



## SCOTTISH BIOMETRICS COMMISSIONER STATEMENT OF EXPENDITURE 2024/25

In accordance with the duties to provide information on certain expenditure as outlined in the Public Services Reform (Scotland) Act 2010

### PUBLIC RELATIONS

| Payee                       | Description                 | Total     |
|-----------------------------|-----------------------------|-----------|
| Stand                       | Print costs                 | £5,486.17 |
| Gecko                       | Web hosting and maintenance | £3,552.00 |
| HR Staple                   | Staff survey                | £1,003.62 |
| S Lumsden                   | Media liaison               | £705.00   |
| 4Imprint                    | Notebooks                   | £508.78   |
| Evaluation Support Scotland | Workshop                    | £2,070.00 |

### NON-UK TRAVEL

| Payee   | Description               | Total     |
|---------|---------------------------|-----------|
| Various | Flights and accommodation | £4,534.32 |

### HOSPITALITY & ENTERTAINMENT

| Payee   | Description | Total   |
|---------|-------------|---------|
| Mercure | Venue hire  | £229.00 |

### EXTERNAL CONSULTANCY

| Payee                  | Description                          | Total      |
|------------------------|--------------------------------------|------------|
| Audit Scotland         | External audit fees                  | £11,078.80 |
| TIAA                   | Internal audit fees                  | £6,300     |
| Scottish Government    | IT maintenance, hardware and support | £7,296.69  |
| Moorepay               | Payroll support                      | £1,625.25  |
| Microsys Solutions Ltd | IT maintenance, hardware and support | £9,753.60  |

### INDIVIDUAL PAYMENTS IN EXCESS OF £25,000

|                                 |
|---------------------------------|
| No individual payments >£25,000 |
|---------------------------------|

### MULTIPLE PAYMENTS – cumulative total exceeds £25,000, individual payments not exceeding £25,000

|                                 |
|---------------------------------|
| No cumulative payments >£25,000 |
|---------------------------------|

## SBC PUBLIC RELATIONS COSTS – 2024/25

The Public Services Reform (Scotland) Act 2010 (the Act) requires the SBC to publish information on expenditure in relation to our public relations costs.

The statement of expenditure on public relations reports the total amount of expenditure on all external communications during the financial year 2024/25 relating to the services which the SBC provides.

| Area of Expense                 | Description  | Total            |
|---------------------------------|--|------------------|
| Website                         | Website and associated fees  | <b>£3,552.00</b> |
| Copyright                       | Support in minimising risk of breaching copyright                      | <b>£0</b>        |
| Design fees and printing costs  | Design of leaflets and published reports and associated printing costs | <b>£5,994.95</b> |
| Outreach activities             | Conference, seminars and external events                               | <b>£0</b>        |
| Providing an accessible service | Translation and interpretation service                                 | <b>£0</b>        |
| Media analysis                  | Provision of media analysis service                                    | <b>£0</b>        |

The headings in the above table are those provided as guidance by the Scottish Government.

The proportion of time spent on public relations is as follows:

- 10% Commissioner (1 x FTE Band 7)

This PR expenditure was incurred in the delivery of SBC's statutory duties to publish an annual report and to ensure that all SBC's communications with all service users meet the standards of being clear, accessible and timely.