

Council Calendar of Business 2023/24 and 2024/25

Report/meeting dates	26 Feb 2024	25 March 2024 (Budget)	23 May 2024	22 August 2024	29 October 2024 (ARA)	21 Nov 2024
Quarterly reports						
Convener's Report	✓		✓	✓		✓
Chief Executive's Report	✓		✓	✓		✓
Audit and Assurance Committee Report (<i>inc assurance report, risk register and link to minutes</i>)	✓		✓	✓		✓
Action Record	✓		✓	✓		✓
Annual reports						
Audit and Assurance Committee Annual Report (<i>part of Annual Report and Accounts process</i>)			✓			
Risk Register and Risk Appetite Statement	✓					
People Strategy Annual Report (<i>include staff survey results, 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				✓		
Corporate Governance Review (including Effectiveness of Council review)			✓			
Annual Health and Safety report				✓		
Annual Report and Accounts					✓	✓
Draft Annual Report and Accounts				✓		

Report/meeting dates	26 Feb 2024	25 March 2024 (Budget)	23 May 2024	22 August 2024	29 October 2024 (ARA)	21 Nov 2024
Chief Executive Appraisal (Private Report)			√			
Draft Budget 2024/25	√					
Budget Setting 2024/25		√				
Counter Fraud Framework Annual Report			√			
Policies approval – see appendix below for dates that policies will be presented to Council	√		√	√		
All other items (ad hoc or requested matters)						
Fees review	√					
Future Proofing Programme (<i>various matters as necessary</i>)	√					
Codes of Practice	√					
Qualifications for Adult Social Care - timescale	√					
People Strategy Delivery Plan						
United Nations Convention on Rights of a Child		√				
Care Experienced Report		√				
Procurement Strategy						
Appointment of Panel Memme	√		√			
Code of Conduct (Employees)			√			
Digital Strategy			√			
Disposal of urgent business – CEx retiral	√					

Policy Timetable

Policy/Strategy etc name	Owner	Hyperlink to Document	Date of Last Review	Date of Next Review	Approval by
Agile Working Policy	Director of Workforce Education and Standards	Agile Working Policy	2023 August	2026 August	Council
Business Continuity Policy	Director of Strategy and Performance	Business Continuity Policy	2022 August	2025 August	Council
Code of Conduct (Employees)	Director of Workforce Education and Standards	Code of Conduct (Employees)	2021 May	2024 May	Council
Code of Conduct for Members of SSSC	Director of Finance and Resources	Code of Conduct for members of the SSSC	2022 February	2025 February	Scottish Government and agreed by Council
Code of Corporate Governance	Director of Regulation	Code of Corporate Governance	2023 February	2026 February	Council
Codes of Practice for Social Service Workers and Employers	Director of Workforce, Education and Standards	Codes of Practice for Social Service Workers and Employers	2016 August	2024 April	Council
Communications Strategy 2021-2024	Director of Strategy and Performance	Communications Strategy 2021-2024	2021 May	2024 May	Council
Corporate Health and Safety Policy	Director of Strategy and Performance	Corporate Health and Safety Policy	2026 August	2026 February	Council
Criteria and Principles for Assessing Qualifications Sector Guidance	Director of Workforce, Education and Standards	Criteria and Principles for Assessing Qualifications Guidance	N/A	2023/24	Council
Data Protection Policy	Director of Regulation	Data Protection Policy		2024 November	Council
Digital Strategy 2021-2024	Director of Strategy and Performance	Digital Strategy 2021-2024	2021 May	2024 May	Council
Dignity at Work Policy	Director of Workforce Education and Standards	Dignity at Work Policy	2022 November	2025 November	Council
Disciplinary Policy	Director of Workforce Education and Standards	Disciplinary Policy	2021 February	2024 February	Council
Equality, Diversity and Inclusion Policy	Director of Strategy and Performance	Equality Diversity and Inclusion Policy	2026 August	2026 August	Council
Family Friendly Policy	Director of Workforce Education and Standards	Family Friendly Policy	2022 August	2025 August	Council
Financial Strategy	Acting Chief Executive	Financial Strategy 2023-2026	2023 February	2026 February	Council

Fitness to Practise Thresholds Policy	Director of Regulation	Fitness to Practise Thresholds Policy	2022 March	As required	Council
Grievance Policy and Procedure	Director of Workforce Education and Standards	Grievance Policy	2021 August	2024 August	Council
People Strategy	Director of Workforce Education and Standards	People Strategy	2021 August	2024 August	Council
Procurement Strategy	Acting Chief Executive	Procurement Strategy 2023-2026	2023 February	2026 February	Council
Records Management Policy	Director of Regulation	Records Management Policy	2021 August	2024 August	Council
Redeployment Policy	Director of Workforce Education and Standards	Redeployment Policy	2021 August	2024 August	Council
Retirement and Severance Policy	Director of Workforce Education and Standards	Retirement and Severance Policy	2021 November	2024 November	Council
Risk Appetite Statement	Director of Strategy and Performance	Risk Appetite Statement 2023-24	2023 February	2024 February	Council
Risk Management Policy	Director of Strategy and Performance	Risk Management Policy Feb 2023	2023 February	2025 February	Council
SSSC Decision Guidance Policy	Director of Regulation	Decisions Guidance	2016 August	As required	Council
Whistleblowing Policy	Director of Workforce Education and Standards	Whistleblowing Policy	2021 February	2024 February	Council
Work Performance Policy	Director of Workforce Education and Standards	Work Performance Policy	2023 November	2026 October	Council
Workforce Change Policy	Director of Workforce Education and Standards	Workforce Change Policy	2021 August	2024 August	Council