



SCOTTISH SOCIAL SERVICES COUNCIL

Scheme of Delegation

This Scheme of Delegation is made by the Scottish Social Services Council under the Regulation of Care (Scotland) Act 2001 and Regulation 12 of the Scottish Social Services Council (Appointments, Procedure and Access to the Register) Regulations 2001.

The Executive Framework issued by the Scottish Government has been taken into account and reflected in the terms of this Scheme.

The revised Scheme of Delegation is made in accordance with the Council's decision of 20 June 2017.

[Proposed amendments set out in track changes](#)

DELEGATION OF POWERS

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DELEGATION OF POWERS

SECTION ONE - INTRODUCTION

1. Definitions

- 1.1 The words and expressions used in this Scheme of Delegation will have the same meanings as the words and expressions used in Standing Orders, in addition, the following words and expressions have the following meanings:
 - 1.1.1 'The Executive Framework' means the document of that name issued by the Scottish Government dated June 2014 and updated from time to time
 - 1.1.2 'The Conduct Rules' means the Scottish Social Services Council (Conduct) Rules 2013 all as amended or as substituted from time to time
 - 1.1.3 'The Registration Rules' means the Scottish Social Council (Registration) Rules 2012 all as amended or as substituted from time to time
 - 1.1.4 "The Fitness to Practise Rules" means the Scottish Social Services Council Fitness to Practise Rules 2016 all as amended or substituted from time to time
 - 1.1.5 'Sponsor Department' means the Scottish Government's Children and Families Directorate, Office of the Chief Social Work Adviser

2. General

- 2.1 The purpose of this document is to set out those powers reserved to the Council for decision collectively at its meetings and those powers which are delegated to a Committee, Sub-committee, Member or Officer.
- 2.2 The Council must be satisfied that adequate reporting arrangements and arrangements for accountability are in place to allow it to continue to oversee the exercise of those delegated powers before agreeing to any delegation.
- 2.3 The Council remains accountable for all its functions, notwithstanding any delegation to Committees, Sub-committees, Members or Officers.
- 2.4 Notwithstanding that the Council may delegate any of its functions to any of its Committees, Sub-committees, Members or employees, it shall have power at any time to itself deal with any matter so delegated.

3. The Functions, Duties and Powers of the Scottish Social Services Council

- 3.1 The Act gives the Council the following functions, duties and powers:

- 3.1.1 to establish and maintain registers of particular groups in the social service workforce
- 3.1.2 to consider applications for registration according to the terms of the Act and rules made under the Act and to grant (conditionally or unconditionally) or refuse registration on that basis
- 3.1.3 to remove, revise or restore an entry on the register
- 3.1.4 to prepare and publish Codes of Practice for the social service workforce
- 3.1.5 to prepare and publish Codes of Practice for employers of the social service workforce and ensure that these are complementary to the codes for the workforce
- 3.1.6 in accordance with directions from the Scottish Ministers, to make grants and pay allowances to secure education and training in social service work for persons resident in Scotland
- 3.1.7 to make grants to organisations providing approved courses under the Act
- 3.1.8 to set fees in respect of the Council's functions, with the longer term aim of balancing income and expenditure for registration functions
- 3.1.9 to establish a Complaints Procedure for complaints about the exercise by the Council of its functions
- 3.1.10 to consult with the Care Inspectorate on the exercise by the Council of its functions, where appropriate
- 3.1.11 to promote and regulate the education and training of social service employees
- 3.1.12 to undertake workforce planning, qualification and standards development, and specific employment and training initiatives
- 3.1.13 to publish data on the size and shape of the sector's current and future workforce including information on the skills and training they require.

4. The Convener of the Scottish Social Services Council

- 4.1 The Convener is personally responsible to Scottish Ministers for ensuring that the Council's policies are compatible with those of Scottish Ministers and for ensuring probity in the conduct of the Council's affairs. Communications between the Council and Ministers will normally be through the Convener.
- 4.2 The Convener has a particular responsibility for providing effective strategic leadership on the following matters:
 - 4.2.1 formulating the Council's strategy for discharging its statutory duties

- 4.2.2 encouraging high standards of propriety and promoting the efficient and effective use of staff and other resources throughout the Council
- 4.2.3 ensuring that the Council, in reaching decisions, takes proper account of guidance provided by the responsible Ministers or Sponsor Department
- 4.2.4 representing the views of the Council to the general public
- 4.2.5 providing an assessment of performance of individual Council Members, on request, when they are being considered for reappointment to the Council.
- 4.3 The Convener should ensure that all Members of the Council, when taking up office, are fully briefed on the terms of their appointment and on their duties, rights and responsibilities.

5. Scottish Social Services Council Members

- 5.1 Council Members have corporate responsibility, together with the Convener, for ensuring that the Council complies with any statutory or administrative requirements for the use of public funds. Council Members have other important responsibilities, including assisting and advising the Convener in the following areas:
 - 5.1.1 ensuring that high standards of corporate governance are observed at all times
 - 5.1.2 establishing the overall strategic direction of the Council within the policy and resources framework agreed with the responsible Ministers
 - 5.1.3 ensuring that the Council operates within the limits of its statutory authority and any delegated authority agreed with its Sponsor Department, and in accordance with any other conditions relating to the use of public funds
 - 5.1.4 ensuring that, in reaching decisions, the Council takes into account any guidance issued by the Sponsor Department
 - 5.1.5 ensuring that equality is central to the policies and practice of the Council, in line with our responsibilities under the Public Sector Equality Duty
 - 5.1.6 appointing, with Scottish Ministers' approval, a Chief Executive to the Council.

SECTION TWO – RESERVATION OF POWERS TO THE SCOTTISH SOCIAL SERVICES COUNCIL

1. Reserved Powers

- 1.1 The Executive Framework and Standing Orders require the Council to determine those matters on which decisions are reserved to the Council. These reserved matters are set out in paragraphs 3 to 7 below.
- 1.2 In terms of the Regulations the Scottish Social Services Council may however delegate any of its functions, but it has resolved not to do so in relation to those matters specified in paragraphs 5.1, 5.2 and 5.3, which matters must be determined by the Council in full session.

2. General Enabling Provision

- 2.1 The Council may determine any matter it wishes in full session within its statutory powers.

3. Regulation and Control

- 3.1 To approve Standing Orders; any Scheme of Delegation; and Financial Regulations for the regulation of its proceedings and business.
- 3.2 To require and receive the Registration of Council Members Interests.
- 3.3 To investigate and determine any grievance or disciplinary matter involving the conduct of the Chief Executive.
- 3.4 To approve of arrangements for dealing with complaints.
- 3.5 To receive reports from Committees including those which the Council is required by statute to establish and to take appropriate action on.
- 3.6 To establish Terms of Reference and reporting arrangements of all Committees, Sub-committees and advisory working groups as required.
- 3.7 To confirm the recommendations of the Council's Committees.
- 3.8 To approve and review any Memorandum of Understanding and Protocol, with other regulatory authorities and organisations, in particular with the Care Inspectorate.
- 3.9 To monitor the quality and effectiveness of the systems used in workforce planning, the registration and regulation of the social service workforce and its education and training, including arrangements for quality assurance.
- 3.10 To consider annual monitoring evidence and decide whether courses approved by the Council continue to meet required standards and adequately prepare students for professional practice and, where appropriate, decide on expected annual enhancement themes.

