# National Library of Scotland

## Disclosures of expenditure under Public Services Reform (Scotland) Act

## 2010, sections 31 And 32

## For the period 1 April 2022 to 31 March 2023

### 1. Public relations costs

The amounts disclosed in relation to public relations include the amounts spent on media relations, marketing research and evaluation, promotional events and sponsorship, publications and printing, advertising digital marketing, and staff.

**Total = £419,693**

### 2. Overseas travel costs

This includes travel, accommodation, subsistence, conference fees, and any other expenditure incurred whilst on overseas business travel.

**Total = £7,555**

### 3. Hospitality and entertainment costs

This includes money spent on lunches and hospitality for visitors and guests, and catering at fundraising and customer events and exhibition launches.

**Total = £7,985**

### 4. External consultancy costs

NLS uses external consultants only where it lacks expertise or capacity among its own staff.

We have used the Scottish Government guidance on the definition of consultancy, which identifies the following activities and areas as constituting consultancy:

* Policy development.
* Feasibility and scoping exercises.
* Research and evaluation.
* Environmental consultancy.
* Organisational development (including training).
* Business strategy.
* Marketing consultancy.
* Programme management.
* Functional development.
* Financial and economic advice services.
* Accountancy advice and services.
* Audit and forensic accounting advice and services.
* Functional IT strategy design and advice (function specific IT solution eg eHR systems, eTendering).
* Organisational IT.
* Strategy Design and Advice (eg Cross-Business Re-engineering).
* Construction.
* Infrastructure and transport (post-occupancy and benefits review).
* Construction, infrastructure, and transport (feasibility and scoping exercises.

The following are not defined in the guidance as constituting external consultancy:

* Technical or specialist service (including construction, infrastructure and transport, IT etc.).
* Outsourcing.
* Interim management and staff substitution.
* Permanent recruitment services and advice.

**Total = £21,148**

### 5. Members or employees who received remuneration in excess of

### £150,000

No members or employees received remuneration in excess of £150,000.

### 6. Payments with a value in excess of £25,000

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Supplier** | **Description** | **Amount (£)** |
| 20 October 2022 | FROST AND SULLIVAN LTD | Subscription to E-resources | £30,314.00 |
| 12 January 2023 | PROQUEST | Subscription to E-resources | £49,204.00 |
| 26 January 2023 | CENGAGE | Subscription to E-resources | £34,600.00 |
| 16 March 2023 | BSI | Subscription to E-resources | £27,496.88 |
| 11 May 2022 | KENNYS BOOKSHOP | Literary Archive | £30,000.00 |
| 21 July 2022 | PRIVATE INDIVIDUAL | Literary Archive | £125,000.00 |
| 28 July 2022 | PRIVATE INDIVIDUAL | Literary Archive | £40,000.00 |
| 31 March 2022 | PRIVATE INDIVIDUAL | Literary Archive | £40,000.00 |
| 19 May 2022 | GLASGOW LIFE | Rent & Service Charges | £49,237.46 |
| 24 November 2022 | GLASGOW LIFE | Rent & Service Charges | £32,463.59 |
| 23 February 2022 | GLASGOW LIFE | Rent & Service Charges | £39,579.87 |
| 31 March 2022 | GLASGOW LIFE | Rent & Service Charges | £40,639.71 |
| 16 June 2022 | CITY OF EDINBURGH COUNCIL | Non Domestic Rates | £136,240.00 |
| 16 June 2022 | CITY OF EDINBURGH COUNCIL | Non Domestic Rates | £41,920.00 |
| 12 May 2022 | ECG FACILITIES SERVICE | Facilities Management Charge | £46,426.43 |
| 31 May 2022 | ECG FACILITIES SERVICE | Facilities Management Charge | £46,426.43 |
| 23 May 2022 | ECG FACILITIES SERVICE | Facilities Management Charge | £46,426.43 |
| 25 August 2022 | RICHARD IRVIN LIMITED | Facilities Management Charge | £38,871.82 |
| 29 September 2022 | RICHARD IRVIN LIMITED | Facilities Management Charge | £25,993.92 |
| 29 September 2022 | RICHARD IRVIN LIMITED | Facilities Management Charge | £32,432.87 |
| 31 October 2022 | RICHARD IRVIN LIMITED | Facilities Management Charge | £32,432.87 |
| 22 December 2022 | RICHARD IRVIN LIMITED | Facilities Management Charge | £36,483.07 |
| 19 January 2023 | RICHARD IRVIN LIMITED | Facilities Management Charge | £36,483.07 |
| 16 February 2023 | RICHARD IRVIN LIMITED | Facilities Management Charge | £36,483.07 |
| 16 February 2023 | RICHARD IRVIN LIMITED | Facilities Management Charge | £36,483.07 |
| 30 March 2023 | RICHARD IRVIN LIMITED | Facilities Management Charge | £36,483.07 |
| 31 August 2023 | DAF MOTUS COMMERCIALS | Electric Box Van | £70,776.50 |
| 31 January 2023 | RICHARD IRVIN LIMITED | Lift Replacement | £95,925.83 |
| 16 March 2023 | PARKS MOTOR GROUP | Electric Box Van | £35,333.33 |
| 31 March 2023 | RICHARD IRVIN LIMITED | Lift Replacement | £41,111.07 |
| 31 March 2023 | RICHARD IRVIN LIMITED | Roofing Works | £38,686.00 |
| 31 March 2023 | RICHARD IRVIN LIMITED | Lighting Works | £30,360.39 |
| 31 March 2023 | A MCGILLIVRAY | Property Works | £35,730.00 |
| 09 June 2023 | LEE BOYD LIMITED | Causewayside Smoke Extract | £78,075.00 |
| 23 February 2023 | LEE BOYD LIMITED | Causewayside Smoke Extract | £28,310.00 |
| 21 March 2023 | LEE BOYD LIMITED | Causewayside Smoke Extract | £30,412.91 |
| 30 April 2022 | EX LIBRIS | IT Equipment/Support | £95,350.55 |
| 31 October 2022 | EX LIBRIS | IT Equipment/Support | £69,469.67 |
| 30 March 2023 | EX LIBRIS | IT Equipment/Support | £97,257.01 |
| 16 March 2023 | XMA SCOTLAND LTD | IT Equipment/Support | £69,676.90 |
| 16 March 2023 | XMA SCOTLAND LTD | IT Equipment/Support | £81,086.40 |
| 16 March 2023 | XMA SCOTLAND LTD | IT Equipment/Support | £108,334.85 |
| 09 March 2023 | ICAM ARCHIVE SYSTEMS | Camera Replacement | £27,890.00 |

### 7. Statement on the steps taken to promote and increase sustainable growth through the exercise of our functions.

The National Library of Scotland continued to develop its collections and services during 2022/23 to support the Scottish Government's aim of creating a more prosperous and successful country.

Full details are included in the Library's [Annual Report and Financial Statements](https://www.nls.uk/about-us/publications/annual-review/#report) which is available on the website.

### 8. Statement on the steps taken to improve efficiency, effectiveness and economy in the exercise of our functions.

Over the year we have continued to generate financial and operational efficiencies to help support the work of the Library. As well as releasing cash savings this work has also generated a number of non-cash savings such as reductions in the number of invoices received and better contract terms.