

Scottish Social Services Council

Data Providers Group

1st October 2015

A G E N D A

1. Apologies
2. Minute previous meeting – accuracy - 12.11.14
3. Minutes previous meeting – matters arising – 12.11.14
4. Review of LASWS collection
5. Review of MHO collection
6. December 2015 survey arrangements
7. Quality assurance of administrative data - update
8. Integration of services
9. Changes to SSSC workforce data site
10. AOB
11. DONM

SCOTTISH SOCIAL SERVICES COUNCIL

MINUTES OF DATA PROVIDERS GROUP MEETING

Thursday 1 October 2015, 1.30 – 3.30pm

Crowne Plaza Hotel, Royal Terrace, Edinburgh

1. Attendance and apologies	Attendees	
	Mike Docherty (Chair)	SSSC
	James Arnold	SSSC
	Phil McNicol	SSSC
	Carol Slessor	Aberdeen City
	Alison McCann	Aberdeenshire
	Brenda Tulloch	Aberdeenshire
	Angela Anderson	Clackmannanshire
	Susan McGuire	East Dunbartonshire
	Janette McKie	East Renfrewshire CHCP
	Yvonne Dobbie	Fife
	Leeann McAvoy	Glasgow City
	Angela Robertson	Inverclyde HSCP
	Maureen Hamill	Inverclyde HSCP
	Louise McNally	North Lanarkshire
	Andrew Brown	Renfrewshire
	Ann McCann	Renfrewshire
	Val Timoney	Renfrewshire
	Apologies	
	Caroline Morrison	Aberdeenshire
	Philip Grant	Aberdeenshire
	Shona Hutchison	Aberdeenshire
	Avril Spink	Angus
	Beverley Murray	Angus
	James Littlejohn	Argyll & Bute
	C Javrie	Clackmannanshire
	Andrea Lockhart	Dumfries & Galloway
	Diane Telfer	Dundee
	Donna Neilson	East Ayrshire
	Amanda Lowe	East Ayrshire
	John Gibson	East Lothian
	Lisa Gregson	East Renfrewshire
Lesley Jones	East Renfrewshire	
Rob Morgan	Edinburgh	
Dolina MacKay	Eilean Siar	
Nicola Kerr	Falkirk	
Pauline Toner	Glasgow	
Kevin Colclough	Highland	
Janice McNab	Inverclyde	
Rebecca Fairnie	Midlothian	
Matthew Dunn	Midlothian	
Jane Mackie	Moray	
Duncan Lavelle	North Ayrshire	
A Callow	North Ayrshire	
D Lavelle	North Ayrshire	

	<p>Karen Docherty Caroline Sinclair Christeen Tully Alison Ramsay Bob Lesley William Liddle Susan Kinnear Douglas Shearer Euan Forrester Lynn Smith Debbie Christie Karen Wilson Chris Ford Serena Barnatt Isobel Meek Jennifer Bradley</p>	<p>North Lanarkshire Orkney Perth & Kinross Perth & Kinross Renfrewshire Scottish Borders SSSC Shetland Shetland South Ayrshire South Lanarkshire Stirling West Dunbartonshire West Dunbartonshire West Lothian West Lothian</p>	
2. Previous minutes – accuracy	No points of accuracy were raised.		
3. Previous minutes – matters arising	No matters arising.		
4. Review of LASWS Collection	<p>JA reported that the report had worked fairly well last year and they had received the returns more quickly than in 2014. Although there had been some issues they had managed to resolve these. There had been a problem with communications with LA's not knowing when returns needed to be completed which may be caused by people moving on from posts.</p> <p>JA asked if there had been any particular issues. It was raised that there were some issues with the spreadsheet as there is no identifier for individuals. This created a problem if an error was discovered later on. This meant a lot of work having to try and identify the person from their list. There were also problems with copying and pasting data as this could affect formulas underpinning the spreadsheet. After discussion MD agreed that WIT would look at creating another template with additional columns for LAs to use for their own identifiers, which can be deleted before submission. All agreed this would be helpful.</p> <p>Other issues highlighted were the; recording of leavers; vacancies; and MHO spreadsheet. The main issue was around information pulling over from one sheet to another and this was giving inaccurate figures. There was a discussion about what should be recorded in terms of acting up and seconded workers. MD agreed that further clarity was required in how to record these figures. WIT to give further thought to this.</p>		<p>WIT</p> <p>WIT</p>

<p>5. Review of MHO Collection</p>	<p>PM highlighted the importance of MHO data information that is received. The report, which is a National Statistics report, attracted some interest from the media (The Herald article 26.8.15).</p> <p>PM said that he had raised 92 separate issues with the Local Authorities. He urged everyone to look at the summary of queries on the MHO Data Collection and Submission document for their own particular authority and to look at ways that they can prevent these queries in future.</p> <p>It was highlighted by the Local Authorities that certain queries would always remain due to a discrepancy between the LASWS and MHO spreadsheets. MD agreed that we acknowledged this and these areas would not be raised as problems though clarification may still be required.</p> <p>It was noted that there were no MHO contact people at the meeting.</p> <p>PM gave a presentation of the updated MHO data tab for 2015 and went over the various changes and explained what was required to be recorded. The areas discussed were the; Total number of staff hours recorded; information being pulled through from LASWS table; Whole Time Equivalency (WTE); recording MHOs in each area they work in and leavers tab. PM asked that people use the additional comments boxes to highlight any discrepancies so that it is clear why they are occurring.</p> <p>PM explained the importance of recording MHO shortfalls accurately as this had caught the interest of the media as this had been at the lowest number of MHOs since 2005.</p> <p>MD urged people to highlight any areas of concern with the template so that we can get it right.</p> <p>PM went over the MHO draft guidance for this year and in particular the flagging of MHOs and how to record these. We need to record not just practising MHOs but also need Agency workers. Some authorities said they don't record Agency workers so would not be able to provide this information but some do. MD asked if adding another column to say if they are able to provide this data or not would be useful. PM suggested adding a separate box to record this data. Most agreed that this would be helpful.</p>	<p>LAs</p>
<p>6. December 2015 survey arrangements</p>	<p>JA went over the survey arrangements for this year. The survey date this year is 7 December 2015 and the deadline for returns will be 11 March 2016. The WI team will be in contact with LAs in January 2016 to check that work is underway</p> <p>JA went over the changes for 2015 and in particular the new HSCP (Health and Social Care Partnership) Identifier and</p>	<p>WIT</p>

	<p>how to identify which posts relate to Local Authorities (LAS) and which to the HSCPs. There was some discussion about how these should be recorded as some are working in the HSCP but are employed by the LA while others will remain part of the LA's operational services and some may be in posts shared between both. The new identifier asks for information on the status of the post specifically whether or not is it is wholly within the HSCP, wholly within the LA, or whether the individual works in both.</p> <p>Fife said they could only record data to a certain point and some of the information was captured by the Care Inspectorate (CI). MD is to speak to CI about this.</p> <p>JA asked if there were any further comments. Renfrewshire raised the issue on Page 14 under the Ethnic group that there seemed to be an error in the wording under 'other ethnic group' and description of 'White' Polish. MD is to look at this and will update accordingly.</p>	<p>MD</p> <p>MD</p>
<p>7. Quality Assurance of Administrative Data - update</p>	<p>MD discussed how the UK Statistic Authority had brought out new guidance on how Data producers should Quality Assure the data they receive. What this means is that we need to ask LAs about the quality of the data provided. Therefore we need to know how the data is signed off including for example auditing of data and how it is collated.</p> <p>MD explained that at the moment we are only investigating and understanding what the situation is. We will probably write out to LAs in November and it may take three to four months to complete and will probably need to meet with people.</p>	
<p>8. Integration of services</p>	<p>MD explained that he had been to a meeting in July about the integration of LAs and Health Care services in the HSCP to discuss how we work together. A small working group has been set up to take this work forward and will meet on 13 October 2015.</p> <p>Renfrewshire asked when this will impact on the data they are expected to provide as they are about to set up a new IT system. MD said it would not impact on this year's return and we would probably not know until around the end of March or later what the outcome might be. This will depend at least in part on how HSCPs need the data collected.</p> <p>There was a discussion about the recording of certain LA post types (particularly social workers) in an authority where there have been significant changes in job titles. MD suggested that in some cases the staff involved may need to be recorded in different post types than was previously the case for them but acknowledged that we may need to re-visit that proposal.</p>	

<p>9. Changes to SSSC workforce data site</p>	<p>MD explained that the problems with the SSSC data website over the last year have now been resolved. There are changes underway to the site which should be in place by the end of October. These include a more obvious help button and other help buttons throughout the site plus changes to the interactive visualisation. This includes Comparison queries which now allow for six comparisons and a split to identify if public workers are employed by an LA or Health Board. We will look in the next year at further developing this to include an option for those based within an HSCP.</p> <p>We have money available for further development of the website. We will write out to people who use the site to let them know about future developments and ask for suggestions. We are also planning to make registration data available also on the data website.</p>	
<p>10. AOCB</p>	<p>None.</p>	
<p>11. DONM</p>	<p>Late September/ Early October 2016. To be confirmed. Renfrewshire asked if it was possible to have it earlier to discuss integration. MD will look at this.</p>	<p>MD</p>

MHO Data Collection & Submission – areas for improvement

Below is a list of areas which need to be considered/addressed in terms of improving the quality/completeness of the MHO data submitted for the 2015 census:

1) Flagging MHO records in the Staff, Vacancies and Leavers tabs

Authorities should ensure that the appropriate MHO records in the above tabs are correctly flagged (especially the Staff tab, as the flagged records are used to generate the data in the Overall Summary, Tables 1a & 1b and Part 9B of the MHO data tab).

2) Overwriting the pre-set formulae in the MHO data tab:

Authorities should only overwrite these formulae **if there is a good reason to do so**. Where formulae are overwritten by directly-entered numerical data, a note should be provided alongside that section of the MHO return to explain why.

3) Staffing hours

The “staffing hours” figure should be the amount of time actually spent sourcing and compiling the data, and should not include “dead” time waiting for colleagues to respond with figures. Please provide your best estimate to the nearest hour for this figure.

4) Specialist and Non-specialist teams

Headcount/WTE data for Specialist and Non-specialist teams (Tables 2 & 3) must add up to the Overall Summary totals, and WTE data in column 3 of both tables must be the total contracted WTE for those staff, not just the proportion that they spend on MHO work.

5) MHO Work

Table 6a records the numbers of MHOs doing different kinds of work, Table 6b records the team setting of the MHOs doing MDO work, and Table 6c records the team setting of the MHOs doing AWI work.

If an MHO is recorded in one or more of the MDO work areas (lines 1 to 3 of Table 6a), record that MHO once only in Table 6b.

If an MHO is recorded in the AWI work area (line 4 of Table 6a), record that MHO in Table 6c. The number in Table 6a line 4 must be the same as the Table 6c overall total.

6) Trainees

The headcount of trainees in the Overall Summary, the total number in Table 7 and the number of records flagged “2” in the MHO column of the LASWS Staff tab should all be the same.

