

Achieving results, Delivering for the future

Annual Report and Accounts 1 April 2003 – 31 March 2004



Scottish
Social Services
Council

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WELCOME

It is my pleasure to present the Scottish Social Services Council annual report for the year 1 April 2003 to 31 March 2004. The Scottish Social Services Council was set up in 2001 by the Scottish Executive to protect people who use services, raise standards of practice and strengthen and support the social service workforce. In this, our second, annual report you will see that during the 12 months from April 2003 to March 2004 we have made significant progress towards meeting these responsibilities.

Social services in Scotland are undergoing a period of rapid change which makes this an exciting and challenging time to be working in this sector. I am happy to report that my colleagues on the Council and I are pleased with the progress to date and are encouraged by the level of consultation and communication that the SSSC has with its stakeholders. Appropriate consultation ensures that we will make informed decisions that will benefit people who use services and all our stakeholders.

Good communication and partnership working are essential and are an integral part of the way in which the SSSC works. We have held and attended many events, workshops, conferences, meetings and seminars, making sure that we listen to a range of views and opinions of our stakeholders.

Partnership working is central to achieving our responsibilities and we have continued to develop our relationship with the care councils in England, Wales and Northern Ireland and with the Scottish Commission for the Regulation of Care. The nature of our work means that we will develop new partnerships. The Scottish Institute for Excellence in Social Work Education was established in August 2003 and we will work together. We work closely with our sponsors in the Scottish Executive and will continue to develop that positive working relationship.

In April 2003 the first ever register for social service workers opened and we began the process of registering Scotland's 130,000 social service workers, starting with social workers. Our timetable is on schedule and by March 2005 it is expected that all social workers will have been invited to register. This is a major development for the workforce and, importantly for the people who use social services.

During the period of this report we held our second annual conference which focused on the challenges facing the social service workforce of the future. We also supported a major conference held in Glasgow by black and minority ethnic groups. Over 200 people attended this successful event aimed at encouraging people from black and minority ethnic communities to think about a career in social services.

The second phase of the Scottish Executive's Care in Scotland campaign was launched in January 2004. The SSSC was the point of contact with over a thousand calls received and career information packs distributed. The public response to this campaign is increasingly positive with more and more people considering a career in social services.

In January we launched the Care Accolades in partnership with the Scottish Executive and *Care and Health* magazine. This will be the first award ceremony for social services in Scotland designed to recognise and celebrate best practice and innovation in this sector. It has been very well received and I will report more on this next year.

I have enjoyed this year as Convener of the SSSC, supported by my fellow Council members. As this report shows, we are making progress in meeting our objectives. I would like to thank the staff of the SSSC, the Co-opted, Lay and Due Regard members of the committees and the Council members for their excellent contributions to the range and quality of work described in the report.



MORAG ALEXANDER
CONVENER

CAROLE WILKINSON, CHIEF EXECUTIVE, SSSC



CHIEF EXECUTIVE'S REPORT

Exciting, stimulating and challenging are the words that best describe this year both for the SSSC and for social services in Scotland. Our core objectives are set out in the corporate plan and I believe we have made real and concrete achievements during this period.

Our key objectives are:

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

In working to achieve these objectives we need to make sure that all of our stakeholders know about the organisation and our functions. If we are to make decisions that will impact on the future of the workforce and social service provision, we need to work with, listen to and take account of the views of our stakeholders. This is a new organisation but one that has made a very real impact in a short space of time.

For many years this sector has campaigned for a register to raise

the status of social service workers, putting them on a similar footing to their professional colleagues, something, as a qualified social worker, I have long supported. The Register of Social Service Workers opened on 1 April 2003. Social workers have begun to register and this will open out to other workers as we continue to phase in registration.

Our responsibility to promote both education and training of the existing workforce and to promote careers in social services was highlighted during these 12 months. We began to review several of the post qualifying awards for social workers and the review of the national occupational standards for care was on schedule at the end of March 2004. We also published our first workforce development plan, looking at what can be done now to ensure we have a social service workforce that will be fit for future needs.

The Rules for Social Work Training 2003 were developed in this period and the approval process for the new honours degree began in January 2004, further increasing the status of social work as a career of choice.

Meeting our stakeholders has been a key theme of our work this year and something that is very important to the SSSC. We are a small organisation but with growing responsibilities and

our staff has increased as we have developed.

This has been and will continue to be a dynamic period for all of us in this sector as we, along with our partners and our stakeholders, work together to make sure that social services can meet the demands of the 21st century.

A handwritten signature in blue ink that reads "Carole Wilkinson".

CAROLE WILKINSON
CHIEF EXECUTIVE

EUAN ROBSON, DEPUTY MINISTER FOR EDUCATION AND YOUNG PEOPLE AT SSSC CONFERENCE



MORAG ALEXANDER, SSSC CONVENER, WITH EUAN ROBSON MSP AT THE LAUNCH OF THE CARE ACCOLADES

ABOUT US

Who are we?

The Scottish Social Services Council (SSSC) was established in October 2001 as part of the UK-wide drive to raise standards in social services. Our role is to increase the protection of people who use services, to raise standards of practice and to increase public confidence in social services.

The SSSC is responsible for establishing a register of people who work in social work, social care and early education and childcare in Scotland and for making sure that the education and training of the workforce meets the needs of the sector today and in the future.

We are based on the banks of the River Tay at Compass House, Dundee, which we share with the Care Commission.

Putting the SSSC into context

The SSSC was established at a time of rapid change. There are many factors such as demographic changes which will impact on the role of social service workers in the future. Expectations of services and those who deliver them are increasing. People are better informed and more assertive about their needs and what they want from social services.

The SSSC will work to create an environment where the social service workforce is ready to respond to these changes and challenges. We will encourage the workforce to develop a learning culture and work with employers, supporting them to motivate, develop and retain their staff.

We aim to be an equal opportunities employer and we actively support the principle of equal opportunity in our work and employment practices.

Our vision

Our vision is of a competent, confident and valued workforce capable of delivering high quality services, of working with and for people who use services and their carers, and that has the confidence of the wider public. We will work with others to promote the work of the social care sector and to raise the profile and status of the workforce.

“Social care is life changing work. We must highlight the innovation and enthusiasm of individuals and the positive impact this has on our society.”

EUAN ROBSON DEPUTY MINISTER FOR EDUCATION AND YOUNG PEOPLE



CAROLYNE ONGERA, ADMINISTRATION SUPPORT ASSISTANT



JOAN MITCHELL, LEARNING AND DEVELOPMENT ADVISER



PETER ANDERSON, SENIOR TECHNICAL SERVICES AND DEVELOPMENT MANAGER, IT

The SSSC has five main tasks.

- To set up registers of key groups of social service workers.
- To publish Codes of Practice for all social service workers and their employers to regulate the conduct of registered workers.
- To regulate the training and education of the workforce.
- To promote education and training in social services.
- To develop as the emerging Sector Skills Council for social care.

In achieving this we will:

- put users and carers at the centre of all we do
- be open, accountable, accessible and responsive
- promote equality of opportunity
- value the workforce.



DYLAN FEENEY, LEAD DEVELOPER OF ONLINE SERVICES, IT

Where we fit

A non-departmental public body, the SSSC is part of a national framework designed to ensure that standards in social service provision meet the needs of the 21st century. This framework comprises several organisations:

- We were set up under the Regulation of Care (Scotland) Act 2001 along with the Care Commission who inspect and register care services. We share the same building and share IT, HR and Finance services.
- The Social Work Services Inspectorate, a Scottish Executive department, is responsible for the inspection and assessment of local authority social service departments in Scotland.
- Department for Education and Young People, the Scottish Executive department whose remit includes social services and early education and childcare.
- The Scottish Institute for Excellence in Social Work Education (SIESWE) is a collaborative initiative of the nine Scottish universities involved in teaching social work education programmes. With financial support from the Social Work Services Inspectorate of the Scottish Executive, the Scottish Higher Education Funding Council (SHEFC) and the participating universities, the Institute was launched on 30 July 2003 to undertake a programme of developmental work for an initial period of two years.

We also work closely with our counterparts in the UK; the Care Council for Wales, the Northern Ireland Social Care Council and the General Social Care Council (England) to help ensure effective regulation of the social service workforce across the UK and thereby increased protection of the public. We share expertise and undertake shared developments to make the best use of available resources.

Working together

The SSSC aims to be open, accountable, accessible and responsive. Consultation with our stakeholders is an important part of our work: their views and opinions have an impact on the decisions we make. We know that to be effective, we must continue to work with others. The SSSC is committed to working collaboratively and involving all our stakeholders in our work.

Making it work

When we were set up key areas of work were identified. Our role in education and training means that we will be part of new initiatives as the pace of change continues to gather. These include:

- promotion of education and training of the social services sector
- advice and information on training and careers
- recruitment and retention initiatives
- an increasing role in influencing policy and practice and promoting change

- increased financial responsibilities including disbursement of funding for the voluntary sector to increase practice learning opportunities and bursaries.

During the first 18 months we established the foundations of the organisation. In the last 12 months we have built on these foundations.

In the early months of the organisation we had an average of 24 staff which grew to 43 by 31 March 2004 as we began new tasks, eg registration of the workforce. As an employer we value our staff and are committed to ensuring a well trained, skilled and motivated staff group.

Our headline objectives

Our Corporate Plan sets out our objectives for the period 2003 to 2006.

