

SCOTTISH SOCIAL SERVICES COUNCIL
**PUBLIC SERVICES REFORM (SCOTLAND) ACT 2010
DUTIES ON PUBLIC BODIES TO PROVIDE INFORMATION**
1. Public Relations expenditure 2014/15

Category	Amount £	TOTAL £
In-house Staff (salary, pension & NICs)		151,496
IT Consultant		
Other PR	153,356	153,356
TOTAL	153,356	304,852

Analysis of “Consultant and Other PR”

Expenditure Heading	Amount (£)	Description of Expenditure
Digital communications	74,446	Web development, subscriptions for Surveymonkey.com, SSSC Care Accolades and Flickr Pro
External events	6,268	Attendance at training events, exhibition stands at events
Media relations	11,785	Newspaper Licensing Authority, press cuttings services and newspapers
Promotional events	35,296	Information materials, Care Accolades, employer engagement events and promoting codes of practice
Publications & printing	25,561	Design, print, postage and distribution of SSSC Career booklet and materials for Care Accolades, Registration Review and other events.
TOTAL (Consultant & Other PR)	153,356	

We also received income totalling £12.5k for sponsorship of the Care Accolades 2014/15.

2. Overseas Travel Expenditure 2014/15

Post Title	Travel Dates	Country	Event	Accom. £	Flight £	Travel and Subsistence £	Event £	Reimbursed* £	Total £
Senior Adviser, Workforce Development and Planning	23/06/2014 - 27/06/2014	San Diego, USA	Mobile Learning Conference	483	1,156				1,639
Senior Adviser, Workforce Development and Planning	06/07/2014 - 09/07/204	Rome, Italy	ESSN Conference **	362	324				686
Adviser, Workforce Development and Planning	21/05/2014 - 22/05/2014	Brussels	ESCO meetings ***	134	341			(303)	172
Adviser, Workforce Development and Planning	27/08/2014 - 28/08/2014	Brussels	ESCO meetings ***	73	391	11		(322)	153
Adviser, Workforce Development and Planning	19/10/2014 - 20/10/2014	Brussels	ESCO meetings ***		438	8		(352)	94
Adviser, Workforce Development and Planning	17/12/2014 - 18/12/2014	Brussels	ESCO meetings ***	106				(86)	20
Adviser,	27/01/2015 -	Brussels	ESCO meetings	83	446	14		(435)	108

Workforce Development and Planning	28/01/2015		***						
Workforce Development and Planning Manager & Director of Sector Development	23/05/2014 - 02/06/2014	Canada	CLEAR Conference ****	758	2,468	170		(1,742)	1,654
Director of Sector Development	23/10/2014 - 31/10/2014	Canada	Canadian Network of National Associations of Regulators	993	1,040	293			2,326
Director of Sector Development	27/06/2014 - 14/07/2014	Australia	International Federation of Social Workers	376	1,856	872	556		3,660
Director of Sector Development	28/06/2014 - 02/07/2014	New Zealand	Careerforce New Zealand	168	124	5			297
Total				3,536	8,584	1,373	556	(3,240)	10,809

*Reimbursement was received from the European Commission (EC) in respect of flight costs incurred to attend the European Skills, Competences and Occupations (ESCO) Reference Group.

**ESSN – Education Support South Network

***ESCO – European Skills, Competences and Occupations Reference Group

****CLEAR – Council on Licensure, Enforcement and Regulation

3. Hospitality and Entertainment Expenditure 2014/15

Category	Cost Expenditure £
Catering for internal meetings and events	4,262
Catering for meetings with external attendees	52,350
Catering for training and developments events	4,993
Catering for conduct hearings	15,913
Total	77,518

Assumption:

When there is a day delegate rate which cannot be separated into room hire and food etc. and the full cost is included in the above.

4. Consultancy Expenditure 2014/15

The expenditure detailed below satisfied the three part test that determines whether a service is defined as consultancy as per Scottish Government's Scottish Procurement Directorate.

