

Document	Summary	Main Legislation	Compliance with Law	Date of Last Review GREEN - Reviewed in last 3 years RED - review overdue	Date of next review Q1 April to June Q2 July to Sept Q3 Oct to Dec Q4 Jan to March	Priority Level GREEN - Low AMBER - Med RED - High BLUE - N/A as reviewed in last 18 months	Rationale for priority	Approval By	Status
Acting Up	To be open and transparent in the remuneration of staff undertaking additional responsibilities on a temporary basis.	No acting up guidance in place, relying only on some irregular custom and practise scenarios as the baseline	N/A	Dec-18	Q3 2021/22	N/A	Risk mitigated by introducing guidance. Risk will only occur if not complied with.	EMT	Complete
Agile Working	To introduce a new way of working following on from homeworking imposed by Scottish Government in response to COVID-19. On the whole it will be up to the individual and what suits them best (for some that might be in the office five days a week). Only if work can't be done in the office would they need to come in.	Health and Safety at Work 1974/1999 Working Time Regs 1998 Flexible Working Regs 2014	YES	NEW	Q3 2020/21	MEDIUM	Driven by leadership and employee expectations but no legal requirement to offer this post lockdown.	EMT	In progress
Alcohol and Drug Misuse	The SSSC has a duty of care to employees to provide and maintain a safe and healthy working environment. Healthy Working Lives silver criteria required this to be updated to achieve the silver award.	Road Traffic Act 1988 Medicines Act 1968 and Misuse of Drugs Act (Modification) 2008 & legislative changes to drugs driving laws in October 2019	YES	Jun-19	Q1 2022/23	N/A	Legislation not changed since 2019 therefore up to date.	EMT	Complete
Annual Leave	To provide a fair, consistent and equitable approach to managing annual leave, which ensures that individual needs are balanced with operational requirements.	Working Time Regulations 1998/2007 Employment Rights Regulations 2018	YES	Jul-19	Q2 2022/23	N/A	Thorough review previously undertaken and compliant with legislation.	EMT	Complete
Bereavement/Death in Service	To support staff and managers when dealing with a bereavement.	Local Government Pension Scheme Regulations 2013 The Parental Bereavement (Leave and Pay) Act 2018 Scotland's first Bereavement Charter for Children and Adults 2020 published by Scottish Care	YES	Jun-20	Q3 2023/24	N/A	Thorough review undertaken and in line with all guidance issued in relation to COVID-19 deaths.	EMT	Complete
Capability	Most employees perform effectively at work but there may be occasions when some fall below the required standards and need additional support.	Employment Relations Act 1999 ACAS Code of Practice	YES	Jul-10	Q3 2020/21	MEDIUM	Although overdue in terms of 3-yearly review it is legislative compliant. There is no one being formally performance managed at this time due to the difficult circumstances people are working under.	Council	In progress
Career Break	In offering the opportunity to take a career break, we recognise the importance of employees' work-life balance and personal development, whether that be via life-long learning, charity work, leisure activities, travel or other interests. In turn, we recognise that staffing levels must at all times remain in line with the demands of the business.	Equality Act 2010 Part Time Workers Regulations 2000	NO - continuity of employment not correct	Dec-09	Q2 2020/21	HIGH	Although the policy is out date and not legally compliant we would always apply the current legal position. Career break requests are minimal with only one being requested in previous 12 months. No one is currently on a career break and there have only been three requests in the past decade.	EMT	In progress
Carers Leave	To demonstrate our commitment to our employees who are also the primary carer for an individual.	Equality Act 2010 Flexible Working Regulations 2014	YES	Aug-20	Q2 2023/24	N/A	Introduction of up to five days paid carers leave pro rata per annum for employees was agreed as part of the 2019/2020 pay award negotiations. The Special Leave policy was updated and approved in May 2020 to provide details on Carers Leave.	EMT	Consultation with PF and OMT complete. EMT in August for approval
Code of Conduct	In addition to standards of professional conduct and practice, we also expect that all our employees, acting on behalf of the SSSC, will behave in a way that meets expectations in line with our values.	Employment Rights Act 1996 Equality Act 2010 Human Rights Act 1998	YES	Aug-14	Q3 2020/21	MEDIUM	Review was put on hold until new values agreed as part of new strategic plan. To be updated in line with new values and the organisation development programme.	Council	Not started
Dignity at Work	Demonstrate commitment to providing a positive workplace which supports an environment free from bullying, harassment, discrimination and victimisation.	Equality Act 2010	YES	Jul-19	Q2 2022/23	N/A	Thorough review previously undertaken and compliant with legislation.	Council	Complete
Disciplinary	Supports fair and consistent treatment of all employees while maintaining the standards of conduct expected and encouraging improvement where necessary.	Employment Relations Act 1999 ACAS Code of Practice	YES	01/06/2010 reviewed in 2019 but not approved	Q2 2020/21	HIGH	Needs to reflect lessons learnt in previous cases. A failure to comply with the "Acas code of practice on disciplinary and grievance procedures" may result in the employment tribunal increasing or decreasing compensation.	Council	In progress

