



ANNUAL REPORT AND ACCOUNTS
1 April 2010 – 31 March 2011

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The Accountable Officer authorised these financial statements for issue on 26 October 2011

1. CONVENER'S FOREWORD

High quality social care is dependent on a trained and trusted workforce. The public is ever more concerned about the standards of care their loved ones receive in their home and in care homes and services. That is why the regulation of the workforce is of such importance together with workforce development and planning. At the end of March 2011 there were over 45,000 social service workers on our Register, and over 198,000 workers in the sector as a whole. Registration means that a worker has the skills and training required to provide care and support to some of the most vulnerable people in our society.

As I look back at the last year at what we have achieved, I believe we are making significant progress towards our outcomes of making sure the workforce is made up of the right people with the right skills, that education and training providers deliver the right, high quality qualifications and people who use services are protected and receive effective services from safe and competent workers. In these difficult financial times training must remain a priority ensure a social service workforce able to meet the challenges ahead.

The SSSC has worked closely with the Care Commission and the Social Work Inspection Agency (SWIA) we look forward to continuing and strengthening that relationship with Social Care and Social Work Improvement Scotland (SCSWIS). The SSSC as the workforce regulator and SCSWIS as the service regulator have a shared aim of improving care services. The quality of the workforce is one of the most important factors in the standard of care and to people who use services, their carers, family and friends.

Leadership in the sector is vital - leadership to take difficult decisions and to further drive up standards. We are working to provide a strategy that will develop these leadership qualities and skills in every worker throughout the sector. We must ensure that everyone takes responsibility for the service that people receive and take action when it is not good enough.

Last year we removed 12 social service workers from the Register. This means that it has been found that their conduct makes them unsuitable to be registered social service workers. It is right that we do this to protect the public but if we put that in the context of over 45,000 registered workers we can see that the majority of Registrants are meeting the standards set out in the SSSC's Codes of Practice.

We will continue to take action against registrants when their conduct calls into question their suitability to be a social service worker. Of equal importance we will continue to provide resources to employers and workers to help them increase and build upon the skills of their workforce.

I have been a judge of the Care Accolades and attended the award ceremony so I am fully aware of the hard work, compassion, care, innovation and often humour that is happening every day in care services, people's homes and in communities.

To decide to pursue a career in social services is to make a decision to care for people. Caring for people with failing health, supporting those with multiple and complex difficulties, and meeting the diverse needs of children and young people is demanding. People enter the profession at different stages in their life from school leavers to people in their fifties. It is important that they can see all career paths and opportunities to develop – our workforce solutions portal does just that and we will continue to promote it so that workers recognise the wide range of opportunities in the sector.

This annual report sets out we are working to achieve our outcomes. You will see that we have succeeded in many areas but we will always challenge how we can do things better and more efficiently to make the best use of our resources.

I welcome your feedback on how we can do better so please get in touch to share your views.

A handwritten signature in black ink, appearing to read 'Garry Coutts', with a stylized flourish at the end.

Garry Coutts
Convener
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2. MANAGEMENT COMMENTARY

The accounts have been prepared in a form as directed by the Scottish Ministers in accordance with Schedule 2 of the Regulation of Care (Scotland) Act 2001.

ABOUT THE SCOTTISH SOCIAL SERVICES COUNCIL

The Scottish Social Services Council (SSSC) was established in October 2001 by the Regulation of Care (Scotland) Act. We are responsible for registering people who work in social services and regulating their education and training.

Our work will increase the protection of people who use services by ensuring that the workforce is properly trained, appropriately qualified and effectively regulated.

The SSSC's vision is a competent, confident and valued social service workforce.

Our aims:

- to protect people who use services
- to raise standards of practice
- to strengthen and support the professionalism of the workforce
- to improve the outcomes and experience of people who use social services.

To achieve our objectives we have a number of responsibilities:

- to set up registers of key groups of social service staff
- to publish Codes of Practice for all social service workers and their employers
- to regulate the training and education of the workforce

- to promote education and training
- to undertake the function of the sector skills council: Skills for Care and development, this includes workforce planning and development.

We will achieve this by:

- putting people who use services and carers at the heart of everything we do
- raising awareness of the work carried out by the social service workforce
- promoting the importance of education training and workforce development and wider initiative in the sector
- regulating and registering the social service sector
- being open, accessible and responsive
- working in partnership with our stakeholders.

THE DIFFERENCE WE WANT TO MAKE

We will ensure that:

People who use services are:

- confident in the skills of the people providing those services
- understand the standards that social service workers must meet.

Social Service workers are:

- confident in their skills and training
- have the opportunity to enhance their skills throughout their career
- proud to be part of registered profession.

Employers will:

- have information to help them plan for the future needs of people who use services and carers
- be confident in the skills of their workforce
- have a workforce with the right skills and the right training to meet the demands of today and tomorrow.

HOW THE SSSC CONTRIBUTES TO A SUCCESSFUL SCOTLAND

The SSSC roles of protecting people who use services, workforce planning and development and promoting the value of social service work enables us to make a significant contribution to delivering the Scottish Government's strategic objectives to create a wealthier and fairer, healthier, smarter, safer and stronger and a greener Scotland.

We will continue to work with our partners to ensure that we have a safe and skilled workforce that supports and protects people who use social services. The SSSC will contribute to a successful Scotland through our work which includes:

- promoting high quality social services through the Codes of Practice, the regulation of the workforce, high quality training and education and a culture of continuous learning
- registering and regulating the workforce to ensure that the public is confident in the knowledge, skills and values of the people providing social services
- enhancing the status of the sector so the brightest and the best will be attracted to a career in social work, social care and child care
- ensuring the education and training for social workers is relevant, rigorous and builds on the experience and expertise of the existing workforce, people who use services and carers and themes emerging from our conduct work
- providing employers with robust and reliable labour market information which helps them to understand the profile of the current workforce, identify gaps and trends, and forecast the type of workforce they will need in years to come
- working with employers, education and training providers to plan for and develop the future workforce
- ensuring effective systems are in place to deliver the priorities set out in the corporate plan by managing our finances to meet our statutory and policy commitments.

The outcomes that show we have achieved our aims and contribute to the Scottish Government's strategic objectives are:

1. The social service workforce is made up of the right people with the right skills to provide services that provide improved outcomes on a sustained basis as determined by people who use services.
2. People who use social services are respected and protected and receive high quality services from safe and competent workers.
3. Education and training providers deliver qualifications and learning opportunities that meet the needs of employers, learners, people who use services and carers.
4. The Codes of Practice for Social Service Workers and Employers ensure that workers, employers, people who use services and carers are clear about the standards that social service workers and their employers must meet.
5. The SSSC is an organisation that provides leadership and leads by example.

THE STRATEGIC CONTEXT

The work of the SSSC is influenced and informed by a number of factors. These include:

- our responsibilities as set out in the Regulation of Care (Scotland) Act 2001 and other relevant legislation, for example the Protection of Vulnerable Groups Act
- our commitment to ensuring that people who use social services and carers receive services of the highest quality from a trained and trusted workforce
- the priorities and policies of the Scottish Government and the need to align our work to the national outcomes
- the views of our stakeholders
- the redesign of care services to meet future demand and the demographic changes of an ageing population
- an expectation from people who use social services and carers of flexibility and choice in the delivery of those services and the personalisation of those services
- with more complex health and social care needs created by more people living longer and impact of drugs, unemployment and alcohol in our communities
- the knowledge we are building about the social service workforce the need to work closely with the wider public sector such as health and education services in the design of qualifications and learning and the provision of services.
- the commitment of the social services workforce to be recognised as a high status profession, which is an attractive career option and valued by the public
- the current financial climate and the need for public bodies to achieve efficiencies
- best value and the drive for continuous improvement.

WORKING TO ACHIEVE THE SCOTTISH GOVERNMENT NATIONAL OUTCOMES

The SSSC contributes to meeting all of the Scottish Government's national outcomes but particularly:

- we realise our full economic potential with more and better employment opportunities for our people
- we are better educated, more skilled and more successful, renowned for our research and innovation
- our children have the best start in life and are ready to succeed
- we live longer healthier lives
- we have improved the life chances for children, young people and families at risk
- we reduce the local and global environmental impact of our consumption and production
- our public services are high quality, continually improving, efficient and responsive to local people's needs.

This annual report provides information on achieving our outcomes and how we have contributed to a more successful Scotland.

OVERVIEW OF THE YEAR

Outcome 1: the social service workforce is made up of the right people with the right skills to provide services that provide improved outcomes on a sustained basis as determined by people who use services.

- We continue to work with education and learning providers to ensure that the themes which emerge from our conduct investigations influence the education, training and assessment of social service workers. This means that we are learning from the cases which we see, and making sure learning is shared in a way which we can make real improvements to the qualifications and continuing professional development accessed by people working in the sector.
- We have just completed a very successful research project looking at the use of mobile devices to support workforce development in the workplace with Glasgow City Council. The project found that delivering learning in the workplace on Playstation Portables (PSP) to be as effective as delivering the same learning in a training centre. Participants were very enthusiastic about the approach and both they and their managers were very positive about the flexibility and learner centred aspects of the approach.
- The work carried out in relation to developing Workforce Solutions has attracted international attention. This work is being showcased by the Adobe Corporation (the world leading provider of e-learning tools) in an online case study and video discussion, and is also featured in the EU CREANOVA project which is designed to disseminate examples of best practice in innovation and creativity in education and learning.
- Started work with Glasgow School of Art on Re-imagining workforce development and planning in social services.

Outcome 2: People who use social services are respected and protected and receive high quality services from safe and competent workers.

- We opened the online portal for employers, which enables them to check the registration status of their workers directly online without having to contact the SSSC.

- We implemented the imposition of officer sanctions successfully following last year's consultation with stakeholders. This allows us to deal more quickly and cost effectively with cases where a warning or condition is the appropriate sanction.
- We have provided guidance to organisations to ensure that they are clear about when they should refer conduct matters to the SSSC and what they should send to us. This has helped to reduce the time spent requesting information and ensures that we are aware of potentially serious issues as soon as they arise which allows us to take appropriate interim measures if necessary.
- Visited services including cares homes and projects where we filmed people who use services talking about how high quality care and well trained social service workers make a difference to their lives.
- Put in place ambitious plans to mark our 10th anniversary in October 2011. This includes holding town hall meetings to meet with a wider group of people, including people who use services and carers.

Outcome 3: Education and training providers deliver qualifications and learning opportunities that meet the needs of employers, learners, people who use services and carers.

- The Childhood Practice Conference which was held on the 1 March 2011 provided a chance to celebrate the success of the Childhood Practice degree since its inception. As well as presentations and workshops by speakers such as Dr Harry Burns and Anna Fowlie, the conference mainly featured presentations and workshops from students on the BA Childhood Practice. The students focussed on the impact that the degree has had on their practice and the children, families and colleagues with whom they work. The conference was a great success and the feedback was excellent; delegates commented on the passion, dedication and professionalism that was evident in the presenting students. The conference also set the scene for the launch of SQA's Professional Development Awards (PDA) in Childhood Practice at SCQF level 9.

- The SSSC took a lead role in planning and running the successful “Are you Afraid of IT?” Conference in February 2011. The conference was designed to showcase and encourage the use of learning technologies to support the social service workforce. The evaluation from the event was extremely positive and there was a real enthusiastic buzz on the day of the event.

Outcome 4: The Codes of Practice ensure that workers, employers, people who use services and carers are clear about the standards that social service workers and their employers must meet.

- In our stakeholder survey, which received 1502 responses, 76% of respondents said the Codes of Practice were very or quite effective at ensuring that people who use services and carers are aware of the standards they should expect.
- We developed and promoted a variety of different versions and formats of the Codes of Practice aimed at raising awareness of the Codes with the different groups of people who work in social services and use services and carers.
- We have sent out over 17,500 copies of the small credit card leaflet ‘confidence in care’ for people who use services since they were first produced in 2010.

Outcome 5: The SSSC is an organisation that provides leadership and leads by example.

- We commenced the process for procuring a new ICT system to support our workforce regulation functions. The new system will help increase our efficiency and cost effectiveness and will improve online services for applicants, registrants and their employers.
- We hosted a visit from 20 Chinese delegates who were interested in, and impressed by, our regulatory work.

- Carried out stakeholder research with over 1500 of our stakeholders. The findings from the survey will help inform our future work.
- The SSSC became an accredited SQA provider. Registry staff are undertaking SVQs to demonstrate competency in their respective roles embracing the qualification value we place on SVQ qualifications in the social care workforce. Additional staff are undertaking assessors training and in the coming year we will be offering SVQ level 3 in Business and Administration to our registration staff.
- Had the highest ever entries for the Care Accolades with an increase in entries from the voluntary and public sector, with 40 entries from the voluntary sector (a 4.9% increase) and 40 entries from the private sector (a 2.3% increase).

OUR PERFORMANCE IN 2010-11

The SSSC publishes a three year corporate plan, which sets out what we aim to achieve and how we monitor and measure our progress and success. This section outlines our performance against our key performance indicators and measures of success for 2010-11 reporting year.