Details	Financial £	General Business Management £	Total £
BDO LLP - Tax Services	2,623		2,623
Beamans Limited – Consultancy services for JEGS		10,452	10,452
Taylor Clarke Partnership Limited - Organisational capability review work		10,000	10,000
Grand Total	2,623	20,452	23,075

5. Single payments over £25,000

There were 39 payments over £25,000 totalling £4,683,182:

Payment Date	Supplier	Subject matter	Payment amount (£)
30-APR-14	Provista UK Limited	ICT services	49,932
01-MAY-14	Scottish Ministers Dundee 4 EZ Property Syndicate	Rent	28,740
21-MAY-14	Glasgow Caledonian University	Practice learning fees	120,343
21-MAY-14	Open University	Practice learning fees	97,488
21-MAY-14	Robert Gordon University	Practice learning fees	289,565
21-MAY-14	University Of Dundee	Practice learning fees	187,545
21-MAY-14	University Of Edinburgh	Practice learning fees	97,483
21-MAY-14	University Of Stirling	Practice learning fees	68,333
21-MAY-14	University Of Strathclyde	Practice learning fees	91,400
21-MAY-14	University of the West of Scotland	Practice learning fees	102,799
18-JUN-14	Glasgow Caledonian University	Practice learning funding	132,814

18-JUN-14	Open University	Practice learning funding	115,083
18-JUN-14	Robert Gordon University	Practice learning funding	255,140
18-JUN-14	University Of Dundee	Practice learning funding	174,936
18-JUN-14	University Of Edinburgh	Practice learning funding	124,996
18-JUN-14	University Of Stirling	Practice learning funding	81,367
18-JUN-14	University Of Strathclyde	Practice learning funding	102,990
18-JUN-14	University of the West of Scotland	Practice learning funding	95,253
15-JUL-14	Equiniti ICS Ltd	SSSC operating system	38,793
15-JUL-14	Equiniti ICS Ltd	SSSC operating system	38,793
16-SEP-14	Equiniti ICS Ltd	SSSC operating system	38,793
16-OCT-14	University Of Edinburgh	Tuition fees	167,335
21-OCT-14	Glasgow Caledonian University	Tuition fees	157,090
22-OCT-14	University Of Strathclyde	Tuition fees	126,355
23-OCT-14	Robert Gordon University	Tuition fees	190,400
31-OCT-14	University Of Dundee	Tuition fees	150,260
19-NOV-14	Care Inspectorate	Shared services charges	493,839
24-NOV-14	NHS Education for Scotland	Subscription	26,000

25-NOV-14	Play Training Ltd	Disbursement of funding	34,391
12-DEC-14	Equiniti ICS Ltd	SSSC operating system	38,793
23-JAN-15	University Of Stirling	Tuition fees	153,675
27-MAR-15	Cactus Interactive	Electronic tools	25,200
27-MAR-15	Cactus Interactive	Electronic tools	50,000
30-MAR-15	Care Inspectorate	Shared services charges	501,123
31-MAR-15	Axis Scotland Limited	Office refurbishment	33,562
31-MAR-15	Scottish Government	Office rent	56,624
31-MAR-15	Scottish Government	Office rent	56,624
31-MAR-15	Scottish Government	Office rent	56,624
31-MAR-15	Webroster Limited	Electronic tools	32,700

6. Cumulative payments over £25,000

There were 34 suppliers where cumulative payments exceeded £25k. Fourteen of these, noted under the 'Comments' column below also appear on the single payment list above. The total expenditure for these suppliers includes the single payments exceeding £25k listed above.

No. of payments	Supplier	Subject matter	Accumulative total (£)	Comments
10	Anderson Strathern WS	Legal services	25,250	
60	APS Group (Scotland) Limited	Design, print, publication & associated Services	149,509	
13	Balfour and Manson Solicitors	Legal services	94,667	
12	Brodies	Legal services	74,701	
12	Cactus Interactive	Electronic tools	337,590	
26	Canon UK Limited	Business equipment & copy charges	46,972	
9	Capita Travel and Events Limited	Travel services	34,747	
12	Childcare Vouchers Limited	Childcare voucher services	28,776	
13	Disclosure Scotland	Disclosure checks	62,160	
11	Equiniti ICS Ltd	SSSC operating system	416,391	Incl.in>25k
20	Expotel	Travel services	79,007	
7	Glasgow Caledonian University	Tuition fees/Practice Learning	484,127	Incl.in>25k

		fees/funding/professional fees		
13	JP Morgan Europe Limited	Government purchasing cards	133,013	
2	NHS Education for Scotland	Professional fees	33,000	Incl.in>25k
3	Open University	Practice Learning fees/funding	230,571	Incl.in>25k
39	Pertemps Ventures	Agency staff	86,797	
2	Perth and Kinross Council	Staff Secondment	32,348	
3	Play Training Ltd	Funding disbursement	73,881	Incl.in>25k
2	Provista UK Limited	ICT services	50,832	Incl.in>25k
6	Pulsion Technology Limited	Internet development	73,086	
11	Robert Gordon University	Tuition fees/Practice Learning fees/funding	756,218	Incl.in>25k
1	Scottish Ministers Dundee 4 EZ Property Syndicate	Rent	28,740	Incl.in>25k
5	Scott-Moncrieff	Internal auditors	27,622	
8	Senator International Limited	Furniture	31,367	
12	Simpson and Marwick WS Solicitors	Legal services	127,274	
5	Care Inspectorate	Shared services charges	515,202	Incl.in>25k
3	Taylor Clarke Partnership Limited	Professional fees	27,424	
5	University Of Dundee	Tuition fees/Practice Learning fees/funding	534,156	Incl.in>25k

