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Scottish Social Services Council Annual Report & Accounts

1.04.04 – 31.03.05



Scottish
Social Services
Council

Contents

Convener's foreword	04
Chief Executive's report	06
About the SSSC	08
Achieving through our people	14
Registering and regulating the workforce	16
Promoting and regulating education and training	20
A workforce for the future	24
Communicating and engaging with our stakeholders	26
Ensuring good governance of the SSSC	32
Organisational chart	34



04

Convener's foreword

This report on our activities over the past year demonstrates the value of working with others to achieve the social service workforce we need. Collaborative working, partnership, involving and consulting our stakeholders on different areas of our work and building new relationships are the central themes of our work over the past year and fundamental to increasing protection for people who use social services and carers. Our work highlights the challenges of the tasks ahead.

There have been many developments in our sector. The most fundamental review of social work in 30 years is being carried out as social workers register for the first time. Change is always a challenge but the changes that the SSSC will bring about will help achieve our vision for the future.

Many of you will have shared with me the sense of pride and achievement within the sector at the first award ceremony for the social services sector. The Care Accolades are a means of highlighting the excellent work going on throughout Scotland. Social service workers do not seek the limelight, therefore the SSSC, as a champion of the sector, has an important role in organising an event that celebrates the achievements of the sector and also communicates these achievements to a wider audience.

Our role as a champion of the sector and as regulator go hand in hand. Registration and regulation will enhance the image and status of social service workers, as they become regulated professionals. Although it will take a number of years to phase in registration, we have made substantial progress over the past year with several groups now registering and more due to begin registration in 2005.

This is a diverse workforce and includes the early education and child care sector which will begin to register from October 2006.

I was very pleased to join over 300 people who are part of this essential workforce at our third annual conference.

The Effective Provision of Pre-School Education (EPPE) research highlighted by our key speaker Professor Iram Siraj-Blatchford, confirmed to me and the other delegates the very positive impact a qualified workforce has on service delivery.

Getting to know our stakeholders is important and this annual report highlights the success of our information service in communicating with our stakeholders and answering enquiries about registration, qualifications and careers in social services. We take a great deal of pride in the positive feedback we receive about these activities. At the SSSC we do want to hear your views, good or bad. We always aim to improve our organisation and all feedback helps us to do that.

The SSSC is a small but efficient organisation and one that has a clear vision for the future. We have an ambitious agenda which we are progressing with dedication and hard work. The commitment of the SSSC staff, my fellow Council Members and the co-opted members who give their expertise and time is evident in the quality and volume of work highlighted in this annual report. I am immensely proud of the achievements of the SSSC and thank all of our stakeholders for their commitment to developing a competent, confident and valued social service workforce.

We all look forward to working with you in the coming years. As this Annual Report demonstrates, working in partnership with our stakeholders ensures that we achieve more together than we could on our own.



Morag Alexander
Convener



“Change is always a challenge but the changes that the SSSC will bring about will help achieve our vision for the future.”

MORAG ALEXANDER
CONVENER

06

Chief Executive's report

Increasing the protection of people who use social services is at the heart of everything we do and I am pleased to report that we have made significant progress towards achieving this and all of our objectives.

Raising awareness of our role and work, talking to our stakeholders and working in collaboration with others have been key themes of our work throughout this last year. I believe that it is essential for the future development of the sector to develop strong relationships with all of our partners. This approach is proving to be successful and will benefit both the SSSC and the social service sector in Scotland as a whole.

Our objectives for this period are:

- to register and regulate the social service workforce
- to promote and regulate education and training for the social service workforce
- to promote workforce development and investment in the social service workforce
- to communicate and engage with our stakeholders
- to promote achievement of core objectives by ensuring the good governance of the Council
- to strive to be an organisation that achieves through its people by valuing and encouraging their contribution.

Phase one of registration continued to gather pace throughout this period with social workers and Care Commission Officers being invited to register.

The qualification criteria for phase two were announced and we have continued to meet workers and employers giving advice and information on registration, training and qualifications, career opportunities and other areas of our work.

We have made significant progress in our responsibility to promote and regulate education and training for the workforce this year. We have approved the new social work honours degree and postgraduate courses which are now available at universities across Scotland and completed a review of the National Occupational Standards for Care. This will ensure that we have a workforce that is competent and confident to deliver social services to meet future demand.

Our role as the Sector Skills Council (SSC), Skills for Care and Development (SfCD) is an exciting development and we will work with our UK partners, employers, training providers and other SSCs towards improving the skills and expertise of the social service workforce.

The sector continues to change and develop and this has an impact on the work of the SSSC. Two important reviews were established this year: the Early Years Review and the 21st Century Review. We are involved in both of these and the results will have a significant impact on the future of social services.

While the SSSC has remained a small organisation, we have all worked hard to ensure that we meet our objectives and this annual report highlights the many achievements of the last year.



Carole Wilkinson

Carole Wilkinson
Chief Executive



“Increasing the protection of people who use social services is at the heart of everything we do.”

CAROLE WILKINSON
CHIEF EXECUTIVE

08

About the SSSC

The Scottish Social Services Council (SSSC) was established in October 2001 as part of the UK-wide drive to raise standards in social services.

We are responsible for establishing a register of people who work in social work, social care and early education and child care in Scotland. We are making sure that the education and training of the workforce meets the needs of the sector now and for the future.

The SSSC has linked registration with appropriate qualifications because we firmly believe that this is the best way to deliver the confident, competent workforce that we need. Promoting education and training to the social service workforce will continue to be at the forefront of our work.

Based in Dundee, the SSSC is a non-departmental public body set up under the Regulation of Care (Scotland) Act 2001. Our sponsor is the Social Work Services Policy Division, part of the Scottish Executive Education Department.

We work alongside the Scottish Commission for the Regulation of Care (Care Commission), who inspect and regulate care services, sharing the same building as well as support services such as ICT, finance, facilities and some human resource services. We work with our partners in Wales, Northern Ireland and England to ensure effective regulation of the workforce and to further workforce development and planning.

We aim to be open, accountable, accessible and responsive and we know that to be effective, we must continue to work with our partners and listen to them.

Achieving together, building for the future

The SSSC is part of a wider framework and policy agenda working to ensure that standards in social service provision meet the demands of the 21st century. We will always aim to work in collaboration and in partnership, involving all of our stakeholders in our work.

In this last year there have been two important reviews established for this sector. Both involve the SSSC and will consult with a wide range of people in these areas of work. The results will have a significant impact on the future of social services.

The 21st Century Social Work Review began in October 2004 looking at what social workers do now and their interaction with other social service workers and other professionals. It will then go on to look at what we need from social work services in the future. SSSC Chief Executive, Carole Wilkinson, is the professional adviser to the Review Team which is due to report in October 2005.

Early years and child care workers play a vital role in the development of our young children. This year Peter Peacock, Minister for Education and Young People, announced the National Review of the Early Years and Child Care Workforce aimed at improving employment opportunities for workers and raising the status of the sector.

The SSSC has a key role in this Review and a member of our staff is the chair of the Roles and Responsibilities sub group.



“The 21st Century Social Work Review offers Scotland the best opportunity in a generation to shape the future of social work services for the next 20 years.”

WILLIE ROE
CHAIR OF 21ST CENTURY SOCIAL WORK REVIEW TEAM

Our vision

Our vision is a competent, confident and valued workforce delivering high quality services.

To achieve this we will:

- ✔ put people who use services and carers at the centre of all we do
- ✔ be a champion for the social service sector
- ✔ promote the importance of education, training and workforce development as part of the drive to raise standards
- ✔ be responsive to policy developments and wider initiatives in the sector
- ✔ register and regulate social service workers
- ✔ be open, accountable, accessible and responsive
- ✔ work in partnership with our stakeholders.

Our stakeholders

- ✔ People who use services and carers
- ✔ Social service workers
- ✔ Employers of social service workers
- ✔ Students
- ✔ Scottish Executive
- ✔ Further and higher education providers
- ✔ Training organisations
- ✔ Other UK regulatory bodies
- ✔ Scottish Commission for the Regulation of Care
- ✔ Awarding and accrediting bodies
- ✔ Sector Skills Councils
- ✔ Professional associations
- ✔ Trade unions
- ✔ Scottish Institute for Excellence in Social Work Education (the Institute)

Our objectives are:

- ✔ to protect those who use services
- ✔ to raise standards of practice
- ✔ to strengthen and support the professionalism of the workforce.

In doing this we will also:

- ✔ raise public confidence in the workforce.

“We have invested more than ever before in the early years sector and have seen the sector grow enormously and rapidly. We now have over 30,000 people working in this area.

“Our review will help consolidate, strengthen and shape the future of early years and child care employment, ensuring it meets the needs of children, families and staff.

“We need good workforce planning and a well-trained and flexible workforce.”



PETER PEACOCK
MINISTER FOR EDUCATION AND YOUNG PEOPLE

Our corporate objectives for 2004-2005

Our strategic objectives for 2004 – 2007 are set out in our corporate plan.

- ✦ Register and regulate the social service workforce.
- ✦ Promote and regulate education and training for the social service workforce.
- ✦ Promote workforce development and investment in the social service workforce.
- ✦ Communicate and engage with our stakeholders.
- ✦ Promote achievement of our core objectives by ensuring good governance of the Council.
- ✦ Strive to be an organisation that achieves through its people by valuing and encouraging their contribution.

The corporate plan 2004-2007 is available to view and download from the Library on our website www.sssc.uk.com



Key achievements 2004-2005

Together these achievements mark the progress we are making towards raising standards of practice, increasing the professionalism of the workforce and increasing the protection of the people who use social services and carers.

- ✦ The new social work honours and degree courses were approved at universities across Scotland. In our commitment to engage with all of our stakeholders, we worked with the universities, employers and people who use services to approve these courses.
- ✦ Registration of social service workers progressed to the next phase. Students on the new social work honours degree and postgraduate courses and Care Commission Officers were invited to register.
- ✦ We continued our promise to consult with, and listen to, stakeholders through a variety of events. The third annual conference, for the early education and child care sector, was attended by 300 delegates.
- ✦ In continuing to regulate and develop education and training for the sector, we developed new qualifications in social care based on the revised National Occupational Standards and we worked with our colleagues at the Scottish Qualifications Authority to launch these awards with a series of roadshows.
- ✦ We appointed a Project Officer to scope the housing support workforce and to consult with stakeholders to develop qualifications for registration.
- ✦ We have a role in promoting social work and social care as positive career choices and we continued to work with the Scottish Executive on the Care in Scotland campaign. A series of high profile roadshows held across Scotland were attended by 2,802 people interested in a social service career.
- ✦ As the champion of the social service sector, we worked with our partners to launch The Care Accolades. The first national awards ceremony for the sector took place in June 2004 celebrating innovation, good practice and excellence in social services in Scotland.
- ✦ The SSSC took over the management of the postgraduate bursaries and during 2004/05, the SSSC disbursed £5.4m in bursaries, grants and disbursements providing funding for a variety of training in social services including postgraduate and post qualifying social work courses and SVQs.
- ✦ In promoting education and training to the workforce in the sector and to the wider public, we continued to develop our information service, providing guidance on qualifications for registration and information on careers in social services. Over 15,000 career packs were downloaded from the website and we sent out 1,931 packs in this period.
- ✦ A joint initiative by the SSSC and the Institute, the Scottish Practice Learning Project (SPLP) was established in June 2004 to promote and develop practice learning across Scotland.
- ✦ We published the Continuing Professional Development strategy for the social service workforce.
- ✦ Along with our partners Topss (now Skills for Care), the Care Council for Wales and the Northern Ireland Social Care Council, we received the licence to develop as the Sector Skills Council for social care: Skills for Care and Development (SfCD).

