

LOCAL AUTHORITY SOCIAL WORK SERVICES STAFFING STATISTICS 2019 – INSTRUCTIONS FOR COMPLETION

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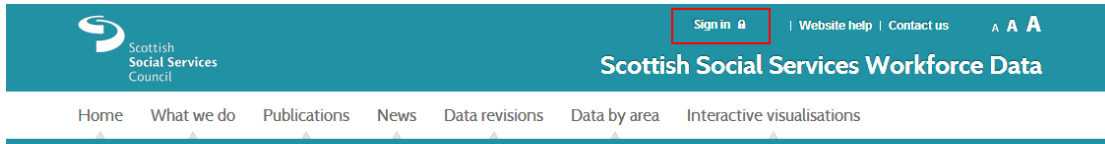
What's new for 2019:

- Improved query checks to be more strict and check if input is in code set where relevant. This will flag up queries where data has been misaligned and where incomplete responses or typographical errors have occurred.
- The QuerySummary tab has been redesigned to improve feedback and present overall summary information first – see page 41.
- A new question has been added to the QuerySummary. If vacancies have been reported, a new dropdown selection needs to be chosen to indicate how vacancies are defined in your local authority - see page 42.
- A tips and tricks section has been added to help highlight some common issues which may now arise with the stricter query checks, and offers some advice on how to resolve them – see page 42.

SUBMITTING COMPLETED RETURNS & QUERIES

All data should be uploaded using the secure documents area of <https://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:

Secure sign in

User Name

Password

Remember me

[Forgot your password?](#)

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[Sign in securely](#)

- 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 *

 Browse

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 – see the note below

Email: james.arnold@sssc.uk.com

Note that the direct dial phone numbers in the SSSC will change in the first quarter of 2020. If this number no longer works, please phone our generic number, 0345 60 30 891.

The deadline for returns is **Friday 6th March 2020**.

COVERAGE – WHO TO INCLUDE

The form includes all social work service staff covering strategic/central & fieldwork posts on **Monday 2nd December 2019**. 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 **does not include** 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 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. Staff on annual leave should be counted as present using their usual status code.

Permanent staff who are covering vacancies or 'acting up' should be recorded in the post they are covering rather than their usual (substantive) post. Record the staff member in the covered post with Employee status = 01C – 01H to reflect the cover provided. If the post vacated by this staff member is covered in turn by another staff member, record them in the post, again with Employee status = 01C – 01H to reflect the cover provided.

Permanent staff who go on internal secondment should be recorded in the seconded-to post rather than their usual (substantive) post. Record the staff member in the seconded-to post with Employee status = 01X (Other present including trainees and secondees). If the post vacated by this staff member is covered in turn by another staff member, record them in the post with Employee status = 01D (Secondment cover).

Permanent staff who go on external secondment should be recorded in the seconded-to post in the other organisation as well as in their usual (substantive) post in their 'home' organisation.

- **Seconded-to organisation:** record the staff member in the seconded-to post with Employee status = 01X (Other present including trainees and secondees).
- **'Home' organisation:** record the staff member in their usual (substantive) post with Employee status = 02B (Absent on secondment). Also, if the post vacated by this staff

member is covered in turn by another staff member, record them in the post with Employee status = 01D (Secondment cover).

Recording of vacancies covered in the above scenarios, as with all vacancy recording, 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 2nd December 2019, whether or not they worked on that date.

Volunteers:

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

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 (MHOs)

Records flagged as MHOs using the MHO identifier in Column U of the Staff tab are drawn through to the MHO data tab. Records for the following staff should be flagged:

- Normal complement MHOs (exclusive and non-exclusive);
- Cover MHOs who are part of the authority's normal complement and either providing or available to provide MHO cover on the census date;
- Agency MHOs who were working for the authority on the census date.

Once all the LASWS Staff tab data is complete and correct, including the MHO record flagging in column U, the LASWS contact should generate the MHO tab by clicking the big grey "Generate MHO worksheet" button at the top of the Staff tab. The new MHO tab will contain all the records with a '1' in column U of the Staff tab in a Table of Records below the notes and data recording guidance box. The data tables appear under the Table of Records – keep scrolling down past the leavers data recording guidance box to find Table 3 and Parts 4a to 4d.

LASWS contacts are encouraged to complete the Staff tab as soon as possible after the census date, so that the MHO tab can be generated and MHO contacts can get on with completing it.

All the MHO data comes from the Table of Records, so it's essential that it contains ALL relevant staff covered by this return in your authority. The Explanatory Notes indicate which staff should be included. The completeness of the Table of Records depends wholly on the correct flagging of relevant staff in the Staff tab of the LASWS workbook for both available and unavailable MHOs.

Figures for Tables 1a & 1b (Age/Gender/Ethnicity) and Part 4b (Unavailable MHOs) are automatically generated from data already available in the Table of Records – you'll see the data there as soon as you open the tab. Figures for Table 2 are generated from the data that the MHO data contact (typically the MHO Service Manager or Team Leader) will enter in the GREEN columns and cells. When the tab is first opened, Table 2 will be full of zeros, and the figures will build up as the data is entered, as follows:

