

**Public Services Reform (Scotland) Act 2010**

Duties on Public Bodies to provide information 2023/24

**1. Public relations expenditure 2023/24**

Category	Expenditure £
In-house staff (salary, pension & NICs)	100,258
IT consultants	0
Other PR	20,928
TOTAL	121,186

**Analysis of 'Consultant and Other Public Relations (PR)' expenditure**

Expenditure type	Amount £	Description of expenditure
Branding and Design	1,098	Design of Annual Report and Accounts

Corporate Communications	5,337	Banners, camera and videography equipment
Digital communications	216	Social media campaigns
External Events	4,290	Annual conferences
Marketing	390	Social media posts
Media relations	7,287	Newspaper Licensing Agency, Copyright Licensing Agency and media cutting services
PR Campaigns	302	Social media campaigns
Publications and Printing	2,008	Copyright and public administration licences
<b>TOTAL other PR</b>	<b>20,928</b>	

## 2. Overseas travel expenditure 2023/24

There was no overseas travel during 2023/24.

## 3. Hospitality and entertainment expenditure 2023/24

Category	Amount £
Catering for internal meetings and events	3,514

Catering for meetings with external attendees	3,433
Catering for training and developments events	3,091
<b>Total</b>	<b>10,038</b>

#### 4. Consultancy expenditure 2023/24

The expenditure detailed below satisfied the three-part test that determines whether a service is defined as consultancy as per Scottish Government's Scottish Procurement Directorate.

Details	Financial £	General business management £	Detail of Expenditure
EKOS Consulting (UK) Limited t/a Gen Consulting in Scotland		31,202	Digital Capabilities Research of adult social care workers in Scotland
Fauldhead Enterprises		1,200	Conference speaking fee
Investors In People		8,520	Investors in young people review, assessment and accreditation
<b>Grand Total</b>		<b>40,922</b>	

## 5. Single payments over £25,000

There were 67 payments over £25,000 totalling £9,223,187 during 2023/24.

Payment date	Supplier	Subject matter	Invoice amount £
09/11/23	Computacenter(UK)Ltd	Microsoft Licences	187,254
25/01/24	Computacenter(UK)Ltd	Microsoft Licences	27,208
11/01/24	Dumfries & Galloway Council	Disbursement payment	50,000
03/08/23	Dundee City Council	Disbursement payment	52,037
29/02/24	East Dunbartonshire Council	Disbursement payment	49,969
04/01/24	East Lothian Council	Disbursement payment	31,000
04/01/24	East Renfrewshire Council	Disbursement payment	50,000
22/02/24	Edinburgh Napier University	Practice learning funding	83,607
28/03/24	Edinburgh Napier University	Practice learning funding	64,605
11/01/24	Falkirk Council	Disbursement payment	40,000
20/07/23	Fife Council	Disbursement payment	49,969
03/08/23	Glasgow Caledonian University	Practice learning funding	58,011
26/10/23	Glasgow Caledonian University	Practice learning funding	64,885
09/11/23	Glasgow Caledonian University	Practice learning funding	92,205
22/02/24	Glasgow Caledonian University	Practice learning funding	225,507
28/03/24	Glasgow Caledonian University	Practice learning funding	253,450
21/03/24	Glasgow City Council	Disbursement payment	50,000
06/10/23	HM Revenue & Customs (HMRC)	Q1 VAT	62,433
20/07/23	Inverclyde Council	Disbursement payment	49,969
26/10/23	Law Society Of Scotland, The	Practising certificate fees	49,144
30/11/23	Learning Network West	Practice learning funding	35,000
21/12/23	North Lanarkshire Council	Disbursement payment	49,969
07/03/24	Open University	Practice learning funding	371,860
14/03/24	Open University	Practice learning funding	27,320
13/07/23	Perth and Kinross Council	Disbursement payment	47,969
03/08/23	Robert Gordon University, The	Practice learning funding	240,357

