



Scottish
Social Services
Council

An Official Statistics Publication for Scotland

**Scottish Social Services Sector: Report on 2012
Workforce Data**

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EXECUTIVE SUMMARY

This is the fifth workforce data report published by the Scottish Social Services Council (SSSC) and the second which is a set of Official Statistics. The report combines administrative data from the Care Inspectorate with data collected by the SSSC directly from Local Authorities to form a comprehensive picture of the paid workforce employed in the social services sector in Scotland at the end of 2012.

This report provides a detailed overview of the data at a national level and, where possible, also provides data sub-divided by sub-sector or local authority area. The format of the report follows that used in the SSSC's previous Workforce Data reports for 2008-2011.

As well as this report, more detailed tables will be made available from the SSSC in late 2013, which will provide a breakdown of the number of people working in all sub-sectors and employer types within individual local authority areas.

Key points from the analysis within this report include:

- the size of the workforce appears to have fallen slightly to 192,360 people.
- the largest employer type differs between local authorities, with services in the Orkneys, Shetlands and Western Isles (i.e. the three "island authorities") being provided mainly by the public sector. However, the majority of areas have the private sector as the largest employer.
- the three largest sub-sectors are housing support/care at home, care homes for adults and day care of children; together, these account for almost 76% of the workforce
- the median age of the workforce is highest in the public sector (47) and lowest in the private sector (40). Early years workers in the private sector have the lowest median age
- the percentage of men working in the sector remains at 16%, though it is double this in criminal justice and residential children's services
- the workforce is predominantly employed on permanent contracts (79%). The median figure for the typical weekly hours worked by staff is close to full-time at 32.5.

1 INTRODUCTION

This report is published by the SSSC as part of our duties under the Regulation of Care (Scotland) Act 2001. The data provides a comprehensive picture of the sector's workforce at the end of 2012.

This report is compiled from two main data sources. The first source of data is the annual returns collected by the Care Inspectorate. The second source is the annual census of local authority social work staff, previously undertaken by the Scottish Government but now undertaken by the SSSC. As part of the transition to the SSSC changes were made to the scope and timing of the census to eliminate overlap with the Care Inspectorate annual returns and to ensure both data sets are collected at the same time. Both data collections are underpinned by the core minimum data set (CMDS) which the SSSC is in the process of revising for future data collections.

We produce the Workforce Data report supported by the Scottish Social Services Workforce Data Group (SSSWDG) which provides advice on the reporting and publication of the sector's workforce data. The SSSWDG includes representatives from Scottish Government, the Care Inspectorate, the Convention of Scottish Local Authorities (COSLA), the Association of Directors of Social Work and care providers from the private and voluntary sectors.

This document is an Official Statistics publication.

A number of technical terms appear in this report, please see the technical glossary in Appendix A for more information.

1.1 Context

The calendar year 2012 was a year of challenge and change for the social services sector in Scotland. Amongst these challenges were:

- the difficult wider economic and financial context impacting on budgets for local authorities and social care
- a move towards integration of adult social care and health, particularly in the Highland region
- the significant financial difficulties that a number of service providers have faced

- the move by some local authorities to use Arm's Length Employing Organisations (ALEO's) to deliver services.

2 NATIONAL PICTURE

2.1 Overview

This section of the report provides a high level view of the sector, looking at the numbers employed by sub-sector, the type of employer and the number of registered care services.

Table 1 presents an overview of the sector's workforce by sub-sector for the current year and the previous three years. There was a change in the timing of the annual census of local authority social work services staff in 2011 to bring it into line with the timing of the Care Inspectorate's annual returns. This means that data from 2011 cannot be strictly compared with earlier data. (Details of how the figures have been calculated can be found in Appendix A.)

Table 1: Headcount¹ of the Scottish social services workforce 2009-2012

Sub-sector	2009	2010	2011²	2012
Adoption services	420	420	440	430
Adult day care	9180	8820	8730	8420
Adult placement services	140	130	160	170
Care homes for adults	54150	54540	54150	54220
Central and strategic staff	4090	3540	3350	3370
Child care agencies	560	560	520	400
Childminding	5560	5550	5760	5810
Day care of children	31670	31540	30800	30630
Fieldwork service (adults)	5070	4820	4860	5280
Fieldwork service (children)	5600	5650	5320	5550
Fieldwork service (generic)	3390	3630	3100	2840
Fieldwork service (offenders)	1960	1960	2000	2070
Fostering services	880	900	920	980
Housing support/care at home	63750	64560	64290	62230
Nurse agencies	2340	2110	1980	1440
Offender accommodation services	160	130	140	140
Residential child care	7490	7420	7120	7170
School care accommodation	1490	1210	1260	1200
Total	197900	197500	194890	192360

Table 1 shows that between 2011 and 2012 the number of staff in the sector fell by approximately 1.3%, or 2,530, to 192,360. The majority of this fall in headcount appears in the combined housing support/care at home category³, with significant falls also reported in adult day care and nurse agencies. However, only just under half (8 of 18) of the sub-sectors reported falls, with fieldwork services for adults and those for children reporting the largest rises in staffing levels.

The largest sub-sectors continue to be housing support/care at home, care homes for adults and day care of children who together account for over 76% of the workforce. Community care services (viz, housing support/care at home, care homes for adults, adult day care) account for

¹ Headcount of filled posts, a small amount of double counting may be present. Figures rounded to the nearest 10 and therefore may not sum to the totals.

² Due to the change in collection date of local authority social work services data, figures from 2011 are not comparable with earlier figures.

³ Housing support and care at home services are treated as one sub-sector in this report as the majority of such services are jointly registered as delivering both.

65% of the workforce and non-residential children's services account for 19% of the workforce.

2.2 Services

The number of active registered services at the time of data collection can be seen in Table 2. Between 2009 and 2010 the total number of services dropped whilst the workforce grew, however, between 2010 and 2011 despite the relevant workforce figure falling, the number of services grew. The number of services in the three big sub-sectors has consistently fallen since 2009, while the number of childminders has increased.

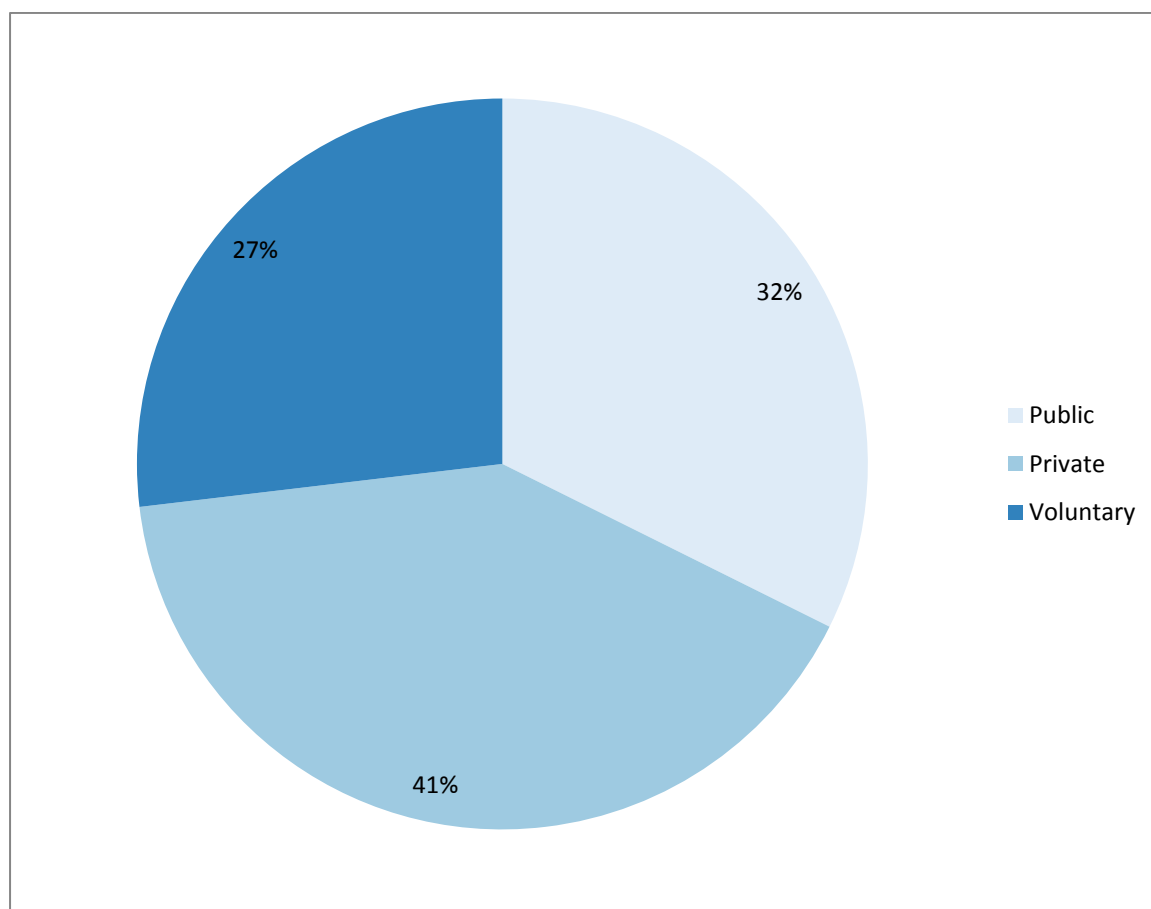
Table 2: Number of active services registered with the Care Inspectorate at 31 December 2009-2012

Sub-sector	2009	2010	2011	2012
Adoption services	39	39	39	39
Adult day care	592	577	559	536
Adult placement services	31	32	36	37
Care homes for adults	1386	1343	1314	1278
Child care agencies	36	35	37	35
Childminding⁴	5560	5550	5760	5810
Day care of children	4084	3957	3870	3800
Fostering services	62	62	62	62
Housing support/care at home	1916	1884	1880	1851
Nurse agencies	46	49	51	44
Offender accommodation services	12	10	9	9
Residential child care	262	267	269	285
School care accommodation	31	27	27	27
Total	14056	13829	13914	13810

The mix of employer types in the sector can be seen in Figure 1. The private sector makes up just over two-fifths of the workforce, the public sector makes up just under one-third and the voluntary sector over a quarter. This pattern is similar to last year and the private sector has continued its trend of increasing its share of the workforce.

⁴ Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report, 'Care Inspectorate Childcare Statistics 2012' (due for publication October, 2013). The counts may vary slightly due to differences in the way the Care Inspectorate and SSSC classify an active service. See the Appendix A for more information.

