

**SCOTTISH SOCIAL SERVICES
WORKFORCE DATA GROUP
Wednesday, 17th February 2016, 10am to 12pm
Victoria Quay, Edinburgh**

A G E N D A

1. Introductions and apologies
2. Minutes previous meeting (16.11.15) – accuracy
3. Minutes previous meeting (16.11.15) – matters arising
 - 3.1 (previous item 5) – staff movement DCSC services
 - 3.2 (previous item 7) – update on stability index report
 - 3.3 (previous item 11) – update on WSR
4. Experimental statistics - update
5. MHO workforce and activity data
6. Data queries
 - 6.1 – turnover in residential child care
 - 6.2 – qualification of care at home and housing support staff
7. Duration of Modern Apprenticeships
8. Social services and health integration – update
9. Workforce data site
10. Workplan 2015-16 – update
11. AOB
12. Locations for meetings

	<p>3.1 (previous item 5) Staff Movement DCSC</p> <p>MD feedback on query IG had risen at the last meeting about obtaining registration data to extract the extent of staff moving from private and voluntary employers to the public authority. CK advised that it may be possible to get data but it would depend on what type of services and information was required. MD will go back to IG to find out exactly what information she would be looking for and if we could be able to provide this. MD will report back at next meeting.</p> <p>3.2 (previous item 7) Update on Experimental Statistics and Stability Index report</p> <p>MD updated the group on both the experimental statistics on Whole Time Equivalency (WTE) and the Stability Index on the retention of staff. MD had sent out a report to the group on these and had received some helpful feedback. We hope to publish these by mid-March 2016 before the Scottish Parliamentary purdah process kicks in. Once approved they will go to SSSC Communications section and should then be published on our Workforce Data website. SGL asked if MD could send copy of these to her so she can look at them given the timing of the release. MD to send draft copies to her.</p> <p>When the reports are published on the website there will be two short questionnaires for feedback from the sector.</p> <p>3.3 (previous item 11) Update on (Workforce Skills report) WSR</p> <p>MD read out a statement of intent to the group on the WSR. The group looking at this will meet again on 18 February to look at writing up a Project Initiating Document (PID). It is hoped the report can be published around January 2017. The WSR will look at skills supply and demand in the sector and will consult with employers and other stakeholders. This work will be used to inform and influence Scottish stakeholders such as SQA and Skills Development Scotland to ensure the sector has the supply of skills it requires for the future.</p> <p>MM highlighted that Skills Development Scotland are also working on a skills investment plan for the sector so it will be important to liaise with them to ensure there is no duplication of work.</p> <p>JU suggested it might also be useful to contact David Fotheringham, Scottish Government who is taking lead on residential taskforce recommendations.</p> <p>PG discussed what was happening in her area in relation to</p>	<p>MD</p> <p>MD</p>
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	<p>the NHS competency based framework and asked if it might be worth revisiting SVQs in relation to this. Also talked about new foundation apprenticeships being introduced in schools which will help pupils start out on care career pathways and make them ready to work in the sector and progress on to further qualifications.</p>	
<p>4. Structure of Workforce Data</p>	<p>JA spoke about how the report is set out and some of the changes that have been made following feedback. He said he would also welcome feedback from the group. MD asked what the group thought of the breakdown of the various groups and how useful this was.</p> <p>MM suggested that in addition to the Workforce Data Report (WDR) it might be useful to have additional subsets looking at specific areas. MM and MD to discuss this internally and will feed back to group.</p> <p>There was a discussion about how useful this was and what could be included.</p>	<p>MD/MM</p>
<p>5. MHO workforce and activity data</p>	<p>MD gave an update on a meeting in early September 2015 that had been held with Mike Diamond, Mental Welfare Commission (MWC) and Robert Peat, Care Inspectorate around responding to the shortfall in Mental Health Officers (MHOs). A draft paper bringing together the MWC and SSSC data has been produced as a first step by PM.</p> <p>MD is to give a short presentation to the Chief Social Work Officers (CSWO) next week on some of the findings and hopes to get some feedback on its usefulness.</p> <p>JU asked if there is a need to increase the number of Social Workers to increase MHO numbers. MD advised that there had been an increase of around 40% in the number of Social Workers across the Local Authorities (LAs) since 2002 but the number of MHOs had actually decreased over the last few years. PM spoke about how their reports had looked at MHO activity against the number of Whole Time Equivalency (WTE) of MHOs and areas where there are severe pressures in particular LAs. There has been ministerial interest in the area of mental health following media interest earlier this year.</p> <p>MM asked if it was possible to identify the total number of qualified MHOs against those that are actually practicing MHOs. MD advised it was not possible to do this. MD said they are looking at a possible additional entry on Social Worker register to include those that have also qualified as MHOs.</p> <p>SGL said that the Chief Social Work Advisor had been using this draft report. They need the final report by the end of the month.</p> <p>NC asked if this is going to be published. MD was not sure if</p>	<p>MD/PM</p>

	<p>it will be formally published.</p> <p>JU asked if the draft report can also be sent to COSLA and CSWOs. MD will do this.</p>	MD
6. Data Queries	<p>MD spoke about the Data Queries paper that had been circulated to the group and the appendices in relation to Residential Child Care (RCC) staff turnover, and Care at Home and Housing Support staff registration data.</p> <p>MD thought this information could be useful to other stakeholders and asked the group for feedback on how it might be shared more broadly.</p> <p>Following discussion the consensus was that it would be useful to make it available but to save work it might be more useful to just give a list of external queries on our website. Interested parties would then be able to request further information if they wished. MD to discuss the process of doing this internally and will feed back to the group.</p> <p>SK noted that the data queries were helping them to look at our data recording in registration and how this can be made readily available.</p>	MD/MM /NC
7. Duration of Modern Apprenticeships	<p>PM spoke about the historical data from 2008/09 to 2014/15 for the time taken to complete Modern Apprenticeships (MA). The paper circulated to the group used data from the MA online data system and shows the average time taken to complete the various SVQs.</p> <p>MM explained one reason for gathering this data was to show Universities the amount of time taken to complete vocational qualifications and give them confidence in the validity of these qualifications.</p> <p>PG said it was sometimes difficult to tease out the amount of time taken to complete a qualification against the quality of input.</p> <p>There was a discussion about comparisons against time taken for social care MAs against MAs in other sectors. Skills Development Scotland or MA Online should have this information. MD and PM to discuss further and look at what further information could be included in this paper.</p> <p>PM raised the issue as to whether MAs are for tackling youth unemployment or as a means to up-skill the workforce. MD agreed it would be worth looking at this.</p> <p>SK advised that it would be possible to gain information relating to length of time taken to complete SVQs from the registration data. SK and MD to discuss.</p>	<p>MD/PM</p> <p>MD/SK</p>

