



SCOTTISH BIOMETRICS COMMISSIONER STATEMENT OF EXPENDITURE 2023/24

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	£8,647.20
Gecko	Web hosting and maintenance	£7,320.00
HR Staple	Staff survey and engagement session	£2,620.80
S Lumsden	Media liaison	£334.74
SDK Group Ltd	Banner	£144.00
Disability Equality Scotland	Translations	£1,200.00

NON-UK TRAVEL

Payee	Description	Total
Various	Flights and accommodation	£1,666.36

HOSPITALITY & ENTERTAINMENT

Payee	Description	Total
Police Treatment Centre	Venue hire and refreshments	£35.00
Raddison Blu	Venue hire	£2,120.00
Embo	Catering	£288.00

EXTERNAL CONSULTANCY

Payee	Description	Total
Audit Scotland	External audit fees	£12,966.00
TIAA	Internal audit fees	£9,057.00
Scottish Government	IT maintenance, hardware and support	£5,990.41
Moorepay	Payroll support	£1,339.24

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 – 2023/24

The Public Services Reform (Scotland) Act 2010 (the Act) requires 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 2023/24 relating to the services which SBC provides.

Area of Expense	Description	Total
Website	Website and associated fees	£7,320.00
Copyright	Support in minimising risk of breaching copyright	£0
Design fees and printing costs	Design of leaflets and published reports and associated printing costs	£8,791.20
Outreach activities	Conference, seminars and external events	£2,120.00
Providing and accessible service	Translation and interpretation service	£1,200.00
Media analysis	Provision of media analysis service	£0

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.