14

Achieving through our people

We know that by recruiting the right people for the job, valuing their skills and talents and by developing and investing in them, we will achieve the high standards and quality of work that will get results. We have produced an organisational learning and development plan identifying staff training needs and requirements and this will be an ongoing feature. As an employer we are committed to ensuring well trained, skilled and motivated staff.

We are working towards achieving the Investors in People standards and will also develop an integrated Human Resources Strategy.

We carried out and completed our organisational review in this period, leading to a series of changes including dedicated Human Resources, restructuring of the administrative staff and changes to the Learning and Development team. Work also began on developing our internal communications with an internal email newsletter and the re-development of the intranet.

This year we developed the Performance Development Review System (PDRS) for staff appraisal. All employees were involved in a series of workshops to establish the values which we will use in evaluating performance. A six month pilot was carried out and an evaluation led to the development of the system which will be rolled out from April 2005.



The SSSC has 55 employees who work in several teams to carry out the functions of the organisation:

- ✦ Registration
- ✦ Conduct
- ✦ Legal and Committee
- ✦ Communications
- ✦ Learning and Development
- ✦ Human Resources
- ✦ Finance



16

Registration and regulation

Registration is a major part of the drive for higher standards in social services and will bring this workforce in line with their professional colleagues. Nursing, medicine and teaching are all regulated professions and workers have to register with their regulatory bodies to be able to practice.

Registration will increase the protection of people who use social services, helping employers to ensure that only suitable people are employed and retained in the social service workforce. It also means that action can be taken against the small minority of the workforce whose behaviour is not up to the standard required of social service workers.

Codes of Practice

One of the first tasks of the SSSC was to publish Codes of Practice for Social Service Workers and their Employers. The Codes of Practice set out the conduct expected of social service workers and their employers and inform users of care services and the public about the standards of practice they can expect.

The Codes of Practice apply to all social service workers not just those registered with the SSSC. Employers are required to take the SSSC's Codes of Practice into account in making any decisions which relate to the conduct of social service workers.

Copies of the Codes of Practice are free of charge and available from the SSSC. You can order copies by calling 0845 60 30 891 or by email at enquiries@sssc.uk.com

We have distributed $\frac{1}{4}$ million copies of the Codes of Practice to employers, workers in the statutory, voluntary and private sectors and to people who use social services and carers in a range of formats and languages.

We are working with the Care Commission and the Social Work Inspection Agency on how they take into account the Codes of Practice in their regulation and inspection of social services.

The 'Register of Social Workers, of other Social Service Workers and of persons participating in a course approved under section 54(1) of the Regulation of Care (Scotland) Act 2001' (the Register)

At present social workers, students on the new social work honours and postgraduate programmes and Care Commission Officers are registering with the SSSC and more groups will begin to register over the coming years.

Applicants for registration must satisfy the Council as to their competence, good character and conduct and must agree to abide by the Code of Practice for Social Service Workers. The qualification requirements have been set for entry onto each part of the Register and all applicants must undergo a Disclosure Scotland check as part of the registration process. The criteria for registration also sets out the minimum qualification requirements a worker must obtain to undertake specific roles and responsibilities.

Social workers must hold a recognised qualification to register. Other applicants to the Register who do not hold the required qualifications may, if they meet all the other eligibility criteria of evidence of good character and conduct, be granted registration subject to the condition that they achieve the required qualifications within a specific period of time – normally the first three year period of registration.

Rolling out registration

The qualification criteria for workers in phase two of registration, who will begin to register from 2006/7, were agreed by the SSSC Council in March 2004. Over 5000 copies of the qualification criteria for adult residential care workers and almost 6000 copies of the criteria for early education and child care workers were downloaded from our website in the same period.

We have worked hard to ensure that workers, employers and training providers understand registration and what workers have to do to meet the requirements. We have contributed to 25 events from Shetland to South Ayrshire, usually held by Child Care Partnerships, voluntary bodies or organisations representing the interests of this part of the sector, providing information on the Codes of Practice, registration and education and training.

How are we doing?

The Register opened on 1 April 2003. With a workforce of 138,000, registration is being phased in over a number of years. We consulted widely on the eligibility criteria for registration and on the qualification criteria for phases one and two of registration. Phase one is now well underway with social workers, ie those workers holding a Diploma in Social Work (DipSW) or an equivalent qualification the first group to be invited to register with the SSSC. Phase two of registration will begin in 2006/7.

During this period we refined our registration processes and are working with the other UK care councils to procure a new ICT system to support and enhance the registration and conduct work. We expect the new system to be implemented in April 2006. We have developed new application packs for the next groups to register and provide a helpline for applicants and registrants to answer questions and deal with queries about the registration process.

We are in discussion with our Sponsor at the Scottish Executive on the appropriate level of fee for workers in phase two of registration and will consult on this in 2005/6.

The dates below outline when registration begins for each group of workers.

Phase one

- ❖ Social workers ie workers holding a Diploma in Social Work or equivalent (April 2003)
- ❖ Students on the new honours degree and postgraduate programmes (summer 2004)
- ❖ Care Commission Officers (autumn 2004)
- ❖ Managers of residential child care (June 2005)
- ❖ Workers with supervisory responsibilities in residential child care (October 2005)
- ❖ Managers of adult residential care (December 2005)
- ❖ Managers of adult day care services (December 2005)
- ❖ Residential child care workers (July 2006)

Phase two begins 2006/7

- ❖ Early education and child care workers
- ❖ Adult residential care workers

The timetable

Social workers and workers holding a Diploma in Social Work (DipSW) are the first group to register and all relevant workers were invited to register by March 2005.

We want to ensure that workers are informed about registration and understand what it means for them and for those who use social services. Since the register opened we have carried out 88 information workshops for social workers across Scotland.

Registration continued to gather pace during this period as we opened the register to more groups.

Residential child care workers will begin to register from June 2005, with managers being the first in this group to register. In partnership with the Scottish Institute for Residential Child Care (SIRCC) we organised four workshops in Aberdeen, Dundee, Glasgow and Musselburgh to provide information to managers about the registration process.

Use of protection of the title ‘social worker’

In a significant step towards raising standards and increasing the professionalism of the sector Euan Robson, then Deputy Minister for Education and Young People, announced plans to introduce protection of the title social worker from 1 September 2005.

Section 52 (1) of the Regulation of Care (Scotland) Act 2001 states that once protection of title is introduced “any person who, with intent to deceive, while not registered in any relevant register as a social worker, takes or uses the title of social worker, or purports in any other way to be a social worker” shall be guilty of an offence.

Post Registration Training and Learning (PRTL)

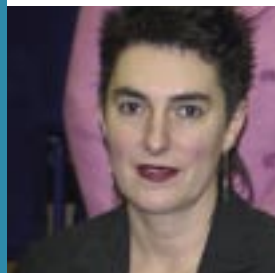
All registered social service workers must undertake PRTL. Registered social workers need to complete at least 15 days (90 hours) of relevant training and learning activity within each three year registration period. This is to ensure that they maintain and improve their knowledge and skills.

In September 2004 we sent out over 2000 consultation papers in a response to a request from the Scottish Executive to the social service sector proposing that each registered social worker should complete five days (30 hours) of training focused on child protection issues. The new proposals would ring fence five of these days for training on child protection issues including their application to the protection of vulnerable adults.

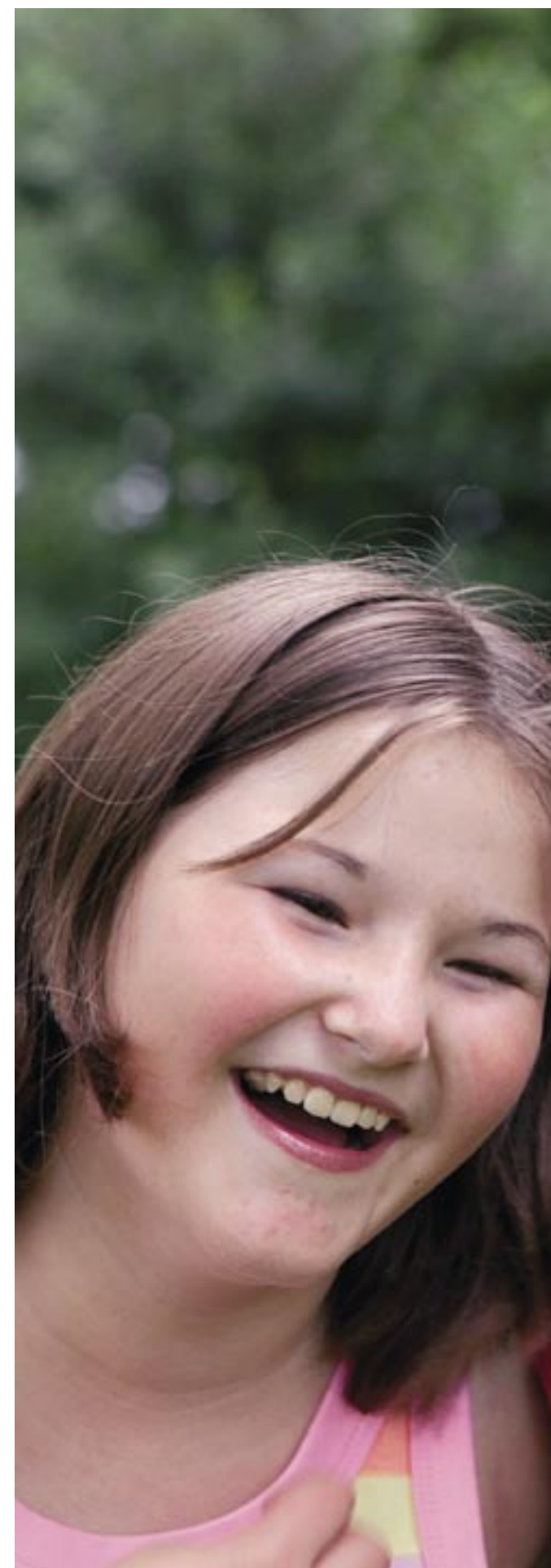
There was general support for this proposal but the majority of respondents indicated that they felt the ring fenced training should be on adult protection as well as child protection.

