

| Policy/Strategy etc name | Department | Owner | Date of Last Review | Date of Next Review | Review Cycle | Priority for review | Type of doc | Approval by | Link to RACI Chart |
|--|------------------------------|--------------------------------------|--|---------------------|-------------------|---|----------------------|-----------------------------|--|
| Code of Conduct (Employees) Procedure | HR | Director of Finance & Resources | August 2014 | Q3 2020/21 | 3 yearly | MEDIUM | Procedure | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Code of Corporate Governance policy | Legal & Corporate Governance | Director of Strategy & Performance | October 2019 | October 2022 | 3 yearly | | Policy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Codes of Practice Sector Guidance | Development & Innovation | Director of Development & Innovation | August 2016 | As required | No specific cycle | | Sector guidance | Council | 1 - Strategic plan, strategic objectives, outcomes, priorities objectives meet with Scottish Government |
| Communications and Engagement Strategy | Strategic Communications | Director of Strategy & Performance | June 2017 | August 2020 | 3 yearly | | Strategy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Corporate Health and Safety Policy | Estates | Head of Shared Services | September 2018 | September 2021 | 3 yearly | | Policy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Counter Fraud and Corruption Framework policy | Finance | Director of Finance & Resources | April 2020 | April 2023 | 3 yearly | | Policy | Audit & Assurance Committee | 8 - Oversight of Financial probity and Operational Performance |
| Criteria and Principles for Assessing Qualifications Sector Guidance | Development & Innovation | Director of Development & Innovation | | As required | No specific cycle | | Sector guidance | Council | 3 - Change in Strategic Direction |
| Debt Management Policy | Finance | Director of Finance & Resources | February 2018 | February 2021 | 3 yearly | | Policy | Audit & Assurance Committee | 8 - Oversight of Financial probity and Operational Performance |
| Digital Strategy | Digital | Director of Strategy & Performance | May 2017 | August 2020 | 3 yearly | | Strategy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Dignity at Work Policy and Procedure | HR | Director of Finance & Resources | July 2019 | Q2 2022/23 | 3 yearly | N/A | Policy and Procedure | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Disciplinary Policy | HR | Director of Finance & Resources | 01/06/2010 reviewed in 2019 but not approved | Q2 2020/21 | 3 yearly | HIGH | Policy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Equality and Diversity Policy | Performance & Improvement | Director of Strategy & Performance | | New for August 2020 | 3 yearly | | Policy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Financial Regulations Policy | Finance | Director of Finance & Resources | October 2019 | October 2020 | Yearly | | Policy | Audit & Assurance Committee | 8 - Oversight of Financial probity and Operational Performance |
| FTP and Registration Rules | Fitness to Practise | Director of Regulation | December 2017 | As required | No specific cycle | | Rules | Council | 3 - Change in Strategic Direction |
| Grievance Policy and Procedure | HR | Director of Finance & Resources | June 2014 | Q2 2020/21 | 3 yearly | HIGH | Policy and Procedure | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Managing Performance at Work/Capability Policy | HR | Director of Finance & Resources | July 2010 | Q3 2020/21 | 3 yearly | MEDIUM | Policy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| People Strategy | HR | Director of Finance & Resources | March 2017 | September 2020 | 3 yearly | HIGH - last strategy ran from 2017-2020 | Strategy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Procurement Strategy | Finance | Director of Finance & Resources | March 2020 | March 2023 | 3 yearly | | Strategy | Council | 8 - Oversight of Financial probity and Operational Performance |
| Records Management Policy | Legal & Corporate Governance | Director of Strategy & Performance | | Overdue - June 2017 | 3 yearly | HIGH | Policy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Retirement and Redundancy/Retirement and Early Severance Policy | HR | Director of Finance & Resources | February 2015 | Q1 2021/22 | 3 yearly | LOW | Policy | Council | |

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|--|------------------------------|--------------------------------------|--|--|-------------------|--|----------------------|---------------------------------|--|
| Risk Policy | Strategy & Performance | Director of Strategy & Performance | January 2020 | January 2023 | 3 yearly | | Policy | Council | 7 -Oversight of Management of Strategic Risks |
| Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008 | Development & Innovation | Director of Development & Innovation | Currently under review - with Scot Gov for approval. | Currently under review - with Scot Gov for approval. | 3 yearly | Rules should be reviewed as required - due to Scot Gov / Ministerial approval they should not be defaulted to 3 years. Rules should be reviewed as required - due to Scot Gov / Ministerial approval they should not be defaulted to 3 years. Rules should be reviewed as required - due to Scot Gov / Ministerial approval they should not be defaulted to 3 years. | Rules | Council (Approved January 2019) | 1 - Strategic plan, strategic objectives, outcomes, priorities objectives meet with Scottish Government direction |
| Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005 | Development & Innovation | Director of Development & Innovation | Currently under review - with Scot Gov for approval. | Currently under review - with Scot Gov for approval. | 3 yearly | Rules should be reviewed as required - due to Scot Gov / Ministerial approval they should not be defaulted to 3 years. Rules should be reviewed as required - due to Scot Gov / Ministerial approval they should not be defaulted to 3 years. | Rules | Council (Approved January 2019) | 1 - Strategic plan, strategic objectives, outcomes, priorities objectives meet with Scottish Government direction |
| Social Work Training Rules 2003 | Development & Innovation | Director of Strategy & Performance | June 2018 | January 2021 | 3 yearly | Rules should be reviewed as required - due to Scot Gov / Ministerial approval they should not be defaulted to 3 years. | Rules | Council (Approved January 2019) | 1 - Strategic plan, strategic objectives, outcomes, priorities objectives meet with Scottish Government direction |
| Thresholds Policy | Fitness to Practise | Director of Regulation | September 2017 | September 2020 | 3 yearly | | Policy | Council | 3 - Change in Strategic Direction |
| SSSC Data Protection Policy | Legal & Corporate Governance | Director of Strategy & Performance | October 2018 | January 2021 | 3 yearly | | Policy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| SSSC Decision Guidance Policy | Fitness to Practise | Director of Regulation | August 2016 | As required | No specific cycle | | Policy | Council | 3 - Change in Strategic Direction |
| SSSC Fitness to Practise Public Information Policy | Fitness to Practise | Director of Strategy & Performance | September 2018 | September 2021 | 3 yearly | | Policy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |
| Whistleblowing Policy | Performance & Improvement | Director of Strategy & Performance | February 2016 | Q2 2020/21 | 3 yearly | HIGH - Although amendments were made in December 2019 | Policy and Procedure | Council | 5 - Independent challenge and delivery of assurance that strategic objectives are |
| Workforce Change | HR | Director of Finance & Resources | NEW | Q4 2020/21 | 3 yearly | HIGH | Policy and Procedure | Council | 12 - All operational matters, operational performance and delivery mechanisms in persuance of approved strategic objectives |
| Youth Employment Strategy | HR | Director of Finance & Resources | December 2015 | September 2020 | 3 yearly | HIGH - for maintenance of IIYP accreditation | Strategy | Council | 2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives |