

Scottish Social Services Council

**SCOTTISH SOCIAL SERVICES
WORKFORCE DATA GROUP**

**Monday, 16th November 2015 at 10.30am to 12.30pm
SSSC Offices, Dundee**

A G E N D A

1. Introductions and apologies
2. Minutes previous meeting (28.7.15) – accuracy
3. Minutes previous meeting (28.7.15) – matters arising
4. Staffing changes
5. Update on annual workforce data report
6. Update on annual MHO report
7. Stability Index report
8. Social care workforce and SVQ provision
9. Social services and health integration
10. Workforce data site – analytics
11. Workforce Skills Report
12. Workplan 2015-16
13. AOB
14. Dates and locations of meetings in 2017

<p>4. Staffing Changes</p>	<p>MD updated the group on the Workforce Intelligence Team structure. Chris Kynoch(CK) will be joining the team shortly on a full-time basis for a period of one year to help cover for JA who is currently working part-time whilst studying for an MSc. CK will receive training in R (software).</p> <p>Gladys Stewart to provide Business Support to the team one day per week.</p>	
<p>5. Update on Annual Workforce Data Report</p>	<p>JA gave an update on last year's Workforce Data Report. This was published at the end of August. This showed an increase in the workforce.</p> <p>IG asked if it was possible to get a breakdown of services to see if there was an increase in the movement of qualified Day Care of Children staff from private employers to Local Authorities. SK advised that this may be information that can be obtained from registration data. MD to report back at next meeting of the Gp.</p> <p>DW enquired if it were possible to identify the specific areas in Social Care that had seen an increase in staff. Information to be provided at next meeting of the Gp showing where increases took place by job function and service type.</p> <p>IG asked if it was possible to get information on people referred for investigation following complaints from services (e.g. rate of registrants removed per 1,000 registrants). SK said that Fitness to Practice (FtP) would be the best people to provide this information. IG asked if this can then be included in the WI Data Site also. SK will ask FtP if they can do this.</p> <p>JA raised the point that not all care staff may be included in figures if they are deemed to be self employed by employers. IG was concerned that this group of staff may not be included in Care Inspectorate service returns. DW raised the issue that these staff might not be registering with the SSSC. MD will circulate a link from the Scottish Affairs Committee regarding 'bogus self-employed social care workers'.</p> <p>A discussion took place on the value of the SSSC undertaking projections of future workforce numbers. While there will be some coverage of future skills demand in the Workforce Skills Report planned for late 2016/17 MD advised that it is unlikely that the SSSC will seek to develop detailed projections on workforce numbers. Previous SSSC experience and experience from elsewhere has shown the difficulties of estimating future workforce numbers based on population projections and service demand projections. A</p>	<p>MD</p> <p>SK</p> <p>MD</p>

	<p>case in point being the falling numbers of recipients of care homes for adults services and care at home/housing support services which have been falling since the turn of the millennium. The fall having taken place at a time when service demand was predicted to increase given the ageing of Scotland's population. While work to develop more realistic modelling may be of value current resources within the SSSC do not make that feasible.</p>	
<p>6. Update on MHO Report</p>	<p>PM stated that last year's report had showed the lowest number of MHOs since 2005. There was also the largest number of LAs with a shortfall. This had attracted press interest in particular from the Herald. Approximately 30 full-time MHOs would be required to meet the shortfall. Following a data query on the prospect of meeting the shortfall by the filling of vacant posts it was found that 21 of the LAs would not be able to meet the shortfall simply by filling their current MHO vacancies. Most common area of shortfall was in adults with incapacity and this appeared to be in relation to increased Guardianship cases.</p> <p>MD advised that publication was still awaited of the report commissioned by the SG on MHO provision and demand. There had been a meeting with SG Policy group in July but we are still waiting on minute from the meeting.</p> <p>SSSC, MWC and CI met and it was agreed once their reports were published that the SSSC would look at bringing together the data on the workforce with the activity data. PM is currently working on this and we will feed back to the group.</p> <p>IG asked if the problem was with recruiting MHOs or with people not wishing to take up the post. MD said that is something the SG report has looked at.</p> <p>There was a discussion about the uptake of MHO courses and it was reported that there was a steady number of people taking the course.</p> <p>MD will keep the group updated of any developments of the MWC, CI and SSSC reports.</p>	
<p>7. Stability Index Report</p>	<p>JA has not yet been able to complete his experimental statistic paper on WTE numbers due to the change in his working pattern. This should be completed between January-March 2016.</p> <p>MD will circulate a short draft of the Stability index paper in the next week. There are some changes to the approach following the feedback on the experimental statistics paper in July. It now examines the start date in organisation</p>	<p>MD</p>

	<p>variable as this gives a better understanding of staff retention. Figures being looked at are stability figures over all registered care services by employer type and LA area. Certain post types within LAs in particular Social Workers and Senior Social Workers are also examined using the start date in post variable.</p>	
<p>8. Social Care Workforce and SVQ provision</p>	<p>PM had circulated tables on Social Care workforce and SVQ provision in Scotland broken down by geographical area. PM discussed the papers and explained the breakdown of figures. The figures were based on the area where people work, and compares the local workforce data with local SVQ training provision.</p> <p>MD explained that this is intended as an example of the kind of data available. It is thought to have potential to assist local planners identify gaps between the demand for and supply of skills in their areas. More dialogue about the figures would be required to explain what the report was saying before it was put out.</p> <p>DW said it could help with finding out why people in particular areas are not meeting requirements.</p> <p>HM asked if the reason for some of the lower figures could be that the workforce were already qualified and it would be useful to have that information. MD explained that we would not have this kind of local intelligence to provide that data.</p> <p>PG would like to know how many people had qualification conditions against how many were working towards SVQs so they can see areas where there is a lack of provision. MD said this is information that could come from Registration data. We are looking at ways of developing the SSSC workforce data website to bring together registration data alongside qualification and workforce data.</p> <p>SK said that the feedback she gets from employers is that they wish to have meaningful data.</p> <p>DW asked if the data included everyone undertaking SVQs and not just registered workforce and how this can be linked to the workforce. MD explained it was SVQ data so did cover all those undertaking SVQs.</p> <p>PM and MD will consider comments and PM will draft a paper before the next meeting that provide more details on figures. Possibly discussion with PG about it going to members of her training group.</p>	<p>PM/MD /PG</p>

<p>9. Social Services and Health Integration</p>	<p>MD said there had been a meeting in July with members from OCSWA, ISD, SG, HBs and the SSSC looking at integration of data and in particular what the data requirements may be. A small working group was set up to look at what the requirements may be and met for the first time in September. Following the meeting in September a meeting was set up with Inverclyde HSCP in November with a view to understanding their workforce data needs. The working group are now producing an example of the kind of data that could be produced for Inverclyde in the future.</p> <p>There is also a meeting being set up with Western Isles Council to see what differences, if any, there are in terms of their workforce data needs. MD will report back to the SSWDG on further progress at the next meeting.</p> <p>IG asked if she could see data before it is shared as it would be useful for link inspectors. MD will email IG re this.</p> <p>HM asked if the timing of the ISD and WI data match up. MD to check this out.</p>	<p>MD</p> <p>MD</p> <p>MD</p>
<p>10. Workforce Data Site – Analytics</p>	<p>MD provided a copy of the Workforce Data Site Google Analytics sheet to the group for their information.</p>	
<p>11. Workforce Skills report</p>	<p>MD asked for initial thoughts on the report. We have been asked to produce a new Workforce skills report. This is a high level document looking at what is driving demands for increasing the workforce and the skills within the workforce. MD asked the group who they thought might be the interested audience for the report.</p> <p>IG thought it might be employers, education providers, SSSC and CI, Policy makers and joint boards.</p> <p>DW thought smaller employers may be interested in relation to retention of staff. It would also help with the procurement of services.</p> <p>MD was not convinced that small employers would make much use of it. He thought Partnerships and IJBs would be interested.</p> <p>IG and DW thought it will be good to let them know that this is a useful document and they can find it helpful.</p> <p>DW asked what the timescales are for producing the document. The final dates for this are not yet set but it will be published in 2016/17.</p>	

