

Scottish Futures Trust
PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010
Duties to Publish Information
2021-22 Publication

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1. Introduction

This document details the information Scottish Futures Trust is required to publish as prescribed in the Public Services Reform (Scotland) Act 2010. It has been compiled with reference to the [guidance](#) issued by Scottish Government.

Relevant extracts from the guidance are included in boxes.

The publication includes information relating to the Scottish Futures Trust Limited, and its wholly owned subsidiary Scottish Futures Trust Investments Limited.

Further information

Further information on the work of the Scottish Futures Trust can be found on our [website](#). In particular, in the following documents:

[2021/22 Business Plan](#)

[2019 - 2024 Corporate Plan](#)

[2021/22 Annual report and Financial Statements](#)

Should you require further information in relation to the activities or operations of the Scottish Futures Trust, please contact us at:

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2. Expenditure Information

Section 31(1) and (2) require public bodies to publish as soon as is reasonably practicable after the end of each financial year a statement of any expenditure they have incurred during that financial year on or in connection with the following matters:

*Public relations
Overseas travel
Hospitality and entertainment
External consultancy*

None of these terms are defined in the Act but they are all terms which are widely used and well understood. The guiding principle should be to publish as much information as possible and to interpret the duties imposed by Parliament widely rather than narrowly.

Public Relations

The statement of expenditure on public relations should state the total amount of expenditure during the relevant financial year on all external communications, including the cost of in-house and contracted staff and consultants. Expenditure on 'public relations' includes (for example) marketing, PR campaigns, media relations, marketing research and evaluation, branding and design, promotional events, external events, conferences and exhibitions, corporate communications, sponsorship, publications and printing, digital communications, advertising and media planning.

The statement should include expenditure on external communications relating to the services which the public body provides, such as promoting tourism in the case of Visit Scotland. It is not necessary to include expenditure which relates only to internal communications, such as staff newsletters, or to recruitment advertising.

This amount is stated including VAT and includes half of the all-in cost of employment of SFT's only member of staff engaged in public relations, our Head of Communications. It is assessed that this role is directed 50% to external communications and 50% to internal matters and communication with other public-sector stakeholders.

It also includes revenue costs such as external events and corporate publications.

Amount for 2021/22: £109,577 (2020/21: £107,342)

Overseas Travel

The statement of expenditure incurred on overseas travel should include travel to as well as from the United Kingdom; and should also include the cost of hotels, conference fees, the cost of travel and subsistence during the overseas visit and any other related expenditure. In other words, expenditure incurred on 'overseas travel' should be regarded as the full costs incurred in connection with the trip from departure until return, and not simply the cost of the journey itself.

This amount is stated including VAT and covers the following trips:

| Date | Person Travelling | Destination | Purpose of Travel |
|--------|-------------------|-------------|--|
| Nov 21 | Stephen Aird | Paris | A working session on European Governments' real estate benchmarking and a Steering Committee for PuRE-net. |
| Mar 22 | James King | Amsterdam | Kick Start Europe |

Amount for 2021/22: **£ 1,110 costs borne by SFT**
(2020/21: £0 borne by SFT)

Hospitality & Entertainment

Hospitality and entertainment should be interpreted widely as including 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 payment of reasonable travel and subsistence allowances and the reimbursement of expenses that are necessarily incurred in relation to service as a member or employee of a public body (including office-holders and company directors or secretaries) should be excluded.

Gifts and benefits which are wholly trivial and of minimal value may also be excluded as de minimis. In the interests of consistency, it is suggested that a threshold of £25 for 'one off' gifts or benefits would be reasonable for this purpose, provided that the gifts or benefits in question are not regular or recurring. If a different threshold is adopted it should be set out in the statement of expenditure.

SFT has not:

- a) Provided any gifts to any employee or third party.
- b) Provided any invitations to public, cultural or sporting events to any employee or third party.

The hospitality and entertainment costs incurred by the Company include refreshments and meals at meetings with stakeholders.

Amount for 2021/22: £1,296 (2020/21: £44)

External Consultancy

Scottish Government guidance on ['Use of Consultancy Procedures'](#) defines 'consultancy' as including a wide range of professional services such as management consultancy, IT consultancy, financial consultancy, construction or infrastructure related consultancy, research and evaluation and policy development (including feasibility studies). It is suggested that the definition set out in this guidance should be adopted for the purposes of the statement of expenditure. It should be noted that the definition applies to the services which are being procured, not the name of the supplier or the supplier's own description of the service.

