

**Public Services Reform (Scotland) Act 2010**  
**Section 31: Duty to provide information on certain expenditure incurred during 2014/2015.**

The Standards Commission for Scotland incurred expenditure as provided below in relation to the categories detailed within Section 31 of the Public Services Reform (Scotland) Act 2010 during the financial year ended 31 March 2015.

<b>Section 31 (2) Expenditure</b>		
<b>(a) Public Relations</b>		
<b>Payee</b>	<b>Description</b>	<b>Annual Expenditure (£)</b>
MC Squared	Design and production of Annual Report	522.00
Native Space	Website Hosting	67.28
<b>SUB TOTAL</b>	<b>External PR Expenditure</b>	<b>589.28</b>
	<b>Internal PR Expenditure – see explanatory note 1</b>	<b>3630.00</b>
	<b>TOTAL</b>	<b>4219.28</b>
<b>(b) Overseas Travel</b>		
<b>Description</b>	<b>Annual Expenditure (£)</b>	
None	0.00	
<b>(c) Hospitality and Entertainment</b>		
<b>Payee</b>	<b>Description</b>	<b>Annual Expenditure</b>
Sodexo	Catering – Standards Officer Working Group	46.00
Edinburgh Training and Conference Centre	Room Hire & Catering – Standards Officers Workshop (74 Delegates)	1622.40
COSLA	Room Hire & Catering – Monitoring Officers Workshop (2 events – 87 Delegates)	1669.80
	<b>TOTAL</b>	<b>3338.20</b>
<b>(d) External Consultancy</b>		
<b>Payee</b>	<b>Description</b>	<b>Annual Expenditure</b>
Consultant	Support to Executive Director and development of guidance material	4378.07
Development Exchange	Recruitment – Candidate Testing Services	2076.00
	<b>TOTAL</b>	<b>6454.07</b>
<b>Section 31 (3) Payments in Excess of £25,000</b>		
<b>Individual Payment greater than £25,000</b>		
<b>Description</b>	<b>Annual Expenditure (£)</b>	

None	0.00
<b>Multiple Payments greater than £25,000</b>	
<b>Description</b>	<b>Annual Expenditure (£)</b>
None	0.00
<b>Section 31 (4) Members or employees who received remuneration in excess of £150,000.</b>	
<b>Description</b>	<b>Annual Expenditure (£)</b>
None	0.00

- Note 1:* Internal staff costs on public relations have been calculated as follows:
- Total staff costs including ERNIC, employer contributions, staff and temporary staff costs are £110,178.
  - The Standards Commission for Scotland had 2.81 full time equivalent staff giving 456 person days available in the year. Therefore the average day rate is £242.
  - Some of the work undertaken by the Standards Commission may include an element which falls within the definition of public relations contained within the Scottish Government guidance on compliance with the Public Services Reform (Scotland) Act 2010. It is not possible to provide a specific work time allocation but it is estimated that the Standards Commission spent approximately 15 days on “public relations” during 2014/15 which primarily relates to the provision of support at external events given to key stakeholders which aligns with the Standards Commission’s statutory functions.
  - The estimated salary cost is £3,630.

Elaine McLean  
Business Manager  
Standards Commission for Scotland  
T2.21 Scottish Parliament  
Edinburgh  
EH99 1SP  
Tel: 0131 348 6666  
e-mail: [enquiries@standardscommission.org.uk](mailto:enquiries@standardscommission.org.uk).