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

APRIL 2003 – MARCH 2004: OUR ACHIEVEMENTS

- Opened the Register of Social Service Workers (the Register).
- Commenced registration of phase one with workers who hold a Diploma in Social Work or an equivalent qualification.
- Held registration workshops throughout Scotland for potential applicants and their employers.
- Consulted on and published the qualification criteria for phase two of registration for workers in early education and childcare and adult residential care workers.
- Developed and published the Rules for Social Work Training 2003.
- Held a series of conferences on the new honours degree in social work.
- Began the approval process of the new degree programmes.
- Held our second annual conference.
- Carried out a review of the Practice Teaching Award.
- Carried out a review of the post qualifying framework for social workers.
- Published Fit for the Future, the first workforce development report.
- Worked together with partners to support black and minority ethnic groups in Scotland to hold Informed choices: Positive opportunities, the first joint conference aimed at encouraging people from black and minority ethnic groups into a career in social services.
- Carried out a review of the care awards and developed the new standards for social care and health with our partners.
- Launched the Care Accolades 2004, the first awards ceremony for social services in Scotland.
- Responded to 1165 calls over six weeks of the Care in Scotland campaign aimed at promoting training for a career in social care.
- Disbursed £4.18m in grants and bursaries.
- Attended 81 career fairs, conferences and events, raising awareness of the SSSC, engaging with our stakeholders and promoting careers in social work and social care.
- Worked with our partners on the development of the emerging Sector Skills Council for social care.
- National Workforce Development work.



JENNI EGGO, BURSARIES ADMINISTRATION OFFICER

COMMUNICATING WITH OUR STAKEHOLDERS

As a new organisation, good communication with our stakeholders is essential and an integral part of everything we do.

We have developed a Communications Strategy which details how we will listen to and inform our stakeholders and promote the social service sector in Scotland.

During this period, we have made significant progress as we continue to engage our stakeholders in all aspects of our work. Encouraging 2-way communication has a positive impact on our work and on the sector. We have held public consultations and conferences, published reports and information leaflets, attended and participated in many stakeholder and sector events.

The views, opinions and comments of our stakeholders are important to us and make a positive difference to our work. We ensure that they are involved and consulted and all staff work to ensure an awareness

and understanding of the role of the SSSC.

- Our newsletter reaches 5000 stakeholders every quarter
- The eBulletin goes out to 1252 people every month.
- 2754 careers packs have been distributed during this period with a recorded 8923 packs downloaded from our website.

Information

Every day we receive calls and emails requesting a variety of information and we have a comprehensive service to ensure that information is consistent, relevant and up to date.

We take calls from social service workers who want to know more about training and qualifications, students looking for a new direction and from people who want a change of career or a job that makes a difference. We send out career packs and discuss the various options, highlighting the different

routes to a career in social work and social care.

Our information service is now well established within the sector as the point of contact for advice and information on a career in social services and qualifications and training. We will always aim to make a full response within five days although the majority of calls will be dealt with immediately.

New Media

Emails, intranet, internet and websites have become part of our working lives and are tools that most of us use every day to communicate and source information. We have found that by making our reports and working documents available through our website stakeholders can help us to carry out our work. In the period of this annual report we have had 70,590 visits to our website. While this is very encouraging, work has begun on a review of the site to ensure that we remain accessible.

The highlights of the last 12 months

- The eBulletin: a monthly electronic newsletter delivered to 1252 stakeholders and growing.
- Produced and distributed 5000 newsletters every quarter.
- Held our successful second annual conference, The Workforce for the Future.
- Responded to 3094 calls for information on a career in social work and social care.
- We recorded 538 calls for information on qualifications and registration since the opening of the register.
- Worked to develop our corporate identity and branding.
- Worked with colleagues and partners on the first conference to communicate with black and minority ethnic community and social care groups in Scotland.
- Launched the first Care Accolades, a national awards ceremony for social services in Scotland.
- Articles and press coverage in national and local press and trade journals.
- Attended 81 career fairs and stakeholder events.
- Responded to 1330 calls and emails in response to the Care In Scotland campaign.



FRANCES SCOTT, LEARNING AND DEVELOPMENT ADVISER

“This is a real chance for all of us to influence change. Young people from black and minority ethnic backgrounds can share their views and listen to the experiences of people from various ethnic groups working in social services in Scotland. Social work is a stimulating and rewarding career and we have to find ways to raise awareness of this among ethnic groups in Scotland.”

ANWARI DIN, CONFERENCE CHAIR AND CHIEF EXECUTIVE OF YOUTH SERVICES COUNSELLING AGENCY

The partners in Informed choices: Positive opportunities

- | | |
|--|--|
| ➤ Black and Ethnic Minority Women's Resource Centre | ➤ National Resource Centre for Ethnic Minority Health, Health Scotland |
| ➤ Black and Ethnic Minority Infrastructure in Scotland | ➤ North Glasgow College |
| ➤ Barnardo's Scotland | ➤ Pollokshields Development Agency |
| ➤ Careers Scotland | ➤ Scottish Executive |
| ➤ Ethnic Minority Enterprise Company | ➤ Scottish Social Services Council |
| ➤ Glasgow Anti Racist Alliance | ➤ Scottish Wider Access Programme |
| ➤ Glasgow City Council | ➤ West of Scotland Voluntary Agencies Training Forum |
| ➤ Glasgow Council for the Voluntary Sector | ➤ Youth Counselling Services Agency |
| ➤ Multi-cultural Elderly Care Centre | |

Informed choices:

Positive opportunities

It is vital that careers in social services are promoted as widely as possible to provide effective delivery of social services. Encouraging people from black and minority ethnic groups to consider social work and social care as a positive career choice is a challenge facing the sector in Scotland.

On 10 February, 2003 in Glasgow, an interactive conference, **Informed choices: Positive opportunities** aimed to develop the way forward, challenging perceptions and listening to contributions from a wide range of agencies and groups. The conference was about taking positive action to widen access to careers in social work and social care.

It brought together community groups, young people, policy makers, social workers and other agencies with presentations from students, social workers and 7:84 Theatre Company. The conference was addressed by Deputy Minister for Education and Young People, Euan Robson and Mono Chakrabarti, Professor Emeritus of Social Work, University of Strathclyde.

A world to win

There were 250 delegates at our second annual conference on 21 October, 2003 in Edinburgh. The aim was to discuss training the workforce for the future and address the challenges facing the social service workforce. The conference was designed to make the sector aware of developments to achieve the aim of a competent, confident

and valued workforce. Speeches and workshops addressed issues including recruitment and retention, creating a learning environment and the impact of technology on the development of the workforce.

Education, training and development are the key to achieving a workforce that is capable of delivering high quality social services now and in the future. With national and international speakers and workshops examining core developments, the conference challenged and stimulated discussion on the way forward for the profession. Front line staff, managers, voluntary organisations, education and training providers, policy makers, service users and carers all attended.

John McTernan, keynote speaker, author, columnist, political adviser and one of Scotland's leading political thinkers comments, *“New ways of working are essential: as Scotland's population ages social work faces great challenges. While increasingly affluent older people will demand higher quality, flexible services there will be fewer workers as the private sector outbids the public services for the shrinking pool of graduate labour. Innovation is the only answer.”*

Care Accolades 2004

In an initiative launched in February 2003 by the Scottish Social Services Council, Scottish Executive and *Care and Health* magazine social service workers were invited to enter their organisations into the

Care Accolades 2004 to celebrate and promote good practice in workforce development in the sector. This is the first ever awards for the sector in Scotland. This significant event will highlight the good work and innovation that is employed every day to ensure a competent, confident and valued workforce and the effective delivery of services to the people who need and use them.

The Care Accolades 2004 are open to the statutory, voluntary and private sectors and students and will award employers who have policies in place that retain and support staff, organisations that involve people who use services to ensure that their needs are at the centre of their work and provide examples of excellence in partnership working and innovative training programmes.

The response from the sector has been very positive with over 100 entries received by the closing date, 31 March 2004. The event takes place at The Hub, Edinburgh on 16 June 2004.

CAROLINE DOUGAN, ADMINISTRATION SUPPORT ASSISTANT



“The development of the register is a major step towards social work being recognised as a profession with its own standards and expectations of conduct. Most importantly it will ensure that we are accountable to our service users.”

STELLA EVERINGHAM, DIRECTOR OF OPERATIONS, ABERLOUR CHILD CARE TRUST



MORAG MCDONALD, INFORMATION OFFICER

A COMPETENT, CONFIDENT AND VALUED WORKFORCE

Moving forward

The social service workforce is large and diverse, delivering services to some of the most vulnerable people in society.

The eligibility criteria for registration sets down minimum qualifications that workers must have to undertake specific roles and responsibilities, eg, residential childcare work.

Applicants for registration must also provide evidence of their good character and conduct and agree to abide by the Codes of Practice for Social Service Workers.

Social service workers and employers have called for many years to have a register putting them on a similar footing to their professional colleagues in medicine, teaching and nursing. Registration is a public commitment to the agreed standards set out in the Codes of Practice and will increase awareness of, and public confidence in, the part the social service workforce plays in the community.

Registration begins

During our first 18 months we consulted on and developed and prepared the processes and systems for registration. On 1 April 2001, the SSSC opened the Register for Social Service Workers in Scotland. This is a significant step forward in raising standards and increasing the professionalism of the estimated 130,000-strong social service workforce.

