

Annual Statement to:	QSMTM Q4, Part 2 2023-24
Annual Statement by:	Kim Berry, Finance and Administration Manager (FAM)
Meeting Date:	31 May 2024
Subject/ Title: (and VC no)	CR Public Services Reform Act 2010 Annual Statement 2023-24 (VC208642)
Attached Papers (title and VC no)	Public Services Reform Act 2010 – Annual Expenditure Statement 2023-24 (VC208641)

Purpose of Annual Statement

1. The purpose of this Committee Report (CR) is to consider and approve the draft Public Services Reform Act 2010 Annual Expenditure Statement 2023-24, which comprises this CR and the attached document

Recommendation and actions

2. The following is recommended
 - (i) the Senior Management Team (SMT) agree the publication of the Public Services Reform Act 2010 – Annual Expenditure Statement 2023-24
 - (ii) the SMT agree the publication of this CR as set out in paragraph 15.

Executive summary

3. Section 31 of the Public Services Reform (Scotland) Act 2010 (PSRA) requires public bodies to publish information on certain expenditure each financial year. In preparing the annual statement on this expenditure for the Scottish Information Commissioner (the Commissioner), data is gathered from a range of sources, including a monthly monitor log of activity falling within the category of “public relations”, as listed in the PSRA.
4. The key document C7 Public Services Reform Act 2010 - definition of “public relations” Internal guidance note provides guidance to the Commissioner’s staff on what activity should be classed as “public relations” and recorded in the monthly monitoring log.
5. The key document was reviewed in April 2023.
6. Following consideration of the relevant CR, an annual statement is prepared and published for each financial year.

Risk impact

7. The Commissioner's reputation and, also, public confidence in the Commissioner could be undermined if the Commissioner fails to meet statutory duties and does not demonstrate good practice and good governance.
8. The PSRA Annual Expenditure Statement 2023-24, when published, will mitigate against strategic and operational risks of not complying with statutory duties and of not having effective and robust governance and policies arrangements in place.

Equalities impact

9. None identified.

Resources impact

10. Staff report related activity, with no change or additional resource impact identified.

Privacy impact

11. None identified.

Operational/ strategic plan impact

12. None identified.

Records management impact (including any key documents actions)

13. None – other than the publication requirements as set out in this report.

Consultation and Communication

14. QSMTM minute and publication of the PSRA Annual Expenditure Statement 2023-24.

Publication

15. I recommend the following:
 - (i) the CR is published in full
 - (ii) the publication of the PSRA Annual Expenditure Statement 2023-24 is withheld on the basis that section 27 of FOISA applies to enable the PSRA Annual Expenditure Statement 2023-24 to be finalised and published on our website as soon as possible, but within twelve weeks.