23/11/23	Robert Gordon University, The	Practice learning funding	75,130
22/02/24	Robert Gordon University, The	Practice learning funding	129,680
28/03/24	Robert Gordon University, The	Practice learning funding	503,804
04/05/23	Social Care and Social Work Improvement Scotland (SCSWIS)	Shared service recharge	835,400
08/06/23	Social Care and Social Work Improvement Scotland (SCSWIS)	Shared service recharge	64,883
13/07/23	Social Care and Social Work Improvement Scotland (SCSWIS)	Shared service recharge	102,611
15/06/23	Softcat Limited	ICT Software/Hardware	367,429
29/06/23	Softcat Limited	ICT Software/Hardware	27,771
24/08/23	South Ayrshire Council	Disbursement payment	25,219
06/04/23	Space Solutions Scotland Limited	Compass House Alterations	44,413
11/05/23	Space Solutions Scotland Limited	Compass House Alterations	66,463
22/06/23	Space Solutions Scotland Limited	Compass House Alterations	115,397
11/01/24	Stirling Council	Disbursement payment	50,000
04/04/23	Tayside Pension Fund	Tayside Pension Fund - Contribution pre-payment for year to 31 March 2024	1,800,000
29/06/23	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	43,581
20/07/23	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	42,458
10/08/23	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	51,926
21/09/23	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	44,331
19/10/23	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	38,976
16/11/23	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	46,154
14/12/23	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	52,883

22/02/24	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	100,479
28/03/24	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	67,445
18/05/23	Thomson Reuters (Professional) UK Ltd	Desktop support & licences	31,023
02/11/23	University Of Dundee	Practice learning funding	64,885
16/11/23	University Of Dundee	Practice learning funding	30,735
07/03/24	University Of Dundee	Practice learning funding	215,351
28/03/24	University Of Dundee	Practice learning funding	161,534
03/08/23	University Of Edinburgh	Practice learning funding	178,585
22/02/24	University Of Edinburgh	Practice learning funding	91,668
28/03/24	University Of Edinburgh	Practice learning funding	119,868
07/03/24	University Of Stirling	Practice learning funding	150,907
28/03/24	University Of Stirling	Practice learning funding	135,735
03/08/23	University of Strathclyde Glasgow	Practice learning funding	104,328
09/11/23	University of Strathclyde Glasgow	Practice learning funding	75,130
22/02/24	University of Strathclyde Glasgow	Practice learning funding	156,012
28/03/24	University of Strathclyde Glasgow	Practice learning funding	129,198
21/12/23	University of the West of Scotland	Practice learning funding	68,300
07/03/24	University of the West of Scotland	Practice learning funding	139,966
28/03/24	University of the West of Scotland	Practice learning funding	261,837

## 6. Cumulative payments over £25,000

There were 41 suppliers where cumulative payments exceeded £25k. 19 of these, noted under the 'Comments' column below also appear on the single payment list in section 5 above. The total expenditure for these suppliers includes the single payments exceeding £25k listed above.

<b>Number of payments</b>	<b>Trading partner</b>	<b>Subject matter</b>	<b>Cumulative total £</b>	<b>Comments</b>
3	Open University	Postgrad bursary tuition fees and practice learning fees	413,420	incl. in £25k single payments
9	PeopleScout Limited (Formerly TMP)	Advertising costs	29,632	
4	RHT Scotland Ltd	Furniture removal & disposal	36,249	
15	Robert Gordon University, The	Postgrad bursary tuition fees and practice learning fees	957,230	incl. in £25k single payments
4	Scottish Care Limited	Grant payment	72,000	
3	Scottish Environment Protection Agency (SEPA)	SWAN services	27,554	
3	Social Care and Social Work Improvement Scotland (SCSWIS)	Shared service recharge	1,002,894	incl. in £25k single payments
14	Softcat Limited	ICT software/hardware	474,151	incl. in £25k single payments
5	Space Solutions Scotland Limited	Compass House Alterations	232,308	incl. in £25k single payments
21	Telefonica Tech UK Business Applications Limited	Telephone & Internet charges	555,111	incl. in £25k single payments
3	Thomson Reuters (Professional) UK Ltd	Desktop support & licences	34,898	incl. in £25k single payments

