

SCOTTISH SOCIAL SERVICE WORKFORCE

CORE MINIMUM DATA SET (CMDS)

VERSION 4.0

2014

Background and purpose of core minimum data set (CMDS)

In 2003 detailed data on the numbers of people working in the social service sector in Scotland was only available on those working for Scottish local authority social work services. Limited information was available at that time on the numbers employed by private sector and voluntary sector care providers. Government policies in Scotland including, Community Care, the Scottish Childcare Strategy, and the Supporting People Initiative, were thought to be leading to increased growth in the private and voluntary care sectors. No clear picture was available however as the workforce data that existed was partial, covering some sectors but not others, was gathered by a number of different mechanisms, at different times, and did not use consistent data standards. A need for data which covered the whole of the sector, using common data standards for key or core data items was identified – the core minimum data set (CMDS).

Work on the new data set began in 2004 and was led by the Scottish Executive (now the Scottish Government) working with the Scottish Social Services Council (SSSC), the Care Inspectorate (originally the Care Commission) and the Social Care Data Standards Project. Discussions also took place with colleagues in England who were starting on a similar process. The work took into account not just the content of the CMDS but also considered the data gathering processes with a view to rationalising and streamlining them so as to reduce the overall burden on those providing the data (see section, CMDS data collection, below). In 2005/06 there was a large scale consultation process with the sector's employers and other stakeholders. The original version of the CMDS was finalised in January 2007 and the first data collected using it was in 2008.

In 2011 the SSSC was asked to consult with employers and other stakeholders on the workforce data that was gathered and published nationally. The consultations showed that some of data items being gathered were not felt to be required (e.g. home postcodes of workers) and other information was not available (e.g. numbers of migrant workers). This led to the first major review of the CMDS since 2007. Responsibility for the CMDS passed to the SSSC from Scottish Government and the work to review it was undertaken by the SSSC. The Scottish Social Services Workforce Data Group (SSSWDG), which has a range of stakeholders represented on it, oversaw the work which was completed in 2013.

CMDS data collection

The CMDS is embedded in two data collections. One is the long running annual survey of Scottish local authority social work services (LASWS) staff undertaken originally by Scottish Government, but since 2011 by the SSSC. The other is the system of annual returns to be completed by all registered care services for the Care Inspectorate. The main difference between these collections is that the LASWS survey covers services not required to register with the Care Inspectorate and the Inspectorate focus solely on registered services. While these differences in subject matter have implications for the full content of the two collections, the embedded CMDS items in each collection ensure that common data items are collected and so a consistent picture of the sector can be developed.

Content of the CMDS

The CMDS is split into four sections; the Provider; the Service; the Person; and the Post. The data from these four sections is gathered at the level of each individual employee working in a registered care service in Scotland or local authority social work service. From v3.0 onwards, the data in the Service section is mainly relevant to services defined as registered care services. NB data on the type of service the LASWS employee works within is obtained via the CMDS data item *LASWS post type*.

Document control

Superseded documents: all previous versions

Document history

Date	Version	Comments	Status
12.01.07	1.0		Published
16.10.07	1.1	Addition of job function categories	Draft
04.12.07	1.1	Qualifications amended as requested by Mike Docherty	Draft
02.07.08	2.0	Qualifications amended as requested by Ingrid Gilray	Published
21.03.13	3.0	Major revision of CMDS following consultations with stakeholders undertaken by the SSSC.	Published
30.09.14	4.0	Addition of 'no guaranteed hours' contract type values	Published

Changes from Previous Version

Major changes to a number of categories were made following consultations with stakeholders during 2011 and 2012 and built into v3.0. Some categories were deleted, some revised and some introduced for the first time.

Changes Forecast

Changes arising from a revised qualification code list from the Scottish Social Services Council (SSSC), and any changes recommended by data providers, or by the Scottish Social Services Workforce Data Group (SSSWDG) following the implementation of v4.0.

Reviewed by: Mike Docherty (Scottish Social Services Council), reporting to the Scottish Social Services Workforce Data Group.

