

Protecting the Public Raising Standards Promoting Professionalism

The work of the
Scottish Social Services Council

Annual Report and Accounts to March 2003



➤ Contents

- 3 **Report from the Convener**
- 4 **Report from the Chief Executive**
- 5 **Introduction to the Scottish Social Services Council**
- 7 **Our Achievements in 2001 – 2003**
- 9 **Delivering Results**
- 9 **Registration and Regulation of the Workforce**
- 12 **Workforce Development**
- 15 **Education and Training**
- 17 **Review of the National Occupational Standards**
- 18 **Communicating with Stakeholders**
- 20 **Who We Are**
- 22 **Council Members**
- 23 **Accounts for the Year Ending 31st March 2003**



The Convener, Council members and staff at the opening of Compass House in September 2002

MORAG ALEXANDER, CONVENER, PRESENTS THE FIRST ANNUAL REPORT
OF THE SCOTTISH SOCIAL SERVICES COUNCIL

➤ Welcome

This has been an important and challenging first 18 months for the Scottish Social Services Council (SSSC), set up in 2001 by the Scottish Executive to protect people who use services, raise standards of practice and strengthen and support the professionalism of the workforce.

The arrival of the SSSC follows years of campaigning by many in social services for a body that would raise the status of the sector's thousands of committed workers and put them on an equal footing with other regulated professionals.

I am pleased to report that the Council is now established, with all its procedures in place, with staff and Council members working in partnership in our new office building on the banks of the River Tay in Dundee.

The new premises, which we share with our sister organisation, the Care Commission, was formally opened in September 2002 by the First Minister, Jack McConnell. Until the new building was ready in March 2002, the Council worked in temporary premises in Edinburgh. The move to Dundee in the early stages of the Council's development put additional pressures on staff, who nevertheless managed the move successfully.

This first report gives details of the full range of the Council's work and achievements in our first 18 months. In meeting our responsibilities to Scottish Ministers and the people of Scotland, we have worked in close partnership with the full range of our stakeholders, consulting appropriately to ensure that the Council makes well-informed decisions that will benefit those who use services and carers. We also liaise closely with the Care Councils in England, Wales and Northern Ireland to ensure the necessary degree of consistency while maintaining a clear focus on the needs of people in Scotland.

The consultation on the Codes of Practice for Social Service Workers and Employers across the UK began in January 2002 and in Scotland alone we sent out more than 2200 consultation packs. We held six workshops across Scotland: in Dundee, Inverness, Edinburgh, Dumfries, Glasgow and Stornoway. More than 270 people took part and we held focus groups with key stakeholders. The input we received at these events and from written responses, led to real improvements in the Codes.

In the period covered by this report, the Council also consulted on qualifications criteria and fees for Phase One registrants and received

very helpful and practical responses. We have worked closely with our sponsors in the Scottish Executive and will continue to build on the positive working relationship we share with them. We worked together on the first phase of the Care in Scotland Campaign and look forward to playing an active role in the next phase.

I would like to thank the employees of the SSSC who have shown great commitment to building this new organisation and meeting our responsibilities so well; they have risen to every challenge and I am sure will continue to do so.

All of us in the SSSC have felt exhilarated by the progress made in these first 18 months, and wish to thank all of our partners and stakeholders who worked with us to enable such a good start.

Finally, I have greatly enjoyed my work as Convener of the SSSC and have been ably and enthusiastically supported by my Council members. I am grateful to all of them for their commitment and hard work.



MORAG ALEXANDER
CONVENER

➤ Our first 18 months

The SSSC was established in October 2001 and in the first 18 months of our work we have put in place the structures, processes and partnerships that will support us in achieving our goals.

Social services has a large, diverse and complex workforce which is constantly under scrutiny. We must all work to achieve a confident, competent and valued workforce which can act with authority and compassion.

The SSSC has worked with others to promote the sector and we must talk up our role and the impact social service workers can have in making a difference to people’s lives. We will continue to build public confidence through promoting what we do well.

Communication with the public, our stakeholders and all those with an interest in our work is essential. We need to ensure that our role, our responsibilities and the timescales of our work are communicated effectively and we must work even harder to ensure excluded groups are kept informed.

Raising the profile of education and training to achieve the workforce that we all need is essential for social services for the 21st Century.

It was a busy and exciting time as we prepared for opening the Register of Social Service Workers on 1 April 2003. The social service workforce will join their colleagues in health and teaching in becoming a regulated and registered workforce and the introduction of the new social work degree and the requirement for qualifications in other parts of the sector will increase the status and standing of the profession. The SSSC’s Learning and Development Team has also played an important role in maintaining current social work training and in ensuring continuity at a time of major change.

All of us at the SSSC have enjoyed the first eighteen months. It has been challenging but we have been able to make progress through the support of the sector, from the positive comments we receive from those working in social services and from the Convener and the Council members. We will work hard to maintain these positive relationships.

I look forward to the next year as we strive to meet our shared objectives.

