

Scottish Social Services Council

**SCOTTISH SOCIAL SERVICES
WORKFORCE DATA GROUP**

**Thursday, 26th June 2014 at 2pm to 4pm
SSSC Offices, Dundee**

A G E N D A

1. Introductions and apologies
2. Minutes previous meeting (29.1.14) – accuracy
3. Minutes previous meeting (29.1.14) – matters arising
 - 3.1 - previous item 4 – SSSC registration dates (see paper)
 - 3.2 - previous item 5 – Workforce Skills Report
4. Changes to Workforce Intelligence (WI) team
5. Local Authority Social Work Services (LASWS) survey – update
6. Content and structure of SSSWDG 2013
7. Mental Health Officers (MHO) 2013 survey – update
8. MHO UK Statistics Authority (UKSA) assessment – update (see paper)
9. SSSC workforce data site and use of data
10. Social services and health integration
11. Private and Voluntary sector central and strategic staff – update (see paper)
12. Workplans 2013/14 and 2014-15 and Terms of Reference
13. DONM
14. AOB

**Draft Notes of the Scottish Social Services Workforce Data Group
Meeting
on Thursday 26th June 2014
at Compass House, Dundee**

Item	Discussion	Action
<p>1. Present</p> <p>Apologies</p>	<p>Mike Docherty (SSSC, Chair) James Arnold (SSSC) Phil McNicol (SSSC) Susan Kinnear (SSSC) David Rennie (Scottish Care) Pam Gillespie (Social Work Scotland) Ingrid Gilray (Care Inspectorate) Yvette Burgess (CCPS & Housing Support Enabling Unit) Diane White (SG) Jane MacKenzie (SG)</p> <p>Tracey Steedman (ISD) John Urquhart (COSLA) Nicky Gilray (SSSC) Mark Fraser (SG)</p>	
<p>2. Previous Minutes</p>	<p>The minutes of the meeting on 29th January 2014 were agreed as accurate.</p>	
<p>3. Matters Arising</p>	<p>3.1 SSSC Registration timescales: John Urquhart had requested this paper in order to clarify registration timescales, particularly in relation to Housing Support/Care at Home staff.</p> <p>Yvette suggested the addition of another column featuring the date each part of the register opened – MD’s team to add.</p> <p>3.2 Workforce Skills Report: Mike reported that the WSR is still undergoing QA and is not yet published. It comprises:</p> <ul style="list-style-type: none"> ➤ Overview report ➤ Qualifications uptake and provision ➤ Skills needs and policy drivers ➤ Service demand in terms of numbers of people using services, for which there are disparate data sources <p>Jane requested early sight of this report; Mike undertook to provide this.</p>	<p>MD</p> <p>MD</p>

<p>4. Changes to Workforce Intelligence Team (WIT)</p>	<p>Mike described the recent restructuring. Previously, the WIT consisting of 5 members and had been situated within the Strategic Development Department. Now the smaller team of 3 members (Mike Docherty, James Arnold & Phil McNicol) is situated in the Sector Development Department in Registration. The synergies resulting from collaboration with Registration colleagues should be beneficial, especially in view of the looming integration agenda. Susan echoed this by observing that there is a lot of information coming in across the SSSC, not only registration data but also about Fitness to Practice, Committee work etc and it is hoped that in the new structure information can be effectively combined to make our intelligence more meaningful and wide-ranging.</p>	
<p>5. Local Authority Social Work Services (LASWS) survey</p>	<p>James updated the group on the 2013 survey. Returns have been received from all 32 Local Authorities, and so far no major problems have been identified with their content. Submission of data for December 2013 was done by secure upload to the SSSC Workforce Data Site. Following the LASWS Survey Group meeting on 24th June 2014, MD will issue a letter to all LA Survey contacts requesting details on the definitions and data recording methodology of 5 or so data items that seem to be defined and recorded disparately across the authorities – for example, vacancies.</p> <p>Ingrid commented that disparate data recording practice is nothing new. It was asked why data on vacancies is important; Jane pointed out that such data can back up or disprove anecdotal information and views on sufficiency of resources (supply and demand). Pam added that clarity on how vacancies are defined is important for shaping social services training provision.</p> <p>James stated that the 2013 Workforce Data Report will be published at the end of September 2014.</p>	
<p>6. Content and structure of SSS Workforce Data Report 2013</p>	<p>Mike invited group members to consider possible changes to the content and structure of the 2013 Workforce Data Report – all suggestions to be submitted to Mike by Friday 11th July 2014.</p>	<p>ALL</p>
<p>7. Mental Health Officers (MHO) Survey 2013</p>	<p>Mike stated that the MHO Survey census date had been shifted to December to bring it into line with the LASWS Survey census date. The MHO data for December 2013 was submitted as part and parcel of the LASWS Survey returns and now includes individual as well as aggregate data. James reported that in general the inclusion of MHOs in the LASWS survey returns had worked well. The MHO Report 2013 will be published in August 2014, and the UKSA requirements for the report to retain its National</p>	

