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**From:** Coats A (Avril)  
**Sent:** 20 November 2012 12:40  
**To:** Vic Emery; ; iain.whyte@edinburgh.gov.uk; Douglas  
Yates; CC.Office@acpos.pnn.police.uk  
**Cc:** Laing A (Andrew); Sadler E (Elizabeth); Eleanor Walker; Virlogeux S (Stephanie);  
Assistant Chief Constable Appointments  
**Subject:** ACC Key dates for Panel diaries - sent 20 November 2012  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Panel  
copy Andrew, Liz, Eleanor, Stephanie

**Assistant Chief Constable (ACC) Key dates**

I'm writing to confirm the date, time and venue for the ACC sift.

**The sift will be held on 11 December at 1.30pm in Conference Room 9 at the Scottish Government Victoria Quay building.** Papers are due to be issued to you no later than 6 December.

**ACC Interviews**

**We are currently asking the Panel to hold the following 4 days in December: 17th, 18th, 19th and 21st for interviews.**

Whilst it is unlikely we will need all 4 days until candidate numbers are known, it would be greatly appreciated if you could still hold all of these. We will advise you at the earliest opportunity if the 21st and/or other date is no longer required.

**We are planning to hold the interviews at Tulliallan.**

If you require any further information at this time, or you have difficulty with any of these dates, please do not hesitate to contact me.

Kind regards

**Avril Coats**

Police Reform Delivery Unit  
Establishing the Scottish Police Authority (SPA) Project  
T. 0131-244-2784  
Scottish Government, 1ER, St. Andrews House,  
Regent Road, Edinburgh EH1 3DG



**Vic Emery OBE**  
**Chair**  
**Scottish Police Authority**  
0141 286 1705

28 November 2012

Dear Panel Member,

**APPOINTMENT OF ASSISTANT CHIEF CONSTABLES - POLICE SERVICE OF SCOTLAND**

Thank you for agreeing to be a member of the panel to appoint the Assistant Chief Constables of the Police Service of Scotland.

We have received 15 applications for the 6 positions. One of the applications' however, is no longer valid as the candidate (01) was unsuccessful at the Senior Police National Assessment Centre held last, so we have 14 applications to consider. Attached separately for your consideration in conjunction with the 14 completed application forms, are copies of the role description, person specification, salary and conditions of appointment, PSoS background note, application guidance notes and the application timetable

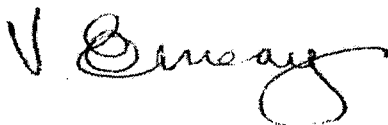
Our first task is to hold a meeting to agree a short list of candidates to be invited to interview as well as to agree the proposed approach to interviews. This has been arranged for Tuesday 11 December, at 1.30pm in Conference Room 9, Scottish Government Building Victoria Quay, Edinburgh and should already be in your diary. Please see Annexes A and B for details of the short listing process including forms for use at the meeting.

In advance of that meeting I would therefore ask you to review the applications submitted and consider if, in your view, candidates meet the minimum eligibility criteria for the post and whether they provide sufficient evidence of the key competencies. HMI and Chief Constable reports are being prepared and will be circulated for your consideration on 6 December.

I would also like to take the opportunity of the short listing meeting to agree the process to be followed at interview. To aid discussion I attach at Annex C a set of proposals of the organisation of the interviews.

I recognise that selection panel members may know some or all of the candidates to some degree. It would therefore be helpful at this stage if you could let me know if you consider your relationship with any of the candidates gives rise to a conflict of interest.