12. Workplan 2015-16	MD asked the group to email him with any comments in respect of the Workplan paper that had been circulated.	
13. AOB	<p>IG said Sophie in her team is doing a report on hard to fill vacancies and asked if it is something that would be worth bringing to the group. It was agreed that it would be.</p> <p>PM asked for feedback on which type of chart option on the SVQ report was preferred.</p>	IG
14. Date and location of the next meeting	It is proposed that the group meet in February, May and August and November 2016. GS will write out with dates for next meeting.	GS

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Item 8 – Social Care workforce and SVQ provision in Scotland - 2014

Introduction

The Scottish Qualifications Authority (SQA) has supplied data on SVQ provision in the social care sector to the SSSC for a number of years, and the SSSC produces SVQ data reports which are made available on the SSSC data website. In addition to this summary data, the SQA has now agreed to supply to the SSSC on a biannual basis SVQ provision data broken down by local authority area. We now have this kind of data from 1st January 2014, and it allows us to analyse SVQ provision on a geographical basis.

Combining workforce and SVQ provision data

Attached to this covering paper is a draft report which draws together social care workforce data (published in the SSSC's 2014 Workforce Data Report) and geographical SVQ provision data for the calendar year 2014. The purpose of this report is to afford some insight into the balance of supply (qualifications provision) and demand (workforce numbers) on a geographical basis which would be helpful to strategists and planners.

The report contains three main sections:

- SVQ entries and awards per 100 head of workforce;
- Shares of workforce, SVQ entries and SVQ awards of the respective Scotland totals;
- SVQ entries by qualification type to give a profile of geographical SVQ provision.

The data in the report is aggregated to Further Education Region level to smooth out the skew effect of small numbers, and to avoid releasing commercially sensitive SVQ provision data relating to small local authorities which have only one training provider. The report's appendix provides the local authority composition of Scotland's 13 Further Education Regions.

Questions for consideration include:

1. How does the social care sector fare with respect to SVQ provision per workforce compared to other sectors?
2. Is it useful to provide data at the level of 'all workforce' and 'all SVQs'? What more detailed analyses would be useful?
3. What is the best way of presenting the 'shares of workforce/SVQs' data in chart format (different options are provided)?

Comments

This report is very much a 'first go' at combining social care workforce and SVQ provision data, with the aim of showing what is possible from both a data content and a data presentation point of view. Comments are welcomed from the Group in answer to the questions posed and on the further development of this report.

Phil McNicol, SSSC

11.11.15

Social Care workforce and SVQ provision in Scotland - 2014

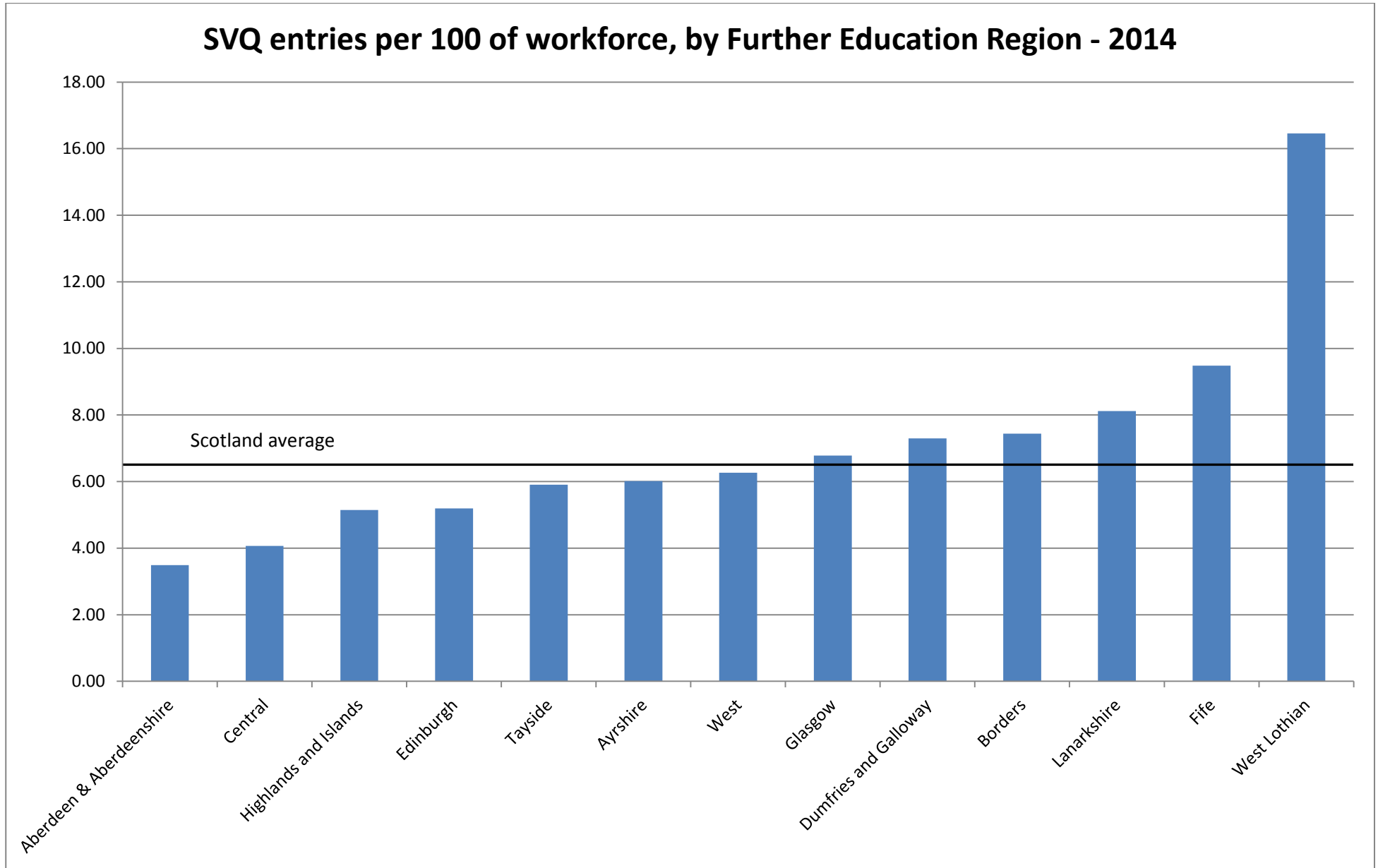
a) SVQ entries and awards per 100 of workforce by Further Education Region – 2014

