

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 2018

Payee	Description	Quarter ended 30/06/2017 £	Quarter ended 30/09/2017 £	Quarter ended 31/12/2017 £	Quarter ended 31/03/2018 £	Total £
Public relations						
EVOC	Catering for civil society FOI training event	114				114
Apple	Prize for Young Scot FOI competition	559				559
442 Design	Production and Printing of Special Report	3,194				3,194
Clikapad	Software licences		105			105
Adobe	Subscription to Adobe stock website		43			43
UPS	Transport equipment to/from conference			60		60
Fergus Couriers	Transport equipment to/from conference			110	150	260
Epic Scotland	Commissioner photographs			506		506
442 Design	Design and printing Annual Report and Accounts			6,977		6,977
C2	Email marketing	54	66	86	86	292
Biteable	Software licence				141	141

Fife Council	Advisory Group catering				161	161
Glasgow City Council	Venue hire and catering for Roadshow				1728	1728
Fife Council	Catering for Roadshow				726	726
External PR expenditure		3,921	214	7,739	2,992	14,866
Internal PR expenditure		520	2,301	2,145	3,684	8,650
Total		4,441	2,515	9,884	6,676	23,516

Destination / Purpose	Description	Quarter ended 30/06/2017 £	Quarter ended 30/09/2017 £	Quarter ended 31/12/2017 £	Quarter ended 31/03/2018 £	Total £
Overseas Travel						
NONE		0	0	0	0	0

Payee	Description	Quarter ended 30/06/2017 £	Quarter ended 30/09/2017 £	Quarter ended 31/12/2017 £	Quarter ended 31/03/2018 £	Total £
Hospitality & Entertainment						
Local suppliers	Various	15	0	41	1	57
Total		15	0	41	1	57

Payee	Description	Quarter ended 30/06/2017 £	Quarter ended 30/09/2017 £	Quarter ended 31/12/2017 £	Quarter ended 31/03/2018 £	Total £
External Consultancy						
Scottish Government	Digital Maturity Model Assessment & Report	3,355		1,920		5,275
Scott Moncrieff	Internal audit	2,079			4,210	6,289
Ambersail	IT security services		5,940			5,940
Law at Work	Employment Law Services		4,471	3,487		7,958
Barrier Networks	Cyber Essentials Pre-Assessment				900	900
Total		5,434	10,411	5,407	5,110	26,362

		Quarter ended 30/06/2017 £	Quarter ended 30/09/2017 £	Quarter ended 31/12/2017 £	Quarter ended 31/03/2018 £	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 31/03/18	Computer Application Services Ltd	Annual software support and licences	27,724	27,450	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 31/03/18	Thorntons	Office rent	50,000	0	12,500	0	0	12,500	0	0	12,500	0	0	12,500	0
to 31/03/18	Anderson Strathern	Legal advice; defending appeal to Court of Session including Counsels' fees	72,030	15,197	1,645	1,132	6,049	16,306	4,360	586	9,465	5,758	457	3,403	7,672
to 31/03/18	Microsys	IT support services	31,500	1,146	3,176	2,071	1,056	9,355	1,027	1,806	1,261	1,014	1,713	2,261	5,614

* For further information regarding these costs, including details of costs recovered, please visit our website at

<http://www.itpublicknowledge.info/home/AboutSIC/Governance/BudgetExpenditure.aspx>

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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