The Council recommended this change to Scottish Ministers and it has agreed it will come into effect from June 2006. This is when the first social workers to be registered will be applying to have their registration renewed.

“A regulated environment is reassuring for parents in minimising risk. A qualified and competent workforce is good for kids, as their environment is better and the quality of the educational experience is higher.”



ANNA FOWLIE
PARENT



Regulating the conduct of social service workers

Regulating the workforce will enhance the status of the social service workforce and protect people who use services. And both these aims are welcomed by workers in the sector. The opening of the register for social service workers means that action can be taken against the small minority of workers whose suitability for registration is called into question.

We deal with complaints made about the conduct of applicants for registration and those who have already registered and not complaints about, for example, service provision or employing organisations. When information is received, we will consider whether the information is capable of amounting to a “complaint” in terms of the Council’s Conduct Rules which are available at www.sssc.uk.com

We have a framework of regulatory committees which consider conduct matters. Membership of committees includes lay and due regard persons. A lay member is someone who has not worked or been involved in social services for the last five years, including involvement in training and education of social service workers. A due regard member is a registered social service worker who will normally be registered on the same part of the register as the worker who is the subject of the proceedings.

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The main areas of activity in relation to conduct in the past 12 months were:

- ⌘ considered self declarations made by applicants about previous convictions or disciplinary matters and information received through Disclosure Scotland checks to determine suitability for registration
 - ⌘ considered declarations by registrants about changes in their circumstances
 - ⌘ voluntary removals from the Register
 - ⌘ complaints against registered workers
 - ⌘ receipt, retention and processing of information about non-registered workers.
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20

Promoting and regulating education and training

The SSSC is responsible for promoting education and training of the social service workforce, encouraging workers to take advantage of formal and informal learning and training opportunities. Establishing relationships with this sector, providing clear and consistent messages about registration, training and regulation has been a key feature of our work this year.

All social service workers will need to obtain appropriate qualifications for the job they do to get onto the Register and we work with employers, workers, unions, professional bodies, service users and carers and other partners to ensure that the qualifications for registration are appropriate and relevant.

The PRTL requirements for social service workers allows for a variety of ways for registrants to learn and develop and do not always have to be certified. Finding new and innovative ways to learn is important in developing a learning culture for the sector along with recognising the need for career pathways.

Continuing Professional Development (CPD)

CPD is crucial as we work to achieve future demands for competent and confident social service workers. The strategy for CPD for the social service workforce was published by the SSSC in October 2004 and sets out a systematic approach to CPD for all social service workers, taking account of the review of the Post Qualifying Framework and the PRTL. It is available on the website www.sssc.uk.com We held two events for social service education and training providers to explain and promote the strategy.

Our Council meeting in March 2005 acknowledged the contribution that the PQ Consortium had made to raising standards of academic and professional practice in the sector. The review means that different arrangements will be put into place for post qualifying training for social service workers. It was agreed that the last date for candidates to register with the PQ Consortium should be 30 June 2005.

Supporting through funding

In the last 12 months we have disbursed £5.4m in grants and bursaries to support people and organisations in gaining social service qualifications. This year we have responsibility for postgraduate bursaries and 279 students are now receiving this funding.

We have disbursed grants to voluntary sector agencies to support workers through SVQs in Care and social work training, to contribute to the costs of the training consortia, voluntary agencies training fora and to enhance practice learning.

We published and distributed 1000 copies of a report in August 2004 containing information on funding streams for education and training for the social service workforce which is available on our website www.sssc.uk.com

At our conference in November, Peter Peacock, Minister for Education and Young People announced his intention to continue to provide funding for workforce development - £6 million in each of the financial years 2006-07 and 2007-08.

He said "I have also set a target to increase the proportion of early years, child care and support staff meeting the qualification requirements from 66% in September 2003 to 85% in January 2009. I have no doubt that this is a challenging target. But, it is one that I believe is achievable, and desirable."

Developments in education and training

888 students began their social work training in 2004/2005 with 477 on the new social work degree and postgraduate courses.

Significant developments this year include the approval of the new social work honours degree and postgraduate courses and revised qualifications in social care and early education and child care.

New social work qualifications

The new social work honours degree and postgraduate courses began from September 2004, representing a major development in our ambition to raise standards and the professionalism of the sector.

We are responsible for approving and quality assuring the new social work qualifications and have published the Rules for Social Work Training 2003 which are available on our website www.sssc.uk.com

Through a series of events in 2003-4 we consulted with our stakeholders enabling them to be part of the development of the approval process for the new social work qualifications, exploring areas such as service user involvement and learning for practice and a report is available on our website www.sssc.uk.com The approval process also involved a stakeholder panel of employers, people who use services, carers and further and higher education providers. We are conducting an evaluation of this process and the results will be available in 2005.

The new social work qualifications have increased the number of days students need to spend on practice learning. This is in recognition of the importance of practice learning in developing competent practitioners. Students need a variety of experiences in order to give them the opportunities to learn and develop. They will be assessed on their practice.

“It was a bit daunting at first but we established good working relationships and I was impressed with the intent and ambition of everyone involved. It was very important for me to be there as a service user. I was able to raise some valid points about access - not just physical but about information, reading materials and equipment - which were taken on board. I really felt it was a worthwhile exercise. To do this effectively, we need to be really representative at user level and to understand the resources attached to it as well.”

PETER BRAWLEY
PROJECT MANAGER OF THE SCOTTISH PERSONAL ASSISTANT
EMPLOYERS NETWORK, MEMBER OF THE APPROVAL PANEL
AND SERVICE USER



Scottish Practice Learning Project (SPLP)

The SPLP is a two year project managed by the SSSC and the Institute. SPLP's objectives include to promote practice learning opportunities, to increase the quantity, quality and diversity of opportunities, to map supply and demand and to develop new qualifications for practice learning. The SPLP will also promote the development of a learning culture throughout social services, including the development of Learning Networks. Work began in June 2004 and the first annual report will be produced in June 2005.

New qualifications for social care and early education and child care

The review of the National Occupational Standards (NOS) which form the basis of the Scottish Vocational Qualifications (SVQs) and awards in care was completed in June 2004 and we worked with the awarding bodies to get ready for the implementation of the new standards.

The new awards are a significant improvement on the existing SVQs and have been designed to be more accessible, easier to work with and to be more in line with current service delivery trends. The SSSC and the Scottish Qualifications Authority (SQA) held a series of six launch events to give the sector as much information as possible on the new awards.

The new HNC in Health and Social Care and the HNC in Early Education and Child Care were both launched this year. We also managed the project funded by the Scottish Executive Health Department's Vulnerable Adults Unit to develop Skills Sets for Autistic Spectrum Disorder with qualifications at SVQ levels three and four to be validated in 2005.

The Regulation of Care Award (RoCA), commissioned by the SSSC and validated by Anglia Polytechnic University, was launched in January 2005. The first cohort of 50 Care Commission Officers (CCOs) began to work towards achieving the regulator's award.

A workforce for the future

We are committed to promoting high standards and best practice in social services and to achieve this we have specific workforce development functions which we undertake in partnership with others. Establishing networks, building relationships and providing clear, consistent information about registration, training and regulation is important.

Finding out more about the workforce has been a key feature of our work in the last 12 months. We are developing our IT systems to ensure accurate workforce information. We have a key role in national workforce initiatives including the National Workforce Development Group established by the Scottish Executive to take forward the Action Plan for the Scottish social service workforce announced in 2002.

Early education and child care in particular is very much part of social services and building relationships with this part of the sector has been very important. We have worked with Skills Active, the Sector Skills Council representing playworkers and will attend their employers' event in April 2005. We have developed strong communication networks with the Scottish Out of School Care Network, Child Care Partnerships and other networks and we are represented on the UK Playwork Education and Training Council.

Skills for Care and Development (SfCD)

We were granted the licence to become the Sector Skills Council, Skills for Care and Development in February 2005. Skills for Care and Development (SfCD) - aimed at helping employers meet their skills and business needs – will be launched in Scotland in Dundee in June.

SfCD is an alliance of organisations, licensed by Government to represent the interests of some 60,000 employers and 2.5 million workers in the UK. In Scotland there are 138,000 social service workers providing services to around half a million people.

The five partners are the SSSC, Care Council for Wales, Northern Ireland Social Care Council, Skills for Care (adult social care England) and Children's Workforce Development Council (England)

Sector Skills Councils have been set up by the Government with four key goals:

- ❏ reducing skills gaps and shortages
- ❏ improving productivity, business and public service performance
- ❏ increasing opportunities to boost skills and productivity
- ❏ improving training, including apprenticeships, higher education and national occupational standards.

As the Scottish partner of the UK alliance, the SSSC will work closely with employers to deliver strategies to improve the levels of skills and expertise in the sector. It will also take account of:

- ❏ the priorities of Scottish Ministers
- ❏ the review of early education and child care
- ❏ the 21st Century Social Work Review
- ❏ Scottish Credit and Qualifications Framework (SCQF).

Scottish Credit and Qualifications Framework (SCQF)

Work on the SCQF project for social services has made considerable progress with the work plan published in August 2004 to develop, implement and promote the SCQF in the social service sector. We will hold a conference in April 2005 and work is underway to develop a pilot for Recognition of Prior Learning in partnership with Organisation of Residential Care Homes in Angus (ORCHA) and the Church of Scotland.

PETER DORAN
CARE MANAGER, HARMENY SCHOOL, BALERNO

“We believe in the highest standards of practice and have ensured through our investment in learning that we have the skills to achieve those standards.”

Scoping the housing workforce

Work on finding out more about the housing support workforce began in August 2004. The one year project, funded through the Supporting People initiative in partnership with the Scottish Executive, will identify the education and training needs of the sector. Housing support staff are likely to be registered in the later stages of phase two of the SSSC's registration process. The Project Officer has met with key stakeholders and employers and will begin a consultation in May 2005.

Supporting the voluntary sector

A new unit was established in March 2005 to support and promote the development of the voluntary sector social services workforce in Scotland. The Voluntary Sector Social Services Workforce Unit, funded by the Scottish Executive, was set up by Community Care Providers Scotland in collaboration with the SSSC. Janet Miller, previously a Learning and Development Adviser for the SSSC, has been appointed Director of the Workforce Unit, which is based at Volunteer Development Scotland's offices in Stirling.

The Unit will work with all social service provider employers in the voluntary sector to help achieve the SSSC's vision of a competent, confident workforce. Of the 138,000 people who work in the social services sector in Scotland, at least 36,000 are in the voluntary sector. It will liaise with employers on:

- ❏ workforce development
- ❏ workforce intelligence
- ❏ qualifications
- ❏ recruitment and retention
- ❏ workforce planning
- ❏ the national policy agenda
- ❏ collaborative working.