Carole Wilkinson
CAROLE WILKINSON
CHIEF EXECUTIVE

OUR OBJECTIVES

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



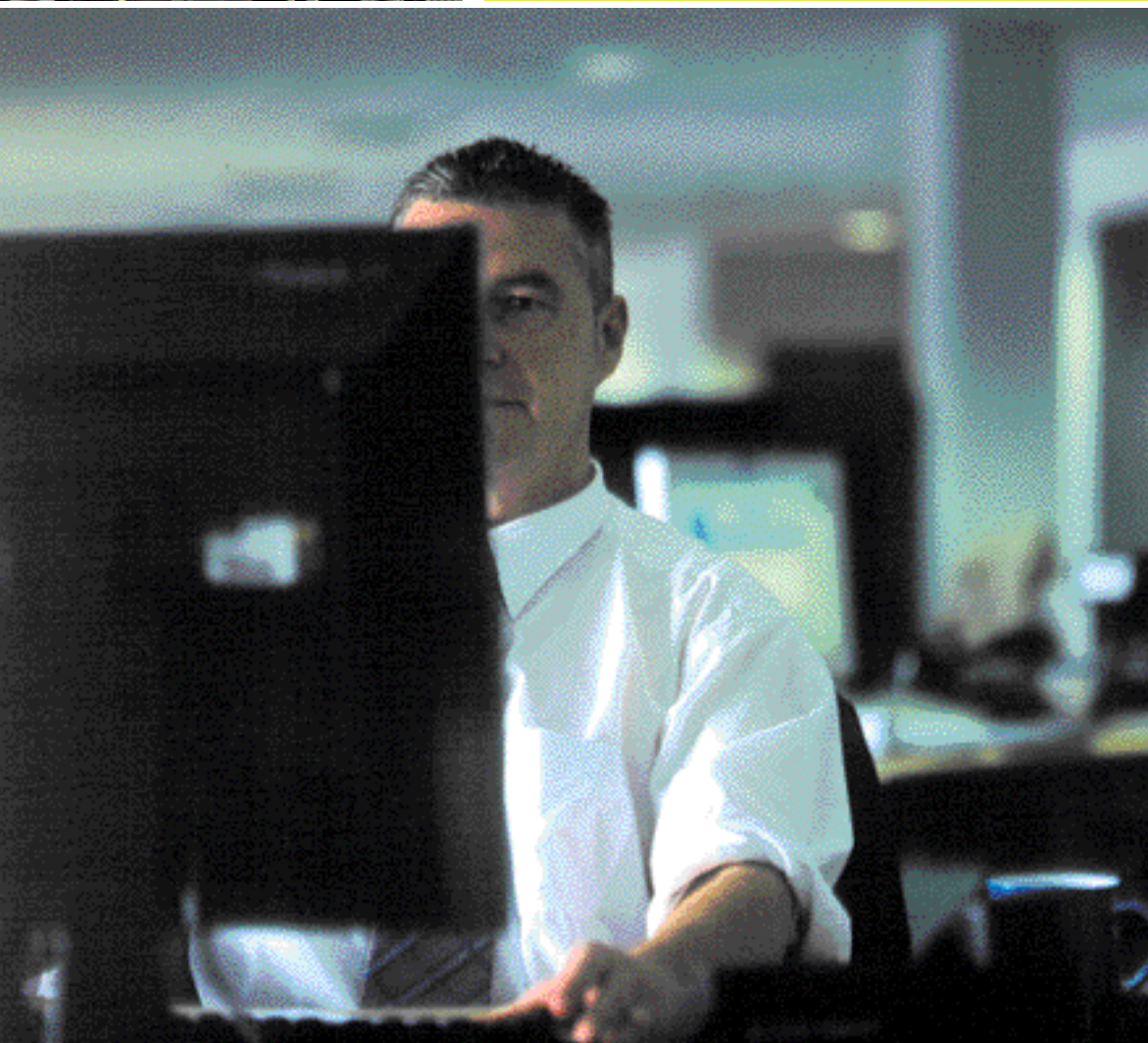
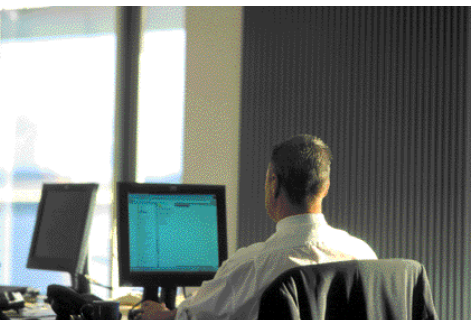
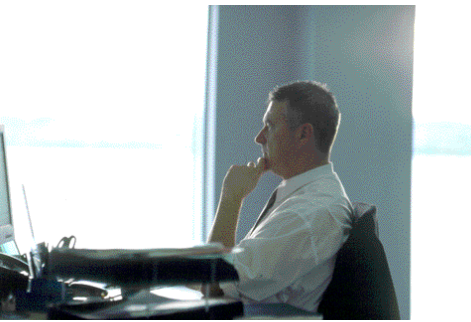
ABOUT US

This is the first Annual Report of the Scottish Social Services Council (SSSC) covering 18 months from 1 October 2001 to March 2003.

Set up under the Regulation of Care (Scotland) Act 2001, the main purpose of the SSSC is to regulate the Scottish social service workforce and its education and training.

The SSSC has a vital role to play in protecting the public and boosting the status of the social work and social care professions.

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



The first steps to achieving a competent, confident and valued workforce

Our achievements in the first 18 months

- Appointed our staff and moved to our purpose built premises in Dundee.
- Produced the first ever Scottish Voluntary Sector Social Services Workforce Survey.
- Set the qualification criteria for all groups of workers to be registered in Phase One.
- Published the Codes of Practice for Social Service Workers and Employers.
- Carried out successful consultations on the Codes of Practice, the registration fee, the Registration and Conduct Rules, and the qualification criteria for groups in Phase One.
- Responded to 1100 calls from the successful Care in Scotland Campaign.
- Held our first conference.
- Began work on reviewing the National Occupational Standards.
- Consulted on the draft rules for the new honours social work degree.
- Disbursed over £5 million in grants and bursaries.
- Appointed members to the Registration and Conduct Committees.
- Put in place systems and processes for the successful opening of the Register on 1 April 2003.

OUR RESPONSIBILITIES
THE SSSC HAS FIVE MAIN TASKS

- To set up a register of key groups of social service workers.
- To publish Codes of Practice for all social service workers and their employers.
- To regulate the training and education of the workforce.
- To promote education and training.
- To carry out the functions of the National Training Organisation for Personal Social Services – Workforce Development.

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.

DELIVERING RESULTS

The SSSC had the challenging task of setting up a new organisation capable of delivering its huge agenda at the same time as managing the transition of staff and certain responsibilities from the Central Council for Education and Training in Social Work (CCETSW).

Based at the Scottish Executive for the first six months, we moved to our new building in Dundee, in April 2001, which we share with the Care Commission. Jack McConnell MSP, First Minister for Scotland, officially opened the building on 17 September 2002.

The SSSC’s senior management team has been in place since June 2002. A decision was taken that the SSSC and Care Commission sharing Human Resources, Finance and IT staff would be the most cost effective measure. The SSSC has five teams: Registry, Learning and Development, Legal and Committee Services, Communications and Administration.

In April 2002 we produced our first Corporate Plan for the organisation which set out our objectives.

We have developed excellent working relationships with our sister Councils in Northern Ireland, Wales and England and with the Care Commission. The SSSC has continued to work closely with the TOPSS UK Partnership to complete work undertaken as part of our National Training Organisation functions. We are also working towards achieving recognition as a Sector Skills Council.

REGISTRATION AND REGULATION OF THE WORKFORCE

Codes of Practice for Social Service Workers and Employers

The SSSC began its first major consultation exercise in January 2002. The Council consulted widely with stakeholders about the draft Codes of Practice for Social Services Workers and Employers of Social Service Workers. The consultation process was advertised in national and local papers and we sent out over 2,200 consultation packs. A dedicated website was set up to enable stakeholders to download the Codes of Practice and consultation questions. Six workshops were held across Scotland from the Western Isles to Dumfries and staff and Council members contributed to consultations organised by stakeholders.

In addition to the feedback received at workshops we also received 188 written and emailed responses. The feedback led to substantial changes in the Codes which made them clearer and more relevant.

A working group was established with our sister Councils to ensure consistency in the Codes across the UK. The Scottish Social Services Council and its sister Councils are the only regulatory bodies to have Codes of Practice for Employers. The Codes of Practice were launched by Cathy Jamieson, the then Minister for Education and Young People in September 2002. Up to March 2003, 100,000 copies of the Codes of Practice had been distributed.



Cathy Jamieson, then Minister for Education and Young People, left, with Registrar, Geraldine Doherty and SSSC Convener, Morag Alexander.