<p>8. Social Services and Health Integration - update</p>	<p>MD discussed the paper on the meeting at Inverclyde Council with ISD in relation to how data was recorded within the Health and Social Care Partnerships.</p> <p>JU asked if this is going to be rolled out to other LAs and was keen to see other parties involved in this. MD asked for suggestions about who should attend future meetings to get more of a balance between social service and health. JU will come back to MD regarding this.</p> <p>MM and SGL spoke about current work that was going on around improvements and workforce planning.</p>	<p>JU</p>
<p>9. Workforce Data Site</p>	<p>MD briefly spoke about the Registration Data paper which had been sent out to the group. MD asked for any feedback or suggestions to be emailed to him.</p> <p>MM mentioned that we also intend to make fitness to practice data available.</p>	
<p>10. Workplan 2015-16</p>	<p>MD advised this has now been updated. Any questions to be fed back to MD. MM said it might be worth adding a note explaining what had been updated. MD will look at this for next year.</p>	<p>MD</p>
<p>11. AOB</p>	<p>SGL was going to speak to the group about Labour Market work but will chase up information and discuss at the next meeting.</p> <p>PM spoke about the open data training road show he had been to for public bodies. PM said that the aim was to publish data in a more open format that would allow others to do more with the published data. There is a star rating system for how open data is. At the moment the SSSC is on 3 stars and are aiming over time to achieve 5 stars. MD will give an update on this at the next meeting. CK spoke a bit about the licencing issues regarding the use of data. PM also said that once we are moving along this pathway it should reduce the number of Freedom of Information requests.</p> <p>SGL asked if we could liaise about numbers for next meeting and apologised for the facilities provided at this meeting.</p>	<p>SGL</p>
<p>12. Date and location of the next meeting</p>	<p>Wednesday 18 May 2016. Compass House Dundee</p>	

**Scottish Social Services
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Wednesday 17th February 2016
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Item 6

Data Queries

Introduction

The team deal with a number of specific queries each year from a range of stakeholders. These have not been previously reported to the Group. Most of these queries are relatively straightforward and of little wider interest but some are likely to interest a range of stakeholders.

This paper looks to provide information on a small number of these to seek the Group's views as to whether there would be value in publishing some of these.

Queries

There 36 specific data queries handled by the team between January and December 2015 and a further seven since the turn of the year (see appendix 1 for nature of queries). Two of these are discussed below and further details are available in the appendices. The average time required to respond was 3 hours per query.

Residential child care (RCC) – staff turnover

Staff at Scottish Government requested this information as part of the planning towards changes to registration qualifications for staff in these services. While the workforce data available to the SSSC isn't sufficient to be able to publish data on turnover, in some cases registration data may be able to help. This will be the case in sectors where required registration has commenced and where few staff will register with another body. The analysis of turnover in this case involved identifying all those who were deregistered from one of the RCC parts of the register and did not re-register in RCC. Because the Register is a live database updated minute by minute it does not have the problems that can occur with snapshots. Appendix 2 provides details of the findings of the analysis.

Care at Home & Housing Support – staff registration

One of the sector's larger service providers made a request for data on the numbers of care at home and housing support staff who have registered with the SSSC, and the proportion of registrants and the workforce who have achieved the required qualification(s). They were keen to have this data in order to be able to benchmark their own staff.

This query was one of the more demanding ones in terms of the time needed to address it and this is reflected in the length of response (see appendix 3 for full details). The response made use of both information from the SSSC register (to answer the first part of the question) and from workforce data to attempt to answer the second part.

Conclusion

The views of the group on the value of making responses to data queries publicly available are sought.

Mike Docherty
Intelligence Manager
SSSC
February 2016

Appendix 1

Data queries received January 2015-January 2016

- No. of long-term care workers in Scotland
 - Breakdown of query 2014/27 to include CHA sub-types
 - Data requested by DWP on no.s working in sector
 - Scotland-Excel - proportion of staff on living wage in sector
 - Expected number of registrants in CHA
 - MAs by framework, by gender 2012-13 to 2014-15
 - Personal care staff in Scotland
 - DCSC and Childminders staffing data
 - Specialists/MHOs who work with children & adolescents
 - AMR SW HEI data for Council report
 - No. of NQSWs in Scotland
 - Hospice workforce
 - Data for State of Nation report
 - Data for meeting with Shona Robison
 - No. of vol.sector bereavement midwives
 - No. of nurses in sector
 - No of NQSWs and type of service
 - Data on MAs
 - Analysis of BCG data
 - No. of nurses in sector
 - No of staff by LA area working in CHAs and HS-CaH
 - Previous query 21 split by employer type
 - OFM - 2007 onwards data on SWs across UK
 - Pay data for CHA and HS-CaH registration categories
 - Info on under-25 workforce
 - Headcount of local authority nursery workforce
 - Breakdown of nurses by LA/HB and age
- Social workers by LA
- LASWS employment by LA (incl. reg. services)
 - Data on sector, especially turnover data on Care at Home services
 - No. of DCSC services that have a degree qualified member of staff.
 - Turnover etc.. Amongst care staff
 - Additional MHO hours required by local authority
 - Size of the community justice and youth justice workforces
 - Turnover and recruitment at sectoral level for RCC staff.
 - Average weekly hours and working hours pattern for Childcare sub-sectors – 2014
 - No.s and percentage of CaH and HS workforces appropriately qualified
 - No. of long-term care workers in Scotland
 - Number of staff working in CHA-Older People by Employer type. Advice about HS/CAH.
 - Advice re. creating a data site

- Advice re. use of Google charts on our data site
- Clarification of size of workforce
- SWs working in P&V organisations

Appendix 2

Residential Child Care Registrants

Introduction

The data provided below covers the period 1.12.14 to 30.11.15. The data concerns the numbers of registrants and the numbers of people deregistered from the residential child care (RCC) part of the SSSC register for social service workers.

Residential child care –deregistrations

There are three sections in the RCC part of the register and they are for; workers; workers with supervisory responsibilities; and managers.

