

SCOTTISH
SOCIAL SERVICES
COUNCIL
ANNUAL REPORT
& ACCOUNTS
1 April 2007 -
31 March 2008

139,000 PEOPLE WORKING
IN SOCIAL SERVICES IN
SCOTLAND PROVIDING
SERVICES TO HALF A
MILLION PEOPLE



Authorised for issue as at
22 October 2008

A COMPETENT, CONFIDENT AND VALUED WORKFORCE





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1. CONVENER'S FOREWORD



This annual report provides an overview of our work in our seventh year of operation and my first year as Convener of the Scottish Social Services Council.

Details of how we have worked to achieve our targets show that we continue to achieve our aims to protect people who use services, raise standards of practice and strengthen and support the professionalism of the workforce.

Achieving our objectives means that people who use services can rely on a trained and trusted workforce. A workforce that is competent and confident to face the future challenges of an ageing population and the demand for social services that meet the needs of the individual. Not only does this achieve our strategic objectives but also the Scottish Government's strategic objectives to create a wealthier, fairer, healthier, safer, stronger and smarter Scotland.

During this period, the Council has spent significant time working to identify ways to measure our impact and the difference we make to the social service workforce and people who use services and carers. We have set robust and challenging performance measures to ensure that the organisation is focused

on the outcomes that matter to our stakeholders. In our corporate plan for the period 2009/10, we will be asked to demonstrate how our outcomes help achieve the Scottish Government's strategic objectives and national outcomes. The time we have spent discussing the strategic priorities of the organisation means that we are in a good position to take this forward.

In reading about our work it is apparent that the SSSC is at the heart of many new developments in the sector. We will continue to use our expertise to work with our partners to influence and inform the future of social services.

This year we saw completion of the Sector Skills Agreement. This involved significant work with our stakeholders to assess the future needs of employers and identifying the skills and gaps. We have put in place an action plan and will implement the solutions identified in the plan in the years ahead.

The important role that registration of social service workers has in ensuring a trained and trusted professional workforce is becoming widely recognised. I have been encouraged by the continued increase in applications for registration. This can only raise the status of the sector as it becomes a recognised regulated profession.

The SSSC aims to provide opportunities for our stakeholders to provide input into our work. We have held a number of consultation events to ensure that we demonstrate our commitment to promoting equality and diversity in the way we work.

The first large scale independent research was carried out by the SSSC. The results highlighted where we have been successful in communicating what we do but also identified work for the future.

In my first year as Convener, I have welcomed the opportunity to meet with employers, registrants and other stakeholders. I am heartened by the positive feedback I receive about the work and the staff of the SSSC.

I would like to thank the staff at the SSSC for their hard work and commitment and for aiming to always do more than expected. But we can't rest on our laurels and I know our staff are committed to ensuring that we continue to meet the high standards that our stakeholders expect.

In the coming year, along with my fellow Council members, I am looking forward to meeting with the many people who have worked with and supported us to meet our objectives.

A handwritten signature in black ink, appearing to read 'Garry Coutts'.

Garry Coutts
Convener
SSSC

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2. MANAGEMENT COMMENTARY

ABOUT THE SCOTTISH SOCIAL SERVICES COUNCIL



The Scottish Social Services Council (SSSC) was established in October 2001 by the Regulation of Care (Scotland) Act.

We are responsible for registering people who work in the social services and regulating their education and training.

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

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

Our aims:

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

To achieve our objectives we have a number of responsibilities:

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

- to promote education and training
- to undertake the functions of the Sector Skills Council; Skills for Care and Development, these include workforce planning and development.

We will achieve this by:

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

Working to achieve social services of the highest quality

Working with our partners in the social service sector in Scotland we want to achieve:

- social services of the highest quality
- the protection of people who use social services
- a workforce that is confident, competent and valued
- a workforce strategy that will help ensure that the right quantity of workers with the required combination of skills and knowledge are in place to meet the future needs of people who will require social services
- public confidence in a trained and trusted workforce
- social service workers proud of their profession and recognised for the difference they make.

The context in which we work

The people: there are around 139,000 people working in social services in Scotland and they provide services to half a million people.

Increased demand and

expectations: a number of factors will lead to an increased demand for social services and how service users expect these services to be delivered. Current predictions are that Scotland's population will increase by as much as 5 % over the next 25 years. The demographic changes of an ageing population and a declining workforce will have an impact on the workforce and the need for social services. Social services, like many other sectors, is employing an increasing number of workers from overseas. The influx of new Scots provides both opportunities for the social services workforce and also a challenge in supporting immigrant and refugee populations.

Technological changes can bring about substantial benefits to people who use social services and carers and change the way that many services are provided. Mobile computing will give social workers in the field the tools to help service users. Shared internet standards make possible integration between housing, health and social service systems.

Older people are one of the biggest users of the internet. In addition, many other groups have found that technology can help reduce isolation and improve communication. However, the benefits of home computing will deepen the digital divide for those unable to afford or access it and this is an issue for all services, including social services.

As consumers of goods and services, users of public services will increasingly expect the same variety, choice and flexibility that they expect from the business sector. They will demand a more personalised approach, much greater involvement at all levels and more transparency about the level of services available.

Scientific breakthroughs in health mean that people live longer and live with more complex health and care needs. This also means increased responsibilities on carers. In addition, workers in children and family services are supporting families where drug and alcohol addictions compound their already difficult economic and social circumstances.

To respond effectively to all these challenges ahead, we need a workforce able to provide services in a way that recognises where and how individuals want to live their lives, supporting them to maintain their independence and achieve their aspirations.

The regulatory and excellence framework

We are part of the regulatory and excellence framework, with a distinct role as a workforce regulator but with a shared commitment and drive to improve the delivery of social services in Scotland. The framework comprises:

- Care Commission
- Social Work Inspection Agency (SWIA)
- The Institute for Research and Innovation in Social Services (known as The Scottish Institute for Excellence in Social Work Education before November 2007)
- The Centres for Excellence.

We work closely with these organisations to assist service users and carers and organisations to understand the distinct but complementary roles each body plays in the achievement of high quality social services.

We also work closely with the General Social Care Council, the Care Council for Wales and the Northern Ireland Social Care Council which were set up at the same time as the SSSC and are

respectively responsible for regulating the social care workforce in England, Wales and Northern Ireland.

An influence for change

As both the regulator and the body responsible for workforce development, the SSSC has an expert role to play in advising the Scottish Government and Ministers on issues relating to the social service workforce. We work to influence and participate in the development of strategic policy and legislative developments. We are currently involved in a number of key areas including: **Changing Lives – 21st Century Social Work Review** and the **National Review of the Early Years and Childcare Workforce** and we are helping to take forward the joint Scottish Government and COSLA policy statement **Early Years and Early Intervention**.

Of equal importance is our commitment to work with and involve people who use social services and carers in all aspects of our work. Their views and experience have influenced our work. In 2007/08, their involvement will help the SSSC to ensure that we fulfil our purpose of protecting people who use social services and of achieving a competent, confident social service workforce.

During 2007/08, we held a number of consultation events to seek the views of people who use services, this included an event to develop the National Occupational Standards (NOS) for workers who support people with sensory impairments.

We also co-hosted two events to consult with people who use services and carers, who are involved in social services and social work education and training.

THE SSSC AS AN EMPLOYER



The SSSC has an equalities and diversity policy. The policy is intended to promote and support equality in terms of recruitment, training and advancement.

The SSSC pursues positive action in its policies and practices to ensure equal treatment and to support individuals who believe they are being discriminated against either directly or indirectly.

In 2007/08 a number of initiatives took place to ensure we demonstrate our commitment to equality and diversity.

- We held three equality consultation events with a range of stakeholders in relation to disability, race and gender to look at our complaints, recruitment and selection processes. These events were attended by service users and carers, social work students, academics and local authority representatives.

- In March 2008, 75 % of staff attended a training session on equality and diversity and our duties as a public body.
- We were awarded the 'Positive about Disabled People Symbol' in December 2007.
- We provided deaf awareness training sessions for staff.
- A new pay and grading structure based on an objective system of job evaluation was introduced.

Provision of information to employees

The SSSC has adopted the principles of openness and participation and places a high level of importance on both informing and consulting staff. It does so by making Council and management papers available, through verbal and written briefings at staff meetings and events.

The SSSC has established a formal Partnership Forum, comprising representatives from the recognised trade union. Through the Forum, staff are consulted upon all aspects of their employment, including health and safety at work. A quarterly newsletter is circulated to all staff as well as an internal email newsletter and the external email ebuletin. All staff also have access to the intranet, regular email updates and SSSC website.

OUR PERFORMANCE IN 2007/08



The SSSC publishes an annual corporate plan which covers a rolling three-year period. This section provides details on our progress in achieving our actions for the period 2007/08.

Strategic objectives in the corporate plan

1. Registering and regulating the social service workforce.
2. Developing the capability and capacity of the social service workforce
 - developing the workforce for now and for the future
 - ensuring the quality of education and learning.
3. Developing the SSSC as an organisation that leads by example.