“ The Codes of Practice are an important contribution to improving the status and morale of the profession and they will further protect the public.”

JIM DICKIE,
PRESIDENT OF THE ASSOCIATION OF DIRECTORS OF SOCIAL WORK 2002

Consultations on Fees, Registration and Conduct Rules and Qualification Criteria

A further three consultations followed on:

- the level of registration fee
- the Registration and Conduct Rules
- the qualification criteria for workers to be registered in Phase One.

The consultation period for the three consultations was from 17 June 2002 to 9 September 2002.

Over 1200 copies of all three consultation documents were distributed and 600 letters were sent to stakeholders informing them that the consultation documents were available on the website. The consultation documents were also distributed in Braille, audio versions and large print. Twelve meetings were held with stakeholders on the three consultations.

Registration Fee

Thirty five responses were received which were broadly supportive of the proposals. A decision was taken to set the fee at £30 for social workers and authorised Care Commission Officers.

Registration and Conduct Rules

The SSSC received 86 responses to this consultation. The Rules were significantly revised in response to the feedback. A number of changes were made which enhanced the rights of applicants and registrants and made the process more transparent. For registrants other than holders of the Diploma in Social Work (DipSW) or equivalent, it is intended that:

- applicants who meet all the criteria for registration, except the qualification criterion, should be registered provided they achieve the qualification in a set period
- social service workers already registered with another relevant regulatory body are not required to register with the SSSC.

The Scottish Minister consented to the Rules and they were approved by the Council in March 2003 and are now available on our website.

The SSSC has worked closely with the other UK Care Councils in producing the Rules for Registration and Conduct.

Qualification Criteria for Phase One

Work on completing the qualification criteria for workers in Phase One (except holders of the DipSW or equivalent) was a major project in the first 18 months. The qualification criteria for all groups in Phase One was agreed at the Council meeting in March 2002. We received 153 responses with wide variations in the feedback. As a result of this, further work was carried out with a working group chaired by Council member Professor Cherry Rowlings, so that more evidence could be gathered and stakeholders were given a further opportunity to put their views forward. The qualification criteria for the majority of groups in Phase One were approved by the Council for inclusion in the Registration Rules, subject to the consent of the Scottish Ministers. They are now available on our website.

Members of Registration and Conduct Committees

The SSSC advertised in national and regional press and on our website for members of the Registration and Conduct Committees. Over 400 applications were sent out, we received 153 applications and 25 were appointed.

Registration of Social Service Workers

Before the Register could open on 1 April 2003 a number of essential tasks had to be completed:

- deciding how to phase in registration of those with a DipSW or equivalent. A 2-year registration programme was developed starting with Dundee, North Ayrshire, the Western Isles, Aberlour Child Care Trust, NCH, Childline Scotland and Shelter
- developing and testing the IT system and related processes and procedures
- designing application forms
- holding meetings with senior managers and potential registrants
- holding information sessions for the first groups to be registered.

All of these tasks have been completed successfully. Details are available on our website at www.sssc.uk.com.



THE SSSC HAS A ROLE TO PLAY IN:

- identifying the number of social service workers required.
- determining the education and training requirements of the workforce.
- working with partners from across the UK to draw up National Occupational Standards.
- addressing the challenge of recruitment and retention of social service workers.

“ The Council will emphasise the value of high quality educational and training opportunities and ensure the workforce is equipped with the knowledge and skills required to deliver services which make a lasting difference to the quality of people’s lives.”

RAYMOND TAYLOR,
HEAD OF LEARNING & DEVELOPMENT

“ From what workers say, it is not necessarily pay that is important – it is their workplaces and employers that value them. We want to help employers to deliver on the training and development agenda and to support their staff.”

CAROLE WILKINSON,
CHIEF EXECUTIVE

WORKFORCE DEVELOPMENT

Workforce development is about raising standards in social services and the creation of a more highly skilled workforce by improving the existing training for social service workers and by predicting the skills needed for the future service demands.

The SSSC needs to know the current composition of the workforce. This is being achieved through our workforce development function, whereby the SSSC is identifying future employment trends, estimating the future demand for skilled and qualified staff and contributing to setting realistic and valid targets.

Over the last year we have consulted further on our workforce development report, commissioned research on social work careers and published the Scottish Voluntary Sector Social Services Workforce Survey.

Action Plan for the Social Services Workforce

In April 2002 Cathy Jamieson, the then Minister for Education and Young People, announced a 12 point Action Plan to tackle the problems facing the social service workforce. The Action Plan sets out what needs to be done to deliver a competent and skilled social services workforce to support vulnerable adults and children across Scotland. A Briefing Paper setting out the strategic aims underpinning the Action Plan was issued in June 2002.

The aims are:

- introducing more effective ways of recruiting and retaining staff
- setting in place a new social work honours degree level qualification for front line staff with widened access and flexible provision for education and training
- developing the role of the Scottish Social Services Council in regulating staff and their training
- raising investment in learning and support for all front line staff
- negotiating the boundaries for the new Sector Skills Councils with an integrated approach to service delivery.

The Scottish Social Services Council has played an important part in working to achieve these aims.

Scottish Voluntary Sector Social Services Workforce Survey

With a lack of baseline information about the size of the workforce and the qualifications they hold, the SSSC carried out and published a survey of the voluntary sector workforce.

The Scottish Voluntary Sector Social Services Workforce Survey is the first of its kind and is the most comprehensive survey undertaken of the social services part of the Scottish voluntary sector workforce. The Survey was the product of a collaboration between the SSSC, the Voluntary Organisations Training Fora, the Voluntary Sector National Training Organisation, Community Care Providers Scotland, the Forum of

Directors of Child Care organisations and the Scottish Executive. It provides more accurate estimates of the qualifications held by voluntary sector social services staff than have previously been available.

Workforce Development Report

The Scottish Social Services Council has begun work on the first ever Workforce Development Report for the social services sector. The purpose of the Report is to provide a strategic overview of the sector which will help us predict what will happen in 5/10/20 years time. The Report will focus on:

- the shape of future services and developments
- consequences of regulation on the sector
- education, training and development
- human resource practices, e.g. work/life balance, supporting and motivating the workforce, flexible working arrangements.

It is anticipated that the Report will be completed by December 2003.

Sector Skills Councils

Sector Skills Councils (SSC) replaced National Training Organisations in March 2002. SSC’s are employer-led bodies with responsibility for identifying and tackling issues of skills, productivity and employability for the private, public and voluntary sectors they represent.

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

Care in Scotland Campaign

The Care in Scotland campaign was launched by the Scottish Executive in October 2002. The campaign was part of the drive to raise public awareness of social services and to encourage people to choose social care as a career. The SSSC was part of the working group that developed the campaign and when it was launched the SSSC was the main point of contact for people wanting information on a career in social work/social care. The SSSC received 1,100 calls during the first phase of the campaign.

“ The Council’s activities will also promote the highest standards of practice among those who work with vulnerable clients in Scotland. It should enhance the status of care workers and hopefully ensure their work is properly valued. ”

JOE DI PAOLA,
UNISON’S SCOTTISH ORGANISER
FOR LOCAL GOVERNMENT



EDUCATION AND TRAINING

Building on the work of CCETSW, the SSSC will continue to promote good practice and access to awards. As with other areas of work we have had a smooth transition of staff from CCETSW to the SSSC bringing with them their knowledge and skills.

Maintain the Provision and Quality of its Awards

The Council assumed awarding body responsibilities from CCETSW for the Diploma in Social Work, the Practice Teaching Award, the Mental Health Social Work Award and awarding body responsibilities in relation to the post-qualifying framework. The SSSC Learning and Development Advisers work closely with approved programme providers. They provide ongoing advice and support and operate quality assurance arrangements which include an annual report. In addition, external assessors appointed from a recognised General Social Care Council/SSSC list, report directly to the Council annually. Advisers also work with external assessors to ensure standardisation in terms of external assessment.

Disbursement of Grants

From October 2001 to March 2003 over £5million was disbursed in grants and bursaries. These were made to assist students undertaking the Diploma in Social Work, to support workers undertaking SVQs in Care and meet many of the costs of the Training Consortia and Fora and Practice Teaching Units. A review by Price Waterhouse Cooper was carried out on some aspects of the Council’s work in this area in 2002 and 2003. The Council will continue to review and consult as we develop systems to support the new honours degree in social work.

The New Social Work Honours Degree

In April 2002 the Minister announced the Action Plan for the Social Services Workforce. One of the strategic aims of this was to introduce a new social work qualification at the minimum of honours degree level. The SSSC was represented on the Scottish Executive’s project group and on a sub-group concerned with practice learning. In October 2002 the Scottish Executive consulted on its proposals and in January 2003 The Framework for Social Work Education in Scotland was launched. This document contains requirements for the new social work training and the Standards in Social Work Education, known as the SiSWE. These set out what student social workers will need to achieve to gain the honours degree and become professionally qualified.

The Scottish Social Services Council has the responsibility for setting rules for the new social work degree. We consulted on draft Rules between December 2002 and February 2003. More than 1000 copies of the consultation document were circulated and a consultation event was also held with key stakeholders.

Autumn 2004 will see the introduction of the new honours social work degree. Learning and Development Advisers are working with programme providers in the development of the new provision. It is essential that we continue to work with current Diploma in Social Work programme providers to maintain the quality through a period of transition and continue to work closely as the new degree is introduced.

WORKERS TO BE REGISTERED IN PHASE ONE

In Scotland the categories of workers to be registered in Phase One are:

- social workers i.e. those with a Diploma in Social Work or equivalent
- registration and Inspection staff of the Care Commission
- students participating in the new honours degree or post graduate qualification in social work
- all staff in residential child care
- all heads of residential care homes
- all heads of adult day care services.

The Council worked hard to achieve consensus on qualification criteria. Transitional arrangements were agreed for workers in Phase One. In parallel with this work we are examining the resource requirements of moving towards a fully qualified workforce. The Council's vision of a competent, confident workforce will not be achieved overnight but achieving agreement across the sector about appropriate qualifications, together with our responsibility for workforce development will help achieve this goal.

Continuing Professional Development (CPD) including the Post Qualifying Framework
The Council has undertaken important preliminary work on recognising the need to promote Continuing Professional Development (CPD) for the whole of the social services workforce. The current post-qualifying framework is firmly located within the wider CPD agenda, in particular the Practice Teaching Award, the Mental Health Social Work Award, the Advanced Award in Social Work and the Post Qualifying Award in Social Work. The Council funds the Post Qualifying Consortium for Social Work in Scotland which has in turn approved 28 programmes in total at

advanced and post-qualifying level which offer training in a range of specialisms including child care/protection, community care, criminal justice and management.

The first 18 months saw a significant increase in requests from social workers for financial assistance for support in completing post-qualifying awards. As workers register with the SSSC in greater numbers it is likely that these demands will increase.

REVIEW OF NATIONAL OCCUPATIONAL STANDARDS
National Occupational Standards (NOS) are agreed statements of competence, which describe the work outcomes for an individual to achieve the standard expected of them in their work. They form the foundations of the Scottish Vocational Qualifications. The Scottish Social Services Council, the Northern Ireland Social Care Council, the Care Council for Wales, Skills for Health and TOPSS England are working in partnership to review the National Occupational Standards. The review is being conducted to ensure that the awards continue to meet employment needs and the challenges of the new regulatory arrangements for the social service workforce.



- Phase one of the project has been completed. This was largely a ‘mapping’ exercise to define the boundaries of health and social care sectors.
- Phase two is now in progress.
- Major consultation exercises will take place in 2003 to seek the views of the sector on the revisions to the standards and award structures.
- Eight workshops are planned in Scotland and a service user/carer representation group has been established.

Throughout this process the Project will work closely with the awarding bodies who deliver the S/NVQs in Care. It is intended that revision of the standards will be completed in March 2004 with the revised awards available a few months later.

Matching National Care Standards and National Occupational Standards
Early in 2001 a project was established to match Care National Occupational Standards and the National Care Standards. National Care Standards are the service standards for the care sector. National Occupational Standards describe the skills, knowledge, values and principles required for competent practice by staff undertaking specific areas of work. They form the basis for qualifications such as SVQs in Care.

One of the main aims of the matching standards project is to inform the UK review of the Care National Occupational Standards and awards, ensuring that reviewed National Occupational Standards reflect the values and standards of the National Care Standards. This project also resulted in the production of three leaflets by the SSSC that match National Care Standards and National Occupational Standards for particular areas within the care sector. The areas are:

- residential care for children and young people
- people with mental health problems
- people in care homes.

The SSSC produced the leaflets to assist both employers and their staff in the targeting of assessment, training and meeting the requirements for regulation.

The Care Commission takes into account the National Care Standards when regulating services. The SSSC has responsibility for developing the National Occupational Standards and reviewing them.

COMMUNICATING WITH STAKEHOLDERS

The SSSC is committed to communicating with our stakeholders. We have produced a detailed strategy to ensure targeted and effective communication.

Highlights of our First 18 Months

- Established the SSSC website.
- Produced and distributed over 3000 newsletters every quarter.
- Held a successful conference in June 2002.
- Published and distributed over 100,000 copies of the Codes of Practice.
- Articles and press coverage in national and local newspapers, radio and trade journals.
- Designed and implemented our corporate image.
- Publicised Council meetings and encouraged people to attend.
- Produced information material on the work of the SSSC.
- Attended careers fairs and stakeholder events.

