From: Hynd JS (James) <[REDACTED]@gov.scot>
Sent: 08 February 2019 14:36
To: Hynd JS (James) [REDACTED]@gov.scot>
Subject: EMAIL 6 FW: Personal and private: handling of sexual harassment complaints against former ministers: [REDACTED] to J Hynd 14 Nov 2017

James

James Hynd
Head of Cabinet, Parliament and Governance Division
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

From: Richards N (Nicola) <[REDACTED]@gov.scot>
Sent: 15 November 2017 08:55
To: [Private Secretary 2] [Private Secretary 2]@gov.scot>; Hynd JS (James) [REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>; [Head of Branch, People Directorate 1] <[Head of Branch, People Directorate 1]@gov.scot> **Cc:** Mackinnon J (Judith) <[REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>; [Private Secretary 1] <[Private Secretary 1]@gov.scot>
Subject: RE: Personal and private: handling of sexual harassment complaints against former ministers: [REDACTED] to J Hynd 14 Nov 2017

Thanks all

I've made some suggested changes including adding in the para about informal resolution from the most recent draft of the complaints against ministers process that [Private Secretary 1] and [Head of Branch, People Directorate 1] had worked up (could someone lay their hands on that?).

I think that we'll need to do some further development of the complaints against serving ministers process for this to work as a wider policy and not just for sexual harassment but we can follow the same frame – escalation via Perm Sec to FM for decision on approach/sanction.

I think this is probably OK for current purposes?

Nicky

From: [Private Secretary 2]
Sent: 15 November 2017 07:54
To: Hynd JS (James); Richards N (Nicola); [REDACTED]; [Head of Branch, People Directorate 1]
Cc: Mackinnon J (Judith); [REDACTED]; [Private Secretary 2]
Subject: RE: Personal and private: handling of sexual harassment complaints against former ministers: [REDACTED] to J Hynd 14 Nov 2017

Morning all

SPSCHC

Perm Sec is out of office form 13:00 today and not back with us till Monday. She is contactable but without good it access for considering docs etc. On that basis be ideal to get this version to her to consider this am asap. Though that looks possible?

Also copying in [Private Secretary 1] from this end as I will also be out of circulation after today.

[Private Secretary 2]

[Private Secretary 2] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED] | [REDACTED]| [REDACTED] | [REDACTED] | [REDACTED]

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SPSGHHC

From: Richards N (Nicola)
Sent: 14 November 2017 18:07
To: [REDACTED]; Hynd JS (James); [Head of Branch, People Directorate 1]
Cc: [Private Secretary 2]; Mackinnon J (Judith); [REDACTED]
Subject: RE: Personal and private: handling of sexual harassment complaints against former ministers: [REDACTED] to J Hynd 14 Nov 2017

Thanks both

I've made a small amendment suggesting that we just call the 'senior nominated officer' the 'senior officer'. This is to prevent possible confusion with the nominated officers that exist in relation to whistleblowing. We can come up with a different name if required but I wasn't sure that it was.

We might want to review this in total once it is cleaned up – particularly the headings. I'm not sure that there is now a 'making a complaint' section for existing ministers. The process for existing ministers is likely to be the one of most concern to the unions so I think we'll need to be able to extract this clearly for them – it may also need to be embedded or cross-referred to in another policy in due course. I don't think that will be necessary for the former minister process as that is unlikely to emerge often and as long as we know what we would do if asked – and the unions are aware as well – I don't think it needs to be published.

cheers
Nicky

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[REDACTED 1 PARAGRAPH]

From: Richards N (Nicola)
Sent: 10 November 2017 10:00
To: Hynd JS (James); [REDA**C**TED]
Cc: Sinclair MA (Murray); [Private Secretary 2]; Mackinnon J (Judith)
Subject: RE: Personal and private: handling of sexual harassment complaints against former ministers: [REDA**C**TED] to N Richards 9 Nov 2017

Thanks James

SP SGHHC

Great work, I think this looks very sensible now and is in line with what I took Perm Sec through last night.

I would be content for this to go forward.

Perm Sec indicated yesterday that she would appreciate some thoughts on possible nominated officers. I mentioned the name you suggested yesterday and she could see the merits of someone who is slightly apart whilst still within the organisation (for the reasons [REDACTED] set out yesterday). Her thoughts were someone who's accountability sits apart to some degree and possibly some sort of legal / professional background which would afford them some understanding of issues and process.

We can have a think separately. These names may not be needed today but it would be good to have some proposals if possible.

Nicky

From: Hynd JS (James)
Sent: 10 November 2017 09:24
To:[REDACTED] ; Richards N (Nicola)
Cc: Sinclair MA (Murray); [Private Secretary 2]; Mackinnon J (Judith)
Subject: RE: Personal and private: handling of sexual harassment complaints against former ministers: [REDACTED] to N Richards 9 Nov 2017

Nicky, [REDACTED]

With thanks to [REDACTED] for his helpful contributions yesterday, I have now prepared a revised version (v3.0) of the draft procedure for further comment.

I'll look to set up a teleconference for later this morning for us to review and agree any further changes required.

We are keen to get something to Perm Sec today.

James

James Hynd
Head of Cabinet, Parliament and Governance Division
[REDACTED]
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