

**SCOTTISH SOCIAL SERVICES
WORKFORCE DATA GROUP**

**Monday, 12 December 2016, 14:00 to 16:00
SSSC, Quadrant House, Riverside Drive, Dundee**

A G E N D A

1. Introductions and apologies
2. Minutes previous meeting (17.08.16) – accuracy
3. Minutes previous meeting (17.08.16) – matters arising
4. SSSC Data Queries
5. Annual Reports – August 2016
6. LASWS/MHO survey
7. New publications
8. Social Workers – recording of overall numbers
9. Workforce Nationality Data
10. Workforce Skill Report
11. Social Services and NHS integration
12. SSSC workforce data website
13. Workplan 2016-17
14. Workforce Intelligence Team – Events 2016
15. AOB
16. Date of next meeting

Minutes of Scottish Social Services Workforce Data Group Meeting

Monday 12 December 2016

At Quadrant House meeting room, Dundee

<p>1. Attendance and Apologies</p>	<p>Attendees</p> <p>Mike Docherty (Chair) SSSC Gladys Stewart SSSC (Minutes) SSSC James Arnold SSSC Phil McNicol SSSC Chris Kynoch SSSC Neil MacLeod SSSC Lorraine Wakefield SSSC Peter Martin ISD Alison Christie CCPS</p> <p>Apologies</p> <p>Mairi-Anne MacDonald SSSC Susan Kinnear SSSC John Urquhart COSLA Laura McConnell Care Inspectorate Sara White Scottish Government Christine McGregor Scottish Government Ingrid Gilray Care Inspectorate Francesca Colaco Care Inspectorate Eilidh Smith Scottish Government Sarah Gledhill Scottish Government (OCSWA) Heather McCluskey CCPS</p>	
<p>2. Previous Minutes 17.08.16 – Accuracy</p>	<p>No issues – accepted as final version</p>	
<p>3. Previous Minutes 17.08.16 – matters arising</p>	<p>No matters arising.</p>	
<p>4. SSSC Data Queries</p>	<p>MD advised a small paper had been sent to the group regarding the types of queries received by the team. CK said there had been 85 data queries to date. There had been a number of queries regarding social work numbers but an interactive tool has been created which will go on our website so this should cut down on the number of these queries. There had also been a number of queries</p>	

	<p>from CELCIS regarding Residential Child Care Worker qualifications. They have now produced a paper on their website regarding this.</p> <p>There was some discussion about types of queries and providing a breakdown of where queries are coming from. MD said he could send a paper to the group providing this information. NM asked if it was possible to look at whether the queries we get are as a result of certain current topics that might raise data queries. MD will give this some thought.</p> <p>PM spoke about how queries are dealt with in the health service. MD and PM to get together to look at differences in how they each approach data queries.</p>	MD/PM
<p>5. Annual Reports – August 2016</p>	<p>MD asked if anyone had any queries regarding this Year’s report. PMc noted that the MHO report had been shortened.</p>	
<p>6. LASWS/MHO Survey</p>	<p>JA advised that the new survey is now underway.</p> <p>There have been some minor changes to the survey to improve how data is recorded.</p> <p>PMc advised the MHO data is collated in a tab within the main LASWS workbook. Authorities must flag Social Workers who are MHOs, either present or absent, in the main survey before the MHO survey can be completed. This will make it easier for MHO managers to check information and then they can record the team and time involved on MHO work for each worker. CK has worked on a macro to ensure it is easier to record data. We are no longer recording MHO activity. The changes are designed to improve the quality of the data.</p> <p>MD advised that LAs will flag those workers who are part of their HSCP.</p> <p>NM asked why we were dropping MHO activity. MD explained that it is the role of the Mental Welfare Commission to capture and publish data on activity.</p> <p>In response to a question CK advised that we are still recording exclusive and non-exclusive MHOs.</p> <p>MD said he hoped to have a further meeting with Social Work Scotland MHO group next year to look</p>	