1. REGISTERING AND REGULATING THE SOCIAL SERVICE WORKFORCE

The work of the SSSC is aimed at protecting people who use social services. Registration of key groups of social service workers will demonstrate that they have achieved or are in the process of achieving relevant qualifications required for registration. It will also demonstrate that they are committed to meeting the required standards to work in social services. To ensure that people who use social services can rely on a safe and skilled

workforce we take action against the small minority of workers who have shown themselves to be unsuitable to work in this trusted profession.

We have also developed the Codes of Practice, which set out the standards that all social service workers and employers must meet.

Registration of the social service workforce began on 1 April 2003. This annual report gives information on the fifth full year of registration. In the first four years we opened the Register to:

- social workers
- residential child care workers
- Care Commission Officers
- social work students
- managers of adult day care services
- managers of care home services for adults
- managers of day care of children's services
- practitioners of day care of children's services.

In 2007/08 we opened the Register to:

- supervisors of care home services for adults
- support workers of day care and children's services.

Our progress in achieving the 2007/08 actions

Action: Register agreed groups of social service workers in line with the Registration Rules.

Our progress: In 2007/08 we registered 5,944 social service workers, bringing the total of registered workers to 18,446.

Action: Provide a helpline to registrants, applicants and employers.

Our progress: Since November 2007 (when the new recording system was set up) the Registration helpline has dealt with 7,959 enquiries. The enquiries vary greatly, from questions about when to register to specific enquiries about an individual's application, for example, who should endorse their forms, what part of the register should they apply for.

We analyse the queries we receive, identify common issues and then consider whether our guidance for applicants can be amended to make the requirements of applicants and their employers clearer.

Action: Implement the new ICT system for registration, which will allow online applications and a range of payment methods.

Our progress: We have implemented OSCAR, the ICT system and are now using it to process applications for registration and to support electronic recording of conduct work. We are continuing to work with the supplier to develop functionality to enable online submission of applications. Payments to the Registration section can now be made by Direct Debit and over the phone.

Action: Publish information on registration and conduct findings.

Our progress: The outcomes of cases considered by the Conduct Sub-Committee are published on the website. We have produced an annual report that outlines in detail the SSSC's work in determining initial and continued suitability for registration.

Action: Review Registration and Conduct Rules and consult with our stakeholders on any amendments which we think would improve the effectiveness of our processes.

Our progress: We commenced consultation on proposed amendments to the Conduct Rules in April 2008. There was a delay in commencing the consultation while we consulted with the Sponsor department and Scottish Government solicitors.

Action: Develop a new five-year plan with the Care Commission in relation to its taking account of the Codes of Practice for Social Service Workers and Employers of Social Service Workers in its regulation of care services.

Our progress: A new three-year plan, rather than a five-year plan, has been agreed with the Care Commission as it was agreed that this time scale would enable both organisations to respond more immediately to emerging trends and issues about the adherence of regulated providers to the Codes of Practice. The three-year plan will begin in 2008/09.

2. BUILDING THE CAPABILITY AND CAPACITY OF THE SOCIAL SERVICE WORKFORCE

One of our main priorities is to continue to find effective ways to support the sector and to develop a workforce that will provide high quality social services now and in the future. The key to delivering high quality care services is a trained and well supported workforce with access to continuous learning and development.

Developing the workforce now and for the future

The SSSC has responsibilities for workforce planning and development in our role as the sector skills council; Skills for Care and Development.

To meet the future needs of people who use social services we must look at:

- the current skills and qualification level of the workforce and whether that matches the needs of employers

- the number of people who are likely to require social services in the future
- the kind of service they are likely to need
- how many workers we will need
- where they will come from and what skills and qualifications they need to do their job.

The work we have carried out in this reporting period will support the social services sector respond effectively to these issues.

Our progress in achieving the 2007/08 actions

Action: Develop the Sector Skills Agreement for the social service workforce.

Our progress: To complete the Sector Skills Agreement in Scotland, "sign-off" had to be obtained from the Chief Executives of each of the Scottish Stakeholders' Group. This was achieved by 31 March 2008 and indicates that they were in agreement with the solutions proposed in the Stage 5 report. There are five stages to completing the Sector Skills Agreement, which are:

- assessment of employers' current and future skills needs
- assessment of current skills and provisions
- analysis of gaps and weaknesses
- an assessment of the scope for collaborative action (between employers, providers and government/funding arrangements)
- the development of an agreed action plan.

The next steps in the process are to begin implementation of the solutions set out in that report and publicise these more broadly within the sector.

The Scottish Stakeholders are defined by the Sector Skills Development Agency and are Careers Scotland, Highlands & Islands Enterprise, JobCentre Plus, Learndirect Scotland, Scottish Enterprise, the Scottish Funding Council, the Scottish Qualifications Authority and the Scottish Trades Union Council.

Action: Revise the National Occupational Standards for leadership and management in care.

Our progress: The SSSC developed the National Occupational Standards for the SVQ Leadership and Management for Care Services (LMC) level 4, which was available from 1 April 2008. The SQA was the first UK awarding body to develop this award. The LMC is an important step in supporting leadership in the social service sector.

Action: Put in place career development toolkit.

Our progress: The Career Development Toolkit is a resource for social service workers, which helps them to find out about the types of jobs available in social services, the qualifications required and how they can use their existing skills and training to progress in the sector. The work has been completed on the toolkit and it will be available on the SSSC website from summer 2008.

Action: Develop a one-stop shop of careers information.

Our progress: The one-stop shop of careers information is for anyone wanting to work in social services. This has been a four-country and five-organisation project. Because of the complexity of developing online content about careers for four countries this has led to delays in completion of this project.

The content for the website has been developed and is now going through extensive user testing. It is anticipated that it will go live in autumn 2008.

Action: Work in partnership with SQA and City and Guilds to explore the establishment of processes to verify vocational qualifications gained outside the UK.

Our progress: In response to the number of social service workers from overseas the SSSC and SQA funded a member of staff to scope the issues surrounding the verification of international vocational qualifications.

Action: Publish RPL materials and guidance and distribute throughout the sector.

Our progress: The publication of 'Recognition of Prior Informal Learning (RPL): guidance and resources for mentors and learners' marks the development of what will prove to be a valuable resource for employers and managers to support them in the recruitment, induction, supervision, appraisal and performance review processes.

Action: Lead the work on developing new roles and, if required, appropriate qualifications.

Our progress: The SSSC commissioned work to scope the requirement for new qualifications and roles within social care/social work. Although, the Changing Lives Report focused on the para professional role the commissioned work took a much wider overview. The report is now with our sponsor within the Scottish Government and is being looked at in relation to the Early Years and Early Intervention Framework.

Action: Develop the framework for a leadership qualification for managers and lead practitioners in day care of children services.

Our progress: In October 2007, Adam Ingram the Minister for Children and Early Years launched The Standard for Childhood Practice. This was a significant step towards developing the first integrated qualification and professional development framework for early years and child care workers in Scotland. The Standards set out what is required for a new award for managers, which will be set at SCQF level 9. It is expected that the award will be rolled out by universities, colleges and training providers in autumn 2008.

Action: Work with Scottish Council of Independent Schools to develop qualifications for staff who work in school care accommodation services.

Our progress: Having carried out a consultation with workers and employers from the Scottish Council of Independent Schools we have now started to develop a qualification for school care accommodation staff. It is expected this qualification will be available by the end of 2009. At the same time the SSSC has a commitment to work more closely with this sector.

Action: Implement the action plan as agreed by SCQF Social Services co-ordinating Group.

Our progress: The action plan was implemented and the work of the SCQF project is reported in its newsletter **In the Frame**. The SCQF project came to an end in March 2008 and work will become integral to the work of the SSSC.

Ensuring the quality of education and training

A well qualified workforce with workers who have opportunities to learn throughout their career is essential to raising standards in this sector. Social service workers have a commitment to learning and developing their skills and knowledge and we must ensure that the right high quality qualifications are in place, that respond to the changing requirements of people who use social services.

Our progress in achieving the 2007/08 actions

Action: To quality assure qualifying and post qualifying programmes for social workers.

Our progress: All programmes returned appropriate monitoring returns, internal review documentation and external examiner reports, which evidenced that the programmes were continuing to meet the Standards in Social Work Education and the SSSC Rules for Social Work Training 2003. We have improved the system of communication with higher education institutions (HEIs) re-established the allocation of a learning and development adviser to each and moved from simple quality assurance to a more inclusive quality enhancement model.

Action: To approve the Practice Learning Qualification (Social Services).

Our progress: Practice Learning Qualification (Social Services) approvals are now beginning to take place and the framework was launched by the Minister for Children and Early Years, Adam Ingram, at a joint ceremony with SQA on 6 February 2008.

Action: Evaluate and review Standards and Audit Practice Learning Opportunities.

Our progress: The evaluation of the Standards and Audit Practice Learning Opportunities (Saplo) toolkit was piloted through the HEIs. The outcome from the review is that the toolkit will be the expected standard for HEIs to use when monitoring the quality of practice learning in 2008/09. We will monitor the quality assurance of practice learning through our revised annual monitoring return process.

Action: Provide an information service to workers and employers about qualifications for registration.

Our progress: A cross team qualifications panel has been established to progress queries from stakeholders about qualifications for registration. A new information management system has also been implemented to track and monitor queries received through the enquiries helpline.

Action: With our partners develop the Mental Health Social Work Award.

