

# 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 ended 31 March 2017

Payee	Description	Quarter ended 30/06/2016 £	Quarter ended 30/09/2016 £	Quarter ended 31/12/2016 £	Quarter ended 31/03/2017 £	Total £
<b>Public relations</b>						
Glasgow Council for the Voluntary Sector	Venue hire - Civil Society FOI workshops	350	0	0	0	<b>350</b>
Culture and Sport Glasgow	FOI Roadshow catering	1,422	0	0	0	<b>1,422</b>
Young Scot Enterprise	Promoting FOI to young people	1,000	0	0	0	<b>1,000</b>
C2	Production of website template	600	0	0	0	<b>600</b>
Anderson Strathern	Catering for Advisory Group meeting	148	0	0	0	<b>148</b>
St Andrews Botanic Gardens	Entrance fee (photography background)	15	0	0	0	<b>15</b>
Amazon	Prize for Young Scot FOI awareness competition	251	0	0	0	<b>251</b>
Local supplier	Internal bulletin back-up service	200	0	0	200	<b>400</b>
Epic Scotland	Annual report photography	0	565	0	0	<b>565</b>
West Port Print & Design	Data download for Public Authority Statistics Records	0	162	0	0	<b>162</b>

C2	Data download for Public Authority Statistics Record	0	360	0	0	<b>360</b>
442 Design	Infographics re Model Publication Scheme audit	0	400	0	0	<b>400</b>
442 Design	Design, artwork and printing of Annual Report and Accounts	0	0	10,820	0	<b>10,820</b>
442 Design	Design and print posters	0	0	593	0	<b>593</b>
Dovecot Studios Ltd	Venue hire and catering for Edinburgh road show	0	0	1,716	0	<b>1,716</b>
Vision Events (UK) Ltd	Hire of audio/visual equipment for Edinburgh roadshow	0	0	412	0	<b>412</b>
Fergus Couriers	Transportation of equipment to/from roadshows	0	0	506	44	<b>506</b>
Dundee City Council	Roadshow hospitality costs	0	0	0	629	<b>629</b>
C2	Email marketing	0	450	0	85	<b>535</b>
Amazon	Portable speakers for events	0	0	0	280	<b>280</b>
<b>External PR expenditure</b>		<b>3,986</b>	<b>1,937</b>	<b>14,047</b>	<b>1,238</b>	<b>21,208</b>
<b>Internal PR expenditure</b>		<b>3,638</b>	<b>2,445</b>	<b>3,035</b>	<b>985</b>	<b>10,103</b>
<b>Total</b>		<b>7,624</b>	<b>4,382</b>	<b>17,082</b>	<b>2,223</b>	<b>31,311</b>

Destination / Purpose	Description	Quarter ended 30/06/2016 £	Quarter ended 30/09/2016 £	Quarter ended 31/12/2016 £	Quarter ended 31/03/2017 £	Total £
<b>Overseas Travel</b>						
OGP Summit, Paris	Flights, accommodation and miscellaneous travel costs - Scottish Information Commissioner	0	0	1,025	0	<b>1,025</b>
TAIEX Workshop on the Interaction of Free Access to Information with Personal Data and Classified Information, Skopje	Miscellaneous expenses - Scottish Information Commissioner	0	0	201	0	<b>201</b>
European Ombudsmans' Conference, Berlin	Miscellaneous expenses - Scottish Information Commissioner	0	0	0	1,120	<b>1,120</b>
<b>Total</b>		<b>0</b>	<b>0</b>	<b>1,226</b>	<b>1,120</b>	<b>2,346</b>

Payee	Description	Quarter ended 30/06/2016 £	Quarter ended 30/09/2016 £	Quarter ended 31/12/2016 £	Quarter ended 31/03/2017 £	Total £
<b>Hospitality &amp; Entertainment</b>						
Local suppliers	Various	17	27	3	25	<b>72</b>
<b>Total</b>		<b>17</b>	<b>27</b>	<b>3</b>	<b>25</b>	<b>72</b>

Payee	Description	Quarter ended 30/06/2016 £	Quarter ended 30/09/2016 £	Quarter ended 31/12/2016 £	Quarter ended 31/03/2017 £	Total £
<b>External Consultancy</b>						
Ambersail	IT security services	4,320	0	0	0	4,320
Scott Moncrieff	Internal audit	2,079	0	0	0	2,079
Law at Work	Employment Law services	4,238	0	0	0	4,238
Law at Work	Health & Safety Services	0	0	1,210	0	1,210
<b>Total</b>		<b>10,637</b>	<b>0</b>	<b>1,210</b>	<b>0</b>	<b>11,847</b>

		Quarter ended 30/06/2016 £	Quarter ended 30/09/2016 £	Quarter ended 31/12/2016 £	Quarter ended 31/03/2017 £	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 31/03/17	Mouchel Management Consulting Ltd	Upgrade / development of Caseload Management system; annual support & maintenance	<b>38,620</b>	30,430	8,190	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 31/03/17	Thorntons	Office rent/premises insurance	<b>52,096</b>	442	12,500	0	0	12,500	1,654	0	12,500	0	0	0	12,500
To 31/03/17	Anderson Strathern	Legal advice; defending appeals to Court of Session including Counsels' fees; training	<b>44,158</b>	2,371	1,162	3,110	5,739	936	2,206	4,201	3,614	3,451	6,823	3,838	6,710
To 31/03/17	C2 Software Ltd	Design of stats portal and decisions database for website; website hosting fees	<b>27,105</b>	660	660	2,100	660	810	660	0	0	17,270	240	3,367	678

\* For further information regarding these costs, including details of costs recovered, please visit our website at <http://www.itspublicknowledge.info/home/AboutSIC/Governance/BudgetExpenditure.aspx>

## 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

She 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 2014-15. For example, the Commissioner and her staff:

- provide presentations to public authorities and civil society organisations,
- issue newsletters about new developments in FOI
- lay an annual report
- support the annual Holyrood FOI conference
- maintain and updated our website
- issue new guidance

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