'External consultancy' does not include outsourcing or buying in technical or specialist services such as legal advice and representation or recruitment services.

This amount is stated inclusive of VAT and includes specialist legal, financial and technical consultancy in relation to the projects and programmes on which SFT has a role. SFT's consultancy spend varies annually reflecting both the range and the stage of development of the programmes which we support.

Amount for 2021/22: £1,843,978 (2020/21: £1,721,707)

Payments in excess of £25,000

Section 31(3) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement specifying 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).

'Payments' include all individual payment transactions, including payments for goods and services, grants or grant-in-aid to third parties and transactions with government departments or other public bodies. The reporting requirement relates to cash payments, not accruals or invoices; and includes relevant payments made by a listed body on behalf of third parties. It does not include information relating to remuneration or other payments made to an individual in respect of their service as a member or employee of a public body (including office-holders and company directors or secretaries), such as salary, bonuses, allowances, fees, receipt of pension, voluntary severance, compromise agreements or redundancy payments.

| Payee | Date | Subject Matter | Amount £ |
|--|-------------|---|-----------------|
| Item 1: Payment of Suppliers | | | |
| Addleshaw Goddard LLP | 07/04/2021 | Professional charges for services in relation to Public Inquiry | 80,930.40 |
| Connected Places Catapult Services Ltd | 07/04/2021 | Delivery Plan Tech research on behalf of SG | 72,735.60 |
| Brightwire Technology Services Limited | 07/04/2021 | Infrastructure Investment Pipeline Database Development and support | 44,160.00 |
| Armila Sustainability Services Ltd | 19/04/2021 | To assist with SG objective in enhancing building standards to deliver zero carbon homes and buildings | 25,674.00 |
| Frontier Economics Ltd | 26/04/2021 | Provision of regulatory asset base research in the energy and telecoms sectors | 50,040.00 |
| Mott MacDonald Ltd | 26/04/2021 | Provision of consultancy support for the core objectives of Scottish Government's net zero carbon public sector buildings standard | 91,481.34 |
| Addleshaw Goddard LLP | 26/04/2021 | Professional charges for services in relation to Public Inquiry | 106,990.80 |
| HMRC | 12/05/2021 | Vat quarter ended 31 March 2021 | 41,964.46 |
| Zurich Assurance Ltd/ Workman LLP | 19/05/2021 | Rent for quarter to August 2021 | 34,286.60 |
| Addleshaw Goddard LLP | 04/06/2021 | Professional charges for services in relation to Public Inquiry | 28,086.00 |
| City of Edinburgh Council | 25/06/2021 | Non-domestic rates | 37,372.90 |
| Zurich Assurance Ltd/ Workman LLP | 18/08/2021 | Rent for quarter to November 2021 | 43,624.81 |
| Farrpoint Limited | 27/08/2021 | Provision of industry expertise to work closely with the SFT on Data Centres, Scotland 4G Infill, Infralink Programme, Dundee 5G testbed and Scotland 5G Centre | 41,264.40 |

Payments in excess of £25,000 (continued)

| | | | |
|---|------------|---|-----------|
| Farrpoint Limited | 19/10/2021 | Provision of industry expertise to work closely with the SFT on Data Centres, Scotland 4G Infill, Infralink Programme, Dundee 5G testbed and Scotland 5G Centre | 37,244.40 |
| BSL-IT South Ltd | 17/11/2021 | Provision of IT equipment | 25,801.74 |
| Addleshaw Goddard LLP | 17/11/2021 | Professional charges for services in relation to Public Inquiry | 25,680.00 |
| Zurich Assurance Ltd/ Workman LLP | 25/01/2022 | Rent for quarter to February 2022 | 43,624.81 |
| Connected Places Catapult Services Ltd | 02/02/2022 | Delivery Plan Tech research on behalf of SG | 49,774.00 |
| Main Street Consulting | 09/02/2022 | Provision of consulting support relating to Work Local Hub research project | 25,314.00 |
| HMRC | 10/02/2022 | Vat quarter ended 31 December 2021 | 34,038.47 |
| Addleshaw Goddard LLP | 16/02/2022 | Professional charges for services in relation to Public Inquiry | 34,892.40 |
| Zurich Assurance Ltd/ Workman LLP | 25/02/2022 | Rent for quarter to May 2022 | 43,624.81 |
| GEP Environmental | 16/03/2022 | Provision of PFI/PPP Net Zero Carbon Guidance – 50% Milestone | 29,813.40 |
| Buro Happold | 16/03/2022 | Provision of ventilation / CO2 consultancy support | 29,700.00 |
| Addleshaw Goddard LLP | 16/03/2022 | Professional charges for services in relation to Public Inquiry | 29,400.00 |
| Burness Paull LLP | 30/03/2022 | Provision of a legal opinion on the basis and structure to support Council built homes for market rent and sale in Scotland. | 36,000.00 |
| Deloitte LLP | 30/03/2022 | Provision of facilities management review | 58,800.00 |