7) Leavers

The total number in Table 8 and the number of records flagged “YES” in the MHO column of the LASWS Leavers tab should be the same.

8) Vacancies

The number in Part 9A and the number of records flagged “YES” in the MHO column of the LASWS Vacancies tab should be the same.

Appendix: MHO Data Quality Assurance report – 2014

Summary

In total, there were 92 queries made to 32 authorities about gaps and anomalies in the 2014 MHO data – 21 more than last year. Three authorities failed to provide any manually-entered MHO data in their initial LASWS submission, and two authorities provided manually-entered data only for certain tables. The queries were made after all feasible rectification of the data by the SSSC data analyst on first receipt.

The following tables present the 92 queries by return section and by authority:

Summary of Queries on 2014 MHO data returns: by return section

Query	No. of authorities
No manually-entered data	3
Limited manually-entered data	2
Staffing hours	8
Overall Summary	8
Tables 1a & 1b: Gender, age, ethnicity	2
Tables 2 & 3: Specialist/non-specialist teams	19
Table 4: Exclusive MHOs	1
Table 5: Rota duty	1
Tables 6a, 6b & 6c: MHO work	16
Table 7: Trainees	6
Table 8: Leavers	10
Part 9A: Unfilled exclusive MHO vacancies	5
Part 9B: Unavailable MHOs	4
Part 9C: MHO shortfalls	7
Part 9D: Specific service user group shortfalls	0
Total queries	92

It can be clearly seen that the sections with the greatest numbers of errors are:

Specialist/non-specialist teams (Tables 2 & 3) – most queries were about the tables not adding up to the Overall Summary totals for headcount and/or WTE.

MHO work (Tables 6a, 6b & 6c) – missing data; discrepancies between Table 6a and Table 6b and/or Table 6c.

Leavers (Table 8) – discrepancies between the numbers of leavers in the LASWS Leavers tab and in Table 8; discrepancies between drop in headcount and number of leavers.

Summary of Queries on 2014 MHO data returns – full list by authority

Authority	Queries
Aberdeen City	<ul style="list-style-type: none"> • Tables 2 & 3 don't add up to summary headcount total • Zero contracted WTE given for 6 cover MHOs • Discrepancy in leavers between Table 8 and Leavers tab
Aberdeenshire	<ul style="list-style-type: none"> • Staffing hours missing • Tables 2 & 3 don't add up to summary totals • Discrepancy in trainees between Overall Summary and Table 7 • Discrepancy in leavers between Table 8 and Leavers tab
Angus	<ul style="list-style-type: none"> • MHO template initially blank • Tables 2 & 3 don't add up to summary totals • Table 6b blank • Discrepancy between leavers summary box and Table 8 (leaving destination)
Argyll and Bute	<ul style="list-style-type: none"> • Staffing hours missing • Discrepancy in headcount and number of cover MHOs between Staff tab and Overall Summary • Tables 2 & 3 don't add up to summary WTE total • MHO work area data missing (Tables 6a, 6b and 6c) • Discrepancy in vacancies between Part 9A and Vacancies tab • Shortfall indication missing (Part 9C)
Clackmannanshire	<ul style="list-style-type: none"> • Tables 2 & 3 don't add up to summary totals
Dumfries and Galloway	<ul style="list-style-type: none"> • Tables 2 & 3 don't add up to summary WTE total • MDO work area data missing from Table 6a • Discrepancy between vacancies in Part 9A and Vacancies tab • Shortfall indication missing (Part 9C)

Authority	Queries
Dundee City	<ul style="list-style-type: none"> No WTE data for cover MHOs in Overall Summary Discrepancy between auto-generated Ethnicity data and manually-entered data Contracted WTE data missing in Table 3
East Ayrshire	<ul style="list-style-type: none"> Tables 2 & 3 don't add up to summary totals Discrepancy in AWI data between Table 6a and Table 6c Query about number of unavailable MHOs (Part 9B)
East Dunbartonshire	<ul style="list-style-type: none"> Discrepancies in headcount and unavailable MHOs between MHO tab and Staff tab
East Lothian	<ul style="list-style-type: none"> Discrepancy between auto-generated Ethnicity data and manually-entered data Tables 2 & 3 don't add up to summary WTE total Team setting data for MHO work areas missing (Tables 6b and 6c)
East Renfrewshire	<ul style="list-style-type: none"> Staffing hours missing Anomalies in Tables 6a, 6b and 6c Discrepancies in trainees between Overall Summary, Staff tab and Table 7
Edinburgh City	<ul style="list-style-type: none"> Trainee WTE missing in Table 7 Table 6c blank Shortfall indication missing (Part 9C)
Eilean Siar	<ul style="list-style-type: none"> MHO work area data missing (Tables 6a, 6b and 6c) Discrepancy between 2014 headcount and leavers Shortfall indication missing (Part 9C)
Falkirk	<ul style="list-style-type: none"> Most MHO tab formulae overwritten with unfeasibly large figures Tables 2 & 3 don't add up to summary totals Anomalous data in Table 5 Table 6b blank Discrepancy in trainees between Staff tab and Table 7 Discrepancy in leavers between Table 8 and Leavers tab Discrepancy in vacancies between Part 9A and Vacancies tab

Authority	Queries
Fife	<ul style="list-style-type: none"> • Tables 2 & 3 don't add up to summary WTE total
Glasgow City	<ul style="list-style-type: none"> • MHO template initially blank • Discrepancies in headcount and unavailable MHOs between MHO tab and Staff tab
Highland	<ul style="list-style-type: none"> • Staffing hours missing • Tables 2 & 3 don't add up to summary totals, with knock-on anomaly in Table 4 • Discrepancy in trainees between Staff tab and Table 7 • Discrepancy in leavers between Table 8 and Leavers tab
Inverclyde	<ul style="list-style-type: none"> • Anomalies in Table 6a, with knock-on anomalies in Tables 6b and 6c • Discrepancy in vacancies between Part 9A and Vacancies tab
Midlothian	<ul style="list-style-type: none"> • Tables 5, 6a, 6b, 6c, 7, 8 and Parts 9A – D blank
Moray	<ul style="list-style-type: none"> • Discrepancies in headcount, WTE and trainees between Staff tab and Overall Summary • Tables 2 & 3 don't add up to summary WTE total • Anomalies between Table 6a and Tables 6b and 6c • Additional MHO hours per week missing (Part 9C)
North Ayrshire	<ul style="list-style-type: none"> • Tables 2 & 3 don't add up to summary totals • Table 6c blank
North Lanarkshire	<ul style="list-style-type: none"> • Staffing hours missing • Tables 2 & 3 don't add up to summary totals • Discrepancy in leavers between Table 8 and Leavers tab • Discrepancy in vacancies between Part 9A and Vacancies tab
Orkney Islands	<ul style="list-style-type: none"> • MHO template initially blank

Authority	Queries
Perth and Kinross	<ul style="list-style-type: none"> • Query about Table 4 data • Tables 6a, 6b, 6c, Part 9C and Part 9D blank
Renfrewshire	<ul style="list-style-type: none"> • Staffing hours missing • Tables 2 & 3 don't add up to summary totals • Discrepancy in AWI data between Table 6a and Table 6c • Discrepancy in trainees between Overall Summary and Table 7
Scottish Borders	<ul style="list-style-type: none"> • Staffing hours missing • Tables 2 & 3 don't add up to summary WTE total • Anomaly between Table 6a and Table 6c • Discrepancy in trainees between Staff tab and Table 7
Shetland Islands	<ul style="list-style-type: none"> • Discrepancies in headcount/WTE between Overall Summary and Staff tab • Anomaly in unavailable MHOs (Part 9B)
South Ayrshire	<ul style="list-style-type: none"> • Staffing hours missing • Additional MHO hours per week missing (Part 9C)
South Lanarkshire	<ul style="list-style-type: none"> • Anomalies in Tables 6a, 6b and 6c • Discrepancy between 2014 headcount and leavers • Shortfall data missing (Part 9C)
Stirling	<ul style="list-style-type: none"> • Discrepancies in headcount/WTE between Staff tab and Overall Summary, with knock-on anomalies in Tables 2, 3, 4 and 5 • MHO work area data missing (Tables 6a, 6b and 6c) • Discrepancy in leavers between Table 8 and Leavers tab
West Dunbartonshire	<ul style="list-style-type: none"> • Tables 2 & 3 don't add up to summary WTE total
West Lothian	<ul style="list-style-type: none"> • Tables 2 & 3 don't add up to summary totals • Discrepancy between 2014 headcount and leavers

LOCAL AUTHORITY SOCIAL WORK SERVICES STAFFING STATISTICS 2015 – INSTRUCTIONS FOR COMPLETION

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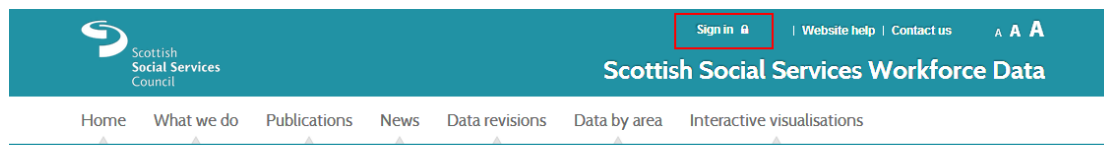
What's new for 2015:

- Data item 'Practising MHO or Undertaking MHO training' has been renamed 'MHO Identifier' and new code 3 added to identify agency MHOs (column U, page 21).
- New data item 'HSCP Identifier' has been added to identify how posts relate to local authorities and Health & Social Care Partnerships (column AF, page 30).

SUBMITTING COMPLETED RETURNS & QUERIES

All data should be uploaded using the secure documents area of <http://data.sssc.uk.com>. You must sign in using your authority's registered username and password in order to access this facility.

- At the top of each page of the website there is a "Sign in" link which will take you to the secure sign in page:




- Enter your username and password in the form on the secure sign in page:

- Once signed in you will be taken to "**Your documents**" area, where any documents that have previously been uploaded will be shown.
- To **add a new document** click the green "Add a new document +" button.
- You then input the name of your document. Tip: it is helpful if you include your local authority name in the document name.
- Use the drop-down menu to choose your type of document, e.g. "LASWS / MHO survey"
- Upload the file by clicking on the "Browse" button and locating the appropriate file.
- You can add any notes you want to accompany the document in the large comments box.
- Click the green "Upload Document" button to complete the process.

