## Public Services Reform (Scotland) Act 2010

To promote openness and transparency across the public sector in Scotland, Section 31 (1) and (2) of the Public Services Reform (Scotland) Act 2010 imposes new duties on public bodies listed in Schedule 8 of the Act to publish as soon as practicable after the end of the financial year a statement of any expenditure incurred on certain matters including:

* Public Relations;
* Overseas Travel;
* Hospitality and Entertainment;
* External Consultancy;
* Payments with a value in excess of £25,000; and
* The number of members and staff who received remuneration in excess of
* £150,000.

The Private Rented Housing Panel and Homeowner Housing Panel have made no payments in the above categories for the accounting period 1 January 2015 until 31 December 2015.

In Terms of Section 32(1) (a) and (b) of the Act, the public bodies listed in Schedule

8 must publish a statement of the steps taken to (a) promote and increase sustainable growth, and (b) to improve efficiency, effectiveness and economy in the exercise of their functions.

During the year the prhp and hohp the administration have made concerted efforts to reduce expenditure, improve efficiency, manage resources more effectively and cut down our ecological footprint. The following steps have been taken:

 The prhp and hohp have promoted the use of electronic systems with more use of email communication and scanning and electronic sending of paper records and documents. One of the jurisdictions is now administered without the need for storage of paper documents.

 The administration has increased its use of Scottish Government and local authority venues for hearings, provided it does not involve the need for participants to travel long distances. The administration uses the conference facilities in Scottish Government venues for training events.

 Working to improve prhp and hohp efficiency and make best use of members’ time, through doubling up hearings. The prhp and hohp are limited in this approach by the unpredictable geographical spread of cases and the contentious nature of some cases. The administration will continue to explore ways of increasing productivity without compromising the rights of users.

 To recycle paper, print cartridges and other resources where possible.

 To explore sharing of resources and specialist services among the Scottish based tribunals of the Scottish Courts and Tribunals Service (SCTS).

 To evaluate and explore refinements within the statutory framework to our application and case management processes. We have carried out various continuous improvement tools such as process mapping to improve efficiency within our processes.