

Guide to Information Available through the Model Publication Scheme

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1. Guide to information available through the Model Publication Scheme

1.1 Introduction

The Freedom of Information (Scotland) Act 2002 (**FOISA**) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and whether the information is available free of charge or a fee must be paid.

The SSSC has adopted the Model Publication Scheme (updated 26 March 2021) produced by the Scottish Information Commissioner.

You can see this scheme on the Scottish Information Commissioner's website at: www.itspublicknowledge.info/mps.

The purpose of this guide to information is to:

- allow you to see what information is available (and what is not available) through this publication scheme in relation to each class
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published.

2. Availability and formats

The information we publish through this publication scheme is, wherever possible, available on our website (<http://www.sssc.uk.com>), or by following the links below. We offer alternative arrangements for people who cannot reasonably access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this), or in an alternative electronic format, on request.

3. Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that we cannot publish and is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret),

we may withhold the information or provide a redacted version for publication, but we will explain why.

4. Copyright and reuse

Most of the information that we provide through this publication scheme is subject to copyright protection. In most cases the Scottish Social Services Council will own the copyright. This means that the information should not be copied or re-used without the explicit permission of the Scottish Social Services Council.

You are free to use any information supplied for your own non-commercial research or private study purposes. The information may also be used for any other purpose allowed by a limitation or exception in copyright law, such as news reporting. However, any other type of re-use, for example by publishing the information in analogue or digital form, including on the internet, will require the permission of the copyright owner.

For information where the Scottish Social Services Council owns the copyright, details of the conditions on re-use are on our website at <https://www.sssc.uk.com/the-scottish-social-services-council/freedom-of-information>

Another person or organisation may own the information, and where possible the copyright owner will clearly indicate this on the information itself and you must apply to the copyright owner to obtain their permission to copy or reuse. In cases where the copyright owner is unclear, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

5. Charges

This section explains when we may make a charge for our publications and how we calculate any charge.

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, for access to some registers. Currently, no statutory fees apply.

We may charge for providing information to you eg photocopying, removeable storage devices, postage and packaging and other costs associated with supplying information. However, we will charge you no more than it costs us to supply the information to you. We will always tell you what the cost is before providing the information.

Our photocopying charge per sheet of paper is in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A1	10p	20p
A2	10p	20p
A3	10p	20p
A4	10p	20p
A5	10p	20p

We will charge information provided on CD-ROM (or other removeable storage device) at 50p per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Please note that this charging schedule does not apply to any commercial publications (see Class 8 below) we may publish. Currently there are no commercially available publications.

6. Contact us

You can contact us for assistance with any aspect of this publication scheme:

Information Governance
Scottish Social Services Council
Compass House
11 Riverside Drive
Dundee
DD1 4NY

Tel: 0345 60 30 891
Email: informationgovernance@sssc.uk.com
Website: www.sssc.uk.com

If you would like to ask for information that we do not publish under this publication scheme, you can find details of how to make a request under FOISA on our website <https://www.sssc.uk.com/the-scottish-social-services-council/freedom-of-information/>

We would also be pleased to advise you on how to complain if you are dissatisfied with any aspect of this publication scheme.

Once information is published under this publication scheme, we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to

us (under FOISA) for that information. Please see our website <https://www.sssc.uk.com/the-scottish-social-services-council/freedom-of-information/> for guidance on submitting a request.

7. The classes of information that we publish

7.1 We publish information that we hold within the following classes.

Class 1: About the SSSC

Information about the SSSC, who we are, where to find us, how to contact us, how we are managed and our external relations.

Class 2: How we deliver our functions and services

Information about our work, our strategies and policies for delivering our functions and services and information for our service users.

Class 3: How we take decisions and what we have decided

Information about the decisions we take, how we make decisions and how we involve others.

Class 4: What we spend and how we spend it

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has been spent).

Class 5: How we manage our human, physical and information resources

Information about how we manage our human, physical and information resources.

Class 6: How we procure goods and services from external providers

Information about how we procure goods and services and our contracts with external providers.

Class 7: How we are performing

Information about how we perform as an organisation and how well we deliver our functions and services.

Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet eg bookshop, museum or research journal.

Class 9: Our open data

The open data we make available as described by the Scottish Government's Open Data Strategy and Resource Pack, available under an open licence.