Best wishes,



**VIC EMERY**  
Chair  
Scottish Police Authority

**SCOTTISH POLICE AUTHORITY  
APPOINTMENT OF ASSISTANT CHIEF CONSTABLES  
THE POLICE SERVICE OF SCOTLAND**

**Assessment Process – Short-listing of Candidates**

**Introduction**

1. The short list meeting for the appointment of the Assistant Chief Constables (ACC) will take place at 1.30 pm in Conference Room 9, Scottish Government Building Victoria Quay, Edinburgh
2. The panel will comprise:
  - Vic Emery, Chair of SPA
  - Iain Whyte, Member of SPA
  - Morag McLaughlin, Member of SPA
  - Douglas Yates, Member of SPA
  - Stephen House, Chief Constable
3. Elizabeth Sadler will attend as Secretary to the Panel. Andrew Laing, HMICS, will attend to provide professional advice.

**Short list process**

4. There are 14 candidates for the 6 posts of Assistant Chief Constable in the Police Service of Scotland. The purpose of the short listing meeting is to decide which of those candidates should be invited to interview. The meeting also provides the opportunity for the panel to agree their approach to the interviews.
5. All candidates who submit an application for the posts of Assistant Chief Constable will be considered for invitation to interview based on:
  - possession of the minimum eligibility criteria
  - Chief Constable and HMICS reports
  - the evidence in their application of the 7 key competencies.
6. Application forms for all candidates are being circulated with this paper. HMICS and Chief Constable assessments will be circulated as soon as they are available, in advance of the short list meeting on 11 December.

**Short listing process**

7. Members should consider whether candidates meet the minimum eligibility criteria for the post:
  - successfully completed a relevant police Strategic Command Course; and
  - have previous experience serving with a UK Police Force or policing organisation in a Superintending rank.

8. For all candidates who meet the minimum criteria panel members will then want to consider the reports provided by the Chief Constable and HMICS (or regional HMI if appropriate). It is proposed that if any candidate is considered not suitable for appointment by either the Chief Constable or HMICS they should not be invited to interview.

9. For all remaining candidates panel members should review the examples provided in the applications submitted and evidence contained in the supporting reports in advance of the short list meeting on 11 December, to consider the extent to which they provide evidence against each of the key competences.

10. At the short list meeting the panel is not considering whether applicants are suited to particular posts. Suitability for appointment should be assessed in the round against the competencies which are common to all six posts.

### **Short listing Meeting: Assessment of Competences**

11. At the short list meeting the panel will score applications and agree which candidates should be invited to interview. Evidence against each competency should be considered and scored in the following manner:

- 3 – Significant evidence of competence
- 2 – Acceptable evidence of competence
- 1 – Poor evidence of competence
- 0 – No/unacceptable level of competence

12. The attached form at Annex B will be used at short list to record the panel's agreed ratings for each candidate and will form the basis of the short listing of applications. Panel members should ensure that they retain any notes made during the consideration of applications for retention by the Scottish Police Authority.

### **Selection for Interview**

13. The results of scoring, which should include consideration of the assessment reports of HMICS and Chief Constable, will provide a ranked list of candidates to be invited to interview.

14. In the event of all 14 applications meeting an acceptable standard, the panel may consider agreement of a minimum score as a pass mark for this particular recruitment process to reduce the number invited to interview.

Scottish Police Authority

**Candidate Name:**

**Does the candidate meet the minimum eligibility criteria for appointment?**

Yes ☐ No ☐

**Does HMI consider the candidate to be suitable for appointment?**

Yes ☐ No ☐

**Does the Chief Constable consider the candidate to be suitable for appointment?**

Yes ☐ No ☐

**Candidates are required to demonstrate all seven key competencies. Evidence against each competency should be considered and scored in the following manner:**

- 3 – Significant evidence of competence
- 2 – Acceptable evidence of competence
- 1 – Poor evidence of competence
- 0 – No/unacceptable level of competence

Rating→ Competency ↓	0	1	2	3
<b>Leadership:</b>				
<b>Leading Change:</b>				
<b>Partnership Building:</b>				
<b>People Management</b>				
<b>Communications and Engagement:</b>				
<b>Personal Resilience</b>				
<b>Financial Management:</b>				

### Overall Rating and Candidate Rankings

The following marking scale should then be applied in relation to scores awarded to the competencies for each candidate, and candidates ranked in order of rating:

