

Public Services Reform (Scotland) Act 2010

Duties to provide information on certain expenditure

Statement published by the Scottish Information Commissioner as required under section 31 of the Public Services Reform (Scotland) Act 2010

For the year ending 31 March 2022

Payee	Description	Quarter ended 30/06/2021 £	Quarter ended 30/09/2021 £	Quarter ended 31/12/2021 £	Quarter ended 31/03/2022 £	Total £
Public relations						
Biteable	Software licence			138		138
Shutterstock	Software licence	212	212	212	212	848
Campaign Master	Email marketing	450	450	450	450	1,800
Scotpulse	FOI research				3,780	3,780
External PR expenditure		662	662	800	4,442	6,566
Internal PR expenditure		3,858	4,356	6,047	5,627	19,888
Total		4,520	5,018	6,848	10,070	26,454

Destination / Purpose	Description	Quarter ended 30/06/2021 £	Quarter ended 30/09/2021 £	Quarter ended 31/12/2021 £	Quarter ended 31/03/2022 £	Total £
Overseas Travel						
	No overseas travel in 2021-22					0
Total						0

Payee	Description	Quarter ended 30/06/2021 £	Quarter ended 30/09/2021 £	Quarter ended 31/12/2021 £	Quarter ended 31/03/2021 £	Total £
Hospitality & Entertainment						
	No hospitality and entertainment costs in 2021-22					0
Total						0

Payee	Description	Quarter ended 30/06/2021 £	Quarter ended 30/09/2021 £	Quarter ended 31/12/2021 £	Quarter ended 31/03/2022 £	Total £
External Consultancy						
J Murphy	Accounting services	1,470	560	175	140	2,345
Scottish Government	Procurement Shared Service		2,234			2,234
Law at Work	Employment Law Support Service	2,826		2,119		4,945
Law at Work	Health & Safety Support Service including Health & Safety Audit	1,596		456		2,052
CGI	Onboarding consultancy services		5,692			5,692

Azets	Internal Audits				6,426	6,426
Total		5,892	8,486	2,750	6,566	23,694

		Quarter ended 30/06/2021 £	Quarter ended 30/09/2021 £	Quarter ended 31/12/2021 £	Quarter ended 31/03/2022 £	Total £
Members or Employees who received remuneration in excess of £150,000						
NONE		None	None	None	None	None

Payments with a value in excess of £25,000															
Individual payments in excess of £25,000															
Date	Payee	Subject matter	Total £	Apr £	May £	Jun £	Jul £	Aug £	Sep £	Oct £	Nov £	Dec £	Jan £	Feb £	Mar £
To 31/03/22	Computer Application Services Ltd	Annual software support and licences	32,370	32,370	0	0	0	0	0	0	0	0	0	0	0
Multiple payments - cumulative total exceeds £25,000; individual payments not exceeding £25,000															
Date	Payee	Subject matter	Total £	Apr £	May £	Jun £	Jul £	Aug £	Sep £	Oct £	Nov £	Dec £	Jan £	Feb £	Mar £
to 31/03/22	Thorntons Solicitors on behalf of landlords	Office rent	54,492	0	13,500	492	0	13,500	0	0	13,500	0	0	13,500	0
to 31/03/22	Microsys Solutions Ltd	IT support, equipment and software	41,716	1,882	1,510	2,768	2,021	3,291	1,519	159	3,014	1,537	1,540	1,529	21,007

to 31/03/22	The Union Advertising Agency Ltd	Design and build website	44,693	0	0	0	0	0	0	0	0	0	18,622	18.622	7,449
to 31/03/21	Anderson Strathern	Legal advice; defending appeal to Court of Session including Counsels' fees	47,429	4,408	10,952	17,591	5,945	427	361	1,287	819	150	311	450	4,728

Explanatory note

PR Expenditure - Explanatory Note

The Scottish Government's [guidance](#) for public bodies on the duties to publish information under the Public Services Reform (Scotland) Act 2010 advises that under the heading "Public Relations", the costs of the following types of activities should include (for example): marketing, PR campaigns, media relations, marketing research and evaluation, branding and design, promotional events, external events, conferences and exhibitions, corporate communications, sponsorship, publications and printing, digital communications, advertising and media planning.

The Scottish Information Commissioner has statutory duties to promote:

- good practice to public authorities
- information about FOI rights to the public

The Commissioner also has a statutory duty to lay an annual report before Parliament.

The above PR expenditure was incurred in the delivery of those statutory duties, through activities in the operational plan 2017-18. For example, the Commissioner and staff:

- provide presentations to public authorities and civil society organisations,
- circulate information about new developments in FOI
- lay an annual report
- organise and support FOI conferences
- maintain and updated a website
- issue new guidance

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