Figure 1: Scottish social services workforce - estimated split by employer type 2012



2.3 Exclusions

There are a number of groups who provide care that these statistics do not capture. These include: childminding assistants, volunteers, and personal assistants (PA). We can provide estimates on the total number for the first two groups from the Care Inspectorate's data. These estimates can be seen in Table 3, with the volunteers disaggregated by employer type. Note that some of these people in these roles may also have jobs which are covered by this report. We have no reliable estimate for the number of PAs employed in the sector.

Table 3: Estimates for excluded groups 2012

Group	Estimate
Childminding assistants	470
Volunteers (public)⁵	1670
Volunteers (private)	690
Volunteers (voluntary)	4280

⁵ Registered services only

A final group not included by these statistics are centrally based office staff in private and voluntary organisations. This is because they are not based in a registered service and therefore not included in the scope of the Care Inspectorate's data collection. However, such staff in the public sector are captured by the SSSC's local authority data collection if they work within social work services.

2.4 Key messages

- The estimate for the number of people working in the sector in 2012 is 192,360.
- This represents a fall of around 1.3% on the 2011 figure.
- The housing support/care at home sub-sector saw the largest fall in headcount.
- Adult fieldwork services saw the largest rise in staffing of all the sub-sectors.
- At 41% the private sector has the largest share of the sector's workforce.

3 SUB-NATIONAL ANALYSIS

3.1 Overview

This chapter provides a picture of the workforce below the national level, at the level of individual local authority areas. Table 4 shows the numbers of people working in each local authority area by employer type.

Due to a data cleansing exercise undertaken by the Care Inspectorate, a number of registered services have been reclassified from earlier data. The largest reclassification was from private to voluntary. Care must be taken in interpreting any changes between this year and previous data.

Table 4: Headcount by local authority and employer type

Local Authority area	Public	Private	Voluntary	Total
Aberdeen City	2140	3310	2750	8200
Aberdeenshire	3020	4310	1440	8770
Angus	1630	1620	940	4200
Argyll & Bute	1160	1060	760	2980
Clackmannanshire	540	1250	280	2080
Dumfries & Galloway	1280	2900	1750	5930
Dundee City	2050	1860	1730	5640
East Ayrshire	1710	2160	1160	5030
East Dunbartonshire	770	1380	770	2910
East Lothian	980	1690	740	3410
East Renfrewshire	960	990	630	2580
Edinburgh City of	5250	6960	5760	17960
Eilean Siar	860	120	220	1200
Falkirk	2020	2090	990	5110
Fife	3860	5080	2740	11670
Glasgow City	6040	9970	10870	26880
Highland	2830	3430	1680	7940
Inverclyde	1410	1420	1320	4150
Midlothian	830	1390	620	2840
Moray	1240	1460	770	3470
North Ayrshire	1750	2350	1010	5110
North Lanarkshire	3840	3620	2460	9910
Orkney Islands	980	90	110	1190
Perth & Kinross	1440	3080	1460	5980
Renfrewshire	1860	2460	2310	6640
Scottish Borders	1510	1140	1270	3920
Shetland Islands	1370	40	140	1550
South Ayrshire	800	2530	1220	4550
South Lanarkshire	3840	4410	1360	9610
Stirling	870	1380	970	3230
West Dunbartonshire	1780	640	440	2850
West Lothian	1580	2000	1010	4580
Outwith Scotland⁶	0	230	50	280
Total	62220	78440	51700	192360

3.2 Employer types

The proportion of staff within each local authority area from the different employer types can be seen in Figure 2. The three island local authority areas, Shetland, Orkney and Eilean Siar, continue to have the highest proportion of staff working within the public sector. In all of these

⁶ A small number of staff in the private and voluntary sectors have given office addresses outwith Scotland.

authorities over 70% of the workforce is employed by the public sector, while West Dunbartonshire is the only other area where more than 50% of the workforce is in the public sector.

Figure 2: Proportion of employment within each local authority area by employer type

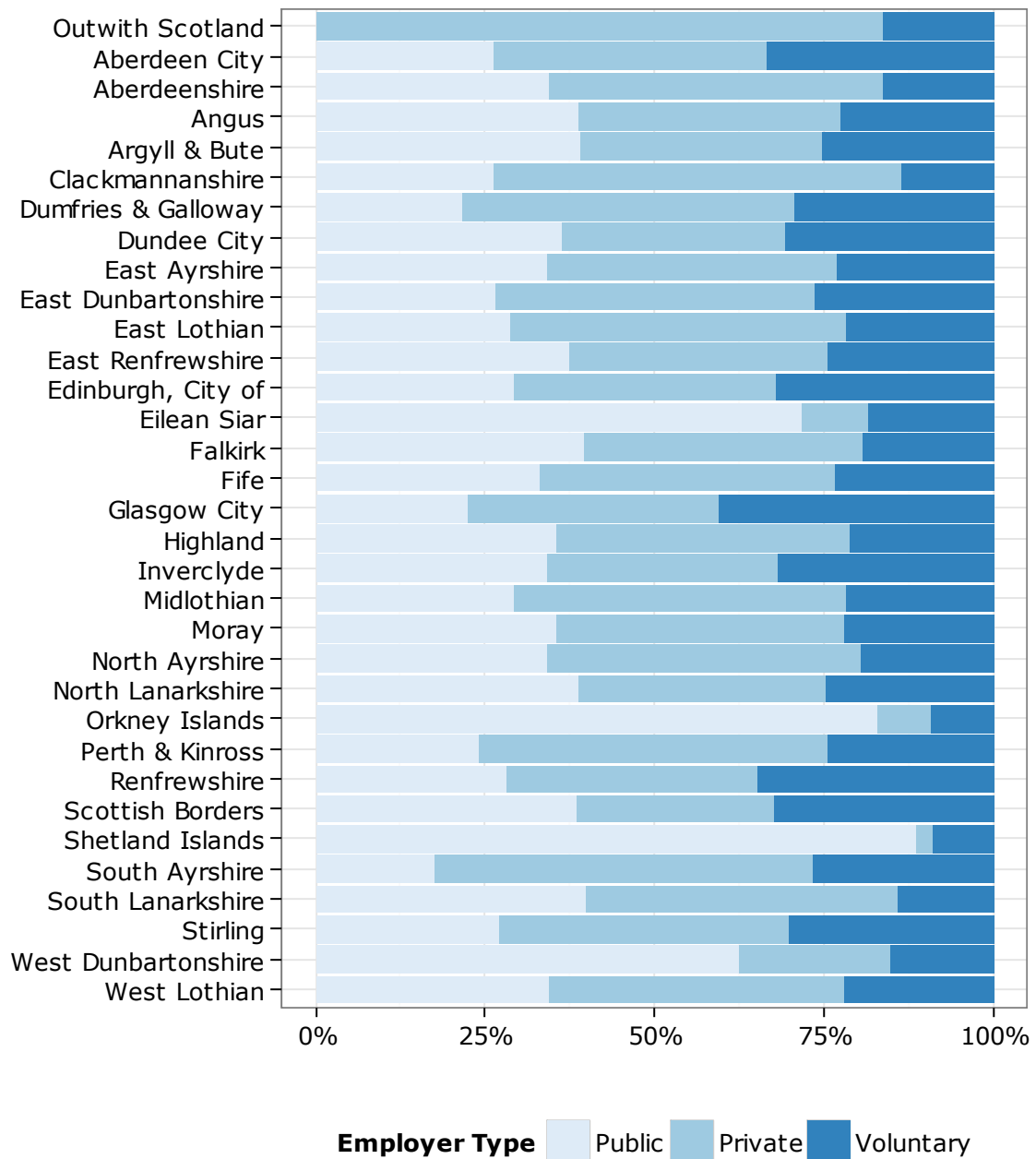
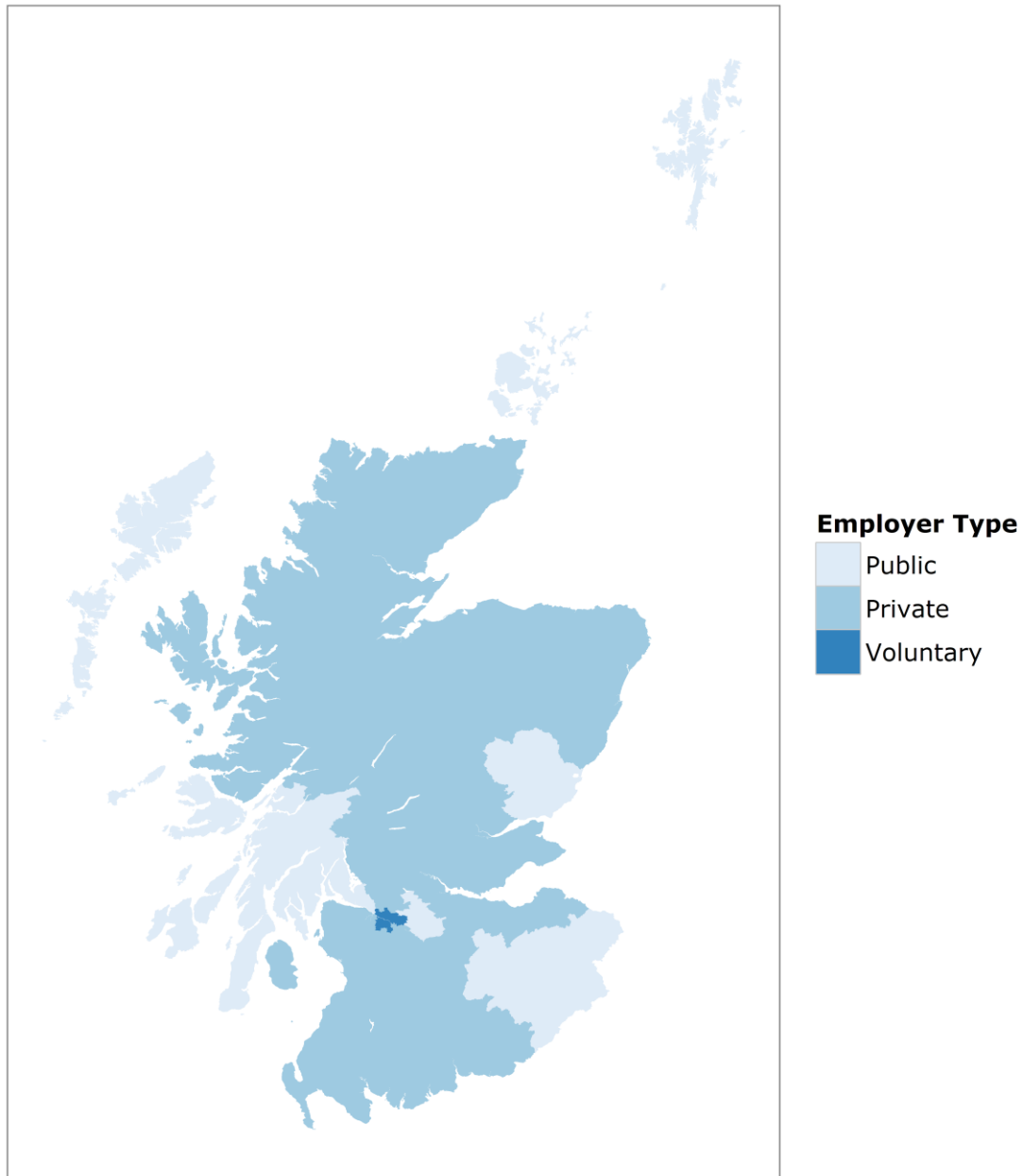