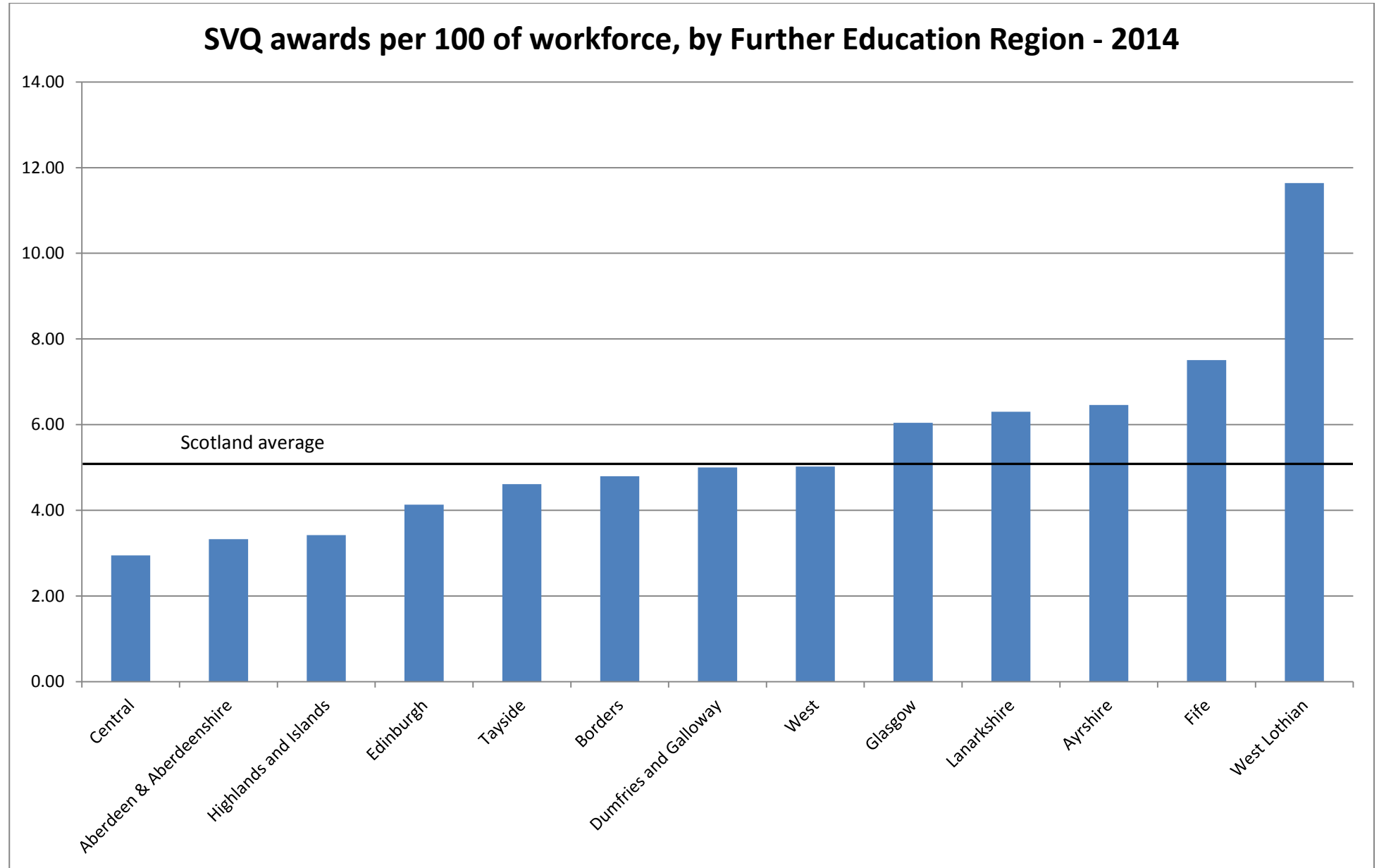
Further Education Region	Count of W/F 2014	Total SVQ entries	Total SVQ awards	entries per 100 of W/F	awards per 100 of W/F
Aberdeen & Aberdeenshire	16,240	567	540	3.49	3.33
Ayrshire	10,140	610	655	6.02	6.46
Borders	3,940	293	189	7.44	4.80
Dumfries and Galloway	6,000	438	300	7.30	5.00
Edinburgh	25,520	1,325	1,054	5.19	4.13
Fife	11,720	1,111	880	9.48	7.51
Central	5,630	229	166	4.07	2.95
Glasgow	33,130	2,246	2,002	6.78	6.04
Highlands and Islands	31,010	1,596	1,060	5.15	3.42
Lanarkshire	21,590	1,753	1,360	8.12	6.30
Tayside	10,280	607	474	5.90	4.61
West	19,430	1,218	976	6.27	5.02
West Lothian	4,690	772	546	16.46	11.64
Outwith Scotland	340	208	32	-	-
Total	199,670	12,973	10,234	6.50	5.13

Notes:

a) Workforce data is as at December 2014, SVQ data is for the calendar year 2014.

b) 'Entries/awards per 100 of W/F' data is not given for 'Outwith Scotland' because these workers have office addresses outwith Scotland, but actually work within Scotland. Also, the numbers of SVQ entries and awards 'Outwith Scotland' may vary with the use of different training centres elsewhere in UK at different times, so it is not meaningful to calculate entries/awards per head of workforce.





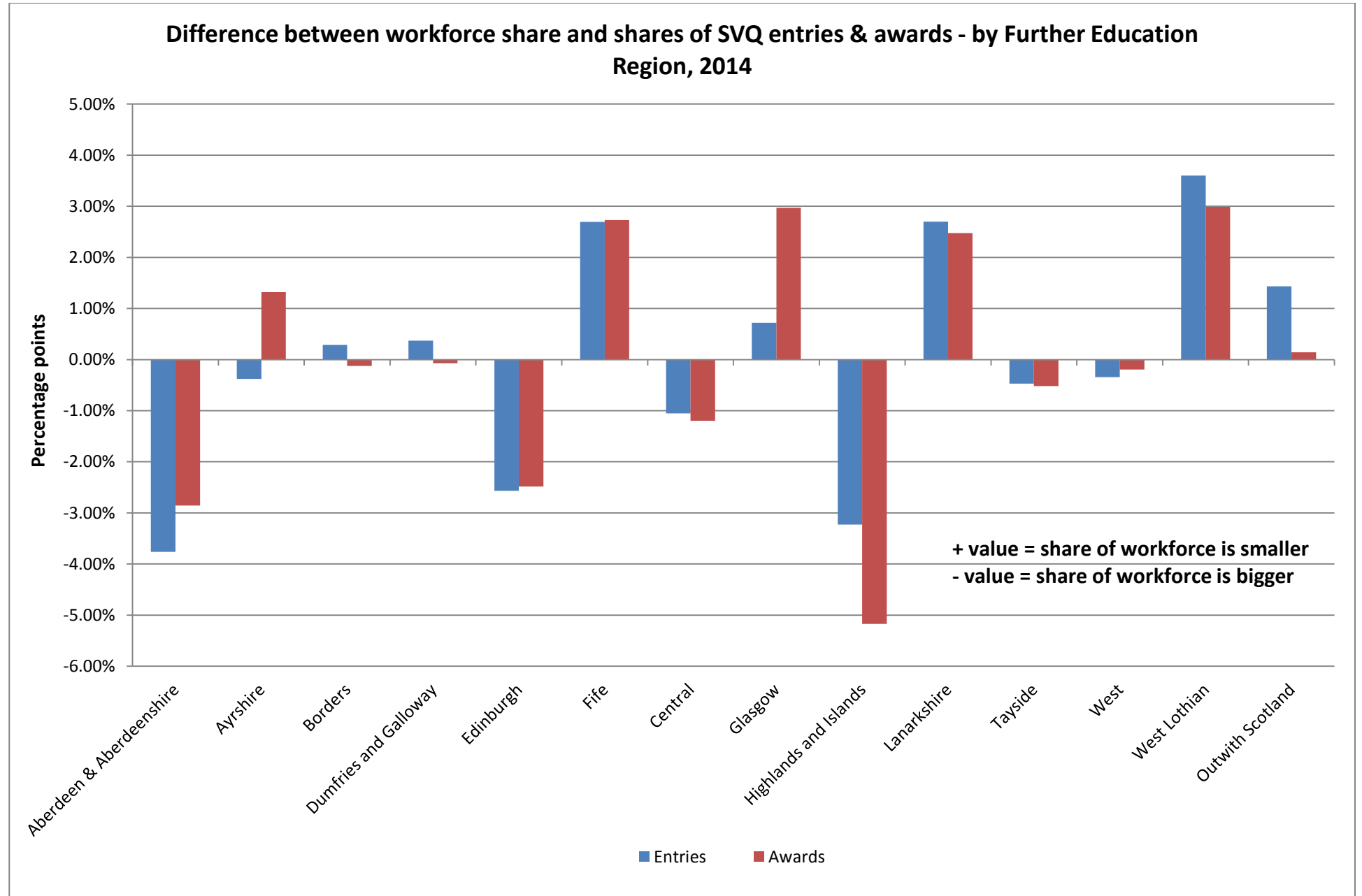
b) Shares of workforce, SVQ entries and SVQ awards by Further Education Region – 2014

