

SCOTTISH SOCIAL SERVICES COUNCIL

Scheme of Delegation

The Chief Executive has approved this Scheme of Delegation in accordance with Sections 74 and 75 of the Code of Corporate Governance.

This Scheme of Delegation aligns with the Executive Framework agreed with the Scottish Government.

The Scheme sets out the authority for types of key decisions within the Scottish Social Services Council ("SSSC"). It is not an exhaustive list of every decision that the SSSC makes.

This document is subject to an annual review and amended as and when necessary.

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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:
- 1.2 'The Executive Framework' means the document of that name issued by the Scottish Government dated February 2022 and updated from time to time.
- 1.3 'The Registration Rules' means the Registration Rules 2016 (No.2), the Registration (Amendment) Rules 2017 and the Registration (Amendment No. 2) Rules 2017 ("the Combined Registration Rules 2017") all as amended or as substituted from time to time
- 1.4 "The Fitness to Practise Rules" means the Fitness to Practise Rules 2016 and the Fitness to Practise (Amendment) Rules 2017 ("the Combined Fitness to Practise Rules 2017") all as amended or substituted from time to time

2. General

- 2.1 The Chief Executive is accountable for the exercise of all powers which the Council has not retained as reserved to them or delegated to a Committee, Sub-committee or Panel on behalf of the SSSC and will report to the Council on these as required in accordance with the Code of Corporate Governance. This Scheme of Delegation identifies which functions the Chief Executive will perform personally. The functions which the Chief Executive has delegated to Officers are set out in Annex 1. Officers will be accountable for the exercise of such powers and will report to the Chief Executive on these as required.
- 2.2 The purpose of this document is to set out how the Chief Executive has delegated their powers under Section 74 of the Code of Corporate Governance to officers of the SSSC under Section 75.
- 2.3 The EMT will review this Scheme every year. Notwithstanding this, the Head of Legal and Corporate Governance may make minor changes to the Scheme in accordance with Annex 1.

SECTION TWO – DELEGATION OF POWERS TO OFFICERS

1. Delegated Powers Officers' Ability to Delegate

- 1.1 The Chief Executive delegates powers to Officers on the understanding that they will exercise them responsibly.
- 1.2 Delegations are to the lowest level permitted in terms of seniority within the department/directorate. Any member of staff who is in a more senior position within that department/directorate (if within professional competencies) may exercise any of the delegations.
- 1.3 Officers should use the Scheme in conjunction with the Financial Regulations and all other corporate governance procedures of the SSSC.

ANNEX 1

GENERAL POWERS

DELEGATION TO CHIEF EXECUTIVE
Execute all documents on behalf of the Council subject to express approval by the Council.
Decide on improvement actions, where departments involved are unable to reach consensus.
DELEGATION TO DIRECTORS
General matters
Any decisions to ensure compliance with corporate business planning and management arrangements in their areas.
Sign agreements and Memoranda of Understanding where no value attached (including data sharing agreements and protocols) and terminate such agreements and Memoranda.
Declare surplus to their directorates' requirements any furniture or equipment no longer required for operational purposes.
Respond on behalf of the SSSC, to any formal and informal consultation exercises relating to the functions of their directorate/department in consultation with the Communications and Policy department.
Make decisions to maintain the retention schedule for their directorate in consultation with the Head of Legal and Corporate Governance.
Approve responses to external consultations.
Approve procedures, processes, and guidance for those matters within the remit of directorate.
Have overall responsibility and authority over programme board decision making where appointed as Senior Responsible Officer/chair of programme board including decision to intervene/cease/authorise projects and make budget decisions which take precedence over budget holders or project leads.
Carry out roles temporarily delegated to them by Chief Executive.
Do anything or make any decision reasonably incidental or ancillary to any of the above, except so far as reserved to the SSSC Council or committee, the EMT/OMT or any other group formally established in terms of the Code of Corporate Governance.
Human Resource Matters
Make decisions delegated to them in accordance with SSSC HR policies and procedures. Link to Index of Policies and Procedures
DELEGATION TO HEADS OF DEPARTMENT
Finance Matters