26

Communicating and engaging with our stakeholders

Communication highlights of 2004 – 2005

- ✿ We held the Care Accolades 2004, the first national awards ceremony for social services in Scotland.
- ✿ We held our second annual conference “Regulation and registration of the early education and child care workforce” attended by 300 delegates.
- ✿ We held eight roadshows across Scotland attended by 2802 people interested in a career in social services.
- ✿ We attended 52 events held by our stakeholders.
- ✿ We attended 91 registration information workshops.
- ✿ We recorded 2565 calls and emails for information on a career in social services.
- ✿ Nearly 1000 calls were recorded for information on qualifications and registration during this period.
- ✿ A new career information pack was developed, published and distributed.
- ✿ 14, 000 newsletters were distributed every quarter.
- ✿ Our eBulletin went out to almost 1700 people every month.

Keeping you informed

Establishing excellent 2-way communication with our stakeholders is important to the SSSC. We are working hard to make sure we continue to increase awareness of the SSSC and its work among a range of stakeholders. Our Communication Strategy sets out how we will communicate and engage with our stakeholders and promote the work of the SSSC and the social service sector.

Good communication is integral to the success of the SSSC and has a positive impact on our work. We continue to hold public consultations, conferences and events, publish reports, newsletters, eBulletins and participate in a number of stakeholder events.

Our newsletter and eBulletin go out to thousands of people every quarter and the website continues to see an increase in the number of hits and visits as more people seek information on registration, education, training and careers in this sector.

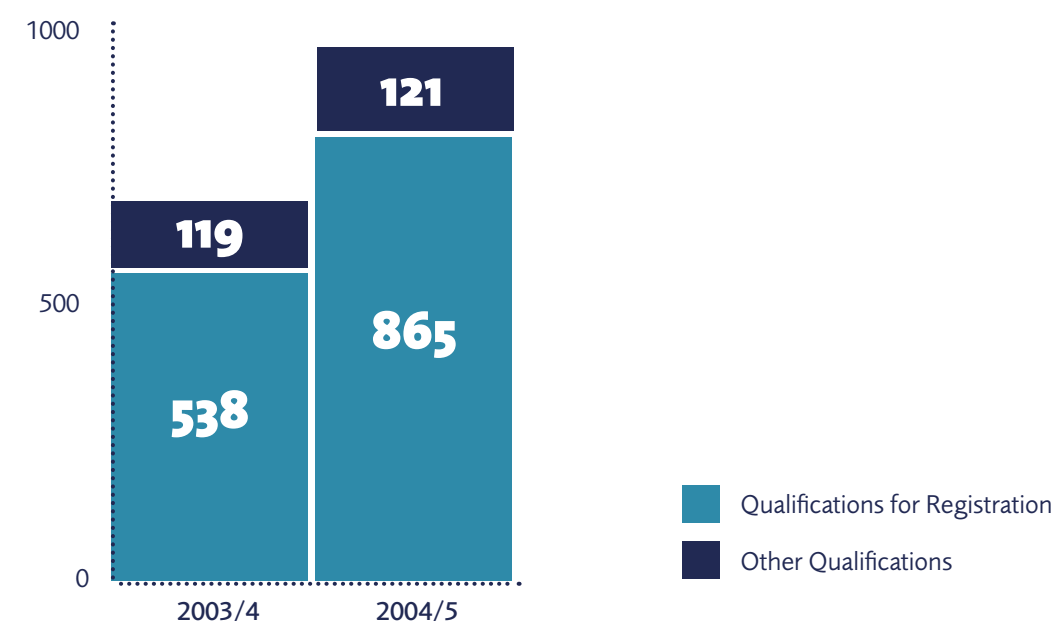
We carried out an evaluation of our newsletter and the feedback received allowed us to enhance and develop the content and look to reflect the views of our readers.

A CD-Rom on the work of the SSSC is being produced and is expected to be distributed in summer 2005.

We attended 52 events, meeting people who work in social services, employers, higher and further education providers and people who use services and carers.

We have established a comprehensive information service which receives requests for a range of information every day. We want to ensure that the information we provide is clear, consistent and available in a variety of formats. During this year we have continued to meet the demand for information on areas including careers, qualifications for registration and the Codes of Practice.

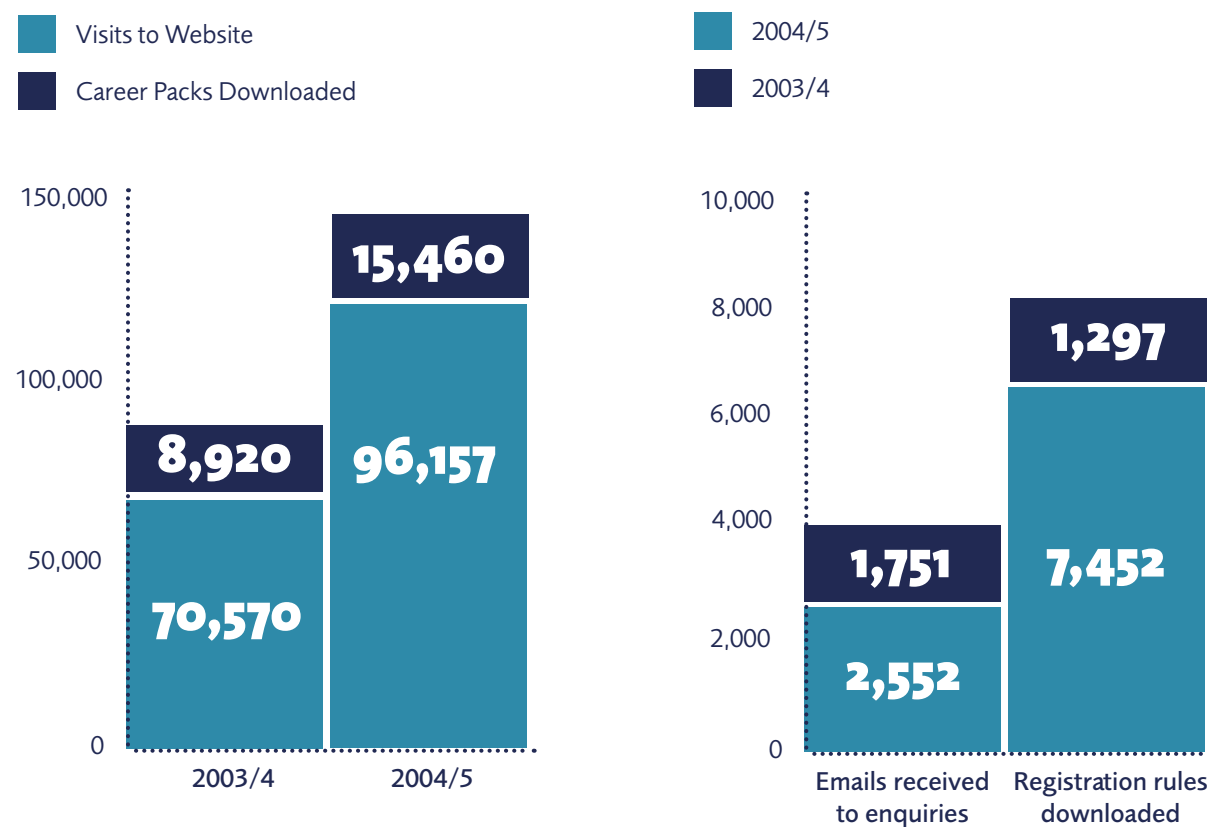
Telephone calls for information on qualifications



Website

Our website is an important communication tool and must provide easy access to information on the work of the SSSC. We have carried out an evaluation of the site, listening to the comments of people who have used it and are working towards an improved website to be delivered in July 2005. The new site will include a section for people who use services and their carers and a library for quick and easy access to SSSC publications, reports and documents.

Our statistics show that the website is consistently used as a means of obtaining information about careers in social services and registration.



Careers

We provide up to date information on career opportunities in social services from degree courses to appropriate vocational qualifications. We launched a new career information pack, sending out 1931 packs. Our website recorded 15,467 downloads of the career pack in the last 12 months, a 73% increase on 2003-4.

We received 2565 calls and emails requesting information on careers. This is down slightly on last year due to a change in focus for the Care in Scotland campaign to a series of roadshows.

Care in Scotland

Raising awareness of the variety of careers in social services and the opportunities at all levels was the theme of the Care in Scotland campaign for this year. We held nine roadshows at venues from Inverness to Galashiels to give people the opportunity to meet with those who work in the sector, advice on courses and training and volunteer work opportunities. Organisations who were able to provide jobs and training programmes attended.

Regulation and registration of the early education and child care workforce – our 2004 annual conference

Three hundred delegates packed Heriot Watt University on 8 November 2004. Peter Peacock, Minister for Education and Young People gave the opening address.

Regulation and registration of the early education and child care workforce was the theme and the Minister, in supporting the need for a trained, motivated and qualified workforce announced he was extending the Workforce Development Grant which is given to local child care partnerships to help support the training and qualifications of workers in the sector.

Professor Iram Siraj-Blatchford, one of the main researchers on the EPPE project (Effective Provision of Pre-School Education) followed the Minister, giving clear messages from this research which has been carried out in England and Wales:

"Training does make a difference to quality of child care provision and there is a direct correlation between the experiences of the child in the pre-fives setting and the level of qualification the worker has."

Delegates attended a range of workshops. One of the key features of the afternoon session was the very powerful, personal messages from three speakers: a worker, a parent and one representing an employer. Each had a different perspective on why training and qualifications benefited them but with a common theme of the overall benefit to the child.

Morag Alexander Convener of the SSSC, summed up the day as having provided an opportunity for this sector to celebrate their achievements and to work together with SSSC in fulfilling the desire to have a competent, confident and valued workforce.



SARAH GILLAN
WINNER OF THE FUTURE WORKER ACCOLADE,
CARE ACCOLADES 2004

“I want to give back what I got from being in care. I want to be able to go home from work each night and say to myself ‘I helped people today!’ I would like to become a good social worker. It’s my way of paying back what I got.”

Care Accolades 2004

Social work and social care organisations and staff from across Scotland received accolades in the first national award ceremony for the sector, hosted by television presenter Kaye Adams in Edinburgh. Fifteen finalists were shortlisted from over 100 entries received from social service projects and teams from Orkney to South Lanarkshire.

An initiative between the SSSC, the Scottish Executive and CareandHealth, the Care Accolades was launched to highlight the role of social services and those that work at every level of social services in Scotland.

The success of this first venture is to be repeated this year when Care Accolades 2005 takes place on 3 June at the Radisson SAS Hotel in Glasgow.

The Communications Team won the Silver Award for Best In-house Campaign at the Chartered Institute of Public Relations regional PRide Awards, held at the Balmoral Hotel, Edinburgh in October 2004 for the success of the Care Accolades.



Ensuring good governance of the SSSC

As an non departmental public body, ensuring good governance is at the forefront of the SSSC's operations. This means having in place procedures to manage risk and to monitor our performance in meeting the corporate objectives.

