

Our Ref: HQ16048

27<sup>th</sup> June 2016

Dear [REDACTED],

Thank you for your request dated 30<sup>th</sup> May 2016 under the Freedom of Information (Scotland) Act 2002 (FOISA) for:

1. I wish to understand to what extent the prison population of HMP Grampian is from the local Peterhead area (rather than from other parts of Grampian such as Aberdeen).
2. I wish to understand the process for appointing the Chief Executive of the Scottish Prison and also its Non-Executive Directors.
3. Can you also confirm the accountability for these posts?
4. Are these posts accountable to Scottish Ministers (and if so – which one) or an official of Scottish Government (and if so which one).
5. If this accountability is summarised in an appointment letter could you send me an example please?
6. Does the Scottish Government conduct an annual review of the SPS / its senior officers? If so – can I see the latest report or minutes of this please?
7. Finally – can you confirm who sits on the SPS Risk & Audit Committee and who is the current chair please.

We have now completed our search for the information you requested, please find responses below.

1. There are currently 54 prisoners in HMP & YOI Grampian with postcodes areas AB41, AB42 and AB43 which appear to relate to the area surrounding Peterhead.
2. The arrangements for appointing the Chief Executive are managed by the Senior Staff Team within the Scottish Government's Human Resources and Organisational Development Directorate. The Chief Executive is a Civil Servant and is subject to the Civil Service Code. The post of Chief Executive may be filled by a managed move within the Civil Service, in the same way as any other senior management position within the Scottish Government, or it may be filled by open competition overseen by the Civil Service Commissioners. Non-Executive Directors are appointed in accordance with the Civil Service Recruitment Principles. All opportunities are

advertised external to SPS, on the SPS website and other sources, supported by a selection process to assess and identify the most meritorious applicant for appointment.

3. The Chief Executive is accountable to the Scottish Government. The non-executive Directors form the SPS Advisory Board. Their role is purely an advisory role to the SPS. They are accountable to the Chief Executive.
4. The Chief Executive is accountable to the Scottish Ministers via the Cabinet Secretary for Justice. The Non-Executive Directors are accountable to the Chief Executive and more information on accountability can be found in the SPS Framework document at <http://www.sps.gov.uk/Corporate/Publications/Publication-3925.aspx> which provides more detail on the management and governance of the SPS.
5. This accountability is detailed in the SPS Framework document as detailed above.
6. The Chief Executive and Directors are subject to a Personal Performance Management System (PPMS) whereby personal objectives are measured and recorded. The SPS is subject to Audit Scotland scrutiny in terms of the management of the Agency as a Corporate Body.
7. John Graham is the Chair of the Committee. Risk Monitoring and Audit Committee members:
  - John Graham (Independent Member )
  - Zoe van Zwanenberg (Non- Executive Director)
  - Alex McMillan (Non –Executive Director)
  - Gavin Scott (Independent Member )

If you are unhappy with this response to your request, you may ask SPS 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 Human Resources**