Table 1 below shows the numbers of registrants in each RCC section of the register at the beginning of the period. It also shows the total number who were deregistered from each section and the numbers re-registering. Around three-quarters of the individuals who reregistered moved to a higher section of the register, which is thought to reflect the movement of staff gaining promotion. A further 20% moved to lower sections and is likely to show those returning to their original post from seconded posts or temporary promotions.

Table 1: Residential child care registrants and deregistrants 1.12.14 to 30.11.15

	Starting no. of registrants	No. of registrants deregistered	No. of deregistrants reregistering	Closing no. of registrants
RCC managers	323	35	7	365
RCC supervisors	681	65	40	736
RCC workers	5275	827	129	5666
Total	6279	927	176	6767

At the start of the period there were 6,279 RCC registrants and by the end of it this had risen to 6,767. 1200 were removed from the residential child care (RCC) part of the SSSC register during the period. Of those, 1103 had been on the register at the start of the period and the remaining 97 had been registered during the period (i.e. between 1.12.14 and 30.11.15). Of the 1200 that were deregistered 176 were re-registered on one of the three RCC sections before the end of the period.

This means that 1,024 have not reregistered as continuing to work in residential child care. Of this group 289 had their registration lapse either because of non-payment or they failed to renew their registration. It is possible that some of this group continue to work in residential child care it is also possible that some of

them stopped to work in it some time ago but hadn't previously informed the SSSC.

Conclusion

The register's primary purpose is not to provide workforce data but to regulate the sector's workforce. Notwithstanding this, the register can provide information and intelligence on what is happening within those parts of the sector required to register with the SSSC. The data available from the register is live and updated on a minute by minute basis as and when people advise the SSSC of changes etc. in their circumstances. However, delays in advising the SSSC of changes will affect the quality of the data available as will people whose registration has lapsed but they continue to work. The extent to which either of these issues is occurring is not known but from previous experience they are known to occur. There is therefore a slight health warning on the figures provided above.

Appendix 3

Care at Home and Housing Support query – January 2016

Introduction

Two sets of data have been drawn on, one is the workforce data collected in December 2014 and the other is data taken from the live Register as an extract on 8.1.16. NB the two data sets should only be compared with caution given the differences between the data sets and the fact that the data were collected 13 months apart.

Registration

Data is available from the SSSC register for supervisors and managers in care at home (CaH) and housing support (HS) services. Table 1 below presents this in terms of the type of CaH and HS service the registrants work in. There are over 1,600 individuals registered as a manager in one of these services. A further 250 (approximately) are thought to be registered with another regulatory body.

There are over 3,000 people registered with the SSSC as either a manager or supervisor in a care at home or housing support service. Of these 46% have achieved the necessary qualifications to be registered with the SSSC and the remainder have a qualification condition on their registration. Just over half of managers (52.9%) have achieved the required qualifications and fewer than 40% (39.3%) of supervisors currently hold the relevant practice and supervisory awards.

Table 1: SSSC register - CaH and HS managers by type of service

Register Part(s)	No. of Registrants	No. Qualified	% Qualified
Manager in sole HS services	535	263	49.2
Manager in sole CaH services	261	206	78.9
Manager in joint HSS and CAH services	842	397	47.1
Total	1638	866	52.9

Table 2: SSSC register – CaH and HS supervisors by type of service

Register Part(s)	No. of Registrants	No. Qualified	% Qualified
Supervisor in sole HS services	252	126	50.0
Supervisor in sole CaH services	231	72	31.2
Supervisor in joint HSS and CAH services	1001	385	38.5
Total	1484	583	39.3

NB while around 800 managers have yet to achieve the necessary qualifications, the timescales within which each must, will depend on their date of registration. Required registration for managers came into force in January 2014 therefore those who were registered by then have to obtain the qualifications within three years of their registration date (i.e. by January 2017). While required

registration is not in force for supervisors, those who are already must achieve the necessary qualifications within 5 years of registering.

Workforce data

The annual returns collect data from each registered care service and there are currently just under 2000 services registered either as; care at home; housing support; or joint care at home and housing support. Services are expected to provide data on all of their employees. Individual level data should be provided on; qualifications held; qualifications in progress; registration status; registration category; job function; and job title. Individual records are provided for 84% of people employed in these services. Around 10% of records provide information on registration category. As a result the relevant registration category for most staff has to be estimated using job function data, which is available for over 99% of the individual records. The estimation is not wholly straightforward. Staff with a job function (JF) of C0 and C1 are discounted as they are ancillary and auxiliary staff who do not work directly with people using services and as such do not need to be registered. Those with a C2 JF are assumed to be workers and those with a JF of C5 to C7, managers. Supervisors are deemed to be those with a JF of C3 or C4 whose job title includes terms such as; leader; manager; director; senior; supervisor; etc.

Taking this approach the following breakdown (table 3) of workers, supervisors and managers in CaH and HS services was obtained from the December 2014 annual returns.

Table 3: Estimated no.s of workers, supervisors and managers of CaH and HS services¹

Estimated workforce	CaH	HS	CAHHS	Total
Workers	9164	5677	42187	56914
Supervisors	128	255	1336	1714
Managers	256	716	1551	2566
Total	9548	6648	45074	61195

As can be seen, the estimated number of staff who should be registered as managers is just over 2,500. This is about 25% more than are currently registered with the SSSC or thought to be registered with another body. It is also about 25% more than the total number of these services. It is possible that where a service has more than one manager they designate the most senior as the manager for registration purposes and the other is registered as a supervisor. This would potentially account for the relatively low number of supervisors identified above. It may also be the case that the JF approach adopted to identify supervisors has not been effective in capturing all such staff.

¹ NB auxiliary and ancillary staff have been excluded from this table as they are not required to register.

Qualifications data

In the data obtained from the annual returns there are 10 variables for qualifications held (QH) , 11 variables for qualifications in progress (QP) –and there is also an associated set of variables on expected date of completion of those in progress – plus 4 variables to cover cases where a qualification’s status is unknown (QU). The core minimum data set (CMDS) underpinning these questions identifies over 100 separate qualifications and the multiple variables are intended to allow the capture of all relevant qualifications held (or in progress) by staff.

The number of different variables does make this data difficult to analyse as each of the 10 QH fields should be examined separately for each of the relevant service types and registration categories. The data from those has then to be cross-referenced with the qualifications relevant to each registration category. As supervisors and managers are required to hold at least two separate qualifications the process becomes more complex as an appropriate practice qualification must be identified along with an appropriate supervisory or management qualification. As all three types of qualifications can appear in each QH variable the ability to identify individual records with both qualification types is a difficult exercise.

