

# 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 2020

Payee	Description	Quarter ended 30/06/2019 £	Quarter ended 30/09/2019 £	Quarter ended 31/12/2019 £	Quarter ended 31/03/2020 £	Total £
<b>Public relations</b>						
Scottish Environment LINK	FOI workshop room hire				153	<b>153</b>
CVS Inverclyde	Contribution to conference costs				100	<b>100</b>
Clikapad	Software support	360				<b>360</b>
Fergus Couriers	Transport equipment to/from conference	185	139	110		<b>434</b>
Lawrence Creative	Design and printing Annual Report and Accounts			7,632		<b>7,632</b>
Lawrence Creative	Design and printing postcards and leaflets				1,414	<b>1,414</b>
Farquhars printing	Printing 1000 FOI posters		200			<b>200</b>
Farquhars printing	Printing 500 Your Right to Know booklets		1,085			<b>1,085</b>
C2	Email marketing	4		7	5	<b>16</b>
Biteable	Software licence			144		<b>144</b>
Shutterstock	Software licence	212	212	212	212	<b>850</b>

ITV Services Ltd	British Sign Language graphics, subtitles and voiceover			1,162		<b>1,162</b>
Campaign Master	Email marketing				150	<b>150</b>
<b>External PR expenditure</b>		<b>762</b>	<b>1,637</b>	<b>9,267</b>	<b>2,033</b>	<b>13,699</b>
<b>Internal PR expenditure</b>		<b>4,625</b>	<b>4,173</b>	<b>3,211</b>	<b>4,011</b>	<b>16,021</b>
<b>Total</b>		<b>5,387</b>	<b>5,810</b>	<b>12,478</b>	<b>6,044</b>	<b>29,720</b>

<b>Destination / Purpose</b>	<b>Description</b>	<b>Quarter ended 30/06/2018 £</b>	<b>Quarter ended 30/09/2018 £</b>	<b>Quarter ended 31/12/2018 £</b>	<b>Quarter ended 31/03/2019 £</b>	<b>Total £</b>
<b>Overseas Travel</b>						
<b>Scottish Information Commissioner</b>	Attend conference in Manila, Philippines			1,368		<b>1,368</b>
<b>Head of Enforcement</b>	Attend conference in Gibraltar			863		<b>863</b>
<b>Total</b>				<b>2,231</b>		<b>2,231</b>

<b>Payee</b>	<b>Description</b>	<b>Quarter ended 30/06/2018 £</b>	<b>Quarter ended 30/09/2018 £</b>	<b>Quarter ended 31/12/2018 £</b>	<b>Quarter ended 31/03/2019 £</b>	<b>Total £</b>
<b>Hospitality &amp; Entertainment</b>						
Local suppliers	Various		111	53		<b>163</b>

Payee	Description	Quarter ended 30/06/2018 £	Quarter ended 30/09/2018 £	Quarter ended 31/12/2018 £	Quarter ended 31/03/2019 £	Total £
<b>External Consultancy</b>						
J Murphy	Accounting services	928	884	2,671		<b>4,483</b>
Scottish Government	Procurement Shared Service			2,117		<b>2,117</b>
Law at Work	Employment Law Support Service	2,119		2,119		<b>4,238</b>
Law at Work	Health & Safety Support Service including Health & Safety Audit	360		1,500		<b>1,860</b>
<b>Total</b>		<b>3,407</b>	<b>884</b>	<b>8,407</b>		<b>12,698</b>

		Quarter ended 30/06/2018 £	Quarter ended 30/09/2018 £	Quarter ended 31/12/2018 £	Quarter ended 31/03/2019 £	Total £
<b>Members or Employees who received remuneration in excess of £150,000</b>						
<b>NONE</b>		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 31/03/20	Computer Application Services Ltd	Annual software support and licences	<b>31,011</b>	29,091	1,920	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 31/03/20	Thorntons Solicitors on behalf of landlords	Office rent	<b>50,811</b>	0	12,500	0	0	12,500	0	0	12,500	0	0	12,500	811
to 31/03/20	Anderson Strathern	Legal advice; defending appeal to Court of Session including Counsels' fees	<b>49,619</b>	2,093	1,075	5,087	1,889	11,387	2,232	1,613	3,791	3,358	1,009	15,311	764

## Explanatory note

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### 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

#### **For more information contact:**

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