Further Education Region	% of total W/F	% of total entries	% of total awards	difference W/F-entries	difference W/F-awards
Aberdeen & Aberdeenshire	8.13%	4.37%	5.28%	-3.76%	-2.86%
Ayrshire	5.08%	4.70%	6.40%	-0.38%	1.32%
Borders	1.97%	2.26%	1.85%	0.29%	-0.13%
Dumfries and Galloway	3.01%	3.38%	2.93%	0.37%	-0.07%
Edinburgh	12.78%	10.21%	10.30%	-2.57%	-2.48%
Fife	5.87%	8.56%	8.60%	2.69%	2.73%
Central	2.82%	1.77%	1.62%	-1.05%	-1.20%
Glasgow	16.59%	17.31%	19.56%	0.72%	2.97%
Highlands and Islands	15.53%	12.30%	10.36%	-3.23%	-5.17%
Lanarkshire	10.81%	13.51%	13.29%	2.70%	2.48%
Tayside	5.15%	4.68%	4.63%	-0.47%	-0.52%
West	9.73%	9.39%	9.54%	-0.34%	-0.19%
West Lothian	2.35%	5.95%	5.34%	3.60%	2.99%

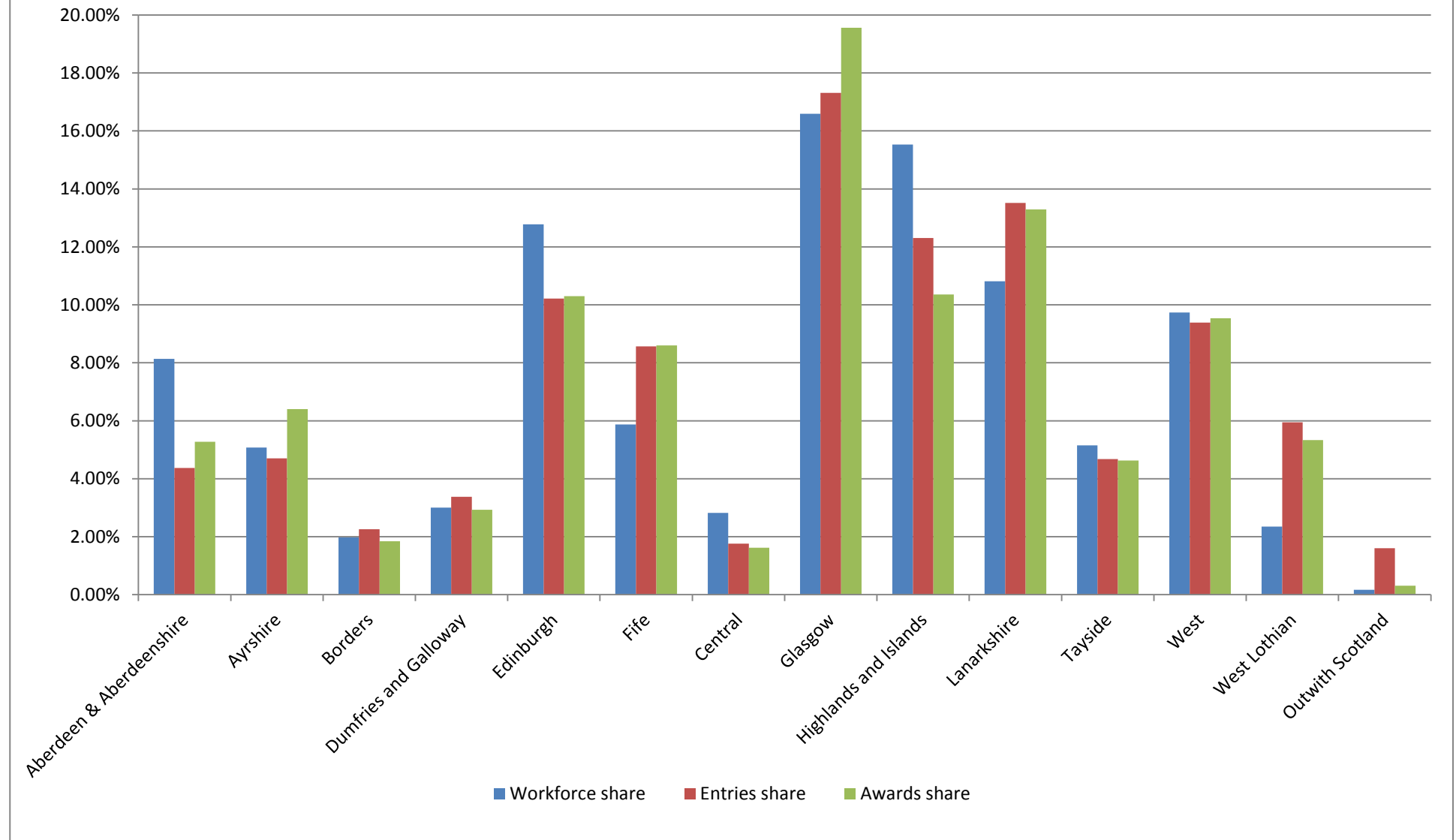
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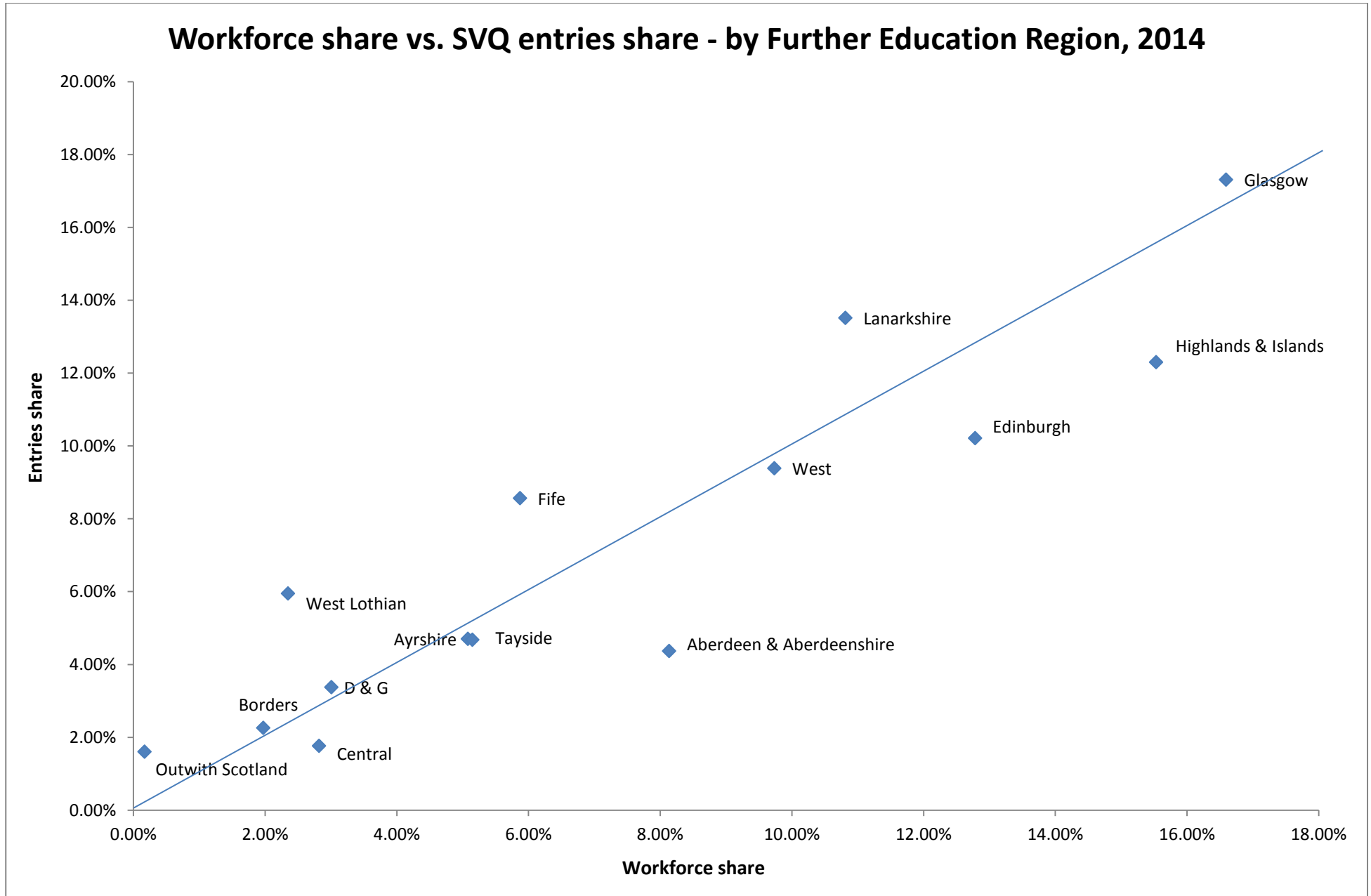
- a) Workforce data is as at December 2014, SVQ data is for the calendar year 2014.
b) The data in the 'difference W/F-entries/awards' columns is expressed as percentage points, not absolute percentages.