7.2 Class 1: About the SSSC

Information about the SSSC, who we are, where to find us, how to contact us, how we are managed and our external relations	
Description of information we publish	How to access it
About the SSSC	
Information about the SSSC's role as the regulator for the social work, social care and early years workforce in Scotland; our enabling legislation; our Strategic Plan, Strategies and Corporate Policies	About the SSSC
Links to related websites that focus on specific areas of SSSC work and to external websites of relevant organisations	Website
Information about our future proofing programme, and our vision for the future of SSSC registration.	Future Proofing Programme
Our contact details and contact forms, office address and opening hours	Contact us
Information about how to make a complaint to the SSSC, including our complaints handling procedure and our complaints performance	Make a complaint
Information about our committees, sub-committees and panels, and their responsibilities	Committees, sub-committees and panels
How we are managed	
Information about how the SSSC is run and held to account	Governance
General information about the Council, the Council Convener, our Council Members and the SSSC's Chief Executive Information about our committees, sub-committees and panels, and their responsibilities	Our people
Information about our committees, sub-committees and panels, and their responsibilities	Committees, sub-committees and panels
Information about how we manage risk	Strategic risk register
Information on our performance management	Assurance Reports presented to Audit and Assurance Committee – see Class 3
External relations	
The strategy sets out the SSSC's aims and objectives for communicating with its stakeholders	Communications Strategy 2021-2024
A variety of materials that relate to the work of the SSSC	SSSC Publications

Information about the SSSC's current consultations, previous consultations and our written responses to major external consultations	Consultations
Information on our latest news and press releases , upcoming events (including Council meetings, seminars and forums) and our media centre	News and events
Our monthly e-newsletters, and details of how to subscribe and unsubscribe	Newsletters

7.3 Class 2: How the SSSC delivers its functions and services

Information about our work, our strategies and policies and information for registrants on the work we do	
Description of information we publish	How to access it
SSSC Strategic Plan, Strategies and Corporate Policies	
Our Strategic Plan, Strategies and Corporate Policies	About the SSSC
Reports	
Our plan for putting Scotland's care experienced children, young people and adults at the heart of everything we do.	SSSC Realising Potential 2020-2023
The Children's Rights Report sets out our approach to putting Scotland's children and young people at the heart of everything we do.	Children's Rights Report 2020-2023
About Registration	
General information about registration with the SSSC, including:	Registration
<ul style="list-style-type: none"> Information about the different roles in social services that need to register with the SSSC, and timescales for registration 	Who can register?
<ul style="list-style-type: none"> Information about the benefits of registration with the SSSC 	What are the benefits of registration?
<ul style="list-style-type: none"> Information on how to apply for registration (with various checklists and guidance documents to assist with the registration process) 	How to apply to register
<ul style="list-style-type: none"> Information about the responsibilities of registered workers 	Codes of Practice for Social Service Workers and Employers
<ul style="list-style-type: none"> Information about the duties of employers and Higher Education Institutions 	Employer responsibilities
<ul style="list-style-type: none"> Information about payment of registration fees. 	Paying your fees
<ul style="list-style-type: none"> Frequently asked questions about registration 	Registration/MySSSC FAQs
<ul style="list-style-type: none"> Information about the CPL requirements that all registered social service workers must meet as a condition of re-registration with the SSSC. This 	Continuous Professional Learning (CPL)

includes information on the registration requirements for newly qualified social workers	
<ul style="list-style-type: none"> Information on qualifications and entry routes to working in the sector, and the main social service qualifications designed to meet SSSC registration requirements 	Qualifications
<ul style="list-style-type: none"> Information on how to search to check the registration status of social workers and social service workers. 	Register of Social Workers and Social Service Workers
About Fitness to Practise	
Information about our fitness to practise process:	Fitness to practise
<ul style="list-style-type: none"> Information about when a worker's fitness to practise may be impaired 	What is fitness to practise?
<ul style="list-style-type: none"> Guidance on how and when to make a complaint about a worker or someone applying to register (including guidance for survivors of child abuse while in care in Scotland) 	Raising a concern with us
<ul style="list-style-type: none"> Information about our investigation process, including current rules and decisions guidance and fact sheets 	Our investigation process
<ul style="list-style-type: none"> Information about Fitness to Practise Panel hearings, including upcoming impairment hearings 	Hearings
<ul style="list-style-type: none"> Information about decisions by both Fitness to Practise Panels and SSSC officers. This includes a search function where recent decisions can be viewed 	Decisions
<ul style="list-style-type: none"> Information about Temporary Orders which can be imposed on workers. This includes a search function showing the names of workers who currently have a Temporary Order imposed on their registration 	Temporary Orders
<ul style="list-style-type: none"> Sets out thresholds for investigation and case closure 	Fitness to Practise Thresholds Policy
<ul style="list-style-type: none"> The Fitness to Practise Rules set down how the SSSC will investigate and hold hearings when there is an allegation that a worker's fitness to practise is impaired 	Combined Fitness to Practise Rules 2021
<ul style="list-style-type: none"> This guidance helps decision makers (SSSC staff and Panels) reach fair and proportionate decisions, ensures consistency and transparency, and helps those going through the fitness to practise process understand how decisions are made 	Decisions Guidance for Fitness to Practise Panels and SSSC Staff
<ul style="list-style-type: none"> Sets out how we will communicate information about our fitness to practise cases, and what we will publish. 	Fitness to Practise Public Information Policy 2021