- a) Total staff hours – enter data following the guidance notes.
- b) Table of records (for Table 2):
- i. **MHO type** – click into each record, and choose the appropriate MHO type from the drop-down menu: Exclusive, Non-exclusive or Cover.
 - ii. **MHO team type** – click into each record, and choose the appropriate team type from the drop-down menu.
 - iii. **'Other' team type details** – if one of the 'other' team types was selected under "MHO team type", enter further details in this column.
 - iv. **Hours spent on MHO work** – this is a 'best estimate' of the average weekly hours each MHO actually spends on MHO work, made by the person best placed to do so (typically the MHO Service Manager or Team Leader). Enter the data in decimal format, not hh:mm (eg. 2 hours and 15 minutes should be recorded 2.25, not 2:15). Please note the following:
 - The estimate should not be influenced by expectations or assumptions as to what the weekly hours 'should be' based on the work pattern or team deployment of individual MHOs.
 - We appreciate that it may be difficult to estimate how much time out-of-hours (OOH) staff spend on MHO work per week. It may be easier to consider how much time they spend on average over a longer time period (eg. a month, three months), and divide it down to arrive at a notional estimation of hours per week. It doesn't matter how small the figure is that you enter, as long as it is your best estimate and not overstated. For example:
 - For an hour a month, divide by four weeks = $\frac{1}{4}$ hour per week = **0.25**.
 - For two hours every three months, divide by 13 weeks = $\frac{2}{13}$ = **0.15**.
- c) Table 3 (**Leavers**) and Parts 4a, 4c & 4d (**MHO Vacancies/Shortfalls**) – enter data directly following the guidance notes.

Note that Tables 1a, 1b and 2 EXCLUDE unavailable MHOs. The data autogeneration routine does this by looking at the Employee status codes and only including data from records with Employee status = 01* or 02F. Records with Employee status = 02* (apart from 02F) appear in the count of unavailable MHOs in Part 4b. However, we encourage you to complete MHO type and MHO team type for unavailable MHOs in the Table of Records, with Hours spent on MHO work recorded as zero (0).

The definitions below will help you to choose the correct categories for the data in the Table of Records.

It's possible that the MHO data contact doesn't know who's who in the MHO tab Table of Records, as there are no names or unique staff identifiers. This can be resolved by the LASWS contact entering either a unique staff identifier or the worker's full name in the optional 'LA Post' field for each record, before passing the MHO tab over to the MHO contact. Once the MHO tab data has been entered, the identifiers or names can be stripped out before the LASWS file is sent to the SSSC.

It's also possible that the Table of Records won't contain the correct set of staff. Although it is also possible to delete or add records within the MHO tab (the autocalc routines in Tables 1a, 1b and 2 and Part 4b will adjust accordingly), the recommended approach is for the MHO contact to liaise with the LASWS contact to amend the flagging in the Staff tab, then regenerate the MHO tab. This preserves consistent read-across between the Staff and MHO tabs. The MHO contact should only complete the data in the green columns once the MHO tab contains the correct set of records as generated directly from the Staff tab.

The quality of the data in the MHO tab depends largely 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 USING THE MHO IDENTIFIER IN COLUMN U!

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

MHO DATA RETURN DEFINITIONS

The definitions below should help the MHO data contact to choose the correct categories for MHO type and team type for the individual records. Definitions are also given for leavers and shortfall data, and the definition of an unavailable MHO should help with checking that the autogenerated number of unavailable MHOs in Part 4b is correct. If it is incorrect, the MHO data contact can amend the Employee status (Column P) of the relevant record(s) and the number will automatically be recalculated. If any changes to Employee status are made by the MHO data contact, they should be notified to the main LASWS contact for the authority so that the MHO data and the wider LASWS data remain consistent.

Practising MHO

A practising MHO is one who uses legislation directly in relation to working with people who use services, or potentially uses legislation directly in relation to them (eg. serving on rotas). They can be:

- a member of a local authority's normal core complement of MHOs who works routinely as an exclusive MHO or a non-exclusive MHO;
- a member of a local authority's staff complement in a non-MHO role who provides MHO cover as required on an ongoing basis – see cover MHO;
- brought in from an agency to provide temporary MHO cover – see cover MHO.

Exclusive MHO

An exclusive MHO is a member of a local authority's normal core complement of MHOs whose contract specifies that they are appointed to primarily undertake statutory Mental Health Officer work and who is recruited on that basis. Their duties may include care management.

Non-exclusive MHO

A non-exclusive MHO is one whose contract does not specify that they are appointed to primarily undertake statutory Mental Health Officer work. They are typically a member of the local authority's normal staff complement who does other work for the authority alongside their MHO work.

Cover MHO

There are two types of cover MHO:

- a) a social worker qualified as an MHO and employed by a local authority in a non-MHO social work role who has ongoing availability to step in to do MHO work when necessary. They may carry a small caseload (eg. private guardianships), and participate in day-time rota duties. They may be known as a Casual MHO, a No Guaranteed Hours (NGH) MHO, a Zero Hours MHO or a Satellite MHO.
- b) an MHO provided by an agency who is employed temporarily by a local authority as required.

MHO leaver

An MHO leaver is an MHO who stops providing an MHO service for a local authority in one of the following ways:

- a) they relinquish MHO duties without changing post or leaving the authority (usually applies only to cover MHOs)
- b) they move to a different post within the authority and relinquish MHO duties
- c) they leave the authority altogether.

A category a) MHO leaver is not usually counted as a LASWS leaver as there is no change of post.

Unavailable MHO

An unavailable MHO is one who is undergoing a long-term absence (3 months or more) from their MHO role in a local authority for one of the following reasons:

- maternity leave
- adoption leave
- career break
- secondment
- sick leave
- training/education
- compassionate leave

An MHO undergoing an absence shorter than 3 months (eg. short-term sick leave) should not be classified as unavailable.

MHO shortfall

An MHO shortfall is the gap between total current MHO staff available and unavailable and the level of staff a local authority considers it needs to meet demand without putting its MHO service under undue pressure.