Key performance indicators – we had 10 KPIs and we achieved, or we are on target, to achieve 8 of them.

1. Increase by 10% the number of employers using the CLF. **ACHIEVED**
2. Increase by 10% the number of registrants paying their renewal fees on time. **ACHIEVED**
3. Increase by 20% the number of day care of children managers holding an award in childhood practice. **ACHIEVED**
4. Increase by 10% the number of newly qualified social workers completing their post registration training proforma correctly. **NOT ACHIEVED**
 - We achieved an 8% increase. The annual report sets out how we are working to continue to improve in this important area of work.
5. Increase by 10% the number of workers in posts subject to registration who apply for registration by the set submission dates. **ACHIEVED**
6. Increase by 25% awareness of the Codes of Practice for Social Service Workers among people who use services and carers ensuring the people who use services are aware of the standards they should expect from their social service worker. **NOT ACHIEVED**
 - This year we set out to raise awareness of the Codes of Practice for Social Service Workers with children and young people using looked after children's services. The project was facilitated by the Who Cares? Scotland and covered the services accessed by their Young People Workers. The response sample for the evaluation was very small. Many of the young people who experienced the campaign will have used the services in the short term therefore may not have been able to respond to the evaluation due to the nature of their lifestyles. However, it is ongoing and we are looking at ways to continue this part of the awareness project.
 - Of the sample, 85% of young people said they were now aware of the Codes of Practice for Social Service Workers. Our stakeholder survey also included the Who Cares? Scotland children and young people peer group who also expressed that

they were all aware of the campaign and the Codes of Practice for Social Service Workers. Further feedback from the survey and from services is that people are aware in general that there are standards for workers however they only need to access further information when they have concerns. The campaign's next phase will include how we make sure that the places where people go to make complaints are informed about what to do to address and report complaints.

7. Implement the actions in the environmental action plan to reduce the SSSCs carbon footprint by 15% by 2013 – **working towards this target.**
8. Manage our finances within the approved budget producing an annual report on best value efficiencies totalling an annual minimum of 5% net controllable expenditure. **ACHIEVED**
9. Manage short term intermittent absence to within 1% of the public sector average in 2010/11. **ACHIEVED**
10. 100% of eligible staff will participate in the Performance Development Review System to ensure that all staff have the skills and knowledge to carry out their role to a high standard. **ACHIEVED**

Measures of success

Outcome 1: the social service workforce is made up of the right people with the right skills to provide services, which will improve outcomes as determined by people who use these services.

Area of work	Measure of success	Our progress
<p>1. Provide robust and trusted labour market information on the social service workforce to help employers plan for the future.</p>	<p>There is evidence that employers are satisfied with and use the labour market information to plan for their workforce now and in the future.</p>	<p>During this year the SSSC produced and published the 2008 Workforce Data Report on behalf of Scottish Government during. The Scottish Government Social Services Workforce Data Group (responsibility for which has now transferred to the SSSC) offered high level national information within the report and asked the SSSC to consult with all relevant stakeholders in relation to the type of information that would be useful to stakeholders, funders and employers on a national, regional and local level. This process of consultation was carried out and is informing the structure and content and dissemination of the 2009 report.</p> <p>Further work is ongoing with partners in the data collection process (Scottish Government and SCSWIS) to speed up the turnaround time of collection, cleansing, analysis and dissemination to ensure the information is of high quality, up to date and presented in ways employers have told us is of value to them.</p> <p>Feedback from the ADSW Organisational Standing Committee is that the Workforce Data Report and the Intelligence Bulletins are extremely valuable to them in developing their systems and plans. Through our contact with the Scottish Social Services Learning Networks, the VSSSWU and the PSWI we have received feedback on how some employers are now aiming to use the available data to benchmark with other providers. Benchmarking enables the employer to understand their performance against those in the same or different sub sectors in relation to a wide range of workforce intelligence.</p> <p>14% of respondents to the online survey carried out with stakeholders were employers (George Street Research, March 2011). Of this 31% said they were fully aware of the Intelligence Bulletins and 25% said they'd heard of them. They also reported the bulletins as useful. These bulletins are targeted at employers. Promotion of this work will be a key element of our future engagement with employers to help raise the levels of awareness and satisfaction.</p>
<p>2. Work with stakeholders to increase under-represented</p>	<p>Increase in the number of under-represented groups in social</p>	<p>In 2009/10 there was a 1% increase in the number of men admitted on to Social Work Degree courses. It increased from 17% to 18%.</p> <p>Over the last 4 years there has been an increase in the number of students aged 16-24 years. This now appears to levelling at the 40% mark. There was a slight increase in the 35-44 years age groups and the 45+ age group in this reporting period.</p>

groups in social work education.	work education. Increase in the percentage of people using recognition of prior learning (RPL) to gain access to education.	<p>Approximately 4% of students admitted onto the social work degree in 2009/10 have a black or minority ethnic background.</p> <p>In the short term, the SSSC has been able to identify:</p> <p>a) which groups are under-represented in the student group for social work education in order to focus on target groups</p> <p>b) the barriers to participation that need to be addressed.</p> <p>In the medium and longer term the work will enable targeted solutions to work with HEIs to tackle under-representation.</p> <p>100% of students entering the Childhood practice awards go through a process of RPL. The HEIs have now agreed a tariff of credit for the main entry awards such as SVQs in Children’s Care, Learning and Development.</p> <p>The figure for RPL for Social degree students remains relatively static. This is can be part accounted for by the high number of school leavers applying for the social work degree.</p>
3.Promote social services as a rewarding career.	Measure career satisfaction among the social service sector using a range of measures.	<p>We have carried out a range of activities to promote careers in social services. We are refocusing our work on careers which means we will carry out research to find out current job satisfaction as part of this work in social services in 2011-12. This will allow us to measure the impact of the financial cuts and restructuring that has happened over the last year. The VSSSWU published a report (Employment conditions in the Scottish social care sector: impact of public funding constraints in the context of economic recession) which has anecdotal evidence that changes to Terms and Conditions has resulted in lowering morale among workers in the voluntary sector with a recommendation that further research is carried out on a number of areas which have an impact on morale and job satisfaction.</p>
4.Following re-licensing carry out our sector specific solutions as Skills for Care and Development to ensure workforce	<p>Feedback on the use of workforce planning tools.</p> <p>Increase in the number of people using the navigator.</p>	<p>Our stakeholder research (George Street, March 2011), in which 1502 people took part, shows that 12% were fully aware of the workforce solutions portal with 34% having heard of it. A higher proportion of employers were aware. 12% said they had used it. And 84% of those who had used it found it useful.</p> <p>The research also checked on awareness of the National Occupational Standards (NOS) and the NOS Navigator. 8% of respondents were fully aware of the NOS Navigator tool and 27% had heard of it. A higher proportion of employers working in education were aware of it.</p> <p>The survey shows that a minority of all respondents or their employees (12%) had used/accessed the NOS Navigator.</p>

<p>responsibilities are met.</p>	<p>Evidence submitted to the Migration Advisory Committee influences decision making on migration issues for social service workers Evidence that Modern Apprenticeship candidates receive certificate within required timescales.</p>	<p>The SSSC coordinated the input from Scottish Government, Cosla and all three sub sectors following the MAC call for evidence. The SSSC was also signatory to a letter from the appropriate Scottish Minister to the Westminster government detailing the significant differences in needs for migrant workers across the two nations.</p> <p>100% of candidates received their certificate on time.</p>
<p>5.Enhance the skills and knowledge of the workforce through learning opportunities and/or qualifications.</p>	<p>Evidence from Post Registration Training and Learning (PRTL) that newly qualified social workers are able to apply their learning to practice, based on the enhancement themes.</p>	<p>From summer 2009 onwards the PRTL submissions of Newly Qualified Social Workers (NQSWS) have been those of honours graduates. SSSC commissioned research to examine more closely how the expected production of research-minded and reflective practitioners could be deduced from submitted PRTL records. The research conveyed that:</p> <ul style="list-style-type: none"> • PRTL has, in large part, had a positive influence on how individuals and organisations view continuous learning and that the learning achieved had informed practice and made a difference to service users. • 'Research' was often confused with self-directed study and reading. • Improvement could be achieved by: <ul style="list-style-type: none"> ◊ clearer guidance on expected levels of reflection on practice ◊ enhancing learning in relation to adult protection ◊ enhancing the transition between academia and practice. • The groups set up specifically for NQSWS were the single most positively regarded activity

	<p>Increase the number of day care of children managers who hold the Childhood Practice Award.</p> <p>Evidence of employers using the Leadership and Management strategy.</p> <p>Evidence of outcomes from NHS Education Services(NES)/SSSC action plan on workforce development of health and</p>	<p>employers undertook to support PRTL.</p> <ul style="list-style-type: none"> • Overall, the PRTL requirements have engendered a sense that social workers' learning does not stop when they have qualified. • The productive partnership between the SSSC, universities, employers, managers, trainers and NQSWs themselves needs to be further developed and sustained so that all parties can be sure that their energies are directed in the right way. <p>We have now produced excellent exemplars to guide registrants regarding the expected standards of submission and these will be published online for registrants.</p> <p>In this period, 113 people gained the Childhood Practice Award. This compares to 90 graduates the previous year.</p> <p>The report on leadership within the sector commissioned from the University of Stirling has contributed to the planning for development of the Leadership capabilities and the Leadership Framework that will identify the pathways and support structures required to embed leadership at all levels. Engagement with employers through the specific events held to publish and promote the report findings has been excellent.</p> <p>The outcomes from the Strategic Plan during 2010/2011 include the Promoting Excellence framework for all those who through their work have contact with sufferers of Dementia. This jointly produced framework has been positively accepted by Scottish Government who commissioned the work. It was formally launched by the Cabinet Secretary on 6 June 2011. Action learning sets piloted jointly by SSSC and NES in two CHCPs have been positively evaluated as successful in enabling "wicked" issues in relation to joint working and integrated delivery to be tackled and progressed. The positive and proactive work undertaken by SSSC and NES has been recognised by Scottish Government to the extent that we have been jointly asked to take forward the Workforce workstream within the plans for Reshaping Care for Older People. This is part of a ten year change strategy. Scottish Government in recognition of the strategic importance of the SSSC/NES partnership sought during the year to use the group as the method of supporting and progressing the work on common core skills across the entire children's workforce.</p>
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	<p>social care support workers.</p> <p>Evidence from stakeholders in the usefulness of the research on sectors ways of accessing training and qualifications.</p> <p>Evidence that this approach is informed by employers.</p>	<p>Consultation on the core skills is currently underway.</p> <p>The SSSC has worked with individual employers in 2010-11 to research preferences in accessing learning through mobile technology and traditional modes of learning. Further work will be progressed during 2012-13 when a survey will be undertaken to better understand if stakeholders would find this useful.</p>
<p>6. Use the Scottish Credit and Qualifications Framework (SCQF) and Continuous Learning Framework (CLF) to develop the workforce and value and recognise prior learning and experience.</p>	<p>Levels of awareness of the SCQF and CLF among employers and social service workers.</p> <p>Percentage of employers and social service workers who have used the Frameworks.</p>	<p>In the second annual survey of awareness, take up and use of the CLF among social service employers, 4 out of 5 respondents (79%) said that they were aware of the CLF. This is slightly higher than the 2010 survey where the figure was 74%. Levels of awareness are broadly consistent across the public, private and voluntary sectors. Awareness of the SCQF is high amongst candidates entering Childhood Practice as RPL and credit rating is of significance at the point of entry to these awards.</p> <p>In the second annual survey of awareness, take up and use of the CLF among social service employers, 21% who were aware of the CLF went on to state that they had used it. This is very similar to the outcome in 2010. 69% of respondents who were aware of the CLF went on to state that they had not used it but were planning to do so and is again very similar to the figure found in 2010.</p>

		<p>In 2010/12 we carried out a survey of 12 witnesses who attended conduct hearings.</p> <p>Most witnesses surveyed were satisfied that they had received sufficient information about what to expect as a witness, who their contact at SSSC was and the roles of those involved in the hearing. Most also felt that the support offered was of high quality. As a result of the feedback received, we have amended the information leaflet we provide to witnesses to make clearer:</p> <ul style="list-style-type: none"> • that journalists may be present at the hearing and it is possible that the evidence given by them may be quoted in the press • that anonymity is not usually possible apart from where there may be evidence of a sensitive nature. <p>We have also amended our procedures to ensure that witnesses directly receive information about the outcomes of the hearing in which they have been a witness.</p>
8.Register the workforce.	<p>The number and percentage of workers registered by the date of registration.</p> <p>The number of workers who have been registered with the condition that they achieve required qualifications and the number that achieve qualifications.</p>	<p>100% of applications received by the submission date were registered by the required date.</p> <p>Required registration of managers of day care of children services commenced on 30 November 2010. 100% of the completed applications received from these managers the submission date of 31 May 2010 were registered by 30 November 2010. In addition a further 335 applications were received after the deadline were also registered by the required registration date.</p> <p>At 31 March 2011, 34% (11005) of registrants are registered with a condition that they gain a relevant qualification over the next three years. 1302 registrants who were required to meet their qualification condition from 2009 onwards have provided evidence that they have gained a relevant qualification to meet the condition on their registration. We have worked with employers and in partnership with bodies such as the Scottish Institute for Residential Child Care and COSLA to raise awareness about the</p>

