

SEPA performs

Public Services Reform (Scotland) Act 2010

Under the Public Services Reform (Scotland) Act 2010 we have, along with other public bodies in Scotland, a duty to publish annual public statements relating to our expenditure in the following areas:

- Public relations
- Overseas travel
- Hospitality and entertainment
- External consultancy

There are further duties to publish certain information relating to the purchasing of goods, the remuneration of employees, and the steps we have taken to improve efficiency, effectiveness, and economy in our performance as well as the promotion of sustainable growth. The statement covers the period April 2017 - March 2018.

Public relations

	2017-2018
Web Team	£270,796
Communications	£585,796
Advertising	£259,174
Total	£1,115,766

Public relations costs reflect the cost of communications between SEPA and external parties incurred in the promotion or publicity of SEPA or the services it provides.

Overseas travel

	2017-2018
Flights/Rail	£46,067
Hotels	£36,850
Expenses	£4,000
Conference costs	£1,840
Total	£88,757

The above costs include: travel to and from the UK; the full cost of travel in connection with the trip from departure until return, and not simply the cost of the journey itself.

Hospitality and entertainment

	2017-2018
Hospitality	£20,319
Catering	£61,052
Total	£81,371

Hospitality and entertainment includes any gifts, meals, receptions accorded by a public body to its members or employee or third parties for whatever reason. The payment of travel and subsistence allowances and the reimbursement of expenses that are reasonably incurred in relation to service as a member or employee of a public body are excluded.

Hospitality includes the cost of gifts, receptions, and events. Catering includes the provision of lunches and refreshments for meetings and training on or offsite.

External consultants

	2017-2018
Infrastructure	£0
IS	£26,648
Management	£0
Policy development	£0
Research and evaluation	£120,334
Total	£146,982

Scottish Government guidance on consultancy used a definition of 'external consultancy' as "Investigating problems, providing analysis or advice, or assisting with the development of new systems, new structures or new capabilities within the organisation." The majority of the expenditure incurred is in connection with the LIFE SMART Waste project, the overarching goal of the project is to demonstrate innovative ways of understanding, tackling and reducing waste related crime. The project is being undertaken in collaboration with 3 partner organisations and has been made possible with the support of EU LIFE+ funding.

Payments with a value in excess of £25k

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. It does not however include information relating to remuneration or other payments made to an individual in relation to 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, pension, voluntary severance, compromise agreements or redundancy payments. The below table provides a full list of individual transactions in excess of £25,000, in alphabetical order of account name.