Shortfall data in the MHO data return is expressed in additional MHO hours per week which comprises unfilled hours due to vacancies PLUS any further hours required to bring the available resource to a level which will meet demand.

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 carry out 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 = Scottish 12 = Other British 13 = Irish 14 = Other specific white ethnic group 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 Main Ethnic Group 61 = Arab, Arab Scottish, or Arab British 62 = Other specific ethnic group (i.e. other than Arab, Arab Scottish, or Arab British)</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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Disability (Column I)	<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>
Religion/Belief (Column J)	<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/registration</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: https://www.nmc.org.uk/</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/registration	
	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: https://www.nmc.org.uk/	
	You should enter up to three categories each staff member is registered under on the census date <u>that are relevant to their current post</u> 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	
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32	HCPC - Chiropodist / Podiatrist	
33	HCPC - Clinical Scientist	
34	HCPC - Dietician	
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37	HCPC - Orthoptist	
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41	HCPC - Prosthetist / Orthotist	

42	HCPC - Radiographer
43	HCPC - Speech and Language Therapist
50	GMC
55	GTCS
60	NMC - Adult - RN1, RNA
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62	NMC - Mental Health - RN3, RNMH
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68	NMC - Fever - RN9
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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/registration</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: https://www.nmc.org.uk/</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="451 896 1236 1265"> <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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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 1489 1273 1624"> <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 (including Temporary cover staff)</td> </tr> </tbody> </table> <p>Otherwise, LEAVE BLANK.</p> <p>See Mental Health Officers data recording guidance section on page 5 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 (including Temporary cover staff)										
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<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 – Porterage 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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Main Employee Service User Group (Column AA)	<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: £12,500 / (18 hours * 52 weeks) = £13.35 (Code H05).</p> <p>Overtime payments are EXCLUDED.</p> <table data-bbox="427 896 1276 1220"> <thead> <tr> <th>Gross Annual Wage (whole pounds)</th> <th>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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A07 = 35,001 - 52,500	H07 = 19.26 - 28.85																		
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>																		

Main Nature of Working Hours Pattern (Column AD)	<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>
---	---

Entry Source (Column AE)	<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 2019 Census but was not included in the same post category type in the December 2018 Census. If the member of staff appears in both the 2018 and 2019 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>) C – Continuing post with new start date (<i>should be used where a post has not really changed but the start date has been changed for administrative reasons</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>
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<p>HSCP identifier **mandatory** (Column AF)</p>	<p>This item indicates if the postholder does any work in a service or services provided by the Health & Social Care Partnership (HSCP).</p> <p>Does the postholder do any work in any service or services provided by a Health & Social Care Partnership (HSCP)?</p> <p>Yes = the postholder does some work in one or more services provided by an HSCP No = the postholder does no work in any service provided by an HSCP Not known = it is not known if the postholder works in a service provided by an HSCP</p> <p>This item is intended to indicate the setting of the postholder's work, not how the work is funded. The item is mandatory and should be recorded for all records in the Staff tab.</p> <p>Examples:</p> <p>1) for a postholder working exclusively in a Criminal Justice service provided wholly by the LA, the answer would be No. 2) for a postholder working exclusively in a Care Homes for Adults service formerly provided by the LA which has been taken on by the HSCP, the answer would be Yes. 3) for a postholder working part-time in a Children and Families service provided by the LA (Education Dept) and part-time in an Adults/Older People's service provided by the HSCP, the answer would be Yes.</p>																																	
<p>Nationality **mandatory** (Column AG)</p>	<p>This item gives a broad indication of the nationality of the postholder. If this information is unavailable, record 'Not known'.</p> <p>UK = A national of the United Kingdom EEA = A national of a country in the European Economic Area/European Free Trade Area (apart from UK) ROW = A national of a country elsewhere in the world (i.e. not of UK or a country in EEA/EFTA) Not known = The nationality of the postholder is not known.</p> <p>NB in the case of Two or more Nationalities, please select the Nationality in the following order of precedence: UK, then EEA, then ROW. However, if any are Unknown, choose Unknown.</p> <p>Below is a list of the countries in the EEA and/or EFTA (other than UK):</p> <table data-bbox="432 1641 1254 2004"> <tbody> <tr> <td>Austria</td> <td>Greece</td> <td>Norway</td> </tr> <tr> <td>Belgium</td> <td>Hungary</td> <td>Poland</td> </tr> <tr> <td>Bulgaria</td> <td>Iceland</td> <td>Portugal</td> </tr> <tr> <td>Croatia</td> <td>Ireland</td> <td>Romania</td> </tr> <tr> <td>Republic of Cyprus</td> <td>Italy</td> <td>Slovakia</td> </tr> <tr> <td>Czech Republic</td> <td>Latvia</td> <td>Slovenia</td> </tr> <tr> <td>Denmark</td> <td>Liechtenstein</td> <td>Spain</td> </tr> <tr> <td>Estonia</td> <td>Lithuania</td> <td>Sweden</td> </tr> <tr> <td>Finland</td> <td>Luxembourg</td> <td>Switzerland</td> </tr> <tr> <td>France</td> <td>Malta</td> <td></td> </tr> <tr> <td>Germany</td> <td>Netherlands</td> <td></td> </tr> </tbody> </table>	Austria	Greece	Norway	Belgium	Hungary	Poland	Bulgaria	Iceland	Portugal	Croatia	Ireland	Romania	Republic of Cyprus	Italy	Slovakia	Czech Republic	Latvia	Slovenia	Denmark	Liechtenstein	Spain	Estonia	Lithuania	Sweden	Finland	Luxembourg	Switzerland	France	Malta		Germany	Netherlands	
Austria	Greece	Norway																																
Belgium	Hungary	Poland																																
Bulgaria	Iceland	Portugal																																
Croatia	Ireland	Romania																																
Republic of Cyprus	Italy	Slovakia																																
Czech Republic	Latvia	Slovenia																																
Denmark	Liechtenstein	Spain																																
Estonia	Lithuania	Sweden																																
Finland	Luxembourg	Switzerland																																
France	Malta																																	
Germany	Netherlands																																	

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 2nd December 2019**. 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.