The activities of the SSSC in relation to governance over the past year include:

- publishing the Corporate Plan which sets out the strategic objectives for each year with a three year rolling programme and establishing the budget for each year
- development of the risk management process
- adoption of a Publication Scheme under the Freedom of Information (Scotland) Act 2001.

The SSSC must produce a publication scheme and respond to all requests for information as set out in the Freedom of Information (Scotland) Act 2001. A core value of the SSSC has always been to be open and accountable. The Information Commissioner approved our publication scheme. We put in procedures to ensure that we meet all our legal obligations and have provided comprehensive training to staff. We have responded to all requests for information within the timescales.

Equalities Action Plan

The SSSC is committed to promoting equality and has an Equalities Strategy and Action Plan in place. Equality of opportunity is integral to the work of the SSSC with both our internal and external stakeholders. The Action Plan provides us an opportunity to measure and evaluate our objectives and actions towards ensuring that the SSSC is an organisation which is accessible to all and operates to the highest standards for all. An Annual Report on the Action Plan was presented to the Council in June 2004.

The Council

The SSSC Council members have a responsibility for the vision, strategic direction and control of the organisation.

The Council has 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 a service user, a carer, those involved in service delivery, trade unions, 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.

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

Convener

Morag Alexander OBE

Convener of the Scottish Social Services Council since 1 August 2001, Morag is also Chair of Fair Play Scotland, a Board Member of Turning Point Scotland and a Member of the Governing Body of Queen Margaret University College.

She is also a member of the Board of the Scottish Commission for the Regulation of Care and Skills for Health. Morag was formerly Director of the Equal Opportunities Commission, Scotland. From 1995 to 2003, she was Chair of the Early Years Advisory Group of Children in Scotland.

She was a board member for Partnership for a Parliament, a member of the Expert Panel on Procedures and Standing Orders in the Scottish Parliament and a member of the Scottish Committee of Inquiry into Student Finance (Cubie Committee).

Council Members

- Elizabeth Bridgeford OBE
- Ursula Corker MBE
- Mary Hartnoll
- Patrick Kelly
- Michael Kirby
- Thomas Lynch
- James McIntosh
- Judith Midgley
- Kate Pryde
- Cherry Rowlings
- Bryan Williams OBE

Declaration of Council Members' interests is available on our website www.sssc.uk.com

The SSSC Committees

The SSSC has a number of committees with a variety of responsibilities set up to oversee and to monitor the work of the SSSC. Each committee has a number of co-opted members who bring significant experience and knowledge to the work of the SSSC.

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

Finance and Resources Committee looks at how the SSSC 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. It also agrees organisational structure and HR policies, process and procedures.

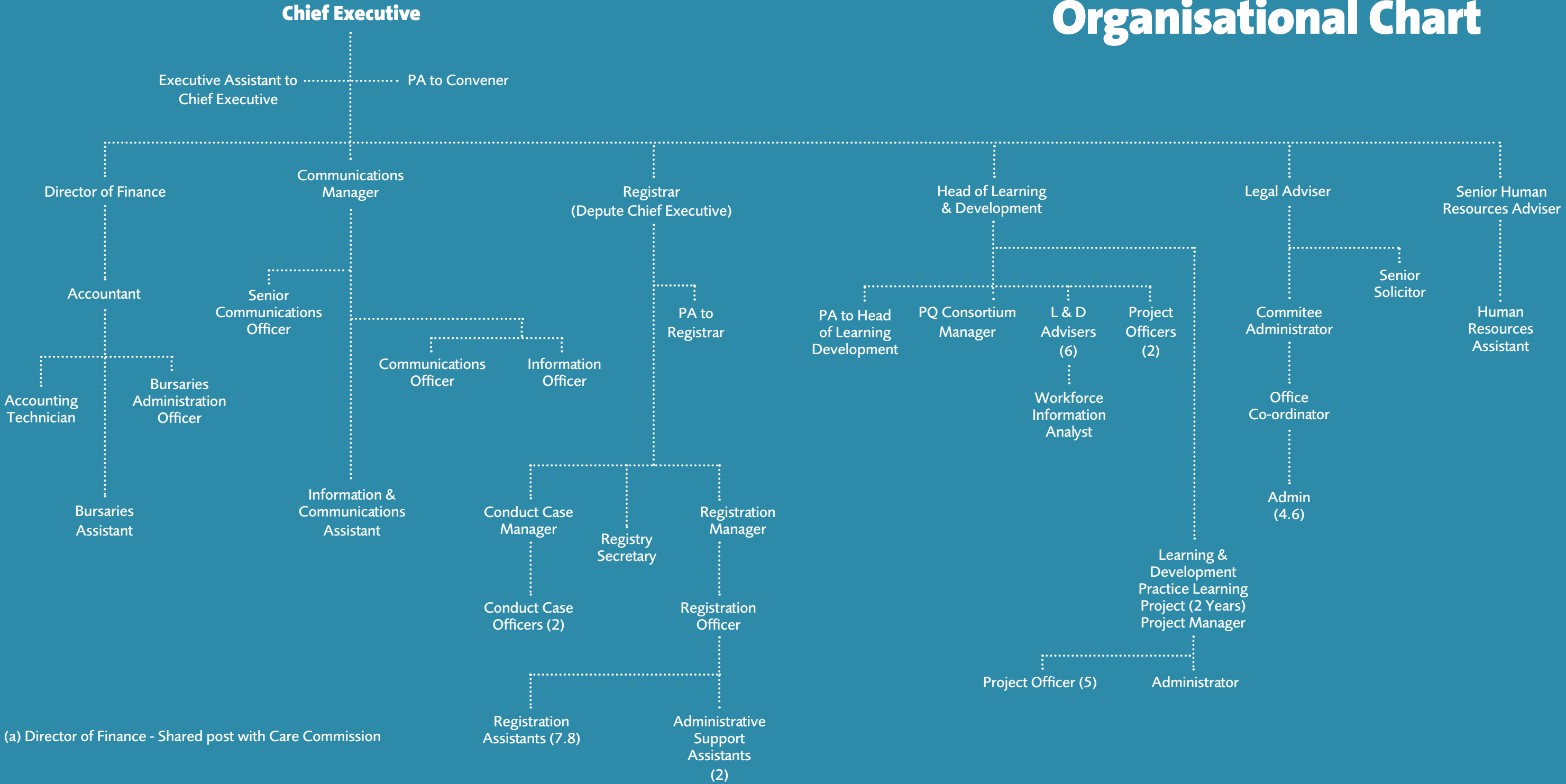
The Learning and Development Committee supports the delivery of high quality social work and social services, working with employers to develop and maintain a competent and appropriately qualified workforce in all sectors. It also oversees workforce analysis and planning, employment and training initiatives and the development of appropriate and accessible National Occupational Standards.

This committee oversees the work of the Council in relation to the development as a Sector Skills Council.

The Registration and Regulation Monitoring Committee monitors and reports to Council on the quality and effectiveness of the systems, process and procedures used in the registration and regulation of the social service workforce. It advises Council on the development of policy in relation to regulation and registration of the social service workforce.

The Registration Committee and its Sub-committees deals with applications for registration. The Conduct Committee and Sub-committees deal with allegations of misconduct against registrants.

Organisational Chart



“Registration has a positive impact by requiring us not only to maintain our working standards but - through continuing professional development - to improve.”

JUNE WELSH
SENIOR PRACTITIONER, CHILDREN 1ST

Scottish Social Services Council Financial Accounts

Year Ended 31 March, 2005

Foreword	39 – 43
Statement of Accountable Officer’s responsibilities	44
Statement on Internal Control	45
Auditor’s Report	48
Income & Expenditure Account	50
Statement of Recognised Gains & Losses	51
Balance Sheet	52
Cashflow Statement	53
Notes to the Accounts	54

Foreword

The accounts for the financial year ended 31 March 2005 are presented in accordance with paragraph 9(1) of Schedule 2 to the Regulation of Care (Scotland) Act 2001, and prepared in accordance with an Accounts Direction given by Scottish Ministers.

1. History and statutory background

The Scottish Social Services Council (SSSC) was constituted under Part 3 of the Regulation of Care (Scotland) Act 2001 which was passed by Parliament on 31 May 2001 and received Royal Assent on 5 July 2001.

The SSSC is responsible for registering the social service workforce and regulating their education and training. With effect from 1 October 2001, the SSSC took over and carries forward the work of the Central Council for Education and Training in Social Work (CCETSW) and the Training Organisation for the Personal Social Services (TOPSS).

The statutory responsibilities of the SSSC include the approval of courses, ensuring there is sufficient provision of education and training, working with education and training providers to secure adequate provision, giving grants for training provision, workforce planning and workforce development, issuing Codes of Practice and registering and regulating the workforce.

2. Principal activities

The SSSC’s activities are centred around the five main responsibilities:

- to set up registers of key groups of social service workers
- to publish Codes of Practice for social service workers and their employers
- to regulate the training and education of the social service workforce
- to carry out the functions of the Sector Skills Council: Skills for Care and Development (SfCD)
- to promote education and training to the social service sector.

Throughout 2004/05 the SSSC built on the foundations of its first three and a half years. This period was a time of rapid change with significant progress made towards achieving its main objectives.

The SSSC has established the first register of social service workers in Scotland and will work to regulate the workforce. It will support and regulate education and training for the workforce and will promote workforce development to make sure that there will be enough qualified social service workers to meet Scotland’s future needs.

Key achievements in 2004/05

Progressed to the next phase of its programme of registration of the social service workforce. Students on the new social work honours degree and postgraduate courses and Care Commission Officers began to register.

The new social work honours and degree courses were approved at universities across Scotland. The SSSC worked with the universities, employers and people who use services to approve these courses.

Continued our promise to consult with and listen to stakeholders through a variety of events. The third annual conference for the early education and child care sector was attended by 300 delegates.

New qualifications in social care were developed based on the revised National Occupational Standards and we worked with our colleagues at the Scottish Qualifications Authority to launch these awards with a series of roadshows.

Established the Housing Project to identify the housing support workforce and to consult with stakeholders to develop qualifications for registration.

As part of its role in promoting social work and social care as positive career choices, the SSSC continued to work with the Scottish Executive on the successful Care in Scotland campaign.

A series of high profile roadshows held across Scotland were attended by 2,802 people interested in a social service career.

Launched the Care Accolades, the first national awards ceremony for the sector, celebrating innovation, good practice and excellence in social services in Scotland.

The SSSC took over the management of the postgraduate bursaries. During 2004/05, the SSSC disbursed £5.4m in bursaries, grants and disbursements.

The SSSC continued to develop its information service, providing guidance on qualifications for registration and advice on careers in social services. Over 15,000 career packs were downloaded from the website and we sent out 1,931 packs in this period.

