

Register of Key Corporate Governance Documents

Type	Ref	Description	Lead Officer / Board Member *	Governance Principles	Last Reviewed / Reported	Next Review / Report Due
1. Document or Policy		Accountable Officer Memorandum	SG	2	n/a	n/a
1. Document or Policy		Audit Committee Terms of Reference	Chair	2, 4	Board 03/10/13	31/10/2014
1. Document or Policy		Board & Committee Structure	Chair	2	Board 03/10/13	31/10/2014
1. Document or Policy		Board Member Appraisal	Chair	All	n/a	n/a
1. Document or Policy		Board Members Code of Conduct	HoF&CG	3	Board 07/04/11	27/06/2014
1. Document or Policy		Bribery Policy	HoF&CG	3, 4	Audit 18/03/13	31/03/2016
1. Document or Policy		Business Travel and Subsistence Policy	HoOD	1, 3, 4, 6	Resources 26/02/13	31/03/2014
1. Document or Policy		Capability Policy	HoOD	6		
1. Document or Policy		Car Lease Scheme	HoF&CG	1, 6	Resources 29/11/11	
1. Document or Policy		Care Insepectorate's approach to the media: operational decisions arising from the agreed Public Reporting Strategy	PCM	1, 2, 3, 4, 6	ET October 2013	28/02/2015
1. Document or Policy		Complaints Procedure	DSD	6	S & P March 14	4
1. Document or Policy		Continuing Education Policy	HoOD	5		
1. Document or Policy		Corporate Health & Safety Policy	HoOD	6	Board 16/06/11	
1. Document or Policy		Data Protection Policy	HoICT&IG	4		
1. Document or Policy		Dealing with Violence and Agression Policy	HoOD	6	Resources 18/03/14	31/03/2017

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1. Document or Policy		Debt Management Policy	HoF&CG	4	Resources 26/02/13	30/06/2014
1. Document or Policy		Dignity at Work Policy	HoOD	6	Resources 18/03/14	31/03/2017
1. Document or Policy		Discipline Procedure	HoOD	6	Resources 26/02/13	31/03/2016
1. Document or Policy		Executive Framework Agreement	DCS	2	Board 28/03/14	31/03/2016
1. Document or Policy		Financial regulations	HoF&CG	4	Board 28/03/14	31/03/2015
1. Document or Policy		Fraud Prevention Policy	HoF&CG	4	Audit 18/03/13	31/03/2016
1. Document or Policy		Grievance Policy	HoOD	6	Resources 17/09/13	30/09/2017
1. Document or Policy		Homeworking Policy	HoOD	6		
1. Document or Policy		Information Sharing Protocol	PCM	2, 4, 5	Board 27 June 2014	28/02/2016
1. Document or Policy		Maximising Attendance Policy	HoOD	6		
1. Document or Policy		Partnership Forum Agreement	HoOD	6	Resources 17/11/13	31/12/2015
1. Document or Policy		Performance Development Review System (PDRS)	HoOD	All		
1. Document or Policy		Publication Scheme	HoICT&IG	1, 2, 4, 6		
1. Document or Policy		Quality Assurance Framework	HoQI	1, 4, 6		
1. Document or Policy		Records Management Policy	HoICT&IG	4		

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1. Document or Policy		Recruitment & Selection Policy	HoOD	3, 5, 6	Resources 26/02/13	31/03/2016
1. Document or Policy		Relocation Policy	HoOD	6		
1. Document or Policy		Remuneration Committee Terms of Reference	Chair	2, 6	Board 03/10/13	31/10/2014
1. Document or Policy		Reservation of Powers and Scheme of Delegation	HoL	2	Board 03/10/13	31/10/2014
1. Document or Policy		Resources Committee Terms of Reference	Chair	2	Board 03/10/13	31/10/2014
1. Document or Policy		Responding to Significant Incidents	DI	4		
1. Document or Policy		Retirement Policy	HoOD	6		
1. Document or Policy		Salary Protection Policy	HoOD	6	Resources 17/09/13	30/09/2017
1. Document or Policy		Scottish Public Finance Manual	SG	1, 2, 4, 6	n/a	n/a
1. Document or Policy		Sponsorship Policy	CPM	4	S &P 12/11/13	31/12/2016
1. Document or Policy		Staff Code of Conduct	HoOD	6	Resources 18/03/14	
1. Document or Policy		Staff Use of Social Media	HoOD	6		
1. Document or Policy		Standing Orders	HoF&CG	1, 2	Board 03/10/13	31/10/2014
1. Document or Policy		Strategy & Performance Terms of Reference	Chair	2	Board 03/10/13	31/10/2014
1. Document or Policy		Whistleblowing Policy	HoOD	6		
2. Disclosure		Register of Gifts & Hospitality	HoF&CG	4	continuous	
2. Disclosure		Register of Interests	HoF&CG	4	continuous	

