

**Council Calendar of Business 2022/23**

Report/meeting dates	25 Aug 2022	Oct 2022	24 Nov 2022	27 Feb 2023	27 March 2023	25 May 2023
<b>Quarterly reports</b>						
Convener's Report	✓		✓	✓		✓
Chief Executive's Report	✓		✓	✓		✓
Audit and Assurance Committee Report (inc assurance report and minutes)	✓		✓	✓		✓
Action Record	✓		✓	✓		✓
Rewards Review Programme	✓		✓	✓		✓
<b>Annual reports</b>						
Audit and Assurance Committee Annual Report ( <i>part of Annual Report and Accounts process</i> )						✓
Risk Register and Risk Appetite Statement ( <i>included in quarterly A &amp; A committee report to Council</i> )				✓		
People Strategy Annual Report ( <i>includes HR Annual Report and agile working updates</i> )	✓					
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 ( <i>see Feb meeting for annual report</i> )				✓		
Annual Report and Accounts		✓				
Draft Annual Report and Accounts	✓					
Chief Executive Appraisal (Private Report)						✓
Draft Budget 2023/24				✓		
Budget Setting 2023/24					✓	
<b>Policies timetable – see appendix for any policies for Council</b>						
<b>All other items (<i>ad hoc or requested matters</i>)</b>						
Consultation on Future Proofing Programme						
Review of opt in hearings			✓			
Future Proofing Programme			✓			
People Strategy Delivery Plan	✓					
6-month update on agile working			✓			
Accommodation		✓				
Private meeting with Minister				✓		

### Appendix 1 Policy and Strategy Timetable

Policy/Strategy etc name	Department	Owner	Hyperlink to Document	Date of Next Review	Approval by
Agile Working Policy	HR	Director of Finance and Resources	Hyperlink to be added once policy approved	2025 August	Council
Business Continuity Policy	Performance and Improvement	Director of Strategy and Performance	Hyperlink to be added once policy approved	2025 August	Council
Capability Policy and Procedure	HR	Director of Finance and Resources	<a href="#">Capability Policy and Procedure</a>	2023 November	Council
Code of Conduct (Employees)	HR	Director of Finance and Resources	<a href="#">Code of Conduct (Employees)</a>	2024 May	Council
Code of Conduct for Members of SSSC	Legal and Corporate Governance	Director of Finance and Resources	<a href="#">Code of Conduct for Members of the SSSC</a>	2025 February	Council
Code of Corporate Governance Policy	Legal and Corporate Governance	Director of Finance and Resources	<a href="#">Code of Corporate Governance</a>	2025 February	Council
* Codes of Practice for Social Service Workers and Employers	Development and Innovation	Director of Development and Innovation	<a href="#">Codes of Practice for Social Service Workers and Employers</a>	2024 April	Council
Communications Strategy	Strategic Communications	Director of Strategy and Performance	<a href="#">Communications Strategy</a>	2024 May	Council
Corporate Health and Safety Policy	Estates, Health and Safety	Director of Finance and Resources	<a href="#">Corporate Health and Safety Policy</a>	2022 August	Council
Criteria and Principles for Assessing Qualifications Sector Guidance	Development and Innovation	Director of Development and Innovation	<a href="#">Criteria and Principles for Assessing Qualifications Guidance</a>	2023/24	Council
Data Protection Policy	Legal and Corporate Governance	Director of Finance and Resources	<a href="#">Data Protection Policy</a>	2024 November	Council
Digital Strategy	Digital	Director of Strategy and Performance	<a href="#">Digital Strategy 2021-2024</a>	2024 May	Council
**Dignity at Work Policy and Procedure	HR	Director of Finance and Resources	<a href="#">Dignity at Work Policy</a>	2022 November	Council
Disciplinary Policy	HR	Director of Finance and Resources	<a href="#">Disciplinary Policy</a>	2024 February	Council
Equality, Diversity and Inclusion Policy	Performance and Improvement	Director of Strategy and Performance	<a href="#">Equality, Diversity and Inclusion Policy 2020</a>	2023 August	Council
Family Friendly Policy	HR	Director of Finance and Resources	Hyperlink to be added once policy approved	2025 August	Council
Grievance Policy and Procedure	HR	Director of Finance and Resources	<a href="#">Grievance Policy</a>	2024 August	Council

\* Currently under review with an anticipated review date of April 2024

\*\* Those policies, procedures or guidance were due for review for August Council but have been delayed to November Council due to HR capacity and the demands of the Rewards Review.

\*\*\* This policy to be incorporated into the Future Proofing Programme

People Strategy	HR	Director of Finance and Resources	<a href="#">People Strategy</a>	2024 August	Council
Procurement Strategy	Finance	Director of Finance and Resources	<a href="#">Procurement Strategy 2020-2023</a>	2023 February	Council
Records Management Policy	Legal and Corporate Governance	Director of Finance and Resources	<a href="#">Records Management Policy</a>	2024 August	Council
Redeployment Policy	HR	Director of Finance and Resources	<a href="#">Redeployment Policy</a>	2024 August	Council
Retirement and Redundancy/Retirement and Early Severance Policy	HR	Director of Finance and Resources	<a href="#">Retirement and Severance Policy</a>	2024 November	Council
Risk Appetite Statement	Strategy and Performance	Director of Strategy and Performance	<a href="#">Risk Appetite Statement</a>	2023 February	Council
Risk Policy	Strategy and Performance	Director of Strategy and Performance	<a href="#">Risk Policy</a>	2023 February	Council
SSSC Decision Guidance Policy	Fitness to Practise	Director of Regulation	<a href="#">Decisions Guidance</a>	As required	Council
*** SSSC Fitness to Practise Public Information Policy	Strategic Communications	Director of Strategy and Performance	<a href="#">Fitness to Practise Public Information Policy</a>	2021 September	Council
Thresholds Policy	Fitness to Practise	Director of Regulation	<a href="#">Fitness to Practise Thresholds Policy</a>	As required	Council
Whistleblowing Policy	HR	Director of Finance and Resources	<a href="#">Whistleblowing Policy</a>	2024 February	Council
Workforce Change	HR	Director of Finance and Resources	<a href="#">Workforce Change Policy</a>	2024 August	Council
** Youth Employment Strategy	HR	Director of Finance and Resources	<a href="#">Youth Employment Strategy</a>	2022 November	Council
Counter Fraud and Corruption Framework Policy	Finance	Director of Finance and Resources	<a href="#">Counter Fraud and Corruption Framework</a>	2023 May	Audit and Assurance Committee
Debt Management Policy	Finance	Director of Finance and Resources	<a href="#">Debt Management Policy</a>	2023 February	Audit and Assurance Committee
Financial Regulations Policy	Finance	Director of Finance and Resources	<a href="#">Financial Regulations Policy</a>	2023 February	Audit and Assurance Committee

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