Issue control

Authors: Scottish Social Services Council

Contributors: Stakeholders from across the sector. The work was overseen by the Scottish Social Service Workforce Data Group which is chaired by the SSSC and includes representatives from the SSSC, the Care Inspectorate, Scottish Government, the Association of Directors of Social Work, Scottish Care, the Housing Support Enabling Unit, the Coalition of Care and Support Providers in Scotland (CCPS), COSLA, ISD.

Target Group: Those organisations providing workforce data via the SSSC's survey of local authority social work staff or the Care Inspectorate's annual returns. Users of the workforce data and statistics produced from those data collections.

Scottish Social Service Workforce Core Minimum Dataset (CMDS): Version 4.0

Provider dataset

Data item	Definition & codes	Recording guidance & other notes
Unique provider identifier	<p>Definition: a number or character string which uniquely identifies this providing organisation at a national (i.e. Scottish) level.</p> <p>Format/Codes: variable. (In the Care Inspectorate’s Annual Returns this is the Inspectorate provider number. In the LASWS survey it is the two digit code representing the Local Authority.)</p>	<p>An example of a Unique Provider Identifier (UPI) is the Care Inspectorate Provider Number (format: SP + 10 characters). The provider will be the organisation registered to deliver the service by the Care Inspectorate.</p>
Name of provider	<p>Definition: the name of the provider which employs the person (either the name by which it wishes to be known or the official name given to it).</p> <p>Format/Codes: 255 character text field</p>	<p>The provider should be the organisation, agency or local authority department which provides the service(s) in which employees are involved. This is not necessarily the same as the organisation on whose payroll an employee is included (eg. a person employed (i.e. paid) by an NHS organisation but working for a Local Authority, and vice versa).</p>
Provider type	<p>Definition: the type of provider which employs the person.</p> <p>Format/Codes: 2 characters</p> <p>01 = Local Authority 02 = NHS 03 = Private 04 = Voluntary 05 = Community Health Care Partnership 06 = Health & Social Care Partnership 98 = Other</p>	<p>Record one value only.</p> <p>Code 01 (Local Authority) includes an organisation owned by a Local Authority.</p>

Service dataset

Data item	Definition & codes	Recording guidance & other notes
Unique service identifier	<p>Definition: a number or character string which uniquely identifies this registered care service within the providing organisation.</p> <p>Format/Codes: variable</p>	<p>NB These data items apply only to registered care services.</p> <p>For system implementation purposes, it may be necessary to devise a method of linking employees, their posts and the services they work in. In this case, it is essential to cater for:</p> <ul style="list-style-type: none"> • employees working in more than one service in the same post (where possible, record the unit which acts as the employee's base or HQ) • employees working in their own homes (record their home postcode) • employees working in the homes of service users (where possible, record the unit which acts as the employee's base or HQ) • employees working in varied settings such as day centres, health centres, schools etc. (where possible, record the unit which acts as the employee's base or HQ)
Service name	<p>Definition: the name of the physical premises constituting this registered care service.</p> <p>Format/Codes: text field</p>	
Service postcode	<p>Definition: the postcode of the physical premises constituting this registered care service.</p> <p>Format/Codes: postcode format (max 8 characters)</p>	
LASWS postcode	<p>Definition: the postcode of the office base of the LASWS employee.</p> <p>Format/Codes: postcode format (max 8 characters)</p>	<p>NB This data item applies only to the LASWS survey.</p>
Type of registered care service	<p>Definition: the type of registered care service that the employee works within (as defined by the Regulation of Care (Scotland) Act 2001).</p> <p>Format/Codes: 2 characters</p> <p>01 = Adoption Service 02 = Adult Placement Service 03 = Care Home service 04 = Child Care Agency 05 = Day Care of Children 06 = Fostering Service 07 = Housing Support Service 08 = Nurse Agency 09 = Offender Accommodation Service 10 = School,Care Accommodations Service 11 = Secure Accommodation Service 12 = Support Service 13 = Childminder</p>	<p>NB This is one of four data items that replaces the data item "(Main) Focus of Service Provision" by using data already gathered by the CIARs and the LASWS but not previously part of the CMDS.</p> <p>This data item is gathered by the Care Inspectorate in its annual returns (CIARs). This data item is only relevant to registered care services and is not part of the LASWS survey.</p>