Employee Transfer	To allow employees and management to transfer employees to support business needs outwith a formal recruitment process.	Equality Act 2010. Original request from L&D for consistency of movement of staff between teams	YES	NEW	Q3 2020/21	MEDIUM	Anticipated turnover and movement required in L&D therefore driven by employee expectations and management.	EMT	In progress
Establishment Control	Robust control processes will help us to control salary expenditure by ensuring any changes, additions or deletions to posts follow a documented authorisation process.	N/A - Financial regulations	YES	Nov-09	Q3 2020/21	MEDIUM	Process in place but not adhered to consistently therefore streamlined and re-published. Driven by ask from leadership team.	EMT	In progress
Exit Interview	Gathering information about employees' reasons for leaving can provide us with invaluable data about its employment practices, management style and any treatment perceived by employees as being unsatisfactory or unfair.	N/A - no legislation governing employee resignations however usage and storage of data to be GDPR compliant	YES	NEW	Q4 2020/2021	LOW	Process in place, needs refined in line with organisation development programme.	EMT	In progress
Family Friendly Policies - Adoption Leave; Maternity/Maternity Support Leave; Parental Leave; Paternity Leave;	To guide managers and employees in relation to employees' entitlement leave and pay.	Maternity and Parental Leave etc Regulations 1999 Shared Parental Leave Regulations 2014 Maternity and Adoption Leave Regs 2014	YES	Nov 15/April 16	2021-22	MEDIUM	Legally compliant and benchmarking would suggest entitlements and pay in line with similar organisations but many documents - needs to be streamlined.	EMT	Not started
Flexible Working Policy	To introduce a revised way of working following on from homeworking imposed by Scottish Government during lockdown. To be reviewed in line with Agile Working.	Health and Safety at Work 1974/1999 Working Time Regulations 1998 Flexible Working Regulations 2014	YES	Nov-14	Q3 2020/21	MEDIUM	Driven by leadership team, employee expectations and COVID-19 "forcing" a new way of working.	EMT	In progress
Flexi Time Scheme	Tied to review of Flexible Working and Agile Working.	Health and Safety at Work 1974/1999 Working Time Regulations 1998 Flexible Working Regs 2014	YES	Oct-10	Q3 2020/21	MEDIUM	Driven by leadership team, employee expectations and COVID-19 "forcing" a new way of working.	EMT	In progress
Flu Vaccination Guidance	We take the wellbeing of our staff very seriously through the provision of a range of benefits and services. We therefore provide free flu vaccinations for staff.	N/A - employee benefit	N/A	Oct-19	Q3 2022/23	N/A	Recently reviewed. Uptake being monitored.	EMT	Complete
Grievance	Sets out the steps that any employee with a grievance relating to their employment should take.	Employment Relations Act 1999 ACAS Code of Practice	YES	Jun-14	Q2 2020/21	HIGH	To be reviewed in line with Dignity at Work and Disciplinary policies.	Council	In progress
Guidance for dealing with references	Previously the SSSC did not have in place specific guidance or a policy on completing and requesting references other than briefly in the Recruitment and Selection Policy. Departments have therefore put in place their own arrangements which left us open. The new guidance also takes into account the Safer Recruitment Through Better Recruitment Guide published by the SSSC and the Care Inspectorate for social service employers.	N/A - no legal obligation to supply a reference. Equality Act 2010	YES	Sep-19	Q2 2022/23	N/A	Thorough review previously undertaken and compliant with legislation	EMT	Complete
Health and Wellbeing	We promote a comprehensive approach to tackling mental health issues arising from the workplace or personal circumstances by addressing prevention, management and support. This policy requires a shared understanding between employees and managers that mental health is a legitimate issue in the workplace.	Health and Safety at Work 1974/1999	YES	NEW	Q2 2020/21	HIGH	32 Mental Health First Aiders qualified in July 2020. Documents now needed to communicate this and support employees and managers. Wellbeing survey would indicate that mental health is a concern for staff at this time.	EMT	In progress
Maximising Attendance	To encourage reliable attendance among all employees. The procedure will be triggered when an employee reaches a certain level of absence and consists of a number of defined stages.	Access to Medical Reports Act 1988 Employment Rights Act 1996 Employment Relations Act 1999 Equality Act 2010 Working Time Regulations 1998	YES	Jul-19	Q2 2022/23	N/A	Thorough review previously undertaken and compliant with legislation	EMT	Complete
Overtime and Additional Hours	We may, from time to time according to the needs of the business, ask employees to work overtime/additional hours. All overtime/additional hours will be considered in accordance with working time regulations and consideration for staff welfare and well-being.	Working Time Regulations 1998 Time Worker Regulations 2000	Part YES	Jul-19	Q2 2022/23	N/A	Thorough review previously undertaken and compliant with legislation.	EMT	Complete
Partnership Agreement	The Partnership Forum provides the opportunity for UNISON representatives to discuss and contribute towards strategic decisions which affects the direction and operation of the SSSC to be involved in how we operate as an employer.	Trade Union and Labour Relations (Consolidation) Act 1992	YES	Jul-20	Q2 2023/24	N/A	Thorough review previously undertaken and compliant with legislation.	EMT	Complete

