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Annex A

Disclosures for the financial years 2022-23 and 2023-24

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

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Introduction

Part 3 of the Public Services Reform (Scotland) Act 2010 requires listed public bodies to publish information as soon as is reasonably practicable after the end of each financial year. This is intended to promote greater openness and transparency and should include a statement of any expenditure incurred during that financial year on or in connection with the following matters:

- public relations
- overseas travel
- hospitality and entertainment
- external consultancy.

In addition, Section 31(1) of the Act requires public bodies to publish a statement as soon as is reasonably practicable after the end of each financial year specifying the following:

- the amount, date, payee and subject-matter of any payment made during that financial year which has a value in excess of £25,000 (inclusive of VAT)
- the number of individuals (if any) who received remuneration during that financial year in excess of £150,000 in relation to service as a member or employee of a public body (including officeholders and company directors and secretaries)
- the steps it has taken during that financial year to promote and increase sustainable growth through the exercise of its functions
- the steps it has taken during that financial year to improve efficiency, economy and effectiveness in the exercise of its functions - as part of the drive to improve the effective and efficient delivery of public services and to achieve maximum economy.

Information relating to Transport Scotland is shown below for financial years ended 31 March 2024 and 2023.

Statement of Expenditure under the Act

Statutory Heading	2023-24	2022-23
Public relations (Note 1)	£1,092,736	£902,519
Overseas travel (Note 2)	£22,746	£14,723
Hospitality & entertainment (Note 3)	£13,251	£5,352
External consultancy (Note 4)	£11,571,262	£12,065,132

Note 1: The total represents expenditure for the Transport Scotland Communications team on external communication, including the cost of in-house and contracted staff, marketing, PR campaigns, media relations, marketing research and evaluation, corporate communications, sponsorship, publications and printing, digital communications, advertising and media planning.

Note 2: The total represents expenditure incurred on overseas travel by staff in Transport Scotland covering travel to and from the United Kingdom, the cost of hotels, travel and subsistence and any other related expenditure. This figure has been maintained at a low level as a consequence and impact of the COVID-19 pandemic, and other travel policies.

Note 3: The total represents expenditure on hospitality and entertainment incurred by Transport Scotland, as recorded in the accounting system and authorised in accordance with internal procedures. This figure has been maintained at a low level as a consequence and impact of the COVID-19 pandemic, and other policies.

Note 4: The total represents expenditure on consultancy incurred by Transport Scotland, as recorded in the accounting system and authorised in accordance with internal procedures. It should be noted that for Transport Scotland, year 2023-24 was another critical year, with a significant agenda and set of challenges to meet. Consultancy advice was required across a number of business areas, including Low Carbon and De-carbonisation work; the Trunk Road Network; Traffic Scotland / Road Safety work and on-line / website services; professional advice re Aviation, Rail, Bus and Ferry Services.

Payments with a value over £25,000

Transport Scotland publishes a monthly report of payments with a value over £25,000. These reports can be found within 'paid invoices' listings on the website [Publications | Transport Scotland](#)

Remuneration – Members and Employees

No employees received remuneration in excess of £150,000 in Transport Scotland in financial year 2023-24. Reference is made to this fact, along with the salary and pension entitlements of Transport Scotland's Directors, within the Remuneration Report in [Annual Report and Accounts 2023-24 \(transport.gov.scot\)](#)

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

As an agency of the Scottish Government, we remain focused on the national outcomes of the National Performance Framework, and the four priorities of the National Transport Strategy: Reduces Inequalities, Takes Climate Action, Helps Deliver Inclusive Economic Growth and Improves our Health and Wellbeing, each with three associated outcomes.

This includes:

- The contribution of transport to the Climate Change Plan and achieving Scotland's commitment to net zero.
- Making our public transport system more accessible, available, and affordable, with the costs of transport more fairly shared across government, business, and society.
- Making progress on our target to reduce car use by 20% by 2030. This including more 20 mph zones, improved road safety and Low Emission Zones in our four largest cities.
- Investing in spaces where people can walk, wheel and cycle safely and confidently, when undertaking short everyday journeys, and ensuring there are more spaces that put people first, not cars, with the development of active travel freeways underway.
- Delivering a higher proportion of zero-emission vehicles on our roads, doubling the electric charge point network to at least 6,000, continuing to grow

the zero-emission bus fleet, and electrifying the East Kilbride rail line by the end of 2025.

- Deliver six new major ferries currently under construction to provide services for Arran, Islay, and the Little Minch as well as move forward with procurement of the small vessel replacement programme to ensure resilient ferry services.
- Adapting our strategic road networks including improving the resilience of the transport network to climate change impacts, while continuing to deliver road safety initiatives that will reduce road casualties in line with targets in the Road Safety Framework to 2030 and continued the dualling of the A9 between Perth and Inverness.
- We will drive the decarbonisation of transport through the promotion of modal shift of passengers and freight from road and air to bus and rail.

These actions, alongside others, will not only help tackle climate change but also improve our air quality, contributing to our aim for Scotland to have the best air quality in Europe.

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

Our information technology team has worked closely with colleagues within Scottish Government to ensure that we remain well placed to benefit from new and emerging technologies. This has included the continued exploitation of Office 365 services, which provide an up-to-date suite of Microsoft Office programmes which are also available from corporately owned mobile phones. The increase in mobile services has also allowed us to move away entirely from desk-based telephony. Throughout 2023-24 we have continued to focus on ensuring compliance with key legislation and identifying actions for continuous improvement. This resulted in the delivery of the annual data protection and information governance check and report which included a number of recommendations to sustain existing good practice. This was supplemented by the on-going provision of advice, support and training on information handling policies and procedures.

We continue to work to improve corporate processes and ensure that appropriate budgets are allocated to fund the agreed commitments, and that they reflect robust projections within our long-term financial planning model.

We conduct regular Self Assessments exercises across all business areas throughout the year and we seek to provide assurance in respect of Best Value principles and seek recommendations for further continuous improvement.

Our approach to 'Smarter Working' allows a flexible approach to how we deliver objectives.

Our Corporate Procurement Strategy supports Scottish Government's goals of increasing competitiveness and tackling inequality. We continue to undertake our procurement activity in a sustainable manner by ensuring that each project procurement strategy considers sustainability and utilises collaborative contracts where appropriate. As well as including fair work and carbon requirements in our procurements, we remain at the forefront of implementing community benefits into our contracts and promoting our procurements to provide opportunities for SMEs and Supported Businesses.

Statement of current levels of shared service / cluster project activity within Transport Scotland in the period

Shared services / cluster project working is a key element of Transport Scotland's efficiency agenda, and we are committed to achieving quality public services that are valued by their customers and that realise efficiencies by employing best business practice and improved collaborative working.

Transport Scotland shares the following services and systems of the Scottish Government: Information and Communications, Human Resources, Estates, Payments, Financial Reporting and Payroll. In addition, Transport Scotland also shares services with other authorities, such as the Road Asset Valuation System.

Transport Scotland's policy is to use collaborative contracts, such as the ones awarded by Scottish Procurement, wherever practicable. Cash savings of £1,517,000 were delivered in 2023-24 (2022-23: £1,380,632) through expenditure of just under £14.5 million (2022-23: £10 million) on Scottish Procurement-led collaborative contracts and frameworks, thereby contributing to the Scottish Government's efficiency savings targets. We aim to work in partnership with communities and to deliver social benefits across Scotland as a consequence of our work. We have been able to demonstrate this in a number of ways during 2023-24, details of which can be found within the [Annual Report and Accounts 2023-24](#) (transport.gov.scot)



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Published by Transport Scotland, April 2025

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