	Statistics status will be met (see item 8).	
8. MHO Report: UKSA Assessment	<p>Mike spoke to his paper which summarised the story behind the UKSA's assessment of the MHO Report and the six requirements they stipulated in order for it to retain its National Statistics status. The indications so far are that the UKSA is happy with the SSSC response to the requirements, and the SSSC's final response will be submitted to the UKSA on 30th June 2014. This submission will be available on the SSSC Workforce Data Site. Diane commented that this work had been strongly supported by the Office of the Chief Statistician at the SG.</p> <p>Mike undertook to email the final response submission to group members.</p>	MD
9. SSSC Workforce Data Site User Survey	<p>Mike stated that since the launch of the data site in November 2013, reaction to it from a range of organisations has generally been positive. The SSSC has now invited stakeholders, other users and potential users of the data site to give their views on how well the site meets their or their organisation's need for sectoral workforce data in the form of an online survey. The survey link has been sent to nearly 500 recipients by email and it is being promoted through the data site itself and social media such as Twitter and Facebook. The deadline for feedback is 25th July 2014 and a report of findings will be issued in October 2014.</p> <p>David commented that there are limits to the data we can gather and the levels of disaggregation we can provide, and that organisations may not find the data they need for local-level workforce planning. He mentioned the CCPS benchmarking exercise which Scottish Care is now involved in and suggested that sampling could be used to overcome such limitations. Pam cautioned that we would need to give compelling reasons for collecting more data from the 3rd sector. Mike responded to these concerns by saying that it's important to know what users and potential users would like to see provided in the site. Diane referred to Susan's previous comment about the importance of combining existing albeit disparate information to produce more effective intelligence.</p>	
10. Social Services & Health Integration	<p>Mike reported on a recent meeting at Greater Glasgow HB which considered local workforce planning for staff in older people's services in the context of integrated services. Kate Thomas, the SG lead for integrated Health & Social Care workforce development was present. Concern was expressed about the difficulty of including 3rd sector organisations in the integration agenda because of the lack</p>	