- 3.11 To consider and make decisions on the work of the SSSC in relation to the Sector Skills Council, Skills for Care and Development.
- 3.12 To consider and make decisions on monitoring reports about the outcomes of the Fitness to Practise Panels and the Registration, Preliminary Proceedings and Conduct Sub-committees.

4. Appointments

- 4.1 To establish and terminate any Committees of the Council.
- 4.2 To appoint a Member or other person to be the Chair, Vice-chair or member of any Committee of the Council.
- 4.3 To appoint any person who is not a Member, to be the Chair, Vice-chair or a member of a Sub-committee, except Sub-committees or Panels, set up in accordance with the Fitness to Practise Rules, Registration Rules or the Conduct Rules.
- 4.4 To agree the appointment of Council representatives on outside bodies.

5. Strategic Plan, Annual Report and Accounts, Budget and Strategies

- 5.1 To agree the statement of vision and objectives in the Strategic Plan.
- 5.2 To approve the Strategic Plan, Annual Report and Accounts and Budget for each financial year.
- 5.3 To approve the Risk Management Strategy.
- 5.4 To approve the Communications Strategy.
- 5.5 To approve the Publications Scheme.
- 5.6 To approve the Information Governance Strategy.

6. Audit Arrangements

- 6.1 To note the receipt of the annual Management Letter from the External Auditors and to agree to action on the recommendations, where appropriate, of the Audit Committee.
- 6.2 To approve the appointment of Internal Auditors to the SSSC.
- 6.3 To note the receipt of the Annual Report from the Internal Auditors and to agree to action on the recommendations, where appropriate, of the Audit Committee.
- 6.4 To consider the annual report from the Audit Committee.

SECTION THREE - DELEGATION OF POWERS TO COMMITTEES AND SUB-COMMITTEES, MEMBERS OR EMPLOYEES

1. Standing Orders

- 1.1 In accordance with Regulation 12 of the Regulations and Standing Order 17.3 the Council may delegate any of its functions to any of its Committees, Sub-committees, Members or employees by resolution.
- 1.2 Details of the Committees established by the Council are set out in Annex 1 to this document. Functions delegated to Committees are as set out in section four of this document except functions delegated to the Fitness to Practise Panel, Registration Sub-committees, Preliminary Proceedings Sub-committees and the Conduct Sub-committees respectively.
- 1.3 The constitution, membership, powers, procedures and all other matters relating to the Fitness to Practise Panels, including matters delegated to those Panels, shall be as set out in the Fitness to Practise Rules, the constitution, membership, powers, procedures and all other matters relating to the Registration Sub-committees, including matters delegated to those Sub-committees, shall be as set out in the Registration Rules and the constitution, membership, powers, procedures and all other matters relating to the Preliminary Proceedings Sub-committees, and the Conduct Sub-committees, including matters delegated to those Sub-committees, shall be as set out in the Conduct Rules.
- 1.4 In any situation of uncertainty, it is for the Convener to determine which Committee is empowered to exercise authority which has been delegated to a Committee, Sub-committee or Panel.

2. The Chief Executive

- 2.1 All powers of the Council which have not been retained as reserved to the Council or delegated to a Committee, Sub-committee or Panel shall be exercised on behalf of the Scottish Social Services Council by the Chief Executive and the Chief Executive will be accountable to the Council for the exercise of these powers and will report to the Council on these as required. This Scheme of Delegation identifies which functions the Chief Executive shall perform personally. The functions which have been delegated to Officers are set out in Annex 2. Officers will be accountable for the exercise of such powers and will report to the Chief Executive on these as required.
- 2.2 The Chief Executive of the Scottish Social Services Council is designated by the Principal Accountable Officer as the Council's Accountable Officer in accordance with Sections 14 and 15 of the Public Finance and Accountability (Scotland) Act 2000.
- 2.3 As the Council's Accountable Officer, the Chief Executive is personally responsible to the Scottish Parliament for securing propriety and regularity in the management of the public funds of which he/she has

charge and for the day-to-day operations and management of the Council.

- 2.3.1 The Chief Executive should act in accordance with the terms of this document and within the instructions and guidance in the Scottish Public Finance Manual and other instructions and guidance issued from time to time by Scottish Ministers.
- 2.3.2 In particular, the Chief Executive should act in accordance with the Memorandum to Accountable Officers of Other Public Bodies, which he/she will receive on appointment.
- 2.4 Members of the Council (including the Convener) must not give the Chief Executive instructions which conflict with the latter's duties as the Council's Accountable Officer. Should such instructions be issued, the Accountable Officer is required to send a copy to the Auditor General.
- 2.5 As the Council's Accountable Officer, the Chief Executive shall, in particular:
 - 2.5.1 advise the Council on the discharge of its responsibilities as set out in the Executive Framework and in any other relevant instructions and guidance that the Sponsor Department may issue from time to time
 - 2.5.2 ensure that all public funds made available to the Council are used for the purpose for which they were intended by Parliament, and that such funds, together with the Council's assets, equipment and staff, are used economically, efficiently and effectively
 - 2.5.3 ensure that timely monitoring information, including income and expenditure, forecasts and outturns are provided to the Sponsor Department; that corrective action is taken to avoid significant budget variances, and that the Sponsor Department is notified promptly when significant variances are likely
 - 2.5.4 ensure that financial considerations are taken fully into account by the Council at all stages in reaching and executing its decisions, and that standard financial appraisal techniques are followed as far as is practical
 - 2.5.5 ensure that adequate internal management and financial controls are maintained by the Council, including effective measures against fraud, theft and bribery, and shall prepare a governance statement for inclusion in the Annual Report and Accounts
 - 2.5.6 establish a comprehensive system of internal delegated authorities which should be notified to all staff, together with a system for regularly reviewing compliance with these delegations and ensure financial procedures are codified in the Council's Financial Regulations
 - 2.5.7 ensure that appropriate human resources policies are maintained

- 2.5.8 be responsible for signing the Annual Accounts and for ensuring that proper records are kept relating to the Annual Accounts and that the Annual Accounts are properly prepared and presented in accordance with any directions issued by Scottish Ministers, and shall sign a statement of Accountable Officer responsibilities for inclusion in the Annual Report and Accounts
- 2.5.9 take action as set out in paragraphs 5.1 – 5.5 of the Non-Departmental Public Body Accountable Officer Memorandum if the Council, or its Convener are contemplating a course of action involving a transaction which the Chief Executive considers would infringe the requirements of propriety or regularity, or does not represent prudent or economical administration, efficiency or effectiveness
- 2.5.10 give evidence when summoned before Committees of the Scottish Parliament on the use and stewardship of public funds by the Council
- 2.5.11 ensure that effective procedures for handling complaints about the Council are established and made widely known.
- 2.6 The Chief Executive is the Principal Officer for the purpose of the handling of cases involving the Parliamentary Ombudsman. The Principal Officer is responsible for informing the Secretary of the Sponsor Department about any complaints accepted by the Parliamentary Ombudsman for investigation, and about the Council's proposed response to any subsequent recommendations from the Parliamentary Ombudsman.
- 2.7 The Chief Executive may delegate the day-to-day administration of these Accountable Officer responsibilities to other employees of the Council or to the Director of Corporate Services, who is employed by the Care Inspectorate but who provides services to the Council in terms of the Shared Services Agreement with the Care Inspectorate. However, he/she shall not assign absolutely to any other person any of the said responsibilities.
- 3. Delegated Powers Officers' Ability to Delegate and Absence of Officers**
- 3.1 Powers are delegated to Officers on the understanding that they shall not exercise delegated powers in a manner which, in their judgment, is likely to be a cause for public concern.
- 3.2 In so far as powers are delegated to any Officer, he/she shall not be free to further delegate those powers to any member of staff; the Officer shall remain accountable to the Chief Executive and the Council for all aspects of the exercise of those powers. A report on the use of any powers so delegated shall be made on at least an annual basis to the Committee having responsibility for the relevant function, where appropriate, and to the Council.