A similar process is also required for the QP variables. The QU variables add little further information as they were intended to identify situations where it wasn’t known if the person was still undertaking a qualification or if they had completed it. From the four QU variables just 30 relevant staff records were identified (the majority of actual responses received for these simply said “none” hence disparity with figures in table 4 below).

Table gives a breakdown of the number of responses of any kind (this includes responses such as “None”) for each of the qualification variables. For example although there are 9104 responses to variable qualinprog1 noted, just under 32% (2892) concern an actual registration qualification.

Table 4: Frequencies of individual qualification variables

Variable	All records with a response
qualheld1	25133
qualheld2	3092
qualheld3	871
qualheld4	287
qualheld5	110
qualheld6	35
qualheld7	13
qualheld8	3
qualheld9	3
qualheld10	2

qualinprog1	9104
qualinprog2	155
qualinprog3	5
qualinprog4	1
qualinprog5	1
qualinprog6	0
qualinprog7	0
qualinprog8	0
qualinprog9	0
qualinprog10	0
qualinprog11	0
qualunknown1	6064
qualunknown2	124
qualunknown3	12
qualunknown4	0

Approximately three-quarters of the responses (18,261) to variable QH1 were positive (i.e. they provided data on actual qualifications). If we filter all the QH variables by the positive responses to QH1 we find that the records of these individuals also include the vast majority of positive results for the other QH variables (see table 5 below). For example over 95% of responses to QH2 gave a positive response to QH1.

Table 5: Frequencies of QH variables filtered by positive responses to QH1

Variable	Filtered by positive results for QH1
qualheld2	2963
qualheld3	850
qualheld4	275
qualheld5	103
qualheld6	30
qualheld7	10
qualheld8	2
qualheld9	2
qualheld10	2

Analysis of workforce data

Given the complexities outlined above, the analysis of the workforce qualifications data undertaken for this query has focussed almost solely on data obtained from variable QH1. No attempt to analyse qualifications in progress has been attempted nor for the other nine QH variables. Similarly, no attempt has been made to identify how many individual records held both a practice qualification and a management/supervisory qualification. The analysis was undertaken by examining the QH1 responses for workers, supervisors and managers separately.

a) The top 10 awards for registration amongst workers were:

- S/NVQ 2 in Health and Social Care
- S/NVQ 3 in Health and Social Care
- HNC in Social Care
- S/NVQ 2 in Care or Direct Care
- Any qualification at or above SCQF level 7 (HNC level or above), giving minimum of 96 academic credits (96 credits would be enough for a whole HNC).
- S/NVQ 3 in Care
- S/NVQ 3 in Promoting Independence
- SVQ 3 in Care with HNC Social Care (Combined Award)
- S/NVQ 4 in Health and Social Care
- S/NVQ 2 in Housing

Approximately 14,500 workers were estimated as holding one of these qualifications. A further 700 staff were identified as holding another type of SVQ which may have relevance for registration but there was insufficient detail provided. In addition 560 workers were identified as having qualifications relevant to registration with another regulatory body.

b) The top 10 awards for registration amongst supervisors were:

- S/NVQ 3 in Health and Social Care
- HNC in Social Care
- A Supervisory or Management Qualification with a minimum of 15 academic credits at SCQF level 7 or above (e.g. one module in supervision or management or more at HNC level or above)
- S/NVQ 3 in Care
- S/NVQ 3 in Promoting Independence
- S/NVQ 4 in Health and Social Care
- SVQ 4 Manager's Award (other than Registered Manager)
- SVQ 3 in Care with HNC Social Care (Combined Award)
- An award in management that is certificated at or above SCQF Level 8 (minimum 60 credits)(e.g. four modules in management at HND level or above)
- S/NVQ 4 in Care

It was estimated that around 740 supervisors hold one of the above qualifications and a further 40 were thought to have qualifications that allowed them to register with another regulatory body.

c) The top 10 awards amongst managers were:

- Registered Manager's Award
- SVQ 4 Manager's Award (other than Registered Manager)
- An award in management that is certificated at or above SCQF Level 8 (minimum 60 credits)(e.g. four modules in management at HND level or above)
- Degree/Diploma in Community Education or equivalent

- Diploma in Social Work or equivalent
- S/NVQ 4 in Care
- CIH Diploma in Housing
- CIH Postgraduate Professional Diploma
- SVQ 4 Community Justice (Work With Victims, Survivors & Witnesses)
- Diploma in Domiciliary Care Management
- SVQ 4 Community Justice (Work With Offending Behaviour)

It was estimated that 525 managers hold one of these qualifications and that a further 83 had qualifications allowing registration with another regulatory body.

d) Table 6 below sets out these estimates as percentages of the total estimated workforce by the different types of CaH and HS services and by the relevant registration category. So for example just 26% of workers in CaH or HS services are estimated to hold one of the top ten qualifications identified for workers.

As the analysis has focussed on the top 10 qualifications for each registration category small numbers of those undertaking other qualifications have not been included. Additional data from variables QH2-QH10 has also not been taken into account. It is likely therefore that there are small numbers of workers, supervisors, and managers who haven't been counted but who do hold a relevant qualification.

Table 6: Number and percentage of workers holding qualifications relevant for registration

	CaH	HS	CAHHS	Total	% of estimated size of registration category
Workers	1710	2025	10835	14571	25.6
Supervisors	20	122	594	736	42.8
Managers	58	201	349	608	24.1
Total	1788	2348	11779	15915	26.0

One of the difficulties already identified in counting all the supervisors and managers who are relevantly qualified is that they must hold two separate qualifications. Therefore the percentages in table 6 above for the numbers in the workforce holding one or more relevant qualifications is likely to be higher than the percentage that hold both required qualifications.

Although the data from the two data sets is not readily comparable it is noticeable that the percentages in table 6 for supervisors and workers are the reverse of the registry data on these two categories set out in tables 1 and 2. There could be a number of reasons for this but one possibility is that it is linked to the point made earlier in this paper (see table 3 and associated discussion), concerning the numbers identified as supervisors and managers in the workforce data, where we had more managers and less supervisors than expected.

Summary and conclusion

The original query asked for data on the numbers of supervisors and managers registered within each of the 3 different types of CaH/HS services, and the percentage of these who meet the qualification requirements. This information is provided in tables 1 and 2 taken from the Register in January 2016.

We were also asked to estimate the numbers of workers, supervisors and managers within the total CaH/HS workforce. This data is provided in table 3 and is based on the data obtained from the annual returns received by the Care Inspectorate for December 2014.

