

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 2019

Payee	Description	Quarter ended 30/06/2018 £	Quarter ended 30/09/2018 £	Quarter ended 31/12/2018 £	Quarter ended 31/03/2019 £	Total £
Public relations						
Scottish Information Commissioner	Catering for Advisory Group	66				66
Scottish Information Commissioner	Catering for Part 7 Network Group	128				128
Scottish Information Commissioner	Catering for NHS FOI Forum		32			32
Audit Scotland	Catering for Advisory Group			72		72
442 Design	YRTK Booklets Artwork	810				810
442 Design	YRTK Booklets printing		1,160			1,160
Clikapad	Software support	300				300
Adobe	Subscription to Adobe stock website		22			22
Fergus Couriers	Transport equipment to/from conference			110		110
Epic Scotland	Commissioner photographs	626				626
442 Design	Design and printing Annual Report and Accounts			6,114		6,114

442 Design	Annual Report 17/18 Postcards, design and print			552		552
C2	Email marketing	88	89	88	8	272
Biteable	Software licence			145		145
Shutterstock	Software licence			142		142
ITV Services Ltd	British Sign Language translation services		468	116		584
External PR expenditure		2,018	1,770	7,339	8	11,135
Internal PR expenditure		2,397	3,787	5,159	4,279	15,622
Total		4,415	5,557	12,498	4,287	26,757

Destination / Purpose	Description	Quarter ended 30/06/2018 £	Quarter ended 30/09/2018 £	Quarter ended 31/12/2018 £	Quarter ended 31/03/2019 £	Total £
Overseas Travel						
Scottish Information Commissioner	Attend conferences in Georgia, Brussels and South Africa	0	1,690	499	1,317	3,507

Payee	Description	Quarter ended 30/06/2018 £	Quarter ended 30/09/2018 £	Quarter ended 31/12/2018 £	Quarter ended 31/03/2019 £	Total £
Hospitality & Entertainment						
Local suppliers	Various	27	0	15	1	42
Total		27	0	15	1	42

Payee	Description	Quarter ended 30/06/2018 £	Quarter ended 30/09/2018 £	Quarter ended 31/12/2018 £	Quarter ended 31/03/2019 £	Total £
External Consultancy						
Business Medical Ltd	Occupational Health advice	465				465
J Murphy	Accounting services	2,230	1,498	464	464	4,656
Scottish Government	Procurement Shared Service		2,016			2,016
Law at Work	Employment Law Support Service			2,119	1,413	3,532
Law at Work	Health & Safety Support Service			360	240	600
Law at Work	Internal Health & Safety Audit				1,020	1,020
Scott Moncrieff	Internal Audit				2,607	2,607
Total		2,695	3,514	2,943	5,744	14,896

		Quarter ended 30/06/2018 £	Quarter ended 30/09/2018 £	Quarter ended 31/12/2018 £	Quarter ended 31/03/2019 £	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	28,521	28,521	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 Solicitors on behalf of landlords	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	38,809	720	4,932	0	5,744	8,351	235	1,939	5,218	2,932	1,431	4,264	3,044

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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