EFFECTIVE COMMUNICATION

Good communication is essential to the SSSC particularly because we are a new organisation taking on new responsibilities. Our priorities in this period were:

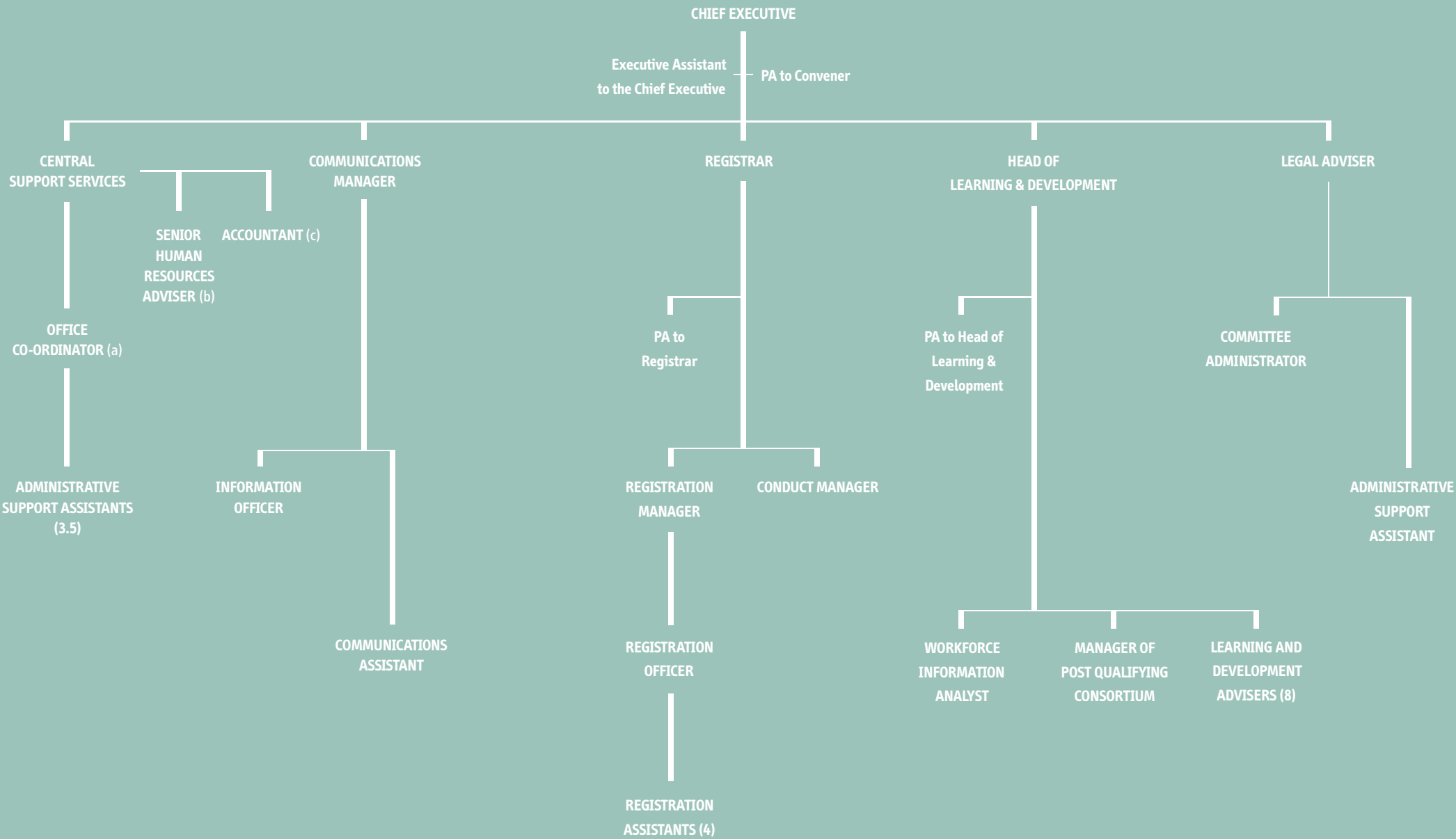
- to communicate our objectives, functions and responsibilities to all our stakeholders
- to consult on all areas of activity
- to promote the involvement of all our stakeholders in our work.

In all our communication activities we have worked closely with the Care Councils in the rest of the UK and our partner agencies.

Many of the communication activities have been detailed elsewhere in the report, for example, the successful consultations and the Care in Scotland campaign.

Who We Are

Staff of the SSSC as at 31st March 2003.



(a) Officer Co-ordinator reports to Office Manager employed by the Care Commission
(b) Senior Human Resources Adviser reports to Director of Human Resources – shared post
(c) Accountant reports to Principal Accountant employed by the Care Commission

“ We want care users and their families to have quality, dignity and choice and we want to ensure that those providing care services are achieving the highest possible standards.”

JACK McCONNELL MSP,
FIRST MINISTER FOR SCOTLAND

Council Members

The Council is made up of a Convener and 11 members, all of whom were appointed through open competition. The membership represents a wide range of interests in the field of social care, including users of services, carers, those involved in service delivery, trade unions, professional bodies and those delivering education and training for the social service workforce.

The SSSC Council Members are:

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

Financial Accounts

Year Ending 31st March 2003

➤ Contents

24	Foreword
26	Statement of Accountable Officer’s Responsibilities
27	Statement of Internal Control
28	Auditor’s Report
30	Income & Expenditure Account
31	Balance Sheet
32	Cashflow Statement
33	Notes to the Accounts

Foreword

The accounts for the year ended 31st March 2003 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 the Scottish Ministers.

BACKGROUND INFORMATION

1 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 31st May 2001 and received royal assent on 5th July 2001. The Scottish Social Services Council took over the work in Scotland previously carried out nationally by the Central Council for Education and Training in Social Work (CCETSW) and the Training Organisation for the Personal Social Services (TOPSS) with effect from 1st October 2001.

STATUTORY POWERS AND RESPONSIBILITIES

2 The Council’s statutory responsibilities 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, work-force planning and workforce development, issuing codes of practice and registering and regulating the workforce.

THE COUNCIL

3 The SSSC’s Council consists 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 service users, carers, those involved in service delivery, trade unions, professional bodies and those delivering education and training for the social service workforce. The Convener and Council Members play a significant role in the planning and implementation of policies in Scotland.

4 Scottish Ministers appointed Morag Alexander as convener of the SSSC’s Council from 1st August 2001. Council Members appointed and serving during 2002/03 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 (from 1/11/02)

REVIEW OF ACTIVITIES

5 SSSC works with employers, education and training providers, trades unions, professional organisations, users and carers and relevant Government departments to provide a comprehensive and

progressive system of education, training and qualifications to meet the needs of all social work and social care staff employed in the social services throughout Scotland.

6 The context for SSSC’s work in 2002/03 is the Regulation of Care (Scotland) Act, 2001. This legislation established a regulatory body in Scotland. Similar legislation established regulatory bodies in the three other countries in the UK. The four regulatory bodies were established with effect from October, 2001.

7 The challenge for SSSC in 2002/03 was to put in place a new organisation, contributing to the work required for the implementation of the new legislation, while at the same time continuing to deliver the objectives relating to its developmental, regulatory and quality assurance responsibilities. In addition, the Council worked in partnership with providers to maintain existing education and training programmes.

