

Our Ref: **FOI HQ16 146**

18 October 2016

Dear [REDACTED]

Thank you for your request dated 20 September 2016 under the Freedom of Information (Scotland) Act 2002 (FOISA). That gives us a statutory deadline of 18 October 2016 for responding. For reference, I have copied your request below. You asked for;

1. *Corporate Finance 2016-2017*
 - a) *Annual Report 2015-16 (May not be available as yet but should be towards the end of June)*
 - b) *Financial Strategy 2016 Update/Version*
 - c) *Corporate Business Plan 2016 Update/Version*
 - d) *Budget Book/Strategy 2016 Update/Version*
2. *Information Technology*
 - a) *ICT Strategy 2016 Update/Version*
 - b) *ICT Business/Departmental Plan 2016 Update/Version*
 - c) *ICT Organogram*
3. *Estates and Facilities Management 2016-17*
 - a) *Estates and Facilities Management Strategy 2016 Update/Version*
 - b) *Estates and Facilities Business/Departmental Plan 2016 Update/Version*
 - c) *Estates and Facilities Management Organogram*
4. *Waste and Environmental Services 2016-17*
 - a) *Waste Management Strategy 2016 Update / Version*
 - b) *Waste and Environmental Services Business/Departmental Plan 2016 Update/Version*
 - c) *Waste and Environmental Services Organogram*

For the documents I have requested above I require the most recent document covering 2016-17 version/update. If there're documents that have not yet been published, then please provide me with the relevant month of when these documents will be available.

Please do not send us documents that are out of date even if the document state 2012-16, I require the up to date 2016-2017 version. This is the most critical part of this project, is that we gain the most recent version of the documents for the whole of public sector to view.

Please can you provide all documents in PDF format. Also please do not send scanned documents as this will not be able to be searched across by people from the public sector.

We have now completed our search for the information you request.

REQUEST FOR INFORMATION 1

- a) Annual Report 2015-16.
The Annual Report for 2015-16 was published in July 2016. The information is already otherwise accessible and can be found on our website at www.sps.gov.uk. The Annual Report for 2016-17 is scheduled for publication in July 2017.
- b) Financial Strategy 2016 Update / Version
This information is not held by the Authority. SPS does not have a financial strategy. Our financial statements are prepared in accordance with the Government Financial Reporting Manual (FRoM) issued by HM Treasury

and the accounts direction issued by Scottish Ministers under section 19(4) of the Public Finance and Accountability (Scotland) Act 2000. The accounting policies contained in the FReM apply International Financial Reporting Standards (IFRS) as adapted or interpreted for the public sector context. Where the FReM permits a choice of accounting policy, the accounting policy which is judged to be the most appropriate to the particular circumstances of SPS for the purpose of giving a true and fair view is selected.

c) Corporate Business Plan 2016.

SPS' does not have a corporate business plan for 2016. Our corporate plan for 2014-2017 can be found on our website at the link provided above. Our Annual Delivery Plan for 2016-17 can also be found on the website.

d) Budget Book/Strategy 2016

This information is not held by the Authority. SPS does not have a budget Book / Strategy for 2016. Please refer to answer for (b) above.

REQUEST FOR INFORMATION 2

a) ICT Strategy 2016 Update/Version &

b) ICT Business/Departmental Plan 2016 Update/Version

SPS' Strategy and Business Plans for ICT are contained within the Corporate Plan 2014-17 and Annual Delivery Plan for 2016-17 respectively. As advised, these documents can be found on our website.

c) ICT Organogram

As defined by section 17 of the Freedom of Information (Scotland) Act 2002, we are not obliged to provide this information as this information is not held by the Authority.

REQUEST FOR INFORMATION 3

a) Estates and Facilities Management Strategy 2016 Update/Version &

b) Estates and Facilities Management Business/Departmental Plan 2016 Update/Version

SPS' Strategy and Business Plans for Estates and Facilities Management are contained within the Corporate Plan 2014-17 and Annual Delivery Plan for 2016-17 respectively. As advised, these documents can be found on our website.

c) Estates and Facilities Management Organogram

d) As defined by section 17 of the Freedom of Information (Scotland) Act 2002, we are not obliged to provide this information as this information is not held by the Authority.

REQUEST FOR INFORMATION 4

a) Waste Management Strategy 2016 Update/Version

b) Waste and Environmental Services Business/Departmental Plan 2016 Update/Version.

Section 17 of the Freedom of Information (Scotland) Act 2002 applies. This information is not held as SPS does not have a waste and environmental services department. Information on this topic would be the responsibility of our Estates team. As advised above, SPS' Strategy and Business Plans for Estates and Facilities Management are contained within the Corporate Plan 2014-17 and Annual Delivery Plan for 2016-17 respectively. As advised, these documents can be found on our website.

c) Waste and Environmental Organogram

d) As defined by section 17 of the Freedom of Information (Scotland) Act 2002, we are not obliged to provide this information as this information is not held by the Authority.

If you are unhappy with this response to your request, you may ask us to carry out an internal review, by writing to The Chief Executive, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW. Your request should explain why you wish a review to be carried out, and should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

Yours sincerely,

Corporate Communications Manager
Scottish Prison Service