8	University Of Dundee	Postgrad bursary tuition fees and practice learning fees	486,975	incl. in £25k single payments
7	University Of Edinburgh	Postgrad bursary tuition fees and practice learning fees	415,736	incl. in £25k single payments
11	University Of Stirling	Postgrad bursary tuition fees and practice learning fees	295,641	incl. in £25k single payments
5	University of Strathclyde Glasgow	Postgrad bursary tuition fees and practice learning fees	468,083	incl. in £25k single payments
3	University of the West of Scotland	Postgrad bursary tuition fees and practice learning fees	470,103	incl. in £25k single payments
27	XMA Limited	ICT hardware	78,918	
3	Xperient LLP	Research & Delivery of Trauma Informed Questioning Skills workshop	32,218	
15	Zellis UK Limited	Payroll management services	69,360	
17	Alice Stobart (LQC)	Hearing panel attendance fee	26,400	
28	Alistair Murdoch (LQC)	Hearing panel attendance fee	32,950	
11	Alyson Forbes	Hearing panel attendance fee	48,900	
20	Anderson Strathern LLP	Legal fees	45,776	
9	ASA Recruitment	Temp staff	29,910	
3	Audit Scotland	External Audit	27,456	
7	Brightsolid	ICT Software/Hardware	80,094	
4	Coalition of Care & Support Providers in Scotland (CCPS)	Grant payment	65,700	
7	Computacenter(UK)Ltd	ICT Software/Hardware	243,598	incl. in £25k single payments
13	Disclosure Scotland	Disclosure fees	47,166	
15	Dundee City Council	Disbursement payment	77,234	incl. in £25k single payments
4	Edinburgh Napier University	Postgrad bursary tuition fees and practice learning fees	155,042	incl. in £25k single payments
8	Edith Forrest	Hearing panel attendance fee	27,480	



2	EKOS Consulting (UK) Limited t/a Gen Consulting in Scotland	Review of digital capabilities within Scotland	31,202	
9	ExecSpace Limited	Venue Hire & Event costs	34,117	
9	Glasgow Caledonian University	Postgrad bursary tuition fees and practice learning fees	714,548	incl. in £25k single payments
4	HM Revenue & Customs (HMRC)	Q1 VAT	78,673	incl. in £25k single payments
6	Julie McKinlay (LQC)	Hearing panel attendance fee	25,800	
7	Law Society Of Scotland, The	Practising certificate fees	56,853	incl. in £25k single payments
2	Learning Network West	Practice learning funding	48,178	incl. in £25k single payments
11	Livingston James Limited	Agency staff costs	34,800	
28	MTC Media Limited	Website & media costs	125,011	

## 7. Government Procurement Card (GPC) payments over £500

There were 22 payments more than £500 to suppliers for purchases made using Government procurement cards.

Payment date	Supplier	Subject matter	Payment Amount £
20/06/2023	ATLASSIAN	Service Management	969.87
03/08/2023	ATLASSIAN	Service Management	3,335.35
30/08/2023	ATLASSIAN	Service Management	1,095.19
02/10/2023	ATLASSIAN	Service Management	1,193.65
01/11/2023	ATLASSIAN	Service Management	1,214.65
30/11/2023	ATLASSIAN	Service Management	1,214.65
05/01/2024	ATLASSIAN	Service Management	1,165.74
05/01/2024	ATLASSIAN	Service Management	1,165.55
05/01/2024	CLR IRM TRADING LTD	Staff training	960.00
31/01/2024	CLR IRM TRADING LTD	Staff training	960.00
05/01/2024	HOOTSUITE INC	Annual subscription charge	1,213.41
30/08/2023	HOUSE OF PMO LTD	PMO Edinburgh event	660.00
30/11/2023	LOGANAIR	Flights	615.80
30/11/2023	LOGANAIR	Flights	615.80
03/08/2023	MIRO.COM	Annual Licence	798.72
20/06/2023	RED SNAPPER LEARNING	FTP training	900.00
12/06/2023	SMARTSURVEY	Annual subscription charge	648.00
28/07/2023	SOCIAL INSIGHT LTD	BEHAVIOUR CHANGE MARKETING BOOTCAMP	597.00
02/04/2024	WHISKI ROOMS	SKILLS FOR CARE ALLIANCE MEETING	523.05
12/06/2023	WINTER & SIMPSON LTD	SSSC ROLLER BANNERS	633.60
30/08/2023	WWW.REGISTERFOREVENTS	Conference tickets	856.80
28/07/2023	WWW.SCRIBE.HOW	Scribe software	834.64

## **8. Remuneration in excess of £150k**

No Council Member or employee of the Scottish Social Services Council received remuneration in excess of £150k. Details of the remuneration of Council Members and senior management are published in the Remuneration and Staff Report section of the Annual Report and Accounts, available on our website.