Account	Supplier	Text	Amount
Computer Hardware Maintenance	Seric Systems	IBM/Lenovo Storage Hardware & Software Maintenance	£78,600
Consultancy Fees	Haskoning DHV UK Limited	NCIP Wave Domain Review + NCIP Development Of Multivariate Dataset	£25,612
Consultancy Fees	JBA Consulting	Phase 2 Of Agreed Invoice Profile - Professional Services	£71,995
Contractor Payments	Redpath Construction Limited	SEPA 31 Miller Street, Ayr - Roof And Redecoration Works	£47,903
CRC Registry Recharge	EA - Income Department	Recharges For CRC Energy Efficiency Scheme	£65,201
Equipment Maintenance/Contract	Capital Solutions	Laserfiche Support Renewal 28/5/17 To 27/5/18	£30,421
Equipment Maintenance/Contract	Agilent Technologies LDA UK Limited	Service Contract 5000435642 1/9/17 To 31/5/2018	£54,119
Equipment Purchase	OTT Hydrometry Ltd	Electrical Double Drum Winch 100Kg With Crank Hand	£29,536
Equipment Purchase	Air Monitors Limited	Fidas 200S, Web Logger, Annual Web Logger Server Fee, Sim Rental, Delivery	£33,336
Equipment Purchase	Malvern Panalytical Ltd	Maz3000 Mastersizer 3000 Optical System	£43,416
Equipment Purchase	Diptone Ltd	Spey Winch-Seast Linton, Wester Cardean, Marble	£49,626
Equipment Purchase	Insight Direct UK Limited	G1 Citrix Netscaler Sd Wan 3000-100 Wanop	£50,050
Equipment Purchase	Thermo Fisher Scientific	Prod, 240V, Ase350, 34MI Bundle	£80,882
Equipment Purchase	Agilent Technologies LDA UK Limited	8010-0130 Syringe, 10UI Fn Pffe Tip 23/57/C Pal3	£87,326
Equipment Purchase	Perkin Elmer LAS (UK) Ltd	Nexion System	£117,207
Equipment Purchase	Insight Direct UK Limited	Flex System Enterprise Modules	£122,824
Equipment Purchase	Thermo Fisher Scientific	Q Exactive Focus Standard	£268,279
EUTS Registry Recharge	EA - Income Department	Registry Recharges & Hosting And Support 17/18	£28,229
Furniture & Fittings	Flexiform Business Furniture	Furniture Ayr	£32,643
Insurance Running Costs	Aon Limited	Motor Fleet Renewal 2018	£32,323
Licences	CEH Wallingford	Renewal Of CEHS Agreement 900 04/04/17 To 31/03/18	£30,068
Licences	CEH Wallingford	CEH Licence 900 For CEH Data 01/04/18-31/03/19	£30,068
Met Office Supplies	Meteorological Office	Scottish Flooding Forecasting Service April 2017	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service May 2017	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service June 2017	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service July 2018	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service August 2017	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service September 2017	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service October 2017	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service November 2017	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service December 2017	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service January 2018	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service February 2018	£46,029
Met Office Supplies	Meteorological Office	Scottish Flood Forecasting Service March 2018	£46,029
Partnership Project Contributions	Nith District Salmon Fishery Board	Project Payment For Sepa0004 Upper Nith - Design	£27,594