14	University Of Edinburgh	Tuition fees/Practice Learning fees/funding	442,943	Incl.in>25k
16	University Of Stirling	Tuition fees/Practice Learning fees/funding	368,370	Incl.in>25k
8	University Of Strathclyde	Tuition fees/Practice Learning fees/funding	340,104	Incl.in>25k
3	University of the West of Scotland	Tuition fees/Practice Learning fees/funding	216,052	Incl.in>25k
54	Whistle Scotland Limited	Postages	64,366	
12	Wright, Johnston & MacKenzie LLP	Legal services	90,734	

7. Government Procurement Card (GPC) Payments over £500

There were 94 payments in excess of £500 to suppliers for purchases made using GPC.

Payment date	Supplier	Subject matter	Payment amount (£)
03/04/2014	OFFICE DEPOT	Stationery	948
03/04/2014	OFFICE DEPOT	Stationery	933
24/04/2014	ASPECT SIGNS AND ENGRAVING	Awards	844
24/04/2014	ACADEMY CLASS LIMITED	Training	586
30/05/2014	URRVALLEY HOTEL	Catering	977
08/05/2014	OFFICE DEPOT	Stationery	872
08/05/2014	OFFICE DEPOT	Stationery	810
30/05/2014	OFFICE DEPOT	Stationery	583
13/05/2014	EMIRATES	Travel – overseas – 1 employee – 26.06.14 to 13.07.14	1769
22/05/2014	BUYA .COM	Gifts	506
07/05/2014	ICE RINK CLUB	Venue hire & catering	600
09/05/2014	WWW.PMGLTD.CO.UK	Training	924
23/05/2014	WESTMINSTER FORUM	Training	504
13.06.2014	OFFICE DEPOT	Stationery	608
12.06.2014	WALDRON SMITH MANAGEMENT	Training	556
11.06.2014	ARNOLDS CATERING	Catering	863
06.06.2014	OFFICE DEPOT	Stationery	797
07.07.2014	OFFICE DEPOT	Stationery	511
11.07.2014	OFFICE DEPOT	Stationery	502
21.07.2014	OFFICE DEPOT	Stationery	911
29.07.2014	OFFICE DEPOT	Stationery	723
06.08.2014	EDINBURGH TRAINING CENTRE	Venue hire	594

22.08.2014	WWW.PMGLTD.CO.UK	Training	816
29.08.2014	SCOTTISH YOUTH THEATRE	Venue hire & catering	755
01.09.2014	BRITISH AIRWAYS	Travel – overseas – 1 employee – 23.10.14 to 31.10.14	878
02.09.2014	GOVERNMENT KNOWLEGDE	Training	504
04.09.2014	GOVERNMENT KNOWLEDGE	Training	504
05.09.2014	EDINBURGH TRAINING CENTRE	Venue hire	630
08.09.2014	OFFICE DEPOT	Stationery	990
09.09.2014	STIRLING HIGHLAND	Venue hire & catering	555
10.09.2014	STIRLING HIGHLAND	Venue hire & catering	740
12.09.2014	OFFICE DEPOT	Stationery	908
17.09.2014	IET TEACHER BLDING	Venue hire & catering	607
18.09.2014	WWW.CIPD.CO.UK	Training	599
19.09.2014	WWW.CIPD.CO.UK	Training	599
24.09.2014	DISCOVERY POINT	Venue hire & catering	883
29.09.2014	EDINBURGH TRAINING CENTRE	Venue Hire	786
02.10.2014	JURYS INN GLASGOW	Venue hire & catering	619
03.10.2014	OFFICE DEPOT	Stationery	939
10.10.2014	OFFICE DEPOT	Stationery	630
14.10.2014	OFFICE DEPOT	Stationery	629
17.10.2014	OFFICE DEPOT	Stationery	531
24.10.2014	EB QUALITATIVE RESEARCH	Training	780
29.10.2014	EDINBURGH TRAINING CENTRE	Venue hire	594
30.10.2014	DOUBLE TREE BY HILTON	Accommodation – UK – 1 employee – 23.10.14 to 27.10.14	545
03.11.2014	STIRLING HIGHLAND	Venue hire & catering	545
03.11.2014	DISCOVERY POINT	Venue hire & catering	953
06.11.2014	EDINBURGH TRAINING CENTRE	Venue hire	586
14.11.2014	OFFICE DEPOT	Stationery	814

