

Section 31: Duty to provide information on certain expenditure incurred during 2018/19.

During the year ending 31 March 2019, the Standards Commission for Scotland incurred expenditure associated with the categories provided within section 31 of the Public Services Reform (Scotland) Act 2010 as follows:

Section 31 (2) Expenditure		
(a) Public Relations		
Payee	Description	Annual Expenditure (£)
Emma Quinn	Design services for the Standards Commission's corporate publications.	1,270.84
Survey Monkey	Obtain feedback	336.00
1&1 Internet	Email service & Domain Name Registration	175.17
MTC Media	Website maintenance	720.00
Holyrood PR	Assistance in promoting ethical standards framework	8,505.60
Pagoda	Assistance in promoting ethical standards framework	2,850.80
ITV Services Ltd	British Sign Language translation services	592.80
A21 Transcription	Braille translation services	276.41
SUB TOTAL	External PR Expenditure	14,727.62
	*Internal PR Expenditure – see explanatory note 1	6,192.00
	TOTAL	20,919.62
(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:** Costs associated with the provision of internal public relations activities have been calculated as follows:

- Total staff costs including employer national insurance and pensions contributions amounted to £155,857.
- During 2018/19 the Standards Commission for Scotland employed 2.76 full time employees which equates to 605 working days in the year. Therefore, the average daily rate applied in calculating the estimated cost of staff time in dealing with public relations work is £258 per day.
- Some of the work undertaken by the Standards Commission may include an element which falls within the definition of public relations work as contained within the Scottish Government guidance on compliance with the Public Services Reform (Scotland) Act 2010. These activities include 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. As it is not possible to identify the exact amount of time spent by staff on public relations work it has been estimated that the average time spent on these activities is two days per month.
- Therefore, staff costs for conducting and supporting public relations activities during 2018/19 was £6,192.

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