Data item	Definition & codes	Recording guidance & other notes
Registered care service sub-category	<p>Definition: the sub-category of registered care service that the employee works within (where relevant).</p> <p>Format/Codes: 2 characters.</p> <p>01 = Care Home – Alcohol and Drug Misuse 02 = School Care Accommodation – Boarding School 03 = Support Service – Care at Home 04 = Care Home – Children & Young People 05 = Day care of Children – Over 3’s 06 = Day Care of Children – Under 3’s 07 = Care Home - - Learning Disabilities 08 = Care Home – Mental Health 09 = Care Home – Older people 10 = Support Service – Other than Care at Home 11 = Care Home – Physical Disability & Sensory Impairment 12 = Housing Support – Registered Social Landlord 13 = Care Home – Respite care & Short Break 14 = School Care Accommodation – School Hostel 15 = Special School</p>	<p>NB Not all types of registered care services have sub-categories.</p> <p>NB This is one of four data items that replaces the data item “(Main) Focus of Service Provision” by using data already gathered by the CIARs and the LASWS but not previously part of the CMDS.</p> <p>This data items is gathered by the Care Inspectorate in its annual returns (CIARs). This data item is only relevant to registered care services and is not gathered as part of the LASWS survey.</p>
Day care (main type)	<p>Definition: the main type of day care service for children within which the employee works.</p> <p>Format/Codes: text field (drop down list)</p> <p>Breakfast Club Children/Family Centre Crèche Holiday Play Scheme No single main service type Nursery Out of School Club Playgroup</p>	<p>NB This is one of four data items that replaces the data item “(Main) Focus of Service Provision” by using data already gathered by the CIARs and the LASWS but not previously part of the CMDS.</p> <p>This data items is gathered by the Care Inspectorate in its annual returns (CIARs). This data item is only relevant to Day Care Services for Children and is not gathered for any other services or in the LASWS survey.</p>

Person dataset

Data item	Definition & codes	Recording guidance & other notes
Start date with provider	<p>Definition: this denotes the date on which the employee commenced working for this Provider. Format/Codes: date format (DD-MM-CCYY)</p>	
Employee status	<p>Definition: this denotes EITHER:</p> <ul style="list-style-type: none"> • the basis on which the employee is present, OR: • the reason for the employee's absence on the date to which employee data pertains. <p>Format/Codes: 3 characters</p> <p>01 = Present: A = Normal complement B = Volunteer C = Long-term sickness absence cover D = Secondment cover E = Maternity/Paternity leave cover F = Career break cover G = Long-term training/education/development absence cover H = Other cover X = Other present (including trainees and secondees)</p> <p>02 = Absent: A = Long term sickness absence (3 months or more) B = Secondment C = Maternity/Paternity leave D = Career break E = Long-term training/education/development (3 months or more) F = Short term sickness absence (less than 3 months) X = Other absent</p>	<p>Record one value only, including the appropriate sub-category under either 01 or 02.</p> <p>NB Main category only recording (ie. just "Present" or "Absent") is NOT permitted.</p>
Gender	<p>Definition: a statement by the person about their current gender. Format/Codes: 1 character.</p> <p>0 = Not known 1 = Male 2 = Female 8 = Other specific</p>	<p>Code 8 (Other specific) should be used for people who have a clear idea of their gender, but it is neither discretely male or female e.g. intersex, transgender, third gender.</p> <p>Record one value only.</p>