Your document details

Name *


Type of document *

Choose a document type 

Add the first version

Choose a file *

Add notes to accompany your document here

Upload document 

- The SSSC will receive an automatic email saying that a document has been uploaded.
- You will be taken back to "Your documents" area, and a message will tell you that your document has been successfully uploaded.
- In this screen there is the option to **upload a new version** of a file that you have previously uploaded, for example if you have to make corrections to your return.
- Click "View versions" beside the name of the relevant document that has been uploaded in the past, and all existing versions of that document will be shown.
- Click the green button "Add a new version" and then you can browse to find the new file and select and upload it.
- Uploads are limited to 30 Mb. Please contact us if your file is larger than this. For security reasons, uploads will be deleted automatically after 2 weeks.
- From the "Your documents" section you can select other options from the "Secure area" box on the right hand side of the web page.
- If you click on "**Your profile**" you can view your name, your username and the date you registered.
- If you click on the green button "Edit profile" you are taken to a screen where you can change your password.
- From the "Secure Area" box you can click on "**Documents shared with you**" where you can access any documents that the SSSC uploads to share with its users e.g. blank template forms.

a) Any enquiries concerning the uploading process should be addressed to:

E-mail: dataenquiries@data.sssc.uk.com

b) Any enquiries concerning the data items themselves should be addressed to:

James Arnold

Tel: 01382 207305

Email: james.arnold@sssc.uk.com

The deadline for returns is **Friday 11th March 2016**.

COVERAGE – WHO TO INCLUDE

The form includes all social work service staff covering strategic/central & fieldwork posts on **Monday 7th December 2015**. Staff involved include Strategic/Central Staff, Fieldwork Staff (e.g. professional social workers, social work assistants and administrative staff) and Mental Health Officers.

In some cases, services may have been restructured, resulting in some social work service functions being provided by other departments of the local authority. Where this is the case, assistance should be sought (by the Director of Social Work, Chief Social Work Officer or other responsible person) from all of the relevant 'departments' or 'services' within the council to complete the form for the categories of staff and locations specified on the return.

NB The census **no longer includes** staff working as part of the complement of a registered care service (that is a service registered as a care service with the Care Inspectorate) e.g. care homes for adults; housing support service; residential child care service; adoption or fostering service; offender accommodation service; adult day care service; care at home service. Information on the staff who work in such services is now collected by the Care Inspectorate.

Permanent Staff:

All permanent staff should be included. This means that any members of staff with a permanent contract which does not guarantee hours should be included. For secondments, see below.

Permanent staff who are covering vacancies should be recorded in their usual post rather than the post they are covering on a temporary basis. However, if the member of staff's permanent post is within a registered care service then the member of staff should not appear in the return. Vacancies should reflect the posts that are funded.

Please include staff whose role covers more than one local authority area, including yours. For these staff, record their WTE as the appropriate proportion of time they spend in your authority, e.g. if the post is split equally amongst 3 local authorities, and the worker is full time, then their WTE is 0.33 for each LA. Also deal with vacant posts covering more than one local authority in this way.

Temporary/Relief Staff:

Temporary and relief staff should be included if they had an active contract which covered the 7th December 2015, whether or not they worked on that date.

Volunteers:

Volunteers should be included but will not be counted as part of the staff complement.

Staff on Outward Secondment:

Staff on outward secondment should be included in their usual main work location but employee status should be code 02B.

Staff on Inward Secondment:

Staff on secondment from another Local Authority or employer should be included under the most relevant post from the list at the census date and employee status should be code 01X.

Persons in Receipt of Occasional Remuneration:

Such 'staff', e.g. Childminders, Neighbourhood Aides, Street Wardens, etc. who may receive occasional remuneration from the department should not be included unless they satisfy the description shown above under "Temporary/Relief Staff".

MENTAL HEALTH OFFICERS

From 2013, the MHO data return was integrated into the LASWS annual data return by adding an extra tab into the Microsoft Excel workbook. The format of the MHO tab mirrors that of the separate MHO data return submitted up to and including 2012. The following data is drawn automatically into the MHO tab from the Staff tab in the workbook through the use of pre-set formulae in the relevant cells of the MHO tab:

MHO data	How the data is sourced from Staff tab
Overall summary (practising MHOs and trainees, headcount & WTE)	MHO flag in column U
Age, gender and ethnicity (Tables 1a & 1b)	MHO flag in column U
Unavailable MHOs (Part 9B)	MHO flag in column U and data item "Employee status"

The quality of the above sourced data in the MHO tab depends wholly on the quality and completeness of the flagging of the required records in the Staff tab of the LASWS data return from each authority. PLEASE MAKE SURE THAT ALL REQUIRED RECORDS ARE FLAGGED!

Other MHO data needs to be entered directly into the MHO tab, as follows:

- Staffing hours
- MHOs in Specialist teams (Table 2)
- MHOs in non-Specialist teams (Table 3)
- Exclusive MHOs (Table 4)
- MHOs on Rota Duty (Table 5)
- MHO Work areas (Tables 6a, 6b & 6c)
- Trainee MHOs by team (Table 7)
- Leavers by reason for leaving (Table 8)
- Unfilled "exclusive" MHO vacancies (Part 9A)
- MHO Shortfall: Y/N and extra hours required (Part 9C)
- MHO Shortfall: specific service user groups (Part 9D)

Detailed guidance on completing the above "direct entry" sections of the MHO data tab is featured in the relevant sections of the tab itself.

The flagging of the appropriate records in the Staff and Leavers tabs and the completion of the "direct entry" sections of the MHO tab is likely to require robust collaboration between the authority's LASWS data contact and MHO data contact.

Here is a summary of the MHO data tab, highlighting the data which is sourced from the Staff tab of the LASWS data return:

Summary of Mental Health Officers Data Return

[Yellow box] = data sourced from LASWS data return

Resources Required to Return MHO section of Survey

Number of Staff hours

An estimation to the nearest half hour of time spent actually sourcing/collating the data and completing this return

Summary

[Yellow box] TOTAL Numbers and WTEs of practising MHOs, plus trainees

Overall "practising MHOs" totals should be the sum of Normal Staffing Complement MHOs plus Temporary Cover MHOs. Trainees are presented separately (not built into the overall total) and the headcount should be the same as the total in Table 7.

GENDER, AGE & ETHNICITY OF MHOs

Table 1a **[Yellow box]** TOTAL MHOs by gender and age group

Both totals must be the same as the Summary headcount total

Table 1b **[Yellow box]** TOTAL MHOs by ethnic group

MHOs WORKING IN SPECIALIST/NON-SPECIALIST TEAMS

All MHOs should be included in EITHER Table 2 OR Table 3, but not both. Thus the combined totals (headcount & WTE) of Tables 2 & 3 must add up to the Summary totals. Please allocate each MHO to the team in which they mainly work.

MHOs working in Specialist Mental Health Teams

Table 2 Numbers and WTEs of MHOs by Specialist MH Team

MHOs working in non-Mental Health Specialist Teams

Table 3 Numbers and WTEs of MHOs by Non-MH Specialist Team, plus average hours per week

EXCLUSIVE MENTAL HEALTH OFFICER POSITIONS

Table 4 Numbers and WTEs of MHOs working EXCLUSIVELY as MHOs, by team type

The headcount/WTE totals cannot exceed the Summary totals

NUMBER OF MHOs ON ROTA DUTY

Table 5 MHOs who do rota duty

Some MHOs may be counted more than once

WORK UNDERTAKEN BY MHOs

Table 6a MHOs by work area

MHOs should be included in all relevant work areas and thus may be counted more than once across the work areas, but no individual category can exceed Summary headcount total

Table 6b The setting of the MHOs in Table 6a doing MDO work, by specialist & non-specialist team

Each MHO must be counted only once within this table

Table 6c The setting of the MHOs in Table 6a doing AWI work, by specialist & non-specialist team

Each MHO must be counted only once within this table, and the table total must equal the number in Table 6a, line 4

SOCIAL WORKERS UNDERTAKING MHO TRAINING on census date

Table 7 Number of SWs undertaking MHO training, by team type

Table total should equal total trainee headcount in Summary

MENTAL HEALTH OFFICERS WHO HAVE LEFT POST

Table 8 MHOs who have left post between last census and this, by leaving destination/reason

If overall MHO headcount dropped between previous year and this year, total leavers must not be less than the net difference after allowing for unavailable MHOs

UNFILLED VACANCIES/MHO SHORTFALL

Part 9A Number of currently unfilled "exclusive" MHO vacancies

Part 9B **[Yellow box]** Number of qualified MHOs currently unavailable (eg. long-term sick, maternity/paternity leave)

Part 9C Shortfall of MHOs in order to meet demand? - if YES, how many hours per week required to make it up?

Part 9D Shortfall of MHOs in relation to particular service user group(s)? - tick all that apply; if none, leave blank

DATA INPUT TEMPLATE (Microsoft Excel Workbook)**Part 1: Staff tab**

Year (Column A)	This will be generated automatically.	
Local authority code (Column B)	This will be generated automatically.	
Post (Column C)	<p>This item is needed to measure the relative numbers of people in different posts, differences across time and to investigate career development, for example by looking at the relationship between age, experience and post type.</p> <p>Post type is required for all posts using the codes and definitions given below:</p>	
SECTION A: STRATEGIC/ CENTRAL & FIELDWORK STAFF		
1. Strategic/ Central Staff		Include all strategic/ central staff, regardless of their physical location
1.01	Directors/Heads of Service	
1.02	Service Managers (not elsewhere specified)	Includes Service Managers with more than 50% strategic management and Service Managers with operational management of more than one area. Service Managers who cannot be assigned to any other Service Manager classification should also be included in this category.
1.03	Other Senior Staff	Not necessarily social work qualified. May include senior research staff, etc
1.04	Planning, Commissioning and Contracting Staff	
1.05	Registration/Inspection Officers	
1.06	Research & Information Officers	Includes IT/ systems staff.
1.07	Human Resources Staff, including Training	
1.08	Finance Staff	
1.09	Support Services (including Admin/ Clerical)	

2. Fieldwork Staff		Includes staff in special locations
2.01	Area Managers	
2a. Fieldwork Staff - Services for Children		Includes specialist children's services, e.g. child protection
2.02	Service Managers	Service Managers with more than 50% operational management and has responsibility for area service provision for fieldwork services; including Children & Families.
2.03	Team Leaders/Managers	Excludes staff who have responsibility for the hands-on management/allocation of caseloads and supervise/manage Social Workers.
2.04	Senior Social Workers	Includes all staff who have responsibility for the hands-on management/allocation of caseloads and supervise/manage Social Workers. These staff must also possess the relevant qualification (DIPSWK or equivalent) as a post requirement to do their job. Also to be included here are the Senior Practitioners that do have management responsibilities of Social Workers.
2.05	Main Grade Social Workers	Includes all staff who have the responsibility for hands-on delivery of service caseload allocated by the Team Leader/Senior Social Worker. These staff must possess the relevant qualification (DIPSWK or equivalent) and are required to provide care to clients through caseloads. Also to be included here are the Senior Practitioners that do not have management responsibilities but carryout more complex caseloads than Social Workers.
2.06	Advocacy/ Rights Staff	e.g. Children's Rights Officers
2.063	Senior Occupational Therapists	Includes Senior Occupational Therapists attached to specific teams (e.g. children services)
2.066	Occupational Therapists	Includes Occupational Therapists attached to specific teams (e.g. children services)
2.07	Other Qualified Fieldwork Staff	Includes Community Workers, Teachers, Groupwork, etc Excludes staff who have the responsibility for hands-on delivery of service caseload allocated by the Team Leader/Senior Social Worker.
2.075	Trainee Social Workers	Fast Trackers and on-the-job trainees

		should be recorded here.
2.08	SW Assistants	Includes Child Care Assistants and unqualified staff who assist Social Workers with caseloads
2.085	OT Assistants	
2.09	Support Services (including Admin/ Clerical)	