	<p>Increase in the use of the online registration system and report on cost savings.</p>	<p>high proportion of the registered with a condition and encourage employers and commissioners in that sector to ensure their staff gained the appropriate qualifications within the required timescales.</p> <p>Since the launch of the online registration system, 5299 registrants have created an account which allows them to pay their fees online and report changes to their circumstances.</p> <p>We continue to promote the use of the online registration system through communication with our registrants.</p> <p>Since January 2010 when the online application form became available to applicants, 2260 applicants have applied using this facility. 2053 of these applications were received between 1 April 2010 and 31 March 2011. 521 employers have created their online employer's account which allows them immediate secure and password protected access to information about the registration status of their staff. They can also use the system to update us on any of their employees' circumstances for example, change of job title.</p> <p>Between 1 April 2010 and 31 March 2011, 2028 applicants used the online application form. This has resulted in a cost saving of in excess of £13,000. The majority of savings have come from postage costs as we do not need to send the application and the applicant pays for the return postage.</p>
<p>9.Support and promote the continuing development of the Practice learning Qualification (Social Services).</p>	<p>Increase in the number of people who have completed the practice learning qualification.</p>	<p>Figures for 2009-2010 (reporting is always a year behind due to the time we are able to collect the figures) show that 105 gained awards compared to 87 in the previous period. This increase has largely been due to an increase in the number of approved programmes, as the programmes generally take at least a year to complete it can take a while for progression/completion statistics to catch up. There has been a slight reduction in admissions this year so next year and the year after we may see a fall in completions. We think this is largely due to the current economic climate and employers being more reluctant to put staff on courses.</p>
<p>10.Support and promote the continuing development of Newly Qualified Social Workers (NQS).</p>	<p>Increase in the percentage of NQSW whose PRTL record of achievement is assessed as satisfactory on</p>	<p>This increased from 61% to 69%. We will continue to work with students in their final year of their degree to ensure that they fully understand these requirements and the importance of meeting them, and will provide feedback to NQSWs, copied to their line managers, about the sufficiency of</p>

	first submission.	the PRTL they have completed.
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Outcome 3: Education and training providers deliver qualifications of consistent quality that meets the needs of employers, learners, people who use services and carers.

Area of work	Measures of success	Our progress
11. Identify themes in relation to the Codes of practice coming to the attention of the SSSC to inform future training and give feedback to the HEIs and awarding bodies.	<p>Evidence through quality assurance systems on how HEIs are promoting personal and professional accountability.</p> <p>In the long-term a reduction in conduct cases on related themes once feedback has been given to education providers.</p>	<p>Personal and professional accountability continues to be a key enhancement activity for universities and partners. Additionally SSSC officers have collaborated with universities to ensure exiting students are aware of their professional responsibilities as registrants.</p>
12. Involve people who use services in the development of standards and qualifications to ensure the workforce can meet the changing needs of individuals.	<p>Evidence reported each year in the quality assurance annual report about how people who use services and carers have informed the development of qualifications.</p>	<p>All courses demonstrate active engagement with service users and carers, involving them as contributors to the design, delivery and evaluation of social work education.</p> <p>Service user and carer participation is realised in various ways within programmes, including:</p> <ul style="list-style-type: none"> • development and maintenance of service user advisory groups • involvement in selection processes and in course management • project in which service users and carers have produced a DVD as a learning resource for students • service users and carers are members of programme stakeholder groups that contribute to design, delivery and evaluation • service users act as facilitators in modules and participate in delivery of teaching, e.g. by young people with experience of care • contributing to assessment of students in practice learning: practice teachers, students and link supervisors are all expected to seek feedback from service users in whichever

	<p>Feedback from people who use services and carers on their view of the process.</p>	<ul style="list-style-type: none"> ways are acceptable and appropriate • involvement in the preparation of students for practice learning and in the University recall days during PLOs, including giving briefings to practice assessors • young people involved in module design, including the assessment strategy • inclusion of young people in the staff recruitment process for a residential child care programme. <p>Further developments are:</p> <ul style="list-style-type: none"> • expanding the membership of service user and carer groups attached to SW Degree programmes • a project looking to involve service users as mentors to students on early practice learning opportunities. <p>There is ongoing work by the programmes to increase the involvement of service users and carers in all relevant aspects of the degree in social work and this is supported by the £5k funding made available by SSSC to each HEI for this purpose. HEIs will be reporting to SSSC on the use of this third year of funding in 2011</p> <p>Some services users groups have expressed concerns that the grant that supported their involvement is to be discontinued by Scottish Government from the academic year 2011-12. Feedback from user and carer representatives has been generally positive about other engagement and at the Enhancement event in February 2011 most expressed the view that "great strides forward" had been made. They also outlined where improvements could be made generally in ensuring the best practice shown in active and early involvement by some universities could be replicated by all.</p>
<p>13. Undertake our responsibilities to quality assure the social work</p>	<p>All approved social work provision continues to meet the Rules and undertakes</p>	<p>This has been achieved and all social work provision continues to meet the Rules. There is further details in our 'Annual Quality Assurance Report of the Degree in Social Work and Postgraduate Programmes Approved in</p>

degree.	annual enhancement to show continuous improvement.	Terms of S54 of the Regulation of Care (Scotland) Act 2001, for the period 2009-10.'
14. Effectively disburse the fees and grants for practice learning and post graduate bursaries.	Track the registration of students receiving post graduate bursaries in 2006/07 who go on to register as social service workers in 2010/11.	89% of students who received a bursary were registered with the SSSC as a social service worker at the end of March 2011. This compares with 85% the previous year. We will continue to monitor this figure to ensure that the bursaries are used to bring new people into the sector.

Outcome 5: the SSSC is an organisation that provides leadership and leads by example.

Area of work	Measures of success	Our progress
16.Promote registration as a badge of quality and professionalism.	<p>Increase the number of registrants who pay their fees on time.</p> <p>Increase the percentage of workers in post subject to required registration who apply by set submission dates.</p> <p>Increase understanding of required registration and the requirements of a registered worker to maintain their registration.</p>	<p>The number of registrants who pay their renewal fees on time has increased from 54% in 2009/10 to 77% in 2010/11. The number of registrants who pay their annual fees on time has increased by 2% to 75%.</p> <p>In 2009/10 the percentage was 50.5%. In 2010/11, this increased to 85.4%. This is a 34.9% increase.</p> <p>There has been an improvement in the Post Registration Training and Learning submissions from registrants. This has been achieved through Education and Workforce Development providers meetings with final year students, course providers, newly qualified social workers and their employers to explain the requirements and the importance of meeting them. We have also provided a more user-friendly electronic version of the Record of Achievement form. We continue to produce posters for the workplace and put articles in our ebulletin and newsletter to increase understanding. The figures form registration about paying fees on time etc suggest that awareness is increasing.</p>
17.Implement SSSC equalities scheme.	Achieve the targets set out in the SSSC's Equalities scheme and action plan.	All targets were achieved and these are set out in detail in the Annual Equality Scheme which is annually submitted to Council.
18.Ensure the security of all SSSC data as outline in the risk register.	The audit annual report provides evidence on the implementation and management of risks as identified in the Risk Register.	The SSSC is obliged to continually review and update when appropriate both its Strategic and Operational Risk Registers. The Risk Registers require to be maintained and updated to reflect any increase or decrease in the number or levels of risks. This year the operational risks have largely remained static. However, there will always be data security risks for any organisation the size of the SSSC which handles large amounts of sensitive personal data particularly taking into account the need to comply with complex legislative provisions. In addition the Scottish Government places particular importance on ensuring that data is held and handled

		<p>securely under its Scottish Security Framework. The SSSC must recognise its risks and record them on the Risk Register.</p> <p>Throughout the year the SSSC has carried out a number of projects to manage its operational risks with the common theme of increasing staff awareness and making certain they are keenly aware of their role in ensuring that the SSSC meets data protection obligations. The main activities have been:</p> <ul style="list-style-type: none"> ○ completion of consultation throughout staff with the aim of updating the Data Archiving and Retention Schedule ○ encryption guidance circulated to staff ○ guidance circulated to staff on procedures to be followed in the event of a Data Breach ○ training to all SSSC staff has been delivered to raise awareness and to explain the duties of the SSSC in compliance with the Data Protection legislation and the Scottish Security Framework ○ provision of legal advice where an individual requests information we hold regarding them. This is provided on an ongoing basis. <p>The operation of data security risks have been addressed by the above robust measures. These risks will continue to be managed throughout the years to come as new staff arrive, technology changes and existing staff need to be updated particularly if the law in this field develops. The Strategic Risk Register is currently being reviewed by Council. The Operational Risk Register will require to be examined in the light of this. Preparatory work will commence over the summer.</p>
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<p>19. Implement the actions in the environmental action plan</p>	<p>Evidence that we have achieved the targets in the environmental action plan. This will include targeted reductions in the SSSC's primary carbon footprint.</p>	<p>The SSSC is based in Compass House and Quadrant House on Riverside Drive Dundee where they are co-located with two other Scottish Government organisations. Although both buildings have relatively high EPC ratings, the three organisations work together through a joint environmental group to develop environmental initiatives and reduce the carbon footprints. In 2010-11 the two main initiatives were: The installation of voltage optimisation equipment in both buildings. Voltage optimisation refers to the energy-saving technique of reducing the electricity voltage supplied to a site in order to reduce losses in equipment thereby reducing energy consumption, CO2 emissions and reducing electricity costs. In addition, because installed equipment generally runs cooler at the reduced voltage, the lifetime of equipment can also be extended. The supplier of the equipment installed in Compass House and Quadrant House has guaranteed savings of 10% per annum.</p> <p>The SSSC electricity is now all provided from renewable sources through the Scottish Government electricity framework.</p> <p>In 2011-12, environment management within SSSC will be focused on contributing to the objectives of the Climate Change (Scotland) Act 2009 through fully meeting the duties set out for public bodies in the legislation.</p>
<p>20. Ensure all staff have the skills to carry out their jobs efficiently and effectively.</p>	<p>Percentage of actions from team work plans that are carried out in time and on budget.</p> <p>Percentage of staff who successfully improve their overall performance in line with the SSSC's Performance Development Review System and Behavioural Competency Framework.</p>	<p>All teams have reported 85% and over of actions completed on time and within budget. The gap from 100% is reported as mainly due to external factors, for example applicants not applying for required registration by the due date.</p> <p>The continuous improvement of staff performance can be seen in the percentage of team work plan actions that are achieved.</p>
<p>21. Have in place internal and external</p>	<p>Increase awareness of the SSSC and our role among our stakeholders.</p>	<p>Our stakeholder research covering the impact of our last 10 years has highlighted that most workers and employers are aware of the</p>

<p>communication that promotes two-way communication.</p>	<p>Staff surveys indicate that staff feel included and valued.</p>	<p>SSSC and our work and particularly the Codes (88%).</p> <p>57% think our work is proving effective in raising the status of the workforce and 76% agree that our work is helping standards in the sector to improve.</p> <p>We asked stakeholders through this research and an outreach project to visit services for their views on our work and what we need to consider for the future.</p> <p>There are a number of pieces of research and evaluation from across the SSSC will feedback into our future planning and development eg research for development of the SSSC website and Codes of Practice programme. Care Accolades is evaluated with all stakeholders involved each year and their feedback means that we constantly update and review the categories, awards and ceremony.</p> <p>Human resources are working to develop a new internal communications action plan which will be closely aligned with knowledge management and will also bring together the work on leadership and one culture to an overall organisational development strategy. To measure the impact of this work a staff survey will be carried out towards the end of the year to gauge levels of employee engagement.</p>
<p>22. Use our resources in accordance with best value plan and implement the best value plan.</p>	<p>Evidence of year-on-year improvements against the nine best value characteristics by increasing volume of best value initiatives reported to Finance and Resources Committee.</p>	<p>In 2010-11, the Best Value working group was established. All staff were asked for ideas to help the SSSC become more efficient and effective. These ideas have been developed and are now part of a number of best value reviews – both quick wins and longer term reviews.</p> <p>In addition, working is ongoing to carry out an activity analysis to identify how all work flows from the strategic plan. The next stage is to weight and rank these activities.</p>

WORKING TO THE HIGHEST STANDARDS

Achieving our vision is dependent upon the SSSC being a high performing organisation in all aspects of our work. To support our work we must:

- develop our employees
- value our workforce and ensure equality of opportunity
- ensure that our work with external stakeholders meets our commitments set out in our equality and diversity policy
- communicate and engage with our stakeholders
- meet our legal requirements
- manage our resources efficiently, effectively, ensure sustainability and minimise our environmental impact.

In this period we have undertaken work in four main areas:

1. Stakeholder engagement.
2. Involving employees.
3. Equality and diversity.
4. Sustainability.

Stakeholder engagement

- Carried out an independent survey among the social service workforce to help inform our future plans and direction.
- Put in place an ambitious plan to meet with stakeholders throughout Scotland to mark our 10th year.
- Went out to care providers and met with people who use services – we filmed their comments so this can be shared more widely.

