

Scottish Social Services Council

**SCOTTISH SOCIAL SERVICES
WORKFORCE DATA GROUP**

**Thursday, 30th October 2014 at 10.30am to 12.30pm
SSSC Offices, Dundee**

A G E N D A

1. Introductions and apologies
2. Minutes previous meeting (26.6.14) – accuracy
3. Minutes previous meeting (26.6.14) – matters arising
4. MHO report
 - 4.1 – UKSA assessment
 - 4.2 – Update on 2013 publication
5. SSSWD reports
 - 5.1 - update 2012 report
 - 5.2 - update 2013 report
6. Workforce data website
 - 6.1 – stakeholders’ evaluation
 - 6.2 – recent website problems
7. Social Services and Health integration
 - 7.1 – survey of local authorities
 - 7.2 – data linking
8. Quality assurance of administrative data
9. Workforce Skills Report 2012/13
10. Workplan 2014/15
11. Proposed changes to LASWS Gp and MHOS Gp
12. Membership of SSSWD Group
13. Date of next meeting
14. Any other business

**Notes of the Scottish Social Services Workforce Data Group Meeting
on Thursday 30th October 2014
at Compass House, Dundee**

Item	Discussion	Action
<p>1. Present</p> <p>Apologies</p>	<p>Mike Docherty (SSSC, Chair) James Arnold (SSSC) Phil McNicol (SSSC) Susan Kinnear (SSSC) David Rennie (Scottish Care) Pam Gillespie (Social Work Scotland) Judith Midgley (CCPS & Housing Support Enabling Unit) Diane White (SG) Christine McGregor (SG) Melanie Taylor (SSSC, Minutes)</p> <p>Tracey Steedman (ISD) John Urquhart (COSLA) Nicky Gilray (SSSC) Mark Fraser (SG) Ingrid Gilray (Care Inspectorate) Yvette Burgess (CCPS & Housing Support Enabling Unit) Jane MacKenzie (SG) Sarah White (SG) Stephen Gould (ISD)</p>	
<p>2. Previous Minutes</p>	<p>David queried whether an action had been created in relation to Item 11, Central and Strategic staff. Mike advised no action was created as the general consensus was not to pursue this further. Judith raised that the figure stated of 92,000 staff in the voluntary sector was inaccurate and should be 52,000. Mike stated this figure referred to the 3rd sector as both private and voluntary. It was agreed that David would contact Mike regarding the possibility of a sample of Scottish Care members.</p> <p>Amendment of draft minute to change 3rd sector to read voluntary/private sector</p> <p>The figure of 92,000 will be checked</p>	<p>DR</p> <p>PM</p> <p>MD</p>
<p>3. Matters Arising</p>	<p>None</p>	

<p>4. MHO report</p> <p>4.1 UKSA Assessment</p> <p>4.2 Update on 2013 publication</p>	<p>We received the UK Statistics Authority Assessment decision on 31 July 2014; they have approved the continued national statistics status of the MHO report. There has been some indication that in the future they may want to look at the annual workforce data report moving from an official to a National Statistics publication.</p> <p>Phil updated the group on the 2013 MHO report which was published on 25 September. The headline count for December 2013 was 674 MHOs which shows a decrease of around 3.5% on the year before. There is an ageing MHO workforce; 1 in 3 MHOs is 55yrs or older compared to 1 in 5 of the social services workforce at large in local authorities. We have seen the highest proportion of exclusive MHO positions (about a third of the total workforce of 674) and we also saw a greater proportion of MHOs working in specialist mental health teams, the highest proportion in the history of the publication. The report can be viewed on our data site.</p> <p>After the publication of the report a review has been undertaken and a few data quality issues need addressed in terms of the robustness of the data in the report (e.g. getting details of all MHO leavers). James and Phil are currently working on a review of the integration of the MHO data submission into the greater LASWS data collection and submission process with the hope of improving this.</p> <p>Mike advised a meeting will be arranged with the Mental Welfare Commission in late November/early December to discuss some of the issues Phil mentioned and will report back to the group at a future meeting on this subject</p>	<p>MD</p>
<p>5. SSWD Reports</p> <p>5.1 Update 2012 report</p>	<p>Mike stated members of the group will be aware of problems with some of the workforce data from December 2012 supplied by the CI resulting in the withdrawal of the 2012 SSSWD report to allow corrections to be made. Changes also had to be made to the 2012 data that underpinned the interactive visualisation section of the data site.</p> <p>The interactive visualisation element of the site has now been revised. The revisions to the 2012 report are nearly finalised and the amended version will be uploaded once the issues with the website have been resolved.</p>	

