

### Council Calendar of Business 2023/24

Report/meeting dates	27 Feb 2023	27 March 2023	25 May 2023	24 Aug 2023	Oct 2023	23 Nov 2023
<b>Quarterly reports</b>						
Convener's Report	✓		✓	✓		✓
Chief Executive's Report	✓		✓	✓		✓
Audit and Assurance Committee Report (inc assurance report and link to minutes)	✓		✓	✓		✓
Action Record	✓		✓	✓		
Rewards Review Programme						
<b>Annual reports</b>						
Audit and Assurance Committee Annual Report (part of Annual Report and Accounts process)			✓			
Risk Register and Risk Appetite Statement (included in quarterly A & A committee report to Council)	✓					
People Strategy Report (includes HR Annual Report and agile working updates)	✓					
Complaints Annual Report			✓			
Digital Development Annual Report			✓			
Information Governance Annual Report						
Partnership Agreement Annual Report						
Shared Services Annual Report				✓		
Effectiveness of Council Annual Report	✓					
Corporate Governance Review	✓					✓

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HR Interim Annual Report			✓			
HR Annual Report						✓
Annual Health and Safety report				✓		
Annual Report and Accounts						✓
Draft Annual Report and Accounts				✓	✓	
Chief Executive Appraisal (Private Report)			✓			
Draft Budget 2023/24	✓					
Budget Setting 2023/24		✓				
Draft External Audit Plan		✓				
<b>Policies timetable – see appendix for any policies for Council</b>						
<b>All other items (<i>ad hoc or requested matters</i>)</b>						
Risk Management Policy Review	✓					
Strategic Plan 2023-2026	✓					
Equalities Mainstreaming report		✓				
Fees review				✓		
Financial Strategy	✓					
Future Proofing Programme						
People Strategy Delivery Plan				✓		
6-month update on agile working			✓			
United Nations Convention on Rights of a Child						✓

### Policy Timetable

Policy/Strategy etc name	Department	Owner	Hyperlink to Document	Date of Next Review	Approval by
Agile Working Policy	HR	Director of Finance and Resources	<a href="#">Agile Working Policy</a>	2023 August	Council
Business Continuity Policy	Performance and Improvement	Director of Strategy and Performance	<a href="#">Business Continuity Policy</a>	2025 August	Council
Capability Policy and Procedure	HR	Director of Finance and Resources	<a href="#">Capability Policy and Procedure</a>	2023 November	Council
Code of Conduct (Employees)	HR	Director of Finance and Resources	<a href="#">Code of Conduct (Employees)</a>	2024 May	Council
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>	2025 February	Scottish Government and agreed by Council
Code of Corporate Governance	Legal and Corporate Governance	Director of Finance and Resources	<a href="#">Code of Corporate Governance</a>	2023 February	Council
Codes of Practice for Social Service Workers and Employers	Workforce, Education and Standards	Director of Workforce, Education and Standards	<a href="#">Codes of Practice for Social Service Workers and Employers</a>	2024 April	Council
Communications Strategy 2021-2024	Strategic Communications	Director of Strategy and Performance	<a href="#">Communications Strategy 2021-2024</a>	2024 May	Council
Corporate Health and Safety Policy	Estates, Health and Safety	Director of Finance and Resources	<a href="#">Corporate Health and Safety Policy</a>	2025 August	Council
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>	2023/24	Council
Data Protection Policy	Legal and Corporate Governance	Director of Finance and Resources	<a href="#">Data Protection Policy</a>	2024 November	Council
Digital Strategy 2021-2024	Digital	Director of Strategy and Performance	<a href="#">Digital Strategy 2021-2024</a>	2024 May	Council
Dignity at Work Policy	HR	Director of Finance and Resources	<a href="#">Dignity at Work Policy</a>	2025 November	Council
Disciplinary Policy	HR	Director of Finance and Resources	<a href="#">Disciplinary Policy</a>	2024 February	Council
Equality, Diversity and Inclusion Policy	Performance and Improvement	Director of Strategy and Performance	<a href="#">Equality, Diversity and Inclusion Policy 2020</a>	2023 August	Council
Family Friendly Policy	HR	Director of Finance and Resources	<a href="#">Family Friendly Policy</a>	2025 August	Council
Financial Strategy	Finance	Director of Finance and Resources	<a href="#">Financial Strategy 2019/20 to 2025/26</a>	2025 June	Council

Grievance Policy and Procedure	HR	Director of Finance and Resources	<a href="#">Grievance Policy</a>	2024 August	Council
People Strategy	HR	Director of Finance and Resources	<a href="#">People Strategy</a>	2024 August	Council
Procurement Strategy	Finance	Director of Finance and Resources	<a href="#">Procurement Strategy 2020-2023</a>	2023 February	Council
Records Management Policy	Legal and Corporate Governance	Director of Finance and Resources	<a href="#">Records Management Policy</a>	2024 August	Council
Redeployment Policy	HR	Director of Finance and Resources	<a href="#">Redeployment Policy</a>	2024 August	Council
Retirement and Severance Policy	HR	Director of Finance and Resources	<a href="#">Retirement and Severance Policy</a>	2024 November	Council
Risk Appetite Statement	Strategy and Performance	Director of Strategy and Performance	<a href="#">Risk Appetite Statement 2022-23</a>	2023 February	Council
Risk Management Policy	Strategy and Performance	Director of Strategy and Performance	<a href="#">Risk Policy</a>	2023 January	Council
SSSC Decision Guidance Policy	Fitness to Practise	Director of Regulation	<a href="#">Decisions Guidance</a>	As required	Council
SSSC Fitness to Practise Thresholds Policy	Fitness to Practise	Director of Regulation	<a href="#">Fitness to Practise Thresholds Policy</a>	As required	Council
Whistleblowing Policy	HR	Director of Finance and Resources	<a href="#">Whistleblowing Policy</a>	2024 February	Council
Workforce Change Policy	HR	Director of Finance and Resources	<a href="#">Workforce Change Policy</a>	2024 August	Council