2b. Fieldwork Staff - Services for Adults		
2.11	Service Managers	Service Managers with more than 50% operational management and has responsibility for area service provision for fieldwork services; including Community Care.
2.12	Team Leaders/Managers	Excludes staff who have responsibility for the hands-on management/allocation of caseloads and supervise/manage Social Workers.
2.13	Senior Social Workers	Includes all staff who have responsibility for the hands-on management/allocation of caseloads and supervise/manage Social Workers. These staff must also possess the relevant qualification (DIPSWK or equivalent) as a post requirement to do their job. Also to be included here are the Senior Practitioners that do have management responsibilities of Social Workers.
2.14	Main Grade Social Workers	Includes all staff who have the responsibility for hands-on delivery of service caseload allocated by the Team Leader/Senior Social Worker. These staff must possess the relevant qualification (DIPSWK or equivalent) and are required to provide care to clients through caseloads. Also to be included here are the Senior Practitioners that do not have management responsibilities but carryout more complex caseloads than Social Workers.
2.15	Care Managers	May be social work qualified, OT qualified or nursing qualified. Excludes staff who have the responsibility for hands-on delivery of service caseload allocated by the Team Leader/Senior Social Worker.
2.153	Senior Occupational Therapists	Includes Senior Occupational Therapists attached to specific teams (e.g. adult services)

2.156	Occupational Therapists	Includes Occupational Therapists attached to specific teams (e.g. adult services)
2.16	Other Qualified Fieldwork Staff	Includes Community Workers, Teachers, Group work, etc Excludes staff who have the responsibility for hands-on delivery of service caseload allocated by the Team Leader/Senior Social Worker.
2.165	Trainee Social Workers	Fast Trackers and on the job trainees should be recorded here.
2.17	SW Assistants	Includes unqualified staff who assist Social Workers with caseloads
2.175	OT Assistants	
2.18	Support Services (including Admin/ Clerical)	

2c. Fieldwork Staff - Services for Offenders

As job titles vary from Council to Council, staff in Criminal Justice sections should be included under the appropriate social work grade.

2.20	Service Managers	Service Managers with more than 50% operational management and has responsibility for area service provision for fieldwork services; including Offenders.
2.21	Team Leaders/Managers	Excludes staff who have responsibility for the hands-on management/allocation of caseloads and supervise/manage Social Workers.
2.22	Senior Social Workers	Includes all staff who have responsibility for the hands-on management/allocation of caseloads and supervise/manage Social Workers. These staff must also possess the relevant qualification (DIPSWK or equivalent) as a post requirement to do their job. Also to be included here are the Senior Practitioners that do have management responsibilities of Social Workers.

2.23	Main Grade Social Workers	Includes all staff who have the responsibility for hands-on delivery of service caseload allocated by the Team Leader/Senior Social Worker. These staff must possess the relevant qualification (DIPSWK or equivalent) and are required to provide care to clients through caseloads. Also to be included here are the Senior Practitioners that do not have management responsibilities but carryout more complex caseloads than Social Workers.
2.233	Senior Occupational Therapists	Includes Senior Occupational Therapists attached to specific teams (e.g. offender services)
2.236	Occupational Therapists	Includes Occupational Therapists attached to specific teams (e.g. offender services)
2.24	Community Service Staff	
2.25	Supervised Attendance Staff	Includes Bail staff
2.255	Trainee Social Workers	Fast Trackers and on the job trainees should be recorded here.
2.26	SW Assistants	Includes unqualified staff who assist Social Workers with caseloads
2.265	OT Assistants	
2.27	Support Services (including Admin/ Clerical)	Includes research & information, planning and training staff

2d. Fieldwork Staff - Generic Provision		
2.29	Team Leaders/Managers	Excludes staff who have responsibility for the hands-on management/allocation of caseloads and supervise/manage Social Workers.
2.30	Senior Social Workers	Includes all staff who have responsibility for the hands-on management/allocation of caseloads and supervise/manage Social Workers. These staff must also possess the relevant qualification (DIPSWK or equivalent) as a post requirement to do their job. Also to be included here are the Senior Practitioners that do have management responsibilities of Social Workers.

2.31	Main Grade Social Workers	Includes all staff who have the responsibility for hands-on delivery of service caseload allocated by the Team Leader/Senior Social Worker. These staff must possess the relevant qualification (DIPSWK or equivalent) and are required to provide care to clients through caseloads. Also to be included here are the Senior Practitioners that do not have management responsibilities but carryout more complex caseloads than Social Workers.
2.32	Welfare Rights Officers	Includes Benefits Advice, Advocacy staff
2.33	Senior Occupational Therapists	Includes Senior Occupational Therapists attached to specific teams (e.g. community care)
2.34	Occupational Therapists	Includes Occupational Therapists attached to specific teams (e.g. community care)
2.35	Other Qualified Fieldwork Staff	Includes Community Workers, Teachers, Groupwork, etc Excludes staff who have the responsibility for hands-on delivery of service caseload allocated by the Team Leader/Senior Social Worker.
2.355	Trainee Social Workers	Fast Trackers and on the job trainees should be recorded here.
2.36	SW Assistants	Includes unqualified staff who assist Social Workers with caseloads
2.37	OT Assistants	
2.38	Support Services (including Admin/ Clerical)	

Post name (Column D)	This will be generated automatically
Local authority post name **optional** (Column E)	A column is provided for the optional recording of the job title as used in the local authority. This may help data suppliers keep track of how the job titles are mapped across to our posts, and could also help to form the basis of any future updating of the list of posts. However, the recording of this information is optional.
Postcode (Column F)	The postcode of the office base of the LASWS employee. Format: a valid postcode with a space between the out-code part and the in-code part. Up to 8 characters. e.g. DD1 4NY.
Gender (Column G)	This information is to allow the analysis of the social care workforce by gender. This should be completed for all staff using the codes below: 0 = Not known 1 = Male 2 = Female 8 = Other Specific (<i>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.</i>) (GDSC compliant) Further guidance is available here: http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/equalitiesclassifications

Ethnic Group (Column H)	<p>This information is to allow the analysis of the social care workforce by ethnic group.</p> <p>This is required for all staff records using the following codes:</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 = Pakistani, Pakistani Scottish or Pakistani British 32 = Indian, Indian Scottish or Indian 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>Further guidance is available here: http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/equalitiesclassifications</p>
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<p>Disability (Column I)</p>	<p>This information is required to monitor the mix of the social care workforce.</p> <p>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>This is required for all staff records using the following codes:</p> <p>00 = No 01 = Yes 97 = Not disclosed (<i>should be used where the employee is asked to provide the information, but declines to do so</i>) 99 = Not known (<i>should be recorded where the information is not known for any reason OTHER than non-disclosure</i>)</p>
<p>Religion/Belief (Column J)</p>	<p>This information is to allow the analysis of the social care workforce by religion/belief.</p> <p>This is required for all staff records using the following codes:</p> <p>00 = None 01 = Church of Scotland 02 = Roman Catholic 03 = Other Christian 04 = Muslim 05 = Buddhist 06 = Sikh 07 = Jewish 08 = Hindu 09 = Pagan 10 = Other Religion/Belief 99 = Not Known or Disclosed</p> <p>Further guidance is available here: http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/equalitiesclassifications</p>

<p>Date of birth (Column K)</p>	<p>This information is required to model the social care workforce and to make decisions about the recruitment and training of social care staff.</p> <p>This information is required for each post holder. Please enter the date of birth in DD/MM/CCYY format. The day could be estimated if the month and year are known (e.g. 15/02/1952), or the day and month if only the year is known (e.g. 15/06/1952). 99/99/9999 should be recorded if this information is unknown.</p> <p>Further guidance is available here: http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/equalitiesclassifications</p>
<p>Whole time equivalent (Column L)</p>	<p>This information is to help monitor the overall level of staff resource going into social services. It will also give information to look at career progression of part time staff.</p> <p>For each post holder enter the Whole-Time Equivalent (WTE), calculated as follows:-</p> <ul style="list-style-type: none"> ↳ Divide the weekly hours worked by the staff member by the recognised weekly hours for a Full-Time member of staff for that post ↳ Express the result to two decimal places. <p>WTE for each post holder should be expressed as a number to two decimal places greater than 0.00 and less than or equal to 1.00 (0.00 ≤ 1.00).</p> <p>Where a member of staff works in two locations, for example, a full-time Unit Manager spends an equal amount of time in separate Residential Establishments for both children and the elderly, enter a Part-Time member of staff under each category with the corresponding WTE of 0.50. Similarly, if a member of staff is working for more than one local authority, then please include the WTE as the appropriate proportion of time they spend in your local authority e.g. if a post is split equally amongst 3 local authorities and the worker is full time, then the WTE = 0.33 in each local authority.</p> <p>Where a post is partly funded by another service (e.g. Housing or Education), only the social work funded part of the post should be included. For example, if a full-time post is three quarters funded by Social Work and one quarter funded by Housing, an entry of one Part-Time member of staff with a WTE of 0.75 should be entered in the relevant row. If possible, such posts should be apportioned, regardless of whether the staff concerned are working for 2 separate departments or 1 combined department within the council.</p> <p>NB It is appreciated that apportioning staff to services may be difficult. If this can't be done easily, please include (rather than exclude) such staff.</p> <p>Staff who are employed in the Social Work Service but whose costs are entirely met by payments from Health Boards should not be included in the return.</p>