| | | | |
|-------------------------------|------------|---|-----------|
| Item 2: Award of Grant | | | |
| Midlothian Council | 31/03/2022 | Release of funds as a contribution towards the costs to deploy and scale a digital twin platform in Lasswade High School and disseminate associated learnings from this pathfinder project. | 35,000.00 |
| East Renfrewshire Council | 31/03/2022 | Release of funds as a contribution towards the costs to develop and deploy a pilot digital twin handover platform on the Eastwood Learning Centre and Theatre Project. | 30,000.00 |

Credit card payments

Details of our credit card payments can be found on the SFT website: [here](#).

3. Remuneration

Section 31(4) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement specifying 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 office-holders and company directors and secretaries).

Remuneration in relation to service as a member or employee includes salary, bonus or other discretionary performance payments, allowances, fees, royalties and also bonus or other payments in respect of performance in a previous financial year, but does not include receipt of pension, voluntary severance, compromise agreements or redundancy payments.

SFT had one staff member who received remuneration in excess of £150,000 during 2021/22.

No member of SFT staff has received a bonus or performance related payment. Further information is set out in SFT's pay and grading structure on our website: [SFT Salary Ranges](#)

4. Steps to Promote Sustainable Economic Growth

Section 32(1)(a) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to promote and increase sustainable growth through the exercise of its functions. Since this requires the publication of a statement it is not sufficient simply to refer to other published material such as the Annual Report. The statement can, of course, draw on such material.

Importance of infrastructure

In 2008 Scottish Government established SFT as a centre of infrastructure expertise to work with its many public and private sector partners, creating innovative solutions to improve the economic, social and environmental outcomes from Scotland's infrastructure.

Despite the challenges brought on by the pandemic during the 2021/2022 financial year, SFT again performed an important leadership role across the infrastructure sector in Scotland.

All SFT's activities are aligned with our three corporate priorities of place, net zero and inclusive economic growth, and ultimately contribute to the ten infrastructure-related outcomes in our 2019-24 Corporate Plan. Working towards those outcomes requires teamwork with all our partners. Some examples of this collaborative work are outlined below:

- As a priority of the Scottish construction industry through its COVID-19 Recovery Plan, we developed an online construction forecast database that details £11bn of future infrastructure projects from local authorities and public bodies across Scotland. The tool is used by industry to improve business planning and maintain investment in skills and future training needs;
- Working with Scottish Government we manage the outcomes-based Learning Estate Investment Programme (LEIP) which has net-zero principles at its core. This year we saw construction start on the first school in the LEIP programme – the next-generation, low-carbon Wallyford Learning Campus in East Lothian;
- Working with Scotland's local authorities, public bodies and communities, we published the Place 'How-To' Guide as a practical, step-by-step approach for public bodies to implement the Place agenda, helping them make better informed place-based decisions;
- Working with councils across the Tay Cities Region, the Local Government Digital Office Scotland's 5G centre and local SME delivery partners, we received funding from the UK Government's Department for Digital, Culture, Media & Sport, to fund Infralink-Exchange. It is a pilot initiative we developed to enhance greatly Scotland's mobile digital connectivity by establishing tools to encourage the use of public sector owned assets to host mobile network transmitters across the Tay Cities Region, and
- Working with The City of Edinburgh Council, Scottish Government and international private investor Nuveen, the SFT-managed Growth Accelerator programme unlocked development of the £850m Edinburgh St James Quarter which opened its doors this year, creating 1.7million square feet of retail and leisure space and delivering substantial inward investment into the city.

Infrastructure and Sustainable Growth – SFT’s Role

For well over a decade the Scottish Futures Trust (SFT) has been at the forefront of improving public sector infrastructure across Scotland by providing additional skills, resource and knowledge to public sector organisations, supporting them plan, fund, deliver and manage their construction projects and buildings better.

