

SCOTTISH SOCIAL SERVICES COUNCIL

Guide to information available through the Model Publication Scheme 2017

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

The SSSC has adopted the Model Publication Scheme 2017 produced by the Scottish Information Commissioner. This scheme has the Commissioner's approval until 31 May 2019.

You can see this scheme on the Scottish Information Commissioner's website at: www.itspublicknowledge.info/mps.

The purpose of this Guide to Information is to:

- allow you to see what information is available (and what is not available) in relation to each class,
- state what charges may be applied
- explain how you can find the information easily
- provide contact details for enquiries and to get help with accessing the information
- explain how to request information we hold that has not been published.

Availability and formats

The information we publish through the model scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

Most of the information that we provide in response to Freedom of Information (Scotland) Act 2002 requests will be subject to copyright protection. In most cases the copyright will be owned by the Scottish Social Services Council. The copyright in other information may be owned by another person or organisation, and this will be indicated on the information itself.

You are free to use any information supplied for your own non-commercial research or private study purposes. The information may also be used for any other purpose allowed by a limitation or exception in copyright law, such as news reporting. However, any other type of re-use, for example by publishing the information in analogue or digital form, including on the internet, will require the permission of the copyright owner.

For information where the copyright is owned by the Scottish Social Services Council details of the conditions on re-use can be found on our website at <http://www.sssc.uk.com/about-the-sssc/access-to-information/re-use-of-public-sector-information>

For information where the copyright is owned by another person or organisation you must apply to the copyright owner to obtain their permission.

Charges

This section explains when we may make a charge for our publications and how any charge will be calculated. This includes charging schedule for environmental information.

There is no charge to view information on our website or at our premises except where there is a statutory fee, for example, for access to registers. Currently, no statutory fees apply.

We may charge for providing information to you eg, photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A1	10p	20p
A2	10p	20p
A3	10p	20p
A4	10p	20p
A5	10p	20p

Information provided on CD-ROM will be charged at 50p per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you in relation to our published information.

Please note that this charging schedule does not apply to any commercial publications (see Class 8 below) we may publish. Currently there are no commercially available publications.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Communications Team
 Scottish Social Services Council
 Compass House
 11 Riverside Drive
 Dundee
 DD1 4NY

Tel: 0345 60 30 891
 Email: enquiries@sssc.uk.com
 Website: www.sssc.uk.com

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

CLASS 1: ABOUT THE SSSC		
Class description:		
Information about the SSSC, who we are, where to find us, how to contact us, how we are managed and our external relations		
The information we publish under this class	Description	Format
Accountability	Information about our accountability including the Public Services Reform (Scotland) Act 2010, sections 31 to 32 of Part 3 and our Memorandum of Understanding with the four Councils across the UK.	Html and Pdf
Careers information	Provides information for those interested in a career in social services on the different routes, jobs and skills needed.	Html and Pdf
Communications Strategy	The strategy sets out the SSSC's aims and objectives for communicating with its stakeholders.	Html and Pdf
The Council	Membership of the Council and a list of the SSSC Council Members.	Html and Pdf
Council meetings	The dates, papers and minutes of the meetings of the SSSC's governing Council.	Pdf
Executive Framework Document	The framework within which the SSSC operates. The framework, drawn up by the Scottish Government, sets out the rules and guidelines relevant to the exercise of the SSSC's functions, the conditions under which any public funds are paid to the SSSC and how the SSSC is to be held to account for its performance.	Pdf
News	Link to pages about news, events, social media, media information, policy news etc.	html

Newsletter	Our online newsletter SSSC News Online provides information about the work of the SSSC and its partners. You can sign up to receive monthly e-newsletters to give you the latest news about the work of the SSSC and its partners here .	html
Organisational contact details	How to contact us.	html
Our committees	Information about our committees and their responsibilities.	Html, Pdf and excel.xls
Our purpose	Information explaining the purpose of the SSSC.	Html and Pdf
Publications	A variety of materials that relate to the work of the SSSC.	Pdf
Public consultations: documents and responses	The SSSC carries out and publicises a number of public consultation exercises in the course of its duties.	Html, Pdf, doc and docx
Public consultations: our responses	Our written response to consultations.	Pdf
Website	Provides regularly updated information about the SSSC. It provides links to related websites that focus on specific areas of SSSC work and to external websites of relevant organisations.	html