	<p>at quality of data and if any further improvements can be made.</p> <p>PMc said a survey has been sent out to the LASWS contacts to gather information on the quality assurance of administrative data underpinning the LASWS collection. A report on this will be provided to the June meeting of the SSSWDG.</p>	
7. New Publications	<p>MD spoke to the paper he had circulated regarding the various new publications the WI team are working on.</p> <p>JA and CK have been working on the social work data tool which will be published on the SSSC Workforce data site by the end of December 2016. This is an interactive tool which will be useful for employers.</p> <p>MD is looking to publish the WTE and staff retention updates by late January/early February. He aims to send draft copies to LW for approval by Wednesday 21 December 2016.</p> <p>The local area profiles are a range of charts and tables which have been taken from the annual workforce data report and are broken down by each of the 32 local authorities. It is intended to get feedback from the partnerships on their value.</p> <p>The Demand for Social Workers report is going to the SSSC Council in January 2017 and it is hoped to publish a version of this on the workforce data website in March 2017.</p>	
8. Social Workers – recording of overall numbers	<p>This was an item raised by SGL, who unfortunately was unable to attend the meeting.</p>	SGL
9. Workforce Nationality Data	<p>SGL had feedback to MD on the latest developments around gathering workforce nationality data. This was looking at the workforce nationality and the impact of Brexit on non UK EEA citizens working in our sector in Scotland.</p> <p>MD, IG, SGL and Jane MacKenzie had been in discussion about this and a proposal is being put to Scottish Ministers as to how they would like to proceed with capturing this data. One proposal was that we add in an additional question to the annual data collection to capture this information.</p>	

	<p>An option in the short term would be to send out a survey to employers in registered services to ask for numbers of non-UK workers who are from the EEA, what level they work at and where the services are based. We would only be looking to capture numbers and not details of individual workers.</p> <p>There was a discussion about how readily available the data is and how nationality is recorded both within the Health sector and in Social Services. PM said there were similar discussions going on in the NHS regarding migrant workers.</p>	
10. WSR	<p>NM spoke about the work that has taken place in respect of the WSR since the last meeting. The employer survey looking at skills gaps, shortages and access to training has been completed. There have also been a number of events, a literature review and also a lot of internal work going on. It is hoped to pull all this together to publish the WSR early in the next financial year 2017/18.</p> <p>MD and PMc are working on data from the Scottish Funding Council. They hope to be able to pass this to NMc by Christmas.</p>	MD/PMc
11. Social Services and NHS Integration	<p>There is to be a meeting on 10 January 2017 with MD, SG, PM, CMc, Diane Strachan and Grant Hughes. MD will report back at next meeting.</p> <p>PM spoke about setting up a meeting with MD for their respective teams to look at what Health and Social Work record in terms of people working in joint service. PM and MD to discuss outwith meeting.</p>	MD PM/MD
12. SSSC Workforce Data Website	<p>CK passed round a paper with Google analytics showing the activity on our Workforce Data website for the four months since the last meeting of the Group along with data for the same period last year. There is a slight increase in activity from last year.</p> <p>It was felt the site was more suited to looking at on desktop than on mobile device.</p> <p>CK spoke to PM about NHS mobile site. PM to send a link to look at performance data.</p>	PM

	<p>MD and LW to look at what we can do to improve this. Dependant on budget to improve website.</p> <p>NM asked about making our data more comparable with that of other European countries. MD said that comparisons with England, Northern Ireland (NI) and Wales would be more meaningful but that these are problematic as England doesn't capture data on children's services and currently neither NI or Wales capture data on the private or voluntary sectors.</p>	MD/LW
13. Workplan 2016-17	<p>MD spoke to the Workplan and the current progress of the 5 areas listed in the Workplan.</p> <p>There were no questions about it.</p>	
14. Workforce Intelligence – Events 2016	<p>A report on the events will be brought to the next meeting of the Group. There had been a relatively low turnout. However there had been interesting feedback from stakeholders on how we present data. JA said not a lot of people had seen the website so they had found it useful.</p>	
15. AOB	<p>MD spoke of developments around workforce data that will feature in 2017/18.</p> <p>Scottish Government and other stakeholders are looking at how data is captured in the Early Learning sector due to the expansion of the service provision. This may have an impact on workforce data collections in future years.</p> <p>The work on migrant workers discussed earlier in the meeting is also likely to have an impact on future collections.</p> <p>MD is to meet with Lindsay Thomson, our legal advisor, in January re the new EU regulations re General Data Protection which come into force in May 2018. We will need to have written consent from those we hold data on to say it is okay for us to hold this data, or we need to have ground for not having permission. This could have implications on how we gather data in the future.</p> <p>We currently release our workforce data under a non-commercial Government licence as consent to release the data on a commercial basis has not been sought. The Government policy on Open Data</p>	

	may mean we need to seek such permission in the coming year.	
16. Date of next meeting	March 2017 – dates and times of meetings for 2017 to be confirmed through Doodle poll.	GS

**Scottish Social Services
Workforce Data Group
Wednesday 12th December 2016
SSSC Offices, Dundee**

Item 4

Data Queries – update

Introduction

In August following on from discussions at previous meetings of the SSSWDG, information was provided on the data queries received by the team since the previous meeting of the Group (May). The table below provides details of the queries received by the team since the last meeting of the SSSWDG in August.