## **9. Statement on sustainable economic growth**

We contribute to sustainable economic growth as a regulator and employer. People who use care services are of all ages and backgrounds and from urban, suburban and rural communities. Regulating and supporting the care workforce is therefore of significant social, community and economic importance. The SSSC is in Dundee and is a significant employer in the city, providing quality jobs with associated training and work experience opportunities, including opportunities targeted at young people.

Our adoption of Agile Working has significantly increased the opportunity for us to attract and retain individuals who live further away from our only office in Dundee. This improves our opportunity to recruit a more diverse workforce and in particular those from island communities. It has the positive consequence of reducing unnecessary road and rail journeys which reduces our environmental footprint. This positively contributes to the wellbeing of our team.

We started working towards Investors in Young People (IYYP) in 2018 and achieved a standard (good practice award) in 2019. This was improved to gold (improved) in 2022. We have seven people under 25 as of March 2024. In 2023/24 we maintained our gold IYP award and focused on our IYYP work through our People Strategy, in preparation for a 2024 award renewal assessment.

We are committed to continuing improvement in sustainable procurement. This means considering social, economic and environmental considerations as part of the procurement process. When preparing and evaluating tenders, we consider sustainability in a way which is relevant and proportionate to the procurement process. We promote fair work practices in all our tender documentation and are committed to promoting the use of the Real Living Wage. We are accredited as a Real Living Wage employer. We promote the use of community benefits within procurement exercises where they are relevant and proportionate to the contract.

During the year we continued to address sustainability in procurement. We publish a directory of supported businesses and submit biannual returns to Scottish Government showing SSSC spend with them. Our Annual Procurement Report gives more detail on our progress in achieving our sustainability procurement priorities.

## **10. Statement on efficiency, effectiveness and economy**

As stewards of public resources, we have a responsibility to deliver increased value through improvement in the economy, efficiency and effectiveness of our functions, while demonstrating the added value we contribute to the public sector. Scottish Ministers expect all Accountable Officers of the Scottish Administration and other Public Bodies to comply with the duty of Best Value placed upon them. Compliance with the duty of Best Value is an auditable requirement and subject to scrutiny. As a growing organisation we must respond to public sector expenditure pressures by trying to minimise expenditure growth through efficiency gains.

It is only through a commitment to efficiency that we will be able to instil the confidence necessary to secure the funding we require.

## **11. 2023-2024 Best Value**

There are nine characteristics of Best Value that are set out in the Scottish Public Finance Manual. However, the Scottish Government has deemed it appropriate to focus on five generic and two cross-cutting themes which now define the expectations placed on Accountable Officers by the Duty of Best Value. The 'Use of Resources' theme focuses on how a Best Value organisation ensures that it makes effective, risk-aware and evidence-based decisions on the use of all of its resources. A Best Value organisation will show that it is conscious of being publicly funded in everything it does. The organisation will be able to show how its effective management of all resources (including staff, assets, information and communications technology (ICT), procurement and knowledge) is contributing to delivery of specific outcomes.

## **12. Procurement**

Our contract register is maintained and is available on the intranet and we publish an Annual Procurement report. Appropriate use is made of Scottish or UK Government collaborative contracts or framework agreements used where appropriate. We participate in central government procurement assessments (building on existing high ranking for size of organisation).

Procurement training is delivered on a rolling basis and we have a procurement strategy in place and a shared service arrangement with the Central Government Procurement Shared Service to deliver procurement expertise and capacity when required. Competitive practice is our norm, and our policy is for all contracting opportunities to be advertised on the Public Contracts Scotland advertising portal. We use collaborative frameworks where possible.