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Type	Ref	Description	Lead Officer / Board Member *	Governance Principles	Last Reviewed / Reported	Next Review / Report Due
3. Strategy		Administration Strategy	BSM	2, 4, 6	Resources 31/01/14	
3. Strategy		Estates Strategy	HoF&CG	2, 4	Resources 11/06/13	18/06/2014
3. Strategy		Financial Strategy	HoF&CG	1, 2, 4		
3. Strategy		ICT Strategy	HoICT&IG	2, 4	Resources 29/11/13	31/03/2015
3. Strategy		Internal Communication and Engagement Strategy	PCM	1, 2, 3, 4, 5, 6	ET March 2014	31/03/2015
3. Strategy		Involvement Strategy	HoQI	1, 2		
3. Strategy		OD Strategy	HoOD	All		
3. Strategy		Procurement Strategy	HoF&CG	2, 4	Resources 26/02/13	31/03/2016
3. Strategy		Public Reporting Strategy	CPM	1, 2, 3, 4, 6	Board 21/03/13	31/03/2016
3. Strategy		Quality & Improvement Strategy	HoQI	1, 2, 4, 6		
3. Strategy		Risk Management Strategy	DCS	2, 4		
3. Strategy		Shared Services Strategy	DCS	2, 4	Board 16/06/11	
4. Planning & Performance		Annual Efficiencies Report	DCS	1, 4	Resources 11/06/13	30/06/2014
4. Planning & Performance		Annual Health & Safety Report	HoOD	6	03/10/2013	31/10/2014
4. Planning & Performance		Annual Report and Accounts	HoF&CG	6	Board 03/10/13	31/10/2014
4. Planning & Performance		Annual Standards & Quality Report	CPM	6		
4. Planning & Performance		Audit Committee Annual Report to Board	HoF&CG	4, 6	Board 03/10/13	31/10/2014

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Type	Ref	Description	Lead Officer / Board Member *	Governance Principles	Last Reviewed / Reported	Next Review / Report Due
4. Planning & Performance		Budget and Capital Plan	HoF&CG	1, 2, 4, 6	Board 28/03/14	31/03/2015
4. Planning & Performance		Budget Monitoring	HoF&CG	4	each Resources	each Resources
4. Planning & Performance		Chair's Report	Chair	4	each Board	each Board
4. Planning & Performance		Chief Executive's Report	Ch Exec	4	each Board	each Board
4. Planning & Performance		Corporate Expectations	SG	2	n/a	n/a
4. Planning & Performance		Corporate Plan	DSD	1, 2, 4, 6	Board 28/03/14	31/03/2018
4. Planning & Performance		Equalities Data Report	HoQI	4, 5, 6	Resources 11/06/13	30/06/2014
4. Planning & Performance		External Audit Plan	Ext Audit	4	Audit 18/03/14	30/03/15
4. Planning & Performance		Inspection Plan	HoABP	4	Board 13/12/13	31/12/2014
4. Planning & Performance		Internal Audit Plan	Int audit	4	Audit 11/06/13	30/06/2014
4. Planning & Performance		Monitoring Our Performance Report	HoABP	4, 6	each S & P	each S & P
4. Planning & Performance		Operational Improvement Plan	DSD	1, 2, 4, 6	Board 28/03/14	30/09/2014
4. Planning & Performance		Performance and Quality Indicators	HoABP	1, 4, 6	Audit 18/03/14	31/03/2015
4. Planning & Performance		Procurement Performance	HoF&CG	4	Resources 11/06/13	30/06/2014
4. Planning & Performance		Risk & Intelligence Action Plan	HoQI	4		
4. Planning & Performance		Strategic Risk Register	DCS	4	Audit 11/06/13	30/06/2014

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4. Planning & Performance		Triennial Overview Report	DSD	6	To be published end 2014	31/12/2017

<b>Lead Officer / Board Member Key</b>			
Business Support Manager		BSM	
Chief Executive		Ch Exec	
Chair of Board		Chair	
Communications & Policy Manager		CPM	*
Director of Corporate Services		DCS	
Director of Inspection		DI	
Director of Strategic Development		DSD	*
External Audit		Ext Audit	
Head of Analysis & Business Planning		HoABP	*
Head of Finance & Corporate Governance		HoFCG	
Head of ICT & Information Governance		HoICT&IG	*
Head of Legal		HoL	
Head of Organisational Development		HoOD	
Head of Quality & Improvement		HoQI	
Internal Audit		Int Audit	
Scottish Government		SG	