A joint initiative by the SSSC and the Institute, the Scottish Practice Learning Project was established in June 2004 to develop practice learning across Scotland.

Published the Continuing Professional Development report for the Social Service Workforce.

Along with partners Topss (now Skills for Care), Care Council for Wales and the Northern Ireland Social Care Council received the licence to develop as the Sector Skills Council for social care: Skills for Care and Development (SfCD).

3. Financial review

The SSSC's total income excluding notional items during the financial year 2004/05 was £9.217m, of which £7.385m was received as Grant in Aid, £1.489m was other government grants for Practice Learning Fees and the Scottish Practice Learning Project. A further £0.183m was other government income, for initiatives such as the Scottish Credit and Qualifications Framework (SCQF), Autistic Spectrum Disorder, Housing Project, Care in Scotland and Care Accolades. A further £0.160m of other income (mainly registration fees, conference fees charged to service providers and sponsorship) was received.

The SSSC's expenditure for the year ended 31 March 2005 totalled £9.092m. Payment of grants, awards and bursaries to training providers and students totalled £5.411m. The remaining expenditure was on staff costs £2.157m and operating expenditure £1.524m. Operating expenditure includes property, administration, supplies and services and transport costs.

The SSSC's financial position at the end of 2004/05 was a surplus of £0.131m. This underspend arose from lower bursary payments than originally budgeted.

4. Significant changes in Fixed Assets

During the year a Grants and Bursaries computer system was developed for the SSSC and work began on a Management Information System which will be completed during 2005.

5. Future developments

In 2005/06 the SSSC will continue to progress its corporate objectives. The opening of the register for residential child care workers and managers of adult residential and adult day care services ensures that we meet our objectives in registering and regulating the workforce.

The SSSC will consult upon the scope of, and qualifications for, the housing support workforce and form a view about their registration.

The work to implement the SCQF will continue, with projects looking at Recognition of Prior Learning (RPL) and work based learning as part of promoting access to training and flexible routes to qualifications.

The SSSC will describe and map the elements of an Employee Development Strategy, focusing upon the wider workforce, as part of its responsibilities for promoting learning and continuous development.

The organisation will strive to operate at the highest standards and will be carrying out a Best Value Review in relation to the Post Qualifying Consortium during 2005/06.

We will continue to meet our promise of 2-way communication with our stakeholders by developing and implementing a communications strategy.

6. Post Balance Sheet events

There were no important events requiring adjustment to or disclosure in the financial statements occurring after the year-end.

7. The Council

The SSSC's Council is made up of a Convener and 11 Members, all of whom were appointed by Scottish Ministers through open competition. The membership reflects a wide range of interests in the field of social care including people who use services, carers, those involved in service delivery, trade unions, health and those delivering education and training for the social service workforce. The Convener and Council members play a significant role in influencing policy and practice in the sector and in promoting the workforce.

Scottish Ministers appointed Morag Alexander as the Convener of the SSSC from 1 August 2001. Council Members were appointed in 2001, and where necessary, re-appointed during the 2004/05 financial year. The Council has remained unchanged and Members are as follows:

- Mrs Morag Alexander, Convener
- Mrs Elizabeth Bridgeford
- Mrs Ursula Corker
- Ms Mary Hartnoll, Convener, Care Commission
- Mr Patrick Kelly
- Mr Michael Kirby
- Mr Thomas Lynch
- Mr James McIntosh
- Ms Kate Pryde
- Professor Cherry Rowlings
- Professor Bryan Williams
- Ms Judith Midgley

Council Members have corporate responsibility for ensuring that the SSSC complies with any statutory or administrative requirements for the use of public funds. Council Members also have the following responsibilities:

- ensuring that high standards of corporate governance are observed at all times
- establishing the overall strategic direction of the Council within the policy and resources framework agreed with the responsible Ministers
- ensuring that the Council operates within the limits of its statutory authority and any delegated authority agreed with its sponsor department, and in accordance with any other conditions relating to the use of public funds
- ensuring that, in reaching decisions, the Council takes into account any guidance issued by the sponsor department
- ensuring that equal opportunities and race equality are central to the policies and practice of the Council, in line with the Scottish Executive's Equality Strategy.

A register of Council Members' interests is maintained by the SSSC and is open to the public. This register is available on the SSSC's website (www.sssc.uk.com) or can be obtained by writing to the following address:

Ms Carole Wilkinson
Chief Executive
Scottish Social Services Council
Compass House
11 Riverside Drive
Dundee DD1 4NY

8. Equal opportunities

The SSSC has an equal opportunities policy. The policy is intended to provide equality in terms of recruitment, training and advancement.

The SSSC pursues positive action in its policies and practices to guard against anyone suffering discrimination – either directly or indirectly, unlawfully or unjustifiably because of their personal status in relation to race, ethnic or national origin, religion, age, gender, sexual or marital status or disability.

9. Provision of information to employees

The SSSC has adopted the principles of openness and participation in its organisation and places a high level of importance on both informing and consulting staff. It does so by providing access to Council and management papers, through oral and written briefings at staff meetings and events. Information is only withheld where this can be shown to be justified or where a duty of confidence is owed to a third party. The SSSC has established a formal Partnership Forum, comprising representatives from the recognised trade union. Through the Forum staff are informed and consulted about all aspects of their employment, including health and safety at work. A quarterly newsletter is also issued by the Communications Team and an internal Email newsletter is also circulated.

10. Payment of creditors

The SSSC is committed to the CBI Prompt Payment Code for the payment of bills for goods and services received. It is the policy of the SSSC to make payments as specified in the agreed contract conditions. Where there is no contractual position or other understanding, they are paid within 30 days of either receipt of the goods or services, or presentation of a valid invoice or similar demand, whichever is later.

The SSSC has paid 57% of invoices within payment terms (2003/04: 37%) and 63% were paid within 30 days (2003/04: 54%). Invoices are to be processed centrally in 2005/06 and it is expected that this will significantly improve payment performance.

The SSSC is further developing systems and controls to ensure continuous improvement in payment performance.

11. European Monetary Union

The SSSC has considered the potential impact of the Euro on its financial systems. The SSSC is not empowered under legislation to undertake any of its functions or activities outside of the United Kingdom. Euro compliance is considered in the procurement of new services and computer systems. The SSSC's banking is managed via a major Scottish clearing bank which has established euro-compliant services and the main financial system can operate on a multi currency basis.

12. Auditors

Under the Public Finance and Accountability (Scotland) Act 2000 the Auditor General for Scotland appoints the auditors of the SSSC. For the financial years 2001/02 to 2005/06 the Auditor General appointed Audit Scotland to undertake the statutory audit of the SSSC. The general duties of the auditors, including their statutory duties, are set out in the Code of Audit Practice issued by Audit Scotland and approved by the Auditor General.

The external auditors, Audit Scotland, received payments totalling £17,400 in 2004/05 (2003/04: £19,033). Audit Scotland provided services solely relating to the statutory audit, no further assurance, tax or other services were provided.

Chiene and Tait have been appointed the SSSC's internal auditors for the five year period 2003/04 to 2008/09. The cost of internal audit for 2004/05 was £12,112 (2003/04: £14,408). All plans and reports by internal and external audit are considered by the Audit Committee.



Carole Wilkinson
Chief Executive

25 November 2005

**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:

- 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 Executive and published in the *Scottish Public Finance Manual*.



Carole Wilkinson
Chief Executive

25 November 2005

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 SSSC's policies, aims and objectives, while safeguarding the public funds and the NDPB's assets for which I am personally responsible, in accordance with the responsibilities assigned to me in the Management Statement and Financial Memorandum for the Scottish Social Services Council.

This document makes clear that I am personally responsible 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.

**2. The purpose of the System
of Internal Control**

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all 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 and prioritise the risks to the achievement of departmental policies, aims and objectives, to evaluate the likelihood of those risks being realised, and the impact should they be realised, 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 2005 and up to the date of approval of the annual report and accounts, and accords with HM Treasury and Scottish Public Finance Manual and Social Work Services Policy Division guidance.

The SSSC is accountable to its Sponsor, the Social Work Services Policy Division of the Scottish Executive. Ways in which to involve the Sponsor and other stakeholders more fully in risk management are currently being considered.

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

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

3. Capacity to handle risk

Leadership is provided to the risk management process by the involvement of Council members and members of the Senior Management Team. Facilitated risk workshops are attended by Council members and all staff are invited. These workshops identify risks and allocate responsibility for managing the risks.

The risks identified are addressed in the preparation of the corporate plan and therefore become embedded in managers' workplans for the year. The Senior Management Team meets regularly to consider the plans and the strategic direction of the organisation.

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 and discuss 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. Awareness of risk is more firmly embedded at senior and middle management levels. More work is required for staff at other levels in the organisation, but it is intended that all staff should receive risk awareness training.

4. The risk and control framework

The SSSC's risk management strategy continues to be developed and reviewed. The corporate plan will be developed to show clear links between the risks identified on the risk register and the SSSC's corporate objectives.

I am aware of the importance of embedding risk management into the culture of the organisation and the SSSC will continue development in this area.

The following risk management measures are already in place and are being used to assist in instilling the concept of risk management into the culture of the organisation:

- Risk management workshops were attended by members of the Council and staff. The existing risk register was reviewed and the top eighteen risks facing the organisation identified. It is intended that the risk management workshops will become a regular event.
- Comprehensive budgeting systems with an annual budget which is reviewed and agreed by the Council and the Finance and Resources Committee of the SSSC.
- Annual reviews by the Audit Committee of periodic and annual financial reports which indicate financial performance against the forecasts.
- All reports to Committees comment on any 'risk' factors.
- Setting and monitoring targets to measure financial and other performance across the organisation and for individual managers and other staff.
- Information and Communications Technology (ICT) contingency plans have been developed.
- A fraud and corruption prevention and detection policy was developed and approved during 2004/05.
- An organisational review was undertaken and the recommendations implemented during 2004/05.
- A records management policy was developed and agreed during the year to assist in compliance with legislation, particularly the Freedom of Information Act.
- As appropriate, formal project management disciplines.

5. Review of effectiveness

As Accounting Officer, I have responsibility for reviewing the effectiveness of the system of internal control. My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and the executive managers within the SSSC who have responsibility for the development and maintenance of the internal control framework, and comments made by the external auditors in their management letter and other reports. I have been advised on the implications of the result of my review of the effectiveness of the system of internal control by the Council's Audit Committee and a plan to address weaknesses and ensure continuous improvement of the system is in place.

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 there is a robust process for ensuring an effective system of internal control is maintained and reviewed:

• The Council

The Council, while delegating certain tasks to others, 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 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 membership of the Committee includes two co-opted members to provide specific expertise that is relevant to the work of the Committee.

• 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 of business and work plans, including budgets and resource requirements, and the efficient, effective, and economical use of the Council's resources.

To agree the organisational structure and human resources policies, processes and procedures required to facilitate the discharge of business by the SSSC.