Partnership Project Contributions	Nith District Salmon Fishery Board	Consultancy Nith Restoration Design	£28,637
Partnership Project Contributions	Tweed Forum	Water Environment Fund For WEF0052 Biggar	£29,250
Partnership Project Contributions	SSCL Environment Agency Nottingham	UKCFF Service Development.	£29,400
Partnership Project Contributions	Fife Council	Project WEF0053 Back Burn	£32,500
Partnership Project Contributions	Nith District Salmon Fishery Board	Project Payment For SEPA0004 Upper Nith - Design	£34,347
Partnership Project Contributions	HaskoningDHV UK Limited	Nith Bridge - PB6247-101-101-	£34,378
Partnership Project Contributions	HaskoningDHV UK Limited	Work Package 1A - Detailed Design, Preparation Of Tender Documents, Project Management And Supervision For Scar Water And Nith At Nith Bridge	£47,795
Partnership Project Contributions	Tweed Forum	Water Environment Fund For SEPA0004 - Upper Nith	£51,190
Partnership Project Contributions	Esk Rivers and Fisheries Trust	WEF0015 Pow Burn - Project Payment	£51,225
Partnership Project Contributions	Nith District Salmon Fishery Board	Project Payment For SEPA Laggan Burn	£52,944
Partnership Project Contributions	SSCL Environment Agency Nottingham	SEPA Contribution To UK Coastal Flood Boundary	£62,300
Partnership Project Contributions	UK Water Industry Research Limited	For Partnership Contribution To UKWIR Project	£70,000
Partnership Project Contributions	Donhead Stud t/a Aberarder Estate	Project Payment For WEF0017 Aberarder, River Nairn Works	£75,801
Partnership Project Contributions	Donhead Stud t/a Aberarder Estate	Project Aberarder River Nairn	£130,233
Partnership Project Contributions	Esk Rivers and Fisheries Trust	WEF0015 Pow Burn Grant	£143,576
Partnership Project Contributions	Dee District Salmon Fishery Board	Water Environment Fund Project-WEF0039-2017/2018	£150,000
Partnership Project Contributions	SSCL Environment Agency Nottingham	UKCEF Core Items 2017/18 Scottish Contribution.	£187,797
Partnership Project Contributions	Rivers and Fisheries Trust of Scotland	WEF Project For WEF002 Avon	£250,000
Partnership Project Contributions	Fife Council	Water Environment Fund - Lyneburn Restoration Project	£343,040
Partnership Project Contributions	North Lanarkshire Council	Garrell Burn Project Scoping & Implementation	£570,000
Partnership Project Contributions	Tweed Forum	Water Environment Fund Project Payment for SEPA0004	£1,000,000
Professional Fees (Property)	Mitie Cleaning & Environmental Services Limited	Once Off Work - Installation Of New Gull Netting -	£52,818
Property Maintenance	Billy King Builders	Renewal Of 35M Purlin Fencing Incorp 2*1.2M Gates	£29,973
Property Maintenance	Morrison Construction Services Ltd	Replacement River Guaging Station	£31,984
Property Maintenance	Colin Dempster & Sons Limited	Preparation And Setup Welfare Cabins At Beattock	£39,487
Property Maintenance	G A Barnie Building Services Limited	Dingwall Air Con And Led Lighting Upgrade-28.3.18	£205,421
PRW Monitoring Recharge	EA - Income Department	Packaging, Wee, Batteries	£99,102
Publishing	APS Group	PPDAS386126 Brabd Refresh Project	£36,000
R & D External Contributions	AMEC Environment & Infrastructure UK Limited	Permit Lifecycle Assessment (Final Payment -70%)	£36,128
Rates	Highland Council (Rates)	Rates 17/18 Office Dingwall	£41,328
Rates	Stirling Council / No 7 Rates A/C.	Rates Office Stirling 17/18	£112,176
Rates	Aberdeen City Council (Business Rates)	Office Rates Aberdeen 17/18	£273,060
Rates	North Lanarkshire Council	Rates 17/18 Angus Smith Building	£279,456
Rent	The Scottish Government - Perm Sec	Moto Charges Strathearn, Perth Q4 Jan-Mar 2018	£38,573
Rent	Forestry Commission	Rent Services Oct/ Dec 2017	£53,580
Rent	Forestry Commission	General - January To March 2018	£53,580
Rent	Forestry Commission	April /June Quarterly Charges	£72,405
Rent	Forestry Commission	Rent July To Sept 2017	£72,405