Our progress: The Short Life Working Group (set up by Council) developed the standards to underpin the new Mental Health Social Work Award (MHSWA). These were delivered on schedule in September 2007. Phase two of the development is now underway and partnerships comprising Learning Networks, employers and HEIs are in the process of developing the new award. The expected date for commencement of the delivery of the new award is March 2009.

Action: Continue to improve systems to track students and monitor the effectiveness of disbursements.

Our progress: A new management information system has been developed and is now fully operational. The new information system allows us to track individual students, the number of days of practice learning opportunities and the different sectors in which these were provided. This will assist the SSSC and employers to plan how to meet demand and ensure a more diverse provision of practice learning opportunities.

3. DEVELOPING THE SSSC AS AN ORGANISATION THAT LEADS BY EXAMPLE

Within the SSSC there are a number of teams that support the strategic and operational work of the organisation.

These are:

- Human Resources
- Legal and Committee Services
- Communications
- Finance.

The work of the support services is vital to the achievement of our long-term vision. To achieve our objectives our staff must have the right skills and be supported to carry out their roles to the highest standard.

Our progress in achieving the 2007/08 actions

Action: Develop a learning toolkit for employees.

Our progress: The learning toolkit is about creating a range of learning initiatives for staff. This has involved developing in-house training, for example a number of staff have been trained to deliver customer services training and managers took part in a

management development programme ‘inspiring leadership’. We have used staff meetings to help staff plan their personal development. This area of work will be further developed in the Human Resources strategy.

Action: Review the organisational learning and development plan.

Our progress: The learning and development plan is reviewed on a regular basis to see that it meets the needs of staff as identified in the performance development review system. This ensures that the skills of staff are developed in line with what is required to achieve our strategic objectives.

Action: Draft framework for the new Mental Health Social Work Award.

Our progress: New standards and competencies for the MHSWA have been agreed by a short life working group. The final version will be presented to the Council in October 2008.

Action: Revise Regulation Rules as we open new parts of the Register.

Our progress: When the SSSC opens a new part of the Register we are required to revise the Registration Rules. In this period the Registration Rules were revised as we opened the Register to workers in care home services for adults.

Action: Develop and implement communication strategies for all areas of our work.

Our progress: The SSSC Communication Strategy was approved by Council in March 2007 and throughout the reporting period all targets were met. In line with our Corporate Plan it was agreed that in future the Communication Strategy will cover a three-year period. Communication plans were also developed for Registry and

Learning and Development. The targets in these plans were also met.

Action: Review and revise the SSSC’s ICT strategy and management information systems.

Our progress: A number of new management information systems were developed; including systems to record and monitor payment of post graduate bursaries and practice learning opportunities.

Action: Test the risk management strategy and business continuity plan.

Our progress: Following on from a workshop involving managers where different types of scenarios were looked at an action plan was drawn up and work is progressing to renew the Business Continuity Plan and Emergency Response Plan.

Communicating with our stakeholders in 2007/08

The SSSC has a communication strategy and there is a separate communication strategy for each of our strategic objectives to ensure that two way communication with our stakeholders is high on our agenda. Details of the strategies can be found on our website. Below is a summary of significant areas of our communication work.

- Held the fourth successful annual Care Accolades 2007 to promote workforce development and good practice in social services.
- Held the first ever joint conference of the SSSC, Care Commission and Social Work Inspection Agency, “Improving care for older people” for 200 stakeholders.
- Developed our website to include an online newsletter subscription.
- Carried out our first stakeholder survey with employers, workers and the public to benchmark levels of awareness of our role and the Codes of Practice.
- We responded to 4,409 information calls and 3,785 emails.
- Campaigns were conducted to raise awareness of registration among people who work in care home services for adults and day care of children services which included newsletters, posters and registration information sessions for supervisors in care home services for adults and for practitioners in day care of children services. Over 900 people attended the information sessions.
- Launched the Benchmark Standard in Childhood Practice at an event attended by stakeholders and Adam Ingram, Minister for Children and Early years. The standard will form the basis of new degree level qualifications for managers in early years’ services.
- Held the successful joint launch of the Practice Learning Qualifications with the Scottish Qualifications Authority to promote the innovative new qualifications for those who support practice learning of social workers.
- Distributed over 82,000 copies of the Codes of Practice, which are now available in a range of formats. In total we have sent out 582,709 Codes of Practice.
- We produced a range of materials aimed at helping employers and workers with their learning and development on a range of topics including induction and career pathways.
- Work began on developing the Continuous Learning Framework in consultation with workers, employers and people who use services and carers across Scotland.

PERFORMANCE OBJECTIVES AND KEY INDICATORS



This section of the annual report provides details on our progress in meeting our key performance indicators.

The performance objectives cover the key functions of the SSSC. They are:

1. registering and regulating the social service workforce
2. building the capability and capacity of the workforce
3. developing the SSSC as an organisation that leads by example.

1. PERFORMANCE OBJECTIVE: REGISTERING AND REGULATING THE WORKFORCE

Key indicator: Process applications for registration and maintain registration in accordance with Registration Rules.

Our performance

Applications have been processed and the Register maintained in accordance with the Registration Rules.

Key indicator: Deal with matters of conduct in relation to registered social service workers in accordance with the timescales set in the Councils' Conduct Rules.

Our performance

Conduct cases have been progressed in accordance with the timescales set out in the Conduct Rules.

Key indicator: By early 2008 we expect to realise 3 % efficiency savings in the processing of initial registrations and the maintenance of the Register as a

result of implementing the new On-line Social Care Registration System (OSCAR).

Our performance

User acceptance testing of the new ICT system pointed to the need for further development of the system to ensure comprehensive data separation and security. This additional work caused delays in the implementation of the new system. Therefore the expected efficiencies were not achieved in early 2008. The new system is now being used for the processing of applications and efficiency targets have been set for 2008/09 and onwards.

2. PERFORMANCE OBJECTIVE: BUILDING THE CAPABILITY AND CAPACITY OF THE SOCIAL SERVICE WORKFORCE

Key indicator: Complete the Sector Skills Agreement by March 2008 and each year after measure progress in addressing the skills gaps and shortages in the social service workforce.

Our performance

The Sector Skills Agreement has been completed. This means we have completed the five stages, which are:

- assessment of employers' current and future skills needs
- assessment of current skills and provisions
- analysis of gaps and weaknesses
- an assessment of the scope for collaborative action (between employers, providers and government/funding arrangements)
- the development of an agreed action plan.

The action plan has been signed up to by key Scottish stakeholders and we will now implement the solutions identified in the plan. In addition, we are now developing methods to measure progress in future years.

Key indicator: Develop the framework for a leadership qualification for managers and lead practitioners in day care of children services by March 2008. Once developed, the SSSC will

monitor the number of people undertaking the qualifications.

Our performance

In October 2007, the Standard for Childhood Practice was launched. This was a significant step towards developing the first integrated qualification. The Standards set out what is required for a new award for managers. This award will be required in the longer term for managers to gain registration with the SSSC. It is expected that the award will be rolled out by universities, colleges and training providers in autumn 2008. In March 2008, the SSSC consulted on the Rules and Requirements for awards developed from the Standard for Childhood Practice.

Key indicator: Establish a baseline figure of underrepresented groups undertaking social work courses using the data from the quality assurance of approved courses and involvement of stakeholders, then seek to increase representation by working with stakeholders and monitor progress.

Our performance

A three-year plan has been drafted which includes a baseline figure established from quality assurance documentation. The plan also includes actions on how we will work with stakeholders to seek to increase representation of under-represented groups, and plans for monitoring progress.

Key indicator: By working with stakeholders develop robust management information in relation to the quality, quantity and diversity of practice learning in social work training.

Our performance

We have developed a new management information system that allows us to record and monitor the types of practice learning opportunities and the numbers of days for each individual learner.

Key indicator: Use sampling methodology to establish the number of people who enquire about a career in social services, who go on into a career in social services or enter a relevant course.

Our performance

Due to lower numbers of calls than expected requesting information on careers in social services the October sample was rolled over and collected at the end of March and into April 2008 to allow us to get a wider sample as a result of the promotional campaign currently running in England and Wales. This campaign is heavily advertised on UK wide television and in a range of magazines and newspapers. People who contact the information line for the campaign from Scotland are redirected to the SSSC. This delay will allow us to contact a wider sample of people, which should increase the response rate and ensure that the data collected is meaningful and useful for future reference.

Key indicator: Using the available information measure the increase in the percentage of the social service workforce that hold a relevant qualification.

Our performance

We consider information from a range of sources including the Scottish Government, Care Commission, the Scottish Qualifications Authority, local authorities and where possible, from registration. As part of our

responsibilities for workforce information and planning we will continue to look at ways to measure the increase in the numbers within the workforce gaining relevant qualifications.

3. PERFORMANCE OBJECTIVE: DEVELOPING THE SSSC AS AN ORGANISATION THAT LEADS BY EXAMPLE

Key indicator: Maintain Investors in People Award.

Our performance

Work is ongoing to ensure that we maintain and improve upon best practice standards and for our interim assessment in November 2008, in preparation for formal re-assessment in November 2009.