By 31 March 2004 we had distributed 140,747 copies of the Code of Practice for Social Service Workers and their Employers.

With such a large workforce, registration is being carried out in phases. The groups of workers in the first phase are:

- Social workers and those who hold a Diploma in Social Work or an equivalent qualification (April 2003)
- Students entering the new undergraduate and postgraduate social work degree courses (autumn 2004)
- Care Commission Officers (autumn 2004)
- All residential childcare staff (spring 2005)
- Heads of residential care (December 2005)
- Heads of adult day care (2005/6)

Social workers and other workers holding a Diploma in Social Work or equivalent qualification are the first group to be registered. Registration of these workers is being carried out on a geographical basis and all relevant workers will have been invited to register by April 2005. Early in 2004, Scottish Ministers announced that they will introduce protection of the title social worker from 1 September 2005. This is a further step towards achieving the aim of raising standards and ensuring greater protection for people who use services.

Registration of the social service workforce is new – we want to make sure that workers are well informed about the process and what it means for them and for the people who use services. With this in mind we have carried out 59 registration information sessions and workshops in this period with more planned as we continue to invite this group to register.

The public register

We have a statutory obligation to provide access to the Register. Members of the public can check if a worker is registered by contacting our offices during normal working hours or by viewing the Register online which provides information about the name of a registered worker, their registration number and the postal town in which they work.

Rolling out registration

With the register now open we continue to prepare for the next groups of workers to register. The Registry team is fully operational and also provides a helpline for applicants and registrants.

In November and December 2003, we worked with the Higher Education Institutions, getting ready to register the first students to enter the new social work honours and postgraduate degree programmes in the summer of 2004.

We continue to work closely with the three UK Care Councils and, by March 2004, had agreed the process for registration of workers with qualifications gained outside the UK.

Phase two

In 2003, the Scottish Executive announced the groups of workers who will be invited to register for phase two:

- early education and childcare workers
- all adult residential care workers.

In keeping with our commitment

to working with employers, care service providers, people who use services and all stakeholders, we carried out a major consultation to enable us to establish the qualification criteria for workers in the second phase of registration. Registration of phase two workers is expected to begin in 2006/7. There is a diverse range of qualifications for both adult residential care and early education and childcare workers and the consultation gave stakeholders the opportunity to inform and advise the SSSC on appropriate qualifications requirements for registration.

The consultation ran from June to October 2003 and, in addition to paper consultation, SSSC Learning and Development Advisers held nine consultation workshops across Scotland from Shetland to Dumfries, meeting 399 stakeholders and listening to their views. The consultation papers were also available to download from our website and at eight external events and conferences, making them widely available. Statistics show that downloads for adult residential care documents were 677 and 544 for early education

and childcare.

During the consultation, we received 115 responses about adult residential care workers and 401 about early education and childcare workers. The qualification criteria were agreed by the Council in March 2004 and are available on our website at www.sssc.uk.com

A culture of learning

It is our role to promote education and training of the social service workforce.

Creating learning opportunities for all staff in social services is an important goal and will develop the workforce for the future. Learning can take place in many settings and can be done in a variety of ways. We will encourage the workforce to take advantage of informal and formal learning and training opportunities and support employers to do this.

“The new honours degree will strengthen detailed knowledge and equip graduates with the skills they need to survive as social workers. It has been designed with an eye to the future expecting that service delivery will change and approaches become more flexible.”

PROFESSOR BRYAN WILLIAMS, DIRECTOR,
SCOTTISH INSTITUTE FOR EXCELLENCE IN SOCIAL WORK EDUCATION AND SSSC COUNCIL MEMBER.

Education and training

Work on developing, reviewing and regulating education and training for social service staff at all levels is now well underway. Standardisation and consistency of training programmes and establishing recognised qualifications for the wide variety of jobs available in social care is crucial to development of a confident and competent workforce. It will also bring about increased public confidence in the people who are delivering social services.

The honours degree in social work

The Framework for Social Work Education was launched in January 2003 by the Scottish Executive. It contains the requirements for the new social work training and the Standards in Social Work Education (SISWE). The SSSC has responsibility for establishing the Rules for the new degree and the Rules for Social Work Training 2003, which received Ministerial consent at the end of September 2003. They are available on our website www.sssc.uk.com

The Framework and the Rules will ensure that social work education and training is consistent and of the high standard we need to deliver effective social services for the future.



RAYMOND TAYLOR, HEAD OF LEARNING AND DEVELOPMENT

“This is a big agenda, none of us can deliver the workforce of the future on our own. Working together is the key to delivering a competent, confident and valued workforce.”

CAROLE WILKINSON, CHIEF EXECUTIVE, SSSC

“Recruiting the right people with the right qualities is only part of the way forward. I believe that the twin pillars of qualifications and registration will enable us to build public confidence in a competent, confident and valued workforce.”

MORAG ALEXANDER, CONVENER, SSSC

KAREN ROBERTSON, BURSARIES ADMINISTRATION ASSISTANT



Working with our stakeholders

We are an organisation that values partnership working and believe strongly in the benefits of consulting with and involving our stakeholders. From September to November we held four working conferences attended by 208 delegates. Social work professionals, students, people who use services, carers, programme providers, employers and practice teachers all participated in the events enabling them to be a part of the processes leading to the approval of the new social work qualification.

The conferences encouraged participants to explore and share different approaches to stakeholder involvement, learning for practice, sharing best practice and ensuring the integration of equal opportunities and issues of diversity.

A panel of stakeholders is involved in the approval process of the new honours degree and postgraduate courses. The panel come from a variety of backgrounds, groups and organisations, including service user groups and ensure representation from a range of

stakeholders. In January 2003 the approval process for the new honours degree and postgraduate courses began.

Learning for practice

Social work students spend a significant amount of their course out in the community, learning through practice placement. Practice learning takes place in a variety of social care settings giving students the opportunity to work and learn in the field. The new honours degree will increase the number of days students spend on learning for practice from an average of 130 to 200 days. This will mean an increase in the number, quality and diversity of placements and qualified practice teachers needed to teach and assess students.

The current Practice Teaching Award is a UK qualification that prepares practice teachers for the crucial and demanding task of ensuring that social work students meet the DipSW requirements. The introduction of the new honours degree in social work with different expectations of practice learning makes it necessary to review the current award.

A working group was set up with a wide range of stakeholders including HEIs, students, and practice teachers from the statutory and voluntary sectors, the Social Work Services Inspectorate, NHS Education for Scotland and the Association of Directors of Social Work. The group met between March and October 2003, and distributed a consultation paper in September 2003.

There were five consultation events held in Glasgow, Edinburgh, Dundee, Aberdeen and Inverness with 140 people attending. After the consultation period we held three focus groups with student social workers from different universities.

This work will be taken forward in 2004 by the Scottish Practice Learning Project, a 2-year project funded and managed jointly by the SSSC and the Scottish Institute for Excellence in Social Work Education (SIESWE).

“Social work and social care in the UK is still at the forefront of international developments and there is no other European country in which social work training has been put under such intensive scrutiny and where the focus on competence has gained such universal acceptance.”

WALTER LORENZ PROFESSOR OF APPLIED SOCIAL STUDIES AT THE UNIVERSITY OF BOLZANO, ITALY

Continuing to learn and develop
As well as reviewing the Practice Teaching Award, in 2003 we have continued to quality assure and review post qualifying (PQ) education in Scotland. In November 2003 we undertook a review of the PQ framework of accredited post-qualifying education, a task which is being carried out by all of the UK care councils.

We aim to set in place a long-term strategy for continuing professional development (CPD) for the whole of the social services workforce. The strategy will take full account of the review of the PQ Framework and the Post Registration Training and Learning (PRTL) requirements that registered workers are required

to meet.
In developing a strategy we will work closely with employers and with SIESWE, take account of the lessons learned from recent enquiries and set in place proposals that contribute to the work that employers are doing to recruit, train, retain and motivate staff.

In this period we have seen the numbers of social workers requesting financial support from the SSSC for CPD increasing compared to the same period last year. In 2002/3 25 awards were made and in 2003/4, the number rose to 35. This will continue to increase as more workers continue to register with the SSSC.

“Social workers want to help people and therefore are more likely to stay where they feel supported in doing a better job.”
Carer



DEBRA COSTELLO, REGISTRATION MANAGER

“I would like a worker to be kind. I would like them to treat me the way anybody else would. I would like them to trust me and I will trust them. Workers should listen to people who use services. You should be treated as an individual and not a child.”

WENDY HALL, TRAINER FOR KEY HOUSING AND THE SCOTTISH CONSORTIUM FOR LEARNING DISABILITY

Funding for training
In the last 12 months we have disbursed over £4.18m in grants and bursaries. The bursaries are given to assist postgraduate students to undertake the Diploma in Social Work. Disbursements are given to voluntary sector agencies to support workers to undertake SVQs in care and the Diploma in Social Work, and to contribute to the costs of the training consortia, voluntary agencies training fora and practice teaching units. We have also disbursed transitional monies on behalf of the Scottish Executive to the voluntary sector to encourage the provision of additional practice placements.

Reviewing the National Occupational Standards (NOS)
The National Occupational Standards (NOS) form the foundations of the Scottish Vocational Qualifications (SVQs), the work-based qualifications for early education and childcare and social care. This year, the Northern Ireland Social Care Council, the Care Council for Wales, Skills for Health and TOPSS England and led by the SSSC, worked in partnership to review the NOS to ensure that the awards continue to meet employment needs and the challenges of regulation of the social service workforce.