Rent	Cushman & Wakefield Asset Management Department	Rent For Strathallan House	£84,000
Rent	Cushman & Wakefield Asset Management Department	Rent Strathallan 28/Aug To 27 Nov 2017	£84,000
Rent	Cushman & Wakefield Asset Management Department	Stirling Rent 28/11/17 - 27/02/18	£84,000
Rent	Cushman & Wakefield Asset Management Department	Rent Unit - Stirling: Strathallan House 28/02/18 - 27/05/18	£84,000
Rent	The Scottish Government - Perm Sec	Moto Charges For SEPA In Premises At Strathalan House For Quarter 1,3 And 3	£110,606
Rent	Knight Frank LLP	Rent - Parklands Eurocentral 28/05/17 To 27/08/17	£150,000
Rent	Knight Frank LLP	Rent / Service Charge 28/8/17 To 21/11/2017	£150,000
Rent	Knight Frank LLP	Rent Service Charge 28/11/17 To 27/2/2018 Stirling	£150,000
Rent	Knight Frank LLP	Rent, Angus Smith Building - 28/02/18 To 27/05/18	£150,000
Rent	Knight Frank LLP	Rent + Service Charge 28/02/18-27/05/18	£150,000
Repairs	OTT Hydrometry Ltd	Costs Re Upgrade Of Mechanical Winches	£30,012
Rimnet	Meteorological Office	Rimnet (Annual Contribution) 01/04/17 To 31/03/18	£30,968
RSA Monitoring Non Recoverable	University of Stirling	Habits 2017 - South West Habits Report	£30,943
RSA Monitoring Recoverable	University of Stirling	Habits 2017 - Junterson & South West Surveys	£30,573
RSA Monitoring Recoverable	Food Standards Agency	Fs004 - Publication Of Rife 22 Report	£33,388
RSA Monitoring Recoverable	Public Health England - CRCE (Glasgow)	Environmental Radioactivity Monitoring Programme -	£63,736
RSA Monitoring Recoverable	Public Health England - CRCE (Glasgow)	Environmental Radioactivity Monitoring April-June	£68,391
RSA Monitoring Recoverable	Public Health England - CRCE (Glasgow)	Environmental Radioactivity Monitoring Programme Q3 Jul To Sep 17	£68,391
RSA Monitoring Recoverable	Public Health England - CRCE (Glasgow)	Radiochemical Analysis / Environmental Q1 Jan-March	£71,433
Software - Business	BT Global Services	SEPA Bt Fwd Recurring Charges April 17	£31,789
Software - Business	BT Global Services	Recurring Charges May 2017	£31,789
Software - Business	BT Global Services	Recurring Charges June 2017	£31,789
Software - Business	BT Global Services	Recurring Charges August 2017 SEPA BT	£31,789
Software - Business	BT Global Services	Recurring Charges July 2017	£31,789
Software - Business	BT Global Services	Charges Sept 2017	£31,789
Software - Business	BT Global Services	Recurring Charges October 2017	£31,789
Software - Business	BT Global Services	Recurring Charges November 2017	£31,789
Software - Business	BT Global Services	Bt Fwd Recurring Charges - Dec 17	£31,789
Software - Business	BT Global Services	Recurring Charges January 2018	£31,789
Software - Business	BT Global Services	Service + Business Charges Feb 18	£31,789
Software - Business	BT Global Services	SEPA BT Fwd Recurring Charges - March 2018	£31,789
Software - Business	Deltares	FEWS Scotland Support+Maintenance 2017-18	£53,564
Software - Business	British Geological Survey (National Environment Research Council)	Renewal BGS Digital Licence 1/4/17 To 31/3/2022	£107,968
Software - Business	PerkinElmer Informatics Inc	Inf01516 Attivio Active Intelligence Engine	£109,011
Software Maintenance - Bus	Kisters AG	Annual Support & Maintenance Contract 01/11/17 To	£41,958