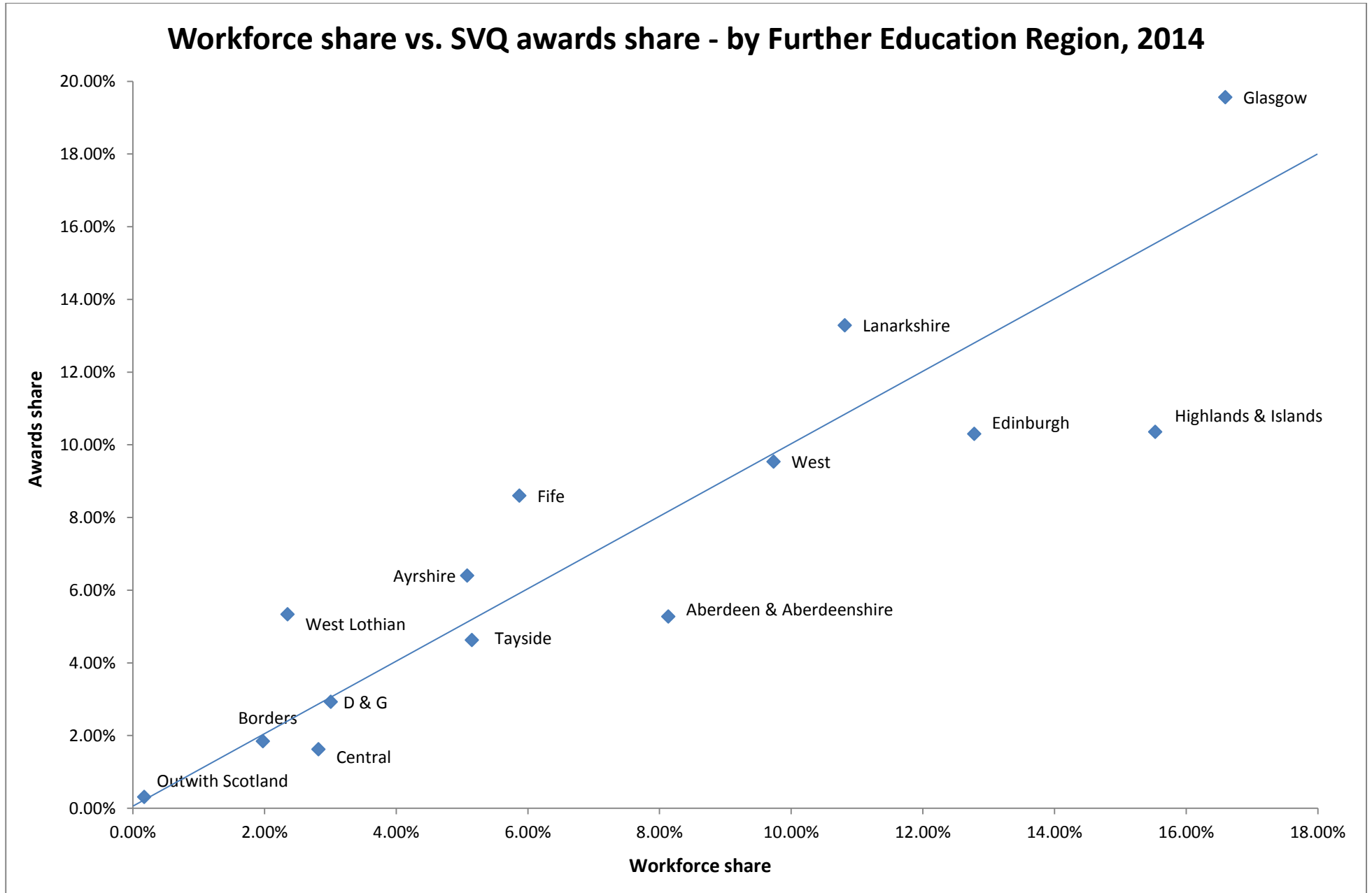
*****The following charts illustrate different ways of presenting differences in the workforce/entries/awards shares. *****



Shares of workforce, SVQ entries & SVQ awards - by Further Education Region, 2014





