

Council Calendar of Business 2022/23

Report/meeting dates	26 May 2022	25 Aug 2022	Oct 2022	24 Nov 2022	27 Feb 2023	March 2023
Quarterly reports						
Convener's Report	✓	✓		✓	✓	
Chief Executive's Report	✓	✓		✓	✓	
Audit and Assurance Committee Report (inc assurance report and minutes)	✓	✓		✓	✓	
Action Record	✓	✓		✓	✓	
Rewards Review Programme	✓	✓		✓	✓	
Annual reports						
Audit and Assurance Committee Annual Report (part of annual report and Accounts process)	✓					
Risk Register and Risk Appetite Statement (included in quarterly A & A committee report to Council)					✓	
People Strategy Report (includes HR Annual Report and agile working updates)					✓	
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 Annual Report					✓	
HR Interim Annual Report (see Feb meeting for annual report)		✓				

Annual Report and Accounts			√			
Draft Annual Report and Accounts		√				
Chief Executive Appraisal (Private Report)	√					
Draft Budget 2023/24					√	
Budget Setting 2023/24						√
Policies timetable – see appendix for any policies for Council						
All other items (<i>ad hoc or requested matters</i>)						
Fees review		√				
Consultation on Future Proofing Programme	√					
Review of opt in hearings				√		
Future Proofing Programme				√		
People Strategy Delivery Plan		√				
6-month update on agile working				√		

Appendix 1 Policy Timetable

Policy/Strategy etc name	Department	Owner	Hyperlink to Document	Date of Next Review	Approval by
Capability Policy and Procedure	HR	Director of Finance and Resources	Capability Policy and Procedure	2023 November	Council
Code of Conduct (Employees)	HR	Director of Finance and Resources	Code of Conduct (Employees)	2024 May	Council
Code of Corporate Governance Policy	Legal and Corporate Governance	Director of Finance and Resources	Code of Corporate Governance	2024 February	Council
Codes of Practice for Social Service Workers and Employers	Development and Innovation	Director of Development and Innovation	Codes of Practice for Social Service Workers and Employers	As required	Council
Communications Strategy	Strategic Communications	Director of Strategy and Performance	Communications Strategy	2024 May	Council
Corporate Health and Safety Policy	Estates	Head of Shared Services	Corporate Health and Safety Policy	2022 February	Council
Criteria and Principles for Assessing Qualifications Sector Guidance	Development and Innovation	Director of Development and Innovation	Criteria and Principles for Assessing Qualifications Guidance	As required	Council
Data Protection Policy	Legal and Corporate Governance	Director of Finance and Resources	Data Protection Policy	2024 November	Council
Digital Strategy	Digital	Director of Strategy and Performance	Digital Strategy 2021-2024	2024 May	Council
Dignity at Work Policy and Procedure	HR	Director of Finance and Resources	Dignity at Work Policy	2022 July	Council
Disciplinary Policy	HR	Director of Finance and Resources	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
Grievance Policy and Procedure	HR	Director of Finance and Resources	Grievance Policy	2024 August	Council
Health, Safety and Wellbeing Strategy	Estates	Director of Finance and Resources	NEW	2022 February	Council
People Strategy	HR	Director of Finance and Resources	People Strategy	2024 August	Council
Procurement Strategy	Finance	Director of Finance and Resources	Procurement Strategy 2020-2023	2023 March	Council
Records Management Policy	Legal and Corporate Governance	Director of Finance and Resources	Records Management Policy	2024 August	Council
Redeployment Policy	HR	Director of Finance and Resources	Redeployment Policy	2024 August	Council

Retirement and Redundancy/Retirement and Early Severance Policy	HR	Director of Finance and Resources	Retirement and Severance Policy	2024 November	Council
Risk Appetite Statement	Strategy and Performance	Director of Strategy and Performance	Risk Appetite Statement	2022 February	Council
Risk Policy	Strategy and Performance	Director of Strategy and Performance	Risk Policy	2023 January	Council
Rules - Combined Fitness to Practice Rules 2017	Fitness to Practise	Director of Regulation	The Combined Fitness to Practice Rules 2017	As required	Council
Rules - Combined Registration Rules 2017	Fitness to Practise	Director of Regulation	The Combined Registration Rules 2017	As required	Council
Rules - Fitness to practise (Amendment) Rules 2021	Fitness to Practise	Director of Regulation	Fitness to Practise (Amendment) Rules 2021	As required	Council
Rules - Registration (Amendment) Rules 2021	Fitness to Practise	Director of Regulation	Registration (Amendment) Rules 2021	As required	Council
Rules - Social Work Training Rules 2003	Development and Innovation	Director of Development and Innovation	Social Work Training Rules 2003	2021 January	Council (Approved January 2019)
Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008	Development and Innovation	Director of Development and Innovation	Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008	Currently under review - with Scot Gov for approval.	Council (Approved January 2019)
Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005	Development and Innovation	Director of Development and Innovation	Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005	Currently under review - with Scot Gov for approval.	Council (Approved January 2019)
SSSC Decision Guidance Policy	Fitness to Practise	Director of Regulation	Decisions Guidance	As required	Council
SSSC Fitness to Practise Public Information Policy	Strategic Communications	Director of Strategy and Performance	Fitness to Practise Public Information Policy	2021 September	Council
Thresholds Policy	Fitness to Practise	Director of Regulation	Fitness to Practise Thresholds Policy	As required	Council
Whistleblowing Policy	HR	Director of Finance and Resources	Whistleblowing Policy	2024 February	Council
Workforce Change	HR	Director of Finance and Resources	Workforce Change Policy	2024 August	Council
Counter Fraud and Corruption Framework Policy	Finance	Director of Finance and Resources	Counter Fraud and Corruption Framework	2024 May	Audit and Assurance Committee
Debt Management Policy	Finance	Director of Finance and Resources	Debt Management Policy	2022 February	Audit and Assurance Committee
Financial Regulations Policy	Finance	Director of Finance and Resources	Financial Regulations Policy	2022 February	Audit and Assurance Committee