The SSSC as an employer

- Focused on a number of themes to help improve how we work. All staff have had the opportunity to be involved with suggestions boxes and blogs which staff could give ideas and comments. A number of staff from throughout the organisation were also involved in working groups around the themes.
- Continued to support staff to meet their work objectives and their development needs through our Performance Development Review System.
- Managed staff absence to ensure we are able to meet our targets – staff absence is currently at 4% which includes long and short term absence.

Equality and diversity

- We developed a service level agreement with the Care Commission for the provisions of specialist equality and diversity advice and support. Under the SLA we reviewed our recruitment processes to ensure compliance with the Equality Act 2010 and rolled out an equality and diversity awareness programme for all staff.
- The Equalities Working Group developed a database of contacts from within the black and minority ethnic communities and a checklist for involving service users and carers in our work has been incorporated into Education and Workforce Development's project management approach to work planning.

Sustainability

- The SSSC shares buildings with the Care Commission (now Social Care and Social Work Improvement Scotland) and the Office of the Scottish Charity Regulator and works with them to develop environmental initiatives and reduce our carbon footprint. One of the big projects in this period was the implementation of voltage optimisation equipment in both buildings. In addition, all SSSC electricity is now provided from renewable sources through the Scottish Government electricity framework.
- The Environmental Group also carried out a survey to find out about methods of travel during work and to and from work. The findings of this survey will be used to develop initiatives to reduce our carbon footprint in relation to travel and to cost of travel.

GOVERNANCE OF THE SCOTTISH SOCIAL SERVICES COUNCIL

The Council

The Council is made up of a Convener and 11 Members, all of whom are appointed by Scottish Ministers through open competition. The membership reflects a wide range of interests in the field of social care, including service users, carers, those involved in service delivery, professional bodies and those delivering education and training for the social service workforce. The Council Members work together to achieve the corporate vision of the Scottish Social Services Council.

How the Council undertakes its role

Council Members are subject to the Ethical Standards in Public Life etc. (Scotland) Act 2000 and the SSSC Code of Conduct which has been approved by Scottish Ministers. The key principles which underpin the Code are based on the principles of public life set down by the Committee on Standards in Public Life (originally 'the Nolan Committee'). The key principles are:

- Public Service
- Selflessness
- Integrity
- Objectivity
- Accountability and Stewardship
- Openness
- Honesty
- Leadership
- Respect.

Council members also work to the six core principles set out in the Good Governance Standard for Public Services, which are:

1. Focusing on the organisation's purpose and on outcomes for citizens and service users.
2. Performing effectively in clearly defined functions and roles.
3. Promoting values for the whole organisation and demonstrating the values of good governance through behaviour.

4. Taking informed, transparent decisions and managing risk.
5. Developing the capacity and capability of the governing body to be effective.
6. Engaging stakeholders and making accountability real.

The quarterly Council meetings are held in public and the minutes of each meeting are available on our website www.sssc.uk.com

SSSC Council

Garry Coutts, Convener

Michael Cairns

Elizabeth Carmichael

Professor Frank Clark

Karen Croan

Ian Doig

Dr Anne Haddow

Professor Bart McGettrick

Margaret McKay

Maureen O'Neill

Stan Smith

Kingsley Thomas.

The Council has overall responsibility for oversight of the work of the SSSC and in particular for ensuring that the interface between the SSSC's work in registration and regulation and development of the capability and capacity of the workforce is identified and managed to ensure that the SSSC works in a coherent and effective manner.

We currently have the following Committees all of which report to the Council:

Education and Workforce Regulation Policy Committee

Established to develop an integrated approach to workforce planning, the registration and regulation of the social service workforce and its education and training, including policy on Rules made to the Council.

Audit Committee

Established to take an overview of the financial reporting arrangements of the Council, the external and internal audit arrangements and ensure that there is sufficient and systematic review of internal control arrangements of the organisation, including arrangements for risk management.

Finance and Resources Committee

Established to take an overview of how the Council conducts its business, overseeing on behalf of the Council, the preparation of work and business plans, including budgets and resource requirements and the effective, efficient and economical use of the Council's money and to agree the organisational structure human resources strategy and employment policy.

Remuneration Committee

Established to deal with the remuneration of the Executive Management Team, with the exception of the Chief Executive, whose remuneration is determined by Scottish Government.

Registration Committee

Established to act as the Registration Committee in terms of the Council's Registration Rules. The Registration Rules set out the processes, procedures and requirements for registration in the SSSC's Register.

Conduct Committee

Established to act as the Conduct Committee in terms of the Council's Conduct Rules. The Conduct Rules regulate how the SSSC deals with allegations of misconduct against persons on the SSSC's Register.

The SSSC has a number of other committees that only meet as required, such as the Complaints Review Committee and the Employment Appeals Sub-committee.

LOOKING TO THE FUTURE

- Take responsibility for local authority Social Work Services annual staffing census which will enable us to engage better with employers and improve the consistency and quality of data to support workforce planning.
- Progress the leadership agenda through developing leadership pathways, capabilities and increased collaborative work, which will enable us to support the sector in achieving better outcomes for people who use services.
- Work closely with the Scottish Government on integration between social care and health to ensure the social service sector is better equipped and prepared to address the challenges of reshaping care for older people and working with the ever increasing levels of dementia in the older population.
- In 2011-12, environment management within SSSC will be focused on contributing to the objectives of the Climate Change (Scotland) Act 2009 through fully meeting the duties set out for public bodies in the legislation
- Review our communication with registrants with a particular emphasis on the content of the formal Notices and letters which are used in the Sub-committee process to ensure they are clear and understandable for registrants.
- Introduce a detailed system for recording information relative to hearings to enable more detailed statistical information about the Sub-committee process and themes in relation to conduct being extrapolated to inform future training/education of the profession.
- Consult on a revised and simplified list of qualifications for registration – this will make it easier for employers to know what qualifications staff require for registration with the SSSC
- Develop mobile and online solutions to support employers and become an industry leader in this field.
- Raise awareness of the Codes of Practice with signposting organisations (eg CAB, SCSWIS), employers, service providers, workers and people who use services and carers more people will be aware of the standards of conduct and practice expected of social service workers and be aware that action can be taken to improve the standards in the workforce if necessary.
- Introducing a monitoring and reporting framework that directly links our outcomes and activities to the budget. The framework will provide invaluable decision making information to the organisation by identifying priorities activities and the resources required.
- Implementation of a new IT system for registration and conduct work which will provide increased and improved online services for applicants, registrants and employers and create efficiencies in the processing of applications.

FINANCIAL REVIEW

Current and future

Funding

The Scottish Social Services Council is funded mainly by grant in aid and grants for specific projects from the Scottish Government. Operating income includes practice learning funding, income received from registration fees and miscellaneous income.

The Scottish Social Services Council is not permitted to make use of overdraft facilities or to borrow.

Financial position

The Statement of Comprehensive Net Expenditure shows a net operating cost of £9.414m (2009/10 £9.316m). This operating cost is funded by grants and grant in aid that are treated as sources of funds and credited to the general reserve on the Statement of Financial Position in accordance with the Government Financial Reporting Manual (FRM).

The SSSC was required to remove two specific reserves and transfer the £0.626m of funds held to the general reserve. This reduced the amount of grant in aid the SSSC needed to drawdown from the Scottish Government. Grant in aid totalling £8.410m was drawdown and this is £0.889m less than the full authorized grant in aid allocation of £9.299m. Other grants and income of £0.512m were received providing total funding of £9.548m. Of this funding £0.145m was used to fund capital expenditure.

The SSSC's operating income during the financial year 2010/11 was £3.654m. This includes registration fee income of £0.981m.

The SSSC's net operating cost for the year ended 31 March 2011 totalled £9.414m. Total funding available to meet the operating cost is £9.516m (Grants £8.777m, transfer from the general reserve for depreciation £0.113m and transfers from specific reserves of £0.626m) therefore there was a surplus of £0.102m retained in the general reserve. This is summarised in the table below:

	Budget	Actual	Variance
	£000	£000	£000
Operating income:			
Fee income	(1,149)	(981)	168
Other grants and income	(2,423)	(2,673)	(250)
Total operating income	(3,572)	(3,654)	(82)
Operating costs:			
Staff costs	5,537	5,268	(269)
Other operating costs	2,652	2,615	(37)
Grants, awards & bursaries	5,141	5,176	35
Total operating cost	13,330	13,059	(271)
Net bank charges/(interest)	0	9	9
Net revenue expenditure	9,758	9,414	(344)
Funded by:			
Grants & grant in aid	(9,645)	(8,777)	868
To fund depreciation	(113)	(113)	0
Transfer from specific reserves		(626)	(626)
Total funding	(9,758)	(9,516)	242
(Surplus)/deficit	0	(102)	(102)

Review of 2010/11

Actual income and expenditure was monitored throughout the year and action taken to respond to a fewer than anticipated number of new registrations and the associated reduced workload and less than budgeted fee income.

After adjusting for the fewer than anticipated new registrations and the requirement to remove funding held within specific reserves the actual financial position is closely aligned to budget.

Looking ahead

The number of new registrations is increasing each year as new sectors of the workforce are required to register. This will mean an increase in the number of registration staff and associated costs which will be partially offset by an increase in registration income. Increased registration numbers will also tend to mean increased conduct and legal costs.

The intention when the SSSC was set up in October 2001 was to move to a position where the fees charged to registrants would be sufficient to fund the cost of their registration. Analysis of the impact of this is on-going.

Going concern

The Statement of Financial Position at 31 March 2011 shows net liabilities of £2.8m. This is an improvement on the previous year where there were net liabilities of £5.8m. This change was mainly as a result of a past service gain in the valuation of the pension scheme arising from applying the accounting standard IAS 19.

IAS 19 requires the liabilities and assets of the pension scheme to be valued. For 2010/11 there was a decrease in the value of pension liabilities and an increase in the value of assets. Asset values increased in line with the stock market recovery and this growth in asset values when added to the decrease in liabilities provides a significant reduction in the pension scheme's estimated funding deficit.

The pension liability represents the best estimate of the current value of pension benefits that will have to be funded by the SSSC. The liability relates to benefits earned by existing or previous employees up to 31 March 2011.

The SSSC participates in a pension fund which is the subject of an actuarial valuation every three years. This actuarial valuation is different from the valuation required by the accounting standard IAS 19. The actuarial valuation determines employer contribution rates that are designed to bring fund assets and liabilities into balance for the fund as a whole over the longer term.

The liability will therefore be reduced through the payment of employee and employer contributions each year. Any future increases in employer contributions will require to be reflected through the grant in aid agreed with the Sponsor Department.

The Council has no reason to believe the Sponsor Department and Scottish Ministers have any intention to withdraw or reduce support to the SSSC. In addition the Sponsor has confirmed grant in aid figures for 2011/12. It is therefore considered appropriate to prepare the accounts on a going concern basis.

Pensions

The Scottish Social Services Council is an admitted body to the Tayside Superannuation Fund. This is a local government pension scheme administered by Dundee City Council.

The local government pension scheme is a defined benefit scheme that provides pension benefits based on final pensionable remuneration. There were 147 employees who were active members of the Tayside Superannuation Fund as at 31 March 2011.

Employer contribution rates have been set following actuarial valuation as follows:

Year ended	Employer contribution rate
31 March 2009	18.9%
31 March 2010	18.5%
31 March 2011	18.5%
31 March 2012	18.5%

Employee contribution rates are in the range 5.5% to 12% based on earnings bands. The rates and earning bands are subject to periodic review.

The disclosures required by accounting standard IAS19 "Employee Benefits" are contained in Note 5 of the accounts.

Auditor's remuneration

Under the Public Finance and Accountability (Scotland) Act 2000 the Auditor General for Scotland appoints the auditors of the SSSC. For the financial years 2006/07 to 2010/11 the Auditor General appointed Audit Scotland to undertake the statutory audit of the SSSC.

The general duties of the auditor, including their statutory duties, are set out in the Code of Audit Practice issued by Audit Scotland and approved by the Auditor General.

The cost of statutory audit for 2010/11 was £20.3k (2009/10 £21.2k). Audit Scotland provided services solely relating to the statutory audit. No further assurance, tax or other services were provided.

Scott Moncrieff are appointed as the SSSC's internal auditors. The cost of internal audit for 2010/11 was £21.4k (2009/10 £18.5k).

All reports by internal and external audit are considered by the Audit Committee.

Public Services Reform (Scotland) Act 2010

Sections 31 and 32 of the Public Services Reform (Scotland) Act 2010 impose new duties on the SSSC to publish information on expenditure, economic stability and efficiency as soon as is reasonably practicable after the end of each financial year. The information required to comply with these disclosure requirements is not an integral part of the annual accounts and is displayed on the SSSC website at www.sssc.uk.com

Supplier Payment Policy

The SSSC is committed to the Confederation of British Industry Prompt Payment Code for the payment of bills for goods and services we receive.