Contract type (Column M)	<p>The type of contract held by the staff member on the census date should be recorded.</p> <p>This is required for all records using one of these codes:</p> <p>01 = Permanent (<i>with guaranteed hours</i>) 02 = Temporary (<i>includes secondment – with guaranteed hours</i>) 03 = Agency 04 = Bank 05 = Fixed Term (<i>excludes secondment – with guaranteed hours</i>) 06 = Sessional (<i>with guaranteed hours</i>) 07 = Casual or Relief 08 = Trainee (<i>on the payroll – with guaranteed hours</i>) 09 = Permanent (<i>no guaranteed hours</i>) 10 = Temporary (<i>includes secondment – no guaranteed hours</i>) 11 = Fixed Term (<i>excludes secondment - no guaranteed hours</i>) 12 = Sessional (<i>no guaranteed hours</i>) 13 = Trainee (<i>on the payroll – no guaranteed hours</i>) 98 = Other 99 = Not known</p> <p>Notes: a) categories 09 – 13 allow various forms of “zero hours”-type contracts to be recorded. b) categories 05 & 11 “Fixed term” - a fixed-term contract is one which is due to terminate on a specified date. c) category 02 & 10 “Temporary” – a temporary contract is normally used when no end date is known and its termination is dependent on an event such as return from sick leave or maternity leave, or completion of a job.</p>								
Post Registration Category (Column N)	<p>This information is required to identify posts that require or will require the holder to be registered with the Scottish Social Services Council (SSSC), the Health Professions Council (HPC), the General Medical Council (GMC), the General Teaching Council for Scotland (GTCS) or the Nursing and Midwifery Council (NMC).</p> <p>See SSSC website for details on registration: http://www.sssc.uk.com/All+about+Registration/All+about+registration.htm</p> <p>See HCPC website for details on registration: http://www.hcpc-uk.org/aboutregistration/</p> <p>See GMC website for details on registration: http://www.gmc-uk.org/register/index.asp</p> <p>See NMC website for details on registration: http://www.nmc-uk.org/aSection.aspx?SectionID=6</p> <p>A mapping between Post Category and Post Registration Category is automatically provided to assist with assigning a Post Registration Category, but you should overwrite this if the automated code is not applicable.</p> <p>This is required for all filled posts using these codes:</p> <table border="1" data-bbox="373 1865 1469 2076"> <tr> <td>01</td> <td>SSSC - Social Workers</td> </tr> <tr> <td>02</td> <td>SSSC - Managers of Residential Child Care Services</td> </tr> <tr> <td>03</td> <td>SSSC - Residential Child Care Workers with Supervisory Responsibilities</td> </tr> <tr> <td>04</td> <td>SSSC - Residential Child Care Workers (i.e. other than supervisors or managers)</td> </tr> </table>	01	SSSC - Social Workers	02	SSSC - Managers of Residential Child Care Services	03	SSSC - Residential Child Care Workers with Supervisory Responsibilities	04	SSSC - Residential Child Care Workers (i.e. other than supervisors or managers)
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05	SSSC - Managers of Care Home Services for Adults
06	SSSC - Supervisors in Adult Residential Care
07	SSSC - Practitioners in Adult Residential Care
08	SSSC - Support Workers in Adult Residential Care
09	SSSC - Managers of Adult Day Care Services
10	SSSC - Managers/Lead Practitioner in Early Education and Child Care
11	SSSC - Practitioners in Early Education and Child Care
12	SSSC - Support Workers in Early Education and Child Care
13	SSSC - Managers in Housing Support Services
14	SSSC - Supervisors in Housing Support Services
15	SSSC - Support Workers in Housing Support Services
17	SSSC - Social Worker Trainee/Student
30	HCPC - Arts Therapist
31	HCPC - Biomedical Scientist
32	HCPC - Chiropodist / Podiatrist
33	HCPC - Clinical Scientist
34	HCPC - Dietician
35	HCPC - Occupational Therapist
36	HCPC - Operating Department Practitioner
37	HCPC - Orthoptist
38	HCPC - Paramedic
39	HCPC - Physiotherapist
40	HCPC - Practitioner Psychologist
41	HCPC - Prosthetist / Orthotist
42	HCPC - Radiographer
43	HCPC - Speech and Language Therapist
50	GMC
55	GTCS
60	NMC - Adult - RN1, RNA
61	NMC - Adult - RN2
62	NMC - Mental Health - RN3, RNMH
63	NMC - Mental Health - RN4
64	NMC - Learning Disabilities - RN5, RNLD
65	NMC - Learning Disabilities - RN6
66	NMC - General - RN7
67	NMC - Children - RN8, RNC
68	NMC - Fever - RN9
69	NMC - Midwifery - RM
70	NMC - Specialist Community Public Health Nursing - HV - RHV
71	NMC - Specialist Community Public Health Nursing - SN - RSN
72	NMC - Specialist Community Public Health Nursing - OH - ROH
73	NMC - Specialist Community Public Health Nursing - FHN - RFHN
74	NMC - Specialist Community Public Health Nursing - RSCP
98	Post Not Registrable
99	Not Known If Post Requires A Registered Person

Person Registration Category relevant to their Post (Columns O, Q & S)	This information is required for all filled posts to identify the Registration Categories that staff are registered under that are relevant to their post.	
	See SSSC website for details on registration: http://www.sssc.uk.com/All+about+Registration/All+about+registration.htm	
	See HCPC website for details on registration: http://www.hcpc-uk.org/aboutregistration/	
	See GMC website for details on registration: http://www.gmc-uk.org/register/index.asp	
	See NMC website for details on registration: http://www.nmc-uk.org/aSection.aspx?SectionID=6	
	You should enter up to three categories each staff member is registered under on the census date that are relevant to their current post using the codes below.	
	<i>For example, if a staff member is registered as a social worker, but the post they are in does not require them to be, then <u>do not</u> include this on the form.</i>	
	They can be recorded in any order. Where someone has more than three relevant registrations in the list below, please give the three most appropriate for their post.	
	01	SSSC - Social Workers
	02	SSSC - Managers of Residential Child Care Services
	03	SSSC - Residential Child Care Workers with Supervisory Responsibilities
	04	SSSC - Residential Child Care Workers (i.e. other than supervisors or managers)
	05	SSSC - Managers of Care Home Services for Adults
06	SSSC - Supervisors in Adult Residential Care	
07	SSSC - Practitioners in Adult Residential Care	
08	SSSC - Support Workers in Adult Residential Care	
09	SSSC - Managers of Adult Day Care Services	
10	SSSC - Managers/Lead Practitioner in Early Education and Child Care	
11	SSSC - Practitioners in Early Education and Child Care	
12	SSSC - Support Workers in Early Education and Child Care	
13	SSSC - Managers in Housing Support Services	
14	SSSC - Supervisors in Housing Support Services	
15	SSSC - Support Workers in Housing Support Services	
17	SSSC - Social Worker Trainee/Student	
30	HCPC - Arts Therapist	
31	HCPC - Biomedical Scientist	
32	HCPC - Chiropodist / Podiatrist	
33	HCPC - Clinical Scientist	
34	HCPC - Dietician	
35	HCPC - Occupational Therapist	
36	HCPC - Operating Department Practitioner	
37	HCPC - Orthoptist	
38	HCPC - Paramedic	
39	HCPC - Physiotherapist	
40	HCPC - Practitioner Psychologist	
41	HCPC - Prosthetist / Orthotist	

42	HCPC - Radiographer
43	HCPC - Speech and Language Therapist
50	GMC
55	GTCS
60	NMC - Adult - RN1, RNA
61	NMC - Adult - RN2
62	NMC - Mental Health - RN3, RNMH
63	NMC - Mental Health - RN4
64	NMC - Learning Disabilities - RN5, RNLD
65	NMC - Learning Disabilities - RN6
66	NMC - General - RN7
67	NMC - Children - RN8, RNC
68	NMC - Fever - RN9
69	NMC - Midwifery - RM
70	NMC - Specialist Community Public Health Nursing - HV - RHV
71	NMC - Specialist Community Public Health Nursing - SN - RSN
72	NMC - Specialist Community Public Health Nursing - OH - ROH
73	NMC - Specialist Community Public Health Nursing - FHN - RFHN
74	NMC - Specialist Community Public Health Nursing - RSCP
97	Person Will Need To Register But Is Not Yet Registered
98	Person Does Not Need To Register
99	Not Known If Person Is Registered Or Not

<p>Person Registration Category Status (Columns P, R & T)</p>	<p>This information is required to identify the Status of the person's registration where they are registered with a relevant registration body.</p> <p>See SSSC website for details on registration: http://www.sssc.uk.com/All+about+Registration/All+about+registration.htm</p> <p>See HCPC website for details on registration: http://www.hcpc-uk.org/aboutregistration/</p> <p>See GMC website for details on registration: http://www.gmc-uk.org/register/index.asp</p> <p>See NMC website for details on registration: http://www.nmc-uk.org/aSection.aspx?SectionID=6</p> <p>If you have stated that the person is registered with a registration body, you must state the status of that registration.</p> <p>This is required for all recorded relevant registrations, using these codes:</p> <table border="1" data-bbox="451 925 1235 1294"> <thead> <tr> <th>Code</th> <th>Registration Status</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Fully Registered (SSSC, HPC, GMC, GTCS, NMC)</td> </tr> <tr> <td>02</td> <td>SSSC - Registered - Subject to a Condition - If condition includes anything to do with Qualifications</td> </tr> <tr> <td>03</td> <td>SSSC - Registered - Subject to a Condition - If Condition has nothing to do with qualifications</td> </tr> <tr> <td>04</td> <td>GTCS - Registered - Provisional</td> </tr> <tr> <td>99</td> <td>Do Not Know Status of Registration</td> </tr> </tbody> </table>	Code	Registration Status	01	Fully Registered (SSSC, HPC, GMC, GTCS, NMC)	02	SSSC - Registered - Subject to a Condition - If condition includes anything to do with Qualifications	03	SSSC - Registered - Subject to a Condition - If Condition has nothing to do with qualifications	04	GTCS - Registered - Provisional	99	Do Not Know Status of Registration
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04	GTCS - Registered - Provisional												
99	Do Not Know Status of Registration												
<p>MHO Identifier **mandatory where applicable** (Column U)</p>	<p>This data item flags the staff records pertaining to Mental Health Officers (MHOs) and is essential for much of the data in the MHO tab of the LASWS return. The recording of this data item is strictly mandatory.</p> <table border="1" data-bbox="451 1525 1272 1756"> <tbody> <tr> <td>1</td> <td>Practising MHO on the census date and/or during the year up to the census date, or available to practise as an MHO on the census date (other than agency MHO)</td> </tr> <tr> <td>2</td> <td>Undertaking MHO training on the census date</td> </tr> <tr> <td>3</td> <td>Agency MHO on the census date and/or during the year up to the census date</td> </tr> </tbody> </table> <p>Otherwise, LEAVE BLANK.</p> <p>See Mental Health Officers guidance section on page 4 of this document.</p>	1	Practising MHO on the census date and/or during the year up to the census date, or available to practise as an MHO on the census date (other than agency MHO)	2	Undertaking MHO training on the census date	3	Agency MHO on the census date and/or during the year up to the census date						
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2	Undertaking MHO training on the census date												
3	Agency MHO on the census date and/or during the year up to the census date												

<p>Start Date in organisation (Column V)</p>	<p>Required to identify the length of service of staff members in the local authority and highlight new staff members. This information will be used in modelling the social care workforce to make decisions on the recruitment and retention of social care staff.</p> <p>This field is required for all staff and records the date on which the staff member started work in the local authority. Please give the date in DD/MM/CCYY format. The day could be estimated if the month and year are known (e.g. 15/02/2009), or the day and month if only the year is known (e.g. 15/06/2009). 99/99/9999 should be recorded if this information is unknown.</p>
<p>Start Date in current post (Column W)</p>	<p>Required to identify the length of service of staff members in their current post and highlight new post holders. This information will be used in modelling the social care workforce to make decisions on the recruitment and retention of social care staff.</p> <p>This field is required for all staff and records the date on which the staff member started work in their current post. Please give the date in DD/MM/CCYY format. The day could be estimated if the month and year are known (e.g. 15/02/2009), or the day and month if only the year is known (e.g. 15/06/2009). 99/99/9999 should be given if this information is unknown.</p>
<p>Employee Status (Column X)</p>	<p>This item will be used to identify the staff in post on the census date and those who are absent. This will also minimise double-counting of staff within the local authority.</p> <p>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 census date. <p>Record one value only, including the appropriate sub-category under either 01 or 02. Main category only recording (i.e. just "Present" or "Absent") is NOT permitted.</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>