Transfer amounts between budget heads under the direct control of the department in accordance with the Delegated Authority to Commit and Approve Business Expenditure and Award Procurement Contracts.
Human Resource Matters
Approve the attendance of staff speaking at conferences, courses or other functions/events and meetings of appropriate local government and regulatory associations within the UK if within delegated authority limits.
Make decisions delegated to them in accordance with SSSC HR policies and procedures. Link to Index of Policies and Procedures
DELEGATION TO LINE MANAGERS
Make decisions delegated to them in accordance with SSSC HR policies and procedures. Link to Index of Policies and Procedures

SPECIFIC DIRECTORATE POWERS

DELEGATION TO WORKFORCE, EDUCATION AND STANDARDS DIRECTORATE
All strategic and operational matters relating to the remit of the Directorate, including:
<p>The Workforce, Education and Standards Directorate has the lead in Scotland for workforce development and workforce planning this includes:</p> <ul style="list-style-type: none"> • workforce intelligence and data to effectively support workforce planning • contribute to development and delivery of key legislative policies and government programmes • publication of official national statistics • ensure our practice frameworks standards and qualifications support professional development and are fit for the future • sector skills council • increase leadership and quality improvement capability and capacity within the sector • increase digital capability and capacity within the sector • develop resources that support the professional development of the social service workforce. <p>WES has interim responsibility for the Organisational Development (OD) and Human Resources (HR) departments.</p> <p>The OD department leads the development and implementation of SSSC wide learning and development strategies, plans and policies which are aligned with and support the delivery of the organisation's Strategic Plan. This includes strategic workforce planning, resourcing, and workforce</p>

development to make sure that employee capacity is used fully and effectively, releasing potential, and managing talent, developing management and leadership capability and embedding values and behaviours into all aspects of people, processes and systems.
The HR department leads the development and implementation of HR policies and procedures across the organisation to support the delivery of the organisation's Strategic Plan. This includes grievance, disciplinary, absence management, HR advice and support and negotiation with trade unions.
DELEGATION TO DIRECTOR OF WORKFORCE, EDUCATION AND STANDARDS
Make decisions in relation to the pre-release or release of an Official Statistics Publication or report eg Mental Health or Workforce Data reports.
DELEGATION TO HEAD OF WORKFORCE POLICY AND PLANNING
Approve grants to organisations in accordance with the levels set out in the Delegated Authority to Commit and Approve Business Expenditure and Award/Vary/Terminate Procurement Contracts/Third Party Agreements (Annex 2).
DELEGATION TO HEAD OF EDUCATION AND STANDARDS
Consider and make decisions on the work of the SSSC in relation to the Sector Skills Council, Skills for Care and Development.
Make decisions in terms of the Rules for Social Work Training 2003, Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2015 and Rules and Requirements from Standard of Childhood Practice 2008 as amended or substituted from time to time including approve and quality assure the degree programmes in Social Work, Childhood Practice, Mental Health Officer Awards and Practice Teaching Qualifications.
Approve grants to organisations in accordance with the levels set out in the Delegated Authority to Commit and Approve Business Expenditure and Award/Vary/Terminate Procurement Contracts/Third Party Agreements (Annex 2).
Appeal decisions in relation to Postgraduate Bursaries.
DELEGATION TO LEARNING AND DEVELOPMENT MANAGER
Approve payment of External Assessors, subject to budget authority limits.
Make decisions in connection with suitability and assessment of international qualifications if delegated by the Head of Education and Standards

DELEGATION TO LEARNING AND DEVELOPMENT ADVISOR
Make decisions in connection with suitability and assessment of UK qualifications if delegated by the Head of Education and Standards.
DELEGATION TO HEAD OF ORGANISATIONAL DEVELOPMENT
Approve requests for funding of courses in terms of the Continued Education Applications Policy.
Approve the design and purchase of training and development within the agreed corporate training budget.
DELEGATION TO HEAD OF HUMAN RESOURCES
Approve the use of external legal support for SSSC staff HR related matters.
Make decisions delegated to them in accordance with SSSC HR policies and procedures. Link to Index of Policies and Procedures

DELEGATION TO FINANCE AND RESOURCES DIRECTORATE
All strategic and operational matters relating to the remit of the Directorate, including:
The Finance and Resources Directorate is not currently active and responsibility for the departments within Finance and Resources and shared services liaison sits within other directorates as detailed in the Scheme.