Recruitment and Selection	We are committed to promoting fair and consistent recruitment and selection practices and to ensuring that all staff recruited have the necessary skills, aptitudes and knowledge and can readily identify with the SSSC's values and organisational culture.	Immigration, Asylum and Nationality Act 2006 Equality Act 2010	YES	Aug-11	Q2 and Q3 2020/21	HIGH	Part of overall work from organisation development programme - talent acquisition. We are developing a comprehensive strategy on how we will attract talent from across Scotland and demonstrate that the SSSC is a great place to work.	EMT	In progress
Relocation	The SSSC recognises that to recruit and retain the best staff it is sometimes necessary to offer assistance to new employees to relocate to the office to support them in carrying out their role effectively.	Income Tax (Earnings and Pensions) Act 2003 Employment Rights Act 1996 HMRC limits	YES	Oct-15	Q2 2021-22	LOW	Policy is currently up to date in terms of when HMRC limits were last increased in 2015. With a move to agile working it may be that relocation is no longer required	EMT	Not started
Retirement and Redundancy/Retirement and Early Severance & Employers Discretionary Policy	Local Government Pension Scheme Compliance and to support our approach towards valuing diversity within our workforce by providing flexible options for employees who may wish to improve their work/life balance as they approach the later stages of their working life.	Local Government Pension Scheme Regulations 2008/2010 Pensions Act 2008 Scotland's Local Government Pension Scheme was last reviewed in April 2015 to change to career average Local Government Pension Scheme 2015 Discretionary Policy Statement.	YES	Feb-15	Q1 2021-22	LOW	Current policy reflective of Local Government Pension Scheme position.	Council	Not started
Salary Protection	This policy details the protection arrangements that will be applied if, as a result of change, an employee moves into a lower salary post.	Local Government Pension Scheme Pension Regulations 2008/2010	YES	Jun-16	Q2 - Q4 2020/21	HIGH	To form part of ongoing pay remit negotiations for 2020/21.	EMT	In progress
Secondment/Secondment and Placement	The SSSC recognises that secondments can offer significant opportunities to support operational and development requirements. Secondments can facilitate flexibility, the sharing and exchange of skills across organisations and encourage the personal development of individual employees.	Immigration, Asylum and Nationality Act 2006 Equality Act 2010	YES	Feb-15	Q3 2020/21	LOW	Legally compliant however will be reviewed at same time as Recruitment Policy.	EMT	Not started
Smoking	The SSSC has a duty of care to employees to provide and maintain a safe and healthy working environment. Healthy Working Lives silver criteria required this to be updated to achieve the silver award.	Health Act 2006 Smoking Regulations	YES	Jun-19	Q1 2022/23	N/A	Legislation not changed therefore up to date.	EMT	Complete
Special Leave	Provides a range of additional leave options to help employees take time away from work as a result of incidents or situations not covered by other types of leave.	Scottish Government Domestic Abuse (Scotland) Bill 2018 Parental Bereavement (Leave and Pay) Act 2020 Employment Rights Act 1996 Equality Act 2010	YES	Jul-19	Q1 2022/23	N/A	Thorough review previously undertaken and compliant with legislation. Three new categories of leave were added to the policy; 'Safe Leave', 'Parental Bereavement Leave' and 'Fostering leave'	EMT	Complete
Starting Salary Guidance	It is important that we recognise the risks associated with applying different starting salaries for jobs of a similar size, as determined by job evaluation, particularly in terms of equal pay. This guidance is therefore designed to help managers make sound appointment decisions which are robust, evidence-based and fair.	Equality Act 2010	YES	Dec-18	Q3 2021/22	N/A	Risk mitigated by introducing guidance. Risk will only occur if not complied with.	EMT	Complete
Time off for Trade Union Duties	Provides a framework to facilitate and support the conduct of employee relations and partnership working activities	Trade Union and Labour Relations (Consolidation) Act 1992 ACAS Code of Practice on Time off for Trade Union Duties and Activities 2010	YES	Jun-16	Q1 2021/22	LOW	Remains in line with current legislation and is fit for purpose.	EMT	Not started
Whistleblowing	The law provides protection for workers who raise legitimate concerns about specified matters. These are called "qualifying disclosures". A qualifying disclosure is one made in the public interest. The policy sets out how a worker can make a disclosure under the Public Interest Disclosure Act 1998.	Public Interest Disclosure Act 1998	YES	Feb-16	Q2 2020-21	HIGH	Request from Convenor to be reviewed this year. To be reviewed in line with SSSC/Care Inspectorate guidance in May 2019 for social service workers, students and employers to raise concerns about the care, dignity and safety of people who use social services.	Council	In progress
Workforce Change including Redeployment	This policy is for use where potential significant changes impacting on employees have been identified. A significant change can include structural changes, changes to terms and conditions, voluntary redundancy.	Various - this is however more about the consultation process with employees and union	N/A	NEW	Q4 2020/21	MEDIUM	Principles agreed with Partnership Forum but need formalised.	Council	In progress