Data item	Definition & codes	Recording guidance & other notes
Ethnic group	<p>Definition: the person's self-declared current ethnic group.</p> <p>Format/Codes: 2 characters</p> <p>(10) White 11 = White: Scottish 12 = White: Other British 13 = White: Irish 14 = White: Other White 15 = Gypsy/Traveller 16 = Polish</p> <p>20 = Mixed or multiple ethnic groups</p> <p>(30) Asian, Asian Scottish or Asian British 31 = Indian, Indian Scottish or Indian British 32 = Pakistani, Pakistani Scottish or Pakistani British 33 = Bangladeshi, Bangladeshi Scottish, Bangladeshi British 34 = Chinese, Chinese Scottish or Chinese British 35 = Other Asian</p> <p>(40) African 41 = African, African Scottish or African British 42 = Other African</p> <p>(50) Caribbean or Black 51 = Caribbean, Caribbean Scottish or Caribbean British 52 = Black, Black Scottish or Black British 53 = Other Caribbean or Black</p> <p>60 = Other Ethnic Group 61 = Arab, Arab Scottish, or Arab British 62 = Other ethnic group</p> <p>97 = Not disclosed 99 = Not known</p>	<p>NB In version 3.0 of the CMDS onwards this data item has been revised from the 2001 Scottish census categories to those used in the 2011 census.</p> <p>NB This item MUST be assigned by the person to which it relates; assignment by another person is not permissible, including members of the employer's HR department.</p> <p>Record one value only.</p> <p>Code 97 (not disclosed) should be used where the employee is asked to provide the information, but declines to do so. Code 99 (not known) should be recorded where the information is not known for any reason OTHER than non-disclosure.</p> <p>For main categories with sub-categories (ie. 10, 30, 40, 50 and 60), information system implementers can choose whether to allow the main categories to be selectable (so that data recorders have the option not to provide sub-category detail), or to allow <u>only</u> their sub-categories to be selectable (so that data recorders are forced to provide appropriate sub-category detail).</p>

Data item	Definition & codes	Recording guidance & other notes
Migrant workers' country of birth.	<p>Definition: if employee is not a UK citizen what their country of birth is.</p> <p>Format/Codes: text field.</p>	NB This information is only requested in relation to employees not identified as UK citizens.
Date of birth	<p>Definition: the date on which a person was born or is officially deemed to have been born.</p> <p>Format/Codes: date format (DD-MM-CCYY)</p>	
Disability indicator	<p>Definition: this indicates whether the employee has declared himself to be disabled according to the Disability Discrimination Act 1995. A person has a disability under the provisions of the Act if he has a physical or mental impairment which has a substantial and long-term effect on his ability to carry out normal day-to-day activities.</p> <p>Format/Codes: 2 characters</p> <p>00 = No 01 = Yes 97 = Not disclosed 99 = Not known</p>	<p>Record one value only.</p> <p>Code 97 (not disclosed) should be used where the employee is asked to provide the information, but declines to do so. Code 99 (not known) should be recorded where the information is not known for any reason OTHER than non-disclosure.</p>
Qualifications held	<p>Definition: the qualifications which have been formally awarded to the person, including obsolete or superseded qualifications.</p> <p>Format/Codes: 4 characters (a separate qualifications code list was made available in v2.0 of the CMDS, but major revisions are planned to that list – please contact the SSSC Workforce Intelligence Team for further information)</p>	<p>This item covers Higher Education and Vocational qualifications only. School qualifications (GCSE, standard grades, highers etc) are EXCLUDED.</p> <p>The Qualifications list comprises mainly the qualifications required by the SSSC for workforce registration, plus relevant predecessor qualifications. In both the “Qualifications held” and the “Qualifications in progress” categories are provided for the recording of other qualifications not relevant for registration (including qualifications unrelated to social services).</p> <p>All qualifications held and in progress for each employee should be recorded.</p>

Data item	Definition & codes	Recording guidance & other notes
Qualifications in progress	<p>Definition: the qualifications which the person is currently undertaking, but are not yet achieved.</p> <p>Format/Codes: 4 characters (a separate qualifications code list was made available in v2.0 of the CMDS, but major revisions are planned to that list – please contact the SSSC Workforce Intelligence Team for further information)</p>	See above discussion in “Qualifications held”.

Post dataset

NB: For system implementation purposes, it may be necessary to devise a method of linking posts to employees and the units they work in within a single employing organisation.