Rating	Meaning	Relation to Competency Ratings
A	Excellent candidate, well exceeds the standard for all competencies	All 3s, mainly 3s some 2s
B	Very good candidate, exceeds the standard for all competencies	Some 3s, mainly 2s
C	Good candidate, meets, or exceeds the standard in every competency area	All 2s, some 2s one 3 (max)
D	Acceptable candidate, meets the standard for most competencies, may need some development	Mainly 2s, may be one 1 if the candidate has a 3 in another competency and deemed developable.
E	Below acceptable, meets the standard in some competencies, but would need development in numerous areas	Two or more 1s, or one 0 in a crucial area
F	Well below acceptable, does not meet the standard in any competency area	Almost all 1s, some 0s, may be one 2

### Candidate Ranking

Name (in order of rating)	Rating (A-F)	Result (delete as appropriate)
1.		Selected for Interview/Not Selected for Interview
2.		Selected for Interview/Not Selected for Interview
3.		Selected for Interview/Not Selected for Interview
4.		Selected for Interview/Not Selected for Interview
5.		Selected for Interview/Not Selected for Interview
6.		Selected for Interview/Not Selected for Interview
7.		Selected for Interview/Not Selected for Interview
8.		Selected for Interview/Not Selected for Interview
9.		Selected for Interview/Not Selected for Interview
10.		Selected for Interview/Not Selected for Interview
11.		Selected for Interview/Not Selected for Interview

- How will you support the Service to engage effectively with local authorities and communities to deliver the benefits of reform locally?
- How will you support the Service to actively promote equality and diversity during the change process?
- Have you identified any threats to your approach?
- Do you see any opportunities to your approach?
- How will you deal with challenges to your approach?

**ACTION: Are members content to agree this presentation topic and suggested follow up questions?**

#### **Interviews – competency based questions**

14. The interview will be a competency based interview in which candidates are asked to provide evidence that demonstrates a high level of competence and effectiveness in the **7 key competences** listed in the person specification. As in the application process, candidates can draw on examples of evidence from their working life, through your participation with a private, public, voluntary or community organisation, and/or other areas of their personal lives.

15. As the Chair will have lead on the follow up to the presentation, the proposal is that the other 4 panel members lead on the competency based questions, with 3 members leading on 2 sets of questions and the remaining 1 covering 1 competency. All panel members can ask follow up questions that arise from any of the candidates initial answers.

**ACTION: Are members content to agree this approach? Do members wish to express a preference to lead on any particular competencies?**

16. It is suggested that the questions set out below are used by the panel as opening questions for each of the required competencies. Subsequent probing questions will depend on the answers provided by candidates.

<p><b>Leadership</b> – the ability to operate at a senior level in a policing organisation, providing direction, delivering results, developing capability, displaying innovation and vision, valuing and respecting diversity while maintaining an awareness of the changing environment and considering potential threats;</p>	<ul style="list-style-type: none"> <li>• What has been your greatest leadership challenge, why and what did you learn from it?</li> <li>• Describe a situation where you have played a leading role to drive delivery of a policing outcome.</li> <li>• Give an example of when you have had to implement a decision that you made which you knew would potentially be unpopular.</li> </ul>
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<p><b>Leading Change</b> – the ability to translate strategic developments into clear performance objectives and working with others to deliver operational effectiveness change across boundaries.</p>	<ul style="list-style-type: none"> <li>• Tell the panel about a time when you have led and managed change within an organisation whilst improving its performance.</li> <li>• Tell the panel about when you have had to implement changes to plans or projects in response to reduced budgets while continuing to deliver an effective and resilient service.</li> <li>• How have you been able to demonstrate that changes were making a real improvement to the performance of an organisation.</li> </ul>
<p><b>Partnership Building</b> - the ability to successfully deliver outcomes across boundaries, building confidence and trust amongst a diverse range of partner agencies and forming and maintaining effective professional relationships and networks with law enforcement agencies, Government and other public, private and voluntary sector partners across Scotland, the UK and internationally.</p>	<ul style="list-style-type: none"> <li>• Tell us about a time when you have led effective partnership working to deliver key objectives</li> <li>• Tell us about a time when you managed to resolve a multi-agency problem that other people thought was impossible.</li> <li>• Tell us about a time when you have taken the initiative and driven through a new idea across organisational boundaries.</li> <li>• Tell us about a time when you have established new relationships that have enabled you to deliver a common goal or goals?</li> </ul>
<p><b>People Management</b> - an effective manager, able to motivate and inspire officers and staff, to create a culture of high performance and effective people management, valuing and respecting diversity and to work effectively with the staff associations at a time of change and challenge.</p>	<ul style="list-style-type: none"> <li>• Describe how you have led a project to develop the potential of all officers and staff?</li> <li>• Describe how you have met challenges to promote equal opportunities and diversity within a complex organisation.</li> <li>• Describe a time when you have led a team to support and motivate staff through a time of uncertainty and transition?</li> <li>• Give an example of when you have engaged with leaders in your organisation to build capacity to deliver key objectives aligned to business plans.</li> </ul>