About Workforce, Education and Standards	
Highlights a range of resources available for workers and employers to support learning and development.	Supporting the workforce
Information about the CPL requirements that all registered social service workers must meet as a condition of re-registration with the SSSC. This includes information on the registration requirements for newly qualified social workers .	Continuous Professional Learning (CPL)
Information about our role in supporting workforce planning and development for the social service sector, including implications of Brexit on workers and employers.	Workforce planning
Information about learning and leadership development in the social service sector, including a link to our Step into Leadership website.	Leadership, improvement and continuous learning
Information about the digital learning team, which offers a wide range of learning resources and services to support workforce development in the sector.	Digital learning
Information about our SDS and integration team, and links to information on ' Dementia learning and Promoting Excellence ', ' Palliative and end of life care ' and ' Personal outcomes '	Self-directed support (SDS) and integration
Information about MHOs, the MHO award, MHO standards, and continuous professional learning for MHOs.	Mental Health Officers (MHOs)
Links to our dedicated website which provides information for all NQSWs, their employers, managers and supervisors	Newly qualified social workers (NQSWs)
Links to our Learning Zone website , which contains learning and support resources for workers, as well as a link to our Open Badges website	Learning Zone
Information for those interested in a career in social services on the different routes, jobs and skills needed	Careers and education
Provides links and resources for individuals interested in starting or developing their career in social services, as well as for employers to support recruitment	Getting started
Provides information about social service careers ambassadors	Careers ambassadors
Information on qualifications and entry routes to working in the sector, and the main social service qualifications designed to meet SSSC registration requirements. Includes information on recognition of prior learning	Qualifications

Information for individuals, employers and training providers about modern apprenticeships	Modern apprenticeships
Information for training providers on standards , quality assurance , Practice Learning Qualifications and the Review of Social Work Education	Information for providers
Website with tools and resources for workers, managers, strategic leaders, people who use services and carers to explore leadership	Step into Leadership
As an official statistics provider we publish data on the social service workforce in Scotland on our dedicated website	Workforce Data

7.4 Class 3: How the SSSC takes decisions and what it has decided

Information about the decisions we take, how we make decisions and how we involve others	
Description of information we publish	How to access it
Corporate governance	
Meeting papers for Council meetings held in 2022	Council Papers 2022
Meeting minutes from Council meetings held in 2022	Council Minutes 2022
Meeting papers for Council meetings held in 2021	Council Papers 2021
Meeting minutes from Council meetings held in 2021	Council Minutes 2021
Meeting papers for Council meetings held in 2020	Council Papers 2020
Meeting minutes from Council meetings held in 2020	Council Minutes 2020
Meeting papers for Audit & Assurance Committee meetings held in 2022.	Audit and Assurance Committee Papers 2022
Meeting minutes for Audit & Assurance Committee meetings held in 2022.	Audit and Assurance Committee Minutes 2022
Meeting papers for Audit & Assurance Committee meetings held in 2021.	Audit & Assurance Committee Papers 2021
Meeting minutes for Audit & Assurance Committee meetings held in 2021.	Audit & Assurance Committee Minutes 2021
Meeting papers for Audit & Assurance Committee meetings held in 2020.	Audit & Assurance Committee Papers 2020
Meeting minutes from Audit & Assurance Committee meetings held in 2020.	Audit & Assurance Committee Minutes 2020
Rules and Codes of Practice	
This document sets out the behaviours and values expected of social service workers and their employers.	Codes of Practice for Social Service Workers and Employers
This document details how the SSSC will investigate and hold hearings when there is an allegation that a worker's fitness to practise is impaired.	Combined Fitness to Practise Rules 2021
This document details how social service workers can join the Register of Social Service Workers and how the Register will operate.	Combined Registration Rules 2017