Data item	Definition & codes	Recording guidance & other notes
Start date in post	Definition: this denotes the date on which the employee commenced working in this post. Format/Codes: date format (DD-MM-CCYY)	
Entry source	Definition: the area/sector of employment, setting or situation from which the employee came to commence employment in this post with this organisation. Format/Codes: 2 characters 01 – same employer 02 – another part of the social service sector in UK 03 – another sector (not social service) within UK 04 - from a non-employment situation 05 – from outwith the UK 06 – from self-employment 98 – other source 99 – Not known	Record one value only.
(Main) Job function	Definition: this is a broad classification of social service job functions. Format/Codes: 3 characters (see Annex 1 for codeset)	Main Job Function should be implemented in all information systems, with only one value to be recorded for this post. System implementers may choose to implement a further item: Other Job Function with exactly the same codeset, from which one or more further categories can be recorded to reflect other job function aspects of this post.
LASWS post type	Definition: the type of post within a LASWS that the employee works within. Format/Code: 3 characters (see Annex 2 for details).	NB This is one of four data items that replaces the data item “(Main) Focus of Service Provision” by using data already gathered by the CIARs and the LASWS but not previously part of the CMDS. NB This data item gives information both on the type of post that the person works within as well as details of the type of service.

Data item	Definition & codes	Recording guidance & other notes
SSSC registration category	<p>Definition: this is the list of current SSSC registration categories.</p> <p>Format/Codes: 2 characters</p> <p>01 = Social Workers</p> <p>02 = Managers of Residential Child Care Services</p> <p>03 = Residential Child Care Workers with Supervisory Responsibilities</p> <p>04 = Residential Child Care Workers (i.e. other than supervisors or managers)</p> <p>05 = Managers of Care Home Services for Adults</p> <p>06 = Supervisors in Care Home Services for Adults</p> <p>07 = Practitioners in Care Home Services for Adults</p> <p>08 = Support Workers in Care Home Services for Adults</p> <p>09 = Managers of Adult Day Care Services</p> <p>10 = Managers/Lead Practitioner in Early Education and Child Care</p> <p>11 = Practitioners in Early Education and Child Care</p> <p>12 = Support Workers in Early Education and Child Care</p> <p>13 = Managers in Housing Support Services</p> <p>14 = Managers of Residential School Care Accommodation Services</p> <p>15 = Supervisors of Residential School Care Accommodation Services</p> <p>16 = Workers of Residential School Care Accommodation Services</p> <p>17 = Post not Registrable currently.</p> <p>99 = Not known</p>	<p>Please indicate which category the employee's post belongs to whether or not the employee is registered with the SSSC.</p> <p>If the post does not belong to any of the categories please indicate that the post is not currently registrable by using Code17</p>

Data item	Definition & codes	Recording guidance & other notes
Contract type	01 = Permanent 02 = Temporary (includes secondments) 03 = Agency 04 = Bank 05 = Fixed term (excludes secondments) 06 = Sessional 07 = Casual/relief 08 = Trainee (on the payroll) 09 = Permanent (no guaranteed hours) 10 = Temporary (includes secondments – no guaranteed hours) 11 = Fixed term (excludes secondments – no guaranteed hours) 12 = Sessional (no guaranteed hours) 13 = Trainee (on the payroll, no guaranteed hours) 98 = Other 99 = Not known Blank for Childminders	10, 11, 12 & 13 are new categories to v4.0 of the CMDS.
Contracted hours	Definition: the number of hours typically worked each week by the member of staff. Format/Codes: 5 characters numeric to 2 decimal places (00.00)	

Data item	Definition & codes	Recording guidance & other notes
(Main nature of) Working hours pattern	<p>Definition: This indicates the nature and flexibility of the employee's working hours pattern.</p> <p>Format/Codes: 1 characters (1 if yes; 0 if no)</p> <p>Working Pattern</p> <p>1 Normal</p> <p>2 Flexitime</p> <p>3 Annualised hours</p> <p>4 Term time</p> <p>5 Vacation</p> <p>6 Home Working</p> <p>7 Job Sharing</p> <p>8 Nine day fortnight</p> <p>9 Four and a half days</p> <p>10 Zero hours</p> <p>11 Shift working</p> <p>12 Night working</p> <p>13 Compressed</p> <p>14 Part-time</p> <p>15 Variable</p> <p>16 Other</p> <p>17 Not Known</p>	<p>MAIN Nature of Working Hours Pattern should be implemented in ALL information systems, with only ONE value to be recorded for this post. System implementers may choose to implement a further item: Other Aspects of Working Hours Pattern with exactly the same codeset, from which one or more further categories can be recorded to reflect other aspects of the working hours pattern in this post.</p> <p>Code 12 (Night working) should be recorded for employees whose job entails working ONLY at night. Record code 11 for shift workers whose work involves night shifts, but not exclusively.</p> <p>Code 15 (variable) should be recorded where:</p> <ul style="list-style-type: none"> • the nature and flexibility of the employee's working hours pattern is variable to the extent that it cannot be reflected by one or more of the other specific categories. • an employee has basic part-time contracted hours, and does a varying number of further hours on top every week (most weeks).
End date in post	<p>Definition: this denotes the date on which the employee ceased working in this post.</p> <p>Format/Codes: date format (DD-MM-CCYY)</p>	