- 3.3 In the absence of an Officer to whom powers have been delegated those powers shall be exercised by that Officer's superior [unless alternative arrangements have been approved by the Council]. If the Chief Executive is absent powers delegated to him/her may be exercised by another member of the Executive Management Team after taking appropriate advice, as necessary, from fellow members of the Executive Management Team.
- 3.4 The Scheme of Delegation is to be used in conjunction with the Financial Regulations and all other corporate governance procedures of the Council.

SECTION FOUR - TERMS OF REFERENCE OF COMMITTEES AND SUB-COMMITTEES OF THE SCOTTISH SOCIAL SERVICES COUNCIL

AUDIT COMMITTEE

1. Membership

- 1.1 The Committee shall comprise a minimum of three and a maximum of five Council Members.
- 1.2 The Convener of the Council may attend but shall not be a Member or hold voting rights.
- 1.3 At any meeting of the Committee the quorum shall be three Council Members.
- 1.4 The membership may include co-optees, subject to the Co-options Policy as set out in the Council's Standing Orders.
- 1.5 Officers are not Members of the Committee but may be in attendance to give assistance, make reports and offer advice through the Chair.

2. Purpose

- 2.1 To scrutinise and develop the audit arrangements and also to ensure that there is a sufficient and systemic review of the internal control arrangements of the organization, including arrangements for risk management.
- 2.2 To review the comprehensiveness of assurances and the reliability and integrity of these assurances.

3. Terms of Reference

- 3.1 To provide objective advice to support the Governance Statement in the Annual Report and Accounts.
- 3.2 To review the Council's financial statements and seek assurance that they reflect best practice, are balanced and fair and note whether they conform with accounting standards on receipt of such information from the external auditors.
- 3.3 To meet with the auditors, as necessary, to discuss any past, present or future audit and to receive reports from the auditors or the Chief Executive in respect of the progress of each audit. This will include meeting in private with the external auditors from time to time.
- 3.4 To receive and consider all relevant reports by the external auditors and to make recommendations to Council thereon. This includes reports on the Annual Accounts, achievement of value for money and the response to any management letters.

- 3.5 To recommend to the Council appointment of internal auditors following the appropriate procurement process, to approve the internal auditor's Terms of Reference and ensure that the internal audit service meets, or exceeds, the standard specified by the Scottish Government, complies in all other respects with government guidelines and meets agreed levels of service, without prejudice to the Accounting Officer's direct responsibilities in respect of these requirements.
- 3.6 To consider and approve the internal auditor's annual audit plan and long term strategic audit plan.
- 3.7 To receive, consider and, if appropriate, approve the internal auditor's annual report.
- 3.8 To receive and consider the periodic progress reports on the implementation of internal audit plans and action plans relating thereto. This will include meeting in private with the internal auditor from time to time.
- 3.9 To satisfy the Council that there has been a sufficient and systematic review of the internal control arrangements of the Council, including risk management on an annual basis.
- 3.10 To receive and consider information on business continuity planning and disaster recovery management.
- 3.11 To carry out an annual review of the effectiveness of the Committee.
- 3.12 To consider the findings of Parliamentary Committees in so far as they affect the overall performance of Council governance.
- 3.13 To consider any other matters where requested to do so by the Council.

4. Powers and Responsibilities

- 4.1 The Committee is appointed by the Council and ultimately accountable and responsible to the Council.
- 4.2 The Committee may recommend to the Council the co-option of up to two additional members who shall not be Members of the Council.
- 4.3 The Committee has the power to procure external specialist advice, at the expense of the Council, on an ad hoc basis in relation to any matter before it, having regard to budgetary constraints.
- 4.4 The Committee has the power to set up Sub-committees and Working Groups as it deems necessary and having regard to budgetary constraints.
- 4.5 The Minutes of meetings of the Committee will be presented to the next Council meeting for noting.

- 4.6 The Committee will meet no less than four times in each year, and further meetings will be called as required in order to progress completion of the Annual Report and Accounts.
- 4.7 The Committee will prepare an Annual Report for Council.
- 4.8 The Terms of Reference will be reviewed at least annually with any proposed changes to be considered by Council.

CONDUCT COMMITTEE

1. Membership

- 1.1 The Committee shall comprise a minimum of 12 members and maximum of 100 members.
- 1.2 At any meeting of the Committee the quorum shall be 12.
- 1.3 Officers are not members of the Committee but may be in attendance to give assistance, make reports and offer advice through the Chair.

2. Purpose

- 2.1 To act as the Conduct Committee in terms of the Conduct Rules.

3. Terms of Reference

- 3.1 To take an overview of and provide a report to the Council on outcomes and disposals of the Preliminary Proceedings Sub-committees and Conduct Sub-committees.
- 3.2 To consider the training requirements of Members of the Conduct Committee and to report thereon to the Council.

4. Powers and Responsibilities

- 4.1 The Committee is appointed by the Council and is ultimately accountable and responsible to the Council.
- 4.2 Sub-committees may be appointed consisting solely of co-opted Members of this Committee who are not Council Members.
- 4.3 The Committee has the power to set up Working Groups as it deems necessary and having regard to budgetary constraints.
- 4.4 The Minutes of meetings of the Committee will be presented to the next Council meeting.
- 4.5 The Terms of Reference will be reviewed at least annually by the Head of Corporate Governance and Hearings in consultation with the Chair of the Conduct Committee, with any proposed changes to be considered by Council.

EMPLOYMENT APPEALS SUB-COMMITTEE

1. Membership

- 1.1 The Employment Appeals Sub-committee of the Council's Resources Committee shall comprise a minimum of three and a maximum of five Council Members. The Chair of the Employment Appeals Sub-committee will be appointed by the Convener and the Sub-committee will comprise at least one member of the Resources Committee.
- 1.2 At any meeting of the Sub-committee the quorum shall be three Council Members.
- 1.3 The membership may include co-optees, subject to the Co-options Policy as set out in the Council's Standing Orders.
- 1.4 Officers are not members of the Sub-committee but may be in attendance to give assistance, make reports and offer advice through the Chair.