DELEGATION TO REGULATION DIRECTORATE
All strategic and operational matters relating to the remit of the Directorate, including:
<p>Regulation brings together registration, fitness to practise and hearings as one unified process. The directorate is here to protect the public and the safety and welfare of people who use services.</p> <p>The Registration department maintains and publishes the Register of those people who are fit to practise. The Fitness to Practise department investigates fitness to practise concerns about workers who are registered or applying to register. We make decisions about their fitness to practise and conduct Fitness to Practise Panel hearings. The Hearings and Regulatory Improvement department provide and administer hearings where Fitness to Practise Panels make decisions about a worker's fitness to practise.</p> <p>Regulation has interim responsibility to manage the Legal and Corporate Governance department. The Legal and Corporate Governance department provides legal, information governance and corporate governance advice and support to the organisation. They are responsible for legal advice, data protection, freedom of information, records management, internal audit liaison, counter fraud activity, corporate</p>

governance policies and procedures and board secretariat services to support the effective running of our Council.
DELEGATION TO HEAD OF REGISTRATION
Refuse Registration and sign associated Notice.
Deferment or waiver of fees.
DELEGATION TO REGISTRATION TEAM LEADER
Remove entries from the Register and sign associated Notice where: <ul style="list-style-type: none"> the Registrant has not met a qualification condition the Registrant has failed to complete their Continuous Professional Learning.
Alter entries in the Register and sign associated Notice where a Registrant has not met a qualification condition.
DELEGATION TO REGISTRATION ASSISTANT
Grant applications (including with qualification conditions) and sign associated Notice for registration where no declarations have been made, or where declarations have been made which fall within the Minor Declarations Framework.
Withdraw an application and sign associated Notice where: <ul style="list-style-type: none"> 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.
Remove a person from the Register and sign associated Notice where: <ul style="list-style-type: none"> 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.
Refuse registration and sign associated Notice where the applicant does not hold an entitling qualification.
DELEGATION TO HEAD OF REGULATORY IMPROVEMENT AND HEARINGS
Sign offers of appointment made to members of the Fitness to Practise Committee following approval of the appointment by Council.
DELEGATION TO HEARINGS OFFICER
Sign Notices of Decision relating to Panel hearings.
DELEGATION TO FITNESS TO PRACTISE MANAGER
Refer a case to a Panel where the case concerns a SSSC staff member or former staff member.

DELEGATION TO SENIOR SOLICITOR
Initiate or lodge responses to Court actions.
DELEGATION TO SOLICITOR/FITNESS TO PRACTISE INVESTIGATOR/SOCIAL SERVICES SCREENING OFFICER
Grant registration in cases falling under the Thresholds Policy or grant restoration to the Register.
Refer a case to a Panel for a hearing.
Impose a warning, impose or vary conditions, impose a suspension order, impose a removal order and impose, extend, vary or revoke a temporary order in accordance with the relevant Fitness to Practise Rules.
Decide to take no action and close a referral.
Grant registration or restoration with conditions where the Applicant accepts the conditions proposed in accordance with the Registration or Fitness to Practise Rules.
Agree a condition imposed by Officers, or by a Fitness to Practise Panel on a Registrant's registration has been satisfactorily met or altering a condition on a Registrant's registration.
Sign Notices imposing an order in accordance with the relevant Fitness to Practise Rules.
Make decisions on what information to publish in accordance with the SSSC Fitness to Practise Public Information Policy.
DELEGATION TO HEAD OF LEGAL AND CORPORATE GOVERNANCE
Approve and implement minor revisions to the Code of Corporate Governance and Scheme of Delegation including making changes to the Scheme to reflect changes in relevant policies.
Appoint 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 and Rules and Requirements for Awards developed from the Standard for Childhood Practice 2015 Rules, as amended or substituted from time to time.
Settle claims against the SSSC up to a maximum value of £5,000 in consultation with the Director of Regulation.
Approve the use of external legal support with the exception of SSSC staff HR related matters.
DELEGATION TO SENIOR SOLICITOR
Initiate or lodge responses to Court actions.
Make decisions on complying with obligations under the Freedom of Information (Scotland) Act 2002 including complying with reviews, in consultation with the Head of department, where appropriate.
Make decisions on requests to exercise data subjects' rights in terms of Data Protection law, including the UK GDPR and Data Protection Act 2018, in consultation with the Head of department, where appropriate