Figure 3 shows an at a glance look at the largest employer type by local authority area. In total, the public sector is the largest employer in nine

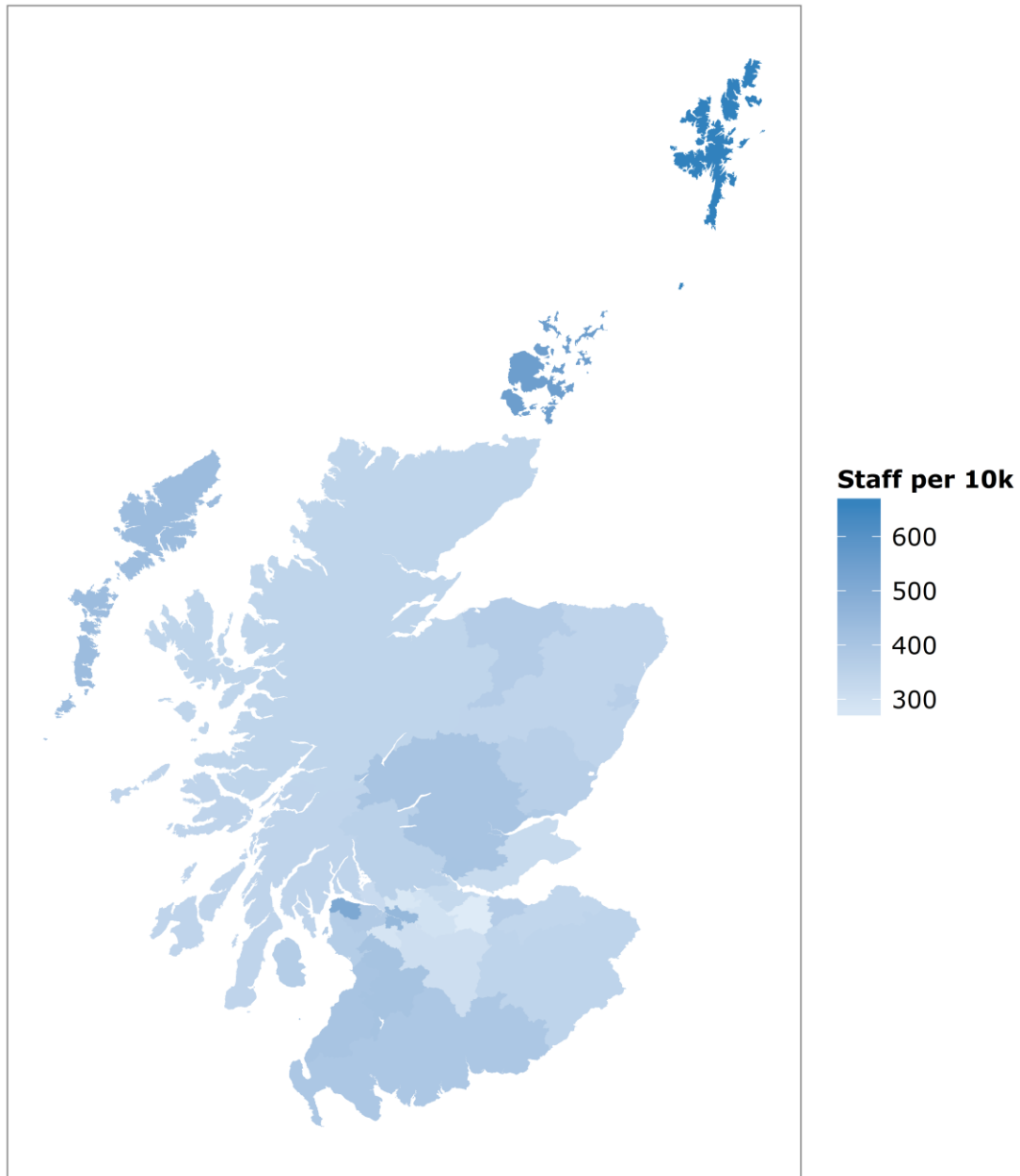
local authority areas, 22 have the private sector as the largest employer and one has a majority of staff from the voluntary sector.

Figure 3: Map of Scotland with local authority areas coloured by largest employer type



We can use the 2012 mid-year population estimates (General Register Office for Scotland, 2013) to calculate the number of people in the workforce per 10,000 of the population (staff density). Figure 4 shows that the Orkney and Shetland isles along with Inverclyde have the largest staff density. The ratio of the smallest to the largest density is just under 2.6 to 1.

Figure 4: Map of Scotland with local authority areas coloured by staff density



3.3 Key messages

- As noted in previous reports, there are significant differences between different local authority areas and the proportions of staff employed by public, private and voluntary providers of care within them.

- Public sector providers of social services⁷ are the largest employer in nine of the local authority areas. In four of those local authority areas, the public sector employs more than 50% of the sector's workforce. The parts of Scotland with the largest public sector presence are the three island local authorities (viz, Orkney, Shetland and the Western isles).
- The private sector is the largest employer in over two-thirds of local authority areas.
- The voluntary sector is the largest employer in one local authority area (viz, Glasgow City).

⁷ Local authorities are the main public providers of social services, however, the NHS also delivers a small number of such services.

4 SUB-SECTORAL ANALYSIS

4.1 Overview

This section will provide an examination and comparison of the different sub-sectors within the Scottish social services workforce. Table 5 gives a breakdown of the sector by sub-sector and employer type (i.e. public, private and voluntary sectors).

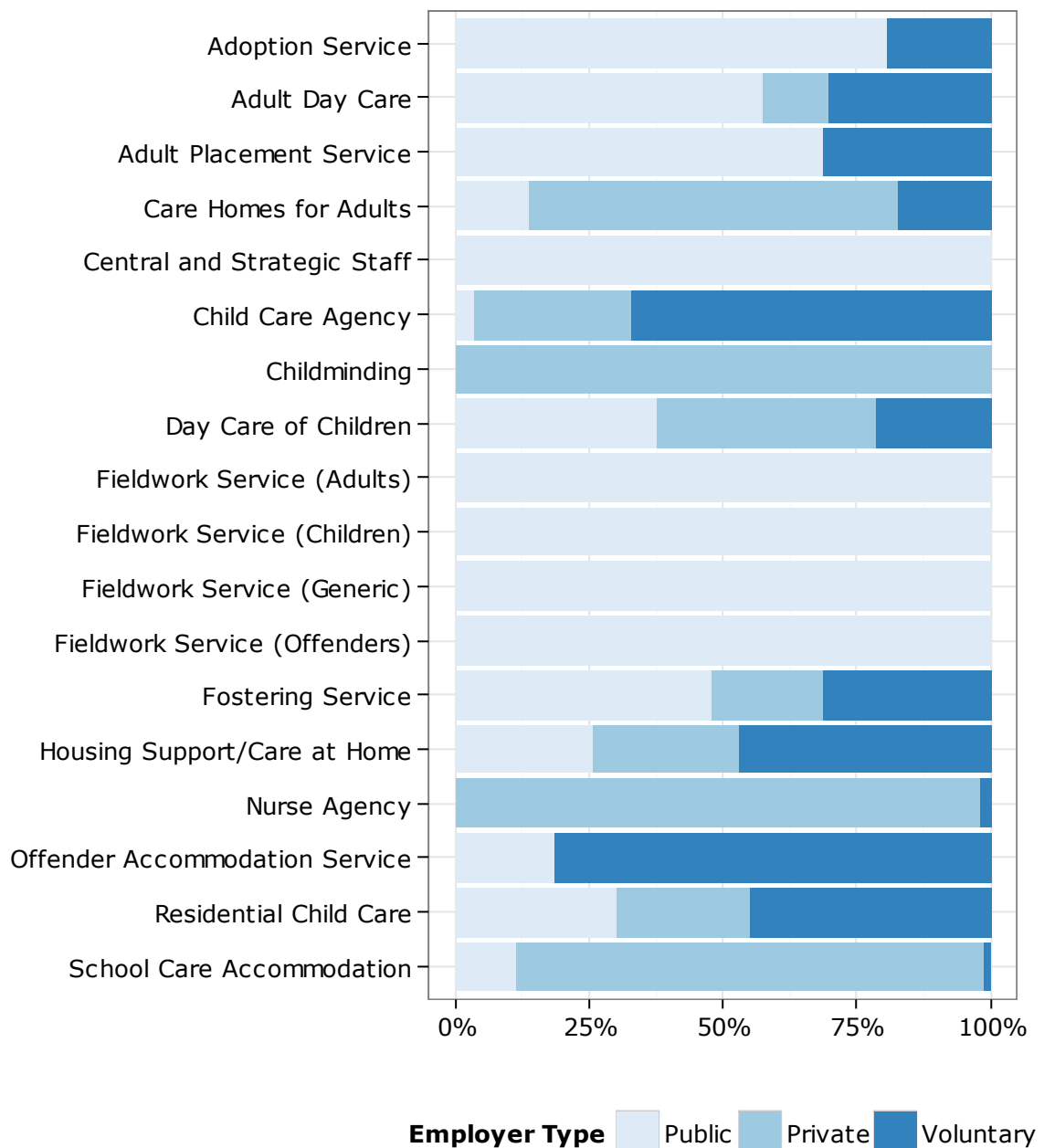
Table 5: Headcount by sub-sector and employer type

Sub-sector	Public	Private	Voluntary	Total
Adoption services	340	0	80	430
Adult day care	4830	1040	2550	8420
Adult placement services	120	0	50	170
Care homes for adults	7420	37490	9310	54220
Central and strategic staff	3370	0	0	3370
Child care agencies	10	120	270	400
Childminding	0	5810	0	5810
Day care of children	11570	12480	6570	30630
Fieldwork service (adults)	5280	0	0	5280
Fieldwork service (children)	5550	0	0	5550
Fieldwork service (generic)	2840	0	0	2840
Fieldwork service (offenders)	2070	0	0	2070
Fostering services	470	200	310	980
Housing support/care at home	16020	17040	29170	62230
Nurse agencies	0	1410	30	1440
Offender accommodation services	30	0	120	140
Residential child care	2150	1790	3220	7170
School care accommodation	140	1060	10	1200
Total	62220	78440	51700	192360

Almost half of the private sector's staff work in care homes for adults, while over half of the voluntary sector's staff work in the housing support/care at home sub-sector. Voluntary sector staff form the largest part of that sub-sector and voluntary sector staff also form the largest part of the residential child care sub-sector. Almost 70% of the staff in care homes for adults are from the private sector. The public sector provides a wide spread of services and is the largest employer in adult day care.