Data item	Definition & codes	Recording guidance & other notes
Leaving destination	<p>Definition: the area/sector of employment, setting or situation to which the employee went on leaving this post in this organisation.</p> <p>Format/Codes: 2 characters</p> <p>01 – Same employer 02 – Another part of the social service sector in UK 03 – Another sector (not social service) within UK 04 – To a non-employment situation 05 – To outwith the UK 06 – To self-employment 98 – Other 99 – Not known</p>	<p>Record one value only.</p> <p>Code 01 should be used for someone moving within an organisation. Therefore this includes people who leave one department/service/unit to go to another department/service/unit with the same employer, whether from one social services post to another or to a non-social services post.</p> <p>Code 98 (Other) should be used for staff who die whilst in employment.</p>

Annex 1 – Job function classification

This classification system is seen as applying to the primary function of all staff working in social work, social care, housing support , day care services for children and childminding.

Code	Function category	Function description	Sub-categories
C0	Administrative/Support worker	Ancillary staff whose main remit is to provide administrative, clerical and business support or direction and who normally have little direct, and no unsupervised contact with service users. They may be involved in a strategic role such as finance or policy planning.	C0A – Secretarial/clerical C0B – Finance/Accounts C0C – Human Resources/Training C0X – Other Administrative/Support
C1	Ancillary worker	Ancillary staff whose main remit is not providing care but who normally have direct, often unsupervised contact with service users.	C1A – Catering C1B – Domestic Services C1C – Portering C1D – Gardening C1E – Building Maintenance C1X – Other Ancillary
C2	Class 2 worker	Staff who provide direct personal physical, emotional, social or health care and support to service users and are accountable for dealing with routine aspects of a care plan or service. These staff usually have no supervisory responsibility.	C2A – Routine Care/Support Work (other than Home Care, Care Home and AHP assistance) C2B – Home Care C2C – Routine Care/Support Work (Care Home) C2D – Allied Health Profession assistant C2E – EY&C Support Workers C2F – Childminder's Assistant C2X – Other Level 2 Care work
C3	Class 3 worker	Staff who supervise the delivery of particular aspects of care and services in a particular setting which usually involves supervising other staff on a day-to-day basis (eg. Meals Supervisor, Chargehand, Day Care Instructor, Senior Care Assistant). Staff may also contribute to the assessment of care needs, the development/implementation of care plans and the monitoring/evaluation of the delivery of care and services, as required.	C3A – Senior Care worker (other than Day care/Care home) C3B – Senior Care worker (Day care) C3C – Senior Care worker (Care home) C3D – EY&C Practitioners C3E - Care workers in school hostels and special school care accommodation C3X – Other Level 3 Care work