The next part of the query was to estimate, from the workforce data, the overall percentage of the CaH and HS workforce that are appropriately qualified. A similar question was also raised in relation to those who have a qualification in progress. Given the time available for this query and the quality of the data provided for variable QP1 that element of the query has not been attempted.

However work was undertaken to produce estimates for the first part of the query regarding those who already hold an appropriate qualification. Tables 4 and 5 and their associated discussion set out the relevant information and table 6 provides rough estimates of the workforce numbers and percentages who have one or more relevant qualifications for registration. No attempt to calculate the numbers/percentages of supervisors and managers who hold a practice and a managerial/supervisory qualification has been made given the problems identifying records with both.

The work undertaken in addressing this query highlights some of the difficulties in making effective use of the qualifications data available from the Care Inspectorate's annual returns. There are over 40 relevant qualification variables each of which could include information on up to 120 different qualifications, many of which aren't relevant to registration. In addition it has been known for some time that the qualifications list for the CMDS needs to be revised to bring it up to date.

Scottish Social Services Workforce Data Group
Wednesday 17th February 2016
Victoria Quay, Edinburgh

Item 7

Duration of Modern Apprenticeships – 2008/09 to 2014/15

Introduction

This information was recently collated for colleagues in Workforce Development and Planning as some concerns had been raised with them that the length of time for undertaking Modern Apprenticeships (MAs) was very short. That anecdotal information does not appear to be borne out in by the overall analysis.

Modern Apprenticeships

MAs are part of a drive by both the UK and Scottish governments to support skills development in the workforce. Seen as a way of tackling skills shortages, an MA programme focuses on occupational competence with additional core/essential skills in problem solving, working with others, literacy, numeracy and information technology. The SSSC in its role as a sector skills council has responsibility for maintaining MA programmes for Social Services and Healthcare, Social Services (Children and Young People), Care Services Leadership and Management and Childhood Practice (SCQF Level 9). From 2008 to 2014, MA data for the Social Care sector was held by the SSSC. During 2014, custodianship of data on new apprentices was handed over to the Federation for Industry Sector Skills and Standards (FISSS) which holds the data in its MA Online data system.

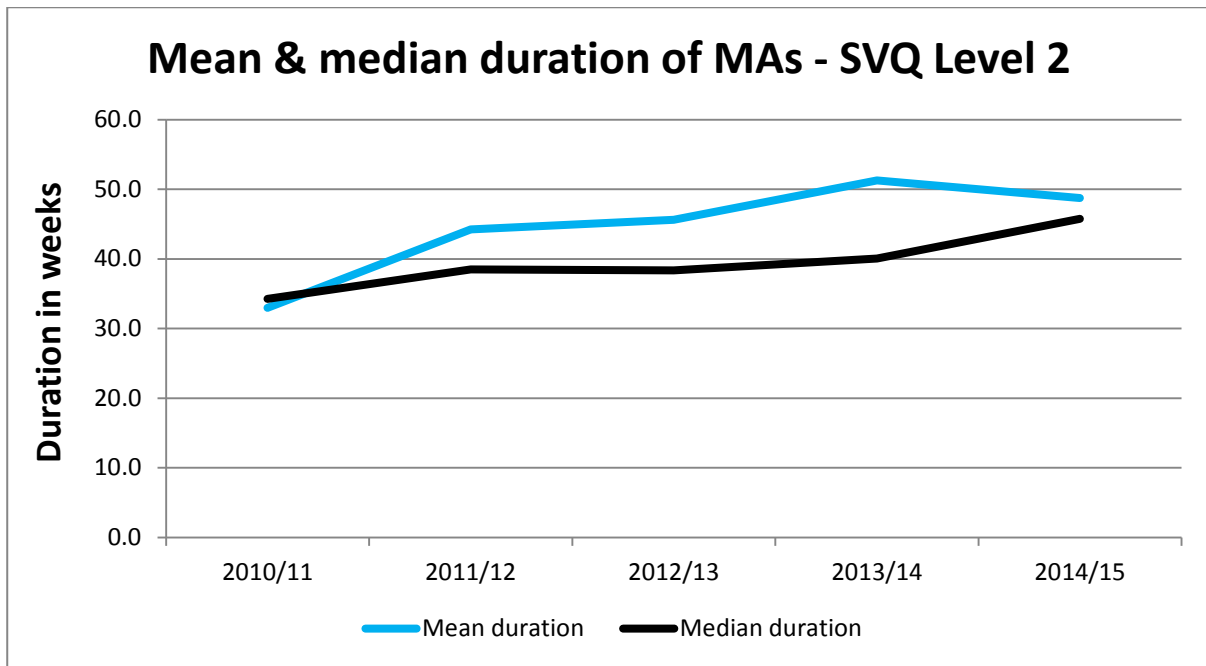
Mean (average) and median duration of Social Care MAs - 2008/09 to 2014/15

This paper presents information on the mean (average) and median duration of Modern Apprenticeships in the Social Care sector in Scotland by SVQ level from 2008/09 to 2014/15, based on apprentices who completed in those financial years. All the data used for the analyses is from the SSSC historical database.

Overview

Level	Highest mean	Highest median
SVQ2	51 weeks (2013/14)	46 weeks (2014/15)
SVQ3	69 weeks (2014/15)	66 weeks (2011/12)
SVQ4	122 weeks (2013/14)	111 weeks (2012/13)

