

LASWS (STAFFING) GROUP MEETING
Thursday 13th September 2012
11.00 – 13.00

Kensington Room (3rd Floor)
Best Western Queens Hotel,
Leonard Street,
Perth,
PH2 8HB

A G E N D A

1. Welcome & Introductions
2. Apologies
3. Minutes of last meeting (3.5.12)
 - a) accuracy
 - b) matters arising
4. Census 2011 – review and publication update
5. 2012 Census
 - a) Arrangements
 - b) Template changes
6. Future changes
7. CMDS review
8. MHO survey
9. Implications of Social Care & Health integration agenda
10. AOB
11. DONM

SCOTTISH SOCIAL SERVICES COUNCIL

DRAFT MINUTES OF LASWS STAFFING GROUP MEETING

Held on Thursday 13th September 2012, at 11am

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Best Western Queens Hotel,
Leonard Street,
Perth.

Item	Discussion	Action
1. Welcome & Introductions	Mike Docherty welcomed and introduced the group.	
2. Apologies	Augustina Higgins, Moray Council Hamish Fraser, Midlothian Council Avril Spink, Angus Council Beverley Murray, Angus Council Amanda Lowe, East Ayrshire Council Jane Willan, Argyll & Bute Council Isobel Meek, West Lothian Council	
3. Minutes of last meeting held on 3.5.12	a) Accuracy The previous minute was accepted. b) Matters arising 5. CI returns Corporate logins have been an issue. Access has been problematic and unclear as to who in each LA has sufficient access rights. No one has been able to access service records yet. MD to chase up with CI. The online data survey has been delayed. It will be circulated by the end of the week.	Mike Docherty
4. Census 2011 – review and publication update	The publication date will be the end of October. The SSSC will officially announce the exact date next week, and that this will be an Official Statistic.	

<p>5. MHO Survey</p>	<p>Julie presented the MHO survey the proposed changes to integrate it with the census collection.</p> <p>A meeting of the MHO users group will take place next week, and after that Scottish Government in conjunction with the SSSC will consult with LAs on which option to take.</p>	<p>Mike Docherty</p>
<p>6. 2012 Census</p>	<p>a) Arrangements JA noted that the reference date for the 2012 census will be the 3rd December, with submissions expected to be in by 1st March 2013. Once again, it is planned to use ScotXed for uploading the data securely. JA explained the system and reiterated the need for emails to be sent to both ScotXed and the SSSC to notify them of submission and the need for encryption as the LA accounts are shared across the authority.</p> <p>b) Template changes JA presented some changes to the census template. These were: the abstraction of date values for the checking formulae which should avoid errors in future, and the inclusion of a new tab that will summarise the errors and include space for commentary. Several authorities mentioned that the Starters and Leavers tool had major errors in it this year. JA will investigate further and debug.</p>	<p>James Arnold</p>
<p>7. Future changes</p>	<p>The SSSC is in the process of developing a new secure upload system that should be in place in time for the 2013 data submission. This will replace the need to use ScotXed.</p>	
<p>8. CMDS review</p>	<p>MD presented the results of the consultation. Qualifications remains a grey area.</p> <p>It will go to the next meeting of the Scottish Social Services Workforce Data Group (SSSWDG) and then be published online in the new year for implementation for the 2013 census</p>	

<p>9. Implications of the Social Care & Health Integration Agenda</p>	<p>East Ren: Staff working in SW departments but on NHS contracts are not counted in the census.</p> <p>Fife: A similar approach, with multi-disciplinary teams.</p> <p>Aberdeenshire: Staff in strategic (shared) services can be excluded since it is not possible to count how much time spent on SW tasks.</p> <p>It was noted that homelessness staff may be excluded from the census scope. MD will write out to gather views.</p>	<p>Mike Docherty</p>
<p>10. AOB</p>	<p>MD noted that the Workforce Data Group will be seeking a new LA member in the near future.</p>	
<p>Date of next meeting</p>	<p>Thursday 14 March, Venue TBC (Edinburgh)</p>	

Appendix 1 - List of attendees

Name	Organisation
Mike Docherty (Chair)	SSSC
James Arnold (Minutes)	SSSC
Gail Wilson	SSSC
Alison McCann	Aberdeenshire
Jan Farrell	Perth & Kinross
Jillian Whyte	Perth & Kinross
Carol Slessor	Aberdeen City
Janette McKie	East Renfrewshire
Lesley Jones	East Renfrewshire
Angela Anderson	Clackmannanshire
Nicola Kerr	Falkirk
Alison Muir	Falkirk
Yvonne Dobbie	Fife
Suzanne Robertson	Fife
Andrea Lockhart	Dumfries & Galloway
Carrie Graham	Scottish Government
Julie Rintoul	Scottish Government