

**Council Calendar of Business 2024/25**

Report/meeting dates	23 May 2024	22 August 2024	29 October 2024 (ARA)	21 Nov 2024	Feb 2025	March 2025 (Budget)
<b>Quarterly reports</b>						
Convener's Report	√ verbal	√		√	√	
Chief Executive's Report	√	√		√	√	
Audit and Assurance Committee Report ( <i>inc assurance report, risk register and link to minutes</i> )	√	√		√	√	
Action Record	√	√		√	√	
<b>Annual reports</b>						
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		√				
Annual Health and Safety report		√				
Annual Report and Accounts			√	√		
Draft Annual Report and Accounts		√				
Chief Executive Appraisal (Private Report)	√ verbal					
Draft Budget 2025/26					√	

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Budget Setting 2025/26						√
<b>Policies approval</b> – see appendix below for dates that policies planned to be presented to Council	√	√				
<b>All other items (ad hoc or requested matters)</b>						
Fees review				√		
Future Proofing Programme ( <i>various matters as necessary</i> )						
ASC qualification timescales		√				
FtP Committee updates	√					
Code of Conduct (Employees)	√					
Digital Strategy annual report	√			√		
Staffing (c)	√					
Rewards Review (c)	√					
PSR (c)	√					

### Council Policy Timetable

Policy/Strategy etc name	Department	Owner	Hyperlink to Document	Date of Last Review	Date of Next Review
Agile Working Policy	HR	Director of Workforce Education and Standards	<a href="#">Agile Working Policy</a>	2023 August	2026 August
Business Continuity Policy	Strategy and Performance	Director of Strategy and Performance	<a href="#">Business Continuity Policy</a>	2022 August	2025 August
Code of Conduct (Employees)	HR	Director of Workforce Education and Standards	<a href="#">Code of Conduct (Employees)</a>	2021 May	2024 May
Code of Conduct for Members of SSSC	Legal and Corporate Governance	Director of Finance and Resources	<a href="#">Code of Conduct for members of the SSSC</a>	2022 February	2025 February
Code of Corporate Governance	Legal and Corporate Governance	Director of Regulation	<a href="#">Code of Corporate Governance</a>	2023 February	2026 February
Codes of Practice for Social Service Workers and Employers	Workforce, Education and Standards	Director of Workforce, Education and Standards	<a href="#">SSSC Codes of Practice for Social Service Workers and Employers</a>	2024 May	2027 May
Communications Strategy 2021-2024	Strategic Communications	Director of Strategy and Performance	<a href="#">Communications Strategy 2021-2024</a>	2021 May	2024 May
Corporate Health and Safety Policy	Estates, Health and Safety	Director of Strategy and Performance	<a href="#">Corporate Health and Safety Policy</a>	2026 August	2026 February
Criteria and Principles for Assessing Qualifications Sector Guidance	Workforce, Education and Standards	Director of Workforce, Education and Standards	<a href="#">Criteria and Principles for Assessing Qualifications Guidance</a>	N/A	2023/24
Data Protection Policy	Legal and Corporate Governance	Director of Regulation	<a href="#">Data Protection Policy</a>		2024 November
Digital Strategy 2021-2024	Digital	Director of Strategy and Performance	<a href="#">Digital Strategy 2021-2024</a>	2021 May	2024 May
Dignity at Work Policy	HR	Director of Workforce Education and Standards	<a href="#">Dignity at Work Policy</a>	2022 November	2025 November
Disciplinary Policy	HR	Director of Workforce Education and Standards	<a href="#">Disciplinary Policy April 2024</a>	2024 April	2027 April
Equality, Diversity and Inclusion Policy	Communications and Policy	Director of Strategy and Performance	<a href="#">Equality Diversity and Inclusion Policy</a>	2026 August	2026 August
Family Friendly Policy	HR	Director of Workforce Education and Standards	<a href="#">Family Friendly Policy</a>	2022 August	2025 August
Financial Strategy	Finance	Chief Executive	<a href="#">Financial Strategy 2023-2026</a>	2023 February	2026 February
Fitness to Practise Thresholds Policy	Fitness to Practise	Director of Regulation	<a href="#">Fitness to Practise Thresholds Policy</a>	2022 March	As required
Grievance Policy and Procedure	HR	Director of Workforce Education and Standards	<a href="#">Grievance Policy</a>	2021 August	2024 August

People Strategy	HR	Director of Workforce Education and Standards	<a href="#">People Strategy</a>	2021 August	2024 August
Procurement Strategy	Finance	Chief Executive	<a href="#">Procurement Strategy 2023-2026</a>	2023 February	2026 February
Records Management Policy	Legal and Corporate Governance	Director of Regulation	<a href="#">Records Management Policy</a>	2021 August	2024 August
Redeployment Policy	HR	Director of Workforce Education and Standards	<a href="#">Redeployment Policy</a>	2021 August	2024 August
Retirement and Severance Policy	HR	Director of Workforce Education and Standards	<a href="#">Retirement and Severance Policy</a>	2021 November	2024 November
Risk Register - Strategic	Strategy and Performance	Director of Strategy and Performance	<a href="#">Strategic Risk Register from April 2024</a>	2024 February	2025 February
Risk Appetite Statement	Strategy and Performance	Director of Strategy and Performance	<a href="#">Risk Appetite Statement 2024.25</a>	2024 February	2025 February
Risk Management Policy	Strategy and Performance	Director of Strategy and Performance	<a href="#">Risk Management Policy Feb 2023</a>	2023 February	2025 February
SSSC Decision Guidance Policy	Fitness to Practise	Director of Regulation	<a href="#">Decisions Guidance</a>	2016 August	As required
Whistleblowing Policy	HR	Director of Workforce Education and Standards	<a href="#">Whistleblowing Policy April 2024</a>	2024 April	2027 April
Work Performance Policy	HR	Director of Workforce Education and Standards	<a href="#">Work Performance Policy</a>	2023 November	2026 October
Workforce Change Policy	HR	Director of Workforce Education and Standards	<a href="#">Workforce Change Policy</a>	2021 August	2024 August