CLASS 2: HOW THE SSSC DELIVERS OUR FUNCTIONS AND SERVICES		
Class description: Information about our work, our strategy and our policies for delivering functions and services, including information for people who use services.		
The information we publish under this class	Description	Format
Strategic plan	Sets out what the SSSC aims to achieve, including outcomes and performance indicators.	Pdf and docx

Registration		
About registration	Information about registering with the SSSC and the benefits of registration.	html
Applying for registration	Information about what you need to do before applying for registration. It includes information on how to apply online through MySSSC (our online service).	html
Fees	Information on how to pay, when to pay and what happens if you don't pay.	html
Information for social service workers about SSSC registration	Links to information about who should apply to register, description about the different categories of workers, timescales for when to apply and when registration becomes compulsory. It also includes information on fees and how much post registration training and learning (PRTL) the worker must complete while registered.	Html, Video and Pdf
Post Registration Training and Learning Requirements (PRTL)	The PRTL requirements are set out in the Registration Rules. They state the training and learning requirements that all registered social service workers must meet as a condition of re-registration with the SSSC. This includes specific information for newly qualified social workers (NQSW).	Pdf, doc and html
Qualification requirements	The qualification tool sets out the qualifications expected for registration with the SSSC. This includes information for social workers and social service workers with non-UK qualifications.	Html and Pdf
Register of social service workers	Explains how you can search the registration status of a social worker or social care worker.	html
Employer responsibilities	Information for employers and endorsers.	Html and Pdf
Fitness to Practise		
Hearings and decisions	Information about forthcoming hearings and previous decisions.	Html and Pdf

The Decisions Guidance	This guidance helps decision makers (SSSC staff and Panels) reach fair and proportionate decisions, ensures consistency and transparency and helps those going through the fitness to practise process understand how decisions are made.	Pdf
Information on our hearings and decisions	This policy sets out how we will communicate information about registered workers whose behaviour or practice is a serious breach of the Code of Practice for Social Service Workers.	Html and Pdf
Information about fitness to practise	Information about the investigation. Includes information for: <ul style="list-style-type: none"> • social service workers • employers • Higher Education Institutions • Witnesses. 	Html and Pdf
Making a complaint or raising a concern	Includes information about for employers, Higher Education Institutions and for people who use services, carers, colleagues and the public about how to raise a concern about a worker.	Html and docx
Publicity policy	Information on how we communicate information about our hearings, interim orders and officer decisions.	Html and Pdf
What is fitness to practise	Information about the standard of character, conduct and competency necessary for social service workers to do their job safely and effectively with regard to the SSSC Codes of Practice.	Html and Pdf
Workforce Development and Planning		
Children and young people services	Guidance for learners and employers about the childhood practice awards and Standard for Residential Child Care in Scotland.	Pdf and docx
Continuous Professional Learning	Sets out what people working in social services need in order to do their jobs well, both now and in the future and what their employer needs to do to support them. A range of resources and information within a dedicated website.	Pdf and docx

Current work	This section includes information and updates about projects we are working on such as self-directed support, Equal Partners in Care (EPiC), learning technologies and Promoting Excellence. This includes national policy and developments.	Docx and Pdf
Degree in social work	The SSSC approves social work honours degree and postgraduate courses across Scotland.	Docx and Pdf
Handbook for Quality Assurance and Enhancement	This outlines the procedures that should be followed by us, course providers and other stakeholders to meet the high standards as set by the rules and requirements set out in the standards .	Docx
Information and statistics for Scotland's social services	As an official statistics provider we publish data on the social service workforce in Scotland on our dedicated website.	Docx and Pdf
Mental Health Officer Award	Social workers can undertake the Mental Health Officer Award to undertake the statutory duties of a Mental Health Officer. View the Standards and practice competencies for the Mental Health Officer Award.	Docx and Pdf
Modern apprenticeships	The SSSC, as Skills for Care and Development, manages the frameworks for social services and healthcare (SSH) and social services (children and young people). Modern apprenticeships offer people the chance of paid employment with the opportunity to train for jobs.	Pdf and docx
Practice Learning Qualifications (Social Services) (PLQ(SS))	Social service workers who support the learning and development of others can undertake PLQ (SS) qualifications.	Pdf and docx
Promoting Excellence in dementia care	Making sure workers develop the right knowledge and skills for working with people living with dementia. Promoting Excellence: A Framework for all Health and Social Services Staff Working with People with Dementia, their Families and Carers defines the knowledge, skills and values workers must hold to improve the experience of care and support for people with dementia, their families and carers. This includes information on Dementia Ambassadors.	Pdf, docx and html

