

Disclosure SCOTLAND

Statements on Expenditure

2022 to 2023



Public relations

The expenditure relating to public relations is summarised under the following headings:

- Description of Expenditure
- Year 2022 to 2023

Description of expenditure	2022 to 2023
Public relations (Note 1)	£235,667.28
Overseas travel (Note 2)	£0.00
Hospitality and entertainment (Note 3)	£599.27
External consultancy (Note 4)	£0.00

Note 1

The total represents expenditure for the Disclosure Scotland Communications Team on external communications, including the cost of staff, publication of guidance, reports and corporate documents, branding and design.

The role of the Disclosure Scotland is to deliver safeguarding services for Children and Vulnerable Adults. This role places Disclosure Scotland uniquely at the centre of the sector in Scotland and how we engage with stakeholders is increasingly recognised as vital to that role. Expenditure on Public Relations reflects the need to engage with stakeholders as part of Disclosure Scotland's role.

Note 2

There was no expenditure incurred on overseas travel by staff during the year.

Note 3

This total represents the expenditure incurred by Disclosure Scotland on hospitality or entertainment during the year 2022 to 2023.

Note 4

The total represents expenditure on consultancy incurred by Disclosure Scotland. In 2022 to 2023 Disclosure Scotland had no external consultancy costs.

Members or employees who received remuneration in excess of £150,000

Disclosure Scotland has no members or employees who received remuneration in excess of £150,000 per annum.

Individual payments with a value in excess of £25,000

Date Paid	Supplier	Description	Total (£)
11/01/2023	Amazon Web Services	IT Development and Support	£84,295.08
14/02/2023	Amazon Web Services	IT Development and Support	£110,598.26
10/03/2023	Amazon Web Services	IT Development and Support	£112,428.95
13/07/2022	Amazon Web Services	IT Development and Support	£105,461.18
11/07/2022	Amazon Web Services	IT Development and Support	£113,242.00
10/08/2022	Amazon Web Services	IT Development and Support	£126,000.36
12/09/2022	Amazon Web Services	IT Development and Support	£124,798.19
07/10/2022	Amazon Web Services	IT Development and Support	£142,281.65
09/11/2022	Amazon Web Services	IT Development and Support	£151,705.67
14/12/2022	Amazon Web Services	IT Development and Support	£124,209.06
12/04/2022	Amazon Web Services	IT Development and Support	£95,192.53
11/05/2022	Amazon Web Services	IT Development and Support	£98,925.90
25/05/2022	British Telecom	Seconded Staff Costs	£31,597.17
13/01/2023	Entrust	IT Services	£31,159.80
26/05/2022	Home Office	IT Subscriptions	£732,230.29
25/07/2022	HP	IT Hardware	£46,818.00
16/09/2022	Hyland	IT and Telecommunications Services	£208,97.00
21/03/2023	Informatica	IT Development and Support	£332,675.77
28/04/2022	Informatica	IT Development and Support	£324,245.34
26/08/2022	NCC Group Security Services Limited	IT Development and Support	£30,636.00
22/02/2023	NCC Group Security Services Limited	IT Development and Support	£27,516.00
30/09/2022	New Verve Consulting	IT Development and Support	£45,693.32
20/03/2023	Oracle	IT Development and Support	£104,079.17
29/07/2022	Pertemps	Agency Staff Costs	£25,018.67
14/04/2022	Pertemps	Agency Staff Costs	£25,669.48