Data queries received

Whereas 30 queries were received between the May and August meetings, 33 had been received from August till late November.

Table 1: Data Queries received 11/8/16 to 28/11/16

Query No.	Information requested
50	2015 Data on CHA workforce numbers by HB area - same as previous query 19/2016
51	Further data on ELC workforce by LA, reg. category, average hours and qualification status.
52	No. of children's social workers.
53	No of DCSC services; no.s with BACP; no.s with other reg. body
54	Specific queries re. MHO report tables
55	MHO shortfall hours by local authority - 2015
56	Time series of SW WTE 2001-2015 by LA, Headcount of Social Workers in Children fieldwork services and number of agency workers in children fieldwork services

57	Number of workers who provide early childcare there have been in each year since 2010-11, broken down by local authority.
58	Follow up to a previous query - Number of DCC services by LA area and change in FT/PT split for Highland, North Ayrshire, West Dunbartonshire
59	Number of individual Managers and Supervisors in Adult Service (HSS/CAH/ADC/CSHA) with qualification conditions, SVQ CSLM by number of unique individuals
60	Exception report showing instances where FtP case resulted in removal but registrations not changed to 'Removed by committee' or 'Removed by conduct'
61	Urgent request for no. of people working in whole sector 2008-15; then subsequent request for same data on; MHOs; nurses; housing support and care at home workforce; nursing agencies workforce.
62	Registered Social Workers residing outside Scotland along with their employment details, conduct flags, and most recent CoD complete dates for changes of address and changes of employment.
63	FMQ - no. of care workers in OP CHA in 2014.
64	Information on migrant workers
65	Further info. - breakdown of all care workers by LA area working in CHA (OP) and housing support/care at home services.
66	Data on migrant workers
67	Number of registered social workers employed by LA's referred to fitness to practice by FY and LA for FY12/13 to FY15/16
68	Consultants working on SDS SIP looking for; data on FE SVQ provision; turnover data on DCC registrants; data on no.s of childminders starting between Dec.2014 and Dec 2015; no.s of DCC registrants recorded with a degree; average length of time to complete relevant SVQs; geographic provision of SVQs by workforce; % of DCC registrants who deregister without achieving the required qual.
69	Wants to understand the growth in the NA workforce between 2013 and 2015. Concerned that it suggests many more nurses working in our sector.
70	Shortfall of SWs in Scotland; statement re. pay for MHOs.
71	Migrant workers in the sector - from National Census data
72	Headcount and % by employer type of those working in CHAs between 2008-15
73	Employment and recruitment and retention of SWs.
74	FtP exception report to identify active registrations with a registration status reason of registered with condition(s) and/or warning(s), where the conduct and/or warning condition has been met, and there are no active conditions/warnings of any type.
75	No.s of people working in the social service sector across the UK

76	PQ: To ask the Scottish Government how many students (a) began and (b) completed a Childhood Practice (BA) degree in each of the last five years, broken down by institution.
77	PQ: To ask the Scottish Government how many (a) teachers and (b) graduates have worked in nurseries in the most deprived areas in the country in each of the last five years.
78	On behalf of the Office of the Chief SW Advisor responding to a PQ re: "the number of social care workers in H&SC partnership areas".
79	Ratio of adult social care workers to the population over 65.
80	The proportions of HNC enrolments vs SVQ in the ELC sector (practitioners' main interest).
81	Number of workers in HS/CAH by CS number.
82	RCC registrants and qualification conditions.

Mike Docherty
SSSC
30.11.16

**Scottish Social Services
Workforce Data Group
Monday 12th December 2016
SSSC Offices, Dundee**

Item 7

New Publications

Introduction

At the last meeting of the SSSWDG a number of new products were discussed for publication later in 2016/17. These included; a new tool for analysis of the numbers of local authority social workers; an update on the WTE and staff retention papers using data from December 2015; and more detailed data on the day care of children (DCC) and "looked after" children's (LAC) workforces. This short paper provides an update of progress with these and two further publications.