Main Job Function (Column Y)		For each post, you should enter one value only from the Sub-categories list of codes. A mapping between Post Category and Job Function is automatically provided to assist with assigning a Job Function, but you should overwrite this if the automated code is not applicable.	
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 Care 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 assistance C2E – EY&C Support Workers C2X – Other Level 2 Care work

C3	Class 3 Care 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 schoolcare accommodation C3X – Other Level 3 Care work
C4	Class 4 Care 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 – Teacher C4E – Registered Nurse C4F – Care workers with supervisory responsibilities in school hostels and special schoolcare 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 (e.g. 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 schoolcare accommodation and school hostels 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
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

<p>Main Focus of Service Provision (Column Z)</p>	<p>The nature of the setting in which the employee works (e.g. Care Home, Day Centre, Fieldwork etc.)</p> <p>A mapping between Post Category and Main Focus of Service Provision is automatically provided to assist with assigning a Main Focus, but you should overwrite this if the automated code is not applicable.</p> <p>Choose only one code from the following:</p> <p>01 = Community based (<i>including fieldwork</i>) 02 = Residential 03 = Home care 04 = Day service (<i>includes Adult or Older People's day services, Childcare day service, Pre-school education, Out of school care</i>) 05 = Criminal Justice/work with offenders 06 = Hospital/hospice/clinic 07 = School/education setting 08 = Housing support <i>("The delivery of general counselling, advice, assistance and support to enable clients to move into, and / or sustain their tenancies, as agreed in a housing support plan. Housing support staff assist clients to access appropriate accommodation and other services such as housing and welfare benefits, social work services, education, community and health or nursing services. They may also give resettlement advice on housing options, arrears repayments, utilities connections and payments, use of fuel cards or meters, and use of appliances. Counselling may be provided as appropriate, for example on personal and property security, tenancy rights and responsibilities."</i> Source: National Care Standards and Statutory Instrument) 09 = Care at home (<i>covers care provided to a client in their own home by someone resident on the premises (quite different from Home care - code 03)</i>) 10 = Administrative/support service 98 = Other 99 = Not known</p>
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<p>Main Employee Service User Group (Column AA)</p>	<p>The service area in which the employee works, usually shaped around the type of people who receive those services (e.g. Older People, Carers, Children & Young People).</p> <p>A mapping between Post Category and Main Employee Service User Group is automatically provided to assist with assigning a Main Employee Service User, but you should overwrite this if the automated code is not applicable.</p> <p>Choose only one code from the following:</p> <p>00 = Job not directly attributable to specific user group <i>(should be used for employees whose job is not directly attributable to specific service user group(s). Some administrative and other support jobs in a Local Authority Social Work Department will fall into this category (eg. Admin Support, Finance, Human Resources etc). However, administrative and other support jobs which can be attributed to one or more service user groups should be recorded against the category which reflects the main service user group)</i></p> <p>01 = Older People (65+)</p> <p>02 = Adults</p> <ul style="list-style-type: none"> A - Mental Health B - Learning Disability C - Physical Disability D - Substance Misuse E - Sensory Impairment X - Other Adults <p>03 = Children/Young People <i>(other than young offenders)</i></p> <ul style="list-style-type: none"> A - Mental Health B - Disability C - Substance Misuse D - Youth Work X - Other Children/YP <p>04 = Generic Offenders</p> <ul style="list-style-type: none"> A - Adult Offenders B - Young Offenders <p>06 = Carers</p> <p>98 = Other specific service user group</p> <p>99 = Not known</p>
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<p>Pay/Salary</p> <ul style="list-style-type: none"> • Gross Annual Wage <p>OR</p> <ul style="list-style-type: none"> • Gross Hourly Wage <p>(Column AB)</p>	<p>The actual basic remuneration or rate of pay received by the employee for a designated period in each particular post.</p> <p>Please quote the Gross Annual Wage, or the Gross Hourly Wage, for staff whose WTE in a specific post is 1.00 (i.e. full-time).</p> <p>For staff whose WTE in a specific post is less than 1.00, please only record their Gross Hourly Wage. This can be calculated by dividing their ACTUAL basic Gross Annual Wage (i.e. not the full-time equivalent salary for a part-time employee) by their weekly contracted hours multiplied by 52 weeks.</p> <p>For example, if a member of staff works in a post that would pay a Gross Annual Wage of £25,000 if the person was full-time (i.e. worked 36 hours per week), but the person actually worked half-time (i.e. worked 18 hours per week), then their ACTUAL basic Gross Annual Wage is £12,500. Therefore, their Gross Hourly Wage is: $\text{£12,500} / (18 \text{ hours} * 52 \text{ weeks}) = \text{£13.35 (Code H05)}.$</p> <p>Overtime payments are EXCLUDED.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Gross Annual Wage (whole pounds)</th> <th style="text-align: left;">Gross Hourly Wage (pounds and pence)</th> </tr> </thead> <tbody> <tr> <td>A01 = < 10,000</td> <td>H01 = < 5.50</td> </tr> <tr> <td>A02 = 10,000 – 13,125</td> <td>H02 = 5.50 – 7.20</td> </tr> <tr> <td>A03 = 13,126 – 17,500</td> <td>H03 = 7.21 – 9.60</td> </tr> <tr> <td>A04 = 17,501 – 21,875</td> <td>H04 = 9.61 – 12.00</td> </tr> <tr> <td>A05 = 21,876 – 26,250</td> <td>H05 = 12.01 – 14.40</td> </tr> <tr> <td>A06 = 26,251 – 35,000</td> <td>H06 = 14.41 – 19.25</td> </tr> <tr> <td>A07 = 35,001 – 52,500</td> <td>H07 = 19.26 – 28.85</td> </tr> <tr> <td>A08 = >52,500</td> <td>H08 = >28.85</td> </tr> </tbody> </table>	Gross Annual Wage (whole pounds)	Gross Hourly Wage (pounds and pence)	A01 = < 10,000	H01 = < 5.50	A02 = 10,000 – 13,125	H02 = 5.50 – 7.20	A03 = 13,126 – 17,500	H03 = 7.21 – 9.60	A04 = 17,501 – 21,875	H04 = 9.61 – 12.00	A05 = 21,876 – 26,250	H05 = 12.01 – 14.40	A06 = 26,251 – 35,000	H06 = 14.41 – 19.25	A07 = 35,001 – 52,500	H07 = 19.26 – 28.85	A08 = >52,500	H08 = >28.85
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A08 = >52,500	H08 = >28.85																		
<p>Contracted Hours (Column AC)</p>	<p>The number of hours to be worked weekly as stated in the employee's contract of employment. This should be expressed to two decimal places (e.g. 37.00).</p>																		

<p>Main Nature of Working Hours Pattern (Column AD)</p>	<p>This indicates the nature and flexibility of the employee's working hours pattern for each post.</p> <p>Choose only one code from the following:</p> <p>01 = Normal full-time "9-5, Monday-Friday" working (includes flexitime)</p> <p>02 = Flexible working hours (i.e. a pre-agreed pattern of full-time working hours which deviates from the norm for that post to suit the needs of the postholder – e.g. 2 afternoons off a week)</p> <p>03 = Annualised hours contract</p> <p>04 = Term time working</p> <p>05 = Vacation working</p> <p>06 = Home working</p> <p>07 = Job sharing</p> <p>08 = Nine-day fortnight</p> <p>09 = Four-and-a-half day week</p> <p>11 = Shift working (incl. night shift) <i>(for shift workers whose work involves night shifts, but not exclusively)</i></p> <p>12 = Night working (dedicated) <i>(should be recorded for employees whose job entails working ONLY at night)</i></p> <p>13 = Compressed working <i>(i.e. full week's hours in four days)</i></p> <p>14 = Part time</p> <p>15 = Variable <i>(should be recorded where 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, OR an employee has basic part-time contracted hours, and does a varying number of further hours on top every week (most weeks))</i></p> <p>98 = Other arrangement <i>(i.e. none of the above)</i></p> <p>99 = Not known</p>
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<p>Entry Source (Column AE)</p>	<p>This item is needed to understand flows of staff into the social care system.</p> <p>This information is required for all staff, who have started in a new post within the last 12 months i.e. a person who appears in a specific post category in the December 2015 Census but was not included in the same post category type in the December 2014 Census. If the member of staff appears in both the 2014 and 2015 Annual Censuses and in the same post category, then please leave blank.</p> <p>A spreadsheet tool has been developed to help local authorities identify which staff should have the Entry Source reported (see separate instructions).</p> <p>Choose one of the following codes:</p> <p>01 = Same authority/organisation: A – Social Services area B – non-Social Services area (<i>should be used for someone coming into Local Authority Social Services from, for example, a non-social work services post in the education or housing department in the same authority</i>)</p> <p>02 = Different authority/organisation (social services): A – Local Authority B – Voluntary organisation C – Private organisation</p> <p>03 = Different authority/organisation (non-social services): A – Local Authority B – Voluntary organisation C – Private organisation (<i>includes private hospitals</i>) D – NHS organisation X – Other organisation</p> <p>04 = From non-employment situation: A – First job (after education/unemployment) (<i>education covers secondary, further and higher education</i>) B – From unemployment (not first job) C – From family commitments D – From further/higher education (not first job)</p> <p>05 = From abroad (outwith UK): A – EU country B – Country outwith EU</p> <p>06 = From self-employment 98 = Other source 99 = Not known</p>
<p>HSCP Identifier **mandatory** (Column AF)</p>	<p>This item indicates if the post is based wholly in the local authority (LA), wholly in the Health & Social Care Partnership (HSCP) or is shared between the LA and the HSCP.</p> <p>1 = Post based wholly in LA 2 = Post based wholly in HSCP 3 = Joint LA/HSCP post</p> <p>This item is mandatory and should be recorded for all records in the Staff tab.</p>

Part 2: Vacancies tab**What to include in the data**

This sheet should be used to record the number of vacancies **that you have funding for** (Whole-Time Equivalent) as at **Monday 7th December 2015**. As some local authorities do not have annual budgets sufficient to cover all of their notional "establishment", the number of staff in post + the number of vacancies may not sum to the notional "establishment".

Vacancies which were being covered by temporary/ relief staff on the census date should be excluded, as the staff providing cover will be included in the Staff tab.

Year (Column A)	This will be generated automatically.
Local authority code (Column B)	This will be generated automatically.
Post (Column C)	This item is needed to measure the relative numbers of vacancies in different post types and the differences across time. Post type is required for all vacancies using the codes and definitions given in Part 1 of these guidance notes.
Post name (Column D)	This will be generated automatically.
Local authority post name **optional** (Column E)	A column is provided for the optional recording of the job title as used in the local authority. This may help data suppliers keep track of how the job titles are mapped across to our posts, and could also help to form the basis of any future updating of the list of posts. However, the recording of this data item is optional.
Postcode (Column F)	The postcode of the office where the holder of the vacant post would be based. Format: a valid postcode with a space between the out-code part and the in-code part. Up to 8 characters. e.g. DD1 4NY.
Whole time equivalent (Column G)	This information is to help monitor the overall level of vacancies in social services relative to the total staff WTE. This will inform decisions on the recruitment and retention of social care staff. For each vacancy enter the Whole-Time Equivalent (WTE), using the definition given in Part 1 of these guidance notes.
Contract type (Column H)	This data item records the type of contract required for all vacant posts using the same codes as those used in Part 1 of these guidance notes.