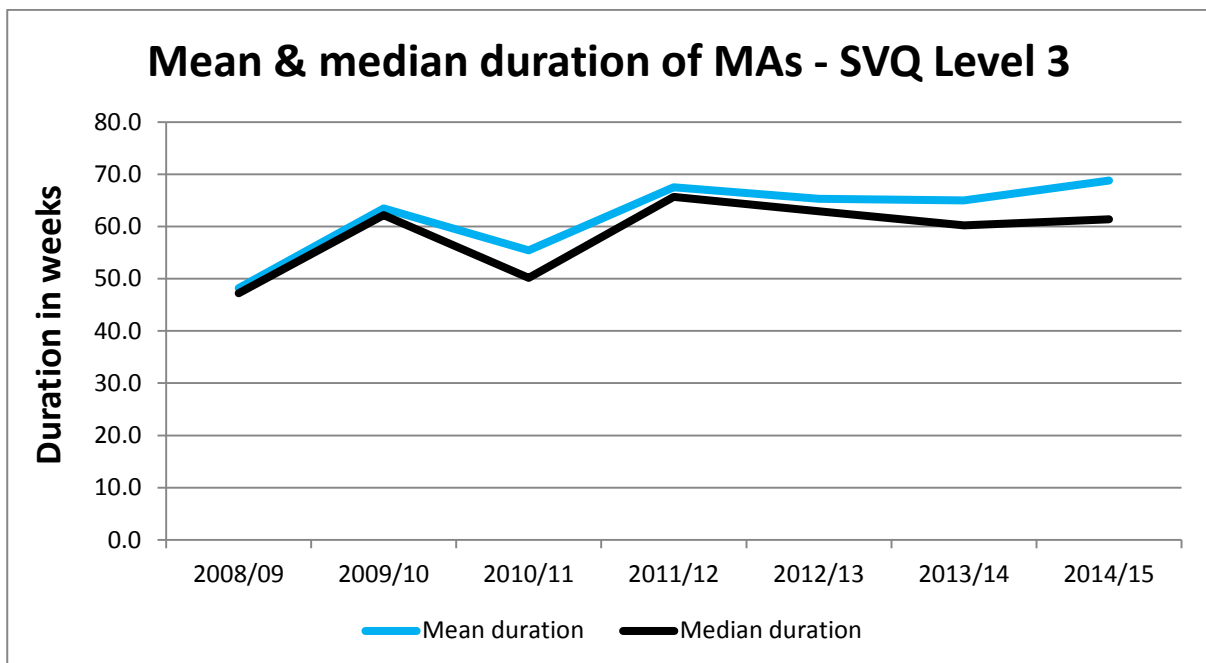
SVQ Level 2



2008/09 and 2009/10 are excluded from this graph because of very small numbers of completed MAs.

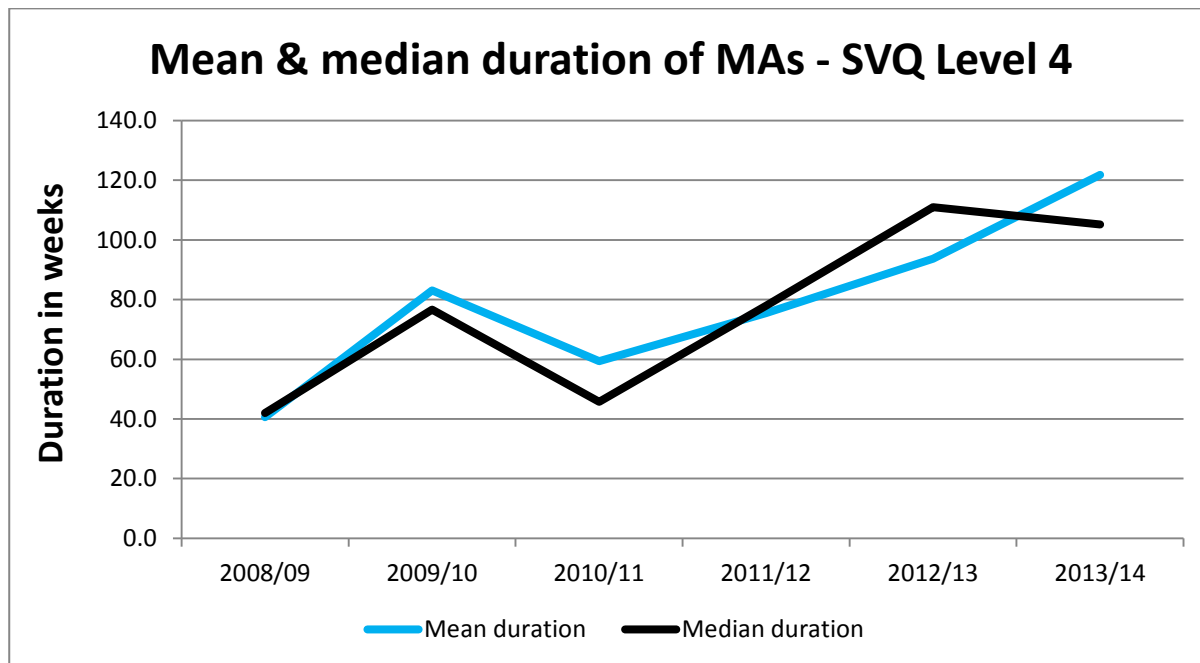
There is an overall trend of modest but steady increase in both mean and median duration of Level 2 Modern Apprenticeships between 2010/11 and 2014/15. The highest mean duration was in 2013/14 at around 51 weeks, and the highest median duration was around 46 weeks in 2014/15. Between 2011/12 and 2013/14, the mean duration was noticeably higher than the median, indicating that there were a number of apprenticeships with unusually long durations in those years.

SVQ Level 3



Mean and median duration of Level 3 Modern Apprenticeships fluctuated between 2008/09 and 2011/12, with relatively stable levels thereafter. The highest mean duration was in 2014/15 at around 69 weeks, and the highest median duration was around 66 weeks in 2011/12. The mean was noticeably higher than the median in 2010/11 and again in 2013/14 and 2014/15, indicating that there were a number of apprenticeships with unusually long durations in those years.

SVQ Level 4



2014/15 is excluded from this graph because of very small numbers of completed MAs.

There is an overall trend of significant increase in both mean and median duration of Level 4 Modern Apprenticeships between 2008/09 and 2013/14, with some fluctuations evident in the earlier years. The highest mean duration was in 2013/14 at around 122 weeks, and the highest median duration was around 111 weeks in 2012/13 (the highs seen in 2014/15 are discounted because they are based on only one record). Unlike the Level 2 and Level 3 Apprenticeships, the mean duration is not consistently higher than the median over the period; in 2010/11 the mean was significantly higher, whereas the median was significantly higher in 2012/13. This indicates that the durations of Level 4 Apprenticeships tended to vary more widely and more unpredictably over the period than those at Levels 2 and 3.

**Scottish Social Services
Workforce Data Group
Wednesday 17th February 2016
Victoria Quay, Edinburgh**

Item 8

Social Services and Health Integration

Introduction

Previously an update was provided regarding a meeting which had taken place with Inverclyde Health and Social Care Partnership (HSCP) in October 2015. At that, it was agreed that information would be produced by the SSSC and ISD to provide an example of the kind of workforce profile that might be possible to create in future for HSCPs.

Update

Information was produced by ISD and the SSSC and sent to Inverclyde in early December (see appendix 1 for extract of the SSSC information). A further meeting took place with Inverclyde staff in early-February where some feedback was obtained.