Code	Function category	Function description	Sub-categories
C4	Class 4 worker	Staff responsible for the assessment of care needs, the development/implementation of care plans, the delivery of care and services and the monitoring/evaluation of the delivery of care and services within a specific setting. Staff work with minimal supervision, are likely to but don't necessarily supervise other staff and may be designated to take charge of a discrete service delivery area in the absence of the person with continuing responsibility.	C4A – Social Worker C4B – Deputy Unit/Project Manager C4C – (Senior) Allied Health Professional C4D – Teachers C4E – Registered Nurses C4F - Care workers with supervisory responsibilities in school hostels and special school care accommodation C4G - House staff in independent school care accommodation C4X – Other Level 4 Care work
C5	Unit/Project manager	Staff with continuing responsibility for the management of care and service provision in a discrete service delivery area (eg a single service care home, a service delivery unit in a care home with multiple services, a specific project involving a number of professional staff, a social work team). Staff are responsible for monitoring and maintaining standards of care and the management/deployment of staff and other resources in that service delivery area.	C5A – Senior Social Worker C5B – Team Leader C5C – Project Manager C5D – Care Home manager (single service) C5E – Other Service Delivery Unit Manager C5F - Senior/principal teacher C5G - Senior/charge nurse C5H - EY&C Lead practitioner/Manager C5I - Managers in special/independent school care accommodation and school hostels C5J - Childminders C5X – Other Unit/Project Manager
C6	Group manager	Staff with continuing overall responsibility for the management of care and service provision in two or more discrete service delivery areas (eg a group of care homes, a care home comprising a number of service delivery units, a number of projects, a number of social work teams). Staff are responsible for monitoring and maintaining standards of care, setting aims and objectives and the management/deployment of staff and other resources across those service delivery areas.	C6A – Service Delivery Unit Group Manager C6B – Project Group Manager C6C – Care Home Group manager (single home with multiple services, or group of homes) C6D - Depute/Head Teacher C6X – Other Group Manager

Code	Function category	Function description	Sub-categories
C7	Director/Chief Executive	Staff with the highest level of continuing overall responsibility for the management of care and service provision in the organisation. Staff at this level have a given place on the organisation's governing body (eg the management board) with a major say in overall strategic direction, organisational policy and the deployment of financial, human and physical resources.	C7A – (Deputy) Director of Social Work/Chief Social Work Officer C7B – (Deputy) Director of Independent Social Care Organisation C7C – Care Home Owner (single or group) C7X – Other Director/Chief Executive

Annex 2 – LASWS post type categories

This data item is only relevant to the LASWS survey. It is an item which has been used in the LASWS survey for many years.

1. Strategic/ Central Staff	
1.01	Directors/Heads of Service
1.02	Service Managers (not elsewhere specified)
1.03	Other Senior Staff
1.04	Planning, Commissioning and Contracting Staff
1.05	Registration/Inspection Officers
1.06	Research & Information Officers
1.07	Human Resources Staff, including Training
1.08	Finance Staff
1.09	Support Services (including Admin/ Clerical)
2. Fieldwork Staff	
2.01	Area Managers (generic)
2a. Fieldwork Staff - Services for Children	
2.02	Service Managers
2.03	Team Leaders/Managers
2.04	Senior Social Workers
2.05	Main Grade Social Workers
2.06	Advocacy/ Rights Staff
2.063	Senior Occupational Therapists
2.066	Occupational Therapists
2.07	Other Qualified Fieldwork Staff
2.075	Trainee Social Workers
2.08	SW Assistants
2.085	OT Assistants
2.09	Support Services (including Admin/ Clerical)
2b. Fieldwork Staff - Services for Adults	
2.11	Service Managers

	2.12	Team Leaders/Managers
	2.13	Senior Social Workers
	2.14	Main Grade Social Workers
	2.15	Care Managers
	2.153	Senior Occupational Therapists
	2.156	Occupational Therapists
	2.16	Other Qualified Fieldwork Staff
	2.165	Trainee Social Workers
	2.17	SW Assistants
	2.175	OT Assistants
	2.18	Support Services (including Admin/ Clerical)
2c. Fieldwork Staff - Services for Offenders		
	2.2	Service Managers
	2.21	Team Leaders/Managers
	2.22	Senior Social Workers
	2.23	Main Grade Social Workers
	2.233	Senior Occupational Therapists
	2.236	Occupational Therapists
	2.24	Community Service Staff
	2.25	Supervised Attendance Staff
	2.255	Trainee Social Workers
	2.26	SW Assistants
	2.265	OT Assistants
	2.27	Support Services (including Admin/ Clerical)
2d. Fieldwork Staff - Generic Provision		
	2.29	Team Leaders/Managers
	2.3	Senior Social Workers
	2.31	Main Grade Social Workers
	2.32	Welfare Rights Officers
	2.33	Senior Occupational Therapists

2.34	Occupational Therapists
2.35	Other Qualified Fieldwork Staff
2.355	Trainee Social Workers
2.36	SW Assistants
2.37	OT Assistants
2.38	Support Services (including Admin/ Clerical)