A visual representation of the mix of employer types amongst the different sub-sectors can be seen in Figure 5. It is apparent that most sub-sectors are dominated by a single employer type, while residential child care, housing support/care at home, day care of children and fostering services have a more even mix. These three sub-sectors account for over half of the workforce.

Figure 5: Percentage of the workforce by sub-sector and employer type



4.2 Staffing levels

Table 6 shows the median staffing levels in registered services. We can see, for example, that half of all private sector care homes for adults have 48 or fewer staff, which contrasts with voluntary sector services in this sub-sector where the median is 16. This may be because the voluntary sector operates largely in care homes for adults with learning disabilities, which are typically smaller than care homes for older people run mostly by the private sector. Other sub-sectors tend to have smaller differences between employer types.

Table 6: Median staffing complement of registered services by employer type and sub-sector

Sub-sector	Public	Private	Voluntary
Adoption services	11	0	12
Adult day care	12	9	11
Adult placement services	3	0	3.5
Care homes for adults	36	48	16
Child care agencies	14	3	12
Childminding⁸	0	1	0
Day care of children	5	10	5
Fostering services	12	26	9
Housing support/care at home	25	25	20.5
Nurse agencies	0	18.5	13.5
Offender accommodation services	13.5	0	7
Residential child care	17	12	21
School care accommodation	14	21	13

4.3 Key messages

- 15 of the 18 sub-sectors have fewer than 10,000 people working in them.
- 14 of the 18 sub-sectors have a dominant (>50%) employer type (i.e. one type of employer has more than 50% of the staff).

⁸ Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report, 'Care Inspectorate Childcare Statistics 2012' (due for publication October, 2013). The counts may vary slightly due to differences in the way the Care Inspectorate and SSSC classify an active service. See the Appendix A for more information.

- Median staffing levels can differ between employer types within a sub-sector, which may be due to differences between the types of people they deliver services to.

5 PROFILE OF THE WORKFORCE

5.1 Overview

This section focuses on the profile of the workforce in terms of age, gender, ethnicity and disability to investigate variation in these characteristics across sub-sectors and employer types. The data presented comes from individual records and there was a 90% return rate, although this does differ between sub-sectors and data items. More details of these differences can be found in Appendix A.

5.2 Age: median

Table 7 shows the median (see Glossary on page 49 for definition) age of the workforce in the different sub-sectors and by type of employer.

Table 7: Median age of the workforce by sub-sector and employer type

Sub-sector	Public	Private	Voluntary	All
Adoption services	50	0	51	50
Adult day care	49	44	45	47
Adult placement services	50	0	49	50
Care homes for adults	48	42	46	44
Central and strategic staff	45	0	0	45
Child care agencies	36.5	27	33	32
Childminding	0	44	0	44
Day care of children	44	28	38	37
Fieldwork service (adults)	47	0	0	47
Fieldwork service (children)	45	0	0	45
Fieldwork service (generic)	46	0	0	46
Fieldwork service (offenders)	46	0	0	46
Fostering services	50	44	48.5	48
Housing support/care at home	49	42	45	45
Nurse agencies	0	43	51	43
Offender accommodation services	46	0	41	43
Residential child care	46	40	42	43
School care accommodation	50	45	40	46
All	47	40	44	44

The public sector has the highest median⁹ age overall and also in all sub-sectors that it operates in (except for adoption services). The private sector has the youngest median age in all but one of the sub-sectors it operates in (that being school care accommodation) and also contains the groups with the youngest age overall, child care agencies and day care of children. Other employer types engaging in these sub-sectors have markedly higher median ages.

For the purposes of contextualising these figures it should be noted that the median age for the total Scottish population aged over 16, is 46 years and that the median age for those between 16 and 65 years old (i.e. the working age population) in Scotland is 41 years (General Register Office for Scotland, 2013). The sector's workforce is therefore on average older than would be expected given the age profile of Scotland's working age population.

5.3 Age: profile

The data in Table 7 only presents a single characteristic of a sometimes complex distribution. Figure 6 however shows the age profile for the workforce for each sub-sector and by employer type. The bars in each chart represent five-year age bands, for example a bar would represent people aged 25-29. The charts are set out by sub-sector, with the bars stacked by employer type to allow comparison across these data items. This means that a bar will have up to three colours representing the proportion of each employer type within that age band.

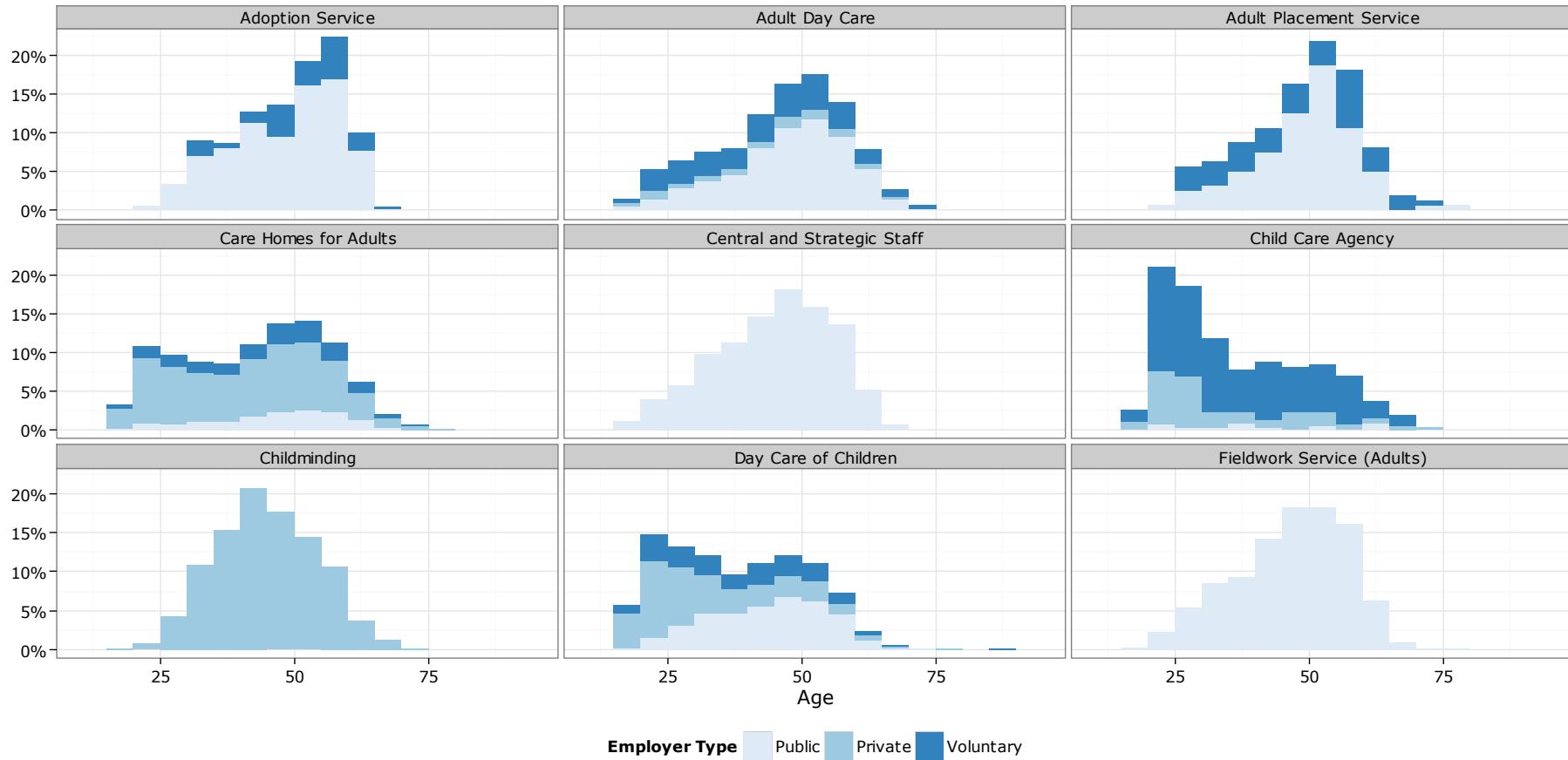
Some sub-sectors show little difference between different types of employer in the age distribution while others show a marked difference. For instance, in day care of children, the private sector has a heavy concentration of younger workers whereas the public sector has a majority of older workers. The voluntary sector has two different peaks (or modes¹⁰) of workers with a noticeable gap in-between. This distinction is also seen in child care agencies.