2. Purpose

- 2.1 To provide a mechanism for dealing with employee grievance and disciplinary appeal matters as they arise.

3. Terms of Reference

- 3.1 To hear and determine appeals by employees in terms of the Council's Grievance Procedures and Disciplinary Procedures then in force.

4. Powers and Responsibilities

- 4.1 The Sub-committee is set up by the Resources Committee and is ultimately accountable and responsible for its decisions to that Committee.
- 4.2 The Sub-committee's decisions will be made by majority vote.
- 4.3 The Sub-committee will meet as and when required.
- 4.4 Minutes of meetings of this Committee will be presented to the next Resources Committee for noting.
- 4.5 The Terms of Reference will be reviewed at least annually by the Resources Committee with any proposed changes to be considered by Council.

FITNESS TO PRACTISE COMMITTEE

1. Membership

- 1.1 The Committee shall comprise a minimum of 12 members.
- 1.2 At any meeting of the Committee the quorum shall be 12.
- 1.3 Officers are not members of the Committee but may be in attendance to give assistance, make reports and offer advice through the Chair.

2. Purpose

- 2.1 To act as the Fitness to Practise Committee in terms of the Fitness to Practise Rules.

3. Terms of Reference

- 3.1 To take an overview of and provide a report to the Council on outcomes and disposals of the Fitness to Practise Panels.
- 3.2 To consider the training requirements of Members of the Fitness to Practise Committee and to report thereon to the Council.

4. Powers and Responsibilities

- 4.1 The Committee is appointed by the Council and is ultimately accountable and responsible to the Council.
- 4.2 Panels may be appointed consisting solely of co-opted Members of this Committee who are not Council Members.
- 4.3 The Committee has the power to set up Working Groups as it deems necessary and having regard to budgetary constraints.
- 4.4 The Minutes of meetings of the Committee will be presented to the next Council meeting.
- 4.5 The Terms of Reference will be reviewed at least annually by the Head of Corporate Governance and Hearings in consultation with the Chair of the Fitness to Practise Committee, with any proposed changes to be considered by Council.

POLICY FORUM

1. Membership

- 1.1 The Forum shall comprise of all Members of the Council.
- 1.2 Officers are not members of the Forum but may be in attendance to give assistance, make reports and offer advice.
- 1.3 From time to time the Forum may invite guest speakers to inform the discussion.

2. Chair

- 2.1 The Forum will be chaired by the Convener of the Council.

3. Purpose

- 3.1 To provide an informal discussion platform for Council Members to consider topical or specific issues in more depth to be better able to contribute to the development and formulation of policy and strategy.

4. Powers and Responsibilities

- 4.1 The Forum is a discussion platform and has no executive decision making powers; the Forum is not a committee of the Council.

5. Administration

- 5.1 Meetings will take place as required, usually quarterly.
- 5.2 Meetings will be held in private.
- 5.3 There will be no formal record of the meeting. In the interests of transparency, a summary of the matters discussed will be reported to the next Council meeting after the Forum.

6. Inclusion and Values

- 6.1 The Council is committed to inclusion and its values are:
 - Listening and Engaging
 - Integrity
 - Pride in what we do
 - Accountability
 - Creativity and Learning
- 6.2 Meetings of the Forum will be conducted in accordance with those values.

QUALIFICATION PANEL

1. Membership

- 1.1 The Panel shall comprise Learning and Development Advisers who are involved in assessing qualifications and members of the Learning and Development – Professional Learning team.
- 1.2 Registration and Workforce Intelligence officers are not members of the Panel but may be in attendance to give assistance, make reports and offer advice.
- 1.3 The Senior Solicitor (Learning and Development) is not a member of the Panel but will attend to give advice.
- 1.4 From time to time, the membership of the Panel may include other SSSC officers or other co-optees, provided that is agreed in advance by the Head of Learning and Development and subject to the Co-option Policy.

2. Chair

- 2.1 The Panel will be chaired by the Learning and Development Manager – Qualifications and Standards

3. Purpose

- 3.1 To provide a mechanism to consider applications for registration which are referred to it by officers, to make recommendations on individual qualifications or on qualification principles and criteria and to provide development, review, support and advice on qualifications matters.

4. Powers and Responsibilities

- 4.1 The Panel has no executive decision making powers.
- 4.2 The Panel will make recommendations to the Head of Learning and Development.
- 4.3 The Panel has the power to procure specialist advice and to set up working groups subject to the approval of the Head of Learning and Development.
- 4.4 The Terms of Reference will be reviewed at least bi-annually.

5. Administration

- 5.1 Meetings will take place as required, usually monthly.
- 5.2 Meetings will be held in private.
- 5.3 There will be a formal record of the meeting.

5.4 An annual report on the work of the Panel will be provided to Council.

6. Inclusion and Values

6.1 The Council is committed to inclusion, and its values are

- Listening and Engaging
- Integrity
- Pride in what we do
- Accountability
- Creativity and Learning

6.2 Meetings of the Panel will be conducted in accordance with those values.

REGISTRATION COMMITTEE

1. Membership

- 1.1 The Committee shall comprise a minimum of 12 members and a maximum of 100 members.
- 1.2 At any meeting of the Committee the quorum shall be 12.
- 1.3 Officers are not members of the Committee but may be in attendance to give assistance, make reports and offer advice through the Chair.

2. Purpose

- 2.1 To act as the Registration Committee in terms of the Registration Rules.

3. Terms of Reference

- 3.1 To take an overview of and provide a report to Council on outcomes and disposals of the Registration Sub-committees.
- 3.2 To consider the training requirements of members of the Registration Committee and to report thereon to Council.

4. Powers and Responsibilities

- 4.1 The Committee is appointed by the Council and is ultimately accountable and responsible to the Council.
- 4.2 Sub-committees may be appointed consisting solely of co-opted members of this Committee, who are not Council Members.
- 4.3 The Committee has the power to set up Working Groups as it deems necessary and having regard to budgetary constraints.
- 4.4 The minutes of meetings of the Committee will be presented to the next Council meeting for noting.
- 4.5 The Terms of Reference will be reviewed at least annually by the Head of Corporate Governance and Hearings in consultation with the Chair of the Registration Committee, with any proposed changes to be considered by Council.

REMUNERATION COMMITTEE

1. Membership

- 1.1 The Committee shall comprise of the Convener of the Council, the Chair of the Resources Committee, and the Vice-chair of the Resources Committee.
- 1.2 At any meeting of the Committee the quorum shall be three Council members.
- 1.3 The membership may include co-optees, subject to the Co-options Policy as set out in the Council's Standing Orders.
- 1.4 The Chief Executive and the Head of Human Resources and Business Support may be in attendance to give assistance, make reports and offer advice through the Chair.

2. Purpose

- 2.1 To deal with remuneration of the SSSC excluding the Chief Executive and Council Members.