<p>7. Social Services and Health Integration</p> <p>7.1 Survey of local authorities</p> <p>7.2 Data Linking</p>	<p>Mike spoke to his tabled paper regarding the small scale survey undertaken of all Scottish Local Authorities to ask where and in what way their staff are expected to be deployed from 1 April 2015 when the new Health & Social Care Partnerships (HSCPs) become operational. A third of authorities which responded were unable to advise on the services that will be delivered by their HSCP.</p> <p>Christine provided a brief overview of her role and the partnership data linking between the NHS and Local Authorities. This included what data is being collected eg. GP/patient level, postcode areas etc. and how this could be used to identify eg. emergency rates, the services people access etc. Further work needs to be undertaken on longitudinal studies of cohorts of patients, to look at what services people are using and whether they are the right services. Christine said she would forward details following the meeting.</p>	<p>CM</p>
<p>8. Quality Assurance of Administrative Data</p>	<p>Mike spoke about the UK Statistics Authority's draft guidance this year on the quality assurance of administrative data. This is data that organisations use on a day to day basis to manage themselves e.g. payroll data/HR data. UKSA became aware in the last year that such data is not always robust which is why they removed the National Statistics badge from the Crime Statistics for England in January this year. Full guidance on the QA of administrative data will be published by the end of this year. Mike advised we need to look at how the administrative data is quality assured, both the data we receive from Local Authorities and also the data received from the Care Inspectorate. This process has already commenced and an initial meeting with Ingrid from the CI has taken place with a second meeting scheduled for December. A further report will be provided for the next meeting of the SSSWDG.</p>	<p>MD</p>
<p>9. Workforce Skills Report</p>	<p>The Workforce Skills Reports which were due to be published in May/June of this year were delayed partly due to staffing changes in the Workforce Intelligence team and purdah imposed by the Scottish Government. The work on finalising the workforce skills report has continued and once the issues with the website are resolved these reports will be uploaded.</p> <p>David highlighted that the reports are very impressive and helpful for Policy and Strategic planning.</p>	<p>MD</p>

10. Workplan 2014/2015	Mike asked the group to contact him with any questions regarding the Workplan following this meeting.	All
11. Proposed Changes to LASWS Gp and MHOS Gp	<p>Mike advised the group that previously the LASWS survey group and the MHO survey group were two distinct groups which oversaw those two separate surveys. Given that those surveys have merged there is no longer a need to have two separate meetings. The indications from Local Authorities are that they support the decision to merge the two groups into one new group, and so a Local Authority Data Providers Group meeting has been scheduled for 12 November 2014. A separate Data Users Group will also be set up to look specifically at the MHO data, and the people who have been invited to join this group are Local Authority and Mental Health Service Managers, George Kappler (MWC), Annie McGeeney (Chair of Social Work Services, MHO Group) Sally Shaw (CI).</p> <p>Mike to provide Pam with Local Authority contacts.</p>	MD
12. Membership of SSSWD Group	<p>Mike raised the matter of whether membership of this group should increase to reflect the work we are engaged in. Mike asked the group to give thought to whether in the future the group will require representation from Health and Social Care Partnerships and Community Planning Partnerships.</p> <p>This will be raised for further discussion at a later date.</p>	All MD
13. Date of Next Meeting	A Doodle-poll will be issued for a meeting in January 2015.	MD
14. AOB	<p>Diane advised it would be beneficial for analysts from SG to attend this meeting. Sara White is a member of the Group but had given her apologies.</p> <p>Pam asked if would be possible to schedule the 2015 dates for these meetings in advance. A list of dates will be compiled and distributed following Mike's return from annual leave.</p> <p>Following a meeting James had attended, a database called ALISS was brought to his attention in connection with the mapping of health and social care assets. Christine confirmed she had heard of this database and undertook to enquire further on behalf of James.</p>	MD/MT CM

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Dundee**

Item 5.1

Revisions to 2012 SSSWD report

As members of the Group will be aware following problems identified in August with some of the workforce data from December 2012, the 2012 Scottish Social Services Workforce Data report was withdrawn to allow corrections to be made. Changes also had to be made to the 2012 data that underpinned the interactive visualisation section of the site and to the more detailed local level data available in the data by area section.

The interactive visualisation element of the site has now been revised. The data by area has also been revised and a version will be uploaded to the site shortly. The 2012 report has also now been revised and the amended version will also be available from the site soon.