It is our policy to make payments in accordance with the Scottish Government's instructions on prompt payment and a target of payment within 10 days. We paid 97.8% (2009/10 96.5%) of invoices within 10 days.

Payment performance calculations are based on the date of the invoice and will therefore marginally understate the SSSC's performance as the invoice date will normally be earlier than the date the invoice is received.

We aim for continuous improvement in payment performance.

Disclosure of information to Auditors

So far as I, as the Accountable Officer, am aware, there is no relevant audit information of which our auditors are unaware.

I have taken all steps I ought to have to make myself aware of any relevant information and to establish that our auditors are aware of that information.

Post Statement of Financial Position events

There were no events after the end of the reporting period (31 March 2011) that require disclosure.



Anna Fowlie
Chief Executive
25 October 2011

3. REMUNERATION REPORT

UNAUDITED INFORMATION

Introduction

This report provides information on the remuneration of Scottish Social Services Council (SSSC) Council Members and senior managers. The senior managers are the Chief Executive, the Registrar (Depute Chief Executive), the Head of Education & Workforce Development and the Legal Adviser. The report contains both audited information and information which is not specifically subject to audit.

Information not subject to Audit

Remuneration Committee

The Remuneration Committee determines the performance element of the pay of the executive management team excluding the pay of the Chief Executive.

The following Council Members have been appointed to sit on the Remuneration Committee and served for the entire year:

Garry Coutts (SSSC Convener)

Elizabeth Carmichael (Vice Chair of Education and Workforce Policy Committee)

Karen Croan (Depute Chair of Finance and Resources Committee)

Maureen O'Neill (Vice Chair of Education and Workforce Policy Committee)

Kingsley Thomas (Chair of Finance and Resources Committee)

The Committee is advised by the following officers:

Chief Executive

Senior HR Advisor

Remuneration policy

Members

The remuneration of Council Members is determined by Scottish Ministers. There is no performance element to Members' remuneration.

Chief Executive

The Chief Executive's remuneration is determined by the Senior Salaries Review Body. Performance is assessed through an annual appraisal performed by the Convener and this appraisal is submitted to the Scottish Government to allow the Chief Executive's remuneration to be agreed.

The Executive Management Team

The executive management team are on salary scales £56k to £64k (2009/10: £55k to £63k) and £64k to £74k (2009/10: £63k to £73k) and incremental progression to the maximum of the scale is determined by performance. Performance is assessed by the SSSC's "Performance Development Review System" and progression is subject to agreement by the Remuneration Committee. The SSSC's pay strategy must be approved by the Scottish Government. Subject to that approval, a pay award package is negotiated with the trade union. When the pay award package has been agreed it is applied to the remuneration of senior managers and the main body of SSSC staff.

Notice periods - Members

Council Members are appointed for a term that does not exceed three years and may be re-appointed for a further term again not exceeding three years.

There is no notice period specified for Council Members. Either party may terminate early by giving notice but there is no exact time period specified. Normally there is no payment available in the event of early termination of the contract. However, where special circumstances exist, Scottish Ministers may determine that compensation for early termination is appropriate and instruct the SSSC to make a payment. The value of the payment would also be determined by Scottish Ministers.

Details of the service contracts for Council Members serving during the year are detailed below:

Name	Current term	Date of initial appointment	Date of re-appointment	Date of termination of appointment
Coutts, Garry (Convener)	2nd	01 Sept 2007	01 Sept 2010	31 Aug 2013
Cairns, Michael	2nd	01 Sept 2007	01 Sept 2010	31 Aug 2012
Carmichael, Elizabeth	2nd	01 Sept 2007	01 Sept 2010	31 Aug 2013
Clark, Frank	2nd	17 Oct 2006	17 Oct 2009	16 Oct 2012
Croan, Karen	2nd	01 Sept 2007	01 Sept 2010	31 Aug 2012
Doig, Ian	2nd	01 Nov 2005	01 Nov 2008	31 Oct 2011
Haddow, Anne	2nd	01 Oct 2006	01 Oct 2009	30 Sept 2012
McGettrick, Bart	2nd	01 Oct 2006	01 Oct 2009	30 Sept 2012
McKay, Margaret	2nd	01 Nov 2005	01 Nov 2008	31 Oct 2011
O'Neill, Maureen	2nd	01 Sept 2007	01 Sept 2010	31 Aug 2013
Smith, Stan	2nd	01 Oct 2006	01 Oct 2009	30 Sept 2012
Thomas, Kingsley	2nd	01 Sept 2007	01 Sept 2010	31 Aug 2013

Chief Executive

Anna Fowlie was appointed as the SSSC's Chief Executive on 2nd November 2009. The normal retirement age for this post is 65 and the current post holder will attain normal retirement age in 18.4 years. Termination of the contract requires a notice period of 6 months by either party.

There are no compensation payments specified in the contract in the event of early termination of the contract.

Senior managers

The Registrar, Head of Education & Workforce Development and the Legal Adviser are members of the executive management team. All are engaged on permanent contracts and are subject to the normal retirement age of 65. Termination of the contract requires a notice period of three months by either party.

There are no compensation payments specified in the contract in the event of early termination of the contract.

Name	Title	Date of appointment	Years to normal retirement age
Geraldine Doherty	Registrar	01 Feb 2002	11.1
Mary Howden	Head of Education & Workforce Development	6 Nov 2006	13.8
Valerie Murray	Legal Adviser	10 June 2002	13.9

Discretionary benefits policy

The Chief Executive, and senior managers do not have any contractual rights to early termination compensation payments but the SSSC operates a discretionary benefits policy that is applicable to all staff (excluding Council Members).

This policy allows additional years of pensionable service to be awarded to those members of the pension scheme who have more than five years pensionable service. The award of additional pensionable service is limited to a maximum of six and two thirds years in a redundancy situation and ten years if early termination is in the interests of the efficiency of the service.

Alternatively, pension scheme members with more than two years pensionable service may be paid compensation of up to 66 weeks pay. The number of years added or the amount of compensation paid, if any, is determined on the basis of individual circumstances and the employee's age and length of service. All awards of additional service and compensation for early termination must be approved by the Council.

Audited information

Remuneration - SSSC Council Members

Salary		Salary
2010		2011
£000		£000
20 – 25	Coutts, Garry (Convener)	20 – 25
5 – 10	Cairns, Michael	5 – 10
5 – 10	Carmichael, Elizabeth	5 – 10
5 – 10	Croan, Karen	5 – 10
5 – 10	Doig, Ian	5 – 10
5 – 10	Haddow, Anne	5 – 10
5 – 10	McGettrick, Bart	5 – 10
5 – 10	McKay, Margaret	5 – 10
5 – 10	O'Neill, Maureen	5 – 10
5 – 10	Smith, Stan	5 – 10
5 – 10	Thomas, Kingsley	5 – 10

Frank Clark, the Chair of Social Care and Social Work Improvement Scotland (SCSWSIS) and formerly Convener of the Scottish Commission for the Regulation of Care (Care Commission), is a member of the Council but receives no remuneration from the SSSC. There is a reciprocal arrangement in place whereby the Convener of the SSSC, is a member of the Board of the Care Commission/SCSWIS and receives no remuneration from the Care Commission/SCSWIS.

Council Members are not eligible to join the pension scheme available to employees of the SSSC.

Remuneration – Executive Management Team

The salaries and pension entitlements of the Chief Executive and senior managers are as follows:

2010/11	Emoluments	Real increase in		Accrued	Related	Cash equivalent		Real
		Pension	Lump sum	Pension at age 60	Lump sum at age 60	transfer value at 31/03/10	transfer value at 31/03/11	increase in cash equivalent transfer value
	£000	£000	£000	£000	£000	£000	£000	£000
Anna Fowlie Chief Executive	75-80	2.5-5.0	(2.5)-0	40-45	55-60	342	381	27
Geraldine Doherty Registrar	70-75	(2.5)-0	(2.5)-0	30-35	70-75	508	498	(28)
Mary Howden* Head of Education & Workforce Development	60-65	0-2.5	0-2.5	30-35	55-60	375	370	(18)
Val Murray Legal Adviser	60-65	0-2.5	0-2.5	20-25	35-40	259	261	(7)

*Mary Howden left her role as Head of Education and Workforce Development with effect from 31 December 2010. The table above provides details of the emoluments paid up to and including 31 December 2010. Details of early termination payments are disclosed below.

The actuarial factors used to calculate cash equivalent transfer values have changed resulting in a reduction in the CETV for the majority of employees. No benefits in kind were paid during 2010/11.

Termination Payments

As part of a drive to make efficiencies and rationalize the SSSC's management structure the Head of Workforce Development agreed a voluntary severance package. The Head of Education and Workforce Development left the post with effect from 31 December 2010. A period of paid leave until 30 June 2011 and a compensatory payment for loss of office was agreed. The total value of the compensation for loss of office package including employer's pension and national insurance contributions was £63k. This is the equivalent of 43 weeks pay. The full value of this package has been accounted for in the 2010/11 financial year.

Services from other organisations

Gordon Weir, the Director of Corporate Services is employed by the Care Commission but provides professional services to the SSSC through a Service Level Agreement (SLA). The SSSC made payments to the Care Commission for professional services as follows:

	2010/11	2009/10
	£000	£000
Gordon Weir, Director of Corporate Services	22.0	22.0



Anna Fowlie
Chief Executive
25 October 2011

4. STATEMENT OF ACCOUNTABLE OFFICER'S RESPONSIBILITIES

Under paragraph 9(1) of Schedule 2 to the Regulation of Care (Scotland) Act 2001, the SSSC is required to prepare a statement of accounts for each financial year in the form and on the basis directed by Scottish Ministers. The accounts are prepared on an accruals basis and must give a true and fair view of the SSSC's affairs at the year end and of its financial activities during the year.

In preparing the accounts, the SSSC is required to comply with the requirements of the Government Financial Reporting Manual and in particular to:

- observe the accounts direction issued by Scottish Ministers, including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis
- make judgements and estimates on a reasonable basis
- state whether applicable accounting standards have been followed and disclose and explain any material departures in the financial statements
- prepare the financial statements on a going concern basis, unless it is inappropriate to presume that the SSSC will continue in operation.

Scottish Ministers designated the Chief Executive as the Accountable Officer for the SSSC. The Chief Executive's relevant responsibilities as Accountable Officer, including responsibility for the propriety and regularity of the public finances and for the keeping of proper records, are set out in the Non-Departmental Public Bodies' Accountable Officer Memorandum issued by the Scottish Government and published in the *Scottish Public Finance Manual*.



Anna Fowlie
Chief Executive
25 October 2011

5. STATEMENT ON INTERNAL CONTROL

1. Scope of responsibility

As Accountable Officer, I have responsibility for maintaining a sound system of internal control that supports the achievement of the SSSC's policies, aims and objectives, whilst safeguarding the public funds and the NDPB's assets for which I am personally responsible, in accordance with the responsibilities assigned to me.

The Management Statement and Financial Memorandum for the SSSC makes clear that I am personally responsible to Scottish Ministers, who are ultimately accountable to the Scottish Parliament, for securing propriety and regularity in the management of public funds in my charge and for the day-to-day operations and management of the SSSC.

The SSSC is accountable to its Sponsor, the Early Years and Social Services Workforce Division of the Children and Families Directorate of the Scottish Government.

The Corporate Plan and budget are agreed with Scottish Ministers. Regular performance meetings are held with the Sponsor where progress against the plan and key performance indicators are discussed.

The Sponsor occasionally attends Council meetings, is supplied with copies of all relevant Council and Committee papers and also receives budget monitoring information on a monthly basis.

The SSSC follows the guidance set out in the *Scottish Public Finance Manual* (SPFM). The SPFM is issued by the Scottish Ministers to provide guidance to the Scottish Government and other relevant bodies on the proper handling and reporting of public funds. It sets out the relevant statutory, parliamentary and administrative requirements, emphasises the need for economy, efficiency and effectiveness, and promotes good practice and high standards of propriety.

2. The purpose of the system of internal control

The system of internal control is designed to manage rather than eliminate the risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness.

The system of internal control is based on an ongoing process designed to identify the principal risks to the achievement of policies, aims and objectives; to evaluate the nature and extent of those risks and to manage them efficiently, effectively and economically.

The system of internal control has been in place in the SSSC for the year ended 31 March 2011 and up to the date of approval of the annual report and accounts, and accords with guidance from the Scottish Ministers as set out in the SPFM.

3. The risk and control framework

All bodies subject to the requirements of the SPFM must operate a risk management strategy in accordance with the guidance issued by Scottish Ministers. The general principles for a successful risk management strategy are set out in the SPFM.

Leadership for managing risk comes from Council Members and the executive management team by making sure that risks are identified and addressed as an integral part of the corporate planning process.

The risks identified are addressed in the preparation of the corporate plan which has been developed to show clear links between the risks identified on the risk register and the SSSC's corporate objectives. As a result, the risks identified become embedded in managers' work plans for the year.

The executive management team meet regularly to consider the plans and strategic direction of the organisation.

The SSSC has a Data Protection Policy and the risks of breaches of the Data Protection Act 1998 are managed through the Risk Register as a specific strategic risk. These risks are managed and controlled in a number of ways including an annual data handling review and assessment of control measures.

