

Council Calendar of Business 2022/23

Report/meeting dates	Oct 2022	24 Nov 2022	27 Feb 2023	March 2023	May 2023	Aug 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			✓			

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HR Interim Annual Report (<i>see Feb meeting for annual report</i>)						√
Health and Safety 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						√
Future Proofing Programme		√				
People Strategy Delivery Plan						√
6-month update on agile working					√	

Policy Timetable

Policy/Strategy etc name	Department	Owner	Hyperlink to Document	Date of Next Review	Approval by
Agile Working Policy	Health and Safety	Director of Finance and Resources	Agile Working Policy	2023 August	Council
Business Continuity Policy	Performance and Improvement	Director of Strategy and Performance	Business Continuity Policy	2025 August	Council
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 Conduct for Members of SSSC	Legal and Corporate Governance	Director of Finance and Resources	Code of Conduct for members of the SSSC	2025 February	Scottish Government and agreed by Council
Code of Corporate Governance	Legal and Corporate Governance	Director of Finance and Resources	Code of Corporate Governance	2025 February	Council
Codes of Practice for Social Service Workers and Employers	Workforce, Education and Standards	Director of Workforce, Education and Standards	Codes of Practice for Social Service Workers and Employers	2024 April	Council
Communications Strategy 2021-2023	Strategic Communications	Director of Strategy and Performance	Communications Strategy	2024 May	Council
Corporate Health and Safety Policy	Estates, Health and Safety	Director of Finance and Resources	Corporate Health and Safety Policy	2025 August	Council
Counter Fraud and Corruption Framework Policy	Finance	Director of Finance and Resources	Counter Fraud, Bribery and Corruption Framework 2022	2023 May	Audit and Assurance Committee
Criteria and Principles for Assessing Qualifications Sector Guidance	Workforce, Education and Standards	Director of Workforce, Education and Standards	Criteria and Principles for Assessing Qualifications Guidance	2023/24	Council
Data Protection Policy	Legal and Corporate Governance	Director of Finance and Resources	Data Protection Policy	2024 November	Council
Debt Management Policy	Finance	Director of Finance and Resources	Debt Management Policy	2023 February	Audit and Assurance Committee
Digital Strategy 2021-2024	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 November	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

Policy/Strategy etc name	Department	Owner	Hyperlink to Document	Date of Next Review	Approval by
Family Friendly Policy	HR	Director of Finance and Resources	Family Friendly Policy	2025 August	Council
Financial Regulations Policy	Finance	Director of Finance and Resources	Financial Regulations	2023 February	Audit and Assurance Committee
Financial Strategy	Finance	Director of Finance and Resources	Financial Strategy 2019/20 to 2025/26	2025 June	Council
Grievance Policy and Procedure	HR	Director of Finance and Resources	Grievance Policy	2024 August	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 February	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 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 2022-23	2023 February	Council
Risk Policy	Strategy and Performance	Director of Strategy and Performance	Risk Policy	2023 January	Council
SSSC Decision Guidance Policy	Fitness to Practise	Director of Regulation	Decisions Guidance	As required	Council
SSSC Fitness to Practise 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 Policy	HR	Director of Finance and Resources	Workforce Change Policy	2024 August	Council
Youth Employment Strategy	HR	Director of Finance and Resources	Youth Employment Strategy	Remove subject to Council approval	Council