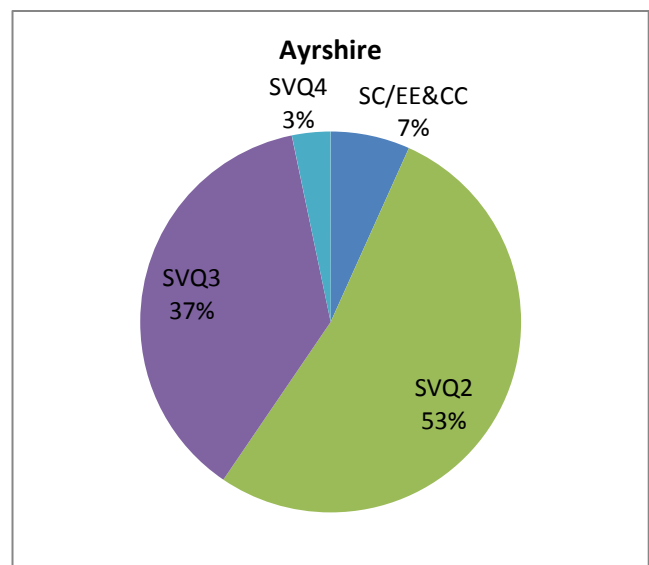
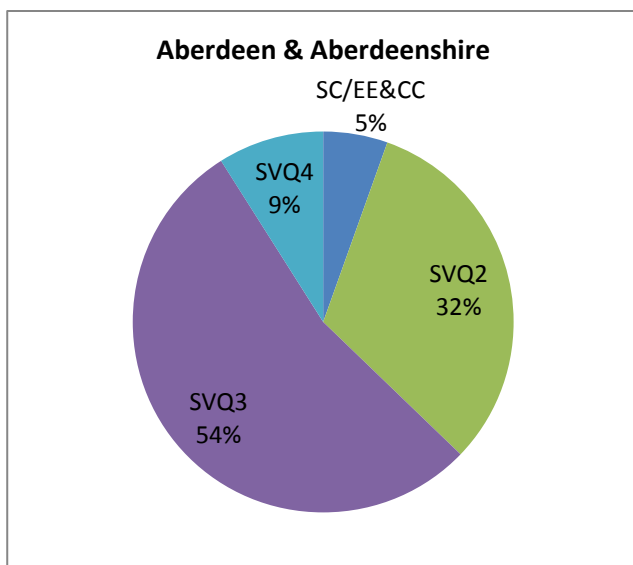


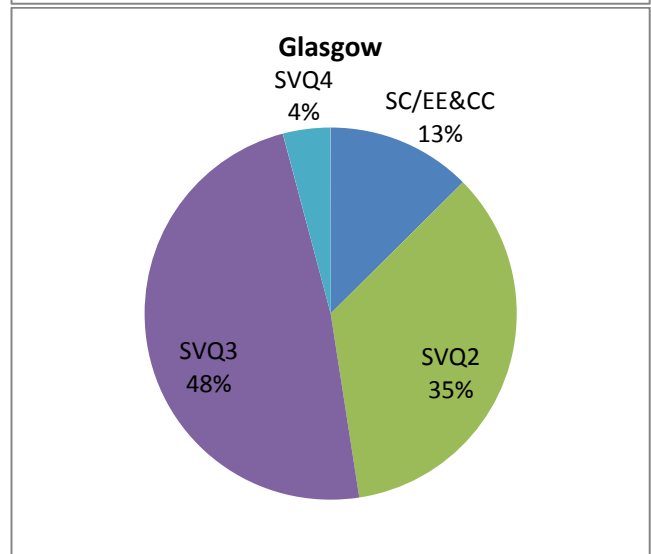
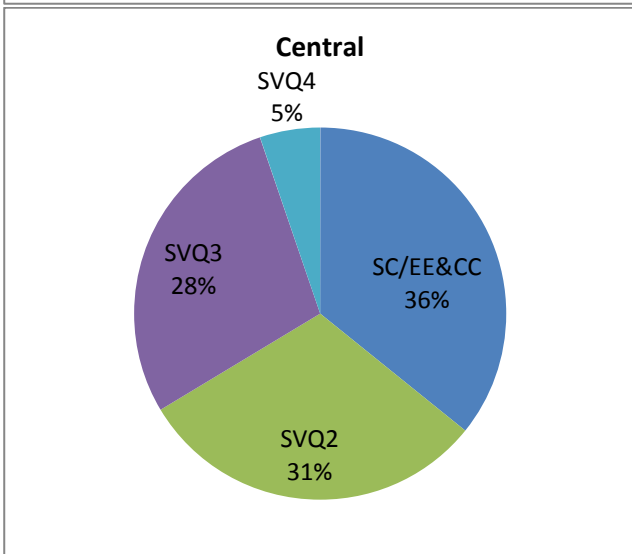
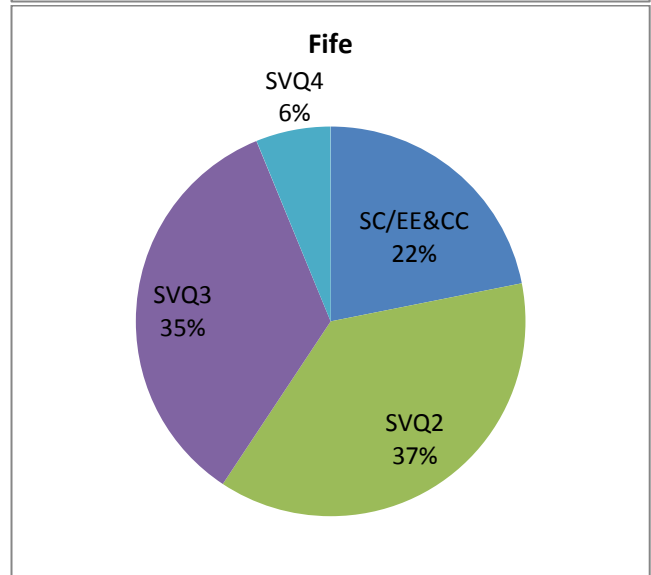
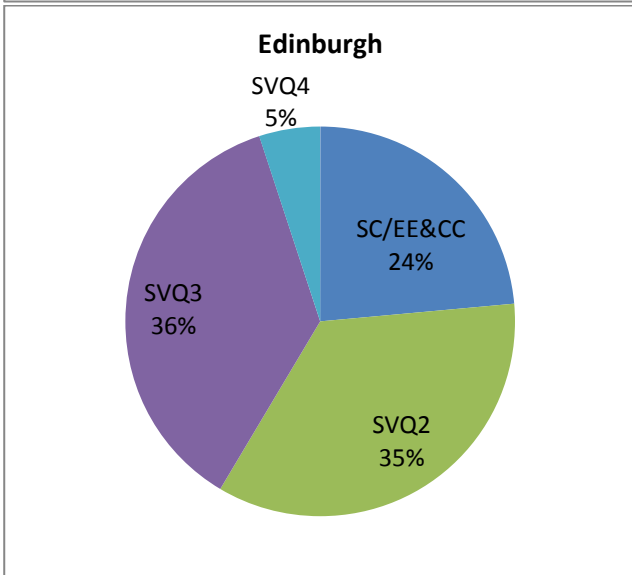
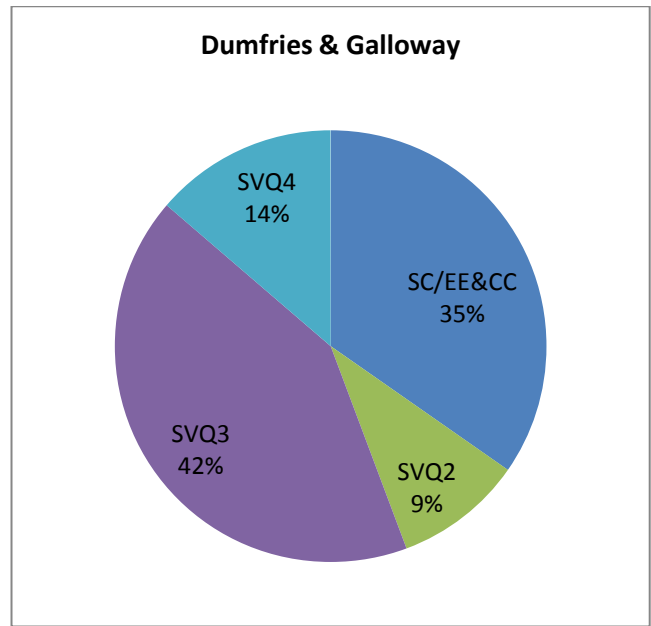
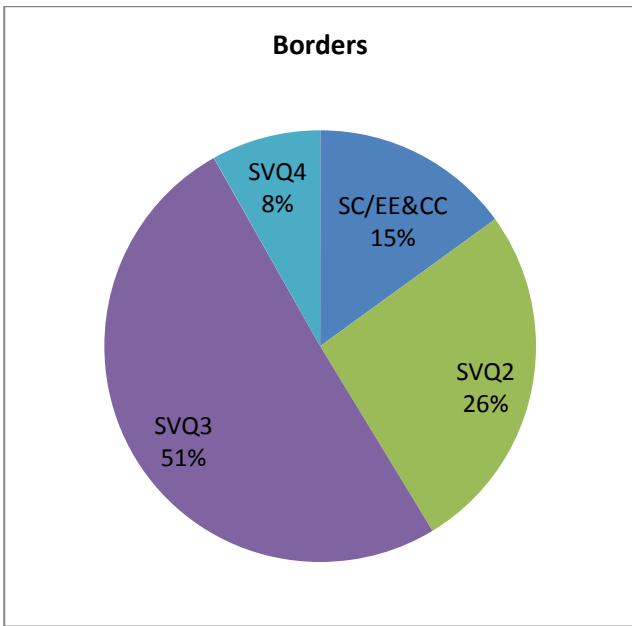
c) SVQ entries by qualification type and Further Education Region – 2014