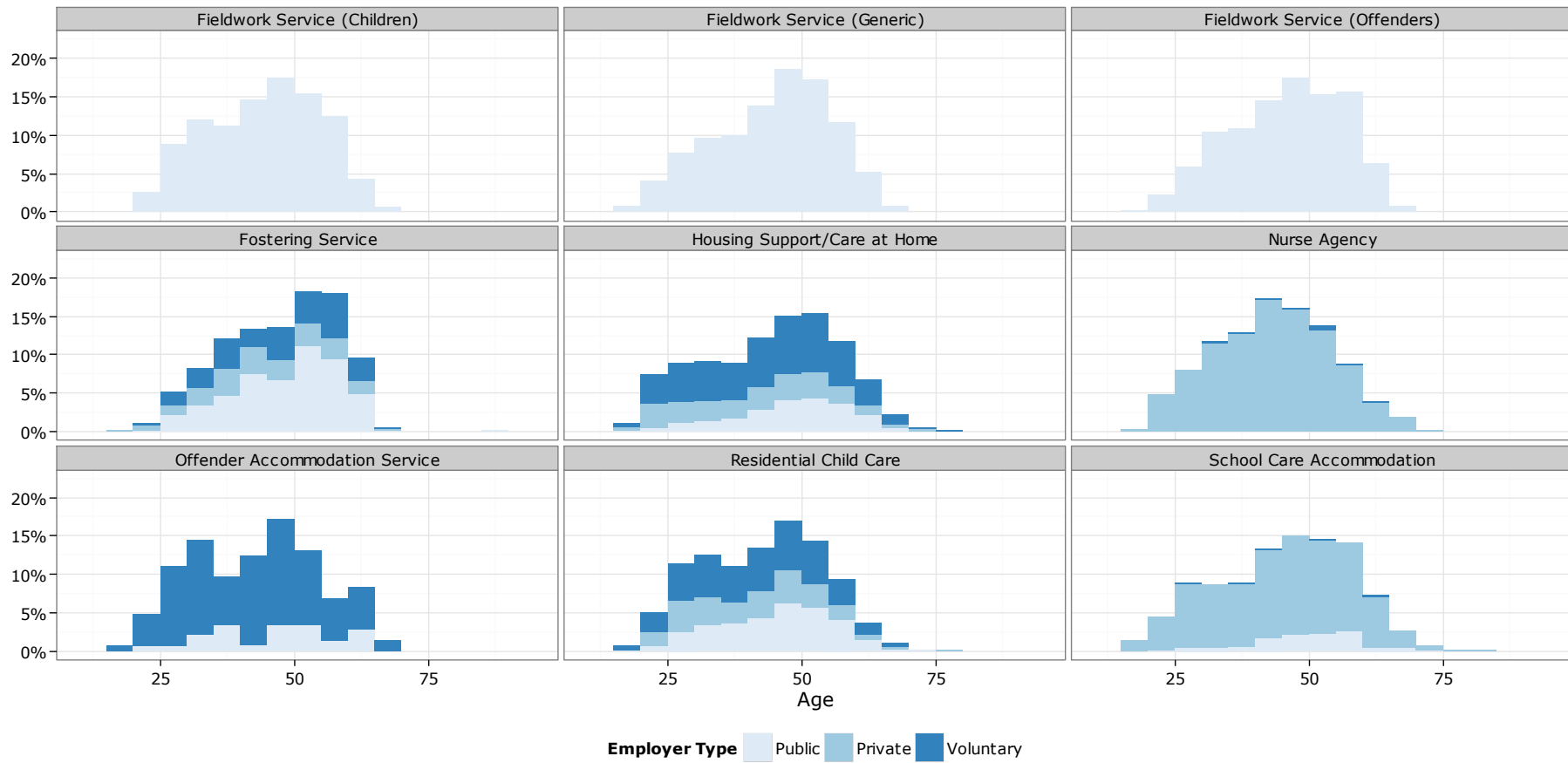
While in most sub-sectors the modal age appears to be in the mid to late forties, there are some sub-sectors (such as care homes for adults and housing support) where a significant proportion of younger workers are clustered (mainly from the private sector). In such cases two separate peaks (or modes) can be identified.

⁹ The definition of a "median" can be found in the Glossary (pg.50).

¹⁰ The definition of a "mode" can be found in the Glossary (pg.50).

Figure 6: Histograms of the age of the workforce by employer type and sub-sector





5.4 Gender

Table 8 provides data on the proportion of staff by gender in each of the sub-sectors. As a whole the workforce has a very high proportion of female staff with only around one sixth of the workforce being male.

There are some areas where men have a higher representation, namely criminal justice (fieldwork services for offenders and offender accommodation services), and residential children’s services (residential child care and school care accommodation), where men make up around one third or more of people working in those sub-sectors.

Non-residential children’s services (adoption services, child care agencies, childminders, and day care of children) have the highest proportion of female workers at over 90%.

Table 8: Percentage of staff by gender and sub-sector

Sub-sector	Female	Male
Adoption services	91	9
Adult day care	77	23
Adult placement services	78	22
Care homes for adults	85	15
Central and strategic staff	79	21
Child care agencies	95	5
Childminding	100	0 ¹¹
Day care of children	97	3
Fieldwork service (adults)	79	21
Fieldwork service (children)	83	17
Fieldwork service (generic)	80	20
Fieldwork service (offenders)	64	36
Fostering services	88	12
Housing support/care at home	81	19
Nurse agencies	83	17
Offender accommodation services	68	32
Residential child care	67	33
School care accommodation	61	39
All	84	16

¹¹ There is a small number of men working in this sub-sector, though rounding makes it appear an all women workforce.

5.5 Ethnicity

The Scottish Government produces a detailed classification of ethnicity which is used to underpin data collections. This is incorporated into the CMDS and has been used in both the local authority census and the annual returns. For the purposes of presentation, we will present the aggregated main high-level categories in this report.

This data item has a high proportion of unknown responses (including not disclosed). This creates some difficulty in interpreting the data, however, it is still possible to be sure of a minimum proportion. Table 9 shows that the sector is overwhelmingly white and that ethnic minorities seem to have a higher representation in the private sector. Overall, 3% of the workforce reported as being an ethnic minority which ranged from 1% in the public sector to 5% in the private sector.

Table 9: Percentage of staff by ethnic classification and employer type

Employer Type	White	Mixed	Asian	Black	Other	Unknown
Public	81	0	1	0	0	18
Private	82	0	2	2	1	13
Voluntary	82	0	1	1	0	15
All	82	0	1	1	1	15

In Table 10, the ethnic mix of each of the sub-sectors is provided. The two sectors with the largest proportion of ethnic minorities (care homes for adults and nurse agencies) are ones with a large private sector presence. The data here also shows a wider variation in the percentage of unknowns, which makes it more difficult to interpret.

Table 10: Percentage of staff by ethnic classification and sub-sector

	White	Mixed	Asian	Black	Other	Unknown
Adoption services	83	0	0	1	0	16
Adult day care Adult placement services	89	0	1	0	0	9
Care homes for adults	86	0	0	1	0	12
Central and strategic staff	80	0	3	2	1	14
Child care agencies	86	0	1	0	0	13
Childminding	82	0	1	0	0	17
Day care of children	96	0	0	0	0	3
Fieldwork service (adults)	91	0	1	0	0	8
Fieldwork service (children)	83	0	0	0	0	16
Fieldwork service (generic)	74	0	1	0	0	24
Fieldwork service (offenders)	83	0	1	0	1	15
Fostering services	78	0	0	0	0	21
Housing support/care at home	88	0	1	1	0	10
Nurse agencies	77	0	1	1	0	21
Offender accommodation services	63	0	5	12	1	20
Residential child care	92	0	1	1	1	5
School care accommodation	79	0	0	0	0	20
Total	54	0	0	0	0	46
Total	82	0	1	1	1	15

5.6 Disability

As with ethnicity, the data item on whether staff regard themselves as having a disability is difficult to interpret due to a large proportion of unknown responses, though this varies by sub-sector. However, the proportion of the workforce reported as having a disability is low in all sub-sectors, ranging from 0 to 4%.

Table 11: Percentage of staff by disability and sub-sector

	No disability	Disability	Unknown
Adoption services	87	2	11
Adult day care	90	3	7
Adult placement services	84	1	15
Care homes for adults	91	2	7
Central and strategic staff	68	3	30
Child care agencies	92	1	7
Childminding	99	1	0
Day care of children	95	2	4
Fieldwork service (adults)	68	4	28
Fieldwork service (children)	59	2	39
Fieldwork service (generic)	54	3	43
Fieldwork service (offenders)	65	3	33
Fostering services	87	2	12
Housing support/care at home	83	2	15
Nurse agencies	95	1	3
Offender accommodation services	96	1	3
Residential child care	90	1	8
School care accommodation	49	0	50
Total	86	2	12

5.7 Key messages

- Public sector services tend to have the oldest workforces, while the private sector has the youngest.
- Non-residential children's services (with the exception of Adoption services) have the youngest workforces and also the greatest proportion of women workers.
- Men comprise 16% of the overall workforce but have at least double that representation in criminal justice services and residential children's services.
- At least 3% of the workforce are from an ethnic minority.
- At least 2% of the workforce are reported as having a disability.

6 PROFILE OF TYPES OF POSTS

This chapter focuses on the characteristics of posts that the workforce is in. It examines the job function classification, contract type and typical weekly hours.

6.1 Job function

The job function classification categorises posts according to the function and level of responsibility. The codes are set out in the CMDS and the high-level codes and descriptions can be seen in Table 12.

Table 12: Job function codes and their descriptions

Code	Description
C0	Administrative/support staff - e.g. clerical, finance and HR
C1	Ancillary staff - e.g. catering, domestic, gardening
C2	Care staff - provide direct care and support (e.g. DCSC support workers)
C3	Care staff – may supervise work of C2 staff and contribute to assessment of care needs and development and implementation of care plans (e.g. Senior Residential Care workers)
C4	Care staff – responsible for assessment of care needs (e.g. social workers, OTs, registered nurses)
C5	Unit/project manager - have responsibility for the management of care and service provision in a discrete service delivery area.
C6	Group manager - have overall responsibility for the management of care and service provision in two or more discrete service delivery areas (e.g. a group of care homes, a care home comprising a number of service delivery units)
C7	Director/Chief Executive - highest level of overall responsibility for the management of care and service provision. Staff at this level have a given place on the organisation's governing body.

For the purposes of this report the eight sub-classes have been aggregated into three main classes, namely, auxiliary (C0 and C1), care (C2-C4), and managers (C5-C7). Table 13 shows the proportions in each of these groups by sub-sector. The completion rate of this data item was very good, with only a small proportion of unknowns.

Table 13: Percentage of staff by job function and sub-sector¹²

Sub-sector	Auxiliary	Care	Managers	Unknown
Adoption services	11	71	17	1
Adult day care	15	80	6	0
Adult placement services	12	67	21	0
Care homes for adults	23	74	3	0
Central and strategic staff	85	1	13	0
Child care agencies	6	87	7	0
Day care of children	8	80	11	1
Fieldwork service (adults)	19	67	14	0
Fieldwork service (children)	18	65	17	0
Fieldwork service (generic)	55	37	8	0
Fieldwork service (offenders)	18	70	12	0
Fostering services	17	63	19	1
Housing support/care at home	6	89	4	0
Nurse agencies	3	95	1	0
Offender accommodation services	12	78	10	0
Residential child care	11	82	7	0
School care accommodation	36	62	3	0
All	16	78	6	0

The majority of staff in each sub-sector are employed in frontline care roles with the exception of central and strategic staff where staff are not normally engaged in frontline care work. Other types of fieldwork service, adoption services, adult placement services and fostering services have a higher proportion of staff classified as managerial (between two and three times that of the overall proportion). This is thought to reflect the requirements for specific qualifications and experience required to perform some of the functions delivered by those services.

