

**Scottish Social Services Council**

**LOCAL AUTHORITY SOCIAL WORK SERVICES  
SURVEY GROUP**

**Tuesday, 24<sup>th</sup> June at 11:30am to 1:30pm**

**Teacher Building, St Enoch Square, Glasgow**

**A G E N D A**

1. Apologies
2. Minutes previous meeting (2.10.13) – accuracy
3. Minutes previous meeting (2.10.13) – matters arising
4. December 2013 LASWS survey – feedback
  - 4.1 – MHO data
  - 4.2 – Vacancy data
  - 4.3 – Starters/leavers tool
  - 4.4 – Secure upload
  - 4.5 – Agency workers
5. Integration of social services and health services
6. UK Statistics Authority assessment – MHO report
7. AOB
8. DONM

**SCOTTISH SOCIAL SERVICES COUNCIL**

**DRAFT MINUTES OF LASWS SURVEY GROUP MEETING**

Tuesday 24<sup>th</sup> June 2014, 11.30am – 1.30pm

Teacher Building, St Enoch Square, Glasgow

**1. List of Attendees**

Mike Docherty (Chair)	Scottish Social Services Council
Phil McNicol (Minutes)	Scottish Social Services Council
James Arnold	Scottish Social Services Council
Yvonne Dobbie	Fife Council
Suzanne Robertson	Fife Council
Nicola Kerr	Falkirk Council
Anne Watson	East Lothian Council
Carol Slessor	Aberdeen City Council
Janette McKie	East Renfrewshire Council
Julie Wilson	South Lanarkshire Council
Andrew Brown	Renfrewshire Council
Ann McCann	Renfrewshire Council
Andrea Lockhart	Dumfries & Galloway Council
Angela Smart	Glasgow City Council
Kathleen Kennedy	Inverclyde CHCP
Louise McNally	North Lanarkshire Council
Shona Shirkie	North Lanarkshire Council

**Apologies**

Alison McCann	Aberdeenshire Council
Anne Anderson	Aberdeenshire Council
Avril Spink	Angus Council
Beverley Murray	Angus Council
Jane Willan	Argyll & Bute Council
Jennifer Bradley	West Lothian Council
Duncan Lavelle	North Ayrshire Council
Karen Wilson	Stirling Council

**2. Minutes of Previous Meeting (02.10.13) – Accuracy**

Yvonne's surname to be amended to Dobbie – otherwise, the previous minutes were agreed to be accurate.

### 3. Minutes of Previous Meeting (02.10.13) – Matters Arising

#### Care Inspectorate Corporate Login

Yvonne commented that there were still access issues in Fife. This does not appear to be an issue currently for other authorities.

### 4. December 2013 LASWS Survey – feedback

**4.1 MHO Data:** Yvonne reported an ethnicity recording problem. James undertook to check this. It was reported that it was sometimes difficult to obtain MHO data and that collecting data on them sometimes held up the submission of the rest of the return. Some authorities also commented that it can be difficult to find out what MHOs actually do, and what kind of team they belong to. There was a general view among authorities that these issues would be less problematic this year.

Mike agreed to email authority representatives regarding problems with specific data items on MHOs. It was commented that there has always been a statutory duty on the part of LAs to return this information, and so each authority must have, or have had, someone capable of sourcing and submitting the data.

Mike advised that the MHO Report 2013 will be published in August 2014.

James asked if there had been any issues with data pulling through from the Staff tab to the MHO tab in the Excel data return workbook. Some authorities stated it had been problematic.

**ACTION** – James to check the Fife ethnicity recording problem. Mike to email authorities re. MHO data items.

**4.2 Vacancy Data:** it was reported that some authorities can't provide any vacancy data. One LA commented that only total unfilled hours is available, not the actual number of vacancies. Some authorities commented that they have only a "pot of money" to recruit new workers, which may not translate into a definitive vacancy headcount. Other authorities stated they report numbers of advertised vacancies on census day in their LASWS data return. Mike asked if all LAs have an establishment figure, and it seems that they do – in which case it should be possible to calculate a vacancy headcount.

It was asked why the SSSC requires vacancy data; Mike commented that there has been a longstanding interest in and demand for it from Scottish Government, local areas, and at a UK-wide level (e.g. the Migration Advisory Committee). Some LAs reported that they use local vacancy data for budgetary purposes. It was observed that using data on advertised vacancies is problematic, for example recruiting more than one person from one advertisement; re-advertising the same post.

**ACTION** – Mike to include question re. vacancy data in email to authorities.

**4.3 Starters/Leavers Tool:** James asked if there were any outstanding issues with this tool. It was commented that strange results occasionally arise, and it is clear that some LAs don't trust it. In Fife, NI number is used to track employees' job moves; other LAs use payroll information. An issue about "dropped zeros" and other formatting issues on pasting were identified. It was commented that LAs use different systems to produce the required data. There also seem to be some issues around ethnicity categories in that some local codesets differ from the national codeset.

James asked about the recording of HQ postcode and country of birth. It was commented that "postcode not valid" sometimes came up for clearly valid postcodes. It was suggested that this is an "added spaces" problem. It was commented generally that it's time-consuming to check all error instances individually. Mike said that postcode recording may become mandatory. It was also commented that country of birth is difficult to source.

Start date in post is also problematic, and start date in organisation is used as a proxy. The stability index needs a count of employees who were in the same post 12 months prior to the census date. There are also category definition issues – for example, a change of post where there is only a location change

**ACTION** – James to write more detailed guidance notes for the starters/leavers tool in particular "start date in post".