- 8** Key achievements in 2002/03 include:
- Developing and publishing Codes of Practice;
 - Developing and publishing rules for Registration and Conduct;
 - Implementing a registration system;
 - Publishing qualification criteria for workers in phase one of registration;
 - Leading a project to review Care Awards for Health and Social Care Workers across the whole of the UK.

FINANCIAL POSITION

9 The previous accounting period, 2001 – 02, was for the six months from 1 September 2001 to 31 March 2002. 2002 – 03 is the first full year, therefore there are significant variances from the previous period. SSSC’s total income excluding notional items during the year ending 31 March 2003 was £5.913m of which £5.912m was received as grant funding from sponsoring Government departments and £0.001m of other income.

10 The Council’s expenditure for the year ended 31 March 2003 totalled £5.83m. This consisted of expenditure on staff costs £1.28m, operating expenditure £0.99m and grants and bursaries £3.56m. Operating expenditure includes property, administration, supplies and services and transport costs. Grants and bursaries are paid to training providers and individuals to provide funding for the development of the social services workforce.

11 SSSC’s financial position at the end of 2002/03 was a surplus of £0.10m. The deficit at 31 March 2002 was £0.04m. This leaves a cumulative surplus of £0.059m to be carried forward.

12 No fixed assets were held by SSSC at 31 March 2003.

PAYMENT OF CREDITORS

13 It is SSSC’s policy to pay bills in accordance with contractual conditions, or within 30 days of receipt

of goods and services or the presentation of a valid invoice, whichever is the later, where no such conditions exist. This complies with the better payment code.

PROVISION OF INFORMATION TO EMPLOYEES

14 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 and by staff meetings. Information is only withheld where this can be shown to be justified or where a duty of confidence is owed to a third party. SSSC has a formal recognition agreement with UNISON, through which staff are informed and consulted about all aspects of their employment, including health and safety at work.

EQUAL OPPORTUNITIES

15 SSSC supports the principle of equal opportunities in carrying out operational functions and in employment practices. The organisation 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.

EUROPEAN MONETARY UNION

16 SSSC has considered the potential impact of the Euro on its financial systems. SSSC is not empowered under legislation to undertake any of its functions or activities outside of the United Kingdom. No action has therefore been taken or is currently planned in respect of the UK’s possible entry to the EMU. SSSC’s banking is managed via a major Scottish clearing bank which has established euro-compliant services.

AUDITORS

17 Under the Public Finance and Accountability (Scotland) Act 2000 the Auditor General for Scotland appoints the auditors of the Scottish Social Services Council. For the financial years 2001/02 to 2005/06 the Auditor General appointed Audit Scotland to undertake the audit of the Council. 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.


CAROLE WILKINSON
CHIEF EXECUTIVE
27 November 2003

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
27 November 2003

Statement on Internal Control

As Accountable Officer I acknowledge my responsibility for ensuring that an effective system of internal control is operated by SSSC.

The system can provide only reasonable and not absolute assurance that assets are safeguarded, transactions authorised and properly recorded, and that material errors or irregularities are either prevented or would be detected within a timely period.

The system of internal control is based on a framework of regular management information, financial regulations, administrative procedures including the segregation of duties, and a system of delegation and accountability specified by HM Treasury, Social Work Services Inspectorate and the SSSC’s Council. In particular it includes:

- Comprehensive budgeting systems with an annual budget which is reviewed and agreed by the Audit and Finance Committee of the SSSC;
- Regular reviews by the Audit and Finance 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.

During 2002/03 a series of steps were taken towards the establishment of sound internal procedures within the Council. These included the following:

- Installation and development of the Oracle financial system;
- Establishment of an Audit and Finance Committee;
- Completion of annual budget, agreed by the Audit and Finance Committee;
- Development of budget monitoring and control procedures;
- Development of financial regulations and associated procedures;
- Appointment of internal auditors;
- Appointment of payroll providers.

In addition, a risk management workshop was held during which the organisation’s risks and objectives were identified and a control strategy for each of the significant risks was determined. As a result of the workshop, a draft risk management policy document has been prepared setting out the organisation’s attitude to risk to the achievement of the organisational objectives.

The Council has reviewed its meeting calendar and agenda so that risk management and internal control will be considered on a regular basis throughout the year. There will be a full risk and control assessment before reporting on the year ending 31 March 2004. Risk management has been incorporated more fully into the

corporate planning and decision-making processes of the organisation.

In the coming year, the Council plans to:

- Arrange a regular programme of facilitated workshops to identify and keep up to date the record of risks facing the organisation;
- Introduce a programme of risk awareness training;
- Establish a system of key performance and risk indicators and
- Develop and maintain an organisation-wide risk register.

The organisation contracted out the Internal Audit function and regular reports are submitted which include an independent opinion on the adequacy and effectiveness of the organisation’s system of internal control together with recommendations for improvements.

My review of the effectiveness of the system of internal control is informed by the work of the internal auditors and senior managers within the organisation 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.


CAROLE WILKINSON
CHIEF EXECUTIVE
27 November 2003

Auditor’s Report

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 30 to 42 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 33.

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 26 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 page 27 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.

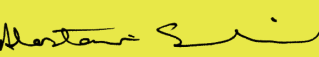
OPINIONS

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 2003 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.



ALASTAIR SWARBRICK
5th December 2003

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

Income & Expenditure Account for the Year Ended 31st March 2003

		2003	2002
	Notes	£000	(6 months) £000
Income			
Grant in Aid		5,623	2,180
Government Grants	2a	162	0
Other Government Income	2b	127	17
Total Income from Government Grants		5,912	2,197
Other Operating Income	3	1	7
Total Income		5,913	2,204
Expenditure			
Staff Costs	4	1,278	393
Operating Expenditure	5a	989	277
Grants and Bursaries Disbursements	5b	3,560	1,576
Total Expenditure		5,827	2,246
Operating Surplus for the period		86	(42)
Interest Receivable		14	0
Write back of notional cost of capital		1	0
Surplus/Deficit for the period		101	(42)

All operations are continuing

There is no Statement of Recognised Gains & Losses as there have been no gains or losses other than those recognised in the Income & Expenditure Account.

The notes on pages 33 – 42 form an integral part of these accounts.

Balance Sheet as at 31st March 2003

		2003	2002
	Notes	£000	(6 months) £000
Fixed Assets		0	0
Current Assets			
Debtors	6	349	234
Cash at bank and in hand		42	0
		391	234
Liabilities – amounts due within one year			
Creditors	7	332	267
Cash at Bank		0	9
		332	276
Net Current Assets		59	(42)
Total Assets less Current Liabilities		59	(42)
Financed by:			
General Fund	8	59	(42)



CAROLE WILKINSON
CHIEF EXECUTIVE
27 November 2003

The notes on pages 33 – 42 form an integral part of these accounts.

