

LASWS (STAFFING) GROUP MEETING
Thursday 3rd May 2012
1.30 – 3.30 pm

Conference Room James Watt A/B,
The Scottish Government,
Atlantic Quay,
Glasgow

A G E N D A

1. Welcome & Introductions
2. Apologies
3. Minutes of last meeting (5.10.11)
 - a) accuracy
 - b) matters arising
4. Census 2011 – lessons to be learned
5. The Care Inspectorate's annual returns
6. 2010 WD report and online data
7. 2012 Census
8. CMDS review
9. MHO survey
10. Implications of Social Care & Health integration agenda
11. AOB
12. DONM

SCOTTISH SOCIAL SERVICES COUNCIL

DRAFT MINUTES OF LASWS STAFFING GROUP MEETING

Held on Thursday 3 May 2012, at 1.30pm

**Conference Room James Watt A/B,
The Scottish Government,
Atlantic Quay,
Glasgow.**

Minutes: James Arnold

Item	Discussion	Action
1. Welcome & Introductions	Mike Docherty welcomed and introduced the group.	
2. Apologies	Augusina Higgins, Moray Council Hamish Fraser, Midlothian Council Susan Liston, Perth and Kinross Jennifer Bradley, West Lothian Avril Spink, Angus Council Beverley Murray, Angus Council Highland Council Dumfries and Galloway Council	
3. Minutes of last meeting held on 5.10.11	a) Accuracy Item 4 – “Perth was a reasonable option” – was this said? Otherwise the accuracy of the minute was agreed. b) Matters arising No matters arising.	
4. Census 2011 – lessons to be learned	Most data in. Issues :- North Lanarkshire – confusion over new scope. Admin staff in CH in CI return not always reported. Relief staff included by service managers but not by HR. Centralisation of some services in LA’s making it difficult to count support staff. Renfrewshire has had this a lot with central and strategic staff. “hundreds to a handful”. This causes issues with checking with reg. Services – makes it more time consuming. Problems with the macros – especially leavers tool. Changes to ethnic code – clarification caused issues.	

	<p>Scope change isn't great for all – Fife Previous format of census publication was used by members.</p>	
<p>5. Care Inspectorate's annual returns</p>	<p>Laura presented the AR process.</p> <p>As of 2011, failure to submit AR will result in an automatic grade 1 for management and leadership.</p> <p>Total staffing figure is now calculated by eforms.</p> <p>Question on how posts changes are recorded. Individual LA compendia? Send a list of services to each LA Corporate login facility – Mike to chase up.</p>	<p>Mike Docherty</p>
<p>6. 2010 WD report and online data</p>	<p>Mike displayed the report and highlighted the online data.</p> <p>Consultation on online data will take place in the summer.</p> <p>2011 report will be published before the end of October.</p> <p>Official stats process explained.</p>	
<p>7. 2012 census</p>	<p>Will take place December 2012. The scope will be the same as this year. Plan to use ScotXed again. The spreadsheet will be debugged. Incorporate CMDS changes probably. Issues with contactability this year – Renfrewshire.</p> <p>A volunteer is needed for testing the revised sheet.</p>	
<p>8. CMDS review</p>	<p>Mike gave an overview of the CMDS and explained the forthcoming changes consultation (in the next fortnight).</p> <p>Overview of changes: Retain: 21, Drop: 10, Modify: 3</p> <p>Qualifications data – how to collect this? Will it make a return?</p>	

9. MHO survey	Mike explained the survey. SSSC taking it over - will not build onto the census, but will move to start of December. Mike to find list of who has currently completed the return and questionnaire.	Mike Docherty
10. Implications of Social Care & Health integration agenda	Highland transferred staff between NHS & SW department. SSSC will meet with NHS Highland and Highland Council to look at this and ISD. Other authorities are saying that things are still separate but more in partnership.	
11. AOB	Changes to notes on website (SG)? James Arnold to check.	James Arnold
Date of next meeting	Thursday 13 September at 11-1pm, Perth (to be confirmed).	

Appendix 1 - List of attendees

Name	Organisation
Mike Docherty (Chair)	SSSC
James Arnold (Minutes)	SSSC
Laura McConnell	Care Inspectorate
Ann McCann	Renfrewshire
Andrew Brown	Renfrewshire
Carol Slessor	Aberdeen City
Janette McKie	East Renfrewshire
Jacqueline Swanson	East Renfrewshire
Jane Willan	Argyll & Bute
Karen Wilson	Stirling
Angela Anderson	Clackmannanshire
Nicola Kerr	Falkirk
Yvonne Dobbie	Fife
Anne Watson	East Lothian
Shona Shirkie	North Lanarkshire
Karen Maxwell	North Lanarkshire
Christina Heuston	Glasgow City
Gary Sutton	Scottish Government