Post Registration Category (Column I)	<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>
Main Job Function (Column J)	<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>
Main Focus of Service Provision (Column K)	<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>
Main Employee Service User Group (Column L)	<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>
Is Vacancy In Process Of Being Filled? (Column M)	<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>
HSCP identifier **mandatory** (Column O)	<p>This item indicates if the vacancy is for a post where the postholder would work in a service or services provided by the Health & Social Care Partnership (HSCP).</p> <p>Would the postholder do work in any service or services provided by a Health & Social Care Partnership (HSCP)?</p> <p>Yes = the postholder would work in one or more services provided by an HSCP No = the postholder would not work in any service provided by an HSCP Not known = it is not known if the postholder would work in a service provided by an HSCP</p> <p>This item is intended to indicate the setting of the postholder's work, not how the work is funded. The item is mandatory and should be recorded for all records in the Vacancies tab.</p> <p>Examples:</p> <p>1) for a postholder working exclusively in a Criminal Justice service provided wholly by the LA, the answer would be No. 2) for a postholder working exclusively in a Care Homes for Adults service formerly provided by the LA which has been taken on by the HSCP, the answer would be Yes. 3) for a postholder working part-time in a Children and Families service provided by the LA (Education Dept) and part-time in an Adults/Older People's service provided by the HSCP, the answer would be Yes.</p>

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 2018 Census, and now appear in a different post category in the December 2019 Census.

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

Strategic/Central and Fieldwork staff who appeared in the December 2018 Census, but do not appear anywhere in the December 2019 Census.

If a member of staff appears in the 2018 and 2019 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 2018 and ceased to practise as an MHO during the year up to December 2019 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 Table 3 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 and columns R and S should be completed with the data reported for the staff in question in the Staff tab of the December 2018 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	
HSCP Identifier	Column R	
Nationality	Column S	
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 enter 99/99/9999.</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 09 = Death 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: QuerySummary tab

The fourth tab (fifth after generating the MHO tab) in the template, named QuerySummary, provides a summary of the queries flagged in the three main data input tabs and some overall summary information. It provides information on the total number of entries in each sheet, the total number of variables with any queries (in green when zero, red otherwise), and, the number and percentage of each automatic query check. These queries provide an opportunity to check the data for possible errors. If the query is being raised and there isn't an error in the data, the cell underneath the query percentage (rows 17, 28 and 39) can be used to provide comments to explain the query. For example, the explanation may be that you are unable to report on this data item, or that the data was checked and is accurate.

	A	B	C	D	E
1	Social work staff and vacancies annual statistics 2019: Summary information				
2					
3		Value	Query Flag	Comments	
4	Gender ratio	#REF!	#REF!		
5	Change in WTE	#REF!	#REF!		
6	Vacancies	0	Query		
7	Vacancy definition		OK		
8	Leavers	0	Query		
9					
10	Worksheet: Staff				
11	Number of entries	0			
12	Variables with queries	0			
13					
14		Post Category invalid or missing	Postcode invalid	Gender invalid or missing	Ethnic Group invalid or missing
15	Number of queries	#REF!	#REF!	#REF!	#REF!
16	Percentage	#REF!	#REF!	#REF!	#REF!
17	Comments				
18					

In addition to record level queries there are five further queries that look at the data in the whole. They only need to be checked once all data has been entered. These are in rows 4-8, and detail on these can be found in the table below. These have been improved since previous years, to indicate with a green **OK** when there is no issue, and the traditional red **Query** when there is an issue.

Query	Row	Detail
Gender ratio	4	<p>This query checks the gender ratio in the Staff tab. The query will be triggered if this ratio is less than 70% female or greater than 90% female the query will trigger.</p> <p>If this query has been triggered, commentary needs to be provided in cell D4 that this has been noted and the gender ratio has been confirmed to be accurate.</p>
Change in WTE	5	<p>This query checks the change in total WTE reported in the Staff tab compared to the figure from the previous year (taken from the Staff (WTE) 2018 Results tab). The query will be triggered if the current year's total WTE has risen or fallen by more than 10%.</p> <p>If this query is triggered, commentary needs to be provided in</p>

		cell D5 that this has been noted and that WTE change has been confirmed to be accurate. Any further intelligence on the reasons behind this change should also be noted here.
Vacancies	6	This query checks the number of entries in the Vacancies tab. It will trigger if there are no entries found. A further note will also show in cell D22 to highlight this issue. If this query has been triggered, confirmation that there are no vacancies to report, or that you are unable to report vacancies needs to be provided by using the dropdown menu in cell D6.
Vacancy definition	7	If vacancies have been entered in the Vacancies tab, then this query will be activated, and you should choose an option from the dropdown menu in cell D7. The explanations for the options here can be found in the tab 'Defn-Vacancy definition' and in the table below.
Leavers	8	This query checks the number of entries in the Leavers tab. It will trigger if there are no entries found. A further note will also show in cell D33 to highlight this issue. If this query has been triggered, confirmation that there are no leavers to report, or that you are unable to report leavers needs to be provided by using the dropdown menu in cell D8.