Cash Flow Statement for the Year Ended 31st March 2003

		2003	2002
	Notes	£000	(6 months) £000
Net cash Inflow/(Outflow) from operating activities	(i)	37	(9)
Returns on Investments and Servicing of Finance	(ii)	14	0
Increase/(Decrease) in Cash	(iii)	51	(9)
(i) Reconciliation of Operating Surplus to Net Cash Inflow from Operating Activities			
Net Operating Surplus/(Deficit)		86	(42)
(Increase) in Debtors		(115)	(234)
Increase in Creditors		65	267
Notional Cost of Capital Adjustment		1	0
Net Cash Inflow/(Outflow) from Operating Activities		37	(9)
(ii) Returns on Investments and Servicing of Finance			
Interest Received		14	0
Interest Paid		0	0
		14	0
(iii) Analysis of Changes in Cash during the period			
Cash at Bank and in Hand		At 1st April 2002 £000	Cashflow March 2003 £000
		(9)	51
			42

The notes on pages 33 – 42 form an integral part of these accounts.

Notes to the Accounts

1 ACCOUNTING POLICIES These accounts cover the year to 31 March 2003 and are the Council's first full-year set of accounts. The financial statements have been prepared under the historical cost convention. The accounts have been prepared in accordance with the Accounts Direction issued by the Scottish Ministers, and they meet the requirements of the Companies Act 1985, and of the Statements of Standard Accounting Practice / Financial Reporting Standards issued and adopted by the Accounting Standards Board, so far as these are appropriate. The accounting policies and estimation techniques have been reviewed for 2002/03 to ensure that the accounts present fairly the financial performance and position of the Board.	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 6% in real terms on all assets and liabilities, except for donated assets where the charge is nil.
1.1 Government Grants Receivable Grant-in-aid in respect of revenue expenditure is credited to income in the period to which it relates.	1.5 Pension Costs Contributions to the Council's pension scheme (the Local Government Pension Scheme) are charged to the Income and Expenditure Account. The costs are spread over the working lives of the employees.
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.	1.6 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.
1.3 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 Re-statement The 2001/02 figures shown to the nearest pound in the published accounts have been rounded to the nearest thousand.
	1.8 Value Added Tax The Social Services Council is not registered for VAT. All VAT is charged to the Income and Expenditure account.

Notes to the Accounts ctd.

	2003	2002
	£000	(6 months) £000
2a GOVERNMENT GRANTS		
Reimbursement of unfunded severance costs	162	0
<p>The Scottish Executive agreed a severance package would be available to members of staff transferring from the Council’s predecessor body, the Central Council for Education and Training in Social Work (CCETSW). The severance package would be open to staff until 1 October 2002 and the Scottish Executive agreed to finance the cost of severance packages taken. Three members of staff opted for a severance package under these terms and the cost of these packages are included in Staff Costs (Note 4b).</p>		
2b OTHER GOVERNMENT INCOME		
DfES	3	13
Health Care	0	4
SE SSF 2	13	0
SE – Care in Scot.	0	0
QCA	111	0
	<u>127</u>	<u>17</u>
3 OTHER OPERATING INCOME		
Sale of Fixed Assets – IT	0	1
– Furniture	0	1
Refund of Grants	0	2
Refunds from Creditors	1	3
	<u>1</u>	<u>7</u>

Notes to the Accounts ctd.

	2003	2002
	£000	(6 months) £000
4 STAFF NUMBERS AND COSTS		
4a Average Number of Staff Employed		
Chief Executive & Corporate	13	14
Registration	4	1
Learning and Development	10	9
Legal & Committee Services	1	0
Support/Central Services	5	0
Communications	2	0
	<u>35</u>	<u>24</u>
4b BREAKDOWN OF STAFF COSTS		
Salaries/Wages	844	327
Social Security Costs	57	24
Pension Costs	94	36
Agency Staff (incl. creditors)	72	6
Severance Costs	162	0
Other Staff Costs	49	0
	<u>1,278</u>	<u>393</u>
4c SSSC COUNCIL		Salary Band £000
Morag Alexander, Convener		20 – 25
Elizabeth Bridgeford, Council Member		5 – 10
Ursula Corker, Council Member		5 – 10
Mary Hartnoll, Council Member		0 – 5
Patrick Kelly, Council Member		5 – 10
Michael Kirby, Council Member		5 – 10
Thomas Lynch, Council Member		5 – 10
James McIntosh, Council Member		0 – 5
Bryan Williams, Council Member		5 – 10
Kate Pryde, Council Member		5 – 10
Cherry Rowlings, Council Member		5 – 10
Judith Midgley, Council Member from 1/11/02		0 – 5

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.

Notes to the Accounts ctd.

	Age	Emoluments £000	Real pension increase £000	Accrued pension at age 60 £000
4d CHIEF EXECUTIVE AND SENIOR MANAGEMENT				
Carole Wilkinson – Chief Executive	54	75 – 80	0 – 2.5	25 – 30
Geraldine Doherty – Registrar	46	55 – 60	0 – 2.5	10 – 15
Raymond Taylor – Head of Learning & Development	43	45 – 50	0 – 2.5	10 – 15

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 £27k charged by the SCRC for the services of these individuals based on the time they allocated to the Council.

5a ANALYSIS OF OPERATING EXPENDITURE

	2003 £000	2002 (6 months) £000
Property Costs	164	
Administration Costs	455	
Supplies & Services	293	
Transport Costs	76	
Notional Cost of Capital	1	
	<u>989</u>	<u>277</u>

The above total includes the sum of £7.8k in respect of internal audit costs and £9.5k (£7.5k for 2001 – 2) for external audit. External audit received no fees in relation to non-audit work.

The 6 month accounts for 2001/02 were prepared using a different level of analysis and therefore comparative figures are not available to the same level of detail.

Notes to the Accounts ctd.

	2003 £000	2002 (6 months) £000
5b ANALYSIS OF GRANTS AND BURSARIES		
Disbursement Grants	1,524	801
Bursaries	2,036	775
	<u>3,560</u>	<u>1,576</u>

Disbursement Grants are paid to education and training providers to provide appropriate training to the social services workforce. Bursaries are managed through the General Social Care Council and paid directly to individuals undertaking further social work training.

6 DEBTORS

	2003	2002
Trade Debtors	275	87
Other Debtors	74	147
	<u>349</u>	<u>234</u>

7 CREDITORS

	2003	2002
Trade Creditors	37	228
Other Creditors	72	0
Tax and Social Security	0	31
Creditors	0	0
Accruals	223	8
	<u>332</u>	<u>267</u>

8 GENERAL FUND

	2003	2002
Balance at 1st April 2002	(42)	0
Surplus for the year	101	(42)
Balance at 31st March 2003	<u>59</u>	<u>(42)</u>

Notes to the Accounts ctd.

9 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. Full adoption of FRS 17 is being introduced on a phased basis and for the year to 31 March 2003 the information is disclosed in the notes to the accounts only.