Key indicator: Measure how activities to raise awareness of the role of the SSSC are proving to be effective by establishing a baseline through a stakeholder survey with a follow up survey in 2008/09 and surveys in future years at suitable levels.

Our performance

The survey was completed, which provides us with benchmark results to monitor awareness of the SSSC and Codes of Practice among a range of stakeholders. We will carry out more targeted research in 2008/09 with employers and other key stakeholder groups.

A RESPONSIBLE ORGANISATION



We want to ensure that we have a positive impact on the environment and our communities.

The environment

The SSSC has in place an environmental policy that sets out how the organisation will aim for best practice environmental solutions and minimise the impact of our operations on the local environment and in a wider sense.

The environmental management system follows the requirements of the international standard ISO 14001 and ensures that environmental impact is identified, measured and managed. The Executive Management Team is responsible for the implementation of the policy.

The primary focus of improvement is:

- energy use
- waste
- transport
- procurement.

We have in place an environmental steering group to champion and take this forward for the organisation and also a joint group of three organisations which have offices in Compass House and Quadrant House. Each team in the SSSC has a nominated environmental champion who will promote the policy across the organisation.

The SSSC is committed to ensuring that we use sustainable resources and meet the environmental targets set by the Scottish Government.

Actions in 2007/08

An energy survey was carried out by Carbon Trust and a number of recommendations have been implemented, these include:

- the energy contracts have been consolidated which has resulted in savings of around 30 %

- we are actively working to make sure that staff switch off PCs and monitors when away from their desk, which will result in savings and a better use of resources
- due to our closeness to the railway station we encourage staff and visitors to use the train.

Over the longer term we will assess the feasibility of wind energy and water sourced heat pumps at Compass House and Quadrant House.

PLANNING FOR THE FUTURE



By October 2011, the SSSC will have been in operation for 10 years. In the next 10 years the SSSC and the social services sector will continue to face challenges to achieve our vision of a competent, confident and valued workforce able to deliver services of the highest quality and improve outcomes for people who use services and carers.

In the next 10 years we aim to build upon our work and pursue an ambitious agenda to achieve the following outcomes:

- people who use services and carers are safe in the knowledge that their service is provided by a trained and trusted worker
- the range of career opportunities and career pathways encourage more people to choose a career in social services
- all key social service workers registered
- solutions implemented to reduce the skills gap and workforce shortages
- the SSSC continuing to take the lead in national initiatives to improve social services
- promoting the use of technology in delivering teaching and learning
- a recognised registered and regulated profession
- recognised as the main source of relevant and up-to-date information on the sector and about training and careers
- continuing to promote how working in social services makes a difference
- be a key player in the sector skills council arena and leading the way in workforce development and planning.

GOVERNANCE OF THE SCOTTISH SOCIAL SERVICES COUNCIL



The SSSC is accountable to the Scottish Government through the sponsorship branch: the Workforce and Capacity Division. Our Corporate Plan is agreed with the sponsors and we are accountable to them in the achievement of our objectives.

The Council

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

How the Council undertakes its role

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

The key principles are:

- public service
- selflessness
- integrity
- objectivity
- accountability and stewardship
- openness
- honesty
- leadership
- respect.

Council Members also work to the six core principles set out in the Good Governance Standard for Public Services.

1. Focusing on the organisation's purpose and on outcomes for citizens and service users.
2. Performing effectively in clearly defined functions and roles.
3. Promoting values for the whole organisation and demonstrating the values of good governance through behaviour.
4. Taking informed, transparent decisions and managing risk.
5. Developing the capacity and capability of the governing body to be effective.
6. Engaging stakeholders and making accountability real.

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

SSSC Council

Garry Coutts, Convener
Michael Cairns
Elizabeth Carmichael
Professor Frank Clark
Karen Croan
Ian Doig
Dr Anne Haddow
Professor Bart McGettrick
Margaret McKay
Maureen O'Neill
Stan Smith
Kingsley Thomas.

The SSSC Committees

The principal standing Committees are the Learning and Development Committee and the Registration and Regulation Monitoring Committee. The Learning and Development Committee is responsible for overseeing the work of the Council in relation to Strategic Objective 1: To develop the capability and capacity of the workforce. The Registration and Regulation Monitoring Committee is responsible for

overseeing the work of the Council in relation to Strategic Objective 2: To register and regulate the workforce. The Council has overall responsibility for oversight of the work of the SSSC and in particular for ensuring that the interface between the Council's work in registration and regulation and development of the capability and capacity of the workforce is identified and managed to ensure that the SSSC works in a coherent and effective manner. The other Committees oversee our work in relation to the resourcing and internal control of our activities and registry casework. All of the Committees report to Council.

We currently have the following Committees:

Audit Committee

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

Finance and Resources Committee

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

Learning and Development Committee

Established to support the delivery of high quality social work and social services in Scotland, working with employers to develop and maintain a competent and appropriately qualified workforce in all sectors and to oversee workforce analysis and planning, employment and training initiatives and the development of appropriate and accessible National Occupational Standards. In overseeing the SSSC's responsibility for disbursing grants and other funding for training such as postgraduate bursaries and practice learning fees for social work students, the Learning and Development Committee has responsibility for 57 % of the SSSC budget.

This Committee also oversees the work of the Council in relation to the sector skills council; Skills for Care and Development.

Registration and Regulation Monitoring Committee

Established to monitor and report to Council on the quality and effectiveness of the systems, processes and procedures used in the registration and regulation of the social service workforce and to advise Council on the development of policy in relation to regulation and registration of the social service workforce.

Remuneration Committee

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

Registration Committee

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

Conduct Committee

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

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

FINANCIAL REVIEW



CURRENT AND FUTURE Funding

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

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

Financial position

The Income and Expenditure Account shows an operating cost. This operating cost is funded by

grants and grant in aid that are treated as sources of funds and credited to a reserve on the balance sheet in accordance with the Government **Financial Reporting Manual (FReM)**.

The SSSC had authority to drawdown grant in aid of £9.025m and the full amount available was drawdown. Other grant income of £0.365m was received in addition to grant in aid. Of this funding £9.274m was used for revenue purposes and the balance of £0.116m was used to fund capital expenditure.

The SSSC's operating income during the financial year 2007/08 was £3.044m. This includes registration fee income of £0.451m.

The SSSC's expenditure for the year ended 31 March 2008 totalled £11.746m. Staff costs amounted to £3.622m (excluding pension scheme valuation adjustments). Operating expenditure was £2.350m (excluding notional items) and payments of grants, awards and bursaries totalled £5.774m.

The SSSC's financial position at the end of 2007/08 was a funding surplus of £0.684m. This includes an adjustment of £0.194m as a result of the correction of the financial position following an error on a practice learning fee claim by a university in 2006/07.

This is summarised in the table overleaf:

	Budget £000	Actual £000	Variance £000
Operating Income:			
Fee income	(500)	(451)	49
Other income	(2,953)	(2,593)	360
Total operating income	(3,453)	(3,044)	409
Bank Interest (net of charges)		(17)	(17)
Total Income	(3,453)	(3061)	392
Operating costs:			
Staff costs	3,854	3,622	(232)
Other operating costs	2,060	2,350	290
Grants, awards & bursaries	6,740	5,774	(966)
Total operating cost	12,654	11,746	(908)
Net revenue expenditure	9,201	8,685	(516)
Funded by:			
Grants & grant in aid	(8,909)	(8,909)	0
To fund depreciation	(95)	(95)	0
Other grants	(197)	(365)	(168)
Total Funding	(9,201)	(9,369)	(168)
Funding Surplus	0	(684)	(684)

The SSSC implemented a revised pay and grading structure with an effective date of 1 April 2006 during 2007/08. This followed a job evaluation exercise designed to ensure that equal pay obligations are met. The two year pay settlement was less than budgeted and this contributed an amount of £0.076m to the staff cost budget underspend. The balance of the underspend was mainly due to not filling and delaying appointment to vacant posts.

Other operating costs include OSCAR development and implementation costs that were intended to be funded from the OSCAR reserve and Disclosure Scotland fees. Instead they were funded from the 2007/08 budget. Disclosure Scotland fees are recovered from registrants and therefore there is a corresponding increase in other income.

Grants, awards and bursaries show an underspend mainly due to lower than anticipated Practice Learning payments. Other income has reduced by a corresponding amount.

Other income is less than budgeted mainly due to the Practice Learning costs that are recovered being lower than anticipated. This is partially offset by additional income due to the correction of 2006/07 Practice learning claims made after the balance sheet date and the recovery of Disclosure Scotland fees from registrants.

The OSCAR system is a registration system being developed for the Social Care Councils in Scotland, England, Wales and Northern Ireland. It is a replacement for the existing registration system and the

system became operational in 2007/08. It was intended to fund the development and implementation costs from a specific reserve held for this purpose but the underspend for 2007/08 has allowed these costs to be contained within the 2007/08 budget. There is still development required to the system including e-enablement and the Sponsor Department has agreed that a proportion of the remaining underspend for 2007/08 can be added to the existing OSCAR reserve to fund these development costs in 2008/09.

The frequency and complexity of conduct cases is difficult to predict and the Sponsor Department has agreed to reduce the risks associated with this by permitting the SSSC to hold a specific reserve to cover legal expenses.