<p>Social service careers</p>	<p>Provides information for those interested in a career in social services on the different routes, jobs and skills needed. It also includes details about modern apprenticeships which give people the chance of paid employment with the opportunity to train for jobs and different levels.</p>	<p>Pdf</p>
<p>Standards</p>	<p>In our regulatory role we make sure courses continue to meet:</p> <ul style="list-style-type: none"> • Rules for Social Work Training 2003 • Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2008 • Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008. 	<p>Pdf</p>
<p>Step into Leadership</p>	<p>Access to a dedicated website with tools and resources for workers, managers, strategic leaders, people who use services and carers to explore leadership. The Strategy for Building Leadership Capacity in Scotland's Social Services 2013-2015 outlines the vision, approach and key priorities.</p>	<p>Pdf</p>
<p>Supporting your development</p> <ul style="list-style-type: none"> • CLF • Dementia Ambassadors • National Occupational Standards (NOS) and corresponding skill sets • Promoting Excellence in dementia care • Step into Leadership 	<p>Highlights a range of resources available for workers and employers to support learning and development.</p> <p>Continuous Learning Framework website.</p> <p>Dementia Ambassadors.</p> <p>We are responsible for working with employers to develop, maintain and review NOS. Find out how you can use the NOS.</p> <p>Includes details of each individual NOS and the proposed range of skill sets for specific areas of social service practice.</p> <p>Making sure workers develop the right knowledge and skills for working with people living with dementia.</p> <p>Leadership learning pathways for Scotland's social services.</p>	<p>Html, pdf and docx</p> <p>Html</p> <p>Html and pdf</p> <p>Skill sets are available in pdf</p> <p>Html, video/DVD, and docx</p> <p>Pdf</p>

<ul style="list-style-type: none"> • SSSC Learning Zone 	<p>This website hosts a range of resources to help workers and employers develop and learn, including apps to support workforce development.</p>	<p>Various online resources in html, tablet apps (iOS and android). Smartphone apps (iOS and android), pdf and video</p>
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<p>CLASS 3: HOW THE SSSC TAKES DECISIONS AND WHAT IT HAS DECIDED</p>		
<p>Class description: Information about the decisions we take, how we make decisions and how we involve others.</p>		
<p>The information we publish under this class</p>	<p>Description</p>	<p>Format</p>
<p>Code of Practice for Employers of Social Service Workers and Code of Practice for Social Service Workers</p>	<p>The Codes contain agreed codes of practice for social service workers and their employers describing the standards of conduct and practice within which they should work.</p> <p>We have produced guidance for social service workers, employers and people who use social services and their carers about the Codes of Practice.</p>	<p>Mobi, epub and Pdf</p>
<p>Fitness to Practise Rules</p>	<p>The Fitness to Practise Rules set down how the SSSC will investigate and hold hearings when there is an allegation that a worker's fitness to practise is impaired.</p>	<p>Pdf</p>

<p>Corporate policy documents:</p> <ul style="list-style-type: none"> - Consultation Framework - Data Protection Policy - Equality and Diversity Policy, Equality Scheme and Equality Scheme Action Plan - General information about corporate governance - Records Management Policy 	<p>Available on request from our Communications Team.</p>	<p>Html, doc, docx and Pdf</p>
<p>Public consultations: documents and responses</p>	<p>The SSSC will carry out a number of public consultation exercises while carrying out its duties and will publicise outcomes.</p>	<p>html</p>
<p>Registration Rules</p>	<p>The Registration Rules set down how social service workers can join the Register of Social Service Workers and how the Register will operate.</p>	<p>Pdf</p>
<p>Regulation of Care (Scotland) Act 2001</p>	<p>A link to the government legislation pages.</p>	<p>html</p>
<p>Rules and Requirements for Awards Developed from the Standards for Childhood Practice 2008</p>	<p>Rules and Requirements for Awards Developed from the Standard for Childhood Practice 2008.</p>	<p>Pdf</p>
<p>Scheme of Delegation</p>	<p>This document sets out those powers reserved to the Council for decision making at its meetings and states the powers given to Committees, Sub-committees, Members and Officers.</p>	<p>Pdf and docx</p>
<p>Social Work Training Rules</p>	<p>The Rules set out the criteria for the approval of the degree and certain postgraduate courses for those who wish to become social workers and sets out the arrangements for the monitoring, reviewing and investigation of courses.</p>	<p>Pdf</p>

