private Secretary 1]

[Redacted - Head of Branch, People Directorate 3]

Judith Mackinnon

07 February 2017

All,

Changes to Fairness at Work / Process for Raising Concerns re: Sexual Harassment.

1. Further to discussion this morning, please find attached summary of review process to date. As noted, actions below represent the first stage of review, which has focused on ensuring that our current processes and procedures are robust and fit for purpose where staff may wish to raise issues relating to sexual harassment.
2. The first stage has considered both the situation where members of staff wish to raise an issue relating to another member of staff or contractor, but also where members of staff wish to raise issues relating to ministers.
3. Unions have been consulted throughout and are content with the changes, and plans for further engagement on the second stage of review.
4. The review has resulted in the following:

a) **Refreshed stand-alone policy on raising harassment cases against Ministers**

The new policy will sit separately to Fairness at Work, and clearly articulates the distinct roles of the First Minister and Permanent Secretary in investigating issues, and the support function which People Directorate will provide. The new policy replaces the process set out in Fairness at Work for investigation of harassment cases and this is noted within the Fairness at Work policy so staff are clear. We are engaging with unions through stage 2 to consider how this might be extended to cover other grievance scenarios and will be providing further advice and recommendations to the First Minister following this review process.

b) **Refreshed content in Fairness at Work policy in relation to raising harassment cases against staff and contractors**

Light touch changes to the existing Fairness at work policy have been made to make it clear that harassment cases should be routed through the People

Directorate Professional Advisor team for advice and support and should not be handled locally or informally.

c) **Creation of a Route Map for staff to highlight the different processes.**

This will be linked to in policy content and uploaded on to Saltire.

d) **Refreshed Saltire content on Standards of Behaviour to make these more prominent.**

This includes reference to Saltire content on Civil Service Code behaviours from which our standards of behaviour ultimately stem.

e) **Refreshed Saltire content on Fairness at Work to reflect and refer to the above.**

Next Steps

5. We are engaging with Trade Unions on stage 2 of the review process which is substantively reviewing the Fairness at Work policy and separating this into a distinct Grievance and Bullying & Harassment policy. As noted above, the intent is to have a separate policy to cover cases against Ministers (harassment and otherwise)

[Redacted - Head of Branch, People Directorate 1]

People Directorate