

Public Services Reform (Scotland) Act 2010

The PSR Act requires public bodies to publish information on expenditure and other matters as soon as possible after the end of each financial year.

The Public Services Reform (Scotland) Act 2010 was introduced to simplify and streamline the public bodies in Scotland to deliver improved public services and better outcomes for the people of Scotland. Part 3 of the Act, Information on exercise of public functions, requires all public bodies to publish certain categories of information to promote openness and accountability. The categories are listed below.

<http://www.legislation.gov.uk/asp/2010/8/part/3>

1. Public relations

This covers our expenditure on staffing costs, marketing, digital including website, corporate communications, market research, sponsorship, branding, design, promotion, provision to support the admin of collection of Scotland's devolved taxes

2. Overseas Travel

This covers all expenditure incurred by staff on overseas trips

3. Hospitality and entertainment

This should be interpreted widely and includes things such as receptions, meals, parties, gifts the provision of teas/coffees/sandwiches etc.

4. External consultancy

This includes management consultancy, IT, research and evaluation.

Scottish Government guidance on consultancy used a definition of 'external consultancy' as "Investigating problems, providing analysis or advice, or assisting with the development of new systems, new structures or new capabilities within the organisation."

5. Payments in excess of £25,000 (inclusive of VAT)

This includes all payments in excess of this figure but excludes payments to employees

6. Members or employees who receive remuneration in excess of £150,000

Remuneration and staff report is detailed in our annual accounts.

8. Sustainable economic growth

Revenue Scotland together with its partner organisations strive to contribute to and promote sustainable economic growth.

The Board also participates in local employment initiatives and through implementation of Revenue Scotland staff recruitment and retention policies has secured a highly skilled workforce. Workforce plans cover a 5 year period and will in future be refreshed every two years

Revenue Scotland is normally based in the Scottish Government's Victoria Quay building in Edinburgh. Heating, lighting and water services are managed through a service-level agreement and carbon emissions are monitored and reported by the Scottish Government on a building-wide basis. During 2020-21 all staff worked from home in line with Government advice.

As a result, Revenue Scotland does not have access to any detailed data setting out specific emissions targets for office energy consumption. The organisation is committed to protecting the environment by working sustainably to minimise its carbon emissions, meet climate change duties and embed climate change action into the organisational culture.

As part of this commitment, Revenue Scotland has three broad climate change objectives. These are:

- to manage and monitor business travel and encourage staff to use the most carbon-efficient method of transport for all work-related travel;
- to minimise waste and reduce Revenue Scotland's paper use; and
- to reduce office energy consumption.

The Revenue Scotland Board is responsible for the scrutiny of environmental policies, strategies and compliance with climate change duties and monitored these objectives throughout the reporting period.

Revenue Scotland contributes to the Scottish Public Sector Bodies Climate Change report annually

9. Efficiency, effectiveness and economy

Revenue Scotland has identified key activity and performance indicators against which performance is measured. These were set as part of our Corporate Plan which were agreed by the Board.

Service performance is reviewed on a yearly basis on following criteria; proportion of tax return submitted online, tax payments made on time, helpdesk waiting times, response times, no of complaints, no of security breaches,

direct compliance yield, returns without intervention, positive guidance feedback, running costs, average duration of enquires, tax liabilities, disputes average days to resolution, compliance feedback, employee engagement and sickness.

Revenue Scotland actively participate with the Scottish Government Efficiency & Productivity Portfolio and HMRC and other authorities to share best practice and learn from example where others have been

Further details can be obtained directly from our annual accounts - Annual Performance section.

Revenue Scotland: Public Services Reform (Scotland) Act 2010

1. Public relations	2020-21 (Pre-audit)
Salaries	£ 182,015
Travel	£ -
Conference Costs	£ -
Telecommunications	£ 40
Video Production	£ -
Publications	£ 7,043
Printing & Binding	£ 920
Development of Website	£ 42,870
Webhosting	£ 15,024
Conference, meeting and focus groups	£ 500
Advertising	£ -
Computer equipment	£ 37
PR	£ -
Hospitality	£ -
Research	£ 5,047
Total	<u>£ 253,496</u>

2. Overseas Travel	2020-21 (Pre-audit)
Costs include travel, accomodation	<u>£ -</u>

3. Hospitality and entertainment	2020-21 (Pre-audit)
	<u>£ -</u>

The Act requires the following to be disclosed: Any gifts, meals, parties, receptions, tickets for or invitations to public, sporting, cultural or other events or other similar benefits accorded by a public body to its own members or employees or third parties for whatever reason.

The Act allows for "one off" gifts of less than £25.

The information above includes the provision of teas/coffees/sandwiches etc.

4. External consultancy	2020-21 (Pre-audit)
	<u>£ -</u>

5. Payments in excess of £25,000 (inclusive of VAT)
See separate report

Revenue Scotland:**5. Payments in excess of £25,000 (inclusive of VAT)**

Payee	Amount Paid	Date Paid	Disclosure date	Comment
2020-21				
Northgate Public Services (UK) Limited	£ 54,300.00	10-Aug-20	2020-21	Payment under managed service contract for IT Provision
Northgate Public Services (UK) Limited	£ 169,020.00	17-Apr-20	2020-21	Payment under managed service contract for IT Provision
Northgate Public Services (UK) Limited	£ 30,300.00	11-Sep-20	2020-21	Payment under managed service contract for IT Provision
Epaccsys Limited	£ 25,709.82	15-Jan-21	2020-21	Payment under managed service contract for IT Provision
SEPA	£ 152,592.00	09-Jun-20	2020-21	Payment under arrangement for devolved taxes
SEPA	£ 117,625.30	30-Oct-20	2020-21	Payment under arrangement for devolved taxes
SEPA	£ 114,276.00	18-Nov-20	2020-21	Payment under arrangement for devolved taxes
SEPA	£ 114,276.00	09-Mar-21	2020-21	Payment under arrangement for devolved taxes

NOTE

A limited number of transactions have been withheld from this report in line with exemptions under the Freedom of Information (Scotland) Act 2002.

HM Treasury guidance has been followed in the preparation of this report.