

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 2023

Payee	Description	Quarter ended 30/06/2022 £	Quarter ended 30/09/2022 £	Quarter ended 31/12/2022 £	Quarter ended 31/03/2023 £	Total £
Public relations						
Biteable	Software licence			157		157
Shutterstock	Software licence	283	212	212	142	850
Campaign Master	Email marketing	450	450	450	450	1,800
Sign Language Interactions	Interpretation Services		216		216	432
External PR expenditure		733	878	820	808	3,239
Internal PR expenditure		4,807	6,448	6,219	9,793	27,267
Total		5,540	7,326	7,038	10,601	30,505

Destination / Purpose	Description	Quarter ended 30/06/2022 £	Quarter ended 30/09/2022 £	Quarter ended 31/12/2022 £	Quarter ended 31/03/2023 £	Total £
Overseas Travel						
	No overseas travel in 2022-23					0
Total						0

Payee	Description	Quarter ended 30/06/2022 £	Quarter ended 30/09/2022 £	Quarter ended 31/12/2022 £	Quarter ended 31/03/2023 £	Total £
Hospitality & Entertainment						
Hungarian National Authority for Data Protection and Freedom of Information, Edinburgh	Refreshments and lunch		117			117
Total			117			117

Payee	Description	Quarter ended 30/06/2022 £	Quarter ended 30/09/2022 £	Quarter ended 31/12/2022 £	Quarter ended 31/03/2023 £	Total £
External Consultancy						
J Murphy	Accounting services	1,050		1,050		2,100
Scottish Government	Procurement Shared Service		2,346			2,346
Law at Work	Employment Law Support Service			4,238		4,238
Law at Work	Health & Safety Support Service including Health & Safety Audit			2,394		2,394

Anderson Strathern	Legal Consultancy		385	7,716		7,561
Total		1,050	2,731	14,859		18,639

		Quarter ended 30/06/2022 £	Quarter ended 30/09/2022 £	Quarter ended 31/12/2022 £	Quarter ended 31/03/2023 £	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 31/03/23	Computer Application Services Ltd	Annual software support and licences	35,093	35,093	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 31/03/23	Thorntons Solicitors on behalf of landlords	Office rent	54,000	0	13,500	0	0	13,500	0	0	13,500	0	0	13,500	0
to 31/03/23	Microsys Solutions Ltd	IT support, equipment and software	34,357	1,597	1,571	2,547	1,393	235	2,991	255	3,060	2,903	3,917	1,506	12,382
to 31/03/23	Information Commissioner	Secondment Costs	27,822	4,539	4,536	4,539	4,539	4,539	4,539	586	0	0	0	0	0

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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