Mike Docherty
Intelligence Manager
SSSC

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Item 6.1

Stakeholders' evaluation of data website

A total of 28 people responded to the survey of stakeholders. This was a relatively disappointing response which may have been partly affected by the school holiday period during which the survey ran.

The table below sets out the variety of issues raised by respondents along with comments from me on possible solutions (including whether the work could be done in-house or would require external input).

Table 1: Issues/concerns and possible actions

No.	Issue	Possible solution	In house action	External action
1	Visibility of "Help" option	Review placing of this and identify possible changes.		Implementation will require input from consultants
2	Lack of info on SSSC and WI team	Expand "About us" to include info on SSSC and WIT.	Write up text and upload.	
3	Need easy to find glossary of terms	Review this and identify possible terms and location for glossary.	May be possible to do this within existing data site structure.	Some restructuring of the data site may be needed.
4	Compare data - usefulness	Review guidance – show how to compare across years.	Yes should be possible for us to develop and upload additional guidance on this.	
5	Compare data – more comparisons	Increase from 3 to 6 options.	Not feasible in-house as will require a restructuring of the data site.	Consultants scope and cost.

6	Interactive visualisation – separate LA and HB data	Revise data set and increase functionality of site.	In-house can produce a revised data set but will also need a restructuring of the site to include separate HB and LA data.	Consultants scope cost.
7	News – wider info. available	Update news section weekly.	Yes this could be done in-house.	
8	Other SSSC data sets available	Qualifications and registration data held by SSSC published online.	Could be done as publications within the Publications section.	Or create new sections for such data.
9	Other workforce data	Create links to previous sectoral reports produced by SG.		Probably best done via a separate links section, or section for other useful sites/reports etc.
10	Non-proprietary software.	Publish pdfs as html. And Excel files as CSV.	Create the alternatives and upload them.	
11	New data items on; absence; pay; and workforce activity; recruitment and retention; unpaid carers data.	Review quality of absence data for publication. Pay and activity data not collected. Produce report on stability index. Provide link to Census site and unpaid carers data.	Consider including absence data tables along with WD report. Provide links to info on pay in sector where available. Produce item on activity data. Upload stability index report.	New section on quality and limits of the data and/or a Links section.
12	Data quality information	Currently covered in reports. Need separate coverage on site re. IV and Data by Area sections. A separate QA section would also support the QA work required on administrative data.	Could upload text to IV and Data by Area sections and/or into a separate QA section of the site.	New section on the quality of the data to be created by consultants.

13	Currency of data	To improve the currency of the data by anything more than a two-three months would be a major national exercise as it involves the SSSC, the CI and 14,000+ care services. This would require to be a clearly led, well-resourced long-term national project.	We may over time be able to bring forward the publication of the workforce data and MHO reports to around June each year but the data will still be 6 months old at that point and not revised for a further 12 months.	NHS workforce data is available much more timeously. Difficult to see how social services workforce data could be produced within similar timescales without a very significant investment of resources both for those collecting and analysing the data (and the systems they use) as well as the c.3,000 employers (14,000+ services) who provide it.
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Next steps

We currently plan to have discussions next month with MTC, who were the site's developers, with a view to having as many of the changes as possible implemented within this financial year.

Mike Docherty
Intelligence Manager
23.10.14

**Scottish Social Services Workforce
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Item 7.1

Survey of Local Authorities: services to be delivered by HSCPs

Since the last meeting of the Group we have undertaken a small-scale survey of all Scottish local authorities (LAs) to ask where and in what way their staff are expected to be deployed from April 2015 when the new Health & Social Care Partnerships (HSCPs) become fully operational. At the time of writing responses have been received from 30 local authorities.

The table below sets out the responses received in relation to 7 services or staff groups.

Table 1: Services to be delivered by HSCPs

	Yes	No	Partial	Don't Know
Social Work services to older people	19	1	0	10
Social Work services to other adults	19	1	0	10
Criminal Justice social work services	10	7	0	13
Mental Health Officers	17	2	1	10
Children's Social Work services	8	10	0	12
Central & Strategic social work staff	10	4	2	14
Adoption & Fostering services	8	10	0	12

As can be seen at least one-third of those authorities which responded were not able to advise on the likely services that will be delivered by their HSCP.

However, from the response received it does seem clear that there will be some variation across Scotland with at least one-third of children's social work and adoption and fostering services not being delivered by the HSCP.