Vacancy definition code set

Code	Definition
Advertised not filled	Posts which are or have been advertised but not yet filled.
No employee attached	Posts where no employee is attached (this does not include posts where the holder is seconded or posts where the holder has reduced their hours).
No employee attached (with budget)	Posts where there is no employee attached and there is a confirmed budget.
Posts approved for recruitment	Posts where the post has been approved for recruitment (but may not yet be advertised).
Unfilled established hours	All unfilled hours in establishment posts (e.g. a post where the holder has reduced their hours but the remaining hours are not filled and may never be advertised).
Other	Any other definition.

Tips and tricks to resolve queries

The queries in all the sheets have been improved to check for compliance with the code set for the variable if relevant. This should flag up any issues where data has been misaligned, old or inaccurate codes have been used, typographical errors or incomplete data has been entered. This means that the type of data entered (i.e. whether text or numeric) will now matter. As a consequence, there may be times when queries are raised yet the data looks OK. Here we present a short guide to some common issues along with some Excel techniques that can resolve them. Where we provide a formula to resolve a problem here, we assume the data is in cell A1.

Data doesn't copy correctly

If you are copying data from another source, particularly another Excel workbook, it may have formatting information attached to it, or Excel may attempt to copy the underlying formula rather than the data. It is safest to paste only values into the template. There are a number of ways to do this in Excel. One way is to bring up the context menu in a cell (either by right-clicking or using the menu key) and pressing V on the keyboard. Another is to use the Paste Special dialogue box.

Letter instead of a number

Some letters look similar to numbers. The numeral 0 looks like the letter O, and the numeral 1 looks like the letters I and l, depending on the font. You can use the Excel function SUBSTITUTE to resolve these issues. This can be chained to deal with multiple replacements.

```
=SUBSTITUTE(SUBSTITUTE(A1, "O", "0"), "l", "1")
```

Trailing or leading spaces

Data may have spaces at the start or end that are difficult to see with the naked eye. The computer will notice them and flag a query that it doesn't match. The Excel function TRIM can be used to remove them.

```
=TRIM(A1)
```

Dates as text

One common issue when dates are copied that they get interpreted as text rather than Excel dates and this caused the formulae to sometimes fail. The Excel function DATEVALUE can be used to convert these back to dates that can be calculated with.

```
=DATEVALUE(A1)
```

This will return the internal representation of the date (a number of days since a reference date, for example 25/11/2019 is 43794). These numbers are fine as it and can be displayed correctly by choosing a date formatting. Pasting as values into the correct column should also apply that formatting.

Text as numbers

Many of the code sets in the template are two-digit numbers with leading zeros specified as text. Excel may interpret data entered in this way as numbers instead and lose insignificant digits. For example, 09 will be changed to 9. The TEXT function will convert the data to text with leading zeroes if necessary.

```
=TEXT(A1, "00")
```

Missing leading zeros

Sometimes the leading zero of a code may be missing despite text being entered, e.g. 1A instead of 01A. You can prepend the zero (or other character if necessary) with the CONCAT function.

```
=CONCAT("0", A1)
```

Capitalisation

Many of the code sets use capital letters, but sometimes lower case letters are provided, e.g. 01a instead of 01A. The Excel function UPPER will correct this.

```
=UPPER(A1)
```

Part 5: Producing your December 2019 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.

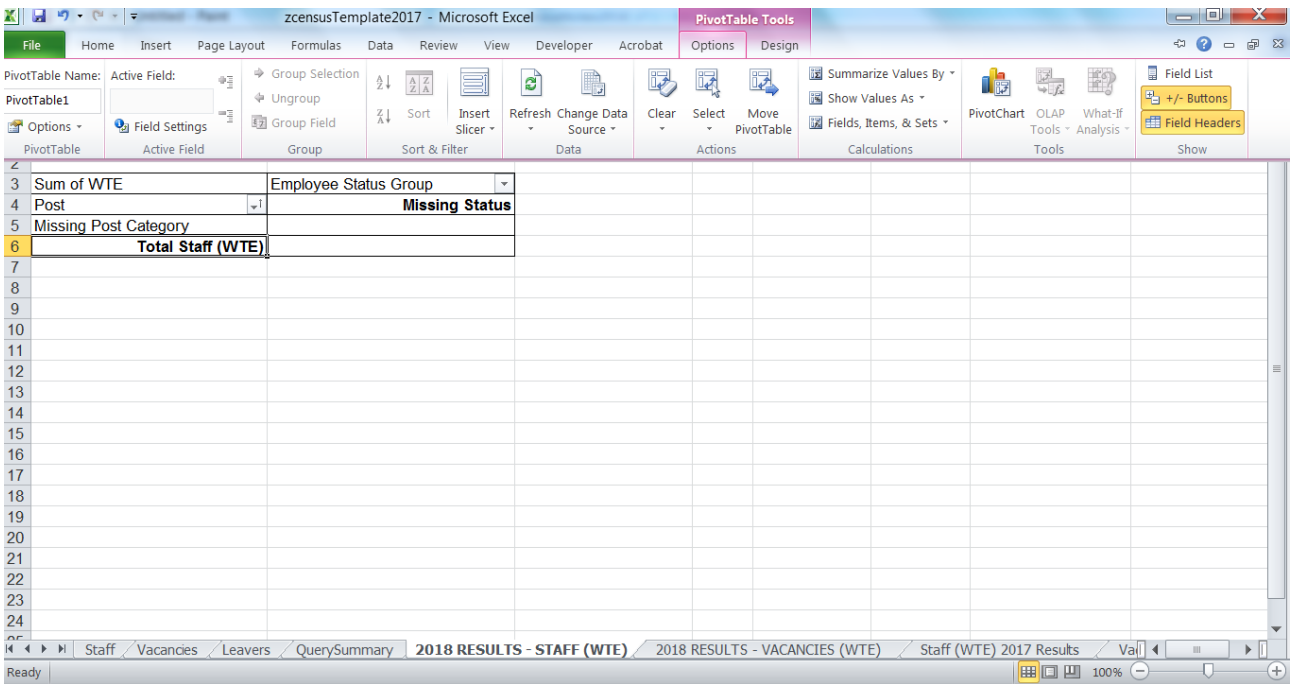
Once you have completed the '**Staff**' worksheet with your Post/Staff data, if you then select the '**2019 RESULTS - STAFF (WTE)**' tab, you should see a Microsoft Excel pivot table (see below).

