

Section 31: Duty to provide information on certain expenditure incurred during 2017/18.

During the year ending 31 March 2018, the Standards Commission for Scotland incurred expenditure, shown below, relating to the categories stated within section 31 of the Public Services Reform (Scotland) Act 2010.

Section 31 (2) Expenditure		
(a) Public Relations		
Payee	Description	Annual Expenditure (£)
MC Squared	Design services for the Standards Commission's corporate publications.	1,057.20
Survey Monkey	Conduct Surveys	300.00
1&1 Internet	Email Services & Domain Name Registration	122.22
MTC Media	Website	780.00
Holyrood PR	Promote role of the Standards Commission.	9,600.00
SUB TOTAL	External PR Expenditure	11,859.42
	*Internal PR Expenditure – see explanatory note 1	6,048.00
	TOTAL	17,907.42
(b) Overseas Travel		
Description		Annual Expenditure (£)
None		0.00
(c) Hospitality and Entertainment		
Payee	Description	Annual Expenditure
None		0.00
(d) External Consultancy		
Payee	Description	Annual Expenditure
None		0.00
Section 31 (3) Payments in Excess of £25,000		
Individual Payment greater than £25,000		
Description		Annual Expenditure (£)
None		0.00

Multiple Payments greater than £25,000	
Description	Annual Expenditure (£)
None	0.00
Section 31 (4) Members or employees who received remuneration in excess of £150,000.	
Description	Annual Expenditure (£)
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 £158,435.
- During 2017/18 the Standards Commission for Scotland employed 2.81 full time equivalent staff which equates to 628 person days available in the year. Therefore, the average daily rate applied in calculating the estimated cost of internal staff costs involved with public relations work is £252 per day.
- 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 identify the amount of time spent by staff on public relations work. It is estimated the approximately 2 days per month was spent on this work during 2017/18. This involves the formulation and dissemination of messages about the work and role of the Standards Commission and on issues concerning the ethical standards framework and acceptable behaviour in public life.
- The estimated salary cost is £6,048.



Elaine McLean
 Business Manager
 Standards Commission for Scotland
 T2.21 Scottish Parliament
 Edinburgh
 EH99 1SP

26 July 2018

Telephone: 0131 348 6666
 e-mail: enquiries@standardscommission.org.uk.