As a result, infrastructure (its construction and end use) drives forward inclusive economic growth and secures many social benefits, for example, jobs are secured and apprenticeship places created; places become more attractive for people to move into; communities benefit from enhanced ‘place-based’ facilities; businesses thrive due to faster digital connectivity, and trade is made easier through improved transport links.

Scotland’s infrastructure environment is driven primarily by the long-term trends of the climate emergency, digitalisation, and demographic change that were highlighted in reports from the Infrastructure Commission for Scotland and in Scottish Government’s 2021-26 Infrastructure Investment Plan.

The more immediate COVID reality of changed travel patterns and demands, changes to physical and digital working arrangements and the way we think about and use different places have affected us all. The context in which infrastructure prioritisation decisions are taken, and assets are funded, financed, delivered, maintained and operated is ever changing.

It is SFT’s job to evaluate and take account of these diverse global and local forces in our work with public and private sector organisations across infrastructure sectors and phases of asset life cycles.

Further details of SFT’s activities for the financial year to 31 March 2022 can be found on our website within the, [2019 - 24 Corporate Plan](#), the [2021/22 Business Plan](#) and the [2021/22 Financial Statements](#).

5. Steps to Improve Efficiency, Effectiveness and Economy

Section 32(1)(b) provides that as soon as is reasonably practicable after the end of each financial year each listed public body must publish a statement of the steps it has taken during that financial year to improve efficiency, effectiveness and economy in the exercise of its functions. Once again, this may draw on other published material but should take the form of a self-standing statement.

The Scottish Government publishes guidance on the definition of efficiencies as part of the [Efficient Government Programme](#). It also publishes Efficiency Delivery Plans which explain how various public bodies intend to deliver efficiencies together with an annual outturn report which sets out the extent to which that has been achieved.

As part of their drive to improve the efficient and effective delivery of public services and to achieve maximum economy, Scottish Ministers are keen to ensure that public bodies actively explore and implement as appropriate all opportunities for sharing the provision of back office and front-line functions. In the statement required under section 32(1)(b), public bodies should therefore provide details of the current level of shared service activity in which they are engaged, either as a provider or a user, including details about the functional areas involved and the scale of the activity.

Statements under section 32(1)(b) should also include details of the steps taken to improve procurement processes and capability, including contract management; managing risk in the supply chain; acting on procurement capability assessments; and savings achieved through collaborative and local contracts.

SFT's mission is:

“to improve the efficiency and effectiveness of infrastructure investment and use in Scotland by working collaboratively with public bodies and industry, leading to better value for money and improved public services”

Working closely with many organisations across the public and private sectors, during 2021/22 the total value of public infrastructure projects under construction made possible through our innovative funding and financing approaches exceeded £250m; investment in private infrastructure continued to be unlocked with projects valued at over £2.4bn on site, and over the past 12 months our work continued to contribute towards a net-zero carbon economy, by reducing infrastructure-related CO2 emissions by 20,000 tonnes.

Our Impact

In 2018, Scottish Government published its updated National Performance Framework (NPF) setting out a series of long-term outcomes aimed at creating a more successful country with opportunities for everyone to flourish through increased wellbeing from sustainable and inclusive economic growth.

The following year we published our 2019-24 five-year Corporate Plan setting out the ten outcomes we wished to achieve with our partners which focussed on the goals set out in the NPF and to where all our business objectives are aligned.

In 2019/20 we published our first Outcomes Report detailing over 30 examples of where our interventions and actions, in collaboration with our many partners, have had the greatest impact in delivering our ten infrastructure outcomes. In 2020/21 we updated our Outcomes report with a further 30 plus case studies that illustrate the work we and our partners have delivered. And for our 2021/22 Outcomes Report, we published a further 30 plus case studies taking the total to over 100, all illustrating how our work contributes towards achieving our three corporate priorities:

- Enable the transition to net zero emissions (focus on leading the way with coordinated decarbonisation of public sector assets to catalyse necessary industry transition)
- Drive inclusive economic growth (focus on delivering additionality of investment and accelerating appropriate development activity in current economic context)
- Build resilient and sustainable places (focus on showing leadership in the shift to collaborative and place-based ways of working)

Further details of all our workstreams and the impact they make are available on the [SFT Website](#).