1	December 2018 Local Authority Staffing Census - Staff (WTE) by Post and Employee Status	
2		
3	Sum of WTE	Employee Status Group
4	Post	Missing Status
5	Missing Post Category	
6	Total Staff (WTE)	
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		

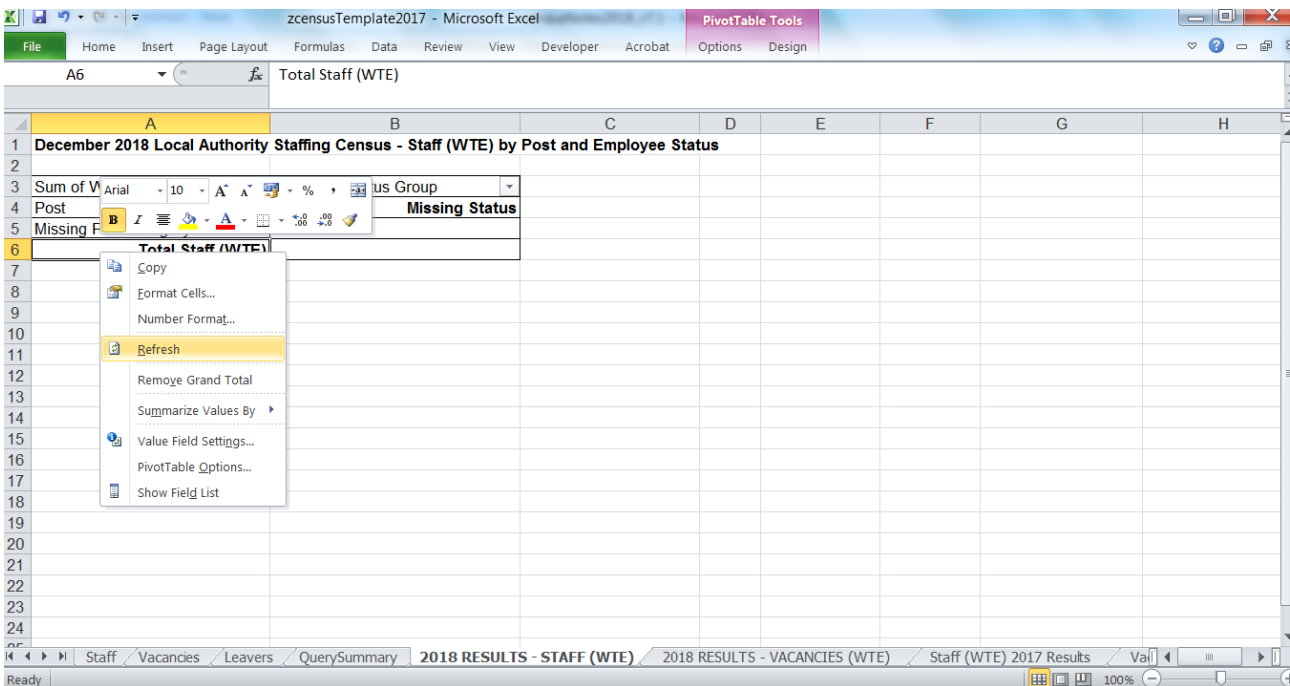
Now select Cell **A6** by clicking on this cell (so that you are now somewhere inside the pivot table).

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 **Refresh** (see example on the next page).



Alternatively, with cell **A6** selected, right-click on your mouse and select **Refresh** 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	1		1	
2.04	3			
2.05	1		2	
2.06	3			
2.063	3			
2.066	2.2			
2.07	2.3			
2.075	2.5			
2.08	2.9			
2.09	0.5		1	
Missing Post Category				
Total Staff (WTE)	32.65		1	3

The above example shows that, in total, there were 32.65 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 3 WTE staff absent on the day of the Census.

