

**OFFICE OF THE SCOTTISH ROAD WORKS COMMISSIONER
ANNUAL INFORMATION REQUIRED UNDER THE PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010**

Financial Year Reported 2010-11

Topic	Sub-Topic	Expenditure	Comment
Public Relations	Advertising	£ Nil	
	Marketing and PR Campaigns	£ Nil	
	External PR consultants	£ Nil	
	In -house Staff	£ 1,000 approx	Our Liaison Manager acts as our media officer. It is estimated that he spends approximately 1 week / annum responding to media enquiries.
	Conferences and Events	£ Nil	
	Sponsorship	£ Nil	
	Other Promotional Activity	£ Nil	
	Total	£ 1,000 approx	
Overseas Travel		£ Nil	
Hospitality & Entertainment Given		£ 892	This total applies to the costs of working lunches, plus tea and coffee, for the members of working groups and committees who travel from across Scotland to attend meetings and who receive no reimbursement of their costs.
External Consultancy		£ Nil	

Payments with a Value in Excess of £25,000

Amount	Date paid	Payee	Subject Matter
£877,000	Sept 2010	Susiephone Limited	The Commissioner has entered into a formal agreement with Susiephone Ltd to provide the Scottish Road Works Register. [Susiephone Ltd is a not for profit company with Directors from Scottish Utility Companies and Roads Authorities]. The monies expended are collected from Scottish Roads Authorities and Utility Companies under regulations published annually by the Scottish Government. All monies collected are used for the provision of the Register.

Members or Employees who Received Remuneration in Excess of £150,000

Name	Position Held	Remuneration
Nil	Nil	£Nil

Steps Taken to Promote and Increase Sustainable Growth Through the Exercise of Our Functions

As a very small organisation with a very specific remit it is difficult for us to contribute significantly to this. The Commissioner has 3 statutory functions which he is required to undertake:

- (a) monitoring the carrying out of works in roads in Scotland;
- (b) promoting compliance with the 1991 Act and obligations imposed under it; and
- (c) promoting the pursuit of good practice by those persons who have functions conferred on or permissions granted to them by or under that Act.

In undertaking these functions he contributes towards more effective planning, co-ordination and quality of road works in Scotland. This in turn leads to a reduction in the disruption caused by such works and therefore contributes towards sustainable growth within Scotland.

Steps taken to Improve Efficiency, Economy and Effectiveness

The Commissioner was appointed in July 2007 with the office being set up in January 2008 and consisting of the Commissioner plus 3 staff. Every effort has been made to minimise the running costs of the office as follows:

- Our office is located within Saughton House which is part of the Scottish Government estate. The annual cost of £7,099 includes all servicing, cleaning, security etc and is estimated to be only 25% of the cost of leasing commercial premises as other similar organisations do.
- Our IT is called SCOTS Lite and is provided by the Scottish Government. It provides an inexpensive reliable service, with the added business benefit of access to the Scottish Government Intranet site.
- We utilise Scottish Government banking services gaining cost benefits from the competitive rates achieved.
- We utilise the Scottish Government SEAS payment system again gaining economies.
- Our pensions and payroll are managed by Scottish Government, again significantly reducing costs.
- Procurement of major services such as our website and legal services has been by means of competitive tender.