

**Section 31: Duty to provide information on certain expenditure incurred during 2019/20.**

During the year ending 31 March 2020, 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:

<b>Section 31 (2) Expenditure</b>		
<b>(a) Public Relations</b>		
<b>Description</b>		<b>Annual Expenditure (£)</b>
External PR Expenditure		10,063
*Internal PR Expenditure – see explanatory note 1		7,146
<b>TOTAL</b>		<b>17,209</b>
<b>(b) Overseas Travel</b>		
<b>Description</b>		<b>Annual Expenditure (£)</b>
None		0
<b>(c) Hospitality and Entertainment</b>		
<b>Payee</b>	<b>Description</b>	<b>Annual Expenditure (£)</b>
None		0
<b>(d) External Consultancy</b>		
<b>Payee</b>	<b>Description</b>	<b>Annual Expenditure</b>
None		0
<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
<b>Multiple Payments greater than £25,000</b>		
<b>Description</b>		<b>Annual Expenditure (£)</b>
None		0
<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

\* **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 £179,768.
- During 2019/20 the Standards Commission for Scotland employed 2.76 full time employees which equates to 604 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 £298 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 2019/20 was £7,146.

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