

RE: PRIVATE: Handling of sexual harassment complaints

10 November 2017 17:34

Subject	RE: PRIVATE: Handling of sexual harassment complaints
From	Allison B (Barbara)
To	Permanent Secretary
Cc	Richards N (Nicola); Director Communications, Ministerial Support & Facilities
Sent	10 November 2017 16:49

Leslie

Thanks for your note.

I am happy to support this work in whatever way I can.

I will discuss with Judith and Nicky how to proceed and agree feedback loops etc.

Regards

Barbara

BARBARA ALLISON,
 Director, Communications, Ministerial Support and Facilities
 Scottish Government.
 [Redacted]

From: [Private Secretary 2] On Behalf Of Permanent Secretary
 Sent: 10 November 2017 16:29
 To: Allison B (Barbara)
 Cc: Permanent Secretary; Richards N (Nicola)
 Subject: PRIVATE: Handling of sexual harassment complaints
 Sensitivity: Private

Barbara

We discussed how you might provide some pastoral care to staff, particularly in private office communications, at this time. This may also help inform any work that might be required to set standards of behaviour and culture in these areas in the future.

We are aware that staff past and present are being approached by the press and that individuals have expressed concern and worry about this intrusion. If this is causing them anxiety they may need signposting to professional support or they may simply appreciate a listening ear and advice.

We also want to be sure that anyone with experiences that wants to come forward, including previous members of staff, feels able to do so and has a supportive route to do so. This is not designed to replace established mechanisms such as HR, TUs, EAP etc and if the individual wants to take things forward formally or needs ongoing support then you would pass to People Directorate.

Judith and team will work with you to provide the details for sources of support etc. so that you can feel able to signpost people. They will also arrange for legal advice around the limits to

confidentiality and wh

confidentiality and when you would need to pass information directly to Police / People Directorate.

It would be helpful if you could give regular updates to Nicky/Judith if issues are raised with you – fully anonymised if that is the person's wish - and to review any emerging themes. They will then collate and provide me with updates as required. We may also want to consider with [Redacted] if there are ways to free up your time if that becomes necessary.

Leslie

Leslie Evans