Risks on the Risk Register are managed through the executive management team and regularly reviewed at the Audit Committee, which reports to the Council on adequacy of controls.

All staff are trained in the duties they are required to perform and attend regular "one to one" supervision sessions to discuss work related issues, progress towards objectives, training and personal development requirements. There is a formal Scheme of Delegation that sets out the powers and responsibilities of staff. The Scheme of Delegation is reflected in the authorisation limits provided in the SSSC's financial system.

The SSSC continues to embed risk management principles throughout the organisation and an agreed risk management policy is in place. This policy details the underlying approach to risk and the respective responsibilities of the Council and management. The policy provides direction on a consistent, organised and systematic approach to identifying risks, the control measures that are already in place, the residual risk, the risk appetite and action that is necessary to further mitigate against risks.

More generally, the organisation is committed to a process of continuous development and improvement. Systems are developed in response to any relevant reviews and developments in best practice in this area. In particular, in the year to 31 March 2011 and up to the signing of the accounts the SSSC:

- reviewed and revised the strategic risk register
- has set targets to measure financial and other performance across the organisation and for individual managers and other staff. Progress towards these targets is regularly monitored

- has put in place business continuity and emergency response plans and these are periodically reviewed. The next review will be undertaken during 2011/12
- has developed contingency plans in the areas of Information and Communications Technology (ICT). An off-site disaster recovery centre has been established and this was tested with a controlled shutdown and restore of all network and back end systems
- has developed Key Performance Indicators (KPIs) and these have been regularly reported on to Council and operational Committees
- provides the Audit Committee with an update on progress towards implementing all recommendations agreed with internal and external auditors
- presented the Procurement Capability Report to Finance and Resources Committee
- provided training on financial and budgetary control to budget holders and administration staff
- is developing a system for ensuring best value is integrated into the way the organisation works "SSSC as a Best Value Organisation"
- has developed a planning and reporting framework for reporting operational and financial progress against planned activities.

Review of effectiveness

As Accountable Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review is informed by:

- the executive managers within the SSSC who have responsibility for the development and maintenance of the internal control framework
- the work of internal auditors, who submit to the SSSC's Audit Committee regular reports which include an independent and objective opinion on the adequacy and effectiveness of the organisation's systems of internal control together with recommendations for improvement
- comments made by the external auditors in their management letter and other reports.

An effective system of internal control is maintained by the regular reporting of progress against the corporate plan and budget. Systems are reviewed by staff and managers on a regular basis and procedures revised where appropriate.

The following all have a role to play in ensuring that a robust and effective system of internal control is maintained and reviewed:

- **The Council**

The Council remains ultimately responsible and accountable for all the decisions taken in its name, whether directly or through its Committees.

The Council must approve the making, revision or revocation of Standing Orders, the approval of the Annual Report and Accounts, budget, corporate plan, risk register and risk management strategy for each financial year.

The Council is also responsible for the approval of the appointment of internal auditors to the SSSC.

- **The Audit Committee**

The purpose of the Audit Committee is to take an overview of the financial reporting arrangements of the Council, the external and internal audit arrangements and also to ensure that there is a sufficient and systematic review of the internal control arrangements of the organisation, including arrangements for risk management.

- **The Finance and Resources Committee**

The purpose of the Finance and Resources Committee is to take an overview of how the Council conducts its business, overseeing, on behalf of the Council, the preparation and monitoring of budgets, identifying resource requirements, and the efficient, effective, and economical use of the Council's resources.

- **Internal audit**

The SSSC's internal audit function has been contracted out. Internal audit forms an integral part of the SSSC's internal control arrangements. This ensures appropriate monitoring of risks and controls is in place.

Other review and assurance mechanisms include external audit, the regular performance monitoring meetings with the Sponsor and the Sponsor's auditors who have the power to examine SSSC's records and undertake investigations as necessary.

During financial year 2011/12 it is intended to undertake the following actions to improve the SSSC's system of internal control:

- carry out reviews using the internal best value guidance which was developed by SSSC staff and reviewed by Internal Audit
- continue to develop the process for best value in line with "SSSC as a Best Value Organisation" including completing the activity analysis, weighting and ranking of the activities and seeking to embed best value in the organisation
- issue enhanced reports to Council on operational and financial progress against planned activities
- begin to use our behavioural competency framework to assess performance against workplans
- during 2011/12 the SSSC will draft and consider a Shared Services Strategy
- identify training needs and deliver appropriate training for Audit Committee members



Anna Fowlie
Chief Executive
25 October 2011

Independent auditor's report to the members of the Scottish Social Services Council, the Auditor General for Scotland and the Scottish Parliament

I have audited the financial statements of the Scottish Social Services Council for the year ended 31 March 2011 under the Regulation of Care (Scotland) Act 2001. The financial statements comprise the Statement of Comprehensive Net Expenditure, the Statement of Financial Position, the Statement of Cash Flows, the Statement of Changes in Taxpayers' Equity and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and as interpreted and adapted by the 2010/11 Government Financial Reporting Manual (the 2010/11 FReM).

This report is made solely to the parties to whom it is addressed in accordance with the Public Finance and Accountability (Scotland) Act 2000 and for no other purpose. In accordance with paragraph 123 of the Code of Audit Practice approved by the Auditor General for Scotland, I do not undertake to have responsibilities to members or officers, in their individual capacities, or to third parties.

Respective responsibilities of Accountable Officer and auditor

As explained more fully in the Statement of the Accountable Officer's Responsibilities set out on page 57, the Accountable Officer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and is also responsible for ensuring the regularity of expenditure and receipts. My responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Auditor General for Scotland. Those standards require me to comply with the Auditing Practices Board's Ethical Standards for Auditors. I am also responsible for giving an opinion on the regularity of expenditure and receipts.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts, disclosures, and regularity of expenditure and receipts in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the body's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Accountable Officer; and the overall presentation of the financial statements. In addition, I read all the financial and non-financial information in the Annual Report and Accounts to identify material inconsistencies with the audited financial statements. If I become aware of any apparent material misstatements or inconsistencies I consider the implications for my report.

Opinion on financial statements

In my opinion the financial statements:

- give a true and fair view in accordance with the Regulation of Care (Scotland) Act 2001 and directions made thereunder by the Scottish Ministers of the state of the body's affairs as at 31 March 2011 and of its net operating cost for the year then ended;
- have been properly prepared in accordance with IFRSs as adopted by the European Union, as interpreted and adapted by the 2010/11 FReM; and
- have been prepared in accordance with the requirements of the Regulation of Care (Scotland) Act 2001 and directions made thereunder by the Scottish Ministers.

Opinion on regularity

In my opinion in all material respects the expenditure and receipts in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers.

Opinion on other prescribed matters

In my opinion:

- the part of the Remuneration Report to be audited has been properly prepared in accordance with the Regulation of Care (Scotland) Act 2001 and directions made thereunder by the Scottish Ministers; and
- the information given in the Management Commentary, comprising About the SSSC, Working to the Highest Standards, Governance of the SSSC and Financial Review, included in the Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which I am required to report by exception

I am required to report to you if, in my opinion:

- adequate accounting records have not been kept; or
- the financial statements and the part of the Remuneration Report to be audited are not in agreement with the accounting records; or
- I have not received all the information and explanations I require for my audit; or
- the Statement on Internal Control does not comply with Scottish Government guidance.

I have nothing to report in respect of these matters.

Signature



Linda Porter CPFA

Senior Audit Manager

Audit Scotland

Osborne House

1/5 Osborne Terrace

Edinburgh

EH12 5HG

Date: 26 October 2011

Annual Accounts

1 April 2010 – 31 March 2011

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**STATEMENT OF COMPREHENSIVE NET EXPENDITURE
FOR THE YEAR ENDED 31 MARCH 2011**

	Notes	2010/11 £000	2009/10 £000
<u>Income</u>			
Registration fees	2a	(981)	(811)
Other operating income	2b	(2,673)	(2,702)
		(3,654)	(3,513)
<u>Expenditure</u>			
Staff costs	3b	3,895	4,388
Operating expenditure	6a	2,615	3,263
Disbursement grants	6b	45	113
Bursaries	6b	2,622	2,528
Practice learning fees	6b	2,509	2,434
		11,686	12,726
<i>Net operating cost on ordinary activities before interest and (return)/cost on pension scheme assets and liabilities</i>		8,032	9,213
Bank interest (net of charges)		9	15
Notional cost of capital		0	34
(Return)/cost on pension assets & liabilities	5b	154	105
<i>Net operating cost on ordinary activities after interest and (return)/cost on pension scheme assets and liabilities</i>		8,195	9,367
Write back of notional cost of capital		0	(34)
Movement on pensions reserve		1,219	(17)
Net operating cost before Scottish Government funding		9,414	9,316

All operations are continuing.

The notes on pages 73 - 90 form an integral part of these accounts.

STATEMENT OF FINANCIAL POSITION AS AT 31 MARCH 2011

	Notes	2010/11 £000	2009/10 £000
Non-current assets			
Property, plant and equipment	7	245	164
Intangible assets	8	97	146
Total non-current assets		342	310
Current assets			
Trade and other receivables	9	855	837
Cash and cash equivalents	10	593	2,514
Total current assets		1,448	3,351
Total assets		1,790	3,661
Current liabilities			
Trade and other payables	11	(1,282)	(2,661)
Total current liabilities		(1,282)	(2,661)
Non-current assets plus net current assets		508	1,000
Non-current liabilities			
Pension liabilities	5a	(3,267)	(6,833)
Total non-current liabilities		(3,267)	(6,833)
Net assets/(liabilities)		(2,759)	(5,833)
Taxpayers' equity			
Pensions reserve		(3,267)	(6,833)
Specific reserves	12a	0	626
General reserve	12b	508	374
		(2,759)	(5,833)

Anna Fowlie

Anna Fowlie
Chief Executive
25 October 2011

The notes on pages 73 - 90 form an integral part of these accounts.

**STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2011**

	2010/11	2009/10
	£000	£000
Cash flows from operating activities		
Net operating cost before Scottish Government funding	(9,414)	(9,316)
Adjustments for non cash items:		
Depreciation and amortisation	113	100
(Increase)/decrease in trade and other receivables	(18)	(28)
Increase/(decrease) in trade and other payables	(1,379)	517
Net cash outflow from operating activities	(10,698)	(8,727)
Cash flows from investing activities		
Purchase of property, plant and equipment	(145)	0
Purchase of intangible assets	0	(5)
Net cash outflow from investing activities	(145)	(5)
Cash flows from financing activities		
Funding from Scottish Government	8,922	9,397
Net financing	8,922	9,397
Net increase/(decrease) in cash and cash equivalents in the period	(1,921)	665
Cash and cash equivalents at the beginning of the period	2,514	1,849
Cash and cash equivalents at the end of the period	593	2,514

The notes on pages 73 – 90 form an integral part of these accounts.

**STATEMENT OF CHANGES IN TAXPAYERS' EQUITY
FOR THE YEAR ENDED 31 MARCH 2011**

	Note	Pension Reserve £000	Specific Reserves £000	General Reserve £000	Total Reserves £000
Balance at 31 March 2009		(1,850)	400	519	(931)
Changes in taxpayers' equity for 2009/10					
Net gain/(loss) on valuation of pension scheme	5c,d	(4,966)			(4,966)
Release of reserves to the SoCNE		(17)			(17)
Transfers between reserves			226	(226)	0
Retained surplus/deficit				(9,316)	(9,316)
Total recognised income and expense for 2009/10		(4,983)	226	(9,542)	(14,299)
Grant from Scottish Government	13a			9,397	9,397
Balance at 31 March 2010		(6,833)	626	374	(5,833)
Changes in taxpayers' equity for 2010/11					
Net gain/(loss) on valuation of pension scheme	5c,d	2,347			2,347
Transfer from SoCNE		1,219			1,219
Transfer between reserves	12		(626)	626	0
Retained surplus/deficit				(9,414)	(9,414)
Total recognised income and expense for 2010/11		3,566	(626)	(8,788)	(5,848)
Grants from Scottish Government	13a			8,922	8,922
Balance at 31 March 2011		(3,267)	0	508	(2,759)

The notes on pages 73 – 90 form an integral part of these accounts.

NOTES TO THE ACCOUNTS

1 Statement of accounting policies

1.1 Basis of accounts

The accounts have been prepared in accordance with the accounts Direction issued by the Scottish Ministers. The Accounts Direction (reproduced at Appendix 1) requires compliance with the Government's Financial Reporting Manual (FReM) which follows International Financial Reporting Standards as adopted by the European Union, International Financial Reporting Interpretation Committee (IFRIC) Interpretations and the Companies Act 2006 to the extent that it is meaningful and appropriate in the public sector context. The particular accounting policies adopted by the Council are described below. They have been applied consistently in dealing with items considered material in relation to the accounts.

The accounts are prepared using accounting policies and, where necessary, estimation techniques, which are selected as the most appropriate for the purpose of giving a true and fair view in accordance with the principles set out in International Accounting Standard 8: Accounting Policies, Changes in Accounting Estimates and Errors.