The number of new registrations is increasing each year as new sectors of workers are required to register. This will mean an increase in the number of registration staff and associated costs which will be partially offset by an increase in registration income.

The intention when the SSSC was set up in October 2001 was to move to a position where the fees charged to registrants would be sufficient to fund the cost of their registration. The Minister has decided that registration fees should be set at a level that meets registration costs by 2011/12.

Accounting policies

The accounting policies are set out in the notes to the accounts (pages 42 to 54).

The latest version of the Government Financial Reporting Manual (FReM) allows depreciated historic cost to be used as a proxy for current value of tangible non-property related assets that have either short useful economic lives or are of low value (or both). The SSSC has decided to use depreciated historic cost as a proxy for current value and will no longer re-value the relevant assets each year by referring to appropriate indices.

Going concern

The balance sheet at 31 March 2008 shows net assets of £0.4m. This is an improvement on the previous year where there was a net liability of £0.7m. This change is mainly as a result of an actuarial gain of £0.4m in the valuation of the pension scheme arising from the application of the accounting standard FRS17.

The pension liability for 2007/08 is reduced to £0.9m from £1.3m in 2006/07. The SSSC participates in a pension fund which is the subject of an actuarial valuation every three years and employer contribution rates are set at levels designed to bring fund assets and liabilities into balance for the fund as a whole. Therefore the liability will be reduced through the payment of employer contributions each year.

Increases in employer contributions will require to be reflected through the grant in aid agreed with the Sponsor Department.

The SSSC, in common with other non departmental public bodies (NDPBs) is the subject of formal five-year reviews. This review addresses fundamental issues such as whether there is still a requirement to have the SSSC as an organisation and if so whether or not the current structure is fit for purpose.

The Council has no reason to believe the sponsor department and Scottish Ministers have any intention to withdraw or reduce support to the SSSC. In addition the sponsor has confirmed grant in aid figures for 2008/09 and provided indicative figures for 2009/10. It is therefore considered appropriate to prepare the accounts on a going concern basis.

Pensions

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

The local government pension scheme is a defined benefit scheme that provides pension benefits based on final pensionable remuneration. There were 77 employees who were active members of the Tayside Superannuation Fund as at 31 March 2008.

The actuaries Barnett Waddingham have recently completed an actuarial valuation of the Fund as at 31 March 2005 and have set employer contribution rates as follows:

Year ended	Employer contribution rate
31 March 2007	16.5 %
31 March 2008	17.7 %
31 March 2009	18.9 %

The disclosures required by accounting standard FRS17 "Retirement Benefits" are contained in Note 12 of the accounts.

Auditor's remuneration

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

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

The cost of statutory audit for 2007/08 was £18.4k (2006/07 £18.0k). 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 as the SSSC's internal auditors. This contract ends at the end of the 2007/08 financial year and Scott Moncrieff has been appointed internal auditors for a three-year period starting in the 2008/09 financial year. The cost of internal audit for 2007/08 was £7.0k (2006/07 £15.3k).

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

Payment of creditors

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

It is our policy to make payments according to the agreed contract conditions. Where there is no contract or other understanding, suppliers are paid within 30 days of either receipt of the goods or services, or when they present a valid invoice or similar demand, whichever comes later.

We have paid 71 % of invoices within 30 days (2006/07 86 %) and 65 % of invoices within agreed payment terms (2006/07 80 %). These calculations are based on the date of the invoice and will therefore marginally understate the SSSC's performance as the invoice date will normally be earlier than the date the invoice is received.

We aim to ensure continuous improvement in payment performance and the drop in payment performance in 2007/08 will be addressed during 2008/09.

Audit Considerations

So far as the Accountable Officer is aware, there is no relevant audit information of which the body's auditors are unaware.

The Accountable Officer has taken all steps they ought to have to make themselves aware of any relevant information and to establish that the body's auditors are aware of that information.

Statement of compliance with best practice

The management commentary has been prepared in accordance with the Accounting Standards Board's Reporting Statement: Operating and Financial Review 2006 as far as practicable. Adjustments have had to be made to reflect the public sector context.



Carole Wilkinson
Chief Executive
21 October 2008



3. REMUNERATION REPORT

INTRODUCTION

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

Information not subject to Audit Remuneration Committee

The Remuneration Committee determines the performance element of the pay of the Executive Management Team excluding the pay of the Chief Executive.

The following Council Members have been appointed to sit on the Remuneration Committee:

Garry Coutts (SSSC Convener)
Ian Doig
(Chair of Finance and Resources Committee)
Kingsley Thomas
(Depute Chair of Finance and Resources Committee)
Bart McGettrick
(Chair of Learning and Development Committee)
Margaret McKay (Chair of Registration, Regulation & Monitoring Committee).

The Committee is advised by the following officers:

Chief Executive
Senior HR Advisor

REMUNERATION POLICY

Members

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

Chief Executive

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

The Executive Management Team

The Executive Management Team are on salary scales £53k to £61k and £61 to £70k and incremental progression to the maximum of the scale is determined by performance. Performance is assessed by the SSSC's "Performance Development Review System" and progression is subject to agreement by the Remuneration Committee. The SSSC's pay strategy must be approved by the Scottish Government. Subject to that approval, a pay award package is negotiated with the trade union. When the pay award package has been agreed it is applied to the remuneration of senior managers and the main body of SSSC staff.

NOTICE PERIODS

Members

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

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

Name	Current term	Date of initial appointment	Date of re-appointment	Date of termination of appointment
Alexander, Morag (Convener)	2nd	01 Aug 2001	01 Aug 2004	31 July 2007
Coutts, Garry (Convener)	1st	01 Sept 2007	n/a	31 Aug 2010
Cairns, Michael	1st	01 Sept 2007	n/a	31 Aug 2010
Carmichael, Elizabeth	1st	01 Sept 2007	n/a	31 Aug 2010
Clark, Frank	1st	17 Oct 2006	n/a	16 Oct 2009
Croan, Karen	1st	01 Sept 2007	n/a	31 Aug 2010
Doig, Ian	1st	01 Nov 2005	n/a	31 Oct 2008
Haddow, Anne	1st	01 Oct 2006	n/a	30 Sept 2009
Kirby, Michael	2nd	01 Sept 2001	01 Sept 2004	31 Aug 2007
McGettrick, Bart	1st	01 Oct 2006	n/a	30 Sept 2009
McKay, Margaret	1st	01 Nov 2005	n/a	31 Oct 2008
Midgley, Judith	2nd	01 Nov 2002	01 Nov 2005	31 Aug 2007
O'Neill, Maureen	1st	01 Sept 2007	n/a	31 Aug 2010
Pryde, Kate	2nd	01 Sept 2001	01 Sept 2004	31 Aug 2007
Rowlings, Cherry	2nd	01 Sept 2001	01 Sept 2004	31 Aug 2007
Smith, Stan	1st	01 Oct 2006	n/a	30 Sept 2009
Thomas, Kingsley	1st	01 Sept 2007	n/a	31 Aug 2010
Williams, Bryan	2nd	01 Sept 2001	01 Sept 2004	31 Aug 2007

Chief Executive

The Chief Executive, Carole Wilkinson commenced on a fixed term contract on 1 October 2001. This was followed by the issue of a permanent contract that commenced on 1 June 2005. The normal retirement age for this post is 65 and the current post holder will attain normal retirement age in 5.6 years. Termination of the contract

requires a notice period of six months by either party.

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

Senior Managers

The Registrar, Head of Education & Workforce Development and the Legal Adviser are members of

the Executive Management Team. All are engaged on permanent contracts and are subject to the normal retirement age of 65. Termination of the contract requires a notice period of three months by either party.

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

Name	Title appointment	Date of retirement age	Years to normal retirement age
Geraldine Doherty	Registrar	01 Feb 2002	14.1
Mary Howden	Head of Education & Workforce Development	6 Nov 2006	16.8
Val Murray	Legal Adviser	10 June 2002	16.9

Discretionary benefits policy

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

This policy allows additional years of pensionable service to be awarded to those members of the pension scheme who have

more than five years' pensionable service. The award of additional pensionable service is limited to a maximum of six and two thirds years in a redundancy situation and 10 years if early termination is in the interests of the efficiency of the service.

Alternatively, pension scheme members with more than two years pensionable service may be paid compensation of up to 66 weeks pay.

The number of years added or the amount of compensation paid, if any, is determined on the basis of individual circumstances and the employee's age and length of service. All awards of additional service and compensation for early termination must be approved by the Council.

Audited Information

Salary 2007 £000	Remuneration – SSSC Members	Salary 2008 £000
20 – 25	Alexander, Morag (Convener) (left 31 July 2007)	5 – 10
	Coutts, Garry (Convener) (commenced 1 Sept 2007)	10 – 15
	Cairns, Michael (commenced 1 Sept 2007)	0 – 5
	Carmichael, Elizabeth (commenced 1 Sept 2007)	0 – 5
	Croan, Karen (commenced 1 Sept 2007)	0 – 5
5 – 10	Doig, Ian	5 – 10
0 – 5	Haddow, Anne	5 – 10
5 – 10	Kirby, Michael* (left 31 Aug 2007)	0 – 5
0 – 5	McGettrick, Bart	5 – 10
5 – 10	McKay, Margaret	5 – 10
5 – 10	Midgley, Judith* (left 31 Aug 2007)	0 – 5
	O'Neill, Maureen (commenced 1 Sept 2007)	0 – 5
5 – 10	Pryde, Kate (left 31 Aug 2007)	0 – 5
5 – 10	Rowlings, Cherry* (left 31 Aug 2007)	0 – 5
0 – 5	Smith, Stan	5 – 10
	Thomas, Kingsley (commenced 1 Sept 2007)	0 – 5
5 – 10	Williams, Bryan* (left 31 Aug 2007)	0 – 5

* Remuneration is paid to the employers of these members.

