

9 Nov - Comms Plan

14 November 2017

14:29

Subject	RE: Restricted
From	[REDACTED]
To	Mackinnon J (Judith); Richards N (Nicola); [REDACTED] ; [REDACTED]
Sent	09 November 2017 18:00
Attachments	<<Sexual Harassment Communications Outline Plan.pptx>>

[file:///C:/Users/\[REDACTED\]/AppData/Local/Temp/OneNoteAttachments/Sexual Harassment Communications Outline Plan.pptx](file:///C:/Users/[REDACTED]/AppData/Local/Temp/OneNoteAttachments/Sexual Harassment Communications Outline Plan.pptx)

Thanks Judith

Am about to head out of the office. Nicky and others are aware I am on leave next week. I am contactable if you need me.

Thought it best to add [REDACTED] and [REDACTED] from corporate communications into this chain so everyone has the same information.

I've:

alerted [REDACTED] / [REDACTED] on their blog timing
linked [REDACTED] up with [REDACTED] on the potential transgender blog
linked up with [Head of Branch, People Directorate 2] and the policy leads on the work to update the saltire pages on the standards of conduct referred to in the plan (which I'll prioritise when I get back on 20th November).

[REDACTED]

From: Mackinnon J (Judith)
Sent: 09 November 2017 17:15
To: [REDACTED]; Richards N (Nicola)

On a very quick review it looks great [REDACTED]. There are ongoing discussions about points of contact which will feed directly in. The other thing we can mention is the policy review work. Thanks for this.

Judith

Sent with BlackBerry Work

(www.blackberry.com)

From: [REDACTED] <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>

Date: Thursday, 09 Nov 2017, 5:10 pm

To: Richards N (Nicola) <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>, Mackinnon J (Judith) [\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>

Judith, Nicky

This is a start at putting some kind of framework and structure around what we might communicate, why, by whom and over what kind of timeframe. It is not the detailed content.

A good start I hope but it suggests you're looking not for immediate or urgent communications but a rhythm and focus to communications that build reassurance, confidence in service and support that is proportionate to the scale of the issue And which can provide a basis to lead into the more strategic communications you want around positive inclusive cultures (which need a completely separate plan to this one).

I've discussed this with corporate communications who've helped shape timing and are supportive. So the options and slots in the 6 week outline plan of activities are achievable.

Is this helpful? Should [REDACTED]/any others also be sighted at this stage?

[REDACTED]

16 Nov - Comms Plan

19 January 2018

08:11

Subject	RE: Restricted
From	[REDACTED]
To	Mackinnon J (Judith); [REDACTED]
Cc	Richards N (Nicola); [REDACTED] ; [REDACTED] ; Corporate Communications
Sent	16 November 2017 18:53
Attachments	<<Sexual Harassment Communications Outline Plan.pptx>>

[file:///C:/Users/\[REDACTED\]/AppData/Local/Temp/OneNoteAttachments/Sexual Harassment Communications Outline Plan.pptx](file:///C:/Users/[REDACTED]/AppData/Local/Temp/OneNoteAttachments/Sexual%20Harassment%20Communications%20Outline%20Plan.pptx)

Hi Judith,

As outlined in the attached comms plan circulated by [REDACTED] last week and pasted below for reference, we're expecting to publish a blog from you on Saltire on Wednesday.

Blog from Head of Professional Advice (Judith Mackinnon) – could cover drop in sessions if people want to talk to our professional advisors or reinforce opportunity to raise and share experiences (Option for blog are 1) as a saltire piece n 22/11 if Perm Sec Weekly Look Back is replaced by Economy Blog. Or 2) on yammer and linked to from Perm Sec Weekly Look Back if it goes ahead on 20/11)

Ordinarily we need a draft around a week in advance so are behind schedule.

Could you please get a draft to me by first thing Monday?

Also copying [REDACTED] given the reference in the below email, which suggests she may also/instead be looking at this.

Many thanks,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Scottish Government | www.gov.scot | [Twitter](#) | [Facebook](#)

[REDACTED]

From: [REDACTED]
Sent: 09 November 2017 18:00
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Subject: RE: Restricted

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