

FOI HQ15119

18 September 2015



Thank you for your freedom of information request of 21 August 2015, which was received on 21 August 2015. This gave a statutory deadline for responding of 18 September 2015 under the terms of the Freedom of Information (Scotland) Act (FOISA) 2002. For reference, I have copied your request below.

- I am requesting under the FOISA that I am provided with information regarding the Scottish Prison Policy in relation to re-imbusement of Professional Subscriptions and Membership Fees. In particular I am requesting:
 1. If any employee of the SPS has applied for this re-imbusement under this policy from throughout the SPS estate, which should include HQ, College, Central Stores and Prisons?
 2. If any employee has been granted this re-imbusement?
 3. What Professional Body was this re-imbusement granted for?
 4. What is the grade of employee?

We have now completed our searches. Please find below the information available in response to your request which is set out below:

1. The SPS policy 'Reimbursement of Professional Subscriptions and Membership Fees' was introduced on 27 July 2015. Since introduction there have been ten members of staff from throughout the estate, who have applied for reimbursements.
2. From the ten members of staff who have applied for reimbursement, eight applications have been deemed as having met the required criteria and have been approved.
3. All approved applications were in respect of membership of the Chartered Institute of Personnel and Development (CIPD).
4. The grade of the employees who have applied for a re-imbusement for their professional subscriptions and membership fees are contained in the table below:

Employee Pay Grade	Number of Applicants
F Band	2
G Band	6
I Band	2

If you are dissatisfied with any aspect of the way in which we have handled your request, you have the right to request a review. Your request should be made within 40 working days of the date of receipt of this letter, and we will reply within 20 working days of receiving your

request. Under section 20(3)(c)(ii) of the Act your request should outline your reason for seeking a review.

If you require a review to be carried out, please write to Colin McConnell, Chief Executive, Scottish Prison Service, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW. The review will be undertaken by staff not involved in the original decision making process. If you remain unsatisfied following an internal review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

I hope that this information is helpful.

Yours sincerely,

Corporate Communications Manager
Scottish Prison Service