**ACTION** – Mike to include question re. ethnicity categorisation in email to authorities. Also to include a question on the "country of birth" data item.

**4.4 Secure Upload:** There is one "named person" login per LA for the secure upload, but it can be shared appropriately within each LA. It was reported that this generally worked well and that the guidance notes are fine.

**4.5 Agency workers:** It was reported that sourcing this data can be problematic because LAs have to get it from the agencies in question, who aren't obliged to provide it anyway.

**ACTION** – SSSC to review inclusion of question on agency workers. What other ways are there to get the data? What are the implications of the new regional contracts?

## 5. Integration of Social Services and Health Services

Mike reported that there had been a number of meetings between SSSC and various bodies in 2013 to review data standards and data collection across the board to ensure the necessary read-across with the advent of Health & Social Care Partnerships. No definitive plan has yet been produced, although the NHS Information Services Division (ISD) has had its powers expanded to allow it to gather data from outwith the NHS. Mike referred to the Health & Social Care Data Integration & Intelligence Project (HSCDIIP) hosted by ISD and its current Dataset Consultation. Aberdeen City indicated that a re-shaping of its service provision is in the pipeline.

The question was posed: what's going to happen to HR/Workforce data recording in view of this integration? James also asked what's going to happen to MHOs. Aberdeen City said that in their authority they will join the integrated service, but continue to be employed by Aberdeen City. It seems that integrated services in different LAs will be shaped in different ways, and that their definitive composition and way of working is simply not yet known. It was also commented that the fragmentation of service areas will make data returns harder to complete.

**ACTION** – Mike to send the HSCDIIP Dataset Consultation link to group members. Mike to include question in email to authorities about their expectations for the future location of LASW staff post April 2015. Mike to include question about the inclusion of Sheltered Housing staff within LAs' LASWS returns.

## 6. UK Statistics Authority assessment – MHO Report

Mike stated that the MHO Report is badged as a National Statistics publication and described the UKSA's assessment of the MHO Report and the six requirements they stipulated in order for it to retain its National Statistics status. The indications so far are that the UKSA is happy with the SSSC response to the requirements, and the SSSC's final response will be submitted to the UKSA on 30<sup>th</sup> June 2014. This submission will be available on the SSSC Workforce Data Site.

Mike emphasised that the quality of the MHO data submitted by LAs must remain high and that all LAs should record it in a consistent and standardised way.

## **7. Any Other Business**

James asked if LAs found the Post-types by Local Authority data in the Workforce Data Site useful – LAs reported that they did.

Mike described the current Workforce Data Site Online User Survey which invites stakeholders, other users and potential users of the data site to give their views on how well the site meets their or their organisation's need for sectoral workforce data. The survey link has been sent to nearly 500 recipients by email and it is being promoted through the data site itself and social media such as Twitter and Facebook. The deadline for feedback is 25<sup>th</sup> July 2014 and a report of findings will be issued in October 2014. Mike encouraged group members to respond to the survey.

## **8. Date of Next Meeting**

Mike said a Doodle-poll will be issued to group members for a meeting in the second half of October 2014.

**Local Authority Social Work Services (LASWS)  
Survey Group  
Tuesday 24<sup>th</sup> June 2014  
Teacher Building, St Enoch Square, Glasgow**

**UK Statistics Authority: assessment of MHO report**

**Introduction**

The Mental Health Officer (MHO) annual workforce data report had achieved National Statistics (NS) status when it was undertaken by Scottish Government. NS reports must fully comply with the Code of Practice for Official Statistics as well as the arrangements for Pre-release Access. To obtain and maintain a document's NS status an assessment must be undertaken by the UK Statistics Authority (UKSA). Following transfer of responsibility for the MHO survey and report to the SSSC in November 2012, the UKSA contacted the SSSC to make arrangements for assessing the report published in May 2013.

**UKSA assessment**

The assessment process ran approximately from June 2013 to March 2014. The SSSC produced a detailed submission for the UKSA following an initial meeting with their inspectors. There then followed a period of a few months where further questions and answers went back and forth between the SSSC and UKSA.

The final assessment report was approved by the UKSA's Assessment Committee in late-March and this is a public report available online at:

<http://www.statisticsauthority.gov.uk/assessment/assessment/assessment-reports>

The UKSA report dealing with the assessment of the MHO report (May 2013) is no.276 (Statistics on Mental Health Officers in Scotland – SSSC) from 31st March this year. There are 6 requirements that the UKSA expect the SSSC to meet in order that the report can keep its National Statistics status and these are:

- Requirement 1 - Document the results of investigations into the uses of these statistics outside of local and central government and use this information to support the development of the statistics.
- Requirement 2 - Publish more complete information about the methods used to compile the statistics.

- Requirement 3 - Extend the information that SSSC publishes about the quality of the statistics to include evidence to demonstrate: the reasons that SSSC is satisfied that the risks associated with the underlying administrative data are low; the consequent justification for the level of quality assurance checks in place; the strengths and weaknesses of the statistics in relation to their use; and all main sources of error and bias.
- Requirement 4 - Improve the commentary in MHOR so that it aids user interpretation of the statistics.
- Requirement 5 - Ensure that MHOR is disseminated in forms that enable and encourage analysis and re-use.
- Requirement 6 - Ensure that MHOR can be accessed from the National Statistics Publication Hub.

### **Conclusion**

At the time of writing the SSSC are finalising their response to the UKSA with a view to providing evidence that we will be able to meet all six requirements. An update on this will be provided at the LASWS meeting.

Mike Docherty  
Intelligence Manager  
SSSC  
17.6.14