



**HEADQUARTERS**  
Calton House  
5 Redheughs Rigg  
Edinburgh  
EH12 9HW

Our Ref FOI HQ 18035

Dear

13 June 2018

Thank you for your request dated 15 May 2018 under the Freedom of Information (Scotland) Act 2002 (FOISA) for the information noted below.

Please note for the purposes of this request we have interpreted the term senior/executive management to relate to employees within Scottish Prison Service Pay Bands G, H and I. Employee numbers in Q1 reflect the position as at 31 March 2018, consistent with the timescale applied in Q2 i.e. financial year 2017/2018.

*1) Please advise how many senior/executive management roles including Governor and Deputy Governor you have within each operational establishment? Please break this down further to the number per relevant grade/role per establishment?*

**Response RF11:** Information contained in Annex 1.

*2) In total how much money does the total amount of members of your senior management team including Governors and Deputy Governors within every operational establishment cost the public purse annually including pensions and NI contributions?*

*Please supply me with an overall total and additionally break this amount down into each operational establishment?*

**Response RF12:** Information contained in Annex 1.

*3) The total number of any/all formal qualifications held by your Senior management officials including Governors and Deputy Governors within your operational establishments hold?*

*To be clear how many degrees, including but not limited to masters degrees, HNDs, HNCs include all other formally recognised qualifications, CIPD, specifically tailored SPS qualifications as per role description per operational establishment.*

**Response RFI3:** We can confirm that the information you require is not held by the Scottish Prison Service. To clarify, qualifying criteria for initial employment to and subsequent promotional/selection within the organisation is relative to the position applied for. As such employees are required to evidence essential qualification criteria but are not obliged to declare all formal qualifications held by them.

*4) Please advise if there are any members of the senior/executive management officials including Governors and Deputy Governors within your operational establishments that do not hold the relevant qualifications as specified in the role/person specification any individual holds?*

**Response RFI4:** All SPS recruitment and selection is conducted in accordance with SPS Recruitment Guidelines, the fundamental principle of which is that appointments must be made on the basis of fair and open competition. These guidelines fall within the overarching principles of the Civil Service Management Code and the Civil Service Commission Recruitment Principles. Adherence to essential sift criteria (including formal qualifications and/or relevant experience) in order to progress candidates to subsequent campaign stages, forms a mandatory element of selection activities.

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

Head of Corporate Affairs