These changes seem certain to have an impact on the December 2015 local authority social work services survey. Work will be particularly required in the coming 12 months to ensure that measures are in place to continue gathering the required data on the local authority social work services workforce. A key element of that work will be clarifying definitions of which workers should be

included within the survey. Moves in recent years to sharing services within and between authorities have in some cases moved groups of staff outwith the survey. This is beginning to create disparities between local authorities in terms of what is reported. The restructuring currently underway provides an opportunity to look afresh at what data is required.

Mike Docherty
Intelligence Manager
SSSC
24.10.14

**Scottish Social Services Workforce
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Item 8

Quality assurance of administrative data

In July this year the UK Statistics Authority (UKSA) published a draft guidance document on the quality assurance of administrative data. The UKSA published this as a consultation document and following their analysis of responses they will issue a final version later this year.

In referring to "administrative data" UKSA state that, "Administrative data are a by-product of administrative systems developed primarily for operational purposes.". They are the data that organisations develop as part of the day to day running of their services and they are data that underpin many Official and National Statistics publications including our own.

It was concerns about the quality of such data that led UKSA to remove the "National Statistics" status from the annual Crime Statistics for England in January this year. Due to these problems UKSA issued the draft guidance as they are concerned that much administrative data is not properly quality assured by those who create it or those who use it for Official and National Statistics publications.

Both in terms of UKSA advice on good practice and maintaining our status as an Official and National Statistics producer we need to ensure that we put appropriate processes in place to check and quality assure such data. A key element of this work will be engaging with our data providers in local authorities and as such this will add complexity to the engagement process required in 2015 with the full establishment of Health & Social Care Partnerships (HSCPs).

Action

An initial meeting has been held with Ingrid Gilray (Care Inspectorate) to explore a joint way forward with respect to the annual workforce data report. Some initial work has been planned and we will meet again in December by which time it is hoped that the final guidance will be available from UKSA. A further report will be provided for the next meeting of the SSSWDG.

Mike Docherty
Intelligence Manager
23.10.14

Scottish Social Services Council

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

Workplan 2013 - 2014

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	Status Update
To provide advice and support to the Scottish Social Services Council (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 (SSSWD) report	<ul style="list-style-type: none"> - Agree structure and format of report based on feedback. - Report available from SSSC website and Research Online. - Identification of gaps in published information. - Production of Workforce Skills Report (WSR) 	<ul style="list-style-type: none"> - changes made to report in line with gaps identified. - 2012 SSSWD report published by end-September 2013 - series of 5 WSR reports. 	James Arnold and Neil Macleod	<p>SSSWD report published on time on 25.9.13.</p> <p>Publication of WSR reports delayed 3 are in final draft form. One to be finalised. Sign off then required.</p>
To identify relevant networks, groups and individuals who can assist in achieving increasingly accurate and meaningful data	- Joint working	<ul style="list-style-type: none"> - augment membership of SSSWDG. - engage with Scottish Government (SG) Labour Market Information (LMI) Roundtable Gp - SSSC and Care Inspectorate (CI) to revise Data Sharing Agreement (DSA). - SSSC/CI revise DSA 	<ul style="list-style-type: none"> - membership of SSSWDG adequately reflects remit of group. - revised SSSC/CI DSA - ensure LMI Gp understand role of SSSC and their publications reflect this. - SSSC contributes to discussions on implications of 	Mike Docherty	<ul style="list-style-type: none"> - SG LMI Gp chair contacted again in March. He advised that they may have a meeting in Autumn depending on staffing levels. - SSSC/CI DSA revised version

		<ul style="list-style-type: none"> - engage with Health on Health & Social Care Partnership agenda - engage in strategic discussions on social services workforce, services and service user data. - attend SG/CELCIS meetings on Looked After Children data. 	<ul style="list-style-type: none"> integration agenda for workforce and other data. - SSSC/SSSWDG contribute to outputs from SDS WD Gp - attendance at and provision of data to. 		<ul style="list-style-type: none"> response received from CI. - no further Integration meetings for Mike to attend.
To advise the SSSC in its plans for capacity building in relation to the quality of workforce data	Development of SSSC WI function	<ul style="list-style-type: none"> - assessment of Mental Health Officer (MHO) report by the UK Statistics Authority (UKSA) for approval as a National Statistics (NS) document. - merge Local Authority Social Work Services (LASWS) survey and MHO survey. 	<ul style="list-style-type: none"> - MHO report approved as an NS document by the UKSA. - Merged LASWS and MHO survey takes place in December 2013. 	Gail Wilson/ Mike Docherty	<ul style="list-style-type: none"> - public UKSA Assessment Ctte report received 31.3.14. SSSC have approx. 3 months to respond
To assist in the development of workforce data and analysis that facilitates the capacity and capability of employers to workforce plan effectively	Supporting workforce planning	<ul style="list-style-type: none"> - launch SSSC data site - advice for employers and others on using data for planning purposes. - production of Workforce Skills Report 	<ul style="list-style-type: none"> - SSSC data site launched that provides a one-stop accessible location for all SSSC workforce data materials including minutes and papers of SSSWDG meetings. - running 3 half-day seminars (and 1 	Mike Docherty	<ul style="list-style-type: none"> - Data site launched in November. - 3 half day seminars held in December, January and February to publicise the data website.