<p><b>Communications and Engagement</b> – a confident and effective communicator, able to instil confidence and build good working relationships with the media;</p>	<ul style="list-style-type: none"> <li>• Tell the panel about a time when you have communicated effectively with a range of stakeholders about proposed changes.</li> <li>• Describe a time when you have delivered a difficult or unpopular message either to staff, partners, the press or public.</li> <li>• Describe a time when you have come under pressure from partners of the media to respond to negative coverage of something you or your organisation has done.</li> </ul>
<p><b>Personal Resilience</b> - demonstrating determination and stamina to sustain effectiveness under sustained periods of pressure while upholding the values of the Police Service of Scotland;</p>	<ul style="list-style-type: none"> <li>• What is the most constructive feedback about your performance that you have received and what did you do as a result.</li> <li>• Describe a time when you needed to remain focussed and motivated in the face of a significant set back.</li> </ul>
<p><b>Financial Management</b> - evidence of budget and resource planning and management and the ability to drive quality, efficiency and Best Value at a time of financial challenge.</p>	<ul style="list-style-type: none"> <li>• Describe a time you have identified and delivered savings in your organisation.</li> <li>• Tell us about a time you have ensured delivery of best value in the face of financial constraint.</li> </ul>

**ACTION:** Are members content to agree the proposed opening questions for each competency?

### Identifying Successful Candidates

17. Interview assessment will take place against the above competencies only. Panel members will be provided with assessment forms prior to interview to allow them to record the evidence provided by the candidates along with advice on the marking scheme. The Secretary will complete a composite form recording the panel's agreed marking and comments and will be used to provide feedback to candidates. In addition the individual panel members marking sheets will be retained and could be disclosed to candidates on request.

18. Following the final interview any evidence captured will be considered by the panel in respect of candidates which have been assessed as suitable for appointment to the rank of Assistant Chief Constable. The six candidates

most suitable for appointment will be selected for appointment and offered the posts. The panel may choose to nominate reserves who are suitable for appointment in case any of the first choice candidates refuses an offer of a post. The Chief Constable, in consultation with the Chair of the SPA, will be responsible for allocating the successful candidates to individual posts.

Scottish Police Authority



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**From:** Rogatchevski B (Boris) on behalf of Assistant Chief Constable Appointments  
**Sent:** 10 December 2012 15:59  
**To:** ; iain.whyte@edinburgh.gov.uk;  
CC Office PSoS;  
**Cc:** Eleanor Walker; Laing A (Andrew); Sadler E (Elizabeth); Virlogeux S (Stephanie)  
**Subject:** ACC Candidates - Sift 11 Dec 2012 - CHANGE OF VENUE

Dear Panel,

As you know, the process to shortlist the candidates for the ACC positions at PSoS will be taking place tomorrow at **13.30**

Please be advised that the procedure is planned to last between 90 minutes and 120 minutes.