This document sets out the criteria for the approval of the degree and certain postgraduate courses for those who wish to become social workers and sets out the arrangements for the monitoring, reviewing and investigation of courses.	Social Work Training Rules
This document sets down the rules and requirements for approving specialist training courses for social service workers in Scotland.	Rules and Requirements for Specialist Training for Social Service Workers Scotland 2005
Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008.	Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008
How we involve others	
Information about the SSSC's current consultations, previous consultations and our written responses to major external consultations	Consultations

7.5 Class 4: What the SSSC spends and how it spends it

Information about our management of financial resources	
Description of information we publish	How to access it
Annual audited accounts published in the SSSC Annual Report.	SSSC Annual Reports and Accounts
Financial regulations of the SSSC.	SSSC Financial Regulations

7.6 Class 5: How the SSSC manages its human, physical and information resources

Information about how we manage the human, physical and information resources of the SSSC	
Description of information we publish	How to access it
Human Resources	
Summary of the details of the SSSC's policies on pay and conditions including flexible working, continuous service, annual leave and sickness entitlement.	Terms and conditions of service
Sets out the standards of professional conduct and practice expected from the staff of the SSSC.	Code of Conduct for SSSC employees
Details of the SSSC's policies and guidance that collectively establish HR procedures. These are available on request from the Communications team.	

Details of the SSSC's range of spinal column points for each post. These are available on request from the Communications Team	
Senior staff names and salaries.	Senior staff names and salaries
Information on recruitment, and working for the SSSC	Working at the SSSC
Information resources	
Information on records management, including Records Management Policy, Plan and Progress Update Review This is available on request from our Information Governance Team	
Information about data protection, including our privacy notice , our retention and disposal schedule , subject access requests and our data protection policy and information sharing	Data Protection
Details on how to make a request for information under the Freedom of Information (Scotland) Act 2002, including our FOI Guide to Information and FOI disclosure log This section also includes information on the reuse of public sector information (including our Statement of Public Task), and our inventory of information sharing agreements	Freedom of Information and re-use of public sector information
As an official statistics provider we publish data on the social service workforce in Scotland on our dedicated website	Workforce Data

7.7 Class 6: How the SSSC procures goods and services from external providers

Information about how the SSSC procures goods and services, and our contracts with external providers	
Description of information we publish	How to access it
Information on our procurement practices. This includes our 2020-2023 Procurement Strategy , Procurement Reports, conditions of contract, procurement practices (values and promotion of tenders); and supplier opportunities, guidance and support	Procurement
A link to the Public Contracts Scotland page that lists all invitations to tender (£50k and over for	Tenders

goods/services; £2m and over for works), including those made by the SSSC	
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7.8 Class 7: How the SSSC is performing

Information about how the SSSC performs as an organisation, and how well it delivers its functions and services	
Description of information we publish	How to access it
A summary of the work of the SSSC over the last 12 months. The Annual Report incorporates a statement of accounts for the year, and details our annual achievements in meeting our environmental targets	Annual report and accounts 2020-21
Annual audited accounts published in the SSSC Annual Report, from previous years	Annual reports and accounts (previous financial years)
Information on registration statistics	Key registration statistics
Information on fitness to practise statistics	Key Fitness to Practise statistics
The SSSC Equality Mainstreaming Report sets out how we continue to mainstream and promote equality, diversity and inclusion	Equality, Inclusion and Diversity Mainstreaming and Outcomes Report 2021-2025
Assurance reporting	Audit and Assurance Committee Papers 2022 Audit & Assurance Committee Papers 2021 Audit & Assurance Committee Papers 2020

7.9 Class 8: Our commercial publications

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet eg bookshop, museum or research journal	
Description of information we publish	How to access it
None at present	

7.10 Class 9: Our open data

Open data made available by the SSSC as described by the Scottish Government's Open Data Resource Pack and available under an open licence	
Description of information we publish	How to access it
The Plan sets out the SSSC's ambition to make data open and available for others to use and reuse, supporting requirements of the Re-use of Public Sector Information Regulations 2015	Open Data Publication Plan



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