6.2 Contract type

The data gathered includes details of the way people are employed and the types of contracts of employment they have. Table 14 shows that almost four-fifths of the sector are employed on a permanent contract, a proportion that is largely replicated amongst the sub-sectors. The obvious

¹² Childminding is excluded since no job function classification exists for this role yet.

exceptions are child care and nurse agencies who have the highest proportion of staff employed on agency, casual and sessional¹³ contracts. Offender accommodation services are also noteworthy in their use of sessional contracts, with over one in six of the workforce retained in such a way.

¹³ Someone not employed under a contract of employment but paid for undertaking work or a service on the basis of an agreed range of hours to be worked.

Table 14: Percentage of staff by contract type and sub-sector

Sub-sector	Permanent	Temporary	Agency	Bank	Fixed term	Sessional	Casual/ Relief	Trainee	Other	Unknown
Adoption services	88	8	0	0	2	1	0	0	0	0
Adult day care	81	6	0	2	1	4	6	0	1	0
Adult placement services	86	2	0	0	1	0	0	0	11	0
Care homes for adults	86	2	0	8	0	0	3	0	0	0
Central and strategic staff	88	8	0	0	3	0	0	0	1	0
Child care agencies	24	10	9	5	2	36	13	0	1	0
Day care of children	81	8	0	1	2	3	3	2	1	0
Fieldwork service (adults)	91	7	0	0	2	0	0	0	0	1
Fieldwork service (children)	92	4	0	0	1	1	1	0	0	0
Fieldwork service (generic)	88	7	0	0	2	1	0	1	0	1
Fieldwork service (offenders)	90	7	0	0	2	0	1	0	0	0
Fostering services	94	5	0	0	1	0	0	0	0	0
Housing support/care at home	77	2	4	2	1	5	6	0	2	0
Nurse agencies	17	0	74	1	0	0	4	0	4	0
Offender accommodation services	77	3	0	0	1	18	1	0	1	0
Residential child care	81	4	0	2	1	3	6	0	3	0
School care accommodation	91	1	0	1	3	0	2	0	1	1
Total	79	4	2	3	1	3	4	0	1	3

6.3 Hours

We can also present information on the typical weekly hours worked by the sector. Table 15 shows the breakdown of this variable by employer type and sub-sector.

Table 15: Median weekly hours by employer type and sub-sector

Sub-sector	Public	Private	Voluntary	All
Adoption services	35	0	35	35
Adult day care	35	30	25	30
Adult placement services	35	0	32	35
Care homes for adults	30	33	30	32.5
Central and strategic staff	35	0	0	35
Child care agencies	2	6	9	8
Childminding	0	40	0	40
Day care of children	35	36	20	30
Fieldwork service (adults)	35	0	0	35
Fieldwork service (children)	35	0	0	35
Fieldwork service (generic)	35	0	0	35
Fieldwork service (offenders)	35	0	0	35
Fostering services	35	35	35	35
Housing support/care at home	28	30	30	30
Nurse agencies	0	16	22.3	16
Offender accommodation services	36	0	35	36
Residential child care	36	39	37	37
School care accommodation	25	37.5	12	37
All	35	33	30	32.5

Linking with the data on contract types, it is clear that the sub-sectors with the lowest median hours are those that employ the fewest permanent contracts, namely, the two agency sub-sectors. All other sub-sectors have close to full-time median hours, with the exception of day care of children and school care accommodation services in the voluntary sector. The three largest sub-sectors (day care services for children, care homes for adults and housing support/care at home) all have slightly lower than full-time median hours.

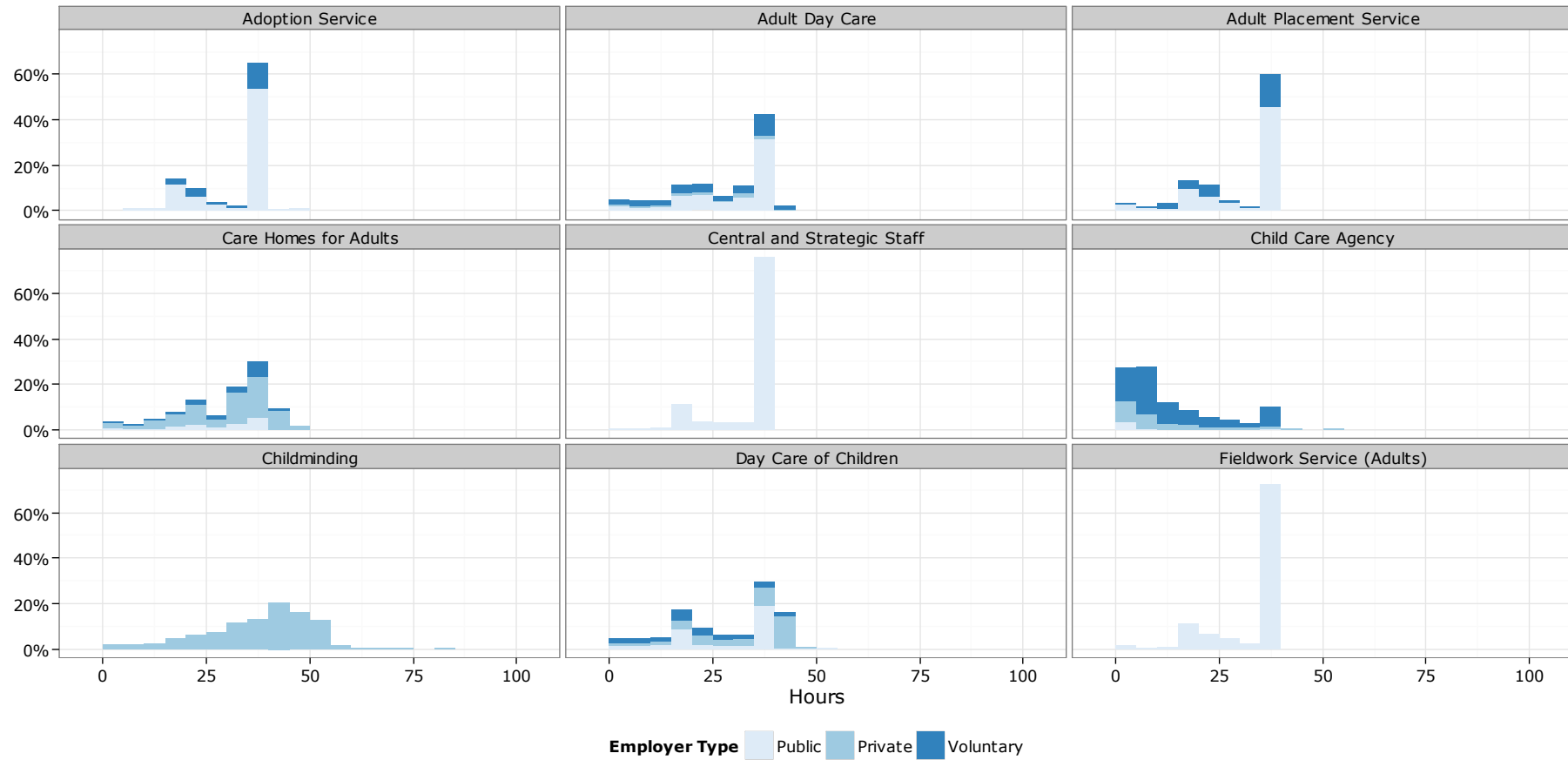
Figure 7 presents charts with the distribution of hours for each sub-sector and by employer type (each bar is five hours wide). The histograms are set out by sub-sector, and the bars stacked by employer type to allow comparison across these data items. This means that a bar will have up to three colours representing the proportion of each employer type within that hours band.

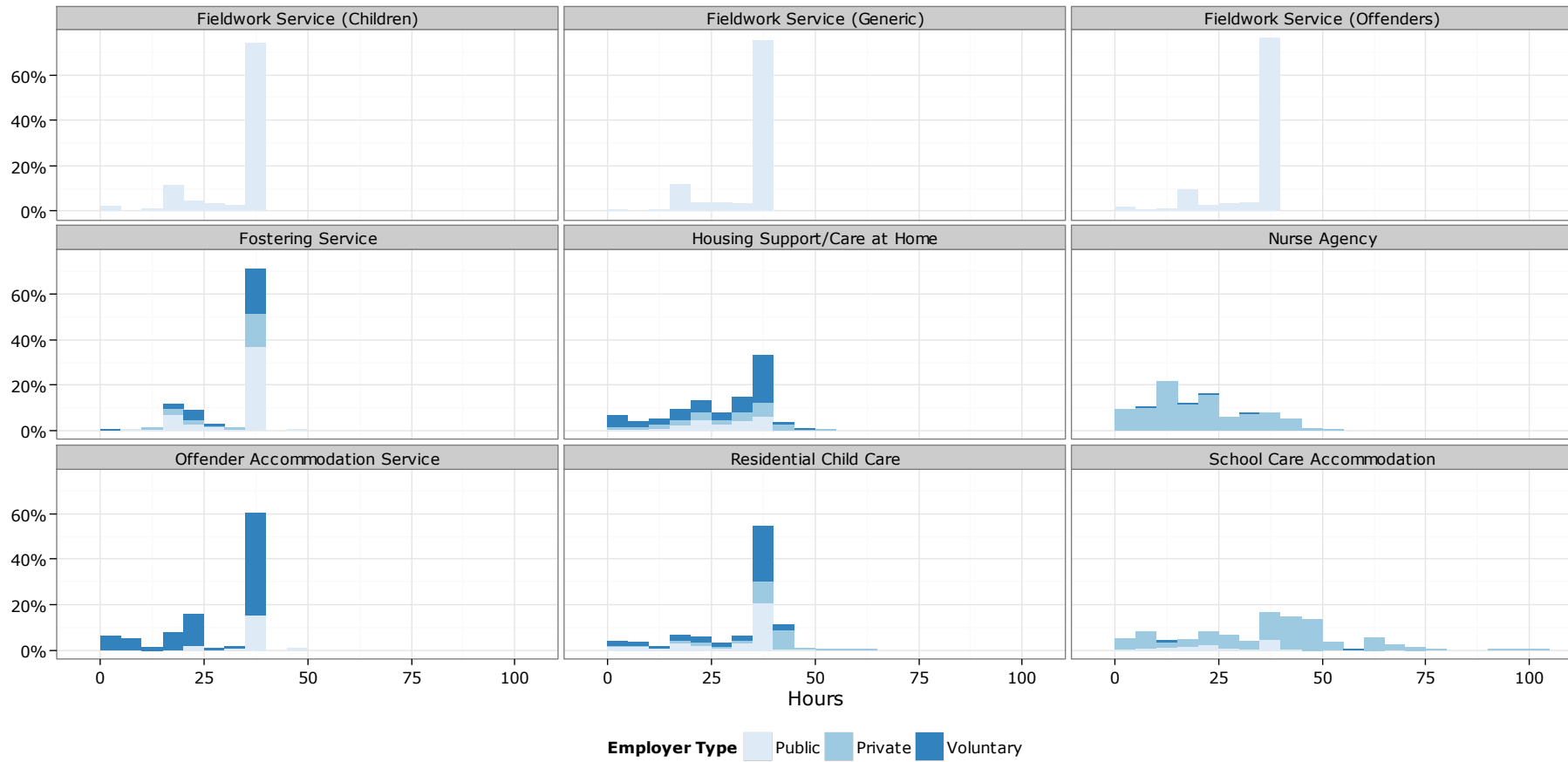
In most subsectors there is a clear concentration of people working in the 35-40 hour range. However, in some sub-sectors there is a greater spread and evidence of two modes in the distribution, one at around 20 hours and the other at around 35 hours (particularly the larger sub-sectors, care homes for adults, day care of children and housing support/care at home). These are due to the proportions of staff working full-time and part-time within these sub-sectors.

