

Our Ref FOI HQ 18058

28 June 2018

Dear

Thank you for your request dated 31 May 2018 under the Freedom of Information (Scotland) Act 2002 (FOISA) the detail of which is noted below. We have now completed our search for the information you request and can confirm the following:

RFI1- *The number of staff employed by SPS who hold public office broken down by the following*

Local authority councillor

Member of parliament at westminster MP

Member of Scottish parliament MSP

Member of European Parliament MEP

RFI1 RESPONSE - Scottish Prison Service (SPS) has one employee who has completed a Register of Interest form with regard to Political Activity and is currently serving as a Local Authority Councillor. Please note that this information would normally be exempt given the low number, however the individual has given their permission for the information to be released.

RFI2- *Can you also list the, local authorities council, or constituency of each public office holder*

RFI2 RESPONSE – We confirm the local authority the employee represents is Clackmannanshire Council.

RFI3- *Can you list the amount of paid time off for each person holding public office, in the past 3 years*

RFI3 RESPONSE – We can confirm that no paid time off has been taken by any employee holding public office in the past 3 years

RFI4- *The total cost in monetary terms per month and per person in the past 3 years*

RFI4 RESPONSE – We can confirm that SPS has incurred no monetary costs for any individual holding public office in the past 3 years

RFI5- *Can you supply in electronic form, the SPS policy for staff elected to public office*

RFI5 RESPONSE – Under section 25(1) of FOISA, we are not required to provide information in response to a request if it is already accessible to you. The information you request is available from [‘SPS Prison Service Guidance in relation to Political Activity’](#) which can be accessed via SPS

website/Publications/Policies area'. If you do not have access to obtain this information from the website listed, the please contact us again and we will arrange to provide it in hard copy.

RFI6- *Can you supply all information regarding the budget used to pay for time spent on public duty business during working hours*

RFI6 RESPONSE – SPS has made no payments to employees undertaking public duty business..

RFI7- *Can you provide details of all traveling and subsistence claims by all staff while on public office duties during working hours, including. Use of pool car, taxi, train or bus tickets*

RFI7 RESPONSE - SPS has not paid any travel or subsistence claims to employees undertaking public duty business.

RFI8- *Details of use of all telephone, postage or stationary*

RFI8 RESPONSE - SPS has made no payment for the use of telephone, postage or stationary to employees undertaking public duty business.

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