3. Terms of Reference

- 3.1 The Remuneration Committee will:
 - 3.1.1 Approve the SSSC's pay remit for all employees in accordance with the current public pay policy guidance.
 - 3.1.2 Receive reports on the monitoring of the performance of the Chief Executive, Directors and such other senior employees as may be determined from time to time by the Convener in consultation with the Chief Executive and Director of Corporate Services.
 - 3.1.3 Provide a review form in any situation where a Director disagrees with the outcome of their annual performance development review. Such a review shall follow, as far as practicable, the procedures set down for a hearing of the Employment Appeals Sub-committee.
 - 3.1.4 Oversee arrangements where an employee's contract of employment is to be terminated in exceptional circumstances which do not fall within the terms of reference of the Resources Committee, as advised by the Chief Executive.

4. Powers and Responsibility

- 4.1 The Committee is authorised by the Council to investigate any activity within its Terms of Reference. It is authorised to seek any information it requires from any other Committee of the Council and from any employee, through the appropriate member of the Executive

Management Team. All employees are expected to co-operate with any such request.

- 4.2 The Committee is authorised by the Council to obtain legal or other independent professional advice and to secure attendance of outsiders with relevant experience if it considers this necessary. Any remuneration payable to any person appointed to such Committee who is not a member of the Council shall be in accordance with such allowances as may be specified by the Scottish Ministers.
- 4.3 Meetings shall be held as required and at least once annually.
- 4.4 The Minutes of the meeting, or any relevant reports from the Committee, will be presented to the next meeting of the Council.
- 4.5 The Terms of Reference will be reviewed as necessary with any proposed changes to be considered by Council.

RESOURCES COMMITTEE

1. Membership

- 1.1 The Committee shall comprise a minimum of three and a maximum of five Council Members.
- 1.2 The Convener of the Council may attend but shall not be a Member or hold voting rights.
- 1.3 At any meeting of the Committee the quorum shall be three Council Members.
- 1.4 The membership may include co-optees, subject to the Co-options Policy as set out in the Council's Standing Orders.
- 1.5 Officers are not members of the Committee but may be in attendance to give assistance, make reports and offer advice through the Chair.

2. Purpose

- 2.1 To develop and scrutinise strategy, budgets and plans ensuring efficient, effective and economical use of the Councils resources, and to report and make recommendation to Council on its findings.
- 2.2 To consider the organisational structure and human resources policies, processes and procedures to facilitate the discharge of business by the Council and to agree modifications as appropriate.

3. Terms of Reference

- 3.1 To recommend, to the Council, the draft Annual Budget for submission to the Scottish Government.
- 3.2 To monitor financial performance against budget, take appropriate action and report to Council as necessary.
- 3.3 In exercising its budgetary responsibilities, the Committee will take account of any representations made by other Committees.
- 3.4 To act on behalf of the Council by overseeing the following areas of activity:
 - 3.4.1 financial management
 - 3.4.2 information systems and technology
 - 3.4.3 human resource management and employee development
 - 3.4.4 premises and equipment
 - 3.4.5 procurement and contracting arrangements
 - 3.4.6 climate change, carbon accounting and environmental issues
- 3.5 To oversee an Appeals Sub-committee to act as the appeals body for Directors/Heads of Service and other staff of the Council who have a

grievance concerning their Terms and Conditions of Employment, or wish to appeal against a punitive disciplinary sanction issued under the Council's Disciplinary Procedure. Annually review the Terms of Reference of the Appeals Sub-committee.

- 3.6 To set up a Special Appeals Committee from amongst its Committee Members to act as an appeal body for members of the Fitness to Practise, Registration or Conduct Committees (other than Council Members) who wish to appeal against a punitive disciplinary sanction issued by the Chief Executive.
- 3.7 To scrutinise and develop Human Resources Management and Employee Development strategy and make recommendations to the Council on development of Human Resources policies and procedures.
- 3.8 To consider cases for early retirement, or termination on the grounds of efficiency of the service or redundancy for all employees of the Council in accordance with the law and relevant Council policies.
- 3.9 To consider requests for officers to travel outside the UK in order to participate in conferences or other events appropriate to the work of the SSSC.
- 3.10 To carry out an annual review of the effectiveness of the Committee.

Deleted: <#>To consider and approve all offers of grants made to the SSSC before they are awarded.¶

4. Powers and Responsibilities

- 4.1 The Committee is appointed by the Council and ultimately accountable and responsible to the Council.
- 4.2 It has the power to recommend to the Council the co-option of up to two additional members who shall not be members of the Council.
- 4.3 The Committee has the power to set up Sub-committees and Working Groups as it deems necessary and having regard to budgetary constraints.
- 4.4 The Minutes of meetings of the Committee will be presented to the next Council meeting for noting.
- 4.5 The Committee will have responsibility for implementation of the Risk Management Strategy and implementation of the objectives for the Strategic Plan in matters within its remit.
- 4.6 The Committee has responsibility for promotion of equal opportunities in employment.
- 4.7 The Committee has responsibility for the quality assurance of the particular operations for which it is responsible.

- 4.8 The Committee will be responsible for research and development relating to operations for which it is responsible, subject to any annual financial limit for research and development stipulated by the Council.
- 4.9 The Committee will be responsible for ensuring proper arrangements are in place for procurement of goods, services and contracts.
- 4.10 Contracts of a revenue or capital nature that are to exceed a total contract value of £250k or incur a cost exceeding £50k in any one year must be approved by the Resources Committee prior to the advertising of the contract. The Resources Committee will set a maximum limit within which the procurement approver can award a contract. If the results of the tender exercise exceed the approved maximum limit then the procurement approver must seek further approval from the Resources Committee prior to awarding the contract. In case of urgency, the Convener of the Council and the Chair of the Resources Committee can provide the above approvals. This exception must be reported to the next meeting of the Resources Committee.
- | 4.11 ▼
- 4.13 The Terms of Reference will be reviewed as necessary.

Deleted: Award of Grants and Loans - The SSSC may award grants to third parties up to a maximum value of £10k per annum if the grant is associated with the training of Social Service Workers. Sponsor Department approval is required in all other cases. ¶

¶
4.12 In addition Resources Committee must approve the award of all grants that exceed an annual value in excess of £20k. In cases of urgency a grant in excess of £20k annual value may be approved by the Chair of Resources Committee and the Chief Executive. Any exercise of the urgent approval process must be reported to the next meeting of the Resources Committee.

SPECIAL APPEALS COMMITTEE

1. Membership

- 1.1 The Special Appeals Committee shall comprise three Council Members drawn from the membership of the Council's Resources Committee.
- 1.2 At any meeting of the Committee the quorum shall be three Council Members.
- 1.3 The membership may include co-optees, subject to the Co-options Policy as set out in the Council's Standing Orders.
- 1.4 Officers are not members of the Committee but may be in attendance to give assistance, make reports and offer advice through the Chair.

2. Purpose

- 2.1 To provide a mechanism for dealing with concerns in relation to Fitness to Practise Panel, Registration, Conduct and/or Preliminary Proceedings Sub-committee Members as they may arise.

3. Terms of Reference

- 3.1 To hear and determine appeals by Sub-committee members requiring to be determined by a Committee of the Council in terms of the Procedure for Dealing with Concerns about Fitness to Practise, Registration Committee and Conduct Committee Members.

