

## **SCOTTISH SOCIAL SERVICES COUNCIL**

### **Scheme of Delegation**

The Chief Executive has approved this Scheme of Delegation in accordance with Sections 82 and 83 of the Code of Corporate Governance.

This Scheme of Delegation aligns with the Executive Framework agreed with the Scottish Government.

The Scheme sets out the authority for types of key decisions within the Scottish Social Services Council ("SSSC"). It is not an exhaustive list of every decision that the SSSC makes.

This document is subject regular review and amended as and when necessary.

## Contents

<b>SECTION ONE - INTRODUCTION .....</b>	<b>2</b>
1. Definitions.....	2
2. General .....	2
<b>SECTION TWO – DELEGATION OF POWERS TO OFFICERS .....</b>	<b>3</b>
<b>ANNEX 1 .....</b>	<b>4</b>
<b>ANNEX 2 .....</b>	<b>13</b>

## DELEGATION OF POWERS

### SECTION ONE - INTRODUCTION

#### 1. Definitions

- 1.1 The words and expressions used in this Scheme of Delegation will have the same meanings as the words and expressions used in Standing Orders. In addition, the following words and expressions have the following meanings:
- 1.2 ‘The Executive Framework’ means the document of that name issued by the Scottish Government dated February 2025 and updated from time to time.
- 1.3 ‘The Registration Rules’ means The Scottish Social Services Council (Registration) Rules 2025”) all as amended or as substituted from time to time
- 1.4 “The Fitness to Practise Rules” means the Fitness to Practise Rules 2016, the Fitness to Practise (Amendment) Rules 2017 and the Fitness to Practise Amendment Rules 2021 (“the Combined Fitness to Practise Rules 2021”) all as amended or substituted from time to time

#### 2. General

- 2.1 The Chief Executive is accountable for the exercise of all powers which the Council has not retained as reserved to them or delegated to a Committee, Sub-committee or Panel on behalf of the SSSC and will report to the Council on these as required in accordance with the Code of Corporate Governance. This Scheme of Delegation identifies which functions the Chief Executive will perform personally.
- 2.2 The purpose of this document is to set out how the Chief Executive has delegated their powers under Section 82 of the Code of Corporate Governance to officers of the SSSC under Section 83.

- 2.3 The functions which the Chief Executive has delegated to Officers are set out in Annex 1. Officers will be accountable for the exercise of such powers and will report to the Chief Executive on these as required.
- 2.4 The financial limits for business expenditure and contractual matters and delegated to specific roles are set out in Annex 2.
- 2.5 The EMT will review this Scheme every year. Notwithstanding this, the Head of Legal and Corporate Governance may make minor changes to the Scheme in accordance with Annex 1.

## **SECTION TWO – DELEGATION OF POWERS TO OFFICERS**

### **1. Delegated Powers Officers' Ability to Delegate**

- 1.1 The Chief Executive delegates powers to Officers on the understanding that they will exercise them responsibly.
- 1.2 Delegations are to the lowest level permitted in terms of seniority within the department/directorate. Any member of staff who is in a more senior position within that department/directorate (if within professional competencies) may exercise any of the delegations.
- 1.3 Officers should use the Scheme in conjunction with the Financial Regulations and all other corporate governance procedures of the SSSC.

## ANNEX 1

### GENERAL POWERS

#### SPECIFIC DIRECTORATE POWERS

<b>DELEGATION TO STRATEGY AND BUSINESS SERVICES DIRECTORATE</b>
<b>All strategic and operational matters relating to the remit of the Directorate, including:</b>
<p>The Strategy and Business Services Directorate consists of Digital Services, Performance and Improvement (including the Programme Management Office), HR, OD, Legal and Corporate Governance and Finance.. The Strategy and Business Services Directorate leads the development, implementation and communication of the SSSC's strategy by positioning the organisation to achieve maximum impact and excellence and the delivery of the core corporate business services for the organisation.</p> <p>The Director is key 'customer liaison' for the shared service with the Care Inspectorate that includes Finance, Payroll, Recruitment, Procurement, Estates and Health and Safety. Represents SSSC on the Shared Services Oversight Group set up to make sure that services are delivered in line with the principles in the governance documents, specifications and performance measures to meet our business needs and objectives.</p>
<b>DELEGATION TO DIRECTOR OF STRATEGY AND BUSINESS SERVICES</b>
Authorise compensation payments under legal obligations: £10,000.
Write off losses: Cash £3,000 Equipment and property £3,000.
Make decisions on appeals in connection with waiver of SSSC fees.
Authorise gifts and ex gratia payments not exceeding £200.
<b>DELEGATION TO HEAD OF FINANCE</b>
Authorise write off of debt up to £10,000.
Authorised signatory for banking arrangements.

**DELEGATION TO HEAD OF DIGITAL SERVICES**

Determine the specification of the type and nature of information technology and telecommunication services, systems, equipment, and software to be utilised by the SSSC.

Approve proposals for the design, purchase, implementation and disposal of information technology and telecommunications related systems and services be submitted to Digital Programme Board

**DELEGATION TO HEAD OF ORGANISATIONAL DEVELOPMENT**

Approve requests for funding of courses in terms of the Continued Education Applications Policy.

Approve the design and purchase of training and development within the agreed corporate training budget.

**DELEGATION TO HEAD OF HUMAN RESOURCES**

Approve the use of external legal support for SSSC staff HR related matters.

Make decisions delegated to them in accordance with SSSC HR policies and procedures. [Link to Index of Policies and Procedures.](#)

**DELEGATION TO HEAD OF LEGAL AND CORPORATE GOVERNANCE**

Approve and implement minor revisions to the Code of Corporate Governance and Scheme of Delegation including making changes to the Scheme to reflect changes in relevant policies.

Appoint Co-opted Members to the Training Appeals Panel to deal with appeals in terms of the SSSC Rules for Social Work Training 2003, as amended or substituted from time to time and the SSSC Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005, Rules and Requirements for Awards developed from the Standard for Childhood Practice 2008, as amended or substituted from time to time.

Settle claims against the SSSC up to a maximum value of £5,000 in consultation with the Director of Strategy and Business Services.

Approve the use of external legal support with the exception of SSSC staff HR related matters.

**DELEGATION TO SENIOR SOLICITOR**

Initiate or lodge responses to Court actions.

Make decisions on complying with obligations under the Freedom of Information (Scotland) Act 2002 including complying with reviews, in consultation with the Head of department, where appropriate.

Make decisions on requests to exercise data subjects' rights in terms of Data Protection law, including the UK GDPR and Data Protection Act 2018, in consultation with the Head of department, where appropriate

**DELEGATION TO WORKFORCE, EDUCATION AND STANDARDS DIRECTORATE**

**All strategic and operational matters relating to the remit of the Directorate, including:**

The Workforce, Education and Standards Directorate has the lead in Scotland for workforce development and workforce planning this includes:

- workforce intelligence and data to effectively support workforce planning
- contribute to development and delivery of key legislative policies and government programmes
- publication of official national statistics
- ensure our practice frameworks standards and qualifications support professional development and are fit for the future
- standard setting organisation
- increase leadership and quality improvement capability and capacity within the sector
- increase digital capability and capacity within the sector
- develop resources that support the professional development of the social service workforce.

**DELEGATION TO DIRECTOR OF WORKFORCE, EDUCATION AND STANDARDS**

Make decisions in relation to the pre-release or release of an Official Statistics or Accredited Official Statistics Publication or report eg Mental Health or Workforce Data reports.

**DELEGATION TO HEAD OF WORKFORCE POLICY AND PLANNING**

Approve grants to organisations in accordance with the levels set out in the Delegated Authority to Commit and Approve Business Expenditure and Award/Vary/Terminate Procurement Contracts/Third Party Agreements (Annex 2).

**DELEGATION TO HEAD OF EDUCATION AND standards**

Consider and make decisions on the work of the SSSC in relation to its role as a Standard Setting Organisation.

Make decisions in terms of the Rules for Social Work Training 2003, Rules and Requirements for Specialist Training for Social Service Workers in Scotland 2005 and Rules and Requirements from Standard of Childhood Practice 2008 as amended or substituted from time to time including approve and quality assure the degree programmes in Social Work and Childhood Practice.

Approve grants to organisations in accordance with the levels set out in the Delegated Authority to Commit and Approve Business Expenditure and Award/Vary/Terminate Procurement Contracts/Third Party Agreements (Annex 2).

Appeal decisions in relation to disbursements and grants.

Appeal decisions in relation to bursaries.

#### **DELEGATION TO HEAD OF QUALIFICATIONS AND STANDARDS**

Consider and make decisions on the work of the SSSC in relation to its role as a Standard Setting Organisation.

Approve grants to organisations in accordance with the levels set out in the Delegated Authority to Commit and Approve Business Expenditure and Award/Vary/Terminate Procurement Contracts/Third Party Agreements (Annex 2).

#### **DELEGATION TO LEARNING AND DEVELOPMENT MANAGER**

Approve payment of External Assessors, subject to budget authority limits.

Make decisions in connection with suitability and assessment of international qualifications if delegated by the Head of Qualifications and Standards.

#### **DELEGATION TO LEARNING AND DEVELOPMENT ADVISOR**

Make decisions in connection with suitability and assessment of UK qualifications if delegated by the Head of Qualifications and Standards.

#### **DELEGATION TO HEAD OF COMMUNICATIONS AND POLICY**

Approve public communications and media statements/responses in line with the potential reputational impact.

Determine the corporate branding and style and design utilised by the SSSC.

Approve SSSC internal and external products and publicity in accordance with the SSSC brand and style guide.

#### **DELEGATION TO COMMUNICATIONS MANAGER**

Make decisions on proactive statements and reactive media enquiries in line with the Communications Team Media Enquiries Procedure.

<b>DELEGATION TO REGULATION DIRECTORATE</b>
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<b>All strategic and operational matters relating to the remit of the Directorate, including:</b>
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Regulation brings together registration, fitness to practise and hearings as one unified process. The directorate is here to protect the public and the safety and welfare of people who use services.
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The Registration department maintains and publishes the Register of those people who are fit to practise.
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The Fitness to Practise department investigates fitness to practise concerns about workers who are registered or applying to register. We make decisions about their fitness to practise and conduct Fitness to Practise Panel hearings.
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The Regulatory Improvement and Hearings department provide and administer hearings where Fitness to Practise Panels make decisions about a worker's fitness to practise. We provide sector input to Fitness to Practise investigations, and engage with the sector in relation to Fitness to Practise matters.
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<b>DELEGATION TO HEAD OF REGISTRATION</b>
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Refuse Registration and sign associated Notice.
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Remove entries from the Register and sign associated Notice where:
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| <ul style="list-style-type: none"><li>• the Registrant has not met a qualification condition and whereby information provided leads to a decision for us to refuse additional time to do so.</li></ul> |
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Deferment or waiver of fees.
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<b>DELEGATION TO REGISTRATION TEAM LEADER</b>
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Remove entries from the Register and sign associated Notice where:
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| <ul style="list-style-type: none"><li>• the Registrant has failed to meet their qualification condition by not providing sufficient information or evidence when requested</li><li>• the Registrant has failed to complete their Continuous Professional Learning.</li></ul> |
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Alter entries in the Register and sign associated Notice to extend or vary a qualification condition.
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Alter entries in the Register to reflect Fitness to Practise and Hearings outcomes.
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**DELEGATION TO REGISTRATION ASSISTANT**

Grant applications (including with qualification conditions) and sign associated Notice for registration where no declarations have been made, or where declarations have been made which fall within the Minor Declarations Framework.

Withdraw an application and sign associated Notice where:

- the applicant is not eligible for registration
- the applicant has failed to provide all required information to complete the registration process
- the applicant has failed to pay a fee.

Remove a person from the Register and sign associated Notice where:

- a social service worker is no longer undertaking the function required for that part of the Register
- a student is no longer participating in an approved course or where the course has ended
- a registrant has failed to pay their annual fee or failed to submit their annual declaration.
- a registrant has failed to provide information required to maintain their registration.

Refuse registration and sign associated Notice where the applicant does not hold an entitling qualification.

**DELEGATION TO HEAD OF REGULATORY IMPROVEMENT AND HEARINGS**

Sign offers of appointment made to members of the Fitness to Practise Committee following approval of the appointment by Council.

**DELEGATION TO HEARINGS OFFICER**

Sign Notices of Decision relating to Panel hearings.

**DELEGATION TO FITNESS TO PRACTISE MANAGER**

Refer a case to a Panel where the case concerns a SSSC staff member or former staff member.

**DELEGATION TO SENIOR SOLICITOR**

Initiate or lodge responses to Court actions.

**DELEGATION TO SOLICITOR/FITNESS TO PRACTISE INVESTIGATOR/SOCIAL SERVICES SCREENING OFFICER**

Grant registration in cases falling under the Thresholds Policy or grant restoration to the Register.
Refer a case to a Panel for a hearing.
Impose a warning, impose or vary conditions, impose a suspension order, impose a removal order and impose, extend, vary or revoke a temporary order in accordance with the relevant Fitness to Practise Rules.
Decide to take no action and close a referral.
Grant registration or restoration with conditions where the Applicant accepts the conditions proposed in accordance with the Registration or Fitness to Practise Rules.
Agree a condition imposed by Officers, or by a Fitness to Practise Panel on a Registrant's registration has been satisfactorily met or altering a condition on a Registrant's registration.
Sign Notices imposing an order in accordance with the relevant Fitness to Practise Rules.
Make decisions on what information to publish in accordance with the SSSC Fitness to Practise Public Information Policy.

**DELEGATION TO STRATEGY AND BUSINESS SERVICES  
DIRECTORATE**

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## **ANNEX 2**

### **DELEGATED AUTHORITY TO COMMIT AND APPROVE BUSINESS EXPENDITURE AND AWARD/VARY/TERMINATE PROCUREMENT CONTRACTS/THIRD PARTY AGREEMENTS**