Frank Clark, the Convener of the Scottish Commission for the Regulation of Care (Care Commission), is a member of the Council but receives no remuneration from the SSSC.

There is a reciprocal arrangement in place whereby the Convener of the SSSC, is a member of the Board of the Care Commission and receives no remuneration from the Care Commission.

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

Remuneration – Executive Management Team

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

	Age	Emoluments £000	Real increase in Pension £000	Real increase in Lump sum £000	Accrued pension at age 60 £000	Related lump sum at age 60 £000	Cash equivalent transfer value at 31/03/07 £000	Cash equivalent transfer value at 31/03/08 £000	Real increase in cash equivalent transfer value £000
2007/08									
Carole Wilkinson Chief Executive	59	85-90	0-2.5	0-2.5	35-40	110-115	634	690	33
Geraldine Doherty Registrar	50	70-75	0-2.5	0-2.5	30-35	90-95	308	344	24
Mary Howden Head of Education and Workforce Development	48	55-60	0-2.5	5.0-7.5	20-25	70-75	201	241	33
Val Murray Legal Adviser	48	60-65	2.5-5.0	7.5-10.0	20-25	60-65	128	169	36

	Age	Emoluments £000	Real increase in Pension £000	Real increase in Lump sum £000	Accrued pension at age 60 £000	Related lump sum at age 60 £000	Cash equivalent transfer value at 31/03/06 £000	Cash equivalent transfer value at 31/03/07 £000	Real increase in cash equivalent transfer value £000
2006/07									
Carole Wilkinson Chief Executive	58	80-85	0-2.5	0-2.5	35-40	105-110	597	634	17
Geraldine Doherty Registrar	49	65-70	0-2.5	0-2.5	25-30	85-90	286	308	13
Mary Howden Head of Education and Workforce Development	47	50-55	n/a	n/a	20-25	65-70	n/a	201	n/a
Val Murray Legal Adviser	47	50-55	n/a	n/a	15-20	50-55	n/a	128	n/a

No benefits in kind were paid during 2006/07 and 2007/08

Services from other organisations

Gordon Weir, the Director of Corporate Services is employed by the Care Commission but provides professional services to the SSSC through a Service Level

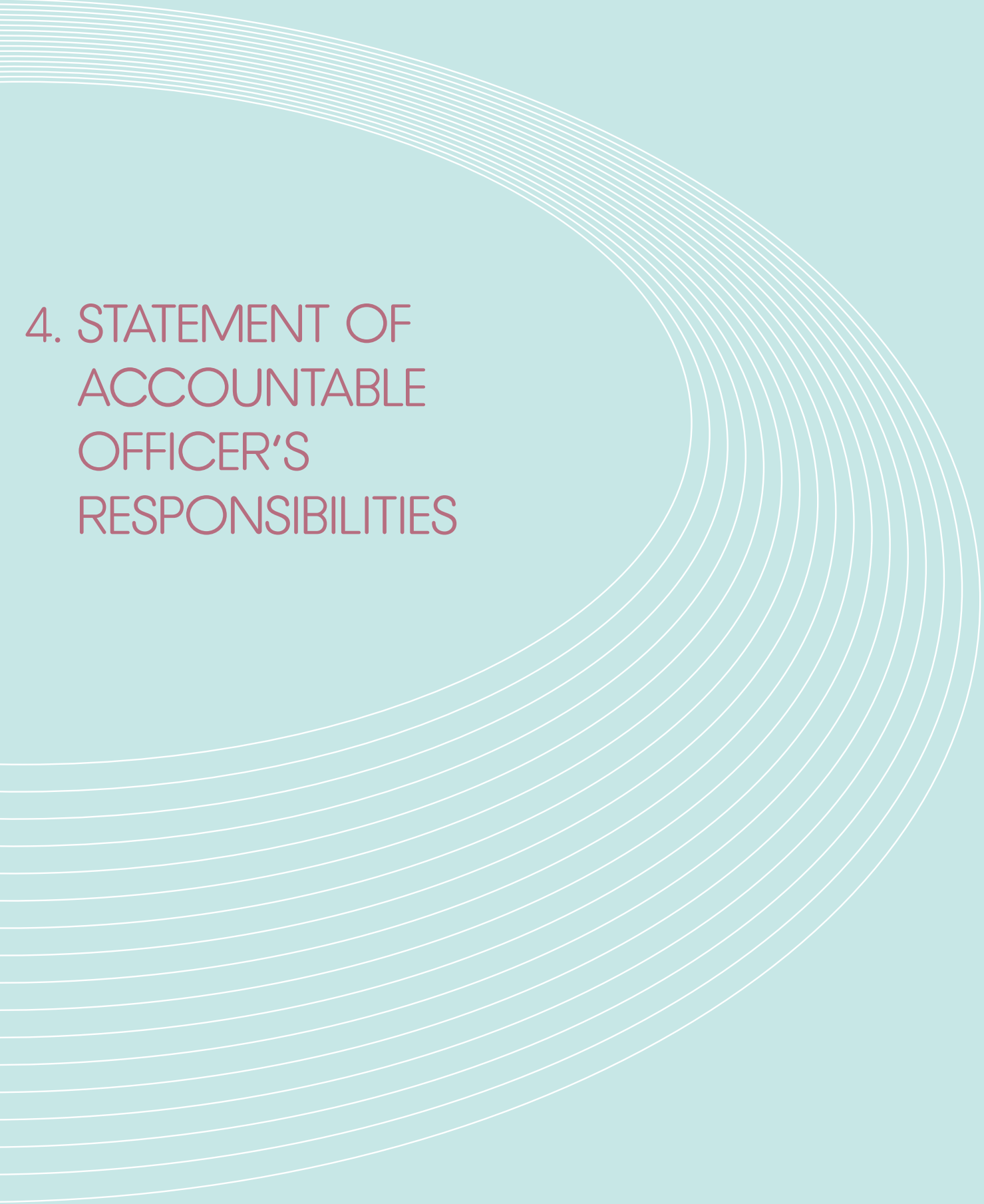
Agreement (SLA). In previous years a similar arrangement was in place whereby Tom Waters, the Director of Finance and Administration and Carol Proudfoot, the Director of Human Resources were employed by the

Care Commission but provided professional services to the SSSC. The SSSC made payments to the Care Commission for professional services as follows:

	2006/07 £000	2007/08 £000
Gordon Weir, Director of Corporate Services		21.0
Tom Waters, Director of Finance & Administration	20.2	
Carol Proudfoot, Director of Human Resources	1.2	



Carole Wilkinson
Chief Executive
21 October 2008

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4. STATEMENT OF ACCOUNTABLE OFFICER'S RESPONSIBILITIES

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

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

- observe the accounts direction issued by Scottish Ministers,

including the relevant accounting and disclosure requirements, and apply suitable accounting policies on a consistent basis

- make judgements and estimates on a reasonable basis
- state whether applicable accounting standards have been followed and disclose and explain any material departures in the financial statements
- prepare the financial statements on a going concern basis, unless it is inappropriate to presume that the SSSC will continue in operation.

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



Carole Wilkinson
Chief Executive
21 October 2008

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5. STATEMENT ON INTERNAL CONTROL

1. SCOPE OF RESPONSIBILITY

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

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

The SSSC is accountable to its Sponsor, the Workforce and Capacity Division of the Department for Education and Lifelong Learning of the Scottish Government.

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

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

The SSSC follows the guidance set out in the **Scottish Public Finance Manual (SPFM)**. The SPFM is issued by the Scottish Ministers to provide guidance to the Scottish Government and other relevant bodies on the proper handling of public funds. It is mainly designed to ensure

compliance with statutory and parliamentary requirements, promote value for money and high standards of propriety, and secure effective accountability and good systems of internal control.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

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

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

The system of internal control has been in place in the SSSC for the year ended 31 March 2008 and up to the date of approval of the annual report and accounts, and accords with guidance from the Scottish Ministers.

3. THE RISK AND CONTROL FRAMEWORK

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

Leadership for managing risk comes from Council Members and the Executive Management Team by making sure that risks are identified and addressed as

an integral part of the corporate planning process.

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

The Executive Management Team meet regularly to consider the plans and strategic direction of the organisation.

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

The SSSC continues to embed risk management principles throughout the organisation and a revised risk management policy was adopted during financial year 2007/08. This policy details the underlying approach to risk and the respective responsibilities of the Council and management. The policy provides direction on a consistent, organised and systematic approach to identifying risks, the control measures that are already in place, the residual risk, the risk appetite and further action that is necessary to further mitigate against risks.