Please also note, that the venue for the short listing process has been changed - the process will now take place in room 1W.05 in **St Andrew's House** (accessible at 2 Regent Road, Edinburgh, EH1 3DG). Please click on this link for the location and the directions to **St Andrew's House** <http://www.scotland.gov.uk/About/Locations/St-Andrews-House-1/Victoria-Quay-Map>

I would be very grateful if you could please confirm receipt of this email. I very much look forward to welcoming you in **St Andrew's House** tomorrow.

Many thanks,

**Boris Rogatchevski**  
Police Reform Delivery Unit  
Scottish Government | Ext: 43045 | 0131 244 3045



---

**From:** Eleanor Walker  
**Sent:** 10 December 2012 16:09  
**To:** Assistant Chief Constable Appointments  
**Subject:** Re: ACC Candidates - Sift 11 Dec 2012 - CHANGE OF VENUE

Boris

Thanks. Noted.

Eleanor

On 10 Dec 2012, at 15:59, [accappointments@scotland.gsi.gov.uk](mailto:accappointments@scotland.gsi.gov.uk) wrote:

Dear Panel,

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Police Reform Delivery Unit  
Scottish Government | Ext: 43045 | 0131 244 3045

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

\*\*\*\*\*

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**From:** Iain Whyte <iain.whyte@edinburgh.gsx.gov.uk>  
**Sent:** 10 December 2012 16:09  
**To:** Assistant Chief Constable Appointments  
**Subject:** RE: ACC Candidates - Sift 11 Dec 2012 - CHANGE OF VENUE

Good Afternoon Boris

I am writing to confirm receipt of your email.

Kind regards.

Irene

Irene Aitchison  
Assistant to Cllr Allan Jackson, Cllr Lindsay Paterson & Cllr Iain Whyte  
Conservative Group  
City of Edinburgh Council  
Tel: 0131 529 4385  
[irene.aitchison@edinburgh.gov.uk](mailto:irene.aitchison@edinburgh.gov.uk)

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**From:** [Boris.Rogatchevski@scotland.gsi.gov.uk](mailto:Boris.Rogatchevski@scotland.gsi.gov.uk) [<mailto:Boris.Rogatchevski@scotland.gsi.gov.uk>] **On Behalf Of**  
[accappointments@scotland.gsi.gov.uk](mailto:accappointments@scotland.gsi.gov.uk)

**Sent:** 10 December 2012 15:59

**To:** ; Iain Whyte; [CC.Office@acpos.pnn.police.uk](mailto:CC.Office@acpos.pnn.police.uk);

**Cc:** [Andrew.Laing@scotland.gsi.gov.uk](mailto:Andrew.Laing@scotland.gsi.gov.uk); [Elizabeth.Sadler@scotland.gsi.gov.uk](mailto:Elizabeth.Sadler@scotland.gsi.gov.uk);  
[Stephanie.Virlogeux@scotland.gsi.gov.uk](mailto:Stephanie.Virlogeux@scotland.gsi.gov.uk)

**Subject:** ACC Candidates - Sift 11 Dec 2012 - CHANGE OF VENUE

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Many thanks,

**Boris Rogatchevski**  
Police Reform Delivery Unit  
Scottish Government | Ext: 43045 | 0131 244 3045

A few points please:

1. The 11th December is ok for Vic in terms of attending the sifting meeting but please note the start time should be rescheduled to 0830 - 1030. It is too tight to assume meetings run on time (they never do) and Vic will need half hour between the meetings to prepare himself for the PRPB appropriately. Or you can reschedule the PRPB to start at 1130. Whatever you prefer. Just let me know.
2. I have asked Morag and Douglas's availability and expect to hear back tomorrow morning.
3. My only other comment is the the participants of the DCC process were particularly disgruntled at the late arrival of the paperwork therefore could you please ensure that all parties preparing and issuing paper work wrt the ACC sifting meeting do in a timely manner and all material is issued to the panel no later than c.o.p Thursday, 6th December? Thanks

Trust this assists.