The membership of the Committee includes two co-opted members to provide specific expertise that is relevant to the work of the Committee.

• 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. The internal auditors submit regular reports which include an independent opinion on the adequacy and effectiveness of the organisation's system of internal control together with recommendations for improvements.

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 records and make investigations as necessary.

During financial year 2005/06 it is intended to undertake the following actions to improve the SSSC's system of internal control:

- The risk register will be developed to include specific links between identified risks and the SSSC's corporate objectives.
- A procurement policy and associated procurement guidance will be developed and implemented.
- Business Continuity and Disaster Recovery Plans will be developed.
- A formal risk management strategy document will be developed that will consolidate the existing risk management practices and clearly assign responsibilities.



Carole Wilkinson
Chief Executive

25 November 2005

Independent Auditor's report**To the members of the Scottish Social Services Council, the Scottish Parliament and the Auditor General for Scotland.**

I have audited the financial statements on pages 50 to 62 under the Regulation of Care (Scotland) Act 2001. The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and in accordance with the accounting policies set out on page 54.

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 the Code of Audit Practice approved by Auditor General for Scotland and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and of Audited Bodies prepared by Audit Scotland, dated July 2001.

Respective responsibilities of the Scottish Social Services Council, the Chief Executive and Auditor

As described on page 44 the Scottish Social Services Council (the Council) and the Chief Executive are responsible for the preparation of the financial statements and for ensuring the regularity of expenditure and receipts. The Council and the Chief Executive are also responsible for the preparation of the Foreword and other contents of the Annual Accounts. My responsibilities, as independent auditor, are established by the Public Finance and Accountability (Scotland) Act 2000 and the Code of Audit Practice approved by the Auditor General for Scotland, and guided by the auditing profession's ethical guidance.

I report my opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Regulation of Care (Scotland) Act 2001 and directions made thereunder and whether, in all material respects, the expenditure and receipts shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers. I also report if, in my opinion, the Foreword is not consistent with the financial statements, if the Council has not kept proper accounting records, or if I have not received all the information and explanations I require for my audit.

I review whether the statement on page 45 to 47 complies with Scottish Executive guidance on statements on the system of internal control. I report if, in my opinion, it does not comply with the guidance, or if the statement is misleading or inconsistent with other information I am aware of from my audit. I am not required to consider whether the statement covers all risks and controls, or form an opinion on the effectiveness of the Council's corporate governance procedures or its risk and control procedures.

I read the other information contained in the Annual Accounts and consider whether it is consistent with the financial statements. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

Basis of audit opinions

I conducted my audit in accordance with the Public Finance and Accountability (Scotland) Act 2000 and the Code of Audit Practice, which requires compliance with relevant United Kingdom Auditing Standards issued by the Auditing Practices Board.

An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of expenditure and receipts shown in the financial statements. It also includes an assessment of the significant estimates and judgments made by the Council and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to the Council's circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error, and that, in all material respects, the expenditure and receipts shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers.

In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinions*Financial statements*

In my opinion the financial statements give a true and fair view of the state of affairs of the Scottish Social Services Council at 31 March 2005 and of the surplus, recognised gains and losses and cash flows for the year then ended and have been properly prepared in accordance with the Regulation of Care (Scotland) Act 2001 and directions made thereunder.

Regularity

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

Signature



Lynn Bradley
Director of Audit
Audit Scotland
Plaza Tower
East Kilbride
G74 1LW

25 November 2005

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2005

2004 £000		Notes	2005 £000
Income			
(6,891)	Grant in Aid from Scottish Executive	2a	(7,353)
(48)	Government Grants	2b	(1,489)
(344)	Other Government Income	2c	(183)
0	Transfer from Deferred Grant Reserve	9b	(32)
<hr/>			
(7,283)	Total Income from Government Grants		(9,057)
(64)	Other Operating Income	3	(160)
<hr/>			
(7,347)	Total Income		(9,217)
 Expenditure			
1,679	Staff Costs	4b	2,157
1,365	Operating Expenditure	5a	1,524
2,011	Disbursement Grants	5b	2,090
2,169	Bursaries	5b	2,176
0	Practice Learning Fees	5b	1,145
<hr/>			
7,224	Total Expenditure		9,092
(123)	<i>Operational (Surplus)/Deficit on ordinary activities before interest</i>		(125)
(8)	Bank Interest (net of charges)		(13)
44	(Return)/Cost on Pension Assets & Liabilities		51
<hr/>			
(87)	<i>Operational (Surplus)/Deficit on ordinary activities after interest</i>		(87)
<hr/>			
(1)	Write back of notional cost of capital		(5)
(35)	Movement on Pensions Reserve	9a	(39)
116	Grant Repaid to Scottish Executive		0
<hr/>			
(7)	(Surplus)/Deficit for the period		(131)
<hr/>			

All operations are continuing.

The notes on pages 54 - 62 form an integral part of these accounts.

STATEMENT OF RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED 31 MARCH 2005

2004 £000		Notes	2005 £000
40	Net Actuarial Gain/(Loss) on Valuation of Pension Fund	11d	50
<hr/>			
40	Recognised Gains and (Losses) for the Financial Year		50
<hr/>			

The notes on pages 54 - 62 form an integral part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2005

2004 £000	Notes	2005 £000
	Fixed Assets	
0	Tangible Assets	116
0	Intangible Assets	0
	Current Assets	
1,842	Debtors	1,005
188	Cash at bank and in hand	654
2,030		1,659
	Creditors - amounts falling due within one year	
1,964	Creditors	1,462
1,964		1,462
66	Net Current Assets	197
(962)	Pensions Liability	(951)
(896)	<i>Total Assets less Liabilities</i>	(638)
	Financed by:	
(962)	Pensions Reserve	(951)
66	General Fund	197
0	Deferred Grant Reserve	116
(896)		(638)


Carole Wilkinson
Chief Executive

25 November 2005

The notes on pages 54 - 62 form an integral part of these accounts.

CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2005

2004 £000	Notes	2005 £000
254	Net cash Inflow from operating activities (i)	485
8	Returns on Investments & Servicing of Finance (ii)	13
	Capital Expenditure	
0	Payments to acquire fixed assets	(148)
	Financing	
(116)	Grant in Aid repaid to the Scottish Executive	0
0	Deferred income	116
146	Increase/(Decrease) in Cash (iii)	466

(i) Reconciliation of Operating Surplus to Net Cash Inflow from Operating Activities

2004 £000		2005 £000
123	Net Operating Surplus/(Deficit)	125
(1,493)	Decrease/(Increase) in Debtors	837
1,632	(Decrease)/Increase in Creditors	(502)
(9)	Pensions Adjustment	(12)
1	Notional Cost of Capital Adjustment	5
0	Depreciation	32
254	Net Cash Inflow/(Outflow) from Operating Activities	485

(ii) Returns on Investments and Servicing of Finance

2004		2005
£000		£000
8	Interest Received	14
0	Interest Paid	(1)
<hr/>		<hr/>
8		13

(iii) Analysis of Changes in Cash during the period

	At 1 April 2004 £000	Cashflow £000	At 31 March 2005 £000
Cash at Bank and in Hand	188	466	654

The notes on pages 54 - 62 form an integral part of these accounts.

NOTES TO THE ACCOUNTS

1 Accounting Policies

These accounts cover the year to 31 March 2005 and are the SSSC's third full-year set of accounts. The financial statements have been prepared under the historical cost convention. The accounts have been prepared in accordance with the Accounts Direction issued by the Scottish Ministers, and they meet the requirements of the Companies Act 1985, and of the Statements of Standard Accounting Practice/Financial Reporting Standards issued and adopted by the Accounting Standards Board, so far as these are appropriate.

The accounting policies and estimation techniques have been reviewed for 2004/05 to ensure that the accounts present fairly the financial performance and position of the SSSC.

The SSSC's liquid resources comprise cash balances only.

1.1 Fixed Assets

The minimum level for capitalisation of a fixed asset is £5,000. Assets with individual values less than £5,000 when purchased together are capitalised where the value of group purchases exceeds £5,000.

1.2 Valuation

All assets in use have been valued at replacement cost, adjusted in accordance with asset lives and depreciated accordingly.

Where new assets are not yet in use, they have been valued at replacement cost and no depreciation applied.

1.3 Depreciation

Depreciation is charged on all fixed assets on a straight line basis using the expected economic life of the asset. A full year's depreciation is charged in the year of purchase. The economic life of assets are determined as:

Fixtures and Fittings	Determined on an individual asset basis.
Office Furniture & Equipment	Items over £5,000 will have the assets' economic life determined on an individual basis.

ICT Equipment	Items over £5,000 will have a useful economic life of four years applied.
---------------	---

1.4 Government Grants Receivable

Grant in Aid in respect of revenue expenditure is credited to income in the period to which it relates. Grant in Aid for expenditure on fixed assets is credited to the Deferred Income Reserve and released to the Income and Expenditure Account over the useful economic life of the assets.

1.5 Grants Payable

Grant expenditure is recognised in the Income and Expenditure Account in the period in which the grant recipient carries out the specific activity, which forms the basis of entitlement to grant, or otherwise meets the grant entitlement criteria.

1.6 Leases

The Council holds no finance or operating leases.

1.7 Notional Costs

In line with HM Treasury's Fees and Charges Guide and DAO letter 8/96, SSSC includes notional costs for cost of capital at the rate approved by HM Treasury of 3.5% (2003/04: 3.5%) in real terms on all assets and liabilities, except for donated assets where the charge is nil.

1.8 Pension Costs

All the requirements of FRS 17 *Retirement Benefits* as adapted to the public sector have been applied when accounting for the SSSC pension scheme.

1.9 Apportionment

The SSSC incurs costs which are shared with the Scottish Commission for the Regulation of Care. These are re-charged and include rent, rates, utility and staff costs. Costs are apportioned on a full cost basis in accordance with good accounting practice and on the basis of estimated consumption of the relevant resource or time spent in relevant activities as appropriate.

1.10 Value Added Tax

The Scottish Social Services Council registered for VAT during the financial year, with an effective date of registration of 12 November 2004. The SSSC can recover only a nominal value of VAT incurred on purchases, with irrecoverable VAT being charged to the Income and Expenditure Account.

2a Grant in Aid

2004 £000		2005 £000
6,891	Approved Grant in Aid from Scottish Executive	7,575
(6,891)	Grant Drawn Down to fund revenue expenditure	(7,353)
0	Grant Drawn Down to fund capital expenditure	(148)
(6,891)	Total Grant Drawn Down	(7,501)
0	Grant not Drawn Down	74

End of year flexibility arrangements will be discussed with the Sponsor.