In day care of children, it is clear that the voluntary sector is more focused on part-time roles. This is likely due to the fact that many day care of children's services provided by the voluntary sector operate for less than a full-day (e.g. out of school clubs and playgroups). However, the bulk of private and public sector employees in day care services for children work in nurseries.

There is a slight overall difference in median hours between employment types but this is likely to be reflective of the sub-sectors that the employer types operate most in rather than the employer type itself.

Figure 7: Histograms of hours by employer type and sub-sector





6.4 Key messages

- As expected, frontline care roles are the most common types of roles in the sector although in some sub-sectors the high managerial presence reflects the demand for particular qualifications, skills and experience.
- Around four fifths of the workforce are employed on permanent contracts.
- The median typical weekly hours for most sub-sectors is 35, though for the largest ones it is slightly less than this, partly due to groupings of full-time and part-time workers.

7 KEY GROUPS

In this chapter we will investigate in detail three key professional groups of workers: social workers, occupational therapists and nurses.

7.1 Social workers

We identify social workers in two ways, one is the social workers in local authority fieldwork services who perform statutory duties and the second is people registered on the social worker part of the SSSC Register. This group includes people working in private and voluntary organisations as well as those who work in non-practising roles and those not working but who wish to maintain their professional membership.

Table 16: Numbers of social workers, 2009-2012

	2009	2010	2011¹⁴	2012¹⁵
Local authority - headcount	5784	5714	5717	5676
Local authority – whole time equivalent (WTE)	5235	5201	5220	5183
SSSC Register¹⁶	10687	10838	10903	10733

It is important to note that the time series for local authority figures have two important caveats:

- firstly, the change in reference date when the SSSC took over the collection of the 2011 data; and
- secondly, the integration of services in the Highland region saw a number of social workers for adults move into health board registered services (where they are captured by the Inspectorate's data).

Therefore it is not possible to infer any meaningful trends from the recent data.

¹⁴ Due to the change in collection date of local authority social work services data, figures from 2011 are not comparable with earlier figures.

¹⁵ Integration in the Highland region means that some social workers are no longer recorded in this data.

¹⁶ During the week after the annual return date.

Table 17 shows the headcount and WTE of social workers in the various fieldwork services for 2012. Fieldwork services for children employ the most social workers.

Table 17: Number and WTE of local authority social workers, 2012

	Headcount	WTE¹⁷
Fieldwork service (adults)	2012	1828
Fieldwork service (children)	2539	2339
Fieldwork service (generic)	219	184
Fieldwork service (offenders)	906	832
Total	5676	5183

7.2 Occupational Therapists

We can also report on the numbers of occupational therapists employed in local authority fieldwork services. Table 18 shows the headcount and WTE of occupational therapists in the various fieldwork services for 2012.

Fieldwork services for adults employ the most occupational therapists.

There is roughly one-ninth the number of occupational therapists as there are social workers.

Table 18: Number and WTE of local authority occupational therapists, 2012

	Headcount	WTE¹⁸
Fieldwork service (adults)	394	335
Fieldwork service (children)	17	14
Fieldwork service (generic)	214	181
Fieldwork service (offenders)	2	1
Total	627	531

7.3 Nurses

To identify nurses working in the sector we need to use the job function classification. Due to missing data and incomplete response we have to gross up the figures therefore they should be interpreted with caution.

Table 19 shows the estimated number of nurses by sub-sector and employer type. It is clear that the vast majority of nurses in the sector (almost three-quarters) are employed by private care homes for adults. Naturally, nurse agencies employ a large number of nurses too and these

¹⁷ Rounded to the nearest whole number.

¹⁸ Rounded to the nearest whole number.

are also largely private services. The nurses employed in fieldwork services for children are all in the Highland region, reflecting the integration of local authority and NHS services taking place there.

Table 19: Estimated number of nurses by sub-sector and employer type, 2012

	Public	Private	Voluntary	Total
Adoption services	0	0	0	0
Adult day care	30	100	0	130
Adult placement services	0	0	0	0
Care homes for adults	30	4960	300	5290
Central and strategic staff	0	0	0	0
Child care agencies	0	0	0	0
Childminding	0	0	0	0
Day care of children	10	0	0	10
Fieldwork service (adults)	0	0	0	0
Fieldwork service (children)	100	0	0	100
Fieldwork service (generic)	0	0	0	0
Fieldwork service (offenders)	0	0	0	0
Fostering services	0	0	0	0
Housing support/care at home	10	90	50	160
Nurse agencies	0	890	20	910
Offender accommodation services	0	0	10	10
Residential child care	10	0	20	30
School care accommodation	0	20	0	20
Total	200	6060	400	6660

8 CONCLUSION

8.1 Summary

This report presents a comprehensive view of those in paid employment in the Scottish social services sector at the end of 2012¹⁹. The sector has seen a 1.3% fall in the headcount figure to 192,360.

However, only just under half of the sub-sectors recorded a fall in headcount. The main sub-sector accounting for this fall is housing support/care at home, while fieldwork services for adults and fieldwork services for children both showed substantial rises.

By far the largest sub-sectors continue to be housing support/care at home, care homes for adults and day care of children sub-sectors.

The sector's workforce is characterised as predominantly female (84%) with two peaks in the age distribution, one around the late 20's and the other the late 40's. There are however certain sub-sectors where males are more prevalent (e.g. in offender's services) or where the age distribution is more concentrated (e.g. childminding).

Most of the workforce have permanent contracts (79%), and mostly in frontline care roles. Most are also full-time positions.

8.2 What next?

In late 2013 we will release detailed data tables that accompany this report so that employers and others can analyse data in local authority areas. The tables will allow an in-depth analysis at the local authority area level to be performed. We will also launch a new website which focusses on workforce data in the sector and will feature an interactive tool with which to explore the data.

The SSSC will continue to collect the information from the local authority census and will publish an updated report on the workforce as of December 2013 in September 2014.

¹⁹ As identified in the report a small number of those in paid employment are not currently included, namely; personal assistants employed under SDS; childminding assistants; and central and strategic staff working for private and voluntary sector care providers.

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APPENDIX A - BACKGROUND NOTES

Data Sources

Care Inspectorate Service-Lists (as at 1 January 2009-2013) have been used to provide data on:

- the total number of registered services
- whether services were active or inactive
- whether services were run by local authority, private or not-for-profit
- the postcode of the service, from which we have derived the local authority of the service.

Annual Returns submitted by registered services to the Care Inspectorate (as at 31 December 2008-2012) have been used to provide data for:

- the total number of staff per registered service. Note that these figures include estimates where Annual Returns have not been submitted.
- the characteristics (age, gender, and ethnicity etc.) of employees. Note that these figures are used as submitted in the employee-details sections of the Annual Returns and no estimation has been carried out to cater for non-response.

Please see the section below on **How Missing Data are Dealt With** for further details of the estimates for missing data and what this means for interpreting the figures presented in this Report.

The Care Inspectorate's annual returns are collected primarily to assist with inspection purposes for individual services, however the data collected can also be aggregated up to produce summary information and to provide a statistical overview of services

We supplement this with the **Staff of Scottish Local Authority Social Work Services** census data that we collect directly from local authorities. This used to provide figures on the number of filled-posts (as at 3 December 2012) within non-registered Local Authority Social Work Services, and the characteristics (age, gender, ethnicity etc) of employees in these non-registered services.

Notes: Care Inspectorate Annual Returns

Not all services have submitted an Annual Return to the Care Inspectorate. This means that there are some gaps in the data which we need to take account of or be aware of.

For the total number of staff as at December 2012, figures have been corrected or estimated for around 2.4% of services. These estimates were based on either:

- (a) historic data for the same service where this was available
- (b) the median value of staff figures for similar services or
- (c) capacity ratios (staff/service users) or WTE/staff-count ratios for the service

The aim of these estimates has been to fill in the gaps in a logical and structured way so that we can produce overall estimates for total staff numbers per service across each sub-sector and employer type.

Whilst overall only around 2.4% of services had an estimated/corrected total staff figures as at December 2011, this proportion varied by type of service. See Table 20 below for further details.

Table 20: Percentages of services by sub-sector that provided a current staffing figure

Sub-sector	2012
Adoption services	100
Adult day care	94.6
Adult placement services	91.9
Care homes for adults	95.7
Child care agencies	80.0
Childminding²⁰	100
Day care of children	96.6
Fostering services	95.2
Housing support/care at home	96.0
Nurse agencies	81.8
Offender accommodation services	100
Residential child care	94.0
School care accommodation	96.3
Total	97.6

The data on characteristics of employees (age, gender, ethnicity etc.) comes from the staff details section of the Annual Returns. It is important to note here that not every submitted Annual Return will contain a completed staff details section. Furthermore, there has been no estimating carried out to attempt to fill in these missing employee-records (due to the level of complexity this would likely require). This means that the employee characteristic figures presented in this report are only representative of the services that have provided employee-level returns. Therefore the figures presented may not be entirely representative of the social services sector as a whole. As such, figures on age, ethnicity or gender need to be used with caution and should be used as indicative totals only. Table 21 below provides a breakdown of the response rate for individual data items by sub-sector. The response rate presents the number of returns received with the relevant data item as a percentage of the total headcount for each sub-sector.

As can be seen there are differences in the levels of response rates between different sub-sectors. It is worth noting that response rates have improved significantly since last year. The most problematic items are ethnicity and disability.

