

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 2021

Payee	Description	Quarter ended 30/06/2020 £	Quarter ended 30/09/2020 £	Quarter ended 31/12/2020 £	Quarter ended 31/03/2021 £	Total £
Public relations						
Biteable	Software licence			141		141
Shutterstock	Software licence	212	212	212	212	848
Campaign Master	Email marketing	450	450	450	450	1,800
YoungScot	FOI awareness campaign				990	990
External PR expenditure		662	662	803	1,652	3,779
Internal PR expenditure		8,116	2,559	6,072	4,621	21,369
Total		8,778	3,221	6,875	6,566	25,148

Destination / Purpose	Description	Quarter ended 30/06/2020 £	Quarter ended 30/09/2020 £	Quarter ended 31/12/2020 £	Quarter ended 31/03/2021 £	Total £
Overseas Travel						
	No overseas travel in 2020-21					0
Total						0

Payee	Description	Quarter ended 30/06/2020 £	Quarter ended 30/09/2020 £	Quarter ended 31/12/2020 £	Quarter ended 31/03/2021 £	Total £
Hospitality & Entertainment						
	No hospitality and entertainment costs in 2020-21					0
Total						0

Payee	Description	Quarter ended 30/06/2020 £	Quarter ended 30/09/2020 £	Quarter ended 31/12/2020 £	Quarter ended 31/03/2021 £	Total £
External Consultancy						
J Murphy	Accounting services	1,820	585		227	2,632
Scottish Government	Procurement Shared Service			2,170		2,170
Law at Work	Employment Law Support Service	2,119		4,238		6,357
Law at Work	Health & Safety Support Service including Health & Safety Audit	360		2,394		2,754
Total		4,299	585	8,802	22	13,913

		Quarter ended 30/06/2020 £	Quarter ended 30/09/2020 £	Quarter ended 31/12/2020 £	Quarter ended 31/03/2021 £	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 31/03/21	Computer Application Services Ltd	Annual software support and licences	31,735	31,735	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 31/03/21	Thorntons Solicitors on behalf of landlords	Office rent	55,552	0	15,052	0	0	0	13,500	0	13,500	0	0	13,500	0
to 31/03/21	Phoenix Software	Software	33,436	95	8,189	0	5,532	2,472	0	17,148	0	0	0	0	0
to 31/03/21	Microsys Solutions Ltd	IT support, equipment and software	71,162	2,125	13,925	1,289	13,683	5,310	10,642	1,364	5,544	1,716	1,797	3,526	10,241

to 31/03/21	Anderson Strathern	Legal advice; defending appeal to Court of Session including Counsels' fees	47,429	4,408	10,952	17,591	5,945	427	361	1,287	819	150	311	450	4,728
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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

For more information contact:

The Scottish Information Commissioner
Kinburn Castle, Doubledykes Road, St Andrews KY16 9DS

T: 01334 464610

F: 01334 464611

enquiries@itspublicknowledge.info

www.itspublicknowledge.info

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