4. Powers and Responsibilities

- 4.1 The Committee is set up by the Resources Committee and is ultimately accountable and responsible for its decisions to that Committee.
- 4.2 The Committee's decisions will be made by majority vote.
- 4.3 The Committee will meet as and when required.
- 4.4 Minutes of meeting will be submitted to the next Resources Committee for noting.
- 4.5 The Terms of Reference will be reviewed at least annually by the Head of Corporate Governance and Hearings with any proposed changes to be considered by Council.

TRAINING APPEALS PANEL

1. Membership

- 1.1 The Training Appeals Panel (the Panel) shall consist of three persons, two of whom must be Council Members and one co-opted Member.
- 1.2 At any meeting of the Panel the quorum shall be three persons.
- 1.3 There shall be a Chair, who is a Member of the Council.
- 1.4 Officers are not members of the Panel but may be in attendance to give assistance, make reports and offer advice through the Chair.

2. Purpose

- 2.1 To provide an appeals mechanism in terms of the Scottish Social Services Council Rules for Social Work Training 2003, as amended or substituted from time to time and the Scottish Social Services Council Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005, as amended or substituted from time to time and the Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008 as amended or substituted from time to time.

3. Terms of Reference

- 3.1 The Terms of Reference of the Panel are as laid out in:

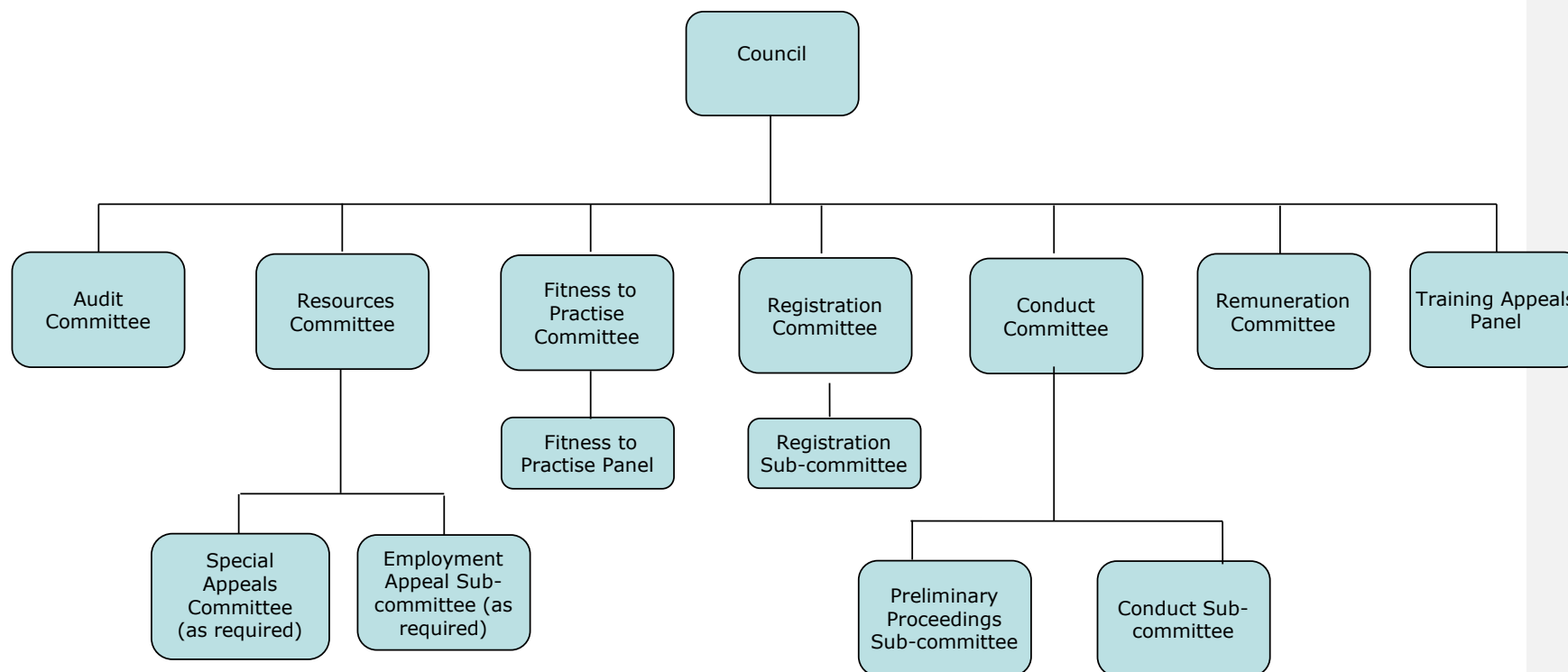
the Scottish Social Services Council Rules for Social Work Training 2003, as amended or substituted from time to time and the Scottish Social Services Council Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005, as amended or substituted from time to time and the Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008 as amended or substituted from time to time.

4. Powers and Responsibilities

- 4.1 The powers and responsibilities of the Panel are those of the Appeals Panel as provided in the Scottish Social Services Council Rules for Social Work Training 2003 and the Scottish Social Services Council Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005 and the Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008, all as amended or substituted from time to time.
- 4.2 To consider any appeal and, by majority vote, make a decision in terms of the 2003, 2005 and 2008 Rules referred to at 4.1 above.
- 4.3 The Panel is appointed by the Council and ultimately accountable and responsible to the Council.

- 4.4 The Minutes of each meeting, recording the decisions taken will be submitted to the next Council meeting for noting.
- 4.5 The Panel will meet as and when required.
- 4.6 Terms of Reference will be reviewed and amended as appropriate at such time as the 2003, 2005 and 2008 Rules referred to at 4.1 above are amended, substituted or revoked with any proposed changes to be considered by Council.

Scottish Social Services Council
Committee Structure



Annex 2

Delegated Authority to Commit and Approve Business Expenditure

Deleted: Purchasing and Procurement

| Designation | Approval Area | Budget Authority Limit | Contract Approval Authority Limit | Approval of Non-Competitive Action | Approval of Consultancy Contracts |
|-------------|---------------|------------------------|-----------------------------------|------------------------------------|-----------------------------------|
|-------------|---------------|------------------------|-----------------------------------|------------------------------------|-----------------------------------|

Budget Managers (EMT):

| | | | | | |
|--------------------------------------------------|------|---------|-------|---------|----------|
| Chief Executive | SSSC | £2.5m | £2.5m | £10,000 | £100,000 |
| Director of Corporate Services | SSSC | £2.5m | £2.5m | £10,000 | £10,000 |
| Director of Sector Development | SSSC | £50,000 | £0.6m | £0 | £0 |
| Director of Fitness to Practise | SSSC | £50,000 | £0.6m | £0 | £0 |
| Director of Strategic Performance and Engagement | SSSC | £50,000 | £0.6m | £0 | £0 |

Budget Holders:

| | | | | | |
|-------------------------------|-------------------------------------------------------------------------------------------|---------|----------|----|----|
| Budget Holders: | Specified cost centre for their area by Budget Managers or Director of Corporate Services | £15,000 | £100,000 | £0 | £0 |
| | | | | | |
| Expenditure Approvers: | Specified as per Budget Manager or Director of Corporate Services | £3,000 | £0 | £0 | £0 |

| | | | | | |
|--------------------------|------|--------|--------|----|----|
| GPC card holders: | SSSC | £1,000 | £1,000 | £0 | £0 |
|--------------------------|------|--------|--------|----|----|

Annex 2

Scheme of Delegation Financial Matters.

| | |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Authorised signatories for banking arrangements and cheques | Chief Executive Director of Corporate Services Head of Shared Services Head of Finance Accountant Senior Accountant (CI) Accountant (CI) |
| Authority to approve gifts not exceeding £200 (no change) | Director of Corporate Services |
| Authority to write off losses: Cash £3,000 , Equipment and property £3,000 | Director of Corporate Services |
| Authority to make compensation payments under legal obligations: £10,000 | Director of Corporate Services |
| Authority to make ex-gratia payments £200 | Director of Corporate Services |
| Authority to write off debt up to £10,000 | Director of Corporate Services |
| Waive SSSC fees | Director of Corporate Services |

Deleted: Chief Executive

Deleted: 2,500

Deleted: Chief Executive

Deleted: 2,500

Or in Officer's absence, his/her Line Manager unless otherwise stipulated.

