

Our Ref FOI HQ 18047

18 June 2018

Dear

Thank you for your request dated 25 May 2018 under the Freedom of Information (Scotland) Act 2002 (FOISA) for:

- “1. The accountable person for undertaking the Due Diligence reporting for RRA payments?***
- 2. Please supply me with a copy of the Due Diligence report FINAL?***
- 3. Please supply me with a copy of any amendments to the report.***
- 4. Please advise to which bodies this due diligence report was submitted.”***

We have now completed our search for the information you request and can confirm that the Scottish Prison Service is not required to undertake Due Diligence reporting in relation to Recruitment and Retention Allowance (RRA) payments. However, an annual audit of Payroll activities is undertaken, in order to provide assurance on the adequacy and effectiveness of the internal controls we have in place within our Payroll department, and RRA payments are included within this audit.

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

Communications Manager