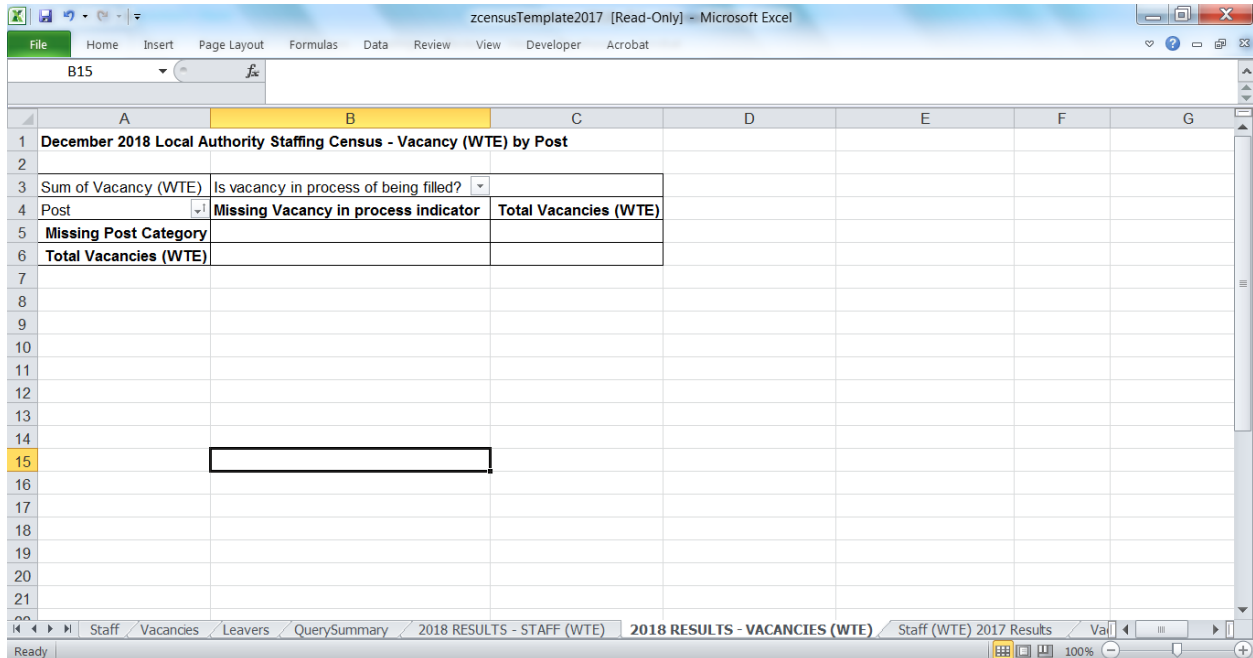
You should not have any figures appearing in the Missing Post Category row or Missing Status column. If you do, then please amend the data in your 'Staff' worksheet and then REFRESH the pivot table.

You should also compare the WTE staff present figures contained in your pivot table with the December 2018 figures that have been provided in the "**Staff (WTE) 2018 Results**" worksheet to see if there have been any large changes in WTE staff in December 2019 when compared with the December 2018 WTE figures. **Please provide an explanation for any large changes in your figures!**

Part 6: Producing your December 2019 Vacancy Results – by Post Category

In addition, a worksheet has been added that will produce the aggregate results of your vacancies (WTE), broken down by Post Category.

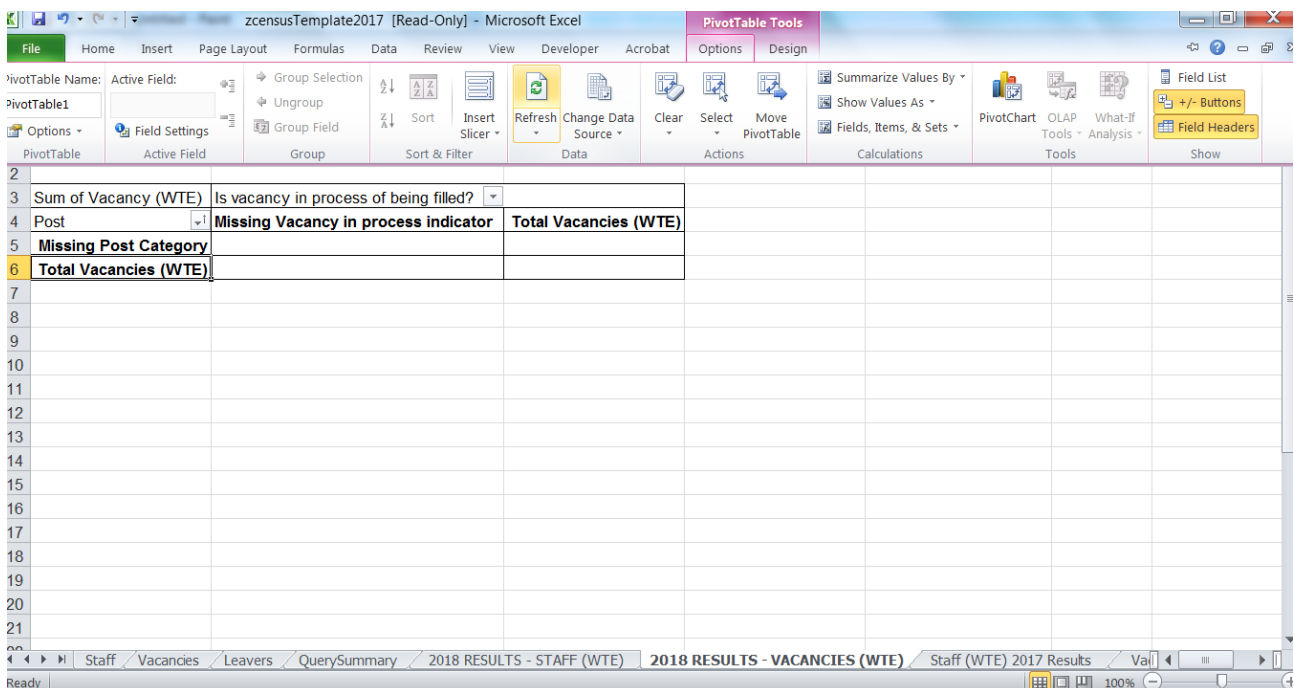
Once you have completed the 'Vacancies' worksheet with your vacant posts data, if you then select the '2019 RESULTS - VACANCIES (WTE)' you should see a Microsoft Excel pivot table (see below).