LA SW data tool

This has been developed and the original draft presented at the WI events currently underway. A copy was also sent to the Office of the Chief Social Work Adviser (OCSWA) as the initial request for this came from them. Feedback has been very positive and the tool will be published on the SSSSC workforce data website before Christmas.

Update – WTE and staff retention

At the last meeting of the Group it was agreed that data on staff retention and WTE should feature in future annual workforce reports. As there was not time to include this in this year's report it was decided that two short updates should be published adding data from December 2015 to the data published from December 2014 in March. It is intended to publish these updates in late-January.

Children's workforce – more detailed data

Work is currently underway to produce a short report that provides a more detailed breakdown of the children's workforce. The data will be presented at the level of the service sub-types. This would mean for example that data on the residential child care workforce will be presented by its three sub types of; care homes for children and young people; special schools; and secure accommodation. This should be published in late-February.

Local area profiles

In order to support planning within local authority areas we intend to publish profiles for each local authority area. These will be based on the high level tables and charts published in the annual report. It is hoped to publish this material in February.

Demand for social workers

The SSSC has produced an internal report on demand for social workers every two years since 2012. These have not previously been published online. The next such report goes to Council in January 2017 and it is intended to make a version of the technical report available on the workforce data website in March.

Mike Docherty

SSSC

30/11/16

data.ssss.uk.com overview

Aug 1, 2015 - Nov 30, 2015

All Users
100.00% Sessions

Sessions

3,378
% of Total: 100.00% (3,378)



Pageviews

8,765
% of Total: 100.00% (8,765)



Avg. Session Duration

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Avg for View: 00:02:17 (0.00%)



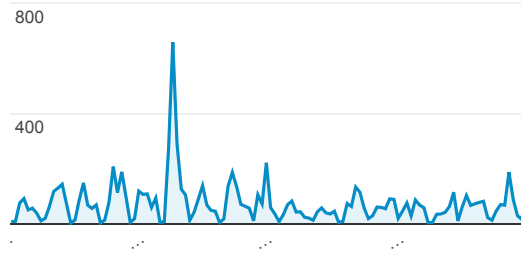
Users

2,538
% of Total: 100.00% (2,538)



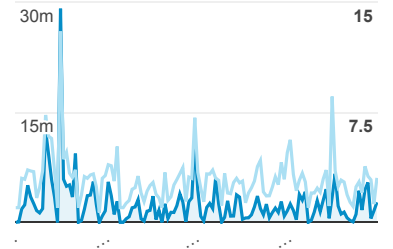
Pageviews

Pageviews



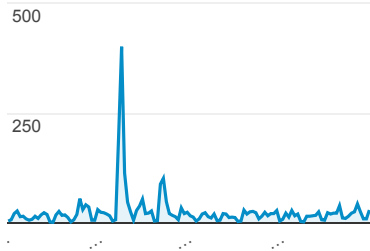
Avg. Session Duration and Pages / ...

Avg. Session Duration
Pages / Session



Users

Users



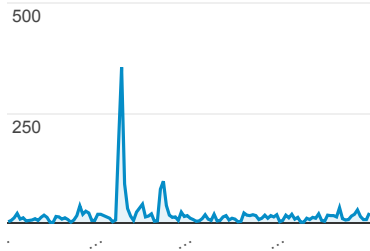
Pages / Session

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Avg for View: 2.59 (0.00%)



New Users

New Users



Pageviews by Page Title

Page Title	Pageviews
Scottish Social Services Council Data SSSC	1,501
Publications Scottish Social Services Workforce Data	1,299
Scottish Social Service Sector: Report on 2014 Workforce Data Scottish Social Services Workforce Data	1,233
Mental Health Officers (Scotland) Report 2014 Scottish Social Services Workforce Data	914
Area at a glance	582
Compare Data	327
Data by area Scottish Social Services Workforce Data	208
Scottish social services sector: report on 2013 workforce data Scottish Social Services Workforce Data	201
News Scottish Social Services Workforce Data	186
Definitions Scottish Social Services Workforce Data	154

Sessions by Browser

Browser	Sessions
Internet Explorer	1,557
Chrome	858
Safari	466
Firefox	292
Android Browser	47
Safari (in-app)	31