		31/10/18	
Software Maintenance - Bus	Unit 4 Business Software Bristol	Unit 4 Agresso Bespoke Support 01.05.17-30.04.18	£44,476
Software Maintenance - Bus	Unit 4 Business Software Bristol	Unit4 Agresso Bespoke Support 1.5.18-30.4.19	£46,075
Software Maintenance - Bus	PerkinElmer Informatics Inc	N5171720 Bronze Support For Tibco Spotfire Analyst	£58,063
Software Maintenance - IS	NetHelpDesk Limited	Nethelpdesk Annual Maintenance Renewal Nhd101206	£25,178
Software Maintenance - IS	Dacoll Ltd	Renewal Citrix Appliance Maintenance	£29,529
Software Maintenance - IS	Softcat	CS/BB Ent Mob Sts Coll Ed Monthly	£29,976
Software Maintenance - IS	Netcall	EDRMS Bonitasoft Solutioncare Service & Support	£32,173
Software Maintenance - IS	Pulsant (South Gyle) Limited	Metroethernet Service 1/7/17 To 30/9/2017	£35,459
Software Maintenance - IS	IBM UK Ltd	Customer Support Agree No 018940001	£54,850
Software Maintenance - IS	Labware Ltd	17% Maintenance Agreement For Unlimited Licences -	£56,210
Software Maintenance - IS	Softcat	Logrythm Logging Software	£66,627
Software Maintenance - IS	Dacoll Ltd	Citrix Cloud Workspace Service Per User/Device	£76,923
Software Maintenance - IS	Pulsant (South Gyle) Limited	Additional Cloud Storage	£78,852
Software Maintenance - IS	The Scottish Government - Perm Sec	Oracle Ula Support Costs 201/18	£99,662
Software Maintenance - IS	ESRI (UK) Ltd	Enterprise Licence Agreement	£132,000
Software Maintenance - IS	Pulsant (South Gyle) Limited	Dedicated Server Rack Space Power 1/10/17 To 30/9	£266,208
Sub Contracted Work	HaskoningDHV UK Limited	Issue Of Final Report Upon Completion Of Final Training - Flood Warning Delivery	£29,982
Telephone	BT / Onebill	Vp 72914270 Q04401 08 Perth	£27,475
Telephone	BT / Onebill	Vp72914270 Q04681 Perth	£28,703
Telephone	BT / Onebill	Vp72914270 Q045 4R Perth	£37,785
Telephone	EA - Income Dept 311 Peterburgh	Floodline Fixed And Variable Costs	£39,789
Telephone	Vodafone Corporate Ltd	Bill For 1549 Mobiles	£42,734
Telephone	Vodafone Corporate Ltd	1552 Mobiles Charges	£42,961
Telephone	Vodafone Corporate Ltd	Charges 1549 Mobiles	£44,885
Telephone	Vodafone Corporate Ltd	1567 Mobile Charges	£45,096
Wide Area Network Costs	Capita Business Services Ltd	Charges August 17 Billing Period Re Oct 2017	£25,069
Wide Area Network Costs	The Scottish Government - Perm Sec	Data Centre Hosting	£32,053
Wide Area Network Costs	Capita Business Services Ltd	Sum Of Charges for Jun 17 billing Re August 2017	£74,120
TOTAL			£10,812,818

Staff paid more than £150,000 p.a

None.

Shared services

In 2017-2018, we provided accommodation for Scottish Natural Heritage (SNH) in our Stirling building and Joint Nature Conservation and SNH in our Aberdeen Building. The accommodation and associated services (including reception) are delivered by SEPA and we received a contribution towards our costs from these bodies of £203,534 in 2017-2018.

In 2017-2018, we contributed £536,176 to the costs of 6 buildings: we paid the Scottish Government £177,851 for accommodation in Perth and Thurso, we paid Forestry Commission £289,620 for accommodation in Edinburgh. In addition, we paid Scottish Natural Heritage £11,173, Loch Lomond & Trossachs National Park Authority £47,723 and the Scottish Children’s Reporter Administration £10,350 for buildings in Dingwall, Balloch and Lochgilphead.

We continue to provide lone worker support through our 24 hour 7 day a week call centre to a number of other public sector organisations.

Partnership contributions (expenditure)

SEPA has committed to “partnership” being its principal way of delivering its outcomes. This is our Organisational Characteristic number 6 as set out in our Corporate Plan 2017-2022.

SEPA supports partnership working projects, such as Scotland’s Environmental and Rural Services (SEARS) and participates fully and actively in the Rural Affairs, Food and Environment Delivery Board. Additionally, SEPA administers the Water Environment Fund on behalf of Scottish Government.

SEPA has continued to explore opportunities for shared services and shared accommodation to reduce costs, build on our record of partnership working, and reduce our impact on the environment, and supports a number of other organisations by contributing to an extensive range of projects. In 2017-18 SEPA incurred costs of £4,007,125 that related to Partnership Contributions. 12 organisations received contributions of more than £25k totalling £3,680,145. The table below provides a breakdown:

Payment to	Description	£
Ayrshire Rivers Trust	Contribution to Project	25,000
DEFRA	Contribution to Project	26,904
Ayrshire Rivers Trust	Water Environment Fund	27,656
Haskoning DHV UK Limited	Water Environment Fund	34,666
Tweed Forum	Water Environment Fund	38,672
UK Water Industry Research Limited	Contribution to Project	70,000
Haskoning DHV UK Limited	Contribution to Project	106,088
The River Dee Trust	Water Environment Fund	150,000
Nith District Salmon Fishery Board	Contribution to Project	157,309
Esk Rivers and Fisheries Trust	Water Environment Fund	213,875
Donhead Stud t/a Aberarder Estate	Water Environment Fund	231,980
SSCL Environment Agency Nottingham	Contribution to Project	282,208
Rivers and Fisheries Trust of Scotland	Water Environment Fund	286,358
Fife Council	Water Environment Fund	375,540

North Lanarkshire Council	Water Environment Fund	570,000
Tweed Forum	Contribution to Project	1,083,890
Total		3,680,146

In 2017-2018, SEPA received funds of £3,458,388 as contributions towards projects. Those for which we received over £25k were:

Organisation providing funding	Description	£
Scottish Government	Water Environment Fund	3,367,633
Northern Ireland Environment Agency	NETREGS	60,000
Total		3,427,633

Sustainability

As Scotland's environment protection agency, we must be an exemplar of excellence in our own environmental performance. Over the year we have been developing our Climate Change Commitment Statement, which has received Board approval and will be launched next year. It sets out ambitious targets for ourselves, and should help everyone at SEPA deliver climate change action through their work.

We continued our strong track record of success in reducing our own carbon footprint. The Annual Operating Plan details 18 performance measures, including 2 key sustainability measures as follows:

1. No. 14 Buildings energy use:
2. No. 15 Transport emissions:

Agency Management Team agreed to adopt targets to reduce buildings energy use by 18% by 2020 and reduce travel emissions by 5% by 2020. These targets will be measured from the 2014-2015 baseline.

Our buildings energy and transport targets are aimed at helping us to achieve our long term ambition to reduce emissions of carbon dioxide equivalent by 42% by 2020 compared to a 2006/7 baseline.

Buildings energy use was down by around 26% from 2014-2015 baseline and therefore it looks like we are on track to achieve the 18% reduction target by 2020. The reduction in buildings energy use has been the critical factor in keeping our carbon emissions on a downward track. Last year they represented almost 60% of our emissions against a little over 40% for transport-related emissions.

Transport emission was down 0.3% from the 2014-2015 baseline and we may not reach the 5% reduction target by 2020. There was an 11% increase in travel emissions in 2017-2018 which was primarily due to increased air travel. One contributing factor in air travel is SEPA's international consultancy. In 2017-2018 we delivered 8 international consultancy projects; these projects brought significant environmental benefit. As part of this work, we will continue to explore alternatives to travel wherever possible.

The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015 requires a full climate change report to be submitted to the Sustainable Scotland Network (SSN). Our latest report can be found on [the SSN website](#). It covers everything from emissions data to biodiversity and procurement.

We issue our biodiversity report every three years and the latest, covering 2015-2017 was published on our [website](#) in February 2018. It covers the full range of our efforts to improve Scotland's biodiversity, from our water environment work, under the [Water Environment Fund](#) and [River Basin Management Plans](#), to peatland restoration and local projects such as the Strathard Initiative. It also covers our own offices' efforts to encourage biodiversity, such as the transformation of a piece of 'green desert' into a colourful living space at our corporate office in Stirling. Recently, stoats have been spotted hiding in this garden.

We have made a new commitment this year to challenge our own behaviour in terms of single use plastics, by reviewing procurement contracts and joining local community initiatives. Our Greening SEPA network of volunteers, who take an interest in introducing "greening" initiatives in their respective offices, will help fulfil this commitment. The annual Greening SEPA volunteers' day, held in May 2018, discussed various approaches to meeting this pledge.

Efficiency

The Scottish Government expects all public sector bodies to deliver efficiency savings of at least 3% of Scottish Government allocated cash operating budget. To produce a balanced budget for 2017-2018, we identified savings of £1.4m that were removed from base budgets at 1 April 2017. This equate to 4.5% of cash Government grants received to cover operating costs.