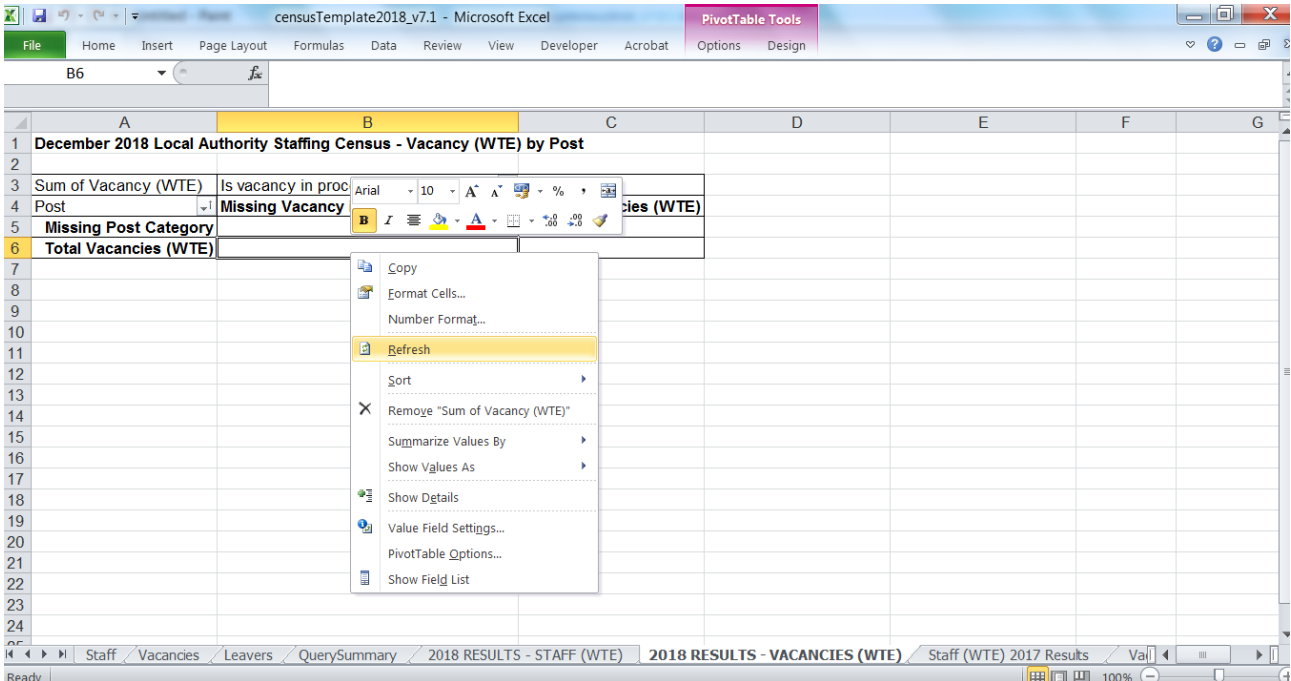
Now select Cell **A6** by clicking on this cell (so that you are now somewhere inside the pivot table).

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 **Refresh** (see example on the next page).



Alternatively, with cell **A6** selected, right-click on your mouse and select **Refresh** 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).

The screenshot shows the updated PivotTable results. The table is broken down by Post Category. The 'Total Vacancies (WTE)' column shows a total of 23.6. The 'Missing Post Category' row shows a value of 1.6. The 'Missing Vacancy in process indicator' column shows a total of 15.6.

Post	Missing Vacancy in process indicator	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)	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 2018 figures that have been provided in the "**Vacancies (WTE) 2018 Results**" worksheet to see if there have been any large changes in WTE vacancies in December 2019 figures when compared with the December 2018 WTE vacancy figures. **Please provide an explanation for any large changes in your figures!**

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

Data item	Column	Page No.
Contract type	M	20
Contracted hours	AC	31
Date of birth	K	19
Disability	I	18
Employee status	X	25
Entry source	AE	33
Ethnic group	H	17
Gender	G	16
HSCP identifier	AF	34
Local authority code	B	10
Local authority post name (optional)	E	16
Main employee service user group	AA	30
Main focus of service provision	Z	29
Main job function	Y	26
Main nature of working hours pattern	AD	32
MHO identifier	U	24
Nationality	AG	34
Pay/Salary	AB	31
Person registration category relevant to post	O, Q, S	22
Person registration category status	P, R, T	24
Post	C	10
Post name	D	16
Post registration category	N	20
Postcode	F	16
Religion/Belief	J	18
Start date in current post	W	25
Start date in organisation	V	25
Whole time equivalent	L	19
Year	A	10

Part 2 – Vacancies tab

Data item	Column	Page No.
Contract type	H	35
HSCP identifier	O	37
Is vacancy in process of being filled?	M	36
Local authority code	B	35
Local authority post name (optional)	E	35
Main employee service user group	L	36
Main focus of service provision	K	36
Main job function	J	36
MHO post?	N	37
Post	C	35
Post name	D	35
Post registration category	I	36
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Part 3 – Leavers tab

Data item	Column	Page No.
Contract type	J	38
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Employee status	M	38
End date in post	O	39
Ethnic group	F	38
Gender	E	38
HSCP identifier	R	38
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Local authority code	A	38
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Nationality	S	38
Post	B	38
Post name	C	38
Postcode	D	38
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Whole time equivalent	I	38