	<p>of information on their non-registered services.</p> <p>Mike described the current Health & Social Care Data Integration & Intelligence Project (HSCDIIP) Dataset Consultation, and its perceived weaknesses such as a failure to cater for HSCPs delivering day care services for children (DCSC), social work services to children (looked after children etc) and criminal justice social work services. HSCDIIP is hosted by ISD whose role has expanded recently to embrace information on services provided outwith the NHS. Jane observed that in view of this it's very important to know about the information development initiatives that ISD is undertaking and has in the pipeline.</p> <p>Mike stated that the SSSC will write to all Scottish LAs to ask where and in what way their staff will be deployed from April 2015 under the new integration agenda.</p> <p>Mike undertook to send the dataset consultation link to group members.</p>	MD
11. Private & Voluntary Sector: Central & Strategic Staff	<p>Mike spoke to his tabled paper which highlights the lack of data on 3rd sector central & strategic staff and that a separate data collection would be required to fill this gap. Ingrid asked why such data is needed; David stated that there are about 92,000 staff in 3rd sector social services organisations in Scotland, of which possibly 10% are central/strategic staff – a lack of data on such a large number of workers could be a serious issue. Yvette observed that 3rd sector organisations are very different from Local Authorities and they may not be able to compile and submit workforce data in the same way. Phil asked if other UK countries have a similar gap in their social services workforce data and how they deal with it. Mike commented that it might be covered by Skills for Care.</p>	
12. Workplans & Terms of Reference	<p>The group's workplans for 2013/14 and 2014/15 were reviewed. It was suggested a status update on the workforce data seminars should be added to the 2013/14 Workplan.</p> <p>David asked how it was intended to "engage with Health on Health & Social Care Partnership agenda" (page 3, line 2, column 2 of 2014/15 Workplan).</p> <p>Ingrid requested as much advance notice as possible of any required input by the CI to the data quality review.</p> <p>Jane suggested that the 2014/15 Workplan should be circulated to key players so that they can identify how they can contribute to the initiatives and workstreams.</p>	MD MD MD

13. Date of Next Meeting	A Doodle-poll will be issued for a meeting in October 2014.	MD
14. AOB	James stated that there is a current consultation by the SG on a proposed new publication on social care expenditure. He undertook to forward information on this to group members.	JA

**Scottish Social Services Workforce
Data Group
Thursday 26th June 2014
SSSC Offices
Dundee**

Item 8

UK Statistics Authority: assessment of MHO report

Introduction

The Mental Health Officer (MHO) annual workforce data report had achieved National Statistics (NS) status when it was undertaken by Scottish Government. NS reports must fully comply with the Code of Practice for Official Statistics as well as the arrangements for Pre-release Access. To obtain and maintain a document's NS status an assessment must be undertaken by the UK Statistics Authority (UKSA). Following transfer of responsibility for the MHO survey and report to the SSSC in November 2012, the UKSA contacted the SSSC to make arrangements for assessing the report published in May 2013.

UKSA assessment

The assessment process ran approximately from June 2013 to March 2014. The SSSC produced a detailed submission for the UKSA following an initial meeting with their inspectors. There then followed a period of a few months where further questions and answers went back and forth between the SSSC and UKSA.

The final assessment report was approved by the UKSA's Assessment Committee in late-March and this is a public report available online at:

<http://www.statisticsauthority.gov.uk/assessment/assessment/assessment-reports>

The UKSA report dealing with the assessment of the MHO report (May 2013) is no.276 (Statistics on Mental Health Officers in Scotland – SSSC) from 31st March this year. There are 6 requirements that the UKSA expect the SSSC to meet in order that the report can keep its National Statistics status and these are:

- Requirement 1 - Document the results of investigations into the uses of these statistics outside of local and central government and use this information to support the development of the statistics.

- Requirement 2 - Publish more complete information about the methods used to compile the statistics.

- Requirement 3 - Extend the information that SSSC publishes about the quality of the statistics to include evidence to demonstrate: the reasons that SSSC is satisfied that the risks associated with the underlying administrative data are low; the consequent justification for the level of quality assurance checks in place; the strengths and weaknesses of the statistics in relation to their use; and all main sources of error and bias.
- Requirement 4 - Improve the commentary in MHOR so that it aids user interpretation of the statistics.
- Requirement 5 - Ensure that MHOR is disseminated in forms that enable and encourage analysis and re-use.
- Requirement 6 - Ensure that MHOR can be accessed from the National Statistics Publication Hub.

Conclusion

At the time of writing the SSSC are finalising their response to the UKSA with a view to providing evidence that we will be able to meet all six requirements. An update on this will be provided at the SSSWDG meeting.