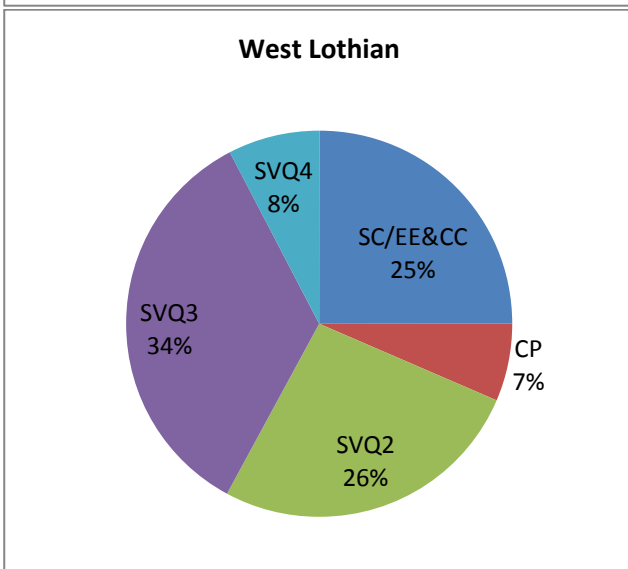
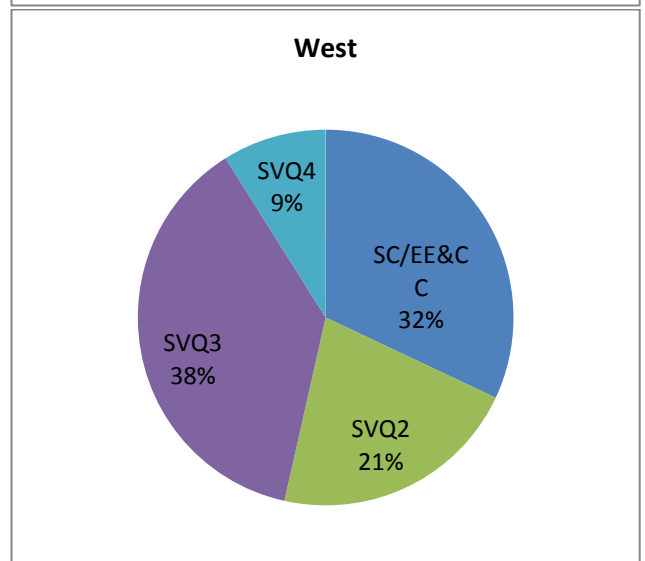
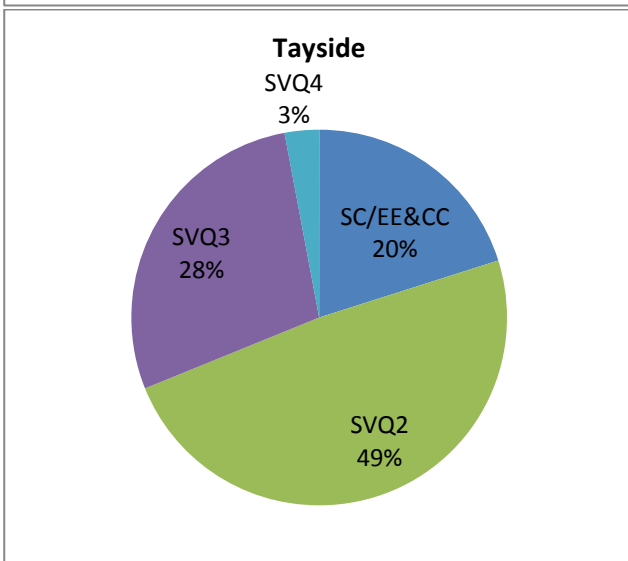
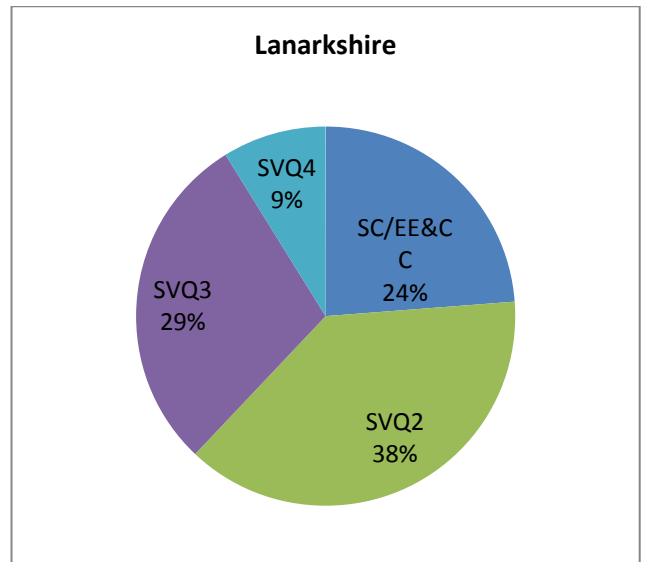
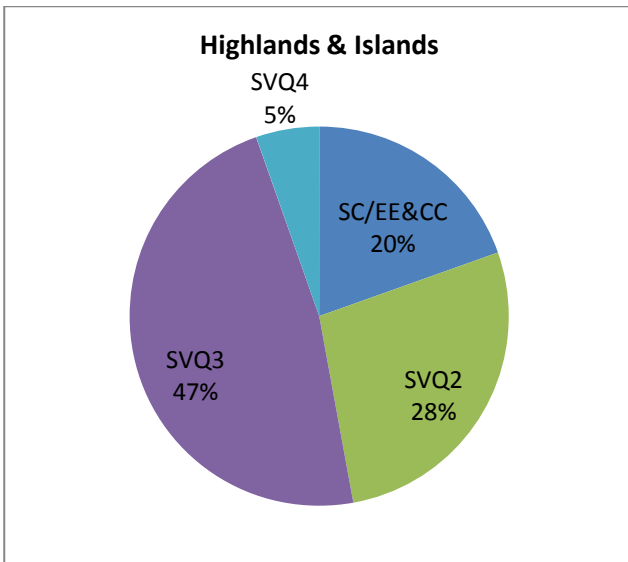
Further Education Region	Social care/Early education & childcare	Child-hood practice	SVQ2	SVQ3	SVQ4	Total
Aberdeen & Aberdeenshire	31	0	180	305	51	567
Ayrshire	41	0	322	227	20	610
Borders	44	0	77	148	24	293
Dumfries & Galloway	152	0	42	184	60	438
Edinburgh	312	0	464	482	67	1,325
Fife	243	0	416	383	69	1,111
Central	82	0	70	65	12	229
Glasgow	282	0	786	1,085	93	2,246
Highlands & Islands	312	0	440	758	86	1,596
Lanarkshire	417	0	671	510	155	1,753
Tayside	122	0	296	171	18	607
West	390	0	262	457	109	1,218
West Lothian	193	50	204	266	59	772
Outwith Scotland	0	0	166	39	3	208
Total	2,621	50	4,396	5,080	826	12,973

