

Council Calendar of Business 2023/24 and 2024/25

Report/meeting dates	23 Nov 2023	26 Feb 2024	25 March 2024 (Budget)	23 May 2024	22 August 2024	29 October 2024 (ARA)
Quarterly reports						
Convener's Report	✓	✓		✓	✓	
Chief Executive's Report	✓	✓		✓	✓	
Audit and Assurance Committee Report (<i>inc assurance report, risk register and link to minutes</i>)	✓	✓		✓	✓	
Action Record	✓	✓		✓	✓	
Annual reports						
Audit and Assurance Committee Annual Report (<i>part of Annual Report and Accounts process</i>)				✓		
Risk Register and Risk Appetite Statement		✓				
People Strategy Annual Report (<i>include staff survey results, HR annual report and agile working updates</i>)					✓	
Complaints Annual Report				✓		
Digital Development Annual Report				✓		
Information Governance Annual Report				✓		
Partnership Agreement Annual Report	✓					
Shared Services Annual Report					✓	
Corporate Governance Review (including Effectiveness of Council review)		✓				
Annual Health and Safety report					✓	
Annual Report and Accounts	✓					✓
Draft Annual Report and Accounts					✓	
Chief Executive Appraisal (Private Report)				✓		
Draft Budget 2024/25		✓				
Budget Setting 2024/25			✓			

Report/meeting dates	23 Nov 2023	26 Feb 2024	25 March 2024 (Budget)	23 May 2024	22 August 2024	29 October 2024 (ARA)
Counter Fraud Framework Annual Report				✓		
Policies approval – see appendix below for dates that policies will be presented to Council	✓	✓		✓	✓	
All other items (<i>ad hoc or requested matters</i>)						
Fees review	✓					
Rewards review	✓					
Future Proofing Programme (<i>various matters as necessary</i>)	✓					
People Strategy Delivery Plan		✓				
United Nations Convention on Rights of a Child		✓				
Care Experienced Report		✓				
Appointment of Audit and Committee Chair and Vice-Chair	✓					
Procurement Strategy		✓				
Appointment of Panel Members				✓		
Code of Conduct (Employees)				✓		
Digital Strategy				✓		

Policy Timetable

Policy/Strategy etc name	Department	Owner	Link to Library Document	Date of Next Review	Approval by
Agile Working Policy	HR	Acting Director of Workforce Education & Standards	Agile Working Policy	2026 August	Council
Business Continuity Policy	Strategy & Performance	Director of Strategy & Performance	Business Continuity Policy	2025 August	Council
Capability Policy and Procedure	HR	Acting Director of Workforce Education & Standards	Capability Policy	2023 November	Council
Code of Conduct (Employees)	HR	Director of Workforce Education & Standards	Code of Conduct (Employees)	2024 May	Council
Code of Conduct for Members of the SSSC	Legal & Corporate Governance	Acting Director of Regulation	Code of Conduct for Members of the SSSC	2025 February	Scottish Government and agreed by Council
Code of Corporate Governance Policy	Legal & Corporate Governance	Director of Strategy & Performance	Code of Corporate Governance	2026 February	Council
Codes of Practice for Social Service Workers and Employers	Workforce, Education & Standards	Acting Director of Workforce Education & Standards	Codes of Practice for Social Service Workers and Employers	2024 April	Council
Communications Strategy 2021-2024	Strategic Communications	Director of Strategy & Performance	Communications Strategy 2021-2024	2024 May	Council
Corporate Health and Safety Policy	Estates, Health and Safety	Director of Strategy and Performance	Corporate Health and Safety Policy	2026 August	Council
Counter Fraud and Corruption Framework Policy	Finance	Acting Chief Executive	Counter Fraud, Bribery and Corruption Framework	2024 May	Audit & Assurance Committee
Criteria and Principles for Assessing Qualifications Sector Guidance - website article	Workforce, Education & Standards	Acting Director of Workforce, Education & Standards	Qualification Principles and Criteria	2023/24	Council
Data Protection Policy	Legal & Corporate Governance	Acting Director of Regulation	Data Protection Policy	2024 November	Council
Debt Management Policy	Finance	Acting Chief Executive	Debt Management Policy	2024 February	Audit & Assurance Committee
Digital Strategy 2021-2024	Digital	Director of Strategy & Performance	Digital Strategy 2021-2024	2024 May	Council

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Dignity at Work Policy	HR	Acting Director of Workforce Education & Standards	<u>Dignity at Work Policy</u>	2025 November	Council
Disciplinary Policy	HR	Acting Director of Workforce Education & Standards	<u>Disciplinary Policy</u>	2024 February	Council
Equality, Diversity and Inclusion Policy	Performance & Improvement	Director of Strategy & Performance	<u>Equality, Diversity and Inclusion Policy</u>	2026 August	Council
Family Friendly Policy	HR	Acting Director of Workforce Education & Standards	<u>Family Friendly Policy</u>	2025 August	Council
Financial Regulations Policy	Finance	Acting Chief Executive	<u>Financial Regulations Policy</u>	2024 February	Audit & Assurance Committee
Financial Strategy	Finance	Acting Chief Executive	<u>Financial Strategy 2023-2026</u>	2026 February	Council
Grievance Policy and Procedure	HR	Acting Director of Workforce Education & Standards	<u>Grievance Policy</u>	2024 August	Council
People Strategy	HR	Acting Director of Workforce Education & Standards	<u>People Strategy</u>	2024 August	Council
Procurement Strategy	Finance	Acting Chief Executive	<u>Procurement Strategy 2023-2026</u>	2026 February	Council
Records Management Policy	Legal & Corporate Governance	Acting Director of Regulation	<u>Records Management Policy</u>	2024 August	Council
Redeployment Policy	HR	Acting Director of Workforce Education & Standards	<u>Redeployment Policy</u>	2024 August	Council
Retirement and Severance Policy	HR	Acting Director of Workforce Education & Standards	<u>Retirement and Severance Policy</u>	2024 November	Council
Risk Appetite Statement	Strategy and performance	Director of Strategy & Performance	<u>Risk Appetite Statement 2023-2024</u>	2024 February	Council
Risk Management Policy	Strategy & Performance	Director of Strategy & Performance	<u>Risk Management Policy</u>	2025 February	Council
SSSC Decision Guidance Policy	Fitness to Practise	Acting Director of Regulation	<u>Decisions Guidance</u>	As required	Council
SSSC Fitness to Practise Thresholds Policy	Fitness to Practise	Acting Director of Regulation	<u>Fitness to Practise Thresholds Policy</u>	As Required	Council

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Whistleblowing Policy	HR	Acting Director of Workforce Education & Standards	Whistleblowing Policy	2024 February	Council
Workforce Change Policy	HR	Acting Director of Workforce Education & Standards	Workforce Change Policy	2024 August	Council