To do this the group held 12 consultation events in Scotland with people who use services, employers, carers, further education institutions and social service professionals. Similar events were held across the UK. The review was nearing completion at the end of March and the new Care Standards will be ready for submission to the UK-wide body, Qualifications and Curriculum Authority (QCA) in the summer of 2004.



CHERYL CAMPBELL, REGISTRATION OFFICER

VANESSA GLENDAY, INFORMATION ASSISTANT

A WORKFORCE FOR THE FUTURE

People are our business and our most valuable resource. We have a responsibility to promote high standards and best practice by all staff working in social services, early education and child care. To achieve this we are charged with specific workforce development functions which we undertake in partnership with others. We have a wide range of partners and stakeholders who include people who use services, carers, the Scottish Executive, employers, higher and further education institutions, training organisations, other UK regulatory bodies, awarding and accrediting bodies, Sector Skills Councils, professional associations, trade unions and of course, the social services, early education and child care workforce. In April 2002, the then Minister for

Education and Young People, Cathy Jamieson, announced a 12 point Action Plan to tackle the problems facing the social service workforce. It sets out what needs to be done to deliver a competent and skilled social service workforce to support vulnerable adults and children across Scotland.

In taking forward the Action Plan for the Scottish social service workforce, the Scottish Executive has established a National Workforce Development Group, which is chaired by Euan Robson, Deputy Minister for Education and Young People. This has three sub-groups covering workforce information analysis, education and training and human resources development. The SSSC is a key player in these groups and in other

national workforce initiatives. We have moved the workforce development agenda forward this year, working closely with our sponsor, employers and stakeholders.

A champion for social services

In addition to our original responsibilities, the SSSC will promote education and training to the workforce. We will encourage the development of a learning culture within the sector and will support employers, care providers, students and social service workers to achieve this.

In championing the sector, we have already launched the Care Accolades, a new awards ceremony designed to recognise and celebrate good practice in social services. Every day

we ensure that people who want to train and work in social services receive the information they need.

Fit for the Future

In January 2003, we published Fit for the Future, a report providing an overview of the SSSC's wide-ranging workforce development responsibilities, highlighting the key challenges in planning for the future. The report provides a picture of the sector; its future workforce development needs and demonstrates that the SSSC is actively planning ahead to secure the future of the social services workforce in Scotland. We distributed 750 copies of the report across Scotland and 6511 copies were downloaded from the website.

Establishing the cost

In May 2003 the Council approved a proposal to establish a Task and Finish group whose main work is to estimate the cost of meeting the qualification requirements for the phase one workforce groups. This work is linked to the Funding for Training Short Life Working Group whose main work is to identify and quantify the funding streams that exist for the education and training of the sector's workforce.

Reports are expected to be published in 2004.

Care in Scotland Campaign

The Care in Scotland campaign was launched by the Scottish Executive in 2002 as part of the drive to raise public awareness of social services and to encourage people to choose care as a career. The SSSC is the main point of contact for people seeking information. The second phase of the campaign began in January 2003, lasting for eight weeks. We received 1330 calls and emails and sent out 1245 career packs during the campaign.

Sector Skills Council

Sector Skills Councils (SSCs) are being established across the UK. These organisations are replacing National Training Organisations. SSCs will be more employer-led institutions and will actively involve trade unions, professional bodies and other stakeholders in the sector.

SSCs give responsibility to employers to provide leadership for strategic action to meet their sector's skills and business needs. This will enable sector employers to have a far greater impact on policies

affecting skills and productivity and increased influence with education and training partners.

An SSC will agree sector priorities and targets with its employers and partners to address four key goals:

- reducing skills gaps and shortages
- improving productivity, business and public service performance
- increasing opportunities to boost the skills and productivity of everyone in the sector's workforce, including action on equal opportunities
- improving learning supply, including apprenticeships, higher education and national occupational standards.

The SSSC, in conjunction with its partner organisations, TOPSS England, the Care Council for Wales and the Northern Ireland Social Care Council are working towards becoming the Sector Skills Council for the social services sector.

“Introducing experience and feelings into training benefits the learning environment. The watchword is respect – respect for the aspirations of people who use services, respect for the commitment of family carers and respect for the knowledge, skills and personal qualities which the social care workforce needs.”

LISA CURTICE, DIRECTOR, SCOTTISH CONSORTIUM FOR LEARNING DISABILITY

THE COUNCIL

The Council, comprising the Convener, Morag Alexander, and 11 Members, work together to achieve the corporate vision of what the SSSC can provide for the social services sector in terms of:

- setting up a register of key groups of social service workers
- publishing Codes of Practice for all social service workers and their employers
- regulating the training and education of the workforce
- promoting education and training
- carrying out the functions of the emerging Sector Skills Council for social care.

Morag Alexander OBE

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

Through her responsibilities with the SSSC, Morag is the current Chair of the TOPSS UK Partnership, the predecessor body of the emerging Sector Skills Council for the social care sector. She is also a member of the Boards of the Scottish Commission for the Regulation of Care and Skills for Health.

Morag was formerly Director of the Equal Opportunities Commission, Scotland. From 1995 to 2003, she was Chair of the Early Years Advisory Group of Children in Scotland.

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

Elizabeth Bridgeford OBE

Retired Director of Social Work, Perth & Kinross Council, Betty has a wealth of knowledge and expertise gained over many years of working in the social services sector. Betty is on the Boards of a number of voluntary organisations involving adults and children and is presently Chair of Age Concern Scotland.

Ursula Corker MBE

Chair of the Scotland Committee of Carers Scotland, Chair of the local Princess Royal Trust for Carers Centre, Chair of the Parents and Friends Association of Dumfries Activity and Resource Centre and is a member of the Implementation Group of the 'Same as You'. Ursula has represented carers on several committees both locally and nationally and worked on a number of Scottish Executive working groups. She is full time carer for her adult son.

Mary Hartnoll

Convener of the Care Commission who are responsible for regulating a wide range of services including childcare, care homes and independent healthcare. Mary was

previously Director of Social Work in Grampian, Strathclyde and Glasgow and has served on numerous working groups and national bodies during an extensive career in the social services.

Patrick Kelly

Former Director of Priority Services and Chief Nursing Adviser at Dumfries and Galloway Health Board, Pat is a practitioner panelist for the Nursing & Midwifery Council (NMC). Pat is Chair of the Registration and Regulation Monitoring Committee.

Michael Kirby

A Senior Community Support Worker in the east-end of Glasgow working with children and families, Mike is Scottish Convener of UNISON and a member of the General Council of the STUC.

Thomas Lynch

A Registered Mental Nurse and Registered General Nurse, Tom was professional nursing adviser to Lanarkshire Health Board. He is a member of the Board of Advisers of St Andrew's Hospice, Airdrie and a Director of Bell College Health Ltd, Hamilton. Tom is Chair of the Finance & Resources Committee.

James McIntosh

Jimmy was born in 1939, in Inverness. He was diagnosed as having cerebral palsy and, as a result of this, spent a total of 40 years in hospitals and residential

care homes all over Scotland: Raigmore Hospital in Inverness, East Park Home in Glasgow and Gogarburn Hospital in Edinburgh.

While in Gogarburn, Jimmy was deputy chairperson of the patients' committee and then took the lead role for his final year as a resident in the hospital. Since becoming a resident at Gogarburn in 1956 Jimmy campaigned long and hard for release from hospital. Latterly he was allowed to attend a day centre outwith the hospital and there he also became chairperson of the members' committee. In 1982, along with two other steadfast campaigners, Jimmy fought through the Sheriff Court against the ruling that denied residents of a long-stay hospital the right to vote.

In 1983 Jimmy got married and finally gained his long awaited freedom from residential care. He continued to attend New Trinity day centre until 1998. In this year Jimmy was accepted as a recipient and pioneer of the relatively new direct payment scheme which gives users of services the freedom to employ their own assistants and live independently. Jimmy has also played a lead role in the setting up of two user lead organisations in Edinburgh; Sticking up for Your Rights Group and Surging Ahead.

In 2001 Jimmy found his first independent employment as a Council Member of the SSSC. He

also continues to be involved as a member and board member of many organisations and advocacy groups in his fight for equal rights for people with disabilities.

Judith Midgley

Judith is Practice Development Manager for Enable Scotland, a voluntary sector provider of services for adults with learning disabilities. A qualified solicitor and housing professional, Judith worked in housing prior to moving into the social services sector. Judith chairs the Conduct Committee of the Council.

Kate Pryde

Kate is a former Chair of the British Association of Social Workers. She chairs the Management Committee of the Post-Qualifying Consortium for Social Work in Scotland and also Chairs the Editorial Advisory Committee of the journal "Professional Social Work". Kate is Chair of the Registration Committee.

Cherry Rowlings

Professor of Social Work at the University of Stirling since 1991, Cherry is a qualified social worker with particular interest in social work practice and services for older people and practice and management in residential and day care services. She was previously a Member and Vice-Chair of CCETSW and Non-Executive Director of an NHS Primary Care Trust. Cherry is Chair of the Learning & Development Committee.