DELEGATION TO STRATEGY AND PERFORMANCE DIRECTORATE
All strategic and operational matters relating to the remit of the Directorate, including:
<p>The Strategy and Performance Directorate consists of Digital Services, Performance and Improvement (including the Programme Management Office) and the Communications and Policy Departments. The Strategy and Performance Directorate leads the development, implementation and communication of the SSSC's strategy by positioning the organisation to achieve maximum impact and excellence.</p> <p>Strategy and Performance has interim responsibility for the Finance Accountancy Team. The Finance Accountancy develops and leads on budget monitoring, budget setting, annual report and accounts, bank reconciliation, assurance reporting and supporting OMT with finance queries. The Head of Finance will liaise with Finance Transactions team to ensure income and debt management processes are followed.</p> <p>The Director is key 'customer liaison' for the shared service with the Care Inspectorate that includes Finance, HR, Procurement, Estates and Health and Safety. Represents SSSC on the Shared Services Oversight Group set up to make sure that services are delivered in line with the principles in the governance documents, specifications and performance measures to meet our business needs and objectives.</p>
DELEGATION TO DIRECTOR OF STRATEGY AND PERFORMANCE (INTERIM ARRANGEMENTS)
Authorise compensation payments under legal obligations: £10,000.
Write off losses: Cash £3,000 Equipment and property £3,000.
Make decisions on appeals in connection with waiver of SSSC fees.
Authorise gifts and ex gratia payments not exceeding £200.
DELEGATION TO HEAD OF FINANCE
Authorise write off of debt up to £10,000
DELEGATION TO HEAD OF FINANCE
Authorised signatory for banking arrangements.
DELEGATION TO HEAD OF DIGITAL SERVICES
Determine the specification of the type and nature of information technology and telecommunication services, systems, equipment, and software to be utilised by the SSSC.
Approve proposals for the design, purchase, implementation and disposal of information technology and telecommunications related systems and services be submitted to Digital Programme Board

DELEGATION TO HEAD OF COMMUNICATIONS AND POLICY
Approve public communications and media statements/responses in line with the potential reputational impact.
Determine the corporate branding and style and design utilised by the SSSC.
Approve SSSC internal and external products and publicity in accordance with the SSSC brand and style guide.
DELEGATION TO COMMUNICATIONS MANAGER
Make decisions on proactive statements and reactive media enquiries in line with the Communications Team Media Enquiries Procedure.

ANNEX 2

DELEGATED AUTHORITY TO COMMIT AND APPROVE BUSINESS EXPENDITURE AND AWARD/VARY/TERMINATE PROCUREMENT CONTRACTS/THIRD PARTY AGREEMENTS

Approver groups	Approval area	Recommended maximum expenditure approval limit including VAT £000	Recommended maximum procurement contract award limit including VAT £000	Direct award (NCA) limit including VAT	Consultancy approval limit including VAT
CEO and Director of Strategy and Performance (dual approval above £1.0m)	SSSC wide	£2.5m	£5.0m	Lower of £36,000 total contract value or £12,000 per annum	£120K
CEO and Director of Strategy and Performance (independent approval)	SSSC wide	£1.0m	£1.0m	Lower of £36,000 total contract value or £12,000 per annum	£12k
Directors - Budget managers	Own directorate	£225k	£225k ¹	£0	£0
OMT - Budget holders	Own department	£60k	£60k	£0	£0
Head of Digital Services	SSSC wide for digital services, systems, equipment	£60k	£60k	£0	n/a

¹ This procurement contract award limit aligns with the values sometimes referred to as OJEU thresholds and is derived from the Agreement on Government Procurement. This is reviewed every two years by Scottish Ministers.

	and software				
Level 1 approvers	Own department	£12k	£12k	£0	£0
Level 2 approvers	Own department	£6k	£6k	£0	£0
GPC cardholders	Own directorate	£1k	£1k	£0	£0

Notes:

- a. Approvers may award, vary or terminate contracts and third party agreements in accordance with the delegated limits. Any exercise of delegation must be within legal and procurement rules and in consultation with Head of Legal and Corporate Governance where appropriate.
- b. All authorising amounts include VAT. The amounts are the cumulative total over the period of the contract/agreement.
- c. Approvers with the same delegated approval level can authorise when colleagues are absent.
- d. Finance approvers will retain SSSC wide approval at the limits within their approver group to provide cover for absent budget holders.
- e. Approvers may not purchase digital services, systems, equipment and software.
- f. Directors have overall authority over their directorate budgets which takes precedence over budget holders.