They were clear that their role in developing strategic plans means that they need data on the workforce within private and voluntary sector registered care providers as well as on the workforce within the HSCP.

They wanted the names of all registered care services operating in Inverclyde and were directed to the Care Inspectorate's data store for access to this information.

In the longer term they would like the data on the workforce in Inverclyde to be able to be categorised by the three localities in the area (namely, Port Glasgow, Greenock and Gourock). This should be relatively straightforward for our workforce data given our use of full postcodes in staff records.

No feedback received so far on the qualifications data available.

Next steps

A further meeting of the Health & Social Services Working Group is currently being set up.

Mike Docherty
SSSC
February 2016

Appendix 1

SSSC Workforce Data

Inverclyde Profile

December 2015

Introduction

The tables provided below are samples of some of the data that could be produced for individual Health & Social Care Partnerships. This is the first time we have attempted this in any real detail and some issues have inevitably arisen for us. In most cases these are relatively minor issues and should not prove difficult to resolve for future outputs.

Annual Workforce Data Report

In presenting workforce data for individual local authority areas one approach would be to simply replicate most of the tables within the annual report at the level of individual areas. Most of them are suitable for that and the following tables could all be converted in that way (copies of the national level data have been included in this draft for reference. They are in Excel but we could provide them in .csv format or .ods format)

Table 1: Headcount of the Scottish social services workforce 2011-2014

Table 2: Number of active services registered with the Care Inspectorate at 31 December 2011-2014

Table 3: Estimates for excluded groups 2014

Table 6: Headcount by sub-sector and employer type

Table 7: Median staffing complement of registered services by employer type and sub-sector

Table 8: Median age of the workforce by sub-sector and employer type

Table 9: Percentage of staff by gender and sub-sector

Table 10: Percentage of staff by ethnic classification and employer type

Table 11: Percentage of staff by ethnic classification and sub-sector

Table 12: Percentage of staff by disability and sub-sector

Table 14: Percentage of staff by job function and sub-sector

Table 15: Percentage of staff by contract type and sub-sector

Table 16: Median weekly hours by employer type and sub-sector

Table 17: Percentage of part time and full time workers by sub-sector

Table 21: Estimated number of nurses by sub-sector and employer type, 2014

Table 22: Housing support/care at home services broken down into constituent service types

Table 23: Distribution of staff by employer type within housing support/care at home

Table 24: Median hours and age within housing support/care at home

Table 25. Percentage of staff by part-time/full-time within housing support/care at home

Table 26. Percentage of staff by gender within housing support/care at home

Table 27. Percentage of staff by job function within housing support/care at home

Table 28: Percentage of staff by contract type within housing support/care at home

In addition to converting some of the above national level tables to tables for individual local authority areas we could develop tables specifically for local areas. So for example the two tables immediately below are similar to tables 1 and 2 in the data report. However, for the first of these instead of presenting headcount data by service type over a four year period the service type headcount data is presented by the type of employer.

Table 1: Inverclyde workforce headcount¹ by service and employer type 2014

	Public	Private	Voluntary	Total
Adoption services	10	0	0	10
Adult day care	100	0	30	130
Adult placement services	0	0	0	0
Care homes for adults	10	720	550	1280
Central and strategic staff	60	0	0	60
Child care agencies	0	10	20	30
Childminding	0	70	0	70
Day care of children	260	110	80	450
Fieldwork service (adults)	200	0	0	200
Fieldwork service (children)	110	0	0	110
Fieldwork service (generic)	20	0	0	20
Fieldwork service (offenders)	50	0	0	50
Fostering services	10		10	20
Housing support/care at home	470	610	390	1470
Nurse agencies	0	70	0	70
Offender accommodation services	0	0	0	0
Residential child care	30	20	60	110
School care accommodation	0	0	0	0
Total	1330	1610	1140	4080

Table 2 below is similar to table 2 in the annual report as it presents data on the numbers of registered care services by the type of service. However, instead of then presenting that by year (as in the annual report) the data below is presented by service type and employer type.

Table 2: No. of registered care services in Inverclyde by service and employer type 2014

Public Private Voluntary Total

¹ NB numbers rounded to nearest 10.

Adoption services	1	0	0	1
Adult day care	4	1	3	8
Adult placement services	0	0	0	0
Care homes for adults	1	9	16	26
Central and strategic staff	0	0	0	0
Child care agencies	0	0	1	1
Childminding	0	71	0	71
Day care of children	21	11	11	43
Fieldwork service (adults)	0	0	0	0
Fieldwork service (children)	0	0	0	0
Fieldwork service (generic)	0	0	0	0
Fieldwork service (offenders)	0	0	0	0
Fostering services	1		1	2
Housing support/care at home	5	10	29	44
Nurse agencies	0	1	0	1
Offender accommodation services	0	0	0	0
Residential child care	3	1	2	6
School care accommodation	0	0	0	0
Total	36	104	63	203

LA Post Type Data

The SSSC in addition to publishing the national report and tables etc. discussed above also publishes annual data specifically on the local authority social work services which aren't required to register with the Care Inspectorate. This is normally done as one Excel workbook which has a separate spreadsheet for each local authority area and for the whole of Scotland. An example simply for Inverclyde in 2012 is provided in a separate Excel document.

SSSC Workforce Data Website – interactive visualisations

The SSSC website allows users to create their own tables and figures from the workforce data underpinning the annual report. Work is currently underway to further develop this element of the site so that it can handle more complex queries. The queries that data users create produce figures and tables which can be linked to or downloaded by users. I have produced a number of links below to show how this can work in practice.

If you copy one of the http links below into the address bar of an internet browser and press enter then it will take you to the relevant charts etc.

1) All social service sector (Inverclyde) - <http://goo.gl/uCz5Bk>

2) Private sector (Inverclyde) - <http://goo.gl/GWo1fY>

3) Voluntary sector (Inverclyde) - <http://goo.gl/7iJxx3>

4) Public sector (all local authority run care services including day care services for children and health board run services if any in Inverclyde) - <http://goo.gl/8vn5jL>

Mike Docherty
Intelligence Manager
Scottish Social Services Council
December 2015

**Scottish Social Services
Workforce Data Group
Wednesday 17th February 2016
Victoria Quay, Edinburgh**

Item 9

Workforce Data Site and Registration Data

Introduction

This short paper is intended to update the Group on the further development of the workforce data website. It focuses on data from the SSSC register which was referred to at the last meeting of the group and current thinking about its provision online.