Annex 2

Scheme of Delegation Relating to **Human Resources**.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Appointments within the staffing level agreed with the Department up to but excluding Chief Executive | Head of Human Resources |
| ▼ | ▼ |
| ▼ | ▼ |
| ▼ | ▼ |
| Approval of leave for special circumstances: <ul style="list-style-type: none"> unpaid leave for over two weeks in any 12 month rolling period or paid or unpaid leave for less than two weeks | Head of Service (Operational Management Team member) |
| ▼ | ▼ |
| Extending sickness allowance | Head of Human Resources |
| Approval of overtime and part time additional hours of up to a total of 35 hours per week | Head of Human Resources in consultation with the appropriate Head of Service (Operational Management Team member) |
| ▼ | ▼ |
| Approval of applications for secondary employment | Head of Human Resources in consultation with the appropriate Head of Service (Operational Management Team member) |
| ▼ | ▼ |
| Approval of relocation expenses within the limits set out in the Relocation Policy | Head of Human Resources |
| Salary placement for newly appointed staff | Head of Human Resources |
| ▼ | ▼ |
| ▼ | ▼ |
| ▼ | ▼ |

Or in Officer's absence, his/her Line Manager unless otherwise stipulated.

Deleted: Powers Delegated to the Head of HR and Business Support

Deleted: and Business Support

Deleted: Ensure recruitment and selection process complies with Equalities legislation¶

Deleted: Head of HR and Business Support¶

Deleted: Ensure disciplinary and grievance proceedings comply with the Scottish Social Services Council's procedures¶

Deleted: Head of HR and Business Support

Deleted: Ensure the Scottish Social Services Council complies with relevant Health and Safety legislation and adopts a pro-active approach to employee welfare¶

Deleted: Head of HR and Business Support¶

Deleted: Recommend and following agreement by the Committee, implement and monitor a performance development review scheme which establishes a framework for salary assimilation that promotes consistency¶

Deleted: Head of HR and Business Support¶

Deleted: paid or unpaid

Deleted: HR and Business Support

Deleted: Discretion to recover maternity pay¶

Deleted: Head of HR and Business Support¶

Deleted: HR and Business Support

Deleted: HR and Business Support

Deleted: ¶

Deleted: HR and Business Support

Deleted: HR and Business Support

Deleted: and Business Support

Deleted: Establishment and filling of temporary posts¶

Deleted: Head of HR and Business Support

Deleted: Authorisation of capability terminations¶

Deleted: Head of HR and Business Support in consultation with the appropriate senior manager¶

Deleted: Authority to review and make recommendations of salary¶

Deleted: Head of HR and Business Support

Annex 2 - Scheme of Delegation Relating to Powers regarding Registration and Fitness to Practise contained within the Regulation of Care (Scotland) Act 2001.

Registration Decisions

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| Decision to refuse registration where the applicant does not hold an entitling qualification \$ | Head of Registration |
| Decision to remove entries from the Register where: The Registrant has not met a qualification condition \$ The registrant has failed to complete their PRTL \$ | Registration Manager Registration Team Leader |
| Decision to alter entries in the Register where a Registrant has not met a qualification condition \$ | Registration Manager Registration Team Leader |
| Decision to grant applications (including with qualification conditions) for registration where no declarations have been made, or where declarations have been made which fall within the Minor Declarations Framework | Registration Assistant |

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Decision to withdraw an application where: The applicant is not eligible for registration The applicant has failed to provide all required information to complete the registration process The applicant has failed to pay a fee | Registration Assistant |
| Decision to remove a person from the Register where: A social service worker is no longer undertaking the function required for that part of the Register A student is no longer participating in an approved course or where the course has ended A registrant has failed to pay their fee or make an application for renewal of registration | Registration Assistant |

Registration Activity

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Signature of Notices to grant, vary, remove or refuse Registration other than those Notices relating to Panel or Sub-committee hearings | Director of Sector Development Head of Registration |
| Adding, altering or removing entries from the Register in accordance with a decision made in terms of the Scheme of Delegation (marked with \$) | Registration Assistant |
| Updating the Register when a registrant or applicant advises of a change of circumstances where no declarations or no Minor Declarations have been made | Registration Assistant |

Registration Approval

| | |
|-------------------------------------------------------------------------------------|----------------------|
| Approval of all documentation to be issued in support of the Registration processes | Registration Manager |
|-------------------------------------------------------------------------------------|----------------------|

Fitness to Practise Decisions

| | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------|
| Decision to refer a case to a Panel or Sub-committee | <div>▼</div> Senior Intake and Engagement Officer Senior Solicitor | Deleted: Senior Fitness to Practise Investigator¶ |
| Decisions under the Fitness to Practise Rules, the Conduct Rules and the Registration Rules to take no further action and remove from the Register Registrants who are being investigated by the Fitness to Practise Directorate no longer eligible in accordance with the Thresholds Policy in cases designated as H cases \$ | <div>▼</div> Senior Intake and Engagement Officer Senior Solicitor | Deleted: Senior Fitness to Practise Investigator¶ |
| Decisions to impose a warning or impose or vary conditions, or impose a warning, all with consent or issue a Reminder of the Code \$ | <div>▼</div> Senior Intake and Engagement Officer Senior Solicitor | Deleted: Senior Fitness to Practise Investigator¶ |
| Decision to impose, extend or vary an Interim Order or Temporary Order with consent \$ | <div>▼</div> Senior Intake and Engagement Officer Senior Solicitor Solicitor | Deleted: Senior Fitness to Practise Investigator¶ |
| Decision to revoke a Temporary Order \$ | <div>▼</div> Senior Intake and Engagement Officer Senior Solicitor Solicitor | Deleted: Senior Fitness to Practise Investigator¶ |
| Decision to impose a Suspension Order, a Suspension Order with Conditions or a Removal Order, all with consent \$ | <div>▼</div> Senior Intake and Engagement Officer Senior Solicitor | Deleted: Senior Fitness to Practise Investigator¶ |
| Decision to impose a Removal Order under the Protection of Vulnerable Groups legislation \$ | <div>▼</div> Senior Intake and Engagement Officer Senior Solicitor | Deleted: Senior Fitness to Practise Investigator¶ |
| Decision in cases falling under the Risk Assessment Framework to grant registration with conditions where the Registrant accepts the conditions proposed \$ | <div>▼</div> Senior Intake and Engagement Officer Senior Solicitor | Deleted: Senior Fitness to Practise Investigator |
| Deciding that a condition imposed by Officers, or by a Fitness to Practise Panel, Conduct or Registration Sub-committee on a Registrant's registration has been satisfactorily met or altering a condition on a Registrant's registration\$ | <div>▼</div> Senior Intake and Engagement Officer Senior Solicitor | Deleted: Senior Fitness to Practise Investigator¶ |
| Decision in cases falling under the Risk Assessment Framework to grant registration \$ | Fitness to Practise Investigator Intake and Engagement Officer | |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| | Solicitor |
| Decision to remove Registrant's registration from the Register at request of that Registrant where, following investigation, the Officer is satisfied that there is no reason in terms of the Rules that the request should not be granted \$ | Fitness to Practise Investigator Intake and Engagement Officer Solicitor |