17.11.2014	STIRLING HIGHLAND	Venue hire & catering	510
18.11.2014	EDINBURGH TRAINING CENTRE	Venue hire	606
18.11.2014	EDINBURGH TRAINING CENTRE	Venue hire	588
19.11.2014	OFFICE DEPOT	Stationery	802
21.11.2014	STIRLING HIGHLAND	Venue hire & catering	725
26.11.2014	LIVE ACTIVE LEISURE LT	Venue hire & catering	860
26.11.2014	EDINBURGH TRAINING CENTRE	Venue hire	636
01.12.2014	QSR INTERNATIONAL	IT equipment	888
02.12.2014	QSR INTERNATIONAL	IT equipment	888
05.12.2014	THE QUEENS HOTEL	Venue hire & catering	505
09.12.2014	EDINBURGH TRAINING CENTRE	Venue hire	852
10.12.2014	CRICHTON DEVELOPMENT	Venue hire & catering	905
10.12.2014	EDINBURGH TRAINING CENTRE	Venue hire	594
10.12.2014	OFFICE DEPOT	Stationery	683
12.12.2014	BELBIN ASSOCIATES	Training	678
15.12.2014	EDINBURGH TRAINING CENTRE	Venue hire	750
15.12.2014	LIVE ACTIVE LEISURE LT	Venue hire & catering	721
16.12.2014	OFFICE DEPOT	Stationery	667
22.12.2014	IET TEACHER BLDING	Venue hire & catering	689
31.12.2014	OFFICE DEPOT	Stationery	601
13.01.2015	OFFICE DEPOT	Stationery	925
14.01.2015	EDINBURGH TRAINING CENTRE	Venue hire	834
21.01.2015	EDINBURGH TRAINING CENTRE	Venue hire	875
21.01.2015	STIRLING HIGHLAND	Venue hire & catering	525
23.01.2015	COBBS AT ROSL	Venue hire & catering	788
03.02.2015	CIPD ENTERPRISES	Training	675
05.02.2015	WWW.PMGLTD.CO.UK	Training	594
06.02.2015	EDINBURGH TRAINING CENTRE	Venue hire	600
09.02.2015	BRITISH RED CROSS	Training	636

10.02.2015	MACKAY HANNAH	Training	575
17.02.2015	EDINBURGH TRAINING CENTRE	Venue hire	612
19.02.2015	GOVERNMENT KNOWLEDGE	Training	504
03.03.2015	OFFICE DEPOT	Stationery	708
05.03.2015	RADISSON BLU HOTEL	Venue hire	604
11.03.2015	EDINBURGH TRAINING CENTRE	Venue hire	516
11.03.2015	EDINBURGH CONFERENCE	Venue hire	1000
11.03.2015	LIVE ACTIVE LEISURE LT	Venue hire & catering	641
12.03.2015	PARK HOTEL	Venue hire & catering	604
13.03.2015	OFFICE DEPOT	Stationery	940
13.03.2015	APEX CITY QUAY HOTEL	Venue hire	500
19.03.2015	EDINBURGH TRAINING CENTRE	Venue hire & catering	294
23.03.2015	TRFSA THOMSONREUTERS	Publications	796
24.03.2015	Amazon UK Retail	Publications	510
25.03.2015	WWW.MISCO.CO.UK	IT peripherals	941
26.03.2015	BEST WESTERN BALGEDDIE	Venue hire & catering	638

8. Remuneration in Excess of £150k

No Council member or employee of the Scottish Social Services Council received remuneration in excess of £150k. Details of the remuneration of Council members and senior management are published in the Remuneration Report section of the Annual Report and Accounts. The Annual Report and Accounts of the Scottish Social Services Council are also available in this section of the website.

9. Statement on Sustainable Economic Growth

The Scottish Social Services Council (SSSC) is the regulator for the social service workforce in Scotland. Our work means the people of Scotland can count on social services being provided by a trusted, skilled and confident workforce.

We protect the public by registering social service workers, setting standards for their practice, conduct, training and education and by supporting their professional development. Where people fall below the standards of practice and conduct we can investigate and take action.