Date Paid	Supplier	Description	Total (£)
25/04/2022	Pertemps	Agency Staff Costs	£26,550.06
29/07/2022	Pertemps	Agency Staff Costs	£35,634.08
06/04/2022	Pertemps	Agency Staff Costs	£25,837.72
15/12/2022	Pertemps	Agency Staff Costs	£34,431.91
28/07/2022	Royal Mail	Postage	£26,288.15
15/12/2022	Royal Mail	Postage	£32,791.87
24/02/2023	Royal Mail	Postage	£28,130.15
31/03/2023	Royal Mail	Postage	£26,233.89
28/10/2022	Royal Mail	Postage	£28,480.51
13/12/2022	Royal Mail	Postage	£32,550.99
05/01/2023	Royal Mail	Postage	£26,973.56
24/02/2023	Royal Mail	Postage	£25,722.29
24/08/2022	Royal Mail	Postage	£26,544.00
09/01/2023	Royal Mail	Postage	£28,024.99
07/03/2023	Royal Mail	Postage	£25,293.38
05/04/2022	Royal Mail	Postage	£28,347.47
13/09/2022	Royal Mail	Postage	£25,212.45
12/04/2022	Royal Mail	Postage	£35,833.90
13/12/2022	Royal Mail	Postage	£31,104.04
29/09/2022	Royal Mail	Postage	£29,694.38
15/12/2022	Scott Logic	IT Development and Support	£30,750.00
09/11/2022	Scott Logic	IT Development and Support	£45,900.00
18/10/2022	Scottish Police Authority	Police Act/PVG Scheme Costs	£742,374.00
31/05/2022	Scottish Police Authority	Accommodation Costs	£87,480.65
25/04/2022	Scottish Police Authority	Business Rent	£110,445.00
12/09/2022	Scottish Police Authority	Accommodation Costs	£150,621.60
29/09/2022	Scottish Police Authority	Business Rent	£110,445.00
28/10/2022	Scottish Police Authority	Accommodation Costs	£150,621.60
26/10/2022	Scottish Police Authority	Business Rent	£110,445.00
09/12/2022	Scottish Police Authority	Accommodation Costs	£150,621.60
13/02/2023	Scottish Police Authority	Business Rent	£110,445.00
13/02/2023	Scottish Police Authority	Accommodation Costs	£150,621.60
14/03/2023	Softcat Plc	IT Development and Support	£74,689.72
31/03/2023	Softcat Plc	IT Development and Support	£41,884.52

Date Paid	Supplier	Description	Total (£)
22/11/2022	TransUnion	IT Development and Support	£100,062.00
07/10/2022	X3 Consulting Ltd	IT Development and Support	£33,724.80
13/01/2023	X3 Consulting Ltd	IT Development and Support	£33,724.80
07/03/2023	X3 Consulting Ltd	IT Development and Support	£33,724.80
22/12/2022	X3 Consulting Ltd	IT Development and Support	£56,070.00
19/10/2022	X3 Consulting Ltd	IT Development and Support	£26,460.00
15/11/2022	X3 Consulting Ltd	IT Development and Support	£26,460.00

Payments cumulatively in excess of £25,000

Supplier	Description	Total (£)
Abraxor Ltd	IT Development and Support	£96,180.00
Amazon Web Services	IT Development and Support	£1,487,914.89
Amigoco	Contractor Staff Costs	£252,211.20
ASA Recruitment	Contractor Staff Costs	£861,141.53
BladeSec	IT Development and Support	£78,300.00
BNS Cyber	Contractor Staff Costs	£203,385.00
British Telecom	IT Development and Support/Seconded Staff Costs	£32,055.40
Calba	Contractor Staff Costs	£305,265.00
CDG (Scotland)	IT Development and Support	£124,185.60
Daisy Corporate Services Trading Ltd	IT and Telecommunications Services	£48,538.26
Disclosure and Barring Service	English and Welsh Force Enquiries	£149,246.08
Experis	Contractor Staff Costs	£129,600.00
HP	IT Hardware	£92,973.60
Harvey Nash	Contractor Staff Costs	£1,759,224.05
Informatica	IT and Telecommunications Services	£656,921.11
Leidos	IT Development and Support	£138,723.70
Lorien	Contractor Staff Costs	£1,834,000.57

Supplier	Description	Total (£)
NCC Group Security Services Limited	IT Development and Support	£111,372.00
NEW VERVE Consulting	IT Development and Support	£51,426.31
People Source	Contractor Staff Costs	£621,894.60
Pertemps	Agency Staff Costs	£882,521.35
Police and Crime Commissioner for Hampshire (ACRO)	International Force Enquiries	£46,720.76
Royal Mail	Postage	£1,224,730.09
Scott Logic	IT Development and Support	£90,389.24
Scottish Courts and Tribunals Service	Identity Checks	£26,688.00
Scottish Police Authority	Police Act/PVG Scheme Costs, Rent and Accommodation Costs	£1,877,631.05
Softcat Plc	IT Development and Support	£203,498.99
Venesky-Brown	Contractor Staff Costs	£1,935,651.60
Vodafone	IT and Telecommunications Services	£27,525.29
X3 Consulting LTD	IT Development and Support	£398,874.89
XMA Ltd	IT Hardware	£34,959.52

Statement of the steps taken by Disclosure Scotland to promote and increase sustainable growth through the exercise of its functions in the period.