Bryan Williams OBE

Professor of Social Work at Dundee University and seconded by the University to be the founding Director of the Scottish Institute for Excellence in Social Work Education (SIESWE). This collaborative initiative, between all the Scottish universities teaching social work, was established to bring about transformation in the learning and teaching outcomes and processes associated with the new social work honours degree. SIESWE works closely with the SSSC on all matters concerned with raising standards in education and training and the two bodies jointly manage the national Practice Learning Project. Bryan is Chair of the Council's Audit Committee.

DECLARATION OF INTERESTS OF COUNCIL MEMBERS

Employment, job, trade, profession or vocation

Morag Alexander: Convener, SSSC (appointed by Scottish Executive and paid by SSSC, non pensionable)

Elizabeth Bridgeford: None

Ursula Corker: None

Mary Hartnoll: Convener of Scottish Commission for the Regulation of Care

Pat Kelly: Service Development Leader (part-time) North Cumbria Primary Care Trusts. Panelist: Nursing & Midwifery Council.

Mike Kirby: Community Support Senior/Practice Team Leader, Social Care Services, Glasgow City Council.

Thomas Lynch: Care Home Consultant (Nurse): self employed.

Judith Midgley: up until 31 May 2004, Depute Director, Fair Deal. From 1 June 2004, Practice Development Manager, Enable Scotland.

Jimmy McIntosh: Council Member, Scottish Social Services Council.

Kate Pryde: Chair: Post Qualifying Consortium for Social Work in Scotland. Receive honorarium, decided by the Management Committee.

Occasional Lecturer: Glasgow Caledonian University.

Cherry Rowlings: Professor of Social Work, University Academic, University of Stirling.

Bryan Williams: Director, Scottish Institute for Excellence in Social Work Education (on secondment from University of Dundee). Professor of Social Work, University of Dundee.

Related undertaking

Morag Alexander: None

Elizabeth Bridgeford: None

Ursula Corker: None

Mary Hartnoll: None

Pat Kelly: None

Mike Kirby: None

Thomas Lynch: None

Judith Midgley: None

Jimmy McIntosh: None

Kate Pryde: None

Cherry Rowlings: None

Bryan Williams: None

Contracts with the Scottish Social Services Council

Morag Alexander: None

Elizabeth Bridgeford: None

Ursula Corker: None

Mary Hartnoll: None

Pat Kelly: None

Mike Kirby: None

Thomas Lynch: None

Judith Midgley: None

Jimmy McIntosh: None

Kate Pryde: None

Cherry Rowlings: The University of Stirling may from time to time provide training funded by the SSSC but I am not aware of any current contracts.

Bryan Williams: None

Houses, Land and Buildings

Morag Alexander: None

Elizabeth Bridgeford: None

Ursula Corker: None

Mary Hartnoll: None

Pat Kelly: None

Mike Kirby: None

Thomas Lynch: None

Judith Midgley: None

Jimmy McIntosh: None

Kate Pryde: None

Cherry Rowlings: None

Bryan Williams: None

Shares and Securities

Morag Alexander: None

Elizabeth Bridgeford: None

Ursula Corker: None

Mary Hartnoll: None

Pat Kelly: None

Mike Kirby: None

Thomas Lynch: None

Judith Midgley: None

Jimmy McIntosh: None

Kate Pryde: None

Cherry Rowlings: None

Bryan Williams: None

Non-financial Interests

Morag Alexander: Chair: Fair Play Scotland. Board Member: Scottish Commission for the Regulation of Care. Board Member: Queen Margaret University College governing body. Board Member: Turning Point Scotland. Board Member: Skills for Health.

Elizabeth Bridgeford: Chair, Age Concern Scotland. Governor, Balnacraig School, Perth. Director: Perthshire Housing Assoc.

Ursula Corker: Carers UK: Chair of Scotland Committee. Chair of Princess Royal Trust Carers Centre, Dumfries and Galloway. Implementation of “Same as You”. Users and Carers Group “Same as You”. Chair of Parents and Friends Association Burns Street Activity and Resource Centre, Dumfries.

Mary Hartnoll: Friend and past

Chair of East Park Glasgow. Associate of the Mental Health Foundation. Patron of The Sutherland Trust.

Pat Kelly: None

Mike Kirby: Scottish Convener, UNISON, Public Services Trade Union, Glasgow. Member General Council, Scottish Trades Union Congress.

Thomas Lynch: St Andrew’s Hospice, Airdrie – Member of Advisory Board. Bell College Health Ltd, Director (unremunerated).

Judith Midgley: None

Jimmy McIntosh: Board Member: Edinburgh Development Group. Member & Co-Chair: Edinburgh Advocating Together. Co-Chairperson – Partners on Advocacy. I am also a Member of disability rights organisations.

Kate Pryde: Chair: Editorial Advisory Board of “Professional Social Work” Magazine. Member: British Association of Social Workers. Member: Scottish Association for the Study of Delinquency. Associate Member: ADSW

Cherry Rowlings: Member of Executive Committee of the Thistle Foundation.

Bryan Williams: SIESWE of which I am Director as a collaboration of the nine Scottish universities teaching social work. There are many aspects of the work of the SSSC that impinge upon the interests of these institutions.

Interests of Other Persons

Morag Alexander: None

Elizabeth Bridgeford: None

Ursula Corker: None

Mary Hartnoll: None

Pat Kelly: None

Mike Kirby: None

Thomas Lynch: None

Judith Midgley: None

Jimmy McIntosh: None

Kate Pryde: None

Cherry Rowlings: None

Bryan Williams: None

Other Interests

Morag Alexander: None

Elizabeth Bridgeford: None

Ursula Corker: None

Mary Hartnoll: None

Pat Kelly: None

Mike Kirby: None

Thomas Lynch: None

Judith Midgley: None

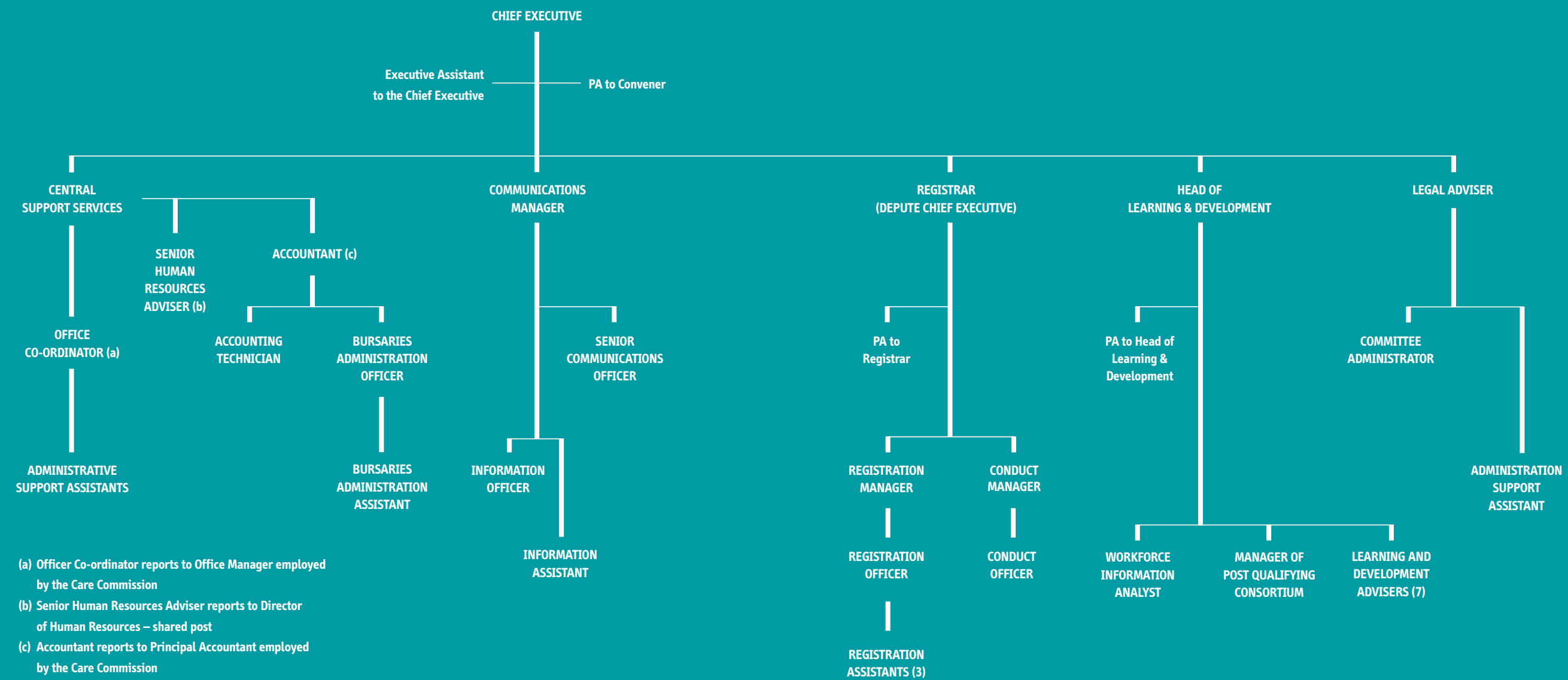
Jimmy McIntosh: None

Kate Pryde: None

Cherry Rowlings: None

Bryan Williams: I am Chairman of the Board of Governors of Gordonston Schools. I am an Institutional Auditor for the Quality Assurance Agency for Higher Education (Scotland).