1.2 Accounting convention

They have been prepared under the historical cost convention except for certain financial instruments and pensions that have been measured at fair value as determined by the relevant accounting standard.

1.3 Going concern

The accounts have been prepared on the going concern basis, which provides that the entity will continue in operational existence for the foreseeable future. Further explanation of the adoption of the going concern basis is contained in the Financial Review section (pages 44 - 45).

1.4 Property, plant and equipment

1.4.1 Capitalisation

The capitalisation threshold for individual assets is £10,000. This applies to all asset categories.

1.4.2 Valuation

Property, plant and equipment assets are carried at cost less accumulated depreciation and any recognised impairment value. The Council does not have any assets held under finance leases.

Depreciated historic cost has been used as a proxy for the current value. All property, plant and equipment have low values and short useful economic lives which realistically reflect the life of the asset, and a depreciation charge which provides a realistic reflection of consumption.

1.4.3 Depreciation

Depreciation is provided on property, plant and equipment on a straight line basis using the expected economic life of the asset. A full year's depreciation is charged in the year the asset is first brought in to use and no depreciation is charged in the year of disposal. The economic life of an asset is determined on an individual asset basis.

1.5 **Intangible assets**

Acquired intangible assets are measured initially at cost and are amortised on a straight line basis over their estimated useful lives. Acquired intangible assets are software and the useful lives are typically 4 years.

1.6 **Impairment of tangible and intangible assets**

All tangible and intangible non-current assets are reviewed for impairment in accordance with IAS 36 "Impairment of Assets" when there are indications that the carrying value may not be recoverable. If such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

The recoverable amount is the higher of fair value less costs to sell, and value in use. If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised as an expense immediately.

Where an impairment loss subsequently reverses this is recognised as income immediately. No impairments have been identified in previous years.

1.7 **Government grants receivable**

Grants and grant in aid in respect of revenue and capital expenditure are treated as a source of financing and are credited to the general reserve.

1.8 **Disbursement grants & bursaries payable**

This expenditure is recognised in the statement of comprehensive net expenditure in the period in which the recipient carries out the specific activity, which forms the basis of entitlement to grant, or otherwise meets the grant entitlement criteria.

1.9 **Leases**

Leases are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

The Council currently only holds operating leases. Costs in respect of operating leases are charged to the statement of comprehensive net expenditure on a straight line basis over the term of the lease. The SSSC has shared service arrangements with the Scottish Commission for the Regulation of Care (Care Commission) and charges in respect of Compass House and ICT costs are disclosed as lease payments. Charges from Scottish Ministers in respect of Quadrant House are also disclosed as lease payments. The SSSC has an arrangement with the General Social Care Council (GSCC) for the provision of a registration system (OSCAR) and this is also disclosed as an

operating lease.

1.10 Cash and cash equivalents

Cash and cash equivalents in the statement of financial position consist of cash at bank and cash in hand.

1.11 Pensions

The Council accounts for pensions under IAS 19 "Employee Benefits" as adapted to the public sector.

The Council is an admitted body to the local government pension scheme and this is a defined benefit scheme. Obligations are measured at discounted present value whilst plan assets are recorded at fair value. The operating and financing costs of such plans are recognised separately in the statement of comprehensive net expenditure. Service costs are spread systematically over the expected service lives of employees and financing costs are recognised in the period in which they arise. Actuarial gains and losses are recognised immediately in the statement of changes in taxpayers' equity.

1.12 Short term employee benefits

The Council permits the carry forward of unused annual leave entitlement and accumulated flexible working hours scheme balances. Entitlement to annual leave and flexible working hours are recognised in the accounts at the time the employee renders the service and not when the annual leave and accumulated hours balances are actually used.

1.13 Shared services

The Council shares its headquarters and some services with the Scottish Commission for the Regulation of Care (Care Commission). The Care Commission charges the Council for services provided based on a Service Level Agreement (SLA). The SLA contains arrangements akin to a lease for accommodation and ICT equipment. These arrangements are expected to continue with the new regulatory body Social Care and Social Work Improvement Scotland (SCSWIS).

1.14 Value Added Tax (VAT)

The Council can recover only a nominal value of VAT incurred on purchases, with irrecoverable VAT being charged to the statement of comprehensive net expenditure.

1.15 Revenue and capital transactions

Revenue and capital transactions are recorded in the accounts on an income and expenditure basis i.e. recognised as they are earned or incurred, not as money is received or paid. All specific and material sums payable to and due by the Council as at 31 March 2011 have been brought into account.

1.16 Financial instruments

As the cash requirements of the Council are met through grant-in-aid provided by the Children and Families Directorate of the Scottish Government, financial instruments play a more limited role in creating and managing risk than would apply to a non-public sector body. The majority of financial instruments relate to contracts to buy non-financial items in line with our expected purchase and

usage requirements and the Council is therefore exposed to little credit, liquidity or market risk.

Financial assets and financial liabilities are recognised on the statement of financial position when the Council becomes a party to the contractual provisions of the instrument.

Trade receivables

Trade receivables are non-interest bearing and are recognised at fair value, reduced by appropriate allowances for estimated irrecoverable amounts.

Trade payables

Trade payables are non-interest bearing and are stated at fair value.

1.17 **Change in accounting policy**

HM Treasury, Under the Clear Line of Sight (Alignment Project) removed the cost of capital charge from budgets and accounts from 1 April 2010. This is a change in accounting policy under IAS 8. A change in accounting policy would normally require a restated opening balance sheet. However, as this change had no effect on the balance sheets for any period, a restated opening balance sheet is not necessary. Previously a notional cost of capital charge was included in the statement of comprehensive net expenditure as an item following "net operating cost before Scottish Government funding". From 2010/11 the SSSC is no longer required to reflect a notional cost of capital in the accounts. The notional cost of capital charge for 2010/11 would have been £26k.

1.18 **Operating segments**

Financial reporting to senior decision makers is at organisation wide level and therefore segmental reporting under IFRS 8 is not required.

2 Operating income

	2010/11	2009/10
	£000	£000
2a Registration fees	981	811
2b Other operating income:		
Practice learning fees*	2,509	2,377
Recovery of Disclosure Scotland fees	26	165
Modern apprenticeship fees	114	98
Conference fees	0	33
Care accolades sponsorship	21	21
Other income**	3	8
	2,673	2,702

* Practice learning fees are paid to universities to fund practice learning days for social work students within workplace settings. An administration fee is paid to each university to administer this function.

** Other income for the period 2010/11 comprises £2.3k of Sustainability in Practice Learning monies which was repaid to the SSSC from the University of

Strathclyde. Private telephone income of £0.5k was also received. In 2009/10, £8k was repaid to the SSSC from the Institute for Research and Innovation in Social Services (IRISS).

3 Staff numbers and costs

3a Average number of staff employed (full time equivalent)

	2010/11	2009/10
	FTE	FTE
Chief executive & corporate	14	14
Registration and conduct	82	59
Learning and development	27	26
Legal and committee services	20	14
Central and support services	12	11
Communications	6	6
Seconded staff	2	0
Agency staff	2	8
	165	138

3b Analysis of staff costs

	2010/11	2009/10
	£000	£000
Salaries	3,865	3,154
Social security costs	277	221
Pension – current service costs	900	529
Pension – past service gain	(1,626)	(88)
Other staff costs	370	418
Secondment inwards	73	6
Agency staff	36	148
Staff costs	3,895	4,388

Pension costs in 2010/11 have been adjusted for a past service gain as detailed in note 5b of these notes to the accounts.

4 Severance costs

The Council offered voluntary early severance to two staff in 2010/11. Exit costs are accounted for in full in the year of departure. The table below shows the departures and associated costs. This complied with the financial requirements of the SSSC's voluntary severance arrangements.

Exit package cost band	Number of Departures	Total Cost £000
£10,000 to £25,000	1	16
£50,000 to £75,000	1	63
	2	79

5 Post employment benefits: pension

International Accounting Standard 19 (IAS 19) "Employee Benefits" sets out the accounting treatment to be followed when accounting for the costs of providing a pension scheme.

Tayside Superannuation Fund

The Fund is administered by Dundee City Council and the pension scheme is part of the Local Government Pension Scheme. It is a defined benefit scheme, which means that the benefits to which members and their spouses are entitled are determined by final pensionable pay and length of service.

The contributions paid by the Council for the year to 31 March 2011 were £644k representing 18.5% of pensionable pay (2009/10: £528k representing 18.5% of pensionable pay). Employee contribution rates were in the range 5.5% to 12% based on earnings bands.

The Tayside Superannuation Fund is a multi-employer scheme which includes local authorities and admitted bodies. The Council's share of the underlying assets and liabilities have been separately identified on the following basis:

5a Employee benefits – statement of financial position recognition

	Year to 31 March 2011 £000	Year to 31 March 2010 £000
Present value of funded obligation	16,583	18,468
Fair value of scheme assets (bid value)	13,499	11,867
Net Liability	3,084	6,601
Present value of unfunded obligation	183	232
Net Liability in statement of financial position	3,267	6,833

5b Income and expenditure costs for the year to 31 March 2011

The amounts recognised in the statement of comprehensive net expenditure are as follows:

	Year to 31 March 2011 £000		Year to 31 March 2010 £000	
Current service cost		897		394
Interest on obligation	1,053		647	
Expected return on scheme assets	(899)		(542)	
(Return)/cost on pension assets & liabilities		154		105
Past service gain		(1,626)		0
Losses/(gains) on curtailments & settlements		0		46
Total		(575)		545
Actual return on scheme assets		972		2,749

The expected return on assets is based on the long term future expected investment return for each asset class as at the beginning of the period (i.e. as at 1 April 2010 for the year ended 31 March 2011). The return on gilts and other bonds are assumed to be the gilt yield and corporate bond yield (with an adjustment to reflect default risk) respectively at the relevant date. The return on equities and property is then assumed to be a margin above gilt yields.

We have adopted the following expected returns:

Asset class	Expected return as at:		
	1 April 2011	1 April 2010	1 April 2009
	% p.a.	% p.a.	% p.a.
Equities	8.2%	8.3%	7.8%
Gilts	4.4%	4.5%	4.0%
Other bonds	5.5%	5.5%	6.5%
Property	5.4%	5.5%	7.3%
Cash	3.0%	3.0%	3.0%
Expected return on assets	7.3%	7.4%	6.9%

In the UK budget statement on 22 June 2010 the Chancellor announced that with effect from 1 April 2011 public service pensions would be up-rated in line with the Consumer Price index (CPI) rather than the Retail Price Index (RPI).

This has the effect of reducing the Council's liabilities in the Tayside Superannuation Fund by £1,626k and has been recognised as a past service gain in accordance with guidance set down in UTIF Abstract 48, since the change is considered to be a change in benefit entitlement. There is no impact upon the general reserve.

5c **Benefit obligation reconciliation for the year to 31 March 2011**

Changes in the present value of the defined benefit obligations are as follows:

	Year to	Year to
	31 March 2011	31 March 2010
	£000	£000
Opening defined benefit obligation	18,700	8,516
Service cost	897	394
Interest cost	1,053	647
Actuarial losses/(gains)	(2,273)	7,174
Losses/(gains) on curtailments	0	46
Estimated benefits paid net of transfers in	(206)	1,741
Past service gain	(1,626)	0
Contributions by scheme participants	233	194
Unfunded pension payments	(12)	(12)
Closing defined benefit obligation	16,766	18,700

5d **Fair value of scheme assets reconciliation for the year to 31 March 2011**

Changes in the fair value of Scheme assets are as follows:

	Year to 31 March 2011 £000	Year to 31 March 2010 £000
Opening fair value of scheme assets	11,867	6,666
Expected return on scheme assets	899	542
Actuarial gains/(losses)	74	2,208
Employer contributions (including unfunded pensions)	644	528
Contributions by scheme participants	233	194
Estimated benefits paid net of transfers in (including unfunded pensions)	(218)	1,729
Closing fair value of scheme assets	13,499	11,867

5e **Projected pension expense for the year to 31 March 2012**

Projected pension expense	Year to 31 March 2012 £000
Service cost	735
Interest cost	943
Return on assets	(1,010)
Total	668
Employer contributions	622

Note that these figures exclude the capitalised cost of any early retirements or augmentations which may occur after 31 March 2011.

5f **SSSC fund assets**

The table below provides details of the estimated asset allocation of the fund for the Scottish Social Services Council.

Asset share - bid value	31 March 2011		31 March 2010	
	£000	%	£000	%
Equities	9,719	72%	8,544	72%
Gilts	945	7%	831	7%
Other bonds	1,350	10%	1,187	10%
Property	1,215	9%	949	8%
Cash	270	2%	356	3%
Total	13,499	100%	11,867	100%

The SSSC's share of the assets of the fund is approximately 1%.

5g Financial assumptions as at 31 March 2011

The financial assumptions used for IAS 19 calculations are below. These assumptions are set with reference to market conditions at 31 March 2011. The discount rate chosen to meet the requirements of IAS 19 is the yield on the iBoxx AA rated over 15 Year corporate bond index as at 31 March 2011. The RPI increase assumption is set based on the difference between conventional gilt yields and index linked gilt yields at the accounting date published by the Bank of England. This measure has historically overestimated future increases in the RPI and so a deduction of 2.5% has been made to get the RPI assumption of 3.5%. As future pension increases are expected to be based on CPI rather than RPI, CPI is assumed to be 0.8% below RPI i.e. 2.7%.