Users by City

City	Users
Glasgow	423
Edinburgh	367
London	221
(not set)	213
Dundee	210
Aberdeen	71
Hamilton	53
Inverness	50
Kilmarnock	48
Livingston	40

data.ssss.uk.com overview

Aug 1, 2016 - Nov 30, 2016

All Users
100.00% Sessions

Sessions

3,461
% of Total: 100.00% (3,461)



Pageviews

10,127
% of Total: 100.00% (10,127)



Avg. Session Duration

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Avg for View: 00:02:30 (0.00%)



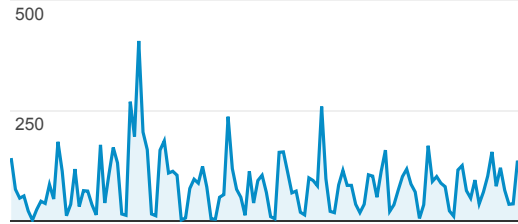
Users

2,473
% of Total: 100.00% (2,473)



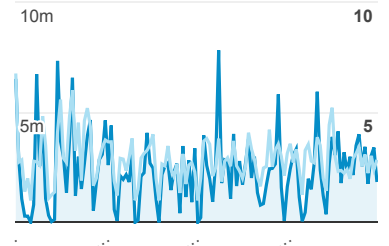
Pageviews

● Pageviews



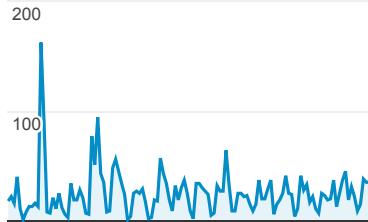
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● Avg. Session Duration
● Pages / Session



Users

● Users



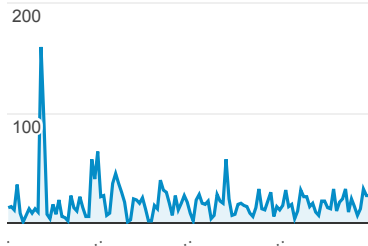
Pages / Session

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Avg for View: 2.93 (0.00%)



New Users

● New Users



Pageviews by Page Title

Page Title	Pageviews
Scottish Social Services Council Data SSSC	2,074
Publications Scottish Social Services Workforce Data	1,246
Scottish Social Service Sector: Report on 2015 Workforce Data Scottish Social Services Workforce Data	671
Compare Data	640
Area at a glance	523
Mental Health Officers (Scotland) Report 2015 Scottish Social Services Workforce Data	446
Workforce Intelligence Events Scottish Social Services Workforce Data	340
News Scottish Social Services Workforce Data	282
Data by area Scottish Social Services Workforce Data	233
Detailed data Scottish Social Services Workforce Data	197

Sessions by Browser

Browser	Sessions
Internet Explorer	1,429
Chrome	1,251
Safari	327
Firefox	202
Edge	88
google.com	59

Users by City

City	Users
(not set)	458
Glasgow	269
Dundee	255
Edinburgh	230
London	170
Alcoi	80
Aberdeen	46
Hamilton	39
Paisley	39
Greenock	37

Technology Overview

Aug 1, 2015 - Nov 30, 2015

All Users
100.00% Sessions

Sessions

3,378

% of Total: 100.00% (3,378)



Users

2,538

% of Total: 100.00% (2,538)



Sessions by Browser

Browser	Sessions
Internet Explorer	1,557
Chrome	858
Safari	466
Firefox	292
Android Browser	47
Safari (in-app)	31
(not set)	30
Edge	30
Amazon Silk	20
Opera Mini	12

Users by Browser

Browser	Users
Internet Explorer	1,111
Chrome	667
Safari	385
Firefox	194
Android Browser	39
Safari (in-app)	31
(not set)	30
Edge	27
Amazon Silk	18
Opera Mini	12

Sessions by Screen Resolution

Screen Resolution	Sessions
1366x768	516
1280x1024	475
1920x1080	441
768x1024	201
1024x768	165
1600x900	147
1440x900	127
360x640	116
320x568	113
1280x800	93

Users by Screen Resolution

Screen Resolution	Users
1366x768	397
1280x1024	332
1920x1080	251
768x1024	165
1024x768	156
1600x900	125
360x640	106
1440x900	105
320x568	98
1280x800	74

Sessions by Device Category

Device Category	Sessions
desktop	2,598
mobile	517
tablet	263

Users by Device Category

Device Category	Users
desktop	1,882
mobile	444
tablet	214

Technology Overview

Aug 1, 2016 - Nov 30, 2016

All Users
100.00% Sessions

Sessions

3,461
% of Total: 100.00% (3,461)