Mike Docherty
Intelligence Manager
SSSC
18.6.14

**Scottish Social Services Workforce
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Thursday 26th June 2014
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Item 11

Private & Voluntary Sector HQ – workforce data

Introduction

At the last meeting of the Group (29.1.14) the issue of gaps in the workforce data currently available on the sector was raised with particular reference to headquarters staff within private and voluntary sector care providers. Data on such staff working in local authority social work services is gathered as part of the annual LASWS survey. It was agreed that Mike Docherty would liaise with David Rennie and Yvette Burgess further and report back to the Group.

Private and Voluntary sector – central and strategic staff

Data on private and voluntary sector staff delivering services is gathered by the Care Inspectorate as part of the annual return (CIAR) which they expect each registered care service to provide. Given that this data collection process is conducted at the level of individual services and not at the organisational level, it would not be possible to incorporate central and strategic staff into this. Therefore, gathering this data would require the establishment of a separate data collection focussed solely on those private and voluntary sector organisations that deliver one or more registered care services.

A survey could be set up that takes place at the same time of year as the Inspectorate's annual returns and the LASWS survey. Such a survey would be directed to the main office base of each private and voluntary sector provider (approximately 2,600 individual organisations excluding childminders). The data requested would have to be sufficiently similar to that gathered via the LASWS and CIARs so that meaningful comparisons could be made with confidence.

Issues

Mike, David and Yvette met in April to discuss this. A draft paper was subsequently circulated and email correspondence exchanged. A number of issues or concerns have been highlighted in these discussions.

One issue is the extent to which the boundaries of such a survey could be clearly defined. The CIAR and the LASWS survey both have clear boundaries, for the former it is all those employed within a given registered service. For the latter it is all those employed by a local authority's social work services. However, it is currently unknown the extent to which central and strategic staff working within

private and voluntary organisations would be involved solely in supporting the work of those services. This would need to be explored and consideration given to how this workforce can be clearly and easily defined in such a way that responses from individual organisations are reporting on similar staff.

There was a question concerning the value of such data and whether the data gathered on local authority (LA) central and strategic staff is currently well-used. Linked to this issue of the value and use of the data was a concern about how such data may be used by LA commissioners to determine who is awarded a contract.

Currently the LASWS and CIAR data is gathered at the level of individual staff members and whether an identical approach should be adopted in a survey of central and strategic staff is moot. It may be that data at an aggregate level by particular post types would be sufficient.

Next steps

The views of the SSSWD Group are sought on the further scoping of this work. In terms of pursuing this work further the next steps would appear to be;

- a) discussions with a variety of providers that have central and strategic HQ staff about the feasibility and value of such a survey;
- b) scoping of methodology.

Mike Docherty
Intelligence Manager
SSSC
June 2014

Scottish Social Services Workforce Data Group

Remit

- To inform and support effective delivery of the functions delegated by Scottish Ministers to the SSSC in respect of Section 58 of the Regulation of Care (Scotland) Act 2001
- To ensure the workforce data reporting undertaken by the SSSC is produced in a manner that assists employers with workforce planning and development and provides other stakeholders with useful information about the social services workforce.

Terms of Reference

1. To support the SSSC in its capacity as a Producer of Official Statistics and provide guidance, advice and support to the SSSC in relation to social services workforce data collection processes and systems
2. To provide advice and support to the SSSC in the annual publication of the Workforce Data report and any other workforce data publications stemming from the annual report
3. To identify relevant networks, groups and individuals who can assist in achieving increasingly accurate and meaningful data
4. To advise the SSSC in its plans for capacity building in relation to the quality of workforce data including the disaggregation and delivery of data and intelligence at local levels
5. To assist in the development of workforce data and analysis that facilitates the capacity and capability of employers to workforce plan effectively

Outcome

The expected medium and long term outcomes are:

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

Membership

Membership will be sought from:

Scottish Government

Cosla

Care Inspectorate

ISD Scotland

ADSW

Private sector

Voluntary sector

SSSC

It is envisaged that the group will draw on other relevant expertise as required.

