

## Public Services Reform (Scotland) Act 2010

### Section 31: Duties to provide information on certain expenditure – 2023/24

Statements published by the Commissioner for Ethical Standards in Public Life in Scotland as required under section 31 of the Public Services Reform (Scotland) Act 2010 for the financial year ended 31 March 2024.

#### Section 31 (2) Expenditure

##### (a) Expenditure on Public Relations

Payee	Description	Annual Expenditure (£)
Civic Computing	Website hosting, maintenance and development	13,440.00
<b>SUB-TOTAL</b>	<b>External PR Expenditure</b>	
	Internal PR Expenditure - see explanatory note 1	7,788.00
<b>TOTAL</b>		<b>21,228.00</b>

##### (b) Expenditure on Overseas Travel

Payee	Description	Annual Expenditure (£)
	None	0.00
<b>TOTAL</b>		<b>0.00</b>

## Section 31 (2) Expenditure contd.

### (c) Expenditure on Hospitality and Entertainment

Payee	Description	Annual Expenditure (£)
Indulge Catering	Catering at public appointments event	312.00
Norton Park	Venue hire and catering at public appointments event	571.20
UK Vending	Catering supplies	208.58
<b>TOTAL</b>		<b>1,091.78</b>

### (d) Expenditure on External Consultancy

Payee	Description	Annual Expenditure (£)
Euro-systems Ltd	Assistance with cyber security	900.00
Grant McGregor	Assistance with Cyber Essentials Plus accreditation	3,156.00
Wylie & Bisset Group	Internal audit service	9,600.00
<b>TOTAL</b>		<b>13,656.00</b>

### Section 31 (3) Payments in excess of £25,000

#### a) Individual payments in excess of £25,000

Payee	Date	Description	Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
None															

#### b) Cumulative payments in excess of £25,000

Payee	Description	Total	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Euro-Systems Ltd	IT managed support service, software licences and hardware	33,227	3,297	2,408	1,849	1,929	3,174	1,960	1,868	1,868	1,877	1,805	7,225	3,967
Arcus Global	Case management system licences and development	27,672						12,888			14,784			
Scottish Legal Aid Board	Office Chairs for TH	4,086	4,086											
Scottish Legal Aid Board	Rent and rates (see explanatory note 2)	66,036				16,509			16,509			16,509		16,509
Scottish Legal Aid Board	Office services - reception services, security, cleaning, IT infrastructure, building maintenance, meeting room hire, postage	35,707				8,925			8,415			8,963		9,404
<b>TOTALS</b>		<b>166,728</b>	<b>7,383</b>	<b>2,408</b>	<b>1,849</b>	<b>27,363</b>	<b>3,174</b>	<b>14,848</b>	<b>26,792</b>	<b>1,868</b>	<b>16,661</b>	<b>27,277</b>	<b>7,225</b>	<b>29,880</b>

### Section 31 (4) Members or employees who received remuneration in excess of £150,000

None

## Explanatory Notes

1. Internal staff costs on public relations have been calculated as follows:

Total staff costs including ERNIC, employers' contributions, salary and temporary staff costs are £1,165,187

The Commissioner had 19 full-time equivalent staff giving 4,940 person days available in the year. Therefore, the average day rate is £236. Some of the work undertaken by our staff may include an element which falls within the definition of public relations contained in the Scottish Government's guidance on compliance with the Public Services Reform (Scotland) Act 2010. The guidance reads, "*The statement of expenditure on public relations should state the total amount of expenditure during the relevant financial year on all external communications, including the cost of in-house and contracted staff and consultants. Expenditure on 'public relations' includes (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.*" It is not possible to provide a specific work time allocation, but it is estimated that the Commissioner's team spent approximately 33 days on 'public relations' across the year.

The estimated salary cost is £7,788

2. The Commissioner leases serviced office accommodation from the Scottish Legal Aid Board. Lease agreements are annual, running from April to March.

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