Fitness To Practise Activity

| | |
|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Approval of all documentation to be issued in support of the Fitness to Practise processes | Director of Fitness to Practise Head of Fitness to Practise Fitness to Practise Manager Senior Intake and Engagement Officer Senior Solicitor |
| Specification of additional training sufficient for an applicant to be registered in terms of section 46 | Head of Fitness to Practise |
| Risk Assessments in cases designated as H cases (H cases are cases requiring Senior scrutiny) | Senior Intake and Engagement Officer Senior Solicitor |
| Risk Assessments | Fitness to Practise Investigator Intake and Engagement Officer Solicitor |

Deleted: Senior Fitness to Practise Investigator¶

Deleted: Senior Fitness to Practise Investigator

Signature of Notices

| | |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Signature of Notices transferring a case to a Sub-committee in terms of Conduct Rules 2013** or Registration Rules 2014** | Chief Executive Director of Fitness to Practise Director of Sector Development Head of Fitness to Practise |
| Signature of Notices imposing an order with consent. | Chief Executive Director of Fitness to Practise Director of Sector Development Head of Fitness to Practise Fitness to Practise Manager |
| Signature of Notices and other documents relating to Panel or Sub-committee hearings | Chief Executive Director of Sector Development Director of Strategic Performance and Engagement Director of Fitness to Practise Head of Fitness to Practise |

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Signature of Notices effecting automatic removal from the Register following listing on either the adults' list or children's list in terms of the Protection of Vulnerable Groups (Scotland) Act 2007 | Chief Executive Director of Sector Development Director of Strategic Performance and Engagement Director of Fitness to Practise |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|

Court actions

| | |
|----------------------------------------------|------------------|
| Initiate or lodge responses to Court actions | Senior Solicitor |
|----------------------------------------------|------------------|

Corporate Governance and Hearings Activity

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| Select Convener and Members from the pool of Members forming the Fitness to Practise, Conduct and Registration Committees to Panel and Sub-committees | Hearings Officer |
| Signature on offers of appointment made to members of the Fitness to Practise, Conduct and Registration Committees following approval of the appointment by Council | Head of Corporate Governance and Hearings |

Or in Officer's absence, his/her Line Manager or that person's Line Manager or Director unless otherwise stipulated.

Annex 2

Scheme of Delegation – General

| | |
|-------------------------------------|-----------------|
| Execution of all other documents on | Chief Executive |
|-------------------------------------|-----------------|

| | |
|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| behalf of the Council subject to express authorisation by the Council | |
| Initiating or lodging responses to Court actions | Head of Corporate Governance and Hearings Senior Solicitor Income Control Officer (CI) |
| Responsibility for co-ordinating response to Consultation Documents in accordance with Council policy | Chief Executive Director of Strategic Performance and Engagement |

Or in Officer's absence, his/her Line Manager or that person's Line Manager or Director unless otherwise stipulated.

Annex 2

Scheme of Delegation Relating to the legal responsibility to produce data on the sector's workforce; a function of the Scottish Ministers under s58 of the Regulation of Care (Scotland) Act 2001, delegated to the Council under s58(4)(a).

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Production of the Workforce Data Report; an Official Statistics Publication for Scotland,* in relation to which the Council must ensure compliance with the Pre-release Access to Official Statistics (Scotland) Order 2008 | Director of Sector Development Head of Registration Workforce Intelligence Manager |
| Production of the Mental Health Officers (Scotland) Report; designated by the UK Statistics Authority as National Statistics,** in relation to which the Council must ensure compliance with the Statistics and Registration Service Act 2007 and The Pre-release Access to Official Statistics (Scotland) Order 2008 | Director of Sector Development Head of Registration Workforce Intelligence Manager |

* Such statistics are specified as official statistics for the purposes of section 6(1)(b) of the Statistics and Registration Service Act 2007.

** Any official statistics may be designated as "National Statistics" in accordance with section 12(2) of the Statistics and Registration Service Act 2007.

Annex 2

Scheme of Delegation Relating to Powers Delegated to the Chief Executive, Director of Sector Development, Head of Learning and Development, Learning and Development Managers and Learning and Development Advisers.

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monitoring grants paid by the Council for the issue of certificates by organisations | Director of Sector Development Head of Learning and Development |
| Investigate complaints made by or against individual organisations in education and training matters, in accordance with the Council's published procedures | Director of Sector Development Head of Learning and Development Learning and Development Manager Learning and Development Adviser |
| Approving payment of External Assessors, within Annual Budget | Head of Learning and Development Learning and Development Manager Learning and Development Adviser |
| Approve and quality assure the degree programmes in Social Work, Childhood Practice, Mental Health Officer Awards and Practice Teaching Qualifications | Chief Executive Director of Sector Development Head of Learning and Development Learning and Development Manager Learning and Development Adviser |
| Contributing to and approving UK work that the Council is involved in relation to areas governed by the terms of reference for Skills for Care and Development. To take forward similar Government workforce development schemes and strategies. | Chief Executive Director of Sector Development Head of Learning and Development |

Or in Officer's absence, his/her Line Manager unless otherwise stipulated.

Annex 2

Scheme of Delegation Relating to Powers regarding Education and Training.

| | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Decisions in terms of the Rules for Social Work Training 2003, as amended or substituted from time to time, including approval of courses, reviewing and renewing approval, investigations and withdrawal of approvals and decisions in terms of the SSSC Rules and Requirements as amended or substituted from time to time, except those matters which are the responsibility of the Appeals Panel | Director of Sector Development |
| Appointment of Co-opted Members to the Training Appeals Panel to deal with appeals in terms of the SSSC Rules for Social Work Training 2003, as amended or substituted from time to time and the SSSC Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005, as amended or substituted from time to time | Corporate Governance and Hearings Team Leader |
| Decisions in terms of the Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005, as amended or substituted from time to time, including approval of courses, reviewing and renewing approval, investigations and withdrawal of approvals and decisions in terms of the SSSC Rules and Requirements as amended or substituted from time to time, except those matters which are the responsibility of the Appeals Panel | Director of Sector Development |

Or in Officer's absence, his/her Line Manager unless otherwise stipulated.