SSSC Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005	This document sets down the rules and requirements for approving specialist training courses for social service workers in Scotland.	Pdf
Visiting Social Workers Rules 2008	Visiting Social Workers Rules 2008.	Pdf

CLASS 4: WHAT THE SSSC SPENDS AND HOW IT SPENDS IT		
Class description: Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent).		
The information we publish under this class	Description	Format
Executive Framework Document	The framework is drawn up by the Scottish Government. It sets out the rules and guidelines relevant to the exercise of the SSSC's functions; the conditions under which any public funds are paid to the SSSC and how the SSSC is to be held to account for its performance.	Pdf
Postgraduate bursaries policy (available on request)	Gives the criteria for assessing applications for postgraduate bursaries.	Pdf
SSSC expenditure and income	Annual audited accounts published in the SSSC Annual Report.	Html, Pdf and doc
SSSC Financial Regulations	Financial regulations of the SSSC.	Html and Pdf
Senior staff salaries	Senior staff names and salaries.	html

CLASS 5: HOW THE SSSC MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES		
Class description: Information about how we manage the human, physical and information resources of the SSSC.		
The information we publish under this class	Description	Format
Code of conduct for employees of SSSC (available on request)	The Code sets out the standards of professional conduct and practice expected from the staff of the SSSC.	Pdf and doc
HR policies (available on request)	Details of the SSSC's policies and guidance that collectively establish procedures that should be followed by members of staff.	Pdf and doc
Organisational values and competencies (available on request)	Details how we expect staff to demonstrate these when carrying out their work and forms the basis of the Performance Development Review System.	Pdf and doc
Pay scales		Pdf and xls
Hard copies available on request from the Communications Team	Details of the SSSC's range of spinal column points for each post.	
Recruitment: job vacancies	A list of the vacancies and job descriptions that the SSSC is currently recruiting for externally.	Html, Pdf, doc and docx
Terms and conditions of employment	Summary of the details of the SSSC's policies on pay and conditions including flexible working, continuous service, annual leave and sickness entitlement.	Html, Pdf, doc and docx

CLASS 6: HOW THE SSSC PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS		
Class description: Information about how we procure goods and services, and our contracts with external providers.		
The information we publish under this class	Description	Format
Procurement	Procurement information. This includes: <ul style="list-style-type: none"> • our Procurement Strategy • Annual Procurement Report • procurement practices (values and promotion of tenders) • supplier opportunities, guidance and support. 	Html and Pdf
Tenders	A link to the Public Contracts Scotland page that lists all invitations to tender over £10,000, including those made by the SSSC.	html

CLASS 7: HOW THE SSSC IS PERFORMING		
Class description: Information about how the SSSC performs as an organisation, and how well it delivers its functions and services.		
The information we publish under this class	Description	Format
Annual report	The report includes a summary of the work of the SSSC over the last 12 months. The Annual Report incorporates a statement of accounts for the year.	Pdf and docx

Complaints Procedure	Information about how the SSSC will respond to, address and investigate concerns or complaints regarding the way we have delivered, or failed to deliver, any of our functions.	PDF, docx and html
Equality Reports	The SSSC Equality Mainstreaming Report sets out our approach on equalities and demonstrates how we take equality into consideration in everything we do. It includes information about employee and board equality monitoring.	PDF, docx.
Environmental information	The SSSC Annual Report details annually our achievements in meeting our environmental targets.	PDF and docx
Strategic Plan	Sets out what the SSSC aims to achieve, including outcomes and performance indicators.	Pdf and docx

CLASS 8: OUR COMMERCIAL PUBLICATIONS		
Class description: Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet eg bookshop, museum or research journal.		
The information we publish under this class	Description	Format
None at present	n/a	n/a

CLASS 9: OUR OPEN DATA
<p>Description</p> <p>Open data made available by the SSSC as described by the Scottish Government's Open Data Resource Pack and available under an open licence.</p> <p>As Class 1-8 information becomes available the Open Data Publication Plan will be updated.</p>

The Plan sets out the SSSC's ambition to make data open and available for others to use and reuse, supporting requirements of the Re-use of Public Sector Information Regulations 2015.

The information we publish under this class

- [Open Data Publication Plan](#)