

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 2024

Payee	Description	Quarter ended 30/06/2023 £	Quarter ended 30/09/2023 £	Quarter ended 31/12/2023 £	Quarter ended 31/03/2024 £	Total £
Public relations						
Biteable	Software licence		150			150
Shutterstock	Software licence	212	212	71		496
Adobe	Adobe Stock subscription			109	656	766
Campaign Master	Email marketing	450	450	450	450	1,800
Sign Language Interactions	Interpretation Services		216		108	324
Union	Accessibility Audit				1,524	1,524
Scottish Youth Parliament	FOI Consultation workshop				1,800	1,800
External PR expenditure		662	1028	630	4,538	6,859
Internal PR expenditure		7,137	7,092	8,817	5,989	29,035
Total		7,799	8,120	9,447	10,528	35,894

Destination / Purpose	Description	Quarter ended 30/06/2023 £	Quarter ended 30/09/2023 £	Quarter ended 31/12/2023 £	Quarter ended 31/03/2024 £	Total £
Overseas Travel						
Scottish Information Commissioner	Participation in conferences in Philippines and Estonia	1,523	625			2,147
Deputy Head of Enforcement	Attend conference in Germany	941				941
Total		2,463	625	0	0	3,088

Payee	Description	Quarter ended 30/06/2023 £	Quarter ended 30/09/2023 £	Quarter ended 31/12/2023 £	Quarter ended 31/03/2024 £	Total £
Hospitality & Entertainment						
Sponsorship of Drinks Reception following FOI Conference, 28/11/24	Networking Reception			504		504
Total		0	0	504	0	504

Payee	Description	Quarter ended 30/06/2023 £	Quarter ended 30/09/2023 £	Quarter ended 31/12/2023 £	Quarter ended 31/03/2024 £	Total £
External Consultancy						
J Murphy	Accounting services		2,700			2,700
Scottish Government	Procurement Shared Service			2,484		2,484
Worknest	Employment Law Support Service	6,704				6,704
Worknest	Ad hoc HR Consultancy		720		2,418	3,138
Anderson Strathern	Legal Consultancy			548	1518	2,066
Total		6,704	3,420	3,032	2,936	17,092

		Quarter ended 30/06/2023 £	Quarter ended 30/09/2023 £	Quarter ended 31/12/2023 £	Quarter ended 31/03/2024 £	Total £
Members or Employees who received remuneration in excess of £150,000						
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 31/03/24	Computer Application Services Ltd	Annual software support and licences	38,602	38,602	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 31/03/24	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 31/03/24	Microsys Solutions Ltd	IT support, equipment and software	52,074	3,357	6,210	2,317	414	4,337	2,324	2,551	5,638	2,960	3,062	2,493	16,411
to 31/03/24	Anderson Strathern	Legal advice – Court of Session cases	44,601	926	2,619	2,728	808	13,713	276	531	1,159	14,456	3,216	1,596	2,572

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 2023-24. 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 update a website
- issue new guidance

For more information contact:

Scottish Information Commissioner
Kinburn Castle, Doubledykes Road, St Andrews KY16 9DS
T: 01334 464610
enquiries@itspublicknowledge.info
www.itspublicknowledge.info

© Scottish Information Commissioner 2024

You may use and re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence, visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>