

SSSC Policy Library

Policy/Strategy etc name	Department	Owner	Date of Last Review	Date of Next Review	Review Cycle	Priority for review	Type of doc	Approval by	Link to RACI Chart
Code of Conduct (employees)	HR	Director of Finance and Resources	August 2014	March 2021	3 yearly		Procedure	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Code of Corporate Governance	Legal & Corporate Governance	Director of Strategy & Performance	October 2019	October 2022	3 yearly		Policy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Codes of Practice	Development & Innovation	Director of Development and Innovation	August 2016	As required	No specific cycle		Sector guidance	Council	1 - Strategic plan, strategic objectives, outcomes, priorities objectives meet with Scottish Government direction
Communications and Engagement Strategy	Strategic Communications	Director of Strategy & Performance	June 2017	August 2020	3 yearly		Strategy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Corporate Health and Safety	Estates	Head of Shared Services	September 2018	September 2021	3 yearly		Policy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Counter Fraud and Corruption Framework	Finance	Director of Finance and Resources	April 2020	April 2023	3 yearly		Policy	Audit and Assurance	8 - Oversight of Financial probity and Operational Performance
Criteria and Principles for Assessing Quals	Development & Innovation	Director of Development and Innovation		As required	No specific cycle		Sector guidance	Council	3 - Change in Strategic Direction
Debt Management Policy	Finance	Director of Finance and Resources	February 2018	February 2021	3 yearly		Policy	Audit and Assurance	8 - Oversight of Financial probity and Operational Performance
Digital Strategy	Digital	Director of Strategy & Performance	May 2017	August 2020	3 yearly		Strategy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Dignity at Work	HR	Director of Finance and Resources	July 2019	July 2022	3 yearly		Policy and Procedure	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives

Disciplinary	HR	Director of Finance and Resources	April 2016	July 2020	3 yearly		Policy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Equality and Diversity	Performance & Improvement	Director of Strategy & Performance		New for August 2020	3 yearly		Policy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Financial Regulations	Finance	Director of Finance and Resources	October 2019	October 2020	Yearly		Policy	Audit and Assurance	8 - Oversight of Financial probity and Operational Performance
FTP and Registration Rules	Fitness to Practise	Director of Regulation	December 2017	As required	No specific cycle		Rules	Council	3 - Change in Strategic Direction
Grievance	HR	Director of Finance and Resources	October 2014	July 2020	3 yearly		Policy and Procedure	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Managing Performance at Work/Capability	HR	Director of Finance and Resources	Sept 2011	September 2020	3 yearly		Policy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
People Strategy	HR	Director of Finance and Resources	March 2017	September 2020	3 yearly	HIGH - last strategy ran from 2017-2020	Strategy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Procurement Strategy	Finance	Director of Finance and Resources	March 2020	March 2023	3 yearly		Strategy	Council	8 - Oversight of Financial probity and Operational Performance
Records Management Policy	Legal & Corporate Governance	Director of Strategy & Performance		Overdue - June 2017	3 yearly	HIGH	Policy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Risk Policy	Strategy and Performance	Director of Strategy & Performance	January 2020	January 2023	3 yearly		Policy	Council	7 -Oversight of Management of Strategic Risks
Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008	Development & Innovation	Director of Development and Innovation	Currently under review - with Scot Gov for approval.	Currently under review - with Scot Gov for approval.	Rules should be reviewed as required - due to Scot Gov / Ministerial approval they should not be defaulted to 3 years.		Rules	Council (Approved January 2019)	1 - Strategic plan, strategic objectives, outcomes, priorities objectives meet with Scottish Government direction

Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005	Development & Innovation	Director of Development and Innovation	Currently under review - with Scot Gov for approval.	Currently under review - with Scot Gov for approval.	Rules should be reviewed as required - due to Scot Gov / Ministerial approval they should not be defaulted to 3 years.		Rules	Council (Approved January 2019)	1 - Strategic plan, strategic objectives, outcomes, priorities objectives meet with Scottish Government direction
Social Work Training Rules 2003	Development & Innovation	Director of Strategy & Performance	June 2018	January 2021	Rules should be reviewed as required - due to Scot Gov / Ministerial approval they should not be defaulted to 3 years.		Rules	Council (Approved January 2019)	1 - Strategic plan, strategic objectives, outcomes, priorities objectives meet with Scottish Government direction
SSSC Data Protection Policy	Legal & Corporate Governance	Director of Strategy & Performance	October 2018	January 2021	3 yearly		Policy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
SSSC Decision Guidance	Fitness to Practise	Director of Regulation	August 2016	As required	No specific cycle		Policy	Council	3 - Change in Strategic Direction
SSSC Fitness to Practise Public Information Policy	Fitness to Practise	Director of Strategy & Performance	September 2018	September 2021	3 yearly		Policy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives
Thresholds Policy	Fitness to Practise	Director of Regulation	September 2017	September 2020	3 yearly		Policy	Council	3 - Change in Strategic Direction
Whistleblowing	Performance & Improvement	Director of Strategy & Performance	February 2016	May 2020	3 yearly	HIGH - Although amendments were made in December 2019	Policy	Council	5 - Independent challenge and delivery of assurance that strategic objectives are
Youth Employment Strategy	HR	Director of Finance and Resources	December 2015	September 2020	3 yearly	HIGH - for maintenance of IIYP accreditation	Strategy	Council	2 - SSSC Organisation structure, financial resources, delivery model etc are fit for purpose to achieve strategic objectives

Acting Up Guidance	HR	Director of Finance and Resources	December 2018	December 2021	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Adoption Leave	HR	Director of Finance and Resources	November 2015	2021/2022 Merge into Family Friendly Leave Policy/Procedure	3 yearly	Medium	Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Agile Working	Health & Safety	Director of Finance and Resources	NEW	September 2020	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Alcohol and Drug Misuse	HR	Director of Finance and Resources	July 2019	July 2022	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Annual Leave	HR	Director of Finance and Resources	July 2019	July 2022	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Bereavement Guidance/Death in Service	HR	Director of Finance and Resources	NEW	May 2020	3 yearly		Policy and Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Business Travel and Subsistence	Finance	Director of Finance and Resources	March 2015	April 2021	No specific cycle (in line with HMRC reviews)		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Career Break	HR	Director of Finance and Resources	Dec 2009	July 2020	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Carers Leave	HR	Director of Finance and Resources	July 2016	July 2020	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Code of Practice for Official Statistics	Development & Innovation	Director of Development & Innovation		As required			External Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Complaints Handling	Performance & Improvement	Director of Strategy & Performance	August 2019	August 2022	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives

Continuing Education	OD	Director of Finance and Resources	March 2008	September 2020	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Development Discussion Guidance	OD	Director of Finance and Resources	August 2018	August 2021	3 yearly		Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Display Screen Equipment (DSE)Guidance	Health & Safety	Director of Finance and Resources	June 19	As required			Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Emergency Evacuation Procedure	Health & Safety	Director of Finance and Resources	April 2002	As required			Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Establishment Control	HR	Director of Finance and Resources	November 2009	September 2020	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Exit Interview	HR	Director of Finance and Resources	NEW	July 2020	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Flexible Working Policy	HR	Director of Finance and Resources	November 2014	2021/22 - interim review conducted in May 2020 in light of Covid-19	3 yearly		Policy and Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Flexible Working Schemes	HR	Director of Finance and Resources	October 2010	2021/22 - interim review conducted in May 2020 in light of Covid-20	3 yearly		Policy and Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Fostering	HR	Director of Finance and Resources		2021/2022 Merge into Family Friendly Leave Policy/Procedure	3 yearly	Medium	Policy and Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Guidance for dealing with reference requests	HR	Director of Finance and Resources	September 2019	September 2022	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Homeworking	HR	Director of Finance and Resources	NEW	March 2021	3 yearly		Policy and Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives

ICT Security Policy	Digital	Director of Strategy & Performance	October 2013	May 2020	3 yearly	HIGH	Policy	Digital Sponsor Group	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Induction	OD	Director of Finance and Resources	NEW	September 2020	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Job Evaluation Guidance	HR	Director of Finance and Resources	July 2019	July 2022	3 yearly		Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Leadership and Management Framework	OD	Director of Finance and Resources	August 2018	August 2021	3 yearly		Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Learning and Development	OD	Director of Finance and Resources	NEW	September 2020	3 yearly		Policy and Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
LGPS Employers Discretions	HR	Director of Finance and Resources	NEW	September 2020	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Lone Working	Health & Safety	Director of Finance and Resources	NEW	July 2020	3 yearly		Policy and Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Management of Road Risk	Health & Safety	Director of Finance and Resources		2020-2021	no specific cycle		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Manual Handling Guidance	Health & Safety	Director of Finance and Resources	August 2008	As required			Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Maximising Attendance	HR	Director of Finance and Resources	July 2019	July 2021	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Mental Health and Wellbeing	HR	Director of Finance and Resources	NEW	July 2020	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Operational Guide to information available through the model Publication Scheme	Legal & Corporate Governance	Director of Strategy & Performance	October 2018	ASAP - SIC approval expires on 31.05.2020	Following publication of SIC's Model Publication Scheme	N/A	Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives

Operational Secure handling use storage and retention of disclosure information (Police Act 1997, Part V)	Legal & Corporate Governance	Director of Strategy & Performance	October 2018	ASAP - SIC approval expires on 31.05.2020	Following publication of SIC's Model Publication Scheme	N/A	Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Overtime/Additional Hours Procedure	HR	Director of Finance and Resources	July 2019	July 2022	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Parental Leave	HR	Director of Finance and Resources	November 2015	2021/2022 Merge into Family Friendly Leave Policy/Procedure	3 yearly	Medium	Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Partnership Agreement	HR	Director of Finance and Resources	February 2020	February 2023	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Paternity Leave	HR	Director of Finance and Resources	November 2015	2021/2022 Merge into Family Friendly Leave Policy/Procedure	3 yearly	Medium	Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
The Pre-release Access to Official Statistics (Scotland) Order 2008	Development & Innovation	Director of Development & Innovation		As required			External Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Recognising Service	HR	Director of Finance and Resources	NEW	2022	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Recruitment and Selection	HR	Director of Finance and Resources	August 2011	September 2020	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Relocation	HR	Director of Finance and Resources	October 2015	2021/22	3 yearly	Medium	Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Retention Schedule	Legal & Corporate Governance	Director of Strategy & Performance	April 2020	April 2023	3 years		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Retirement and Redundancy/Retirement and Early Severance	HR	Director of Finance and Resources	February 2015	September 2020	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives

Risk Assessment Guidance	Health & Safety	Director of Finance and Resources	February 2020	February 2021	Yearly		Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Safe driving/driving guidance	Health & Safety	Director of Finance and Resources	February 2020	February 2023	3 yearly		Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Salary Protection Policy	HR	Director of Finance and Resources	May 2005	September 2020	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Secondment/Secondment and Placement	HR	Director of Finance and Resources	Feb 2015	September 2020	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Severe Weather Conditions Guidance	Health & Safety	Director of Finance and Resources	February 2012	As required			Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Social Media Guidance	Strategic Communications	Director of Finance and Resources	NEW	September 2020	3 yearly		Guidance	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Smoking	HR	Director of Finance and Resources	July 2019	July 2022	3 yearly			EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Special Leave	HR	Director of Finance and Resources	May 2019	May 2020	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Starting Salary Guidance	HR	Director of Strategy & Performance	December 2018	December 2021	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
SSSC Brand framework	Strategic Communications	Director of Strategy & Performance	Jan - March 19	April 2020	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
SSSC Fitness to Practise Public Information Policy	Fitness to Practise	Director of Strategy & Performance	September 2018	September 2021	3 yearly		Policy	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Workforce Change	HR	Director of Finance and Resources	NEW	December 2020	3 yearly			EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives

Whistleblowing	HR	Director of Finance and Resources	Feb 2016	July 2020	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives
Zero Tolerance	OD	Director of Finance and Resources	NEW	September 2020	3 yearly		Procedure	EMT	12 - All operational matters, operational performance and delivery mechanisms in pursuance of approved strategic objectives