Users

2,473
% of Total: 100.00% (2,473)



Sessions by Browser

Browser	Sessions
Internet Explorer	1,429
Chrome	1,251
Safari	327
Firefox	202
Edge	88
google.com	59
UC Browser	24
Amazon Silk	16
Opera Mini	16
Safari (in-app)	13

Users by Browser

Browser	Users
Internet Explorer	982
Chrome	940
Safari	269
Firefox	109
Edge	82
UC Browser	24
Opera Mini	15
Amazon Silk	14
Safari (in-app)	13
IE with Chrome Frame	11

Sessions by Screen Resolution

Screen Resolution	Sessions
1920x1080	628
1366x768	501
1280x1024	379
1024x768	372
(not set)	167
1600x900	162
360x640	130
1440x900	111
768x1024	100
320x568	77

Users by Screen Resolution

Screen Resolution	Users
1024x768	360
1366x768	332
1920x1080	286
1280x1024	236
(not set)	167
1600x900	128
360x640	112
768x1024	92
1440x900	91
320x568	69

Sessions by Device Category

Device Category	Sessions
desktop	2,879
mobile	447
tablet	135

Users by Device Category

Device Category	Users
desktop	1,995
mobile	358
tablet	124

**Scottish Social Services Council
(SSSC)**

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

Workplan 2016 - 2017

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 supports social service 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 service workforce data

Terms of Reference	Project	Activity	Outputs	Lead(s)	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 service workforce data collection processes and systems	Data collection and processes	- obtain data from December 2015. - review LASWS/MHO collection. - SSSC and Care Inspectorate (CI) to finalise changes to Data Sharing Agreement (DSA). - improve internal metadata.	- cleaned data sets. - process for undertaking local authority social work services (LASWS) return in December 2016. - revised data set in place for MHO collection in December 2016. - new DSA. - sectoral workforce data has more detailed metadata.	Mike Docherty	- Data received from all 32 local authorities (LAs). - new template issued for LASWS survey in December 2016. - approach to gathering MHO data revised on basis of feedback.
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 report Mental Health Officer (MHO) report	- Discuss structure and format of WD report with SSSWDG. - Consult MHO managers, MWC, CI and OCSWA on structure/content of 2017	- changes made to WD report in line with discussions. And published by end-August 2016. - MHO report	Mike Docherty	- structure of report discussed May 2016. - consultation on MHO data completed.

	Review of experimental statistics	<ul style="list-style-type: none"> - production of reports and accompanying tables. MHO report. - review publication of sectoral and geographic workforce data. - decision on future publication of WTE and staff retention data. 	<ul style="list-style-type: none"> published by end-August 2016. - accompanying tables for both reports published in Excel and OpenDocument format. - plan developed for publication of detailed sectoral and geographic data. - new report on LA SWs to be published in Q3, looking at period 2006-15. 		<ul style="list-style-type: none"> - SSSWD report and MHO report published on time. - plan for further publication of; sub-sectoral; geographic; WTE; and staff retention data made.
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 data providers and data users - engage with relevant colleagues in ISD and Scottish Government (SG) Health - ensure SG Labour Market Information (LMI) staff are aware of SSSC sectoral data. 	<ul style="list-style-type: none"> - membership of SSSWDG adequately reflects remit of group. - Data Providers and MHO data users meet. - SSSC contributes to discussions on implications of integration agenda for workforce and other data. - SSSC liaise with SG LMI staff. 	Mike Docherty	<ul style="list-style-type: none"> - meeting with Data Providers Group (10.5.16). - MD attended initial meeting on SG LMI strategy. - WI events take place in Q3 to engage with data users on WI products etc.
To advise the SSSC in its plans for capacity building in relation to the	Development of SSSC WI function	- contact local authorities regarding internal and	- report to SSSWDG on audit;	Mike Docherty	- questionnaire on QAAD issued to LAs

quality of workforce data		external audits of data. - review of QAAD.	- findings to be reflected as appropriate in Workforce data report.		with LASWS survey (November 2016).
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	- maintenance and development of website - explore and respond as necessary to data needs of Integrated Joint Boards (IJBs) and other stakeholders following integration.	- make Registration and qualifications data available via site. - website regularly updated with new content - data produced for IJBs and others as required.	Mike Docherty	- new publications etc. available on website.