More generally, the organisation is committed to a process of continuous development and improvement. Systems are developed in response to any relevant reviews and developments in best practice in this area. In particular, in the year to 31 March 2008 and up to the signing of the accounts the SSSC:

- approved the revised risk management policy and has overseen an exercise to revise the risk register
- has set targets to measure financial and other performance across the organisation and for individual managers and other staff and progress on them is regularly monitored
- business continuity and emergency response plans are in place and are regularly reviewed
- continues to develop contingency plans in the areas of Information and Communications Technology (ICT) and Communications
- continues to develop Key Performance Indicators (KPIs) which have been regularly reported on to Council and operational Committees
- provides the Audit Committee, on each occasion it meets, with an update on progress towards implementing all recommendations agreed with internal and external auditors
- has implemented a new system in conjunction with the other three UK Care Councils to provide the integrated functionality required for registration and conduct processes

- has implemented a new system for the billing and collection of registration fees that will be capable of coping with the increased numbers of registrants.

4. REVIEW OF EFFECTIVENESS

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

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

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

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

The Council

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

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

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

The Audit Committee

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

The membership of the Committee includes two co-opted members to provide specific expertise 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 budgets, identifying resource requirements, and the efficient, effective, and economical use of the Council's resources.

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

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

During financial year 2008/09 it is intended to undertake the following actions to improve the SSSC's system of internal control:

- the revised risk review process will be embedded into the planning cycle
- in conjunction with the new internal auditors, a detailed analysis and review of the SSSC's risks will be undertaken to develop a strategic internal audit plan for the financial years 2008/09 to 2010/11
- a self-assessment against the principles of the Best Value regime will be carried out

- an independent review of current procurement practice will be carried out with a view to ensuring the SSSC's approach to procurement is proportionate and fit for purpose
- new internal auditors have been appointed from 1 April 2008 and as part of this process detailed analysis and review of the SSSC's risks will be undertaken to develop a strategic internal audit plan for the financial years 2008/09 to 2010/11.



Carole Wilkinson
Chief Executive
21 October 2008

A series of white, concentric, curved lines that sweep from the left side of the page towards the right, creating a sense of motion and depth against the teal background.

6. INDEPENDENT AUDITOR'S REPORT

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

I have audited the financial statements of the Scottish Social Services Council for the year ended 31 March 2008 under the Regulation of Care (Scotland) Act 2001. These comprise the Income and Expenditure Account and Statement of Recognised Gains and Losses, the Balance Sheet, the Cash Flow Statement and the related notes. These financial statements have been prepared under the accounting policies set out within them. I have also audited the information in the Remuneration Report that is described in that report as having been audited.

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

Respective responsibilities of the Council, Chief Executive and Auditor

The Council and Chief Executive are responsible for preparing the Annual Report, which includes the Remuneration Report, and the financial statements in accordance with the Regulation of Care (Scotland) Act 2001 and directions made thereunder by the Scottish Ministers. The Chief Executive is also responsible for ensuring the regularity of expenditure and receipts. These responsibilities are set out in the

Statement of Accountable Officer's Responsibilities.

My responsibility is to audit the financial statements and the part of the Remuneration Report to be audited in accordance with relevant legal and regulatory requirements and with International Standards on Auditing (UK and Ireland) as required by the Code of Audit Practice approved by the Auditor General for Scotland.

I report to you my opinion as to whether the financial statements give a true and fair view and whether the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with the Regulation of Care (Scotland) Act 2001 and directions made thereunder by the Scottish Ministers. I report to you whether, in my opinion, the information which comprises About the SSSC; The SSSC as an employer; Our performance in 2007/08; Performance objectives and key performance indicators; and Financial Review included in the Annual Report, is consistent with the financial statements.

I also report 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.

In addition, I report to you if, in my opinion, the body has not kept proper accounting records, if I have not received all the information and explanations I require for my audit, or if information specified by relevant authorities regarding remuneration and other transactions is not disclosed.

I review whether the Statement on Internal Control reflects the body's compliance with the Scottish Government's guidance, and I report if, in my opinion, it does not. I am not required to consider whether this statement covers all risks and controls, or form an opinion on the effectiveness of the body's corporate governance procedures or its risk and control procedures.

I read the other information contained in the Annual Report and consider whether it is consistent with the audited financial statements. This other information comprises only those elements of the Management Commentary other than About the SSSC; The SSSC as an employer; Our performance in 2007/08; Performance objectives and key performance indicators; and Financial Review and the unaudited part of the Remuneration Report. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements. My responsibilities do not extend to any other information.

Basis of audit opinion

I conducted my audit in accordance with the Public Finance and Accountability (Scotland) Act 2000 and International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board as required by the Code of Audit Practice approved by the Auditor General for Scotland. An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of expenditure and receipts included in the financial statements and the part of the Remuneration Report to be audited. It also includes an

assessment of the significant estimates and judgements made by the Council and Chief Executive in the preparation of the financial statements, and of whether the accounting policies are appropriate to the body'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 and the part of the Remuneration Report to be audited are free from material misstatement, whether caused by fraud 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 and the part of the Remuneration Report to be audited.

Opinion

Financial statements

In my opinion

- the financial statements give a true and fair view, in accordance with the Regulation of Care (Scotland) Act 2001 and directions made thereunder by the Scottish Ministers, of the state of affairs of the Scottish Social Services Council as at 31 March 2008 and of the excess of expenditure over income, recognised gains and losses and cash flows for the year then ended
- the financial statements and the part of the Remuneration Report to be audited have been properly prepared in accordance with the Regulation of Care (Scotland) Act 2001 and directions made thereunder by the Scottish Ministers
- information which comprises only About the SSSC; The SSSC as an employer; Our performance in 2007/08; Performance objectives and key performance indicators; and Financial Review included in the Annual Report is consistent with the financial statements.

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.



Linda Porter CPFA
Senior Audit Manager
Audit Scotland
Osborne House
1/5 Osborne Terrace
EH12 5HG

22 October 2008

INCOME & EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2008

2007 £000		Notes	2008 £000
	Income		
(2,515)	Operating income	2	(3,044)
(2,515)	Total income		(3,044)
	Expenditure		
3,071	Staff costs	3b	3,682
2,303	Operating expenditure	4a	2,382
1,284	Disbursement grants	4b	1,086
2,546	Bursaries	4b	2,512
2,184	Practice learning fees	4b	2,176
11,388	Total expenditure		11,838
8,873	<i>Operational cost on ordinary activities before interest</i>		8,794
(18)	Bank interest (net of charges)		(17)
(11)	(Return)/cost on pension assets & liabilities	12c	(36)
8,844	<i>Operational cost on ordinary activities after interest</i>		8,741
(27)	Write back of notional cost of capital		(32)
84	Movement on pensions reserve	8	(24)
8,901	Net operating cost		8,685

All operations are continuing.

The notes on pages 42-54 form an integral part of these accounts.

STATEMENT OF RECOGNISED GAINS AND LOSSES FOR THE YEAR ENDED 31 MARCH 2008

2007 £000		Notes	2008 £000
489	Net actuarial gain/(loss) on valuation of pension fund	12d	426
1	Gain on fixed asset revaluation	9	0
490	Recognised gains and (losses) for the financial year		426

The notes on pages 42-54 form an integral part of these accounts.

BALANCE SHEET AS AT 31 MARCH 2008

2007 £000		Notes	2008 £000
	Fixed assets		
333	Tangible assets	5	353
	Current assets		
1,827	Debtors	6	915
0	Cash at bank and in hand		2,413
1,827			3,328
	Current liabilities		
(548)	Cash at bank and in hand		0
(1,041)	Creditors – amounts falling due within one year	7	(2,406)
(1,589)			(2,406)
238	Net current assets		922
(1,268)	Pensions liability	12e	(866)
(697)	Total assets less liabilities		409
	Financed by:		
(1,268)	Pensions reserve	8	(866)
1	Revaluation reserve	9	0
	Specific reserves:		
120	• Legal fees	10a	400
123	• OSCAR development	10b	225
	• Mental Health Officer award	10c	82
327	General fund	11a	568
(697)			409



Carole Wilkinson
Chief Executive
21 October 2008

The notes on pages 42-54 form an integral part of these accounts.

CASHFLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2008

2007 £000		Notes	2008 £000
(10,963)	Net cash inflow from operating activities	(i)	(6,330)
18	Returns on investments & servicing of finance	(ii)	17
	Capital expenditure		
(120)	Payments to acquire fixed assets		(116)
	Financing		
8,489	Grants and grant in aid		9,390
(2,576)	Increase/(decrease) in cash	(iii)	2,961

(i) Reconciliation of operating surplus to net cash inflow from operating activities

(8,873)	Net operating surplus/(deficit)	(8,794)
(1,246)	Decrease/(increase) in debtors	912
(877)	(Decrease)/increase in creditors	1,365
(73)	Pensions adjustment	60
27	Notional cost of capital adjustment	32
67	Depreciation	95
12	Revaluation of fixed assets	0
(10,963)	Net cash inflow/(outflow) from operating activities	(6,330)

(ii) Returns on investments and servicing of finance

19	Interest received	21
(1)	Interest paid	(4)
18		17

(iii) Analysis of changes in cash during the period

	At 1 April 2007 £000	Cashflow £000	At 31 March 2008 £000
Cash at bank and in hand	(548)	2,961	2,413

The notes on pages 42-54 form an integral part of these accounts.