In the following pie charts:

- SC/EE&CC = Social care/Early education and childcare
- CP = Childhood practice







Appendix: Local authority composition of Further Education Regions

Further Education region	Constituent Local Authorities
Aberdeen & Aberdeenshire	Aberdeen City Aberdeenshire
Ayrshire	South Ayrshire East Ayrshire
Borders	Scottish Borders
Dumfries and Galloway	Dumfries and Galloway
Edinburgh	Edinburgh, City of Midlothian East Lothian
Fife	Fife
Central	Falkirk
Glasgow	Glasgow City East Dunbartonshire East Renfrewshire
Highlands and Islands	Argyll and Bute North Ayrshire (Isle of Arran) Clackmannanshire Highland Perth and Kinross Eilean Siar Moray Shetland Islands Orkney Islands Stirling
Lanarkshire	North Lanarkshire South Lanarkshire
Tayside	Angus Dundee City
West	Inverclyde North Ayrshire (excluding Isle of Arran) Renfrewshire West Dunbartonshire
West Lothian	West Lothian

**Scottish Social Services Workforce
Data Group
Monday 16th November 2015
SSSC Offices
Dundee**

Item 11 - Workforce Skills Report

Introduction

It has been agreed that the SSSC should look to develop a new Workforce Skills Report (WSR) for publication in 2016. As part of this work we are reviewing the purpose and content of these reports initially through internal discussions and then in consultation with stakeholders.

Background to WSR

The WSR developed out of the SSSC's workforce intelligence responsibilities as a Sector Skills Council (SSC). SSCs once they were licensed were required to develop a Sector Skills Agreement (SSAg). The work for which took place between 2006 and 2008.

The idea behind the original SSAg fitted neatly with the SSSC's workforce intelligence and workforce development responsibilities (under S.58 RoCA). The SSAg had five stages in the SSAg which were:

- the analysis of skills needs within the sector (based in part on stakeholder feedback)
- the analysis of the supply of skills to the sector
- the analysis of the gaps between skills supply and skills needs
- the identification of priority skills needs (based in part on stakeholder feedback)
- the development of a plan to meet those skills needs

The requirement to produce a SSAg was removed by UKCES/ SSDA around 2008 and a new requirement was put in place that SSCs should produce regular Sector Skills Assessments (SSAs). The SSAs were expected to focus just on the analysis of skills needs (i.e. stage 1 of the SSAg work) and two SSAs were produced by SSSC/SfCD between 2008 and 2011. As there was a feeling that we had lost something in the transition from the SSAg to the SSA, it was agreed by Council that we should continue to produce a report which looked at skills needs, and the drivers of these (including relevant policies) and also skills supply, the resultant report was called the WSR.

The audience for the original SSAgs was intended to be a combination of the Sector Skills Council itself (to shape its planning), the Scottish stakeholders (to persuade them of the need to support the meeting of the skills priorities), SSDA

and other Government departments, and the broader sector (employers and representative bodies). In terms of the latter the SSAg was intended as a means of letting employers etc. know what had been agreed as the priority skills issues following the consultation and how these were to be addressed (the plan). In contrast, the subsequent SSAs and WSRs tended simply to be reports we produced for the broader sector to highlight the skills demands whilst also providing information on skills supply and drivers of demand.

Future of Workforce Intelligence

In determining the nature and shape of the WSR consideration will be given to the changing landscape of service provision and where such a product fits within the broader intelligence expectations on the SSSC and how these are developing. For example, the integration agenda appears likely to move us increasingly towards the provision of detailed local level data to support the work of planners within the new integrated set ups.

Mike Docherty
Intelligence Manager
November 2015

**Scottish Social Services Council
(SSSC)**

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

Workplan 2015 - 2016

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(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 services workforce data collection processes and systems	Data collection and processes	<ul style="list-style-type: none"> - obtain data from December 2014. - adapt collections to meet needs of integrated services. - SSSC and Care Inspectorate (CI) to consider revisions to Data Sharing Agreement (DSA). - improve internal metadata. 	<ul style="list-style-type: none"> - cleaned data sets. - decision on need for revisions to DSA. - process for undertaking local authority social work services (LASWS) return in December 2015 - sectoral workforce data has more detailed metadata. 	Mike Docherty	<ul style="list-style-type: none"> - Data received from all 32 local authorities (LAs) and CI. - decision to include new variable in LASWS to identify HSCP staff.
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.	<p>Scottish Social Services Workforce Data report</p> <p>Mental Health Officer (MHO) report</p>	<ul style="list-style-type: none"> - Discuss structure and format of WD report with SSSWDG. - Consult MHO managers on structure/content of MHO report. - production of reports and accompanying tables. 	<ul style="list-style-type: none"> - changes made to reports in line with discussions. - 2014 SSSWD report published by end-August 2015. - MHO report published by end-August 2015. - accompanying tables 	Mike Docherty	<ul style="list-style-type: none"> - publication dates announced as 24.8.15 for MHO report and 26.8.15 for SSSWD report. - MHO managers contacted. - SSSWD report and MHO report published on

			for both reports published in Excel and OpenDocument format.		schedule. - MHO accompanying tables now available.
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 Data Users Groups meet. - SSSC contributes to discussions on implications of integration agenda for workforce and other data. - SSSC attend ISD Workforce Technical Group. - SSSC liaise with SG LMI staff. 	Mike Docherty	<ul style="list-style-type: none"> - MD now attends the ISD technical group and Stephen Goold who chairs that attends the SSSWDG. - Data Providers Gp met in October. - meeting of new integration working group;
To advise the SSSC in its plans for capacity building in relation to the quality of workforce data	Development of SSSC WI function	- begin implementation of the UK Statistics Authority (UKSA) guidance on the quality assurance of administrative data (QAAD)	- plan and implement approach to QAAD in conjunction with CI.	James Arnold/ Phil McNicol	<ul style="list-style-type: none"> - QAAD approach agreed with CI with advice from Office of the Chief Statistician (OCS). - still awaiting details of the SG-led group on implementation of

					QAAD. - QAAD issues discussed at DPG meeting.
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"> - maintenance and development of website - intelligence on qualifications provision and uptake - explore and respond as necessary to data needs of Integrated Joint Boards (IJBs) and other stakeholders following integration. - stability index(SI) and Whole Time Equivalent (WTE) data 	<ul style="list-style-type: none"> - changes made to site in line with stakeholders' evaluation - make Registration and qualifications data available via site. - website regularly updated with new content - data produced for IJBs and others as required. - annual statistics on SI and WTE published. 	Mike Docherty	<ul style="list-style-type: none"> - SVQ report now available online. - Small-scale work to revise data site currently underway. - meeting with first HSCP in October. Production of HSCP profile to be completed in December. - experimental statistics paper circulated to Gp members.