

## EXECUTIVE MANAGEMENT GROUP (EMG) REMIT

- To ensure the delivery of SPS' functions in accordance with Ministers' policies and priorities.
- To develop the strategic direction of SPS and ensure delivery of its business and financial performance, including the achievement of the strategic objectives, priorities and targets agreed by the Advisory Board.
- To ensure that SPS identifies, manages and monitors the main risks to the delivery of its business, and that adequate assurance is provided to the Advisory Board and RMAC.
- To support the Advisory Board in the delivery of its remit through the provision of advice and information that enables debate and challenge.

The Executive Management Group gives collective consideration and leadership to the business of SPS, taking decisions and advising the Advisory Board and/or the Chief Executive as required. It focuses on those matters which require strategic collective oversight, rather than matters that are decided by individual Directors or are agreed on a one-to-one basis with the Chief Executive. Issues considered by EMG may include:

1. Development of the organisation's strategic aims, objectives and targets, including those relating to the needs of the prison population, and any steps required to deal with changes which are likely to impact on the strategic aims and objectives of the body.
2. Development and review of the corporate and annual business plans and budgets.
3. Oversight of the production of the annual report and accounts.
4. The efficient, economic and effective use of staff and other resources consistent with the principles of Best Value, including, where appropriate, participation in shared services arrangements.
5. The effectiveness of the arrangements that provide assurance on risk management, governance and internal control.
6. Delivery of the performance and financial aims, objectives and targets of SPS, ensuring the Advisory Board is notified in a timely manner of any issues that are likely to impede that delivery.
7. The development and application of strategic corporate policies (HR, Health and Safety, Equalities etc).
8. Adherence to strict standards of financial propriety and compliance with the Framework Document and the Scottish Public Finance Manual.
9. The application of high standards of corporate governance within SPS.
10. Early identification of emerging issues which may impact on the reputation or operation of SPS.

The Executive Management Group should take into account any relevant guidance issued by Scottish Government and ensure that SPS strategies and plans are aligned with the National Performance Framework.