Why publish registration data?

With the advent of service integration there is expected to be an increasing demand for data on the whole social service workforce within any given local authority area. The SSSC can currently provide data on the workforce and relevant training provision at that level via the workforce data site.

At present individual employers are able to access detailed information on their employees who are applicants for registration or who are already registered with the SSSC. This further development is intended to provide aggregated data on all registrants within each local authority area.

Addressing this gap in information is expected to support workforce development and planning at local and national levels by providing information on local area training demands arising from registration requirements. If this data is well linked to clear guidance about the most usual qualifications used by different registration categories then this would add further value.

What data?

Given what has been said above it is clear that there is no need to reproduce the kind of data that employers can already access on their employees who are registrants. However, there is a gap with respect to registration data at the level of local authority areas that could help planners if available. To address this gap it is proposed to make data available online that would include registration information on all relevant social service employers and their workers operating within a given authority's area. To do this the web site would require data at the level of the individual registrant for the following variables; the local authority area they work in; their registration category; whether there is a qualification condition on their registration; and the type of employer they work for (health board, local authority, private, voluntary). This data could then be presented in

various ways e.g. number of day services for children staff employed by private sector companies working in North Ayrshire with a qualification condition. It also allows areas to benchmark against other areas and for comparisons to be made at a national level of areas and regions.

Data when?

While data on the sector's workforce is published and updated annually, data on registration is available on a day by day hour by hour basis. This means that the online data has the potential for being updated much more frequently. The frequency with which we update should be partly determined by the amount of work involved in creating and uploading the update, balanced against the views of stakeholders.

Next steps

Discussions will take place with Fitness to Practice to look at what data they would wish to make available. A draft of possible content should then be produced and examined for the risk of disclosing personal sensitive information. An update on progress will be provided for the next meeting of this Group.

Mike Docherty
Intelligence Manager
February 2016

**Scottish Social Services Council
(SSSC)**

**Scottish Social Services Workforce Data Group
(SSWDG)**

Workplan 2015 - 2016

The Terms of Reference for the SSSWDG state that the expected medium and long term outcomes for its work are:

- Provision of useful and usable workforce data that that supports social services employers in workforce planning to meet the needs of service users
- Provision of data and analysis that enables funding bodies and training providers to plan appropriate interventions
- Ability to inform and support policy making and strategic developments of the Scottish Government through provision of robust and accurate social services workforce data

Terms of Reference	Project	Activity	Outputs	Lead(s)	Status Update
To support the SSSC in its capacity as a producer of Official Statistics and provide guidance, advice and support to the SSSC in relation to social services workforce data collection processes and systems	Data collection and processes	<ul style="list-style-type: none"> - obtain data from December 2014. - adapt collections to meet needs of integrated services. - SSSC and Care Inspectorate (CI) to consider revisions to Data Sharing Agreement (DSA). - improve internal metadata. 	<ul style="list-style-type: none"> - cleaned data sets. - decision on need for revisions to DSA. - process for undertaking local authority social work services (LASWS) return in December 2015 - sectoral workforce data has more detailed metadata. 	Mike Docherty	<ul style="list-style-type: none"> - Data received from all 32 local authorities (LAs) and CI. - decision to include new variable in LASWS to identify HSCP staff. - LASWS survey began December 2016.
To provide advice and support to the SSSC in the annual publication of the Workforce Data report and any other workforce data publications stemming from the annual report.	Scottish Social Services Workforce Data report Mental Health Officer (MHO) report	<ul style="list-style-type: none"> - Discuss structure and format of WD report with SSSWDG. - Consult MHO managers on structure/content of MHO report. - production of reports and accompanying tables. 	<ul style="list-style-type: none"> - changes made to reports in line with discussions. - 2014 SSSWD report published by end-August 2015. - MHO report published by end- 	Mike Docherty	<ul style="list-style-type: none"> - publication dates announced as 24.8.15 for MHO report and 26.8.15 for SSSWD report. - MHO managers contacted. - SSSWD report and

			August 2015. - accompanying tables for both reports published in Excel and OpenDocument format.		MHO report published on schedule. - MHO accompanying tables now available. - WD tables etc.?
To identify relevant networks, groups and individuals who can assist in achieving increasingly accurate and meaningful data	- Joint working	- review membership of SSSWDG. - engage with data providers and data users - engage with relevant colleagues in ISD and Scottish Government (SG) Health - ensure SG Labour Market Information (LMI) staff are aware of SSSC sectoral data.	- membership of SSSWDG adequately reflects remit of group. - Data Providers and Data Users Groups meet. - SSSC contributes to discussions on implications of integration agenda for workforce and other data. - SSSC attend ISD Workforce Technical Group. - SSSC liaise with SG LMI staff.	Mike Docherty	- MD now member of the ISD technical group and Tracey Steedman from ISD attends the SSSWDG. - Data Providers Gp met in October. - SG LMI Gp no longer appears to function.
To advise the SSSC in its plans for capacity building in relation to the quality of workforce data	Development of SSSC WI function	- begin implementation of the UK Statistics Authority (UKSA) guidance on the quality assurance of administrative data	- plan and implement approach to QAAD in conjunction with CI.	James Arnold/ Phil McNicol	- QAAD approach agreed with CI with advice from Office of the Chief Statistician (OCS). - still awaiting

		(QAAD)			<p>details of the SG-led group on implementation of QAAD.</p> <ul style="list-style-type: none"> - QAAD issues discussed at DPG meeting.
<p>To assist in the development of workforce data and analysis that facilitates the capacity and capability of employers to workforce plan effectively</p>	<p>Supporting workforce planning</p>	<ul style="list-style-type: none"> - maintenance and development of website - intelligence on qualifications provision and uptake - explore and respond as necessary to data needs of Integrated Joint Boards (IJBs) and other stakeholders following integration. - stability index(SI) and Whole Time Equivalent (WTE) data 	<ul style="list-style-type: none"> - changes made to site in line with stakeholders' evaluation - make Registration and qualifications data available via site. - website regularly updated with new content - data produced for IJBs and others as required. - annual statistics on SI and WTE published. 	<p>Mike Docherty</p>	<ul style="list-style-type: none"> - SVQ report now available online. - Small-scale work to revise data site now completed. - meeting with Inverclyde HSCP in October. - Production of HSCP draft profile. - SI report now in draft form for publication (March 2016). - further development of website to incorporate SSSC registration data.