<p>Post Registration Category (Column I)</p>	<p>This item indicates whether the post requires the member of staff to be registered with a registration body. This is required for all vacant posts using the same codes as those used in Part 1 of these guidance notes.</p> <p>A mapping between Post Category and Post Registration Category is automatically provided to assist with assigning a Post Registration Category, but you should overwrite this if the automated code is not applicable.</p>
<p>Main Job Function (Column J)</p>	<p>For each vacant post, you should enter one value only from the list of Sub-category codes for Main Job Function featured in Part 1 of these guidance notes.</p> <p>A mapping between Post Category and Job Function is automatically provided to assist with assigning a Job Function, but you should overwrite this if the automated code is not applicable.</p>
<p>Main Focus of Service Provision (Column K)</p>	<p>The nature of the setting in which the vacant post is located. For each vacant post, you should enter one value only from the Main Focus of Service Provision codes used in Part 1 of the guidance notes.</p> <p>A mapping between Post Category and Main Focus of Service Provision is automatically provided to assist with assigning a Main Focus, but you should overwrite this if the automated code is not applicable.</p>
<p>Main Employee Service User Group (Column L)</p>	<p>The service area in which the vacant post is located, usually shaped around the type of people who receive those services.</p> <p>For each vacant post, you should enter one value only from the list of codes used in Part 1 of these guidance notes.</p> <p>A mapping between Post Category and Main Employee Service User Group is automatically provided to assist with assigning a Main Employee Service User Group, but you should overwrite this if the automated code is not applicable.</p>
<p>Is Vacancy In Process Of Being Filled? (Column M)</p>	<p>This question is included to enable local authorities to indicate which reported vacancies are in the process of being filled on the census date (e.g. have been advertised).</p> <p>For each vacancy, record "Yes" for posts which the social work services department intends to fill, including those for which they have unsuccessfully attempted to appoint someone, or for which an appointment has been made but the appointee has not yet taken up the post.</p> <p>Vacant posts which have not yet been advertised (e.g. posts that are known to be vacant in advance of the advertising of that post) should be recorded as "No".</p> <p>Vacancies which have occurred too recently for the vacancy to be advertised, should be recorded as "No".</p>

MHO Post? (Column N)	<p>This data item flags the vacancy records pertaining to vacancies for Mental Health Officer (MHO) positions.</p> <p>Choose "Yes" if the vacancy is for an MHO position.</p> <p>Choose "No" if the vacancy is not for an MHO position.</p>
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Part 3: Leavers Tab

What to include in the data

This sheet should be used to record all staff leavers at post level. You should include:

a) Staff who have changed post during the last year within the authority:

Strategic/Central and Fieldwork staff who appeared in a specific post category in the December 2014 Census, and now appear in a different post category in the December 2015 Census.

AND

b) Staff who have left the authority during the last year:

Strategic/Central and Fieldwork staff who appeared in the December 2014 Census, but do not appear anywhere in the December 2015 Census.

If a member of staff appears in the 2014 and 2015 Annual Censuses in the same post category, they must not be included in the Leavers data. Furthermore, a registered Social Worker who was practising as a Mental Health Officer (MHO) in December 2014 and ceased to practise as an MHO during the year up to December 2015 without changing post or leaving the authority must not be included in the Leavers data. Such a Social Worker should, however, be recorded as an MHO leaver in the MHO tab (see detailed guidance for recording MHO leavers in section 8 of the MHO tab in the data template). If you are unsure please contact us for assistance.

A spreadsheet tool has been developed to help local authorities identify which staff should have the Leaving Destination and Reason for Leaving reported (see separate instructions).

Local authority code	Column A	The items in columns A – N should be completed with the data reported for the staff in question in the Staff tab of the December 2014 census data return.
Post	Column B	
Post name	Column C	
Postcode	Column D	
Gender	Column E	
Ethnic Group	Column F	
Disability	Column G	
Date of birth	Column H	
Whole time equivalent	Column I	
Contract type	Column J	
Start date in organisation	Column K	
Start date in post	Column L	
Employee status	Column M	
MHO Post? (Column N)	<p>This data item flags the leaver records which pertain to Mental Health Officer (MHO) posts. Only those MHOs who left the authority or changed post within the authority should be flagged.</p> <p>Choose "YES" if the person is leaving an MHO post.</p> <p>Choose "NO" if the person is not leaving an MHO post.</p>	

<p>End Date in post (Column O)</p>	<p>This information is required to identify the length of service of staff members in particular posts. This information will also be used in modelling the social care workforce to make decisions on the recruitment and retention of social care staff.</p> <p>This field is required for all leavers and records the date on which the staff member stopped working in a particular post. Please give the date in DD/MM/CCYY format. The day could be estimated if the month and year are known (e.g. 15/02/2014). If this information is unknown for a particular leaver, please leave the field blank.</p>
<p>Leaving Destination (Column P)</p>	<p>This information is required to monitor where staff members go when leaving their current post, particularly looking over time at staff who return to the social care sector and identifying patterns of activity which leads back to the social care workforce.</p> <p>Choose one of the following codes:</p> <p>01 = Same authority/organisation: A – Social Services area B – non-Social Services area</p> <p>02 = Different authority/organisation (social services): A – Local Authority B – Voluntary organisation C – Private organisation</p> <p>03 = Different authority/organisation (non-social services): A – Local Authority B – Voluntary organisation C – Private organisation D – NHS organisation X – Other organisation</p> <p>04 = To non-employment situation: A – Unemployment (e.g. to look after family) C – To further/higher education</p> <p>05 = Abroad (outwith UK): A – EU country B – Country outwith EU</p> <p>08 = To self-employment 98 = Other destination 99 = Not known</p>

Reason for Leaving (Column Q)	<p>This information is required to monitor why and where staff members go when leaving their current post. Of particular interest are staff who return to the social care sector and the patterns of activity which lead them back to the social care workforce.</p> <p>Choose one of the following codes:</p> <p>01 = Moved to new post: A – promotion B – sideways move C – demotion</p> <p>03 = Family reasons/commitments</p> <p>04 = To study</p> <p>05 = Retirement A – Career completion B – Medically retired C – Early retirement</p> <p>06 = Redundancy: A – End of contract term X – Other redundancy</p> <p>07 = Dismissal:</p> <p>08 = Death</p> <p>09 = Resigned</p> <p>98 = Other reason</p> <p>99 = Not known</p>
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Part 4: Producing your December 2015 Staff Results – by Post Category and Employee Status

A worksheet is included that will produce the aggregate results of your staff (WTE), broken down by Post Category and Employee Status.

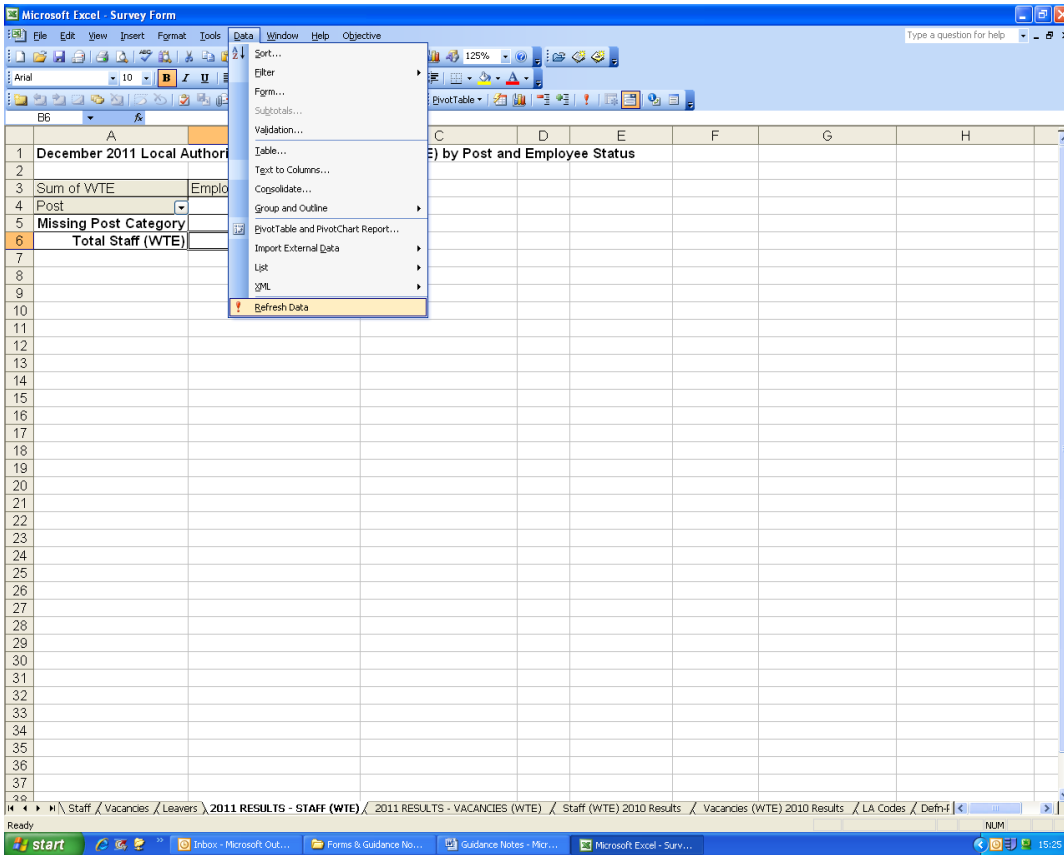
Once you have completed the '**Staff**' worksheet with your Post/Staff data, if you then select the '**2015 RESULTS - STAFF (WTE)**' tab, you should see a Microsoft Excel pivot table (see below).