Salary increases are then assumed to be 1.5% above RPI in addition to a promotional scale. A pay freeze for all members earning over £21k p.a. has been assumed until 31 March 2012.

Assumptions as at	31 March 2011		31 March 2010		31 March 2009	
	real rate % p.a.	real rate % p.a.	real rate % p.a.	real rate % p.a.	real rate % p.a.	real rate % p.a.
RPI increases	3.5	-	3.9	-	3.0	-
CPI increases	2.7	(0.8)	n/a		n/a	
Salary increases	5.0	1.5	5.4	1.5	4.5	1.5
Pensions increases	2.7	(0.8)	3.9	-	3.0	-
Discount rate	5.5	1.9	5.5	1.5	6.7	3.6

5h Demographic/statistical assumptions

A set of demographic assumptions that are consistent with those used for the formal funding valuation as at 31 March 2008 have been adopted. The post retirement mortality tables used were the PA92 series projected to calendar year 2008 for current pensioners and 2018 for non-pensioners with a minimum improvement of 1% per annum.

The assumed life expectations from age 65 are:

Life expectancy from age 65 (years)

Retiring today	Males	21.4
	Females	24.4

Retiring in 20 years	Males	22.3
	Females	25.3

5i **Sensitivity analysis**

The following table sets out the impact of a change in the discount rates on the defined benefit obligation and projected service cost along with a +/- 1 year age rating adjustment to the mortality assumption.

	£000	£000	£000
Adjustment to discount rate	+0.1%	0.0%	-0.1%
Present value of total obligation	16,241	16,766	17,308
Projected service cost	704	735	767
Adjustment to mortality age rating assumption	+1 year	none	-1 year
Present value of total obligation	16,168	16,766	17,368
Projected service cost	701	735	769

5j **Amounts for the current and previous periods**

The amounts for the current and previous four periods are detailed below. Assets are shown at bid price (estimated where necessary) for the periods prior to 31 March 2009.

Year to:	March 2011 £000	March 2010 £000	March 2009 £000	March 2008 £000	March 2007 £000
Defined benefit obligation	(16,766)	(18,700)	(8,516)	(8,926)	(8,764)
Scheme assets	13,499	11,867	6,666	7,980	7,421
Surplus/(deficit)	(3,267)	(6,833)	(1,850)	(946)	(1,343)
Experience adjustments on					
Scheme liabilities	16	(86)	(210)	-	-
Percentage of liabilities	0.1%	(0.5%)	(2.5%)	-	-
Experience adjustments on					
Scheme assets	74	2,208	(2,489)	(922)	139
Percentage of assets	0.5%	18.6%	(37.3%)	(11.6%)	1.9%
Cumulative actuarial gain/ (loss)	(2,786)	(5,133)	(167)	830	404

6 Analysis of operating costs

6a Operating expenditure

	2010/11	2009/10
	£000	£000
Supplies & services	609	1,046
Administration costs	1,239	1,448
Property costs	535	545
Transport costs	101	113
Depreciation	113	100
Allowance for impairment of debt	18	11
	<u>2,615</u>	<u>3,263</u>

The above total includes £20.3k (2009/10: £21.2k) for external auditor's remuneration and £21.4k (2009/10: £18.5k) for internal auditor's remuneration. External auditors did not receive any fees in relation to non-audit work. Internal Audit did not receive any fees in relation to non-audit work (2009/10: £8.7k).

6b Analysis of disbursements

Disbursement grants totalling £0.045m (2009/10: £0.113m) were paid to education and training providers to provide appropriate training to the social services workforce.

During 2010/11 postgraduate bursaries totalling £2.622m (2009/10: £2.528m) were managed by the Council. Of this £1.6m was paid directly to students undertaking postgraduate social work training and £1m to universities for tuition fees.

A total of £2.509m (2009/10 £2.434m) was paid to universities to support practice learning opportunities during the year.

7 Property, plant and equipment

7a	Information Technology £000	Plant & Equipment £000	Furniture & Fittings £000	Total £000
Cost or valuation:				
At 1 April 2010	101	86	186	373
Additions	0	145	0	145
At 31 March 2011	101	231	186	518
Depreciation:				
At 1 April 2010	82	47	80	209
Charged in year	16	33	15	64
At 31 March 2011	98	80	95	273
Net book value:				
At 31 March 2011	3	151	91	245
At 31 March 2010	19	39	106	164

All assets are owned

7b	Information Technology £000	Plant & Equipment £000	Furniture & Fittings £000	Total £000
Cost or valuation:				
At 1 April 2009	101	86	186	373
Additions	0	0	0	0
At 31 March 2010	101	86	186	373
Depreciation:				
At 1 April 2009	57	36	64	157
Charged in year	25	11	16	52
At 31 March 2010	82	47	80	209
Net book value:				
At 31 March 2010	19	39	106	164
At 31 March 2009	44	50	122	216

All assets are owned

8 Intangible assets

	Information Technology £000
8a	
Cost or valuation:	
At 1 April 2010	365
Additions	0
At 31 March 2011	<u>365</u>
Amortisation:	
At 1 April 2010	219
Charged in year	49
At 31 March 2011	<u>268</u>
Net book value:	
At 31 March 2011	97
At 31 March 2010	146

All assets are owned

	Information Technology £000
8b	
Cost or valuation:	
At 1 April 2009	360
Additions	5
At 31 March 2010	<u>365</u>
Amortisation:	
At 1 April 2009	171
Charged in year	48
At 31 March 2010	<u>219</u>
Net book value:	
At 31 March 2010	146
At 31 March 2009	189

All assets are owned

9 Trade receivables and other current assets

9a	2010/11	2009/10
	£000	£000
Amounts falling due within one year:		
Prepayments and accrued income	583	649
Trade receivables	239	157
Other receivables	33	31
	<u>272</u>	<u>188</u>
	<u>855</u>	<u>837</u>

Trade and other receivables are non-interest bearing. Credit terms are generally 30 days. Trade and other receivables are recorded at fair value, reduced by appropriate allowances for estimated irrecoverable amounts. There are no amounts receivable after more than one year.

9b	2010/11	2009/10
	£000	£000
Provision for impairment of receivables		
As at 1 April	(25)	(14)
Charge for the year	(60)	(53)
Unused amounts reversed	4	6
Uncollectable amounts written off	38	36
As at 31 March	<u>(43)</u>	<u>(25)</u>

As at 31 March 2011, trade and other receivables of £43k (2009/10: £25k) were past due and impaired. The amount of the provision was £43k (2009/10: £25k). The ageing analysis of these receivables is as follows:

	2010/11	2009/10
	£000	£000
0 to 3 months past due	8	0
3 to 6 months past due	1	3
Over 6 months past due	1	1
Over 12 months past due	33	21
	<u>43</u>	<u>25</u>

As at 31 March 2011, trade and other receivables of £272k (2009/10: £188k) were due but not impaired. The ageing analysis of these receivables is as follows:

	2010/11	2009/10
	£000	£000
Not past due date	236	128
Up to 3 months past due	10	20
3 to 6 months past due	3	6
Over 6 months past due	5	4
Over 12 months past due	18	30
	<u>272</u>	<u>188</u>

9c **Analysis of trade & other receivables**

	2010/11	2009/10
	£000	£000
Bodies external to Government	834	799
Other Government bodies	19	37
NHS bodies	2	1
	855	837

10 **Cash and cash equivalents**

	2010/11	2009/10
	£000	£000
Balance as at 1 April	2,514	1,849
Net change in cash & cash equivalent balances	(1,921)	665
Balance as at 31 March	593	2,514

The following balances as at 31 March were held at:

Government banking service	0	0
Commercial banks and cash in hand	593	2,514
Balance as at 31 March	593	2,514

11 **Trade payables and other current liabilities**

	2010/11	2009/10
	£000	£000
11a Amounts falling due within one year:		
Trade payables	490	2,080
Accruals and deferred income	580	426
Other payables	117	69
Other taxation and social security	94	86
VAT	1	0
	1,282	2,661

11b **Analysis of trade and other payables:**

	2010/11	2009/10
	£000	£000
Bodies external to government	1,090	2,487
Other Government bodies	112	107
Local authorities	80	67
	1,282	2,661

12 Analysis of specific reserves

The Sponsor had allowed the Council to hold two specific reserves in 2009/10. During the 2010/11 financial year the Sponsor instructed the Council not to hold specific reserves. The balance of £626k was transferred to the general reserve to be utilised during the year. This contributed to £889k of approved grant in aid not being required.

12a	Movement in reserves	Legal £000	OSCAR £000	Total £000
	Movement in specific reserves 2010/11			
	Balance as at 1 April 2010	222	404	626
	Transfers to general reserve	(222)	(404)	(626)
	Balance as 31 March 2011	0	0	0
	Movement in specific reserves 2009/10			
	Balance as at 1 April 2009	400	0	400
	Transfers to general reserve	(178)	0	(178)
	Transfers from general reserve	0	404	404
	Balance as 31 March 2010	222	404	626

12b	Sources of financing		Revenue £000	2010/11 Capital £000	Total £000
	2009/10 Total £000	General fund			
	519	Opening balance as at 1 April 2010	64	310	374
	(9,316)	Retained surplus/(deficit) for the year	(9,301)	(113)	(9,414)
	9,397	Grants and grant in aid	8,777	145	8,922
	600	Transfers to/from specific reserves:	(460)	342	(118)
	178	Transfers from Legal reserve	222	0	222
	(404)	Transfer from OSCAR reserve	404	0	404
	374		166	342	508

13 Grants and other income from Scottish Government

13a	Scottish Government grants & other income	2010/11 £000	2009/10 £000
	Grant in aid	8,410	8,770
	Continuous learning framework	172	169
	Leadership in social services grant	168	0
	Sector skills grant	159	198
	Development of national occupational standards (NOS)	8	0
	Development of NOS guidance for employers	5	0
	Contribution to OSCAR reserve	0	135
	Investing in children's future's grant	0	63
	Contribution to accommodation move	0	62
	Total grants from Scottish Government	8,922	9,397
13b	Grant in aid analysis	2010/11 £000	2009/10 £000
	Approved grant in aid from Scottish Government	9,299	8,770
	Grant drawdown during the year	8,410	8,770
	Grant in aid not required	889	0

14 Capital commitments

There were no capital commitments as at 31 March 2011.

15 Commitments under leases

15a Operating leases

Commitments under operating leases to pay rentals during the year following the year of these accounts are given in the table below, analysed according to the period in which the lease expires.

Obligations under operating leases comprise:	2010/11 £000	2009/10 £000
Buildings:		
within 1 year	544	494
within 2 to 5 years	2,178	1,976
beyond 5 years	2,083	2,417
	4,805	4,887
Other:		
within 1 year	303	179
within 2 to 5 years	0	0
beyond 5 years	0	0
	303	179

Other leases comprise the charges from the Care Commission for shared service Information and Communications Technology services and from the General Social Care Council (GSCC) for the On-line Social Care Register (OSCAR) system. The OSCAR system was developed jointly by the four UK care councils and came into full use in 2010/11. The GSCC are the lead authority and the charge made by the GSCC is treated as an operating lease.

15b Finance leases

There are no obligations or commitments under finance leases.

16 Contingent liabilities

There were no contingent liabilities as at 31 March 2011.

17 Related-party transactions

The Council is a Non-Departmental Public Body (NDPB) sponsored by the Early Years and Social Services Workforce Division of the Children and Families Directorate of the Scottish Government. The Council has shared service arrangements with the Scottish Commission for the Regulation of Care. The Scottish Government and the Scottish Commission for the Regulation of Care are regarded as related parties with which the Council has had various material transactions during the year.

A Register of interests is maintained and updated annually. None of the Council Members, key managerial staff or other related parties has undertaken material transactions with the Council during the year.

18 Post statement of financial position events

There were no events after the statement of financial position date relating to the 2010/11 financial year.

19 Losses statement

There were no losses or special payments made in the year.

Appendix 1

SCOTTISH SOCIAL SERVICES COUNCIL



DIRECTION BY THE SCOTTISH MINISTERS

2. The Scottish Ministers, in pursuance of paragraph 9(1) of Schedule 2 to the Regulation of Care (Scotland) Act 2001, hereby give the following direction.
3. The statement of accounts for the financial year ended 31 March 2006, and subsequent years, shall comply with the accounting principles and disclosure requirements of the edition of the Government Financial Reporting Manual (FReM) which is in force for the year for which the statement of accounts are prepared.
4. The accounts shall be prepared so as to give a true and fair view of the income and expenditure and cash flows for the financial year, and of the state of affairs as at the end of the financial year.
5. This direction shall be reproduced as an appendix to the statement of accounts. The direction given on 25 November 2001 is hereby revoked.

Kate Vincent

Signed by the authority of the Scottish Ministers

Dated: 16 January 2006