2b Government Grants

2004 £000		2005 £000
48	Scottish Practice Learning Project Team	344
0	Practice Learning Fee Income	1,145
48		1,489

2c Other Government Income

2004 £000		2005 £000
0	Care in Scotland	27
0	Autistic Spectrum Disorder	40
0	Housing Project	26
294	Qualification Curriculum Authority	0
12	Scottish Credit & Qualifications Framework (SCQF)	52
30	Joint Futures Project	0
8	Member Support	0
0	Non funded pension costs	10
0	Recharge for Secondment to Scottish Executive	18
0	Care Accolades	10
344		183

3 Other Operating Income

2004 £000		2005 £000
16	Registration Income	51
11	Disclosure Scotland	45
37	Conference Income	25
0	Sponsorship	18
0	Recharges	21
64		160

4 Staff Numbers and Costs

4a Average Number of Staff Employed (Full Time Equivalent)

2004 FTE		2005 FTE
14	Chief Executive & Corporate	14
9	Registration	14
10	Learning and Development	11
0	Scottish Practice Learning Project	5
3	Legal and Committee Services	4
6	Central and Support Services	9
4	Communications	5
3	Secondments Inward	2
0	Secondments Outward	1
49		65

4b Breakdown of Staff Costs

2004 £000		2005 £000
1,087	Salaries / Wages	1,443
89	Social Security Costs	116
147	Pension Costs	188
42	Agency Staff	38
92	Seconded Costs	113
222	Other Staff Costs	259
1,679		2,157

4c SSSC Council

2004 Salary Band £000		2005 Salary Band £000
20-25	Morag Alexander, Convener	20-25
5-10	Elizabeth Bridgeford	5-10
5-10	Ursula Corker	5-10
5-10	Patrick Kelly	5-10
5-10	Michael Kirby	5-10
5-10	Thomas Lynch	5-10
0-5	James McIntosh	0-5
5-10	Bryan Williams	5-10
5-10	Kate Pryde	5-10
5-10	Cherry Rowlings	5-10
5-10	Judith Midgley	5-10

C. Rowling's, B. William's, M. Kirby's and J. Midgley's salaries are paid to their respective employers namely the University of Stirling, the University of Dundee, Glasgow City Council and Enable Scotland. Mary Hartnoll, the Convener of the Scottish Commission for the Regulation of Care (SCRC) is a Council member but receives no remuneration from the SSSC. There is a reciprocal arrangement in place whereby Morag Alexander, the SSSC Convener, is a member of the Board of the SCRC and receives no remuneration from SCRC.

4d Chief Executive and Senior Management

		Increase in		Value as at 31 March 2005 of		Cash Equivalent Transfer Value		
		Pension £000	Lump Sum £000	Pension at age 60 £000	Related lump sum at age 60 £000	as at 31 Mar 04 £000	as at 31 Mar 05 £000	Real increase in year £000
Carole Wilkinson Chief Executive	80-85	0-2.5	0-2.5	35-40	105-110	511	551	39.6
Geraldine Doherty Registrar	65-70	0-2.5	2.5-5.0	25-30	85-90	230	261	30.7
Raymond Taylor Head of Learning and Development	50-55	0-2.5	2.5-5.0	20-25	70-75	174	198	23.8

Tom Waters, Director of Finance and Administration, and Carol Proudfoot, Director of Human Resources, are employees of the Scottish Commission for the Regulation of Care (SCRC). Their details are therefore shown in the accounts of that organisation. The accounts of the Council include £37k (2003/04: £28k) charged by the SCRC for the services of these individuals based on the time they allocated to the Council.

5a Analysis of Operating Expenditure

2004 £000		2005 £000
254	Property Costs	198
682	Administration Costs	678
292	Supplies & Services	524
136	Transport Costs	119
1	Notional Cost of Capital	5
<hr/>		<hr/>
1,365		1,524
<hr/>		<hr/>

The above total includes the sum of £12.1k (2003/04: £14.4k) in respect of internal audit costs.
External audit cost £21.1k in 2004/05 (of this £3.7k relates to 2003/04) (2003/04: £19.0k).
External audit received no fees in relation to non-audit work.

5b Analysis of Disbursement Grants and Bursaries

Disbursement Grants totalling £2.1m (2003/04: £2.0m) were paid to education and training providers to provide appropriate training to the social services workforce.

During 2004/05 bursaries totalling £2.2m (2003/04: £2.2m) were managed by the SSSC and paid directly to students undertaking post graduate social work training.

The SSSC began administering Practice Learning Fees in September 2004. A total of £1.1m was paid to Higher Education Authorities to support practice learning opportunities during the year.

6 Fixed Assets**Tangible Fixed Assets****IT Equipment
£000****Cost or Valuation:**

At 1 April 2004	0
Additions	148
At 31 March 2005	148

Depreciation:

At 1 April 2004	0
Charge for year	32
At 31 March 2005	32

Net Book Value:

At 31 March 2005	116
At 31 March 2004	0

7 Debtors

2004 £000		2005 £000
1,833	Trade Debtors	1,005
9	Other Debtors	0
<hr/>		<hr/>
1,842		1,005
<hr/>		<hr/>

8 Creditors

2004 £000		2005 £000
1,913	Trade Creditors	1,452
20	Other Creditors	10
31	Tax and Social Security	0
<hr/>		<hr/>
1,964		1,462
<hr/>		<hr/>

9a Movement on Pensions Reserve

2004 £000		2005 £000
(967)	Opening Balance	(962)
40	Actuarial Gain/(Loss) Recognised in STRGL	50
(35)	Transferred to Income and Expenditure A/c	(39)
<hr/>		<hr/>
(962)	Closing Balance	(951)
<hr/>		<hr/>

9b Movement on Deferred Government Grant Reserve

2004 £000		2005 £000
0	Opening Balance	0
0	Deferred Grant in Aid for Capitalisation	148
0	Transferred to Income and Expenditure A/c	(32)
<hr/>		<hr/>
0	Closing Balance	116
<hr/>		<hr/>

10 General Fund

2004 £000		2005 £000
59	Balance at Start of Year	66
7	Surplus for the Year	131
<hr/>		<hr/>
66	Balance at End of Year	197
<hr/>		<hr/>

11 Pension Costs

Financial Reporting Standard 17 (FRS 17) – Accounting for Retirement 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 most recent actuarial valuation of the Tayside Superannuation Fund was carried out by a qualified independent actuary, Hymans Robertson, as at 31 March 2002. The next formal valuation is due as at 31 March 2005.

The contributions paid by the Council for the year to 31 March 2005 were £198,088 representing 15.7% of pensionable pay (2003/04: £156,022 representing 15% of pensionable pay). The contribution rate for the year to 31 March 2006 is 16.5% of pensionable pay.

Employee contributions are fixed at 6% of pensionable pay.

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

11a Main Financial Assumptions

Assumptions	As at 31 March 2004		As at 31 March 2005	
	% per annum	real rate % per annum	% per annum	real rate % per annum
Price Increases	2.9%	-	2.9%	-
Salary Increases	4.4%	1.5%	4.4%	1.5%
Pensions Increases	2.9%	-	2.9%	-
Discount Rate	6.5%	3.5%	6.4%	3.5%

11b Fair Value of Assets Held

The table below provides details of the fair value of the SSSC's share of the assets held by the Fund and the expected rates of return on these assets.

Asset Class	As at 31 March 2004		As at 31 March 2005	
	Assets £000	Expected Return % p.a.	Assets £000	Expected Return % p.a.
Equities	1,397	7.7%	1,834	7.5%
Gilts	0	5.1%	316	4.5%
Other Bonds	364	5.1%	164	5.3%
Property	174	6.5%	241	7.0%
Cash	51	4.0%	99	4.3%
Total	1,986	7.0%	2,654	6.8%

11c Pension Expense for the Year to 31 March 2005

The amounts below are included in the Income and Expenditure Account.

	£000	Year to 31 March 2004 £000	£000	Year to 31 March 2005 £000
Current Service Costs		128		196
Past Service Costs		0		0
Gains/losses on Settlements and Curtailments		0		0
Interest Costs	154		203	
Expected Return on Employer's Assets	(110)		(152)	
Net Cost/(Return) on Assets & Liabilities		44		51

11d Analysis of the Amount Recognised in Statement of Total Recognised Gains and Losses

	Year to 31 March 2004		Year to 31 March 2005	
	%	£000	%	£000
Actual return less expected returns on assets – (expressed as a %age of assets)	11.3	225	5.0	121
Experience gains/(losses) arising on liabilities - (expressed as a %age of present value of liabilities)	6.3	(185)	0	0
Effects of changes in assumptions: • Mortality assumptions • Financial assumptions	0	0		(71)
Total Actuarial Gain/(Loss) - (Expressed as a %age of Present Value of Liabilities)	1.4	40	1.4	50

11e Movement for the Year to 31 March 2005

	Year to 31 March 2004 £000	Year to 31 March 2005 £000
Surplus/(Deficit) at Beginning of Year	(967)	(962)
Current Service Cost	(128)	(196)
Employer Contributions	137	208
Net Return on Assets	(44)	(51)
Total Actuarial Gain/(Loss)	40	50
Surplus/(Deficit) at End of Year	(962)	(951)

12 Capital Commitments

Development of the Management Information System (MIS) was still in progress at 31 March 2005. This is anticipated to cost a further £15k to complete during 2005/06.

13 Contingent Liabilities

There were no contingent liabilities as at 31 March 2005.

14 Provisions

No provisions for liabilities and charges have been made.

15 Related Party Transactions

The SSSC is a Non-Departmental Public Body (NDPB) sponsored by the Social Work Services Inspectorate of the Scottish Executive. The Scottish Executive is regarded as a related party, as is the Scottish Commission for the Regulation of Care.

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 SSSC during the year.

Feedback Form

We are committed to improving our communications and providing you with high quality information about our work and plans. We would be grateful if you could take a few minutes to complete the questionnaire below. We will use this to help us improve our communication with you.

Name/Organisation (Optional)

.....

Please rate how informative you found this report?

- ☐ Very informative
☐ Quite informative
☐ Not informative

Are there any other areas you think we should cover in our next annual report?

.....
.....
.....
.....
.....
.....

How did you find the structure of this report?

- ☐ Very good
☐ Good
☐ Satisfactory
☐ Poor

What did you think of the design of this report?

- ☐ Very good
☐ Good
☐ Satisfactory
☐ Poor

Did you gain a better understanding of our work as a result of the report?

- ☐ Yes
☐ No
☐ No view

How would you rate the clarity of the content?

- ☐ Very good
☐ Good
☐ Satisfactory
☐ Poor

After reading the report, what are your perceptions of the SSSC?

.....
.....
.....
.....

Have you seen the Codes of Practice?

- ☐ Yes
☐ No

To order free copies of the Codes of Practice, please email enquiries@sssc.uk.com or telephone 01382 207101.

THANK YOU FOR TAKING THE TIME TO GIVE US YOUR VIEWS,
PLEASE SEND THE COMPLETED FORM TO:
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Compass House, 11 Riverside Drive, Dundee DD1 4NY
Fax: 01382 207215

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