Communications

The group will adopt a communications strategy prepared and updated by the SSSC to assist in promoting and disseminating the outputs from the group.

Chair

The group will be chaired by an officer of the SSSC.

Secretariat

This service will be undertaken by the SSSC.

Frequency of meetings

It is proposed that in the initial stages meetings will be quarterly and this will be reviewed within the first year.

Scottish Social Services Council

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

Workplan 2013 - 2014

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

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

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

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

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

Workplan 2014 - 2015

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

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

Terms of Reference	Project	Activity	Outputs	Lead	Status Update
To support the SSSC in its capacity as a Producer of Official Statistics and provide guidance, advice and support to the SSSC in relation to social services workforce data collection processes and systems	Data collection and processes	<ul style="list-style-type: none"> - assessment of Mental Health Officer (MHO) report by the UK Statistics Authority (UKSA) for approval as a National Statistics (NS) document. - SSSC and Care Inspectorate (CI) to revise Data Sharing Agreement (DSA). - implications of integration agenda - improve internal metadata 	<ul style="list-style-type: none"> - MHO report maintains its NS status. - signed revised DSA. - improved understanding of implications of integration for workforce data. - sectoral workforce data has more detailed metadata. 	Mike Docherty	<ul style="list-style-type: none"> - SSSC finalising response to UKSA requirements. - SSSC/CI DSA going through sign off process.
To provide advice and support to the SSSC in the annual publication of the Workforce Data report and any other workforce data publications stemming from the annual report	Scottish Social Services Workforce Data (SSSWD) report	<ul style="list-style-type: none"> - Discuss structure and format of report with SSSWDG. - Report available from SSSC website with accompanying tables. - Identification of gaps in published information. 	<ul style="list-style-type: none"> - changes made to report in line with discussion. - 2013 SSSWD report published by end-September 2014. - accompanying tables published in Excel and 	James Arnold	Work on construction of report will begin in July.

			OpenDocument format.		
To identify relevant networks, groups and individuals who can assist in achieving increasingly accurate and meaningful data	- Joint working	<ul style="list-style-type: none"> - review membership of SSSWDG. - engage with Health on Health & Social Care Partnership agenda - ensure SG LMI staff understand role of SSSC. 	<ul style="list-style-type: none"> - membership of SSSWDG adequately reflects remit of group. - revised SSSC/CI DSA - SSSC contributes to discussions on implications of integration agenda for workforce and other data. - SG publications adequately reflect role of SSSC 	Mike Docherty	<ul style="list-style-type: none"> - place membership on agenda of future Gp mtg. - Mike to attend recent meeting at Greater Glasgow Health Board.
To advise the SSSC in its plans for capacity building in relation to the quality of workforce data	Development of SSSC WI function	<ul style="list-style-type: none"> - review of merged Local Authority Social Work Services (LASWS) survey and MHO survey. - review of quality of workforce data (2008-2013). 	<ul style="list-style-type: none"> - merged survey review report available Autumn 2014 - review of quality of workforce data available Feb. 2015. 	James Arnold/ Phil McNicol	
To assist in the development of workforce data and analysis that facilitates the capacity and capability of employers to workforce plan effectively	Supporting workforce planning	<ul style="list-style-type: none"> - undertake stakeholder survey on SSSC data site - advice for employers and others on using data for planning purposes. - production of Workforce Skills Report 2012-13 	<ul style="list-style-type: none"> - survey undertaken - report on survey available Autumn 2014. - plan of site development available Q4. - WSR 2012-13 	Mike Docherty	<ul style="list-style-type: none"> - survey begins 20.6.14 and runs to 25.7.14 - WSR 2012-13 in sign off process. - SQA has

		- produce qualifications and training (Q&T) report	available online. - Q&T report available Q4		agreed to provide SVQ data by location of training provider.
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