

Report to:	MSMTM
Report by:	Helen Gardner-Swift, Head of Corporate Services
Meeting Date:	16 December 2021
Subject/ Title: (and VC no)	Review of Key Document Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note VC 161771
Attached Papers (title and VC no)	Draft Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note VC161679

Purpose of report

1. The purpose of this Committee Report (CR) is to consider and approve the draft Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note.

Recommendation and actions

2. The following is recommended
 - (i) the Senior Management Team (SMT) approve the draft Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note
 - (ii) the SMT agree the publication arrangements as set out paragraph 14 below.

Executive summary

3. Section 31 of the Public Services Reform (Scotland) Act 2010 (PSRA) requires public bodies to publish information on “certain expenditure” each year. In preparing reports to publish on this expenditure for the Scottish Information Commissioner (the Commissioner), data is gathered from a range of sources, including a monthly monitor log of activity falling within the category of “public relations”, as listed in the PSRA.
4. The key document ‘Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note’ is used to provide clarification for the Commissioner’s staff on what activity should be classed as “public relations” and recorded for the purposes of the log.
5. The document has been reviewed and the following changes proposed:
 - (i) reference to the decisions round up (DRU) for external publication has been changed to refer to decision learning points for the email newsletter, since the decisions round up is no longer shared externally other than as part of the email newsletter
 - (ii) reference to preparing and editing the DRU has been specified as for internal use.

Risk impact

6. An updated and approved internal guidance note will reducing the likelihood and impact of the risk of non-compliance with relevant statutory requirements.

Equalities impact

7. None identified.

Resources impact

8. Staff will continue to report related activity, with no change or additional resource impact identified.

Privacy impact

9. None identified.

Operational/ strategic plan impact

10. None identified.

Records management impact (including any key documents actions)

11. The Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note is a key document and the related key document actions will be carried out following the approval of the updated key document.

Consultation and Communication

12. The SMT have been consulted on the Draft Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note
13. The HOCS will advise all members of staff of the approval of the updated Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note.

Publication

14. I recommend the following:
- (i) the CR is published in full
 - (ii) the Key Document, Draft Public Services Reform Act 2010 – “definition of public relations” Internal Guidance Note is withheld on the basis that Section 27 of FOISA applies and the Key Document will be finalised and published in full on our website as soon as possible.