2 OPERATING INCOME

2007		2008
£000		£000
1,990	Practice learning fees*	2,352
269	Registration fees	451
58	Recovery of Disclosure Scotland fees	199
19	Conference fees	0
39	Care Accolades and conference sponsorship	34
83	Recharges**	8
57	Seconded officers	0
2,515		3,044

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

**Recharges mainly arose from our work as a Sector Skills Council in 2006/07 and recharges to the Scottish Qualifications Authority for project work in 2007/08.

3 STAFF NUMBERS AND COSTS

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

2007		2008
FTE		FTE
11	Chief Executive and corporate	13
31	Registration and Conduct	40
14	Learning and Development	20
6	Scottish Practice Learning Project	0
8	Legal and Committee Services	9
7	Central and Support Services	8
5	Communications	6
3	Secondments inward	4
(1)	Secondments outward	0
84		100

3b Breakdown of staff costs

2007		2008
£000		£000
2,078	Salaries	2,359
171	Social security costs	190
227	Pension costs	417
58	Agency staff	138
179	Secondment inwards	180
358	Other staff costs	398
3,071	Staff costs	3,682
(57)	Secondments outwards	0
3,014	Total staff costs	3,682

4 ANALYSIS OF OPERATING COSTS

4a Operating expenditure

2007		2008
£000		£000
472	Property costs	523
869	Administration costs	841
67	Depreciation	95
12	Indexation	0
751	Supplies and services	798
105	Transport costs	93
27	Notional cost of capital	32
2,303		2,382

The above total includes £18.4k (2006/07: £18.0k) for external auditor's remuneration and £7k (2006/07: £12.1k) for internal auditor's remuneration. External audit received no fees in relation to non-audit work.

4b Analysis of disbursements

Disbursement grants totalling £1.1m (2006/07: £1.3m) were paid to education and training providers to provide appropriate training to the social services workforce.

During 2007/08 postgraduate bursaries totalling £2.5m (2006/07: £2.5m) were managed by the SSSC. Of this £1.5m was paid directly to students undertaking postgraduate social work training and £1m to universities for tuition fees.

A total of £2.2m (2006/07: £2.2m) was paid to universities to support practice learning opportunities during the year.

5 TANGIBLE FIXED ASSETS

	ICT equipment £000	Office equipment £000	Office furniture £000	Fixtures & fittings £000	Total £000
Cost or Valuation:					
At 1 April 2007	263	67	49	127	506
Revaluation (gain)	0	0	(1)	0	(1)
Additions	87	19	10	0	116
At 31 March 2008	350	86	58	127	621
Depreciation:					
At 1 April 2007	127	12	12	22	173
Charge for year	68	12	7	8	95
At 31 March 2008	195	24	19	30	268
Net book value:					
At 31 March 2008	155	62	39	97	353
At 31 March 2007	136	55	37	105	333

6 DEBTORS

2007		2008
£000		£000
714	Trade debtors	86
1,041	Prepayments and accrued income	802
72	Other debtors	27
1,827		915

This is further analysed into:

1,183	Government bodies	51
638	Bodies external to government	863
6	Local authorities	1
1,827		915

7 CREDITORS

2007		2008
£000		£000
677	Trade creditors	2,040
107	Other creditors	21
59	Tax and social security	61
11	Value Added Tax	0
187	Accrued income	284
1,041		2,406

This is further analysed into:

106	Government bodies	334
910	Bodies external to government	1,985
25	Local authorities	87
1,041		2,406

8 MOVEMENT ON PENSIONS RESERVE

2007		2008
£000		£000
(1,841)	Opening balance	(1,268)
489	Actuarial gain/(loss) recognised in STRGL	426
84	Transferred to income and expenditure a/c	(24)
(1,268)	Closing balance	(866)

9 MOVEMENT ON REVALUATION RESERVE

2007		2008
£000		£000
0	Opening balance	1
1	Transfer to fixed assets	(1)
1	Closing balance	0

10 SPECIFIC RESERVES

The Sponsor has approved the creation of three specific reserves.

A legal reserve has been agreed that is to be maintained at a level of £400k. This reserve is to provide additional funding for future legal costs which could arise due to the unpredictable frequency and complexity of conduct cases.

The **On-line Social Care Register** (OSCAR) is a system being developed for the Social Care Councils in Scotland, England, Wales and Northern Ireland. The project is being managed by the General Social Care Council (England). The system was implemented in 2007/08 but there are some further development and implementation costs that will be incurred in 2008/09. Funding for the remainder of the project is being held in a specific reserve to be drawn on in 2008/09.

A grant of £82k was awarded in 2007/08 which will be paid to partnerships of universities, employers and learning networks to fund the development of the Mental Health Officer (MHO) Award across Scotland. This replaces the Mental Health Social Work Award. The Sponsor agreed that a one off reserve be created to fund these costs during 2008/09 as the awards will be in place by March 2009.

10a MOVEMENT ON SPECIFIC RESERVE – LEGAL FEES

2007 £000		2008 £000
120	Opening balance	120
0	Transfer from general fund	280
120	Closing balance	400

10b MOVEMENT ON SPECIFIC RESERVE – OSCAR DEVELOPMENT

2007 £000		2008 £000
375	Opening balance	123
(252)	Transfer from general fund	102
123	Closing balance	225

10c MOVEMENT ON SPECIFIC RESERVE – MENTAL HEALTH OFFICER

2007 £000		2008 £000
	Opening balance	0
	Transfer from general fund	82
0	Closing balance	82

11 SOURCES OF FINANCING

11a General Fund

2007 £000		Revenue 2008 £000	Capital 2008 £000	Total 2008 £000
487	Opening balance	(5)	332	327
(8,901)	Retained surplus (deficit) for year	(8,590)	(95)	(8,685)
8,489	Grants and grant in aid	9,274	116	9,390
	Transfer to specific reserves:			
0	Legal reserve	(280)	0	(280)
252	OSCAR reserve	(102)	0	(102)
	MHO Reserve	(82)		(82)
327	Closing balance	215	353	568

INCOME FROM GOVERNMENT GRANTS

11b Grant in aid

2007 £000		2008 £000
7,846	Approved grant in aid from Scottish Government	9,025
7,846	Grant drawdown during the year	9,025
0	(Excess)/Shortfall of grant in aid	0

11c Analysis of grant in aid, government grants and other government income

Restated

2007 £000		Notes	2008 £000
7,846	Grant in aid:		9,025
	Government grants:		
429	Scottish practice learning project team		0
	Other Government Income:		
47	Housing project		48
59	Scottish Credit & Qualifications Framework (SCQF)		54
0	Mental Health Officer (MHO) Award grant		82
0	Early Years Project		110
108	Sector Skills Development Agency	(i)	71
214			365
8,489	Total Grant in aid, government grant and other government income		9,390

(i) The SSSC has received funds from the Sector Skills Development Agency to cover the costs of carrying out its function as a sector skills council.

12b 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 2007		As at 31 March 2008	
	Assets £000	Expected Return % per annum	Assets £000	Expected Return % per annum
Equities	5,399	7.2 %	5,541	7.6 %
Gilts	802	4.4 %	1,026	4.3 %
Other Bonds	309	5.4 %	392	6.6 %
Property	816	6.7 %	876	7.1 %
Cash	170	5.0 %	225	5.0 %
Total	7,496	6.7%	8,060	7.0%

12c Pension expense for the year to 31 March 2008

The amounts below are included in the income and expenditure account.

		Year to 31 March 2007		Year to 31 March 2008
	£000	£000	£000	£000
Current service costs		371		359
Past service costs		(150)		0
Gains/losses on settlements and curtailments		0		40
Interest costs	418		499	
Expected return on employer's assets	(429)		(535)	
Net cost/(return) on assets and liabilities		(11)		(36)

12d Analysis of the amount recognised in statement of total recognised gains and losses

	Year to 31 March 2007		Year to 31 March 2008	
	%	£000	%	£000
Actual return less expected returns on assets – (expressed as a percentage of assets)	1.8	139	(11.4)	(922)
Experience gains/(losses) arising on liabilities – (expressed as a percentage of present value of liabilities)	–	–	–	–
Changes in assumptions underlying the present value of scheme liabilities		350		1,348
Total actuarial gain/(loss) – (expressed as a percentage of present value of liabilities)	5.6	489	4.8	426

12e Movement for the year to 31 March 2008

	Year to 31 March 2007 £000	Year to 31 March 2008 £000
Surplus/(deficit) at beginning of year	(1,841)	(1,268)
Current service cost	(371)	(359)
Employer contributions	284	330
Unfunded pension payments	10	9
Past service costs	150	0
Losses on settlements and curtailments	0	(40)
Net return on assets	11	36
Total actuarial gain/(loss)	489	426
Surplus/(deficit) at end of year	(1,268)	(866)

Appendix 1

SCOTTISH SOCIAL SERVICES COUNCIL



The Scottish
Government

DIRECTION BY THE SCOTTISH MINISTERS

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



KATE VINCENT

Signed by the authority of the Scottish Ministers

Dated:

16 January 2006

Scottish Social Services Council
Compass House
11 Riverside Drive
Dundee
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