²⁰ Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report, 'Care Inspectorate Childcare Statistics 2012' (due for publication October, 2013). The counts may vary slightly due to differences in the way the Care Inspectorate and SSSC classify an active service. See the Appendix A for more information.

Table 21: Response rates by sub-sector

Sub-sector	Age	Gender	Ethnicity	Disability	Job Function	Contract	Hours
Adoption services	100	100	84	89	100	99	100
Adult day care	92	92	83	86	92	92	92
Adult placement services	95	95	83	80	95	95	89
Care homes for adults	93	93	80	87	94	93	93
Central and strategic staff	100	100	87	70	100	100	100
Child care agencies	95	95	78	88	95	94	95
Childminding	90	90	87	89	90	0	90
Day care of children	97	97	89	94	97	97	97
Fieldwork service (adults)	100	100	84	72	100	100	100
Fieldwork service (children)	100	100	76	61	100	100	100
Fieldwork service (generic)	100	100	85	57	100	100	100
Fieldwork service (offenders)	100	100	79	67	100	100	100
Fostering services	95	95	85	84	95	94	95
Housing support/care at home	78	78	62	67	78	78	78
Nurse agencies	94	94	75	91	94	94	94
Offender accommodation services	100	100	95	97	100	100	100
Residential child care	90	91	73	83	91	91	90
School care accommodation	99	100	54	49	100	100	100

Notes: Staff of Scottish Local Authority Social Work Services (the census)

The SSSC took responsibility for collecting this data for 2011. As part of this change the reference date was changed from the first week in October to the first week in December to bring it closer to the reference data for the annual returns. We also reduced the scope of the census to remove overlap with the annual returns.

On the 1st April 2012, Highland Council and NHS Highland integrated their care services with Highland Council taking the lead role in children’s services and NHS Highland taking the lead role for adult’s services. Most of those previously working in adult services for the local authority no longer appear in the census, and are instead captured by the annual returns.

Many local authorities have undergone changes to the structure of their support services. As a consequence, many support staff previously considered part of social work departments, have been moved to a central reporting structure. While they may still engage in the same tasks, the reporting systems that inform the census can no longer allocate them to the social work department. This goes some way to explain the large drops to the number for central & strategic staff and generic fieldwork services.

Limitations to the Data

(i) Limitations resulting from missing / estimated data:

All estimated total staff figures are rounded to the nearest 10 to express the uncertainty inherent in these estimates. Statistical rounding (round half towards even) is used so figures of 5 or less will appear as zero.

(ii) Impacts resulting from definitional issues:

For both the Care Inspectorate Annual Return data and Staff of Scottish Local Authority Social Work Services census data it's important to note that the figures presented on total numbers of staff are a count of the staff working in each service. Therefore if an individual works for more than one service or employer then the person is likely to have been counted more than once. Therefore the figures presented on headcount are not a wholly precise count of the number of separate individuals working within the social services sector. From Care Commission Annual Return data as at December 2008 we estimate that this double-counting of individuals accounts for approximately 2% of the headcount figure.

Applying this 2% estimate to the total headcount figure of around 191,120 means that we can estimate the total number of individuals in the sector to be around 187,300.

Definitions of Sub-sectors

It should be noted that the definitions for individual sub-sectors are those used by the Scottish Social Services Council, and are not necessarily the same as those used by the Care Inspectorate (e.g. School Care Accommodation services and Residential Child Care services).

Table 22: Definition of sub-sectors used in this report

Sub-sectors	Definition
Adoption service	A service that makes arrangements in connection with the adoption of children. This does not include services in which the proposed adopter is a relative of the child
Adult Day Care	Day care services can be provided from a registered premises in a variety of settings.
Adult placement service	Adult placement services provide or arrange accommodation for vulnerable adults (aged 18 or over) in the homes of families or individuals, together with personal care; personal support; or counselling or other help, provided other than as part of a planned programme of care.
Care homes for adults	Care Homes relating to, for example, Alcohol & Drug Misuse, Learning Disabilities, Mental Health Problems, Older People, Physical and Sensory Impairment, Respite Care and Short Breaks
Central and strategic staff	Staff with a strategic and/or central role, including senior management, administrators and support staff
Child care agency	Childcare agencies supply or introduce to parents a childcare who looks after a child or young person up to the age of 16, wholly or mainly in the home of that child's parent or parents. They could include for example: nanny agencies; and home-based childcare services or sitter services.
Childminding	A childminder is a person that looks after at least one child (up to the age of 16 years) for more than a total of two hours per day. The childminder looks after the child on domestic premises for reward but not in the home of the child's parent(s). A parent/relative/foster carer of the child cannot be regarded as his/her childminder
Day care of children	A service which provides care for children on non-domestic premises for a total of more than two hours per day and on at least six days per year. It includes nursery classes, crèches, after school clubs and play groups. The definition does not include services which are part of school activities. Nor does it include activities where care is not provided such as sports clubs or uniformed activities such as Scouts or Guides.
Fieldwork service (adults)	Fieldwork staff in divisional and area offices

Fieldwork service (children)	Fieldwork staff in divisional and area offices
Fieldwork service (generic)	Fieldwork staff in divisional and area offices
Fieldwork service (offenders)	Fieldwork staff in divisional and area offices
Fostering service	Fostering agencies may provide substitute care where a child's family is unable to provide care. They may provide complementary care to provide additional opportunities for a child or to give parents a break. These carers are sometimes called respite or family placement carers. The term foster care is used to describe all these situations.
Housing support/care at home	<p>Housing Support: A service which provides support, assistance, advice or counselling to enable an individual to maintain their tenancy. Housing support may be provided to people living in - ordinary homes, sheltered housing, hostels for the homeless, accommodation for the learning disabled, women's refuges, shared dwellings.</p> <p>Care at Home: A service which delivers assessed and planned personal care and support which enables the person to stay in their own home.</p> <p>Many of these services are jointly registered with the Care Inspectorate and therefore we present them a combined sub-sector.</p>
Nurse agency	Nurse agencies introduce and supply registered nurses to independent and voluntary sector healthcare providers and to the NHS in Scotland.
Offender accommodation service	A service which provides advice, guidance or assistance to people such as ex-offenders, people on probation or those released from prison, that have been provided accommodation by a local authority
Residential child care	These services are Care Homes, Special School Accommodation Services, and Secure Accommodation Services for children who are looked after away from home.
School care accommodation	This includes Boarding Schools and School Hostels (but does not include services for children looked after away from home).

Technical Glossary

A number of technical terms appear in this document. Table 23 gives definitions for these terms.

Table 23: Glossary of technical terms

Term	Definition
Median	A type of average. If all the values in a data set are ranked in order, the middle value will be the median. When there is an even number of data items, the values of the two middle values are averaged using the mean. At least half of the values will be greater than or equal to the median.
Mode	A type of average. The most common value in a set of data. A peak in a distribution will be at the mode.
Histogram	A form of bar chart where the bars represent counts of items within value ranges. They are useful for describing distributions.

APPENDIX B - CORE MINIMUM DATA SET (CMDS)

These are the common data standards across the Scottish social services sector and their purpose is to ensure consistency between the workforce data that is collected between different organisations. Not every single data item is collected in all data sources. The data items are as follows:

- Employer data set (3)
 - Unique employer identifier
 - Employing organisation name
 - Organisation type
- Unit dataset (4)
 - Unique unit identifier
 - Unit name
 - Unit postcode
 - Induction training offered?
- Person dataset (11)
 - Unique employee identifier
 - Start date with employing organisation
 - Employee status
 - Gender
 - Ethnic group
 - NI number (proposed but not gathered)
 - Date of birth
 - Disability indicator
 - Home postcode
 - Qualifications held
 - year qualification awarded
 - Qualifications in progress
 - target completion date (year)
- Post dataset (15)
 - Start date in post
 - Entry source
 - (Main) Focus of service provision
 - (Main) Employee service user group
 - Job title
 - (Main) Job function
 - SSSC registration category

- Pay/salary:
- Gross annual wage OR
- Gross hourly wage
- Contract type
- Contracted hours
- (Main nature of) Working hours pattern
- End date in post
- Leaving destination
- Main reason for leaving

APPENDIX C - REVISIONS TO PREVIOUSLY PUBLISHED DATA

This report has been revised since it was originally published in September 2013. The revision was necessary because errors were found in the original data supplied to us by the Care Inspectorate. The errors were caused by revisions made in 2012 to the program that extracts the data from the Care Inspectorate's annual returns from registered care services.

The error affected data in chapters 1, 2, 3, 4, 7 and 8, and Appendix A of the report. In particular, tables 1, 4, 5, 6, 19 and 21, and figures 1, 2, 4 and 5 have been revised.

Revisions were made to the staffing estimate for 48 services in 6 of the 13 sub-sectors covered by the Inspectorate's data. The overall extent of the revisions was to revise upwards the workforce estimate by 1240. Over two-thirds of this was in the housing support/care at home sub-sector. A summary of the revisions by sub-sector can be seen in Table 24. Note that the figures are rounded so the two sub-sectors listed with zero change are actually a small change (5 or fewer). A dash means that there was no change for that sub-sector.

Table 24. Revisions by sub-sector

	Original	Revised	Change
Adoption Service	430	430	-
Adult Day Care	8430	8420	0
Adult Placement Service	170	170	-
Care Homes for Adults	54060	54220	160
Child Care Agency	400	400	-
Child Minding	5810	5810	-
Day Care of Children	30560	30630	70
Fostering Service	990	980	0
Housing Support/Care at Home	61350	62230	880
Nurse Agency	1440	1440	-
Offender Accommodation Service	140	140	-
Residential Child Care	7030	7170	130
School Care Accommodation	1210	1210	-
Total	172000	173240	1240

A secondary issue regarding mapping postcodes to local authorities meant that 8 services were assigned to a neighbouring local authority. This has also now been corrected.

The revisions also affected data in our separate Excel data tables and our online visualisations at <http://data.sssc.uk.com>. These have now been corrected and re-published.

This report is an Official Statistics Publication from the Scottish Social Services Council.

If you have any enquiries about the report please contact:

James Arnold
Data Researcher, Workforce Intelligence Team
Scottish Social Services Council
Compass House, 11 Riverside Drive, Dundee, DD1 4NY
Tel: (01382) 207305
Fax: (01382) 207215
Email: james.arnold@sssc.uk.com

If you have general enquiries about the SSSC's workforce intelligence publications please contact:

Mike Docherty
Intelligence Manager
Scottish Social Services Council – Skills for Care and Development
Compass House, 11 Riverside Drive, Dundee, DD1 4NY
Tel: (01382) 207266
Fax: (01382) 207215
Email: mike.docherty@sssc.uk.com