Eleanor

On 12 Nov 2012, at 19:09, Boris.Rogatchevski@scotland.gsi.gov.uk wrote:

- > Hi Eleanor,
- >
- > As you probably know, to suit Andrew Laing's availability it was
- > suggested to move the sifting of ACC candidates to 11 December 2012.
- >
- > There is a Programme Board meeting on that day (11.00-13.00) which both
- > Vic and Andrew will be at.
- > We would propose to move the ACC sifting meeting to 11 December 2012
- > (09.00-11.00) - just before the Programme Board meets.
- >
- > We can book a room for ACC sift so that it and the Programme Board
- > meetings would take place in the same building (hopefully, next door to
- > each other) so if Vic could be at the ACC sift before the Programme
- > Board, that would make it easier for him. Would Vic be able to be at the
- > sift?
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- > I already spoke to Iain Whyte and Steve House - they would be available
- > to meet for the sift on 11 December 2012 (09.00-11.00) but we still
- > don't know about Morag McLaughlan's and Douglas Yates' availability. I
- > would be grateful if you could please advise as soon as possible.
- >
- > Many thanks,
- > Boris
- >
- > Boris Rogatchevski
- > Police Reform Delivery Unit
- > Scottish Government | Ext: 43045| 0131 244 3045
- >
- > \*\*\*\*\*

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**From:** Sadler E (Elizabeth)  
**Sent:** 13 November 2012 09:42  
**To:** 'Eleanor Walker'; Rogatchevski B (Boris)  
**Cc:** Virlogeux S (Stephanie); Coats A (Avril)  
**Subject:** RE: ACC appointments - sift - move to 11 Dec 2012

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Eleanor

The reason the papers for the DCC sift were circulated so late was down to the very tight timetable we are working to on these recruitments - the deadline for the Chief Constable and HMI reports was only Thursday last week. This was compounded by the fact that for some reason the first set of papers did not reach Jeane Freeman when circulated so she received them significantly later than other panel members.

For ACCs the timetable is as follows:

26 November: applications close  
27 November: completed applications forms circulated to panel members (we will ask them to confirm receipt so find out sooner if they are not received by any panel members)  
30 November: Chief Constable assessment submitted  
6 December: HMI assessment complete  
7 December: Circulate HMI and CC assessment to panel members  
11 December: sift  
w/b 17 December: interviews

We could circulate the CC assessments when received if panel members would find that helpful although it would mean they will be receiving 3 batches of papers. Grateful for your views? We will also seek to get HMI reports out by close on 6 December as you request rather than on 7th as currently planned

Liz

Elizabeth Sadler  
Police and Fire Reform Bill  
1R, SAH  
244 2476

-----Original Message-----

From: Eleanor Walker  
Sent: 12 November 2012 23:32  
To: Rogatchevski B (Boris)  
Cc: Sadler E (Elizabeth); Virlogeux S (Stephanie)  
Subject: Re: ACC appointments - sift - move to 11 Dec 2012

Hi Boris

Thank you for your email.

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> Boris Rogatchevski  
> Police Reform Delivery Unit  
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>  
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**From:** Mark Sutherland <Mark.Sutherland@acpos.pnn.police.uk>  
**Sent:** 14 November 2012 17:17  
**To:** Coats A (Avril)  
**Subject:** Police Reform - Senior Appointments - ACC Appointments - Interview Venue - Provisionally Tulliallan - 14 November 2012

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Avril,

It will be a bit more challenging as the Deputy's will be in post.

Should be achievable though and I know the Chief supports having them here.

