

[Redacted - Private Secretary 2]

From: Richards N (Nicola)  
Sent: 12 December 2017 14:54  
To: Hynd JS (James); Permanent Secretary  
Cc: Mackinnon J (Judith)  
Subject: RE: Official sensitive - policy on complaints against ministers

Categories: Green Category

Great thanks James

Content with that.

I shared in outline orally with the unions this morning. I said that we would follow up but explained that there wouldn't really be an opportunity to amend.

Nicky

From: Hynd JS (James)  
Sent: 12 December 2017 14:48  
To: Richards N (Nicola); Permanent Secretary  
Cc: Mackinnon J (Judith)  
Subject: RE: Official sensitive - policy on complaints against ministers

Nicky

[Redacted - Private Secretary 2] handed me the FM's copy of the draft process which contained only one small and minor amendment. This is at para 12 and I have shown it in tracking mode.

The next step, I think, is for me to draft a reply from Perm Sec to FM's letter of 22 November which seeks her formal agreement to the process. I will circulate a draft for comment.

James

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

From: Richards N (Nicola)  
Sent: 07 December 2017 13:08  
To: Permanent Secretary  
Cc: Hynd JS (James); Mackinnon J (Judith)  
Subject: FW: Official sensitive - policy on complaints against ministers

resend

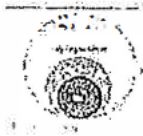
From: Richards N (Nicola)  
Sent: 06 December 2017 16:09  
To: Permanent Secretary  
Cc: Richards N (Nicola)  
Subject: Official sensitive: policy on complaints against ministers

Team

As discussed with Perm Sec, we've done a further review of the policy in conjunction with James Hynd and legal. This makes clearer the position of Perm Sec in relation to the duty of care to staff and for ease separates out the processes for current / former.

Happy to discuss this if helpful. I can also update around touch points etc.

cheers  
Nicky



Nicola Richards | Director, People Directorate | [Redacted] | [Redacted]  
[Redacted]  
[Redacted]  
[Redacted]