			webinar) on using workforce data, along with development of 2-3 short accessible video clips on using data for planning.		
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Scottish Social Services Council

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

Workplan 2014 - 2015

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	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"> - assessment of Mental Health Officer (MHO) report by the UK Statistics Authority (UKSA) for approval as a National Statistics (NS) document. - SSSC and Care Inspectorate (CI) to revise Data Sharing Agreement (DSA). - implications of integration agenda - improve internal metadata 	<ul style="list-style-type: none"> - MHO report maintains its NS status. - signed revised DSA. - improved understanding of implications of integration for workforce data. - sectoral workforce data has more detailed metadata. 	Mike Docherty	<ul style="list-style-type: none"> - UKSA completed assessment of MHO report and confirm it retains its NS status. - SSSC/CI DSA have agreed a revised DSA. - Responses now rec'd from 90% of LAs on HSCP services. - Initial meeting held with CI re. new draft administrative data guidance from UKSA.

<p>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</p>	<p>Scottish Social Services Workforce Data (SSSWD) report</p> <p>MHO report</p>	<ul style="list-style-type: none"> - Discuss structure and format of WD report with SSSWDG. - Reports available from SSSC website with accompanying tables. - Identification of gaps in published information. 	<ul style="list-style-type: none"> - changes made to report in line with discussion. - 2013 SSSWD report published by end-September 2014. - accompanying tables published in Excel and OpenDocument format. 	<p>James Arnold</p>	<ul style="list-style-type: none"> - The 2013 WD report was published on 30.9.14. - The MHO report's publication was delayed from August due to some LA submissions not being received until late-June. It was published on 25.9.14
<p>To identify relevant networks, groups and individuals who can assist in achieving increasingly accurate and meaningful data</p>	<p>- Joint working</p>	<ul style="list-style-type: none"> - review membership of SSSWDG. - engage with Health on Health & Social Care Partnership agenda - ensure SG LMI staff understand role of SSSC. - quality assurance of administrative data 	<ul style="list-style-type: none"> - membership of SSSWDG adequately reflects remit of group. - SSSC contributes to discussions on implications of integration agenda for workforce and other data. - SG publications adequately reflect role of SSSC - plan for quality assurance of administrative data. 	<p>Mike Docherty</p>	<ul style="list-style-type: none"> - place membership of Gp on agenda of future mtg. - Initial meeting held with CI re. new draft administrative data guidance from UKSA. - Develop plan by March 2015 for the quality assurance of administrative data.

<p>To advise the SSSC in its plans for capacity building in relation to the quality of workforce data</p>	<p>Development of SSSC WI function</p>	<ul style="list-style-type: none"> - review of merged Local Authority Social Work Services (LASWS) survey and MHO survey. - review of quality of workforce data (2008-2013). 	<ul style="list-style-type: none"> - merged survey review report available Autumn 2014 - review of quality of workforce data available Feb. 2015. 	<p>James Arnold/ Phil McNicol</p>	<ul style="list-style-type: none"> - merging LASWS and MHOS Groups into new “data providers” Gp. - first meeting of MHO Data Users Gp to be arranged by December.
<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"> - undertake stakeholder survey on SSSC data site - advice for employers and others on using data for planning purposes. - production of Workforce Skills Report 2012-13 - produce qualifications and training (Q&T) report 	<ul style="list-style-type: none"> - survey undertaken - report on survey available Autumn 2014. - plan of site development available Q4. - WSR 2012-13 available online. - Q&T report available Q4 	<p>Mike Docherty</p>	<ul style="list-style-type: none"> - survey completed. - WSR 2012-13 due for publication Oct. 2014. - SQA has begun to make SVQ data available to us by location of training provider.