ORGANISATIONAL CHART



CLAIRE LESLIE, REGISTRATION ASSISTANT



FINANCIAL ACCOUNTS
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FOREWORD

The accounts for the financial year ended 31 March 2004 are presented in accordance with paragraph 9(1) of Schedule 2 to the Regulation of Care (Scotland) Act 2001, and prepared in accordance with an Accounts Direction given by Scottish Ministers.

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

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

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

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

- To set up registers of key groups of social service workers;
- To publish codes of practice for social service workers and their employers;
- To regulate the training and education of the social service workforce;
- To develop as the emerging Sector Skills Council for social care;
- To promote education and training to the social service sector.

Throughout 2003/2004 the SSSC built on the foundations of its first 18 months. This period was a time of rapid change with significant progress made towards achieving its main objectives.

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

The Key achievements in 2003/04 were:

- The SSSC opened the Register for Social Service Workers in

Scotland on 1 April 2003 and has begun the process of registering the estimated 130,000 workforce starting with workers who hold a Diploma in Social Work or equivalent

- Consulted on and published the qualifications criteria for registration of workers in early education and childcare and adult residential care
- Work proceeded on developing the new honours degree in social work with the approval process well underway and on target for September 2004
- Continued its promise to consult with and listen to stakeholders through a variety of events including the second annual conference and a joint conference held in partnership with black and minority ethnic groups
- The review of the Care Awards in Social Care and Health was completed in March 2004
- Fit for the Future, the SSSC’s first Workforce Development Report was published. The report provides an overview of the SSSC’s wide-ranging workforce development responsibilities and highlights the key challenges in planning for the future
- As part of its role in promoting social work and social care as positive career choices, the SSSC continued to work with the Scottish Executive on the successful Care in Scotland campaign. During the second

phase the SSSC handled over 2,100 career calls in a six week period

- The SSSC launched the first national awards ceremony for the sector, celebrating innovation, good practice and excellence in social services in Scotland.

3 Financial Review

The SSSC's total income excluding notional items during the financial year 2003/04 was £7.347m, of which £6.891m was received as grant-in-aid, £0.48m was other government grants and £0.344m was other government income, mainly for the Qualifications Curriculum Authority and Joint Futures Projects. A further £0.064m was of other income (mainly registration fees and conference fees charged to service providers).

The SSSC's expenditure for the year ended 31 March 2004 totalled £7.224m. Payment of grants, awards and bursaries to training providers and students totalled £4.180m. The remaining expenditure was on staff costs £1.679m and operating expenditure £1.365m. Operating expenditure includes property, administration, supplies and services and transport costs.

£0.300m of grant-in-aid was repaid to the Scottish Executive during the year. This was repaid as a result of the General Social Care Council, who administer postgraduate

bursaries on the SSSC's behalf, refunding an overcharge of £0.184m relating to financial year 2002/03 and agreement with the Sponsor Department to repay this amount and a further £0.116m from the current year underspend on 2003/04 bursaries payments. The Scottish Executive has utilised this repaid grant to benefit the wider social care sector.

Income for registration fees was significantly less than budgeted as the number of social workers applying for registration was disappointing. This reduction in anticipated income has been offset by not filling several Registration section posts.

The SSSC's financial position at the end of 2003/04 was a surplus of £0.007m. This will be carried forward to the 2004/05 financial year.

4 Significant Changes in Fixed Assets

The SSSC has not held any fixed assets since it commenced on 1 October 2001 and no fixed assets were held as at 31 March 2004.

5 Future Developments

The SSSC is to directly administer the post graduate bursaries from the 2004/05 financial year. The SSSC will also be working in partnership with the Institute on the Scottish Practice Learning Project and a new social work degree is to be introduced.

6 Post Balance Sheet Events

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

7 The Council

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

Scottish Ministers appointed Morag Alexander as the Convener of the SSSC from 1 August 2001. Council Members were appointed in 2001. The Council has remained unchanged and Members are as follows:

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

Professor Bryan Williams
Ms Judith Midgley (Appointed 2002)

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

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

A register of Council Members' interests is maintained by the SSSC and is open to the public. This register is available on the SSSC's

website (www.sssc.uk.com) or can be obtained by writing to the following address:

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

8 Disabled Employees

The SSSC has an equal opportunities policy in place. Disability is not regarded as a bar to recruitment, training or advancement all of which are based on the ability to do the job.

The SSSC is committed to pursuing positive action in its policies and practices to ensure that no individual is discriminated against, either directly or indirectly, unlawfully or unjustifiably because of their personal status in relation to race, ethnic or national origin, religion, age, gender, sexual or marital status or disability.

9 Provision of Information to Employees

The SSSC has adopted the principles of openness and participation in its organisation and places a high level of importance on both informing and consulting staff. It does so by providing access to Council and management papers, through oral and written briefings by staff meetings and events. Information is only withheld where this can be

shown to be justified or where a duty of confidence is owed to a third party. The SSSC has established a formal Partnership Forum, comprising representatives from all relevant Trade Unions. Through the Forum network staff are informed and consulted about all aspects of their employment, including health and safety at work. A quarterly newsletter is also issued by the Communications Team.

10 Payment of Creditors

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

The financial system was unable to provide reports to allow payment performance to be monitored during 2003/04. A report was developed after the year end and this showed that 37% of invoices were paid within contract terms and 54% were paid within 30 days. This poor performance will be improved on in subsequent years by using the newly available payment performance monitoring report on a monthly basis to highlight and address issues leading to poor payment performance.

11 European Monetary Union

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

12 Auditors

Under the Public Finance and Accountability (Scotland) Act 2000 the Auditor General for Scotland appoints the auditors of the SSSC. For the financial years 2001/02 to 2005/06 the Auditor General appointed Audit Scotland to undertake the statutory audit of the SSSC. The general duties of the 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 2003/04 was £19,033 (2002/03 £9,500). Audit Scotland provided services solely relating to the statutory audit no further assurance, tax or other services were provided. Chiene and Tait have been appointed the SSSC's internal auditors for the 5 year period

2003/04 to 2008/09. The cost of internal audit for 2003/04 was £14,408 (2002/03 £7,760). All plans and reports by Internal and External Audit are considered by the Audit Committee.



Carole Wilkinson
Chief Executive
16 November 2004

STATEMENT OF ACCOUNTABLE OFFICER'S RESPONSIBILITIES

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

In preparing the accounts, the SSSC is required to:

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

Scottish Ministers designated the Chief Executive as the Accountable Officer for the SSSC. The Chief Executive's relevant responsibilities

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



Carole Wilkinson
Chief Executive
16 November 2004

STATEMENT ON INTERNAL CONTROL

1. Scope of Responsibility

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

This document makes clear that I am personally responsible to the Scottish Parliament for securing propriety and regularity in the management of public funds in my charge and for the day-to-day operations and management of the SSSC.

2. The Purpose of the System of Internal Control

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

The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of departmental policies, aims and objectives, to evaluate the likelihood of those risks being realised, and the impact should

they be realised, and to manage them efficiently, effectively and economically. The system of internal control has been in place in the SSSC for the year ended 31 March 2004 and up to the date of approval of the annual report and accounts, and accords with HM Treasury and Scottish Public Finance Manual and Social Work Services Inspectorate guidance.

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

The Corporate Plan and budget are agreed with the Sponsor. Regular performance meetings are held with the Sponsor where progress against the plan and key performance indicators are discussed. The Sponsor also receives budget monitoring information on a monthly basis. The Sponsor occasionally attends Council meetings and is supplied with copies of all relevant Council and Committee papers.

3. Capacity to Handle Risk

Leadership is provided to the risk management process by the involvement of Council members and members of the Senior Management Team. Facilitated risk workshops are attended by Council members and all staff are invited.

These workshops identify risks and allocate responsibility for managing the risks.

The risks identified are addressed in the preparation of the corporate plan and therefore become embedded in managers' workplans for the year. The Senior Management Team 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. Currently there is little specific formal risk management discipline below senior management team level but it is intended that all staff should receive risk awareness training during financial year 2004/05.

4. The Risk and Control Framework

The SSSC's risk management strategy is currently being developed. The strategy will clearly link the risks identified on the risk register with the SSSC's corporate objectives.

I am aware that embedding risk management into the culture of the organisation is an area that requires development and the SSSC will ensure that this development need is addressed.

The following risk management measures are already in place and are being used as a starting point for embedding the concept of risk management into the culture of the organisation.

- Risk Management workshops were attended by members of the Council and staff. The existing risk register was reviewed and the top twelve risks facing the organisation identified. It is intended that the Risk Management workshops will become a regular event;
- Comprehensive budgeting systems with an annual budget which is reviewed and agreed by the Finance and Resources Committee of the SSSC;
- Annual reviews by the Council and Finance and Resources Committee of periodic and annual financial reports which indicate financial performance against the forecasts;
- Setting and monitoring targets to measure financial and other performance across the organisation and for individual managers and other staff;
- As appropriate, formal project management disciplines.

5. Review of Effectiveness

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

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

There are also formal review processes that test the effectiveness of the system of internal controls.

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

➤ The Council

The Council, whilst delegating certain tasks to others, remains ultimately responsible and accountable for all the decisions taken in its name, whether directly or through its Committees.

The Council must approve the making, revision or revocation of Standing Orders, the approval of the Annual Report and Accounts, Budget, Corporate Plan and Risk Management Strategy for each financial year.

