

**From:** Richards N (Nicola) <[\[Redacted\]@gov.scot](mailto:[Redacted]@gov.scot)>  
**Sent:** [Redacted]  
**To:** [Redacted] <[\[Redacted\]@gov.scot](mailto:[Redacted]@gov.scot)>  
**Subject:** FW: RE: PRIVATE: Confidential Support. : Handling of sexual harassment complaints

**From:** Richards N (Nicola) <[\[Redacted\]@gov.scot](mailto:[Redacted]@gov.scot)>  
**Sent:** 19 October 2018 09:48  
**To:** Richards N (Nicola) <[\[Redacted\]@gov.scot](mailto:[Redacted]@gov.scot)>; [Redacted - Private Secretary 1] <[\[Redacted - Private Secretary 1\]@gov.scot](mailto:[Redacted - Private Secretary 1]@gov.scot)>  
**Subject:** RE: PRIVATE: Confidential Support. : Handling of sexual harassment complaints

## RE: PRIVATE: Confidential Support. : Handling of sexual harassment complaints

10 November 2017

<b>Subject</b>	<b>RE: PRIVATE: Confidential Support. : Handling of sexual harassment complaints</b>
<b>From</b>	Russell GE (Gillian)
<b>To</b>	Permanent Secretary
<b>Cc</b>	Richards N (Nicola)
<b>Sent</b>	10 November 2017 17:10

Leslie

Thanks for thinking of me and I am content with this proposal.

Have a lovely weekend.

Gillian

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**From:** [Redacted - Private Secretary 2] On Behalf Of Permanent Secretary  
**Sent:** 10 November 2017 16:42  
**To:** Russell GE (Gillian)  
**Cc:** Permanent Secretary; Richards N (Nicola)  
**Subject:** PRIVATE: Confidential Support. : Handling of sexual harassment complaints  
**Sensitivity:** Private

Gillian

Thank you for agreeing to take on this role. I understand that you have now had a chance to discuss with Nicky. We see the role as follows:

To provide a further choice for staff as a confidante and sounding board (in addition to established mechanisms such as HR / TUs / EAP etc) to help them consider options. If they want to take things forward more formally then you would pass to Judith and team.

To keep this manageable the focus in on those who have had experiences of sexual harassment.

To act as a sensitive conduit through to other sources of support or process as appropriate, such as:  
professional support and counselling

internal complaint structures

mediation

mentoring

police

Judith and team will work with you to:

provide the contacts / sources / processes for each of these and options for ongoing care and recovery.

arrange for legal advice around the limits to confidentiality, process for note taking and when you would need to pass on information to Police / People Directorate.

how best to establish and agree expectations and exit points

It would be helpful if you could give regular updates to Nicky/Judith if issues are raised with you - anonymised if that is the person's wish. They will then provide me or the relevant DG with updates as required.

In the early period, I would suggest you take stock weekly with Nicky and Judith to review how it is developing, emerging themes and to check that the level of contact is manageable. I will speak to [Redacted] to let him know that you have taken on this responsibility and you may want to think with him about whether there are ways to free up your time if that becomes necessary.

Many thanks

Leslie

Leslie Evans