The Scottish Social Services Council participates in the Tayside Superannuation Fund. The Fund is administered by Dundee City Council and the pension scheme is part of the Local Government Pension Scheme. This 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 Hymans Robertson as at 31 March 2002.

The contributions paid by the Council for the year to 31 March 2003 were £94,000 representing 14.4% of pensionable pay. The contribution rates for future years are as set out below:

Year to:	%age of Pensionable pay
31 March 2004	15.0%
31 March 2005	15.9%
31 March 2006	16.5%

Employee contributions are fixed at 6% of pensionable pay.

The Tayside Superannuation Fund administered by Dundee City Council is a multi-employer scheme which includes former Tayside councils and a number of other admitted bodies. The Council’s share of the underlying assets and liabilities have been separately identified on the following basis:

Notes to the Accounts ctd.

Main Financial Assumptions

Assumptions	As at 1 April 2002		As at 31 March 2003	
	% per annum	Real rate % per annum	% per annum	Real rate % per annum
Price Increases	2.8%	—	2.5%	—
Salaries Increases	4.3%	1.5%	4.0%	1.5%
Pensions Increases	2.8%	—	2.5%	—
Discount Rates	6.4%	3.5%	6.1%	3.5%

Fair Value of Assets Held:

The table below provides details of the fair value of the assets held by the Fund as a whole and the expected rates of returns on these assets.

Asset Class	Fund Value as at 31 March 2003 (£000)	Expected Return as at 1 April 2002 (% per annum)	Expected Return as at 31 March 2003 (% per annum)
Equities	519,100	7.5%	8.0%
Bonds	110,100	5.5%	4.8%
Property	68,900	6.0%	6.0%
Cash	59,900	4.0%	4.0%
Total	758,000		

Pension Expense for the Year to 31 March 2003

Analysis of amount that would be chargeable to the Income and Expenditure Account if FRS 17 had been fully implemented is detailed below:

	(£000)	Year to 31 March 2003 (£000)
Current Service Cost		114
Past Service Costs		—
Gains/Losses on Settlements and Curtailments		—
Interest Costs	98	—
Expected Return on Employers Assets	(106)	—
Net Return		(8)
Net Cost to Income and Expenditure Account	—	106

Notes to the Accounts ctd.

		Year to 31 March 2003 (£000)
History of Experience Gains and Losses		
Difference between expected and annual return on assets		(416)
Value of Assets	1,473	
Percentage of assets at 31 March 2003	28.2%	
Experience gains/losses arising on scheme liabilities		(490)
Present Value of Liabilities	2,440	
Percentage of liabilities	20.1%	
Effects of changes in the demographic and financial assumptions underlying the present value of scheme liabilities		–
Total Actuarial Gain/(Loss)		(906)
Percentage of the present value of liabilities at 31 March 2003	37.2%	

Net Pension Assets

The Scottish Social Services Council’s (SSSC) share of the Tayside Superannuation Funds underlying assets and liabilities have been identified on a consistent and reasonable basis by the actuaries Hymans Robertson and are detailed below:

	31 March 2002 £000	31 March 2003 £000
Net Pension Assets		
Estimated SSSC Assets	1,460	1,473
Present Value of Scheme Liabilities	(1,532)	(2,440)
Present Value of Unfunded Liabilities	–	–
Total Value of Liabilities	(1,532)	(2,440)
Net Estimated SCRC Pension Assets	(72)	(967)

Notes to the Accounts ctd.

Movement for the year to 31 March 2003	£000
Surplus/(Deficit) as at 31 March 2002	
Current Service Cost	(114)
Employer Contributions	117
Net Return on Assets	8
Total Acturial Gain/(Loss)	(906)
Surplus/(Deficit) as at 31 March 2003	(967)

The Employer Contributions of £117k in the table above includes an amount of £23k that relates to the cost of enhanced pension entitlements arising from severance packages. These costs are included in the severance costs detailed in Note 4b to the accounts.

10 OPERATING LEASES

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

	2003 £000	2002 (6 months) £000
Other		
Operating lease payments commitments expiring:		
Within one year of the balance sheet date	4	5
Within two to five years of the balance sheet date	0	0
After five years of the balance sheet date	0	0
	<u>4</u>	<u>5</u>

11 CAPITAL COMMITMENTS

There were no contracted capital commitments as at 31st March 2003.

12 CONTINGENT LIABILITIES

There were no contingent liabilities as at 31st March 2003.

13 PROVISIONS

No provisions for liabilities and charges have been made.

Notes to the Accounts ctd.

14 RELATED PARTY TRANSACTIONS

The SSSC is a Non-Departmental Public Body 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, a Non-Departmental Public Body 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.

15 POST-BALANCE SHEET EVENTS

The General Social Care Council (GSCC) has deducted £183k from their first quarter invoice for 2003 – 04 as the full allocation of bursary funding was not utilised. There is an expectation that the GSCC will disburse the full amount of funding provided by the Council. This matter is currently under investigation by the Chief Executive. It is probable that if following the investigation this repayment of 2002/03 funding is correct then this will require to be repaid by the Council to the Scottish Executive.

Feedback Form

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

NAME/ORGANISATION (Optional)

PLEASE RATE HOW INFORMATIVE YOU FOUND THIS REPORT?

- ☐ Very informative
- ☐ Quite informative
- ☐ Not informative

ARE THERE ANY OTHER AREAS YOU THINK WE SHOULD COVER IN OUR NEXT ANNUAL REPORT?

HOW DID YOU FIND THE STRUCTURE OF THE REPORT?

- ☐ Very good
- ☐ Good
- ☐ Satisfactory
- ☐ Poor

WHAT DID YOU THINK OF THE DESIGN OF THE REPORT?

- ☐ Very good
- ☐ Good
- ☐ Satisfactory
- ☐ Poor

DID YOU GAIN A BETTER UNDERSTANDING OF OUR WORK AS A RESULT OF THE REPORT?

- ☐ Yes
- ☐ No
- ☐ No view

HOW WOULD YOU RATE THE CLARITY OF THE CONTENT?

- ☐ Very good
- ☐ Good
- ☐ Satisfactory
- ☐ Poor

AFTER READING THE REPORT,WHAT ARE YOUR PERCEPTIONS OF THE SSSC?

HAVE YOU SEEN THE CODES OF PRACTICE?

- ☐ Yes
- ☐ No

HOW DO YOU RATE THE CODES OF PRACTICE?

- ☐ Very good
- ☐ Good
- ☐ Satisfactory
- ☐ Poor

DO YOU USE THE CODES IN YOUR WORK?

- ☐ Yes
- ☐ No

THANK YOU FOR TAKING THE TIME TO GIVE US YOUR VIEWS.
PLEASE SEND THE COMPLETED FORM TO:
Scottish Social Services Council
Compass House, 11 Riverside Drive, Dundee DD1 4NY

TEAR ALONG DOTTED LINE

SCOTTISH SOCIAL SERVICES COUNCIL

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