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

➤ The Audit Committee

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

➤ The Finance and Resources Committee

The purpose of the Finance and Resources Committee is to take an overview of how the Council conducts its business, overseeing, on behalf of the Council, the preparation of business and work plans, including budgets and resource requirements, and the

efficient, effective, and economical use of the Council’s resources.

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

➤ 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 and in ensuring appropriate monitoring of risks and controls take place. The internal auditors submit regular reports which include an independent opinion on the adequacy and effectiveness of the organisation’s system of internal control together with recommendations for improvements.

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

During financial year 2004/05 it is intended to undertake the following actions to improve the SSSC’s system of internal control:

- Contingency plans will be developed for specific risk areas
- Risk awareness training will be developed and this training will

be supplied to SSSC staff. A register will be maintained of the training provided to staff

- The risk management strategy linking identified risks to corporate objectives will be completed
- Revised tendering and award of contract procedures will be developed and implemented
- A fraud and corruption prevention and detection policy will be developed and implemented
- An organisational review is to be undertaken to ensure the organisation is fit for purpose
- A records management review will be performed to ensure issues are addressed and legislation complied with
- Business Continuity and Disaster Recovery plans will be developed.

Carole Wilkinson
Chief Executive
16 November 2004

AUDITOR’S REPORT

to the Members of the Scottish Social Services Council,
the Scottish Parliament and the Auditor General for Scotland

I have audited the financial statements on pages 41 to 52 under the Regulation of Care (Scotland) Act 2001. The financial statements have been prepared under the historical cost convention as modified by the revaluation of certain fixed assets and the accounting policies set out on page 45.

This report is made solely to the parties to whom it is addressed in accordance with the Public Finance and Accountability (Scotland) Act 2000 and the Code of Audit Practice approved by the Auditor General for Scotland and for no other purpose, as set out in paragraph 43 of the Statement of Responsibilities of Auditors and Audited Bodies prepared by Audit Scotland, dated July 2001.

Respective responsibilities of the Council, the Chief Executive and Auditor

As described on page 35 the Council and the Chief Executive are responsible for the preparation of the financial statements and for ensuring the regularity of expenditure and receipts. The Council and the Chief Executive are also responsible for the preparation of the Foreword. My responsibilities, as independent auditor, are established by the Public Finance and Accountability (Scotland) Act 2000 and the Code of Audit Practice approved by the Auditor General for Scotland, and guided by the auditing profession’s ethical guidance.

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

I review whether the statement on pages 36 – 38 complies with the Scottish Executive guidance on statements on the system of internal control. I report if, in my opinion, it does not comply with the guidance, or if the statement is misleading or inconsistent with other information I am aware of from my audit. I am not required to consider whether the statement covers all risks and controls, or form an opinion on the effectiveness of the Scottish Social Services Council’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. I consider the implications for my report if I become aware of any apparent misstatements or material inconsistencies with the financial statements.

Basis of audit opinions

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

An audit includes examination, on a test basis, of evidence relevant to the amounts, disclosures and regularity of expenditure and receipts shown in the financial statements. It also includes an assessment of the significant estimates and 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 Council’s circumstances, consistently applied and adequately disclosed.

I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error,

and that, in all material respects, the expenditure and receipts shown in the financial statements were incurred or applied in accordance with any applicable enactments and guidance issued by the Scottish Ministers. In forming my opinion I also evaluated the overall adequacy of the presentation of information in the financial statements.



18 November 2004

Alastair Swarbrick
Senior Audit Manager
Audit Scotland
Osborne House
1/5 Osborne Terrace
Edinburgh
EH12 5HG

Opinions

Financial statements

In my opinion the financial statements give a true and fair view of the state of affairs of the Scottish Social Services Council at 31 March 2004 and of the surplus, total recognised gains and losses and cash flows for the year then ended and have been properly prepared in accordance with the Regulation of Care (Scotland) 2001 and directions made thereunder.

Regularity

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

INCOME AND EXPENDITURE ACCOUNT

for the year ended 31 March 2004

Restated 2003 £000		Notes	2004 £000
	Income		
(5,623)	Grant in Aid		(6,891)
(162)	Government Grants	2a	(48)
(127)	Other Government Income	2b	(344)
(5,912)	Total Income from Government Grants		(7,283)
(1)	Other Operating Income	3	(64)
(5,913)	Total Income		(7,347)
	Expenditure		
1,275	Staff Costs	4b	1,679
989	Operating Expenditure	5a	1,365
1,524	Disbursement Grants	5b	2,011
1,852	Bursaries	5b	2,169
5,640	Total Expenditure		7,224
(273)	<i>Operational (Surplus)/Deficit on ordinary activities before interest</i>		(123)
(14)	Bank Interest		(8)
(8)	(Return)/Cost on Pension Assets and Liabilities		44
(295)	<i>Operational (Surplus)/Deficit on ordinary activities after interest</i>		(87)
(1)	Write back of notional cost of capital		(1)
11	Movement on Pensions Reserve	8	(35)
184	Grant Repaid to Scottish Executive		116
(101)	(Surplus)/Deficit for the period		(7)

All operations are continuing.

The notes on pages 45 – 52 form an integral part of these accounts.

STATEMENT OF RECOGNISED GAINS AND LOSSES
for the year ended 31 March 2004

Restated 2003 £000		Notes	2004 £000
(906)	Net Actuarial Gain/(Loss) on Valuation of Pension Fund	10d	40
<u>(906)</u>	Recognised Gains and (Losses) for the Financial Year		<u>40</u>

The notes on pages 45 – 52 form an integral part of these accounts.

BALANCE SHEET
as at 31 March 2004

Restated 2003 £000		Notes	2004 £000
0	Fixed Assets		0
	Current Assets		
349	Debtors	6	1,842
<u>42</u>	Cash at bank and in hand		<u>188</u>
391			2,030
	Creditors – amounts falling due within one year		
<u>332</u>	Creditors	7	<u>1,964</u>
332			1,964
59	Net Current Assets		66
(967)	Pensions Liability	10e	(962)
<u>(908)</u>	<i>Total Assets less Current Liabilities</i>		<u>(896)</u>
	Financed by:		
(967)	Pensions Reserve	8	(962)
<u>59</u>	General Fund	9	<u>66</u>
(908)			(896)

Carole Wilkinson

Carole Wilkinson
Chief Executive
16 November 2004

The notes on pages 45 – 52 form an integral part of these accounts.

CASH FLOW STATEMENT
for the year ended 31 March 2004

Restated 2003 £000		Notes	2004 £000
221	Net cash Inflow/(Outflow) from operating activities	(i)	254
14	Returns on Investments and Servicing of Finance	(ii)	8
(184)	Financing Grant-in-Aid repaid to the Scottish Executive		(116)
51	Increase/(Decrease) in Cash	(iii)	146
Restated 2003 £000	(i) Reconciliation of Operating Surplus to Net Cash Inflow from Operating Activities		2004 £000
273	Net Operating Surplus/(Deficit)		123
(115)	(Increase) in Debtors		(1,493)
65	Increase in Creditors		1,632
(3)	Pensions Adjustment		(9)
1	Notional Cost of Capital Adjustment		1
221	Net Cash Inflow/(Outflow) from Operating Activities		254
Restated 2003 £000	(ii) Returns on Investments and Servicing of Finance		2004 £000
14	Interest Received		8
0	Interest Paid		0
14			8
(iii) Analysis of Changes in Cash during the period			
		At 1 April 2003 £000	At 31 March 2004 £000
	Cash at Bank and in Hand	42	188

NOTES TO THE ACCOUNTS

1 Accounting Policies These accounts cover the year to 31 March 2004 and are the Council's second full-year set of accounts. The financial statements have been prepared under the historical cost convention. The accounts have been prepared in accordance with the Accounts Direction issued by the Scottish Ministers, and they meet the requirements of the Companies Act 1985, and of the Statements of Standard Accounting Practice / Financial Reporting Standards issued and adopted by the Accounting Standards Board, so far as these are appropriate.	1.3 Leases The Council holds no finance leases. Costs in respect of an operating lease are charged to the Income and Expenditure Account on a straight line basis over the life of the lease.	1.7 Apportionment The SSSC incurs costs which are shared with the Scottish Commission for the Regulation of Care. These are re-charged and include rent, rates, utility and staff costs. Costs are apportioned on a full cost basis in accordance with good accounting practice and on the basis of estimated consumption of the relevant resource or time spent in relevant activities as appropriate.
	1.4 Notional Costs In line with HM Treasury's Fees and Charges Guide and DAO letter 8/96, SSSC includes notional costs for cost of capital at the rate approved by HM Treasury of 3.5% (2002/03: 6%) in real terms on all assets and liabilities, except for donated assets where the charge is nil.	1.8 Value Added Tax The Scottish Social Services Council is not registered for VAT. All VAT is charged to the Income and Expenditure Account.
	1.5 Pension Costs All the requirements of FRS 17 Retirement Benefits as adapted to the public sector have been applied when accounting for the SSSC pension scheme. The previous financial years' figures shown in the accounts have been restated on this same basis to allow meaningful comparison.	
1.1 Government Grants Receivable Grant-in-Aid in respect of revenue expenditure is credited to income in the period to which it relates.	1.6 Bursaries Overcharge – Prior Period Adjustment The General Social Care Council, who administer student bursaries on behalf of the SSSC, overcharged an amount of £184k for financial year 2002/03. This overcharge has been repaid to the Scottish Executive. The 2002/03 accounts have been restated to show a reduction in bursaries costs of £184k and a repayment to the Scottish Executive of £184k of Grant-in-Aid.	
1.2 Grants Payable Grant expenditure is recognised in the Income and Expenditure Account in the period in which the grant recipient carries out the specific activity, which forms the basis of entitlement to grant, or otherwise meets the grant entitlement criteria.		