We:

- publish the national codes of practice for people working in social services and their employers
- register people working in social services and make sure they adhere to our codes of practice
- promote and regulate the learning and development of the social service workforce
- are the national lead for workforce development and planning for social services in Scotland.

The Climate Change (Scotland) Act 2009 sets high targets for Scotland to reduce carbon emissions by 80% in 2050. Public bodies are tasked to support this initiative by reducing their carbon emissions. During 2014-15 the SSSC worked towards implementing its Carbon Management Plan which incorporates specific targets that have been approved by the Carbon Trust. This includes areas such as energy consumption, business travel, sustainable procurement and our working environment.

The SSSC produced its first Carbon Management Plan in 2011, which is now reported on annually. The SSSC is located in Dundee but staff travel throughout Scotland, contributing to the travel emissions.

The SSSC continues to grow and as our remit is Scotland-wide, this has contributed to our increase in travel. We are holding an increasing number of Fitness to Practice hearings which have associated travel costs and many of our staff are travelling to provide training and events throughout Scotland. We also have a growing international reputation - in the last three years there has been an increased interest in our work from overseas and the SSSC has been invited to speak at events and meet decision makers in the USA, Canada, New Zealand and Australia. This aligns with the Scottish Government's vision of Scotland as a world leader.

10. STATEMENT ON EFFICIENCY, EFFECTIVENESS AND ECONOMY

The SSSC, as a growing organisation, must respond to the public sector expenditure pressures by seeking to minimise expenditure growth through efficiency gains. It is only through a commitment to efficiency that the SSSC will be able to instil the confidence necessary to secure the funding we require.

The SSSC has been set budget targets over the three years 2012-13 to 2014-15. These targets are based on a baseline of grant-in-aid for 2011-12 and equate to cuts of 9%, 2% and 2% over the three years. If the SSSC sets its budgets in line with the financial cuts profile (excluding exceptional items) then it will have met the efficiencies expectations over the three year period.

2014-15 Efficiency Assumptions

As with 2013-14 and in line with the Scottish Spending Review 2012-13 to 2014-15, the Sponsor reduced the Grant in Aid (GIA) available to the SSSC by £150k. The Sponsor also agreed to provide additional GIA for 2014-15 to fund the increased resources required to manage the increased Fitness to Practice caseloads and other activity associated with the expansion in the size and scope of the register.

There were a number of cost pressures that had to be absorbed within the overall available funding. This included the costs of staff increments (£88k) and the pay award for 2014-15 (£92k).

The increase in budget between 2012-13 and 2014-15 makes analysing efficiencies potentially difficult. However, the following paragraphs explain the key underpinning efficiencies associated with the increase in activity.

Overall impact of increase in activity

The number of people registering with the SSSC is increasing on a phased basis to the point where it is anticipated there will be 140,000 people registered with the SSSC by 2020. This compares to approximately 55,000 registrants in 2012-13 when the current baseline budget was set.

The outlook for future years is that the SSSC will continue to be a growing organisation until 2020, as the Register will grow substantially over this period. This projected growth in registration numbers and the nature of the workforce coming within the scope of registration are the most influential drivers of the SSSC's resource requirements and need to be reflected in both the SSSC's baseline budgets and efficiency targets.

The SSSC has worked with the Sponsor department over several years in estimating the impact of increasing numbers and changing types of Registrants on the staff and other costs directly involved in the maintenance of the Register. This has been achieved through the use of a registration resource model.

What has become increasingly apparent is the consequential impact this growth in the size and scope of the Register has on other parts of the organisation and most significantly on the fitness to practice and hearings functions.

Looking forward

The increase in the number of registered workers will require the SSSC to expand its workforce but there will be a clear requirement to demonstrate continued efficiencies before making demands on scarce public funding. Based on evidence so far, the Sequence system (our customer relationship and information management IT system) is anticipated to contribute to future efficiency gains and will be the subject of future reports to the Finance and Resources Committee.

The 2014-15 budget assumed that further investment in the Sequence system would deliver registration processing time efficiencies of 19.5% when the 2012-13 planning assumptions are applied to the 2014-15 registration numbers. This has reduced Registration staffing requirements by 15.5FTE based on previous efficiency assumptions and by 34FTE when compared to pre-Sequence planning assumptions. An updated Sequence benefits realisation report was reported to Council in 2014-15.

The SSSC is currently implementing a new payroll/HR system, Pulse, which is also expected to contribute towards future efficiency gains. This will also be the subject of future reports to the Resources Committee.