The sustainable procurement duty requires us to think about how we can improve the social, environmental and economic wellbeing of the area in which we operate through our procurement activity. We aim to include sustainability considerations in all our regulated procurement processes, for example, by considering various sustainability issues and fair work practices including payment of the living wage, training opportunities, and flexible working opportunities in all appropriate contracts.

The Climate Change (Scotland) Act 2009 introduced a statutory duty to reduce Scotland's greenhouse gas emissions 42% by 2020 and 80% by 2050.

Disclosure Scotland is committed to reporting and improving our environmental and sustainability performance in line with the Scottish Government's objectives. These objectives were that we will reduce all emissions by 42% by 2020 and to support their Sustainable Procurement Action Plan. To date there has been no further targets set other than Net Zero by 2045.

The tenancy of the building we occupy was secured on behalf of Scottish Ministers by the former Scottish Criminal Record Office (SCRO). SPA occupied 26% of the building with Disclosure Scotland (and its business partner) occupying the remaining 74%.

Gas, electricity, water consumption and waste for the building are not separately metered. The Agency is recharged by SPA for 74% of all costs relating to the building. On this basis, and with agreement from SPA, the Agency will report on 74% pro-rata basis of the total figures provided by SPA on energy, waste and water.

In this reporting year, a hybrid working trial was implemented in Disclosure Scotland. This new working pattern has enabled colleagues to return to work following the lifting of COVID restrictions. The average desk usage over the two floors and the creative space averages 40% to 60% capacity. This has meant that there has been an increase in the use of equipment and facilities post pandemic to support hybrid working, however there has still been a decrease in our greenhouse gas emissions (ICGE) compared with 2021 to 2022.

Both SPA and Disclosure Scotland had energy efficiency audits carried out during 2022 to 2023. The outcomes and actions taken as a result of these audits has been positive with reductions in both gas and electricity consumption.

The figures continue to demonstrate a substantial decrease of 79% from our baseline year of 2013 to 2014, and a reduction of 43% from 2021 to 2022. In 2022 to 2023, there was also a 60% decrease in overall waste from the previous year, with a significant reduction on waste going to landfill.

Water consumption for 2022 to 2023 has increased since 2021 to 2022. This can again be attributed to having more staff attending the office through hybrid working compared to 2021 to 2022 and using toilet and kitchen facilities. However, overall, there has been an 80% reduction in water consumption from our baseline in 2013 to 2014.

As an agency of the Scottish Government we follow the [Scottish Government's Environmental Policy](#).

Statement of the steps taken by Disclosure Scotland to improve efficiency, effectiveness and economy in the exercise of its functions in the period.

The Scottish Government sets targets of 3% efficiency savings to be achieved each year. This is achieved through seeking better contract terms, managing our contracts to ensure we are using these appropriately and monitoring and reporting on spend. We also continue to seek new ways to do things by investing in our technology to reduce time spent on clerical and administrative processes.

We aim to achieve value for money through the use of Scottish Government Frameworks and Disclosure Scotland owned contracts by ensuring the best balance of cost and quality is achieved in each procurement process, contributing to effective contract management processes, and continuous improvement. We report on commodity spend and on/off contract spend throughout the year and will continue to develop savings and benefits reporting.

Statement of current levels of shared service activity within Disclosure Scotland in the period.

Disclosure Scotland currently shares the following services and systems of the Scottish Government: Human Resources, Payment services, Financial Reporting, Payroll, IT Support.

It is Disclosure Scotland's policy to use collaborative contracts wherever practicable. During 2022 to 2023 cash savings of £871,076 were delivered across all contracts and frameworks, £643,076 which were collaborative contracts, thereby contributing to the Scottish Government's efficiency savings targets. In addition, there was £346,842 of non-cash savings.