

Council Calendar of Business 2023/24

Report/meeting dates	25 May 2023	24 Aug 2023	Oct 2023	23 Nov 2023	26 Feb 2024	25 March 2024
Quarterly reports						
Convener's Report	✓	✓		✓	✓	
Chief Executive's Report	✓	✓		✓	✓	
Audit and Assurance Committee Report (<i>inc assurance report 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 (<i>included in quarterly A & A committee report to Council</i>)					✓	
People Strategy 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		✓				
Effectiveness of Council Annual Report					✓	
Corporate Governance Review					✓	
HR Annual Report				✓		

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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						√
Draft External Audit Plan					√	
Policies approval – see appendix below for dates that policies will be presented to Council						
All other items (<i>ad hoc or requested matters</i>)						
Strategic Plan 2023-2026						
Equalities Mainstreaming report						
Fees review		√				
Rewards review						
Future Proofing Programme (<i>inc outcome of consultation on Codes of Practice</i>)		√				
People Strategy Delivery Plan		√				
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 Workforce Education and Standards	Agile Working Policy	2023 August	Council
Business Continuity Policy	Strategy and Performance	Director of Strategy and Performance	Business Continuity Policy	2025 August	Council
Capability Policy and Procedure	HR	Director of Workforce Education and Standards	Capability Policy and Procedure	2023 November	Council
Code of Conduct (Employees)	HR	Director of Workforce Education and Standards	Code of Conduct (Employees)	2024 May	Council
Code of Conduct for Members of SSSC	Legal and Corporate Governance	Director of Finance and Resources	Code of Conduct for members of the SSSC	2025 February	Scottish Government and agreed by Council
Code of Corporate Governance	Legal and Corporate Governance	Director of Regulation	Code of Corporate Governance	2026 February	Council
Codes of Practice for Social Service Workers and Employers	Workforce, Education and Standards	Director of Workforce, Education and Standards	Codes of Practice for Social Service Workers and Employers	2024 April	Council
Communications Strategy 2021-2024	Strategic Communications	Director of Strategy and 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	2025 August	Council
Criteria and Principles for Assessing Qualifications Sector Guidance	Workforce, Education and Standards	Director of Workforce, Education and Standards	Criteria and Principles for Assessing Qualifications Guidance	2023/24	Council
Data Protection Policy	Legal and Corporate Governance	Director of Regulation	Data Protection Policy	2024 November	Council
Digital Strategy 2021-2024	Digital	Director of Strategy and Performance	Digital Strategy 2021-2024	2024 May	Council
Dignity at Work Policy	HR	Director of Workforce Education and Standards	Dignity at Work Policy	2025 November	Council
Disciplinary Policy	HR	Director of Workforce Education and Standards	Disciplinary Policy	2024 February	Council
Equality, Diversity and Inclusion Policy	Performance and Improvement	Director of Strategy and Performance	Equality, Diversity and Inclusion Policy 2020	2023 August	Council
Family Friendly Policy	HR	Director of Workforce Education and Standards	Family Friendly Policy	2025 August	Council
Financial Strategy	Finance	Acting Chief Executive	Financial Strategy 2023-2026	2026 February	Council

Grievance Policy and Procedure	HR	Director of Workforce Education and Standards	Grievance Policy	2024 August	Council
People Strategy	HR	Director of Workforce Education and Standards	People Strategy	2024 August	Council
Procurement Strategy	Finance	Acting Chief Executive	Procurement Strategy 2023-2026	2026 February	Council
Records Management Policy	Legal and Corporate Governance	Director of Regulation	Records Management Policy	2024 August	Council
Redeployment Policy	HR	Director of Workforce Education and Standards	Redeployment Policy	2024 August	Council
Retirement and Severance Policy	HR	Director of Workforce Education and Standards	Retirement and Severance Policy	2024 November	Council
Risk Appetite Statement	Strategy and Performance	Director of Strategy and Performance	Risk Appetite Statement 2023-2024	2024 February	Council
Risk Management Policy	Strategy and Performance	Director of Strategy and Performance	Risk Management Policy Feb 2023	2025 February	Council
SSSC Decision Guidance Policy	Fitness to Practise	Director of Regulation	Decisions Guidance	As required	Council
SSSC Fitness to Practise Thresholds Policy	Fitness to Practise	Director of Regulation	Fitness to Practise Thresholds Policy	As required	Council
Whistleblowing Policy	HR	Director of Workforce Education and Standards	Whistleblowing Policy	2024 February	Council
Workforce Change Policy	HR	Director of Workforce Education and Standards	Workforce Change Policy	2024 August	Council