Lets say yes and get our heads together once we know the dates and numbers for interview

Kind regards

Mark

*Mark Sutherland*  
Inspector - Staff Officer  
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FK10 4BE  
01259732208  
[mark.sutherland@acpos.pnn.police.uk](mailto:mark.sutherland@acpos.pnn.police.uk)

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**From:** [Avril.Coats@scotland.gsi.gov.uk](mailto:Avril.Coats@scotland.gsi.gov.uk) [<mailto:Avril.Coats@scotland.gsi.gov.uk>]  
**Sent:** 14 November 2012 14:15  
**To:** Mark Sutherland  
**Subject:** ACC Interviews

Mark

It's me again!

Are there rooms available w/b 17 Dec at Tulliallan for the ACC interviews? It would be the same arrangements as for DCC in so far as two rooms would be required one for interviews with 5 person panel, plus observer, plus secretariat and interviewee and a waiting room for interviewees. Refreshments and lunches would also be required.

Happy to discuss

**Avril Coats**  
Police Reform Delivery Unit  
Establishing the Scottish Police Authority (SPA) Project  
T. 0131-244-2784  
Scottish Government, 1ER, St. Andrews House,  
Regent Road, Edinburgh EH1 3DG

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Dh'fhaodadh gum bi teachdaireachd sam bith bho Riaghaltas na h-Alba air a chlàradh neo air a sgrùdadh airson dearbhadh gu bheil an siostam ag obair gu h-èifeachdach neo airson adhbhar laghail eile. Dh'fhaodadh nach eil beachdan anns a' phost-d seo co-ionann ri beachdan Riaghaltas na h-Alba.

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(Out M)

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**From:**  
**Sent:** 21 November 2012 07:15  
**To:** Coats A (Avril)  
**Subject:** Police Reform - Senior Appointments - ACC Appointments - Key dates for Panel diaries - Morag McLaughlin noted - 21 November 2012

Noted thanks Avril.

Morag

Sent from my HTC

----- Reply message -----

From: [Avril.Coats@scotland.gsi.gov.uk](mailto:Avril.Coats@scotland.gsi.gov.uk)  
To: <>, <[iain.whyte@edinburgh.gov.uk](mailto:iain.whyte@edinburgh.gov.uk)>, <[CC.Office@acpos.pnn.police.uk](mailto:CC.Office@acpos.pnn.police.uk)>  
Cc: <[Andrew.Laing@scotland.gsi.gov.uk](mailto:Andrew.Laing@scotland.gsi.gov.uk)>, <[Elizabeth.Sadler@scotland.gsi.gov.uk](mailto:Elizabeth.Sadler@scotland.gsi.gov.uk)>, <[Stephanie.Virlogeux@scotland.gsi.gov.uk](mailto:Stephanie.Virlogeux@scotland.gsi.gov.uk)>, <[accappointments@scotland.gsi.gov.uk](mailto:accappointments@scotland.gsi.gov.uk)>  
Subject: ACC Key dates for Panel diaries - sent 20 November 2012  
Date: Tue, Nov 20, 2012 12:39

Dear Panel  
copy Andrew, Liz, Eleanor, Stephanie

### **Assistant Chief Constable (ACC) Key dates**

I'm writing to confirm the date, time and venue for the ACC sift.

**The sift will be held on 11 December at 1.30pm in Conference Room 9 at the Scottish Government Victoria Quay building.** Papers are due to be issued to you no later than 6 December.

### **ACC Interviews**

**We are currently asking the Panel to hold the following 4 days in December: 17th, 18th, 19th and 21st for interviews.**

Whilst it is unlikely we will need all 4 days until candidate numbers are known, it would be greatly appreciated if you could still hold all of these. We will advise you at the earliest opportunity if the 21st and/or other date is no longer required.

**We are planning to hold the interviews at Tulliallan.**

If you require any further information at this time, or you have difficulty with any of these dates, please do not hesitate to contact me.

Kind regards  
**Avril Coats**  
Police Reform Delivery Unit  
Establishing the Scottish Police Authority (SPA) Project  
T. 0131-244-2784  
Scottish Government, 1ER, St. Andrews House,  
Regent Road, Edinburgh EH1 3DG

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