The notes on pages 45 – 52 form an integral part of these accounts.

NOTES TO THE ACCOUNTS
continued

2003 £000	2a Government Grants	2004 £000
162	Reimbursement of unfunded severance costs	0
0	Scottish Practice Learning Project Team	48
162		48
2003 £000	2b Other Government Income	2004 £000
3	DfES	0
0	Health Care	0
13	SE SSF 2	0
111	Qualification Curriculum Authority	294
0	Scottish Credit & Qualifications Framework	12
0	Joint Futures Project	30
0	Member Support	8
127		344
2003 £000	3 Other Operating Income	2004 £000
0	Registration Income	16
0	Disclosure Scotland	11
0	Conference Income	37
1	Refunds from creditors	0
1		64
4 Staff Numbers and Costs		
2003 FTE	4a Average Number of Staff Employed (Full Time Equivalent)	2004 FTE
13	Chief Executive and Corporate	14
4	Registration	9
10	Learning and Development	10
1	Legal and Committee Services	3
5	Support/Central Services	6
2	Communications	4
1	Secondments Inward	3
36		49

NOTES TO THE ACCOUNTS
continued

Restated 2003 £000	4b Breakdown of Staff Costs	2004 £000
844	Salaries / Wages	1,087
57	Social Security Costs	89
94	Pension Costs	147
33	Agency Staff	42
39	Seconded Costs	92
162	Severance Costs	0
49	Other Staff Costs	222
1,278		1,679
2003 Salary Band £000	4c SSSC Council	2004 Salary Band £000
20 – 25	Morag Alexander, Convener	20 – 25
5 – 10	Elizabeth Bridgeford	5 – 10
5 – 10	Ursula Corker	5 – 10
5 – 10	Patrick Kelly	5 – 10
5 – 10	Michael Kirby	5 – 10
5 – 10	Thomas Lynch	5 – 10
0 – 5	James McIntosh	0 – 5
5 – 10	Bryan Williams	5 – 10
5 – 10	Kate Pryde	5 – 10
5 – 10	Cherry Rowlings	5 – 10
5 – 10	Judith Midgley	5 – 10

Cherry Rowlings, Bryan Williams and Michael Kirby’s salaries are paid to their respective employers namely the University of Stirling, the University of Dundee and Glasgow City Council. Mary Hartnoll, the Convener of the Scottish Commission for the Regulation of Care (SCRC) is a member of the Council but receives no remuneration from the SSSC. There is a reciprocal arrangement in place whereby Morag Alexander, the Convener of the SSSC, is a member of the Board of the SCRC and receives no remuneration from the SCRC.

NOTES TO THE ACCOUNTS
continued

4d Chief Executive and Senior Management

	Age	Emoluments £000	Real Pension increase £000	Accrued Pension at age 60 £000
Carole Wilkinson – Chief Executive	55	80 – 85	0 – 2.5	25 – 30
Geraldine Doherty – Registrar	46	60 – 65	0 – 2.5	15 – 20
Raymond Taylor – Head of Learning & Development	44	45 – 50	0 – 2.5	10 – 15

It was not possible to obtain Cash Equivalent Transfer Values (CETVs) in time for inclusion in the accounts. CETVs will be included in the accounts from 2004/05.

Tom Waters, Director of Finance and Administration, and Carole Proudfoot, Director of Human Resources, are employees of the Scottish Commission of the Regulation of Care (SCRC). Their details are therefore shown in the Accounts of that organisation. The accounts of the Council include £28k (2002/03: £27k) charged by the SCRC for the services of these individuals based on the time they allocated to the Council.

2003 £000	5a Analysis of Operating Expenditure	2004 £000
164	Property Costs	254
455	Administration Costs	682
293	Supplies & Services	292
76	Transport Costs	136
1	Notional Cost of Capital	1
989		1,365

The above total includes the sum of £14.4k (2002/03: £7.8k) in respect of internal audit costs and £19.0k (£9.5k for 2002/03) for external audit. External audit received no fees in relation to non-audit work.

5b Analysis of Disbursement Grants and Bursaries

Disbursement Grants totalling £2.0m (2002/03: £1.5m) were paid to education and training providers to provide appropriate training to the social services workforce.

During 2003/04 bursaries totalling £2.2m (2002/03: £1.9m) were managed through the General Social Care Council and paid directly to students undertaking post graduate social work training. From May 2004 bursaries will be managed and paid by the SSSC.

NOTES TO THE ACCOUNTS
continued

2003 £000	6 Debtors	2004 £000
275	Trade Debtors	1,833
74	Other Debtors	9
349		1,842

2003 £000	7 Creditors	2004 £000
37	Trade Creditors	1,913
72	Other Creditors	20
0	Tax and Social Security	31
223	Accruals	0
332		1,964

Restated 2003 £000	8 Movement on Pensions Reserve	2004 £000
(72)	Opening Balance	(967)
(906)	Actuarial Gain/(Loss) Recognised in STRGL	40
11	Transferred to Income and Expenditure Account	(35)
(967)	Closing Balance	(962)

2003 £000	9 General Fund	2004 £000
(42)	Balance at Start of Year	59
101	Surplus for the Year	7
59	Balance at End of Year	66

NOTES TO THE ACCOUNTS
continued

10 Pension Costs
Financial Reporting Standard 17 (FRS 17) – Accounting for Retirement Benefits sets out the accounting treatment to be followed when accounting for the costs of providing a pension scheme. FRS 17 has been adopted in full for this financial year. In the previous financial year 2002/03 FRS 17 information was disclosed in the notes to the accounts only. The 2002/03 figures shown for comparison purposes in this years annual accounts have been restated on full adoption of FRS 17 basis to allow meaningful comparison between the years.

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

The most recent actuarial valuation of the Tayside Superannuation Fund was carried out by a qualified independent actuary, Hymans Robertson, as at 31 March 2002.

The contributions paid by the Council for the year to 31 March 2004 were £156,022 representing 15.0% of pensionable pay. The contribution rates for future years are set out below:

Table with 2 columns: Year to, %age of Pensionable Pay. Rows for 31 March 2005 (15.9%) and 31 March 2006 (16.5%).

Employee contributions are fixed at 6% of pensionable pay.

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

10a Main Financial Assumptions

Table with 4 columns: Assumptions, As at 31 March 2003 (% per annum, Real rate % per annum), As at 31 March 2004 (% per annum, Real rate % per annum). Rows for Price Increases, Salary Increases, Pensions Increases, and Discount Rates.

NOTES TO THE ACCOUNTS
continued

10b 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 returns on these assets.

Table with 4 columns: Asset Class, As at 31 March 2003 (Assets £000, Expected Return % p.a.), As at 31 March 2004 (Assets £000, Expected Return % p.a.). Rows for Equities, Bonds, Property, Cash, and Total.

10c Pension Expense for the Year to 31 March 2004
The amounts below have been included in the Income and Expenditure account.

Table with 5 columns: Description, £000, Year to 31 March 2003 (£000), £000, Year to 31 March 2004 (£000). Rows for Current Service Costs, Past Service Costs, Gains/Losses on Settlements and Curtailments, Interest Costs, Expected Return on Employer's Assets, and Net Cost/(Return) on Assets & Liabilities.

10d Analysis of the Amount Recognised in Statement of Total Recognised Gains and Losses

Table with 5 columns: Description, Year to 31 March 2003 (%), £000, Year to 31 March 2004 (%), £000. Rows for Actual Return less Expected Returns on Assets, Experience Gains/(Losses) arising on Liabilities, Effects of changes in assumptions (Demographic and Financial), and Total Actuarial Gain/(Loss).

NOTES TO THE ACCOUNTS

continued

10e Movement for the Year to 31 March 2004

	Year to 31 March 2003 £000	Year to 31 March 2004 £000
Surplus/(Deficit) at Beginning of Year	(72)	(967)
Current Service Cost	(114)	(128)
Employer Contributions	117	137
Net Return on Assets	8	(44)
Total Actuarial Gain/(Loss)	(906)	40
Surplus/(Deficit) at End of Year	(967)	(962)

11 Operating Leases

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

2003 £000	Other	2004 £000
	Operating lease payments commitments expiring:	
4	Within one year of the balance sheet date	0
0	Within two to five years of the balance sheet date	0
0	After five years of the balance sheet date	0
4		0

12 Capital Commitments

There were no contracted capital commitments as at 31 March 2004.

13 Contingent Liabilities

There were no contingent liabilities as at 31 March 2004.

14 Provisions

No provisions for liabilities and charges have been made.

15 Related Party Transactions

The SSSC is a Non-Departmental Public Body (NDPB) sponsored by the Social Work Services Inspectorate of the Scottish Executive. The Scottish Executive is regarded as a related party, as is the Scottish Commission for the Regulation of Care. In addition SSSC has had material transactions with the General Social Care Council, an NDPB of the Department of Health.

A Register of Interests is maintained and updated annually. None of the council members, key managerial staff or other related parties has undertaken material transactions with SSSC during the year.

SCOTTISH SOCIAL SERVICES COUNCIL

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