

Civil Servants who gave evidence to the Committee until 3 November 2020:

Leslie Evans

Leslie Evans, Permanent Secretary, Scottish Government appeared at the Committee on 18 August 2020 and 8 September during the timeframe of your query.

- 12 August 2020, 1.5 hours, Committee Prep – Conf Call, Permanent Secretary, Andy Bruce, Nicola Richards, James Hynd, Deborah Smith
- 12 August 2020, 1 hour, Committee Prep, Permanent Secretary, Andy Bruce, Nicola Richards, James Hynd, Deborah Smith, Lesley Fraser, Kenneth Hogg, [redacted]
- 14 August 2020, 0.5 hours, [Redacted] call, Permanent Secretary, [Redacted]
- 15/16 August, preparatory work over the weekend
- 17 August 2020, 0.5 hours, Permanent Secretary, Andy Bruce, [Redacted]
- 5/6 September, preparatory work over the weekend

Please note that these entries count only towards the Permanent Secretary's preparation. Other civil servants who gave oral evidence during the timeframe requested who are listed as attendees at the Permanent Secretary's preparation time in the list above will not have necessarily included it in their own time if it did not count toward their own oral evidence preparation. In addition to these specific meetings, periods of time were held aside to prepare for Committee appearances, however these were not exclusively focussed and included work on other priority business. Please also note that the preparatory work over the weekends of 15/16 August and 5/6 September is information that is being provided to you outwith FOISA.

Paul Cackette

Paul Cackette, former Director of Legal Services at the Scottish Government, gave evidence to the Committee on 3 November 2020.

- 29 October, 1 hour – Gavin Henderson and & [redacted], Organisational Continuity Team. This team co-ordinates the government's response to the Committee hearings; question and answer prep.
- 30 October 1 hour – [Redacted]
- 2 November 30 minutes – [Redacted]
- 3 November 30 minutes – [Redacted]

Barbara Allison

Barbara Allison, Director of Communication, Ministerial Support and Facilities at the Scottish Government, gave evidence to the Committee on 15 September and 27 October.

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- 7 September 2020 – 30 min call with [Redacted] – guidance ahead of appearance
- 12/13 September 2020 – preparatory work over the weekend
- 14 September 2020 held for preparation for Committee appearance on 15 September – though continued to do priority work throughout the day.
- 14 September 2020 – 45 minute discussion with SG colleagues
- 24/25 October 2020 – preparatory work over the weekend
- 26 October 2020 held for preparation for Committee appearance on 27 October – though continued to do priority work throughout the day.

Nicola Richards

Within the timeframe you requested, Nicola Richards, Director of People, Scottish Government, appeared at Committee on 25 August. As set out above, Ms Richards' preparation time for that appearance included holding diary space clear of meetings. However other priority business continued during that time and the exact hours devoted to preparation were not recorded and extended beyond normal office hours and into her own time. While the Scottish Government does not hold the recorded information that you have asked for, Ms Richards has made an approximation of time spent on preparation during working hours over this period, as set out below, and this is being provided to you outwith FOISA. The time was spent on reviewing the relevant timelines and documentation submitted to the Committee and preparing an opening statement which was circulated for review and submission to DFM.

- 3 August – c. 2 hours
- 12 August – c. 2 hours
- 13 August – c. 5 hours
- 14 August – c. 2 hours
- 17 August – c. 2 hours
- 18 August – c. 2 hours
- 20 August – c. 5 hours
- 21 August – c. 6 hours
- 24 August – c. 8 hours

Judith MacKinnon

Judith Mackinnon, Head of People Advice, Scottish Government, gave evidence to the Committee on 27 October within the timeframe of your request.

- 24th September 2020: 30 minute meeting with James Hynd to get a sense of his experience on the day and his preparation for committee

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- 9th October: One hour with [redacted] on how best to prepare and what to expect
- Mon 19th October 2020: 5 hours - preparation – reviewing statements and documents, reviewing previous ORs etc
- Tues 20th October 2020: 4.5 hours
- Wed 21st October 2020: 3.5 hours
 - including a 30 minute meeting with Gavin Henderson and [redacted] from the Organisational Continuity Team, which coordinates the Scottish Government's response to the Scottish Government's Handling of Harassment Complaints Committee.
- Thurs 22nd October 2020: 4 hours
- Fri 23rd October 2020: 1.5 hours
- Mon 26th October 2020: 3.5 hours including
 - 1.5 hours Trial run with two staff members with inquiry/evidence experience– [redacted] and [redacted]
 - 30 min call with [Redacted]

James Hynd

James Hynd, Head of Cabinet, Parliament and Governance Division, Scottish Government, appeared at Committee on 25 August within the timeframe of your request.

- 13 August, 5 hours, Prep Time
- 14 August, 9 hours, Prep Time
- 17 August, 5.5 hours, Prep Time
- 19 August, 0.5 hours, Catch up [Redacted]
- 21 August, 1 hour, Chat with David Rogers [redacted], [redacted]
- 24 August, 0.5 hour, Catch up [Redacted]