	Employee Status Group	
Post		
Missing Post Category		
Total Staff (WTE)		

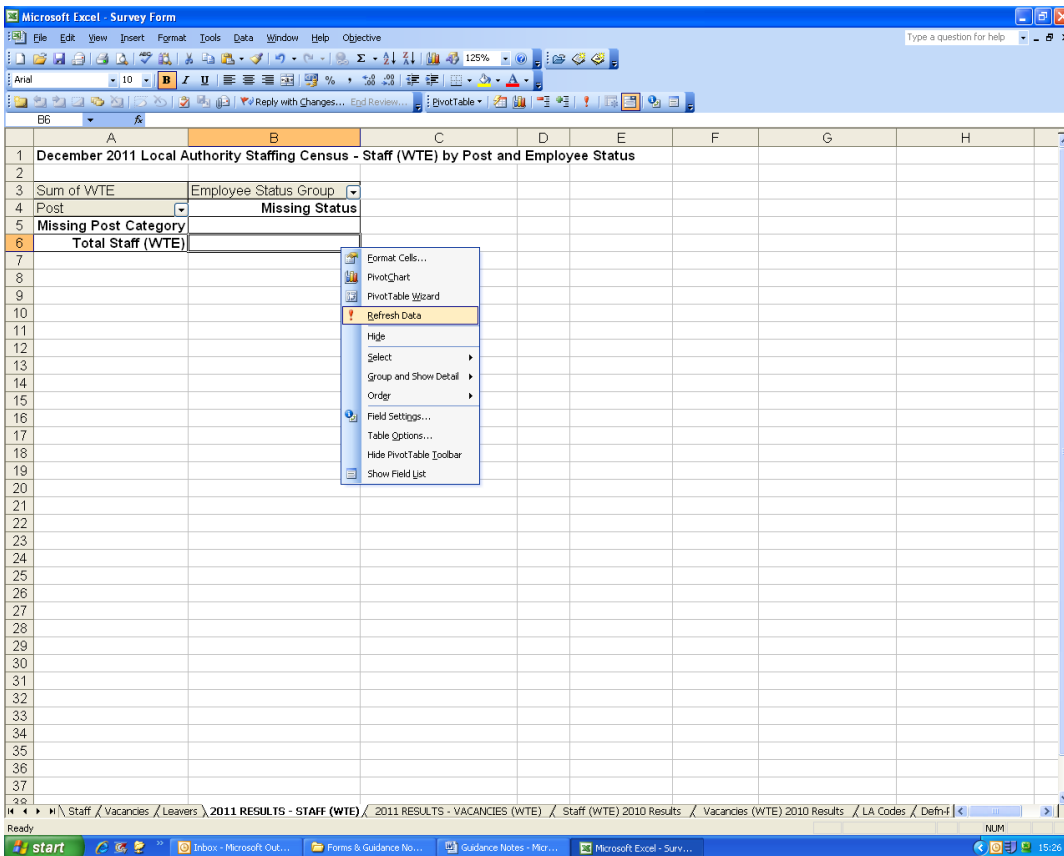
Now select Cell **A6** by clicking on this cell (so that you are now somewhere inside the pivot table).

You now need to refresh the pivot table so that it updates its results based on the information you have entered in the '**Staff**' worksheet.

There are a number of ways of doing this. Using the options at the top, select **Data**, then **Refresh Data** (see example on the next page).



Alternatively, with cell **A6** selected, right-click on your mouse and select **Refresh Data** from the drop down list (see below).



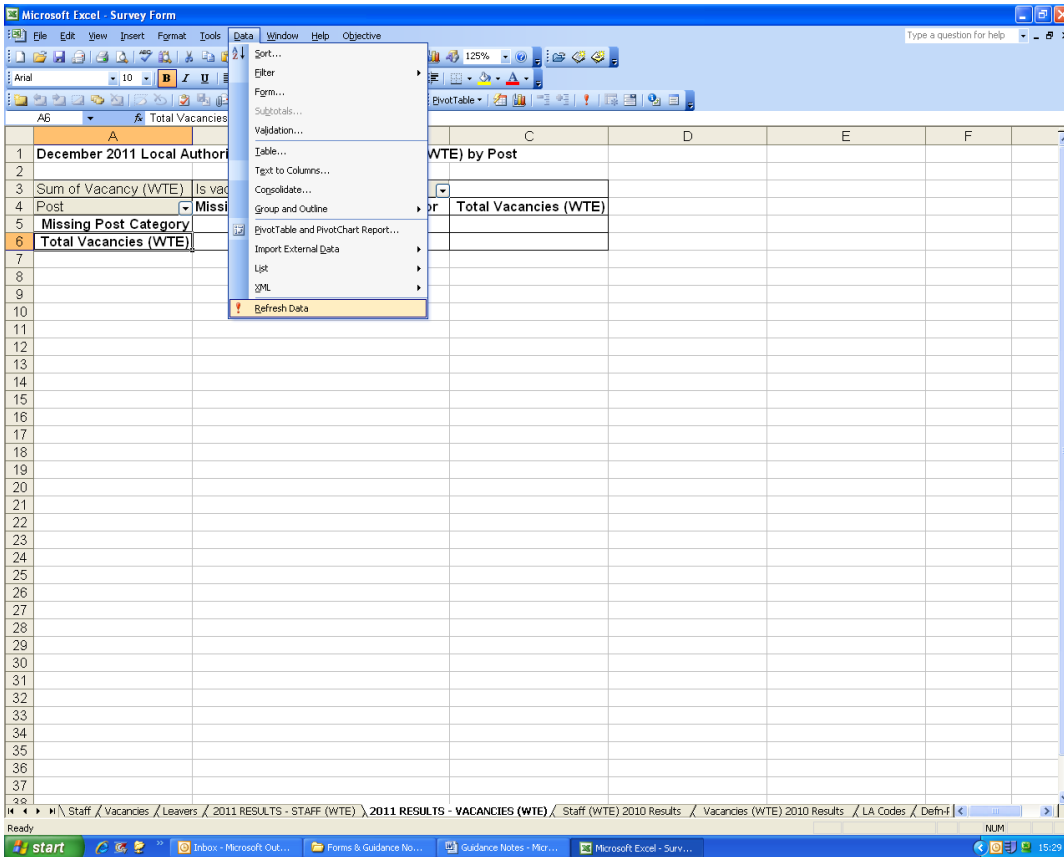
You should find the pivot table has now produced some aggregate results, broken down by Post Category and Employee Status (see example below).

Post	Present	Volunteers (Code A02)	Absent	Missing Status
1.01	1			
1.02	1			
1.03	1			
1.04	1			
1.05	0.8			
1.06	0.3			
1.07	1			
1.08	0.75			
1.09	0.4			
2.01	1			
2.02	3			
2.03	2		1	
2.04	3			
2.05	2		1	
2.06	3			
2.063	3			
2.066	2.2			
2.07	2.3			
2.075	2.5			
2.08	2.9			
2.09	1.5		1	
Missing Post Category				
Total Staff (WTE)	35.65		1	2

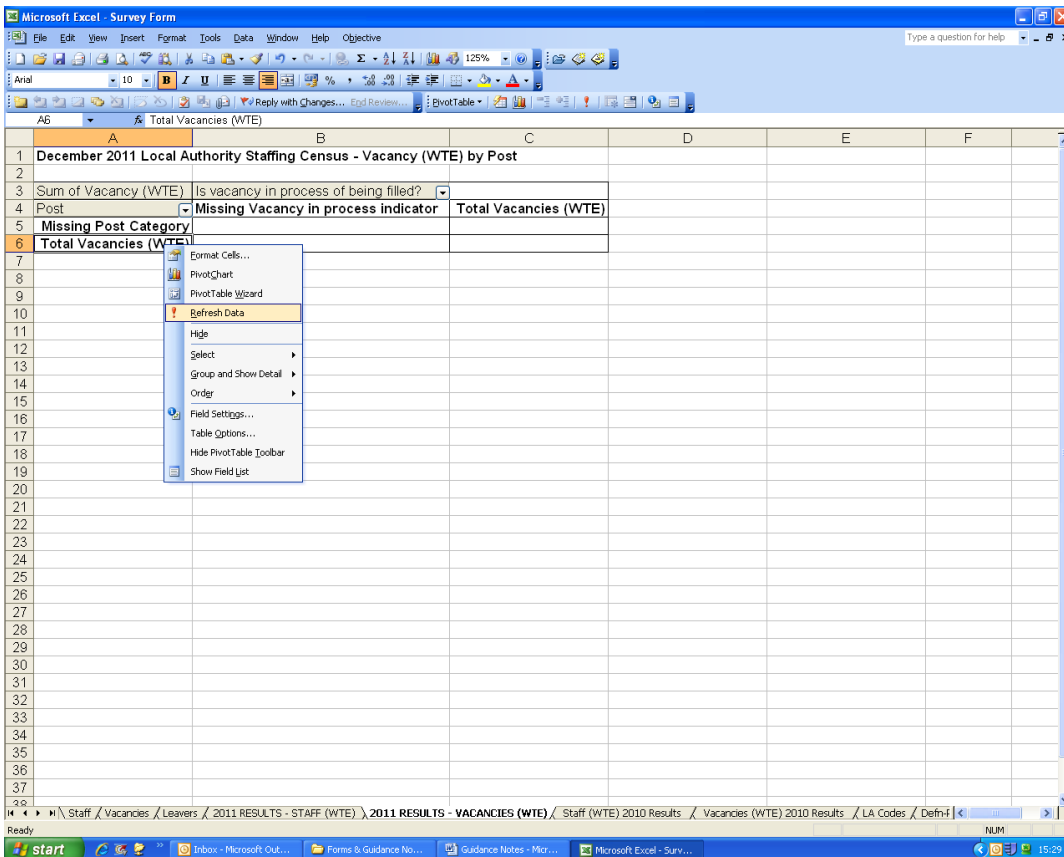
The above example shows that, in total, there were 35.65 WTE staff present on the census date (which is what the SSSC would publish for the number of filled posts for your local authority), there was 1 WTE volunteer (in Post Category 2.09), and there were 2 WTE staff absent on the day of the Census.

You should not have any figures appearing in the Missing Post Category row or Missing Status column. If you do, then please amend the data in your 'Staff' worksheet and then REFRESH the pivot table.

You should also compare the WTE staff present figures contained in your pivot table with the December 2014 figures that have been provided in the "**Staff (WTE) 2014 Results**" worksheet to see if there have been any large changes in WTE staff in December 2015 when compared with the December 2014 WTE figures. **Please provide an explanation for any large changes in your figures!**



Alternatively, with cell **A6** selected, right-click on your mouse and select **Refresh Data** from the drop down list (see below).



You should find the pivot table has now produced some aggregate results, broken down by Post Category (see below example).

Post	NO	YES	Missing Vacancy in process	Total Vacancies (WTE)
1.01			1	1
1.02			1	1
2.01			1	1
2.02	2			2
2.03	2			2
2.04	2			2
2.05			3	3
2.06			3	3
2.063	1			1
2.07			5	5
2.08	1			1
2.09			1.6	1.6
Missing Post Category				
Total Vacancies (WTE)	8		15.6	23.6

The above example shows that, in total, there were 23.6 WTE vacancies on the census date, of which 15.6 WTE vacancies were in the process of being filled.

You should not have any figures appearing in the Missing Post Category row or the Missing Vacancy in process column. If you do, then please amend the data in your 'Vacancy' worksheet and then REFRESH the pivot table.

You should also compare the WTE vacancy figures contained in your pivot table with the December 2014 figures that have been provided in the "**Vacancies (WTE) 2014 Results**" worksheet to see if there have been any large changes in WTE vacancies in December 2015 figures when compared with the December 2014 WTE vacancy figures. **Please provide an explanation for any large changes in your figures!**

INDEX OF DATA ITEMS**Part 1 – Staff tab**

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Disability	I	15
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Entry source	AE	30
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Local authority post name (optional)	E	13
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Main focus of service provision	Z	26
Main job function	Y	23
Main nature of working hours pattern	AD	29
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