

Scottish Social Services Council

**SCOTTISH SOCIAL SERVICES
WORKFORCE DATA GROUP**

**Tuesday, 27th January 2015 at 10.30am to 12.30pm
SSSC Offices, Dundee**

A G E N D A

1. Introductions and apologies
2. Minutes previous meeting (30.10.14) – accuracy
3. Minutes previous meeting (30.10.14) – matters arising
4. Update on combined LA/MHO census
5. Experimental statistics – stability index and WTEs
6. SVQ data – 2012 and 2013
7. Workforce data site
8. Workforce intelligence – analysis for workforce planning
9. Quality assurance of administrative data
10. Social services and health integration
11. Workplan 2014-15
12. Membership of SSSWD group
13. AOB
14. DONM

**Notes of the Scottish Social Services Workforce Data Group Meeting
on Tuesday 27 January 2015
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) Sarah Gledhill (SG) Diane White (SG) Christine McGregor (SG) Ingrid Gilray (Care Inspectorate) Yvette Burgess (CCPS & Housing Support Enabling Unit) Sara White (SG) via teleconference John Urquhart (COSLA) via teleconference Melanie Taylor (SSSC, Minutes)</p> <p>Mairi-Anne Macdonald (SSSC) Pam Gillespie (Social Work Scotland) Mark Fraser (SG) Stephen Goold (ISD) Tracey Steedman (ISD) Nicky Gilray (SSSC) Jane MacKenzie (SG) Laura McConnell (CI) Mari Rennie (Crossreach)</p>	
<p>2. Previous Minutes</p>	<p>Item 11 Amendment of draft minute, figure of 92,00 staff in the voluntary sector to be amended to 92,000</p> <p>Item 14 Amendment of draft minute regarding Alice database to be amended to read as ALISS</p>	<p>MD</p> <p>MD</p>
<p>3. Matters Arising</p>	<p>2. Following discussion Mike and David have agreed no further action will be taken at this time regarding Central and Strategic staff within the private and voluntary sector. The figure of 92,000 was given at the meeting in June 2014 as the possible size of the private and voluntary sector, Mike advised he has checked this figure and there are currently just over 128,000 working for private and voluntary providers which are registered care services. The voluntary sector has 51,000 employees and the private sector 77,500.</p> <p>4.2 The meeting which was arranged for December with the Mental Welfare Commission was postponed and will be rescheduled for February/March 2015.</p> <p>6.1 David suggested that it would be useful to see the analytics for the data site and Mike agreed to bring these</p>	

	<p>for 2014/15 to the next meeting of the Group.</p> <p>7.2 Data has been published today on the NHS website regarding the data linking between the NHS and Local Authorities on partnerships</p> <p>14 Joint Improvement Team are hosting a webinar on 28 January 2015 at 2pm which will provide information on the database called ALISS (A Local Information Service for Scotland) which maps health and social care assets. Christine to redistribute information to the group following this meeting</p>	<p>MD</p> <p>CM</p>
4. Update on combined LA/MHO census	<p>James advised the reference day was 1st December 2014, and the deadline for submissions from local authorities is Friday 13th March 2015. LAs will have two weeks' grace from this date before the SSSC will contact directors. It is hoped that this will improve turnaround times.</p>	
5. Experimental Statistics – Stability Index and WTEs	<p>James updated the group on two experimental statistics that the WI team will produce before end-March 2015. One is on Whole Time Equivalent (WTE) and this paper will look at the reported WTE variables from both the census and the annual CI returns. However, there are data issues between the sources which in part stem from how WTE should be interpreted. The paper will highlight these issues and also use the weekly hours variables from both sources to compare and attempt to standardise the measure.</p> <p>Following discussion, it was noted a comparison between the voluntary and private sectors and also tolerances would be of interest. Mike agreed that comments from the ongoing Voluntary Sector HR Group would be beneficial following the publication of our report.</p> <p>Ingrid mentioned that internally the CI use the WTE information to calculate turnover rates on an individual level for services and would be interested in the consultation James is undertaking.</p> <p>The Stability Index report will collect two tenure variables; length of time in organisation; and length of time in post. These variables will be used to calculate the stability index, which is the proportion of staff in post for more than one year. In addition, a new index, called the Experience Index, will be created that will be calculated from the proportion of staff in post for more than five years. James said that there will need to be some appreciation of the ages of services when calculating these figures.</p> <p>James mentioned that a further statistic will be included based upon the tenure data. He noted that the length of</p>	

	<p>time in post follows an exponential distribution and that consequently the time taken to reach the end of a post may be viewed as a Poisson process. This means that the waiting time paradox may apply and the current average length of time is actually equal to the expected length of post. From this a turnover figure can be derived, ie if the average length in post is 2 years, there is an average 50% turnover.</p> <p>Mike advised the aim is to circulate the paper to members of the group for comment prior to publishing and also advised that these are experimental statistics and will be seeking views from the public also. Christine advised she will ensure Mark provides his comments from the NHS perspective.</p>	CM
<p>6. SVQ Data – 2012/14</p>	<p>Phil spoke to his update paper which presented SVQ registrations and certifications for the years 2012/2013/2014, with a look back to 2006 so trends can be seen going back eight years. The overall picture is one of declining numbers of registrations and certifications over the years and they have both reached all-time lows in 2014. The only area that showed an increase from 2013 to 2014 was Level 4 registrations where the numbers are very small (an increase of about 150). Phil and James had discussed the extent to which the declining numbers and the surges and lulls between 2006-2014 in registrations and certifications reflect the acquisition of qualifications by various cohorts of workers for the purposes of registration. The group confirmed that this appears to be the case. Phil observed that we are likely to see further surges when other parts of the register open.</p> <p>Ingrid asked for confirmation of exactly what SVQs are covered by the report. Mike and Susan confirmed they are largely Health & Social Care and CCLD (Children’s Care Learning & Development) related qualifications which are undertaken in the workplace.</p> <p>Between 2013 and 2014 registrations for SVQ’s dropped by 9.5%, largely accounted for by significant decreases in CCLD levels 2 and 3 which are partially offset by a large increase in registrations for Health and Social Care (Children & Young People) Level 3 (SVQ3 Social Services (Children & Young People)).</p> <p>Diane and David commented that it would be interesting to see how the data in the paper correlates to “required to register by” dates. Mike advised that this data can be provided.</p> <p>Yvette asked whether SSSC holds information on those</p>	MD/PM

	<p>who are not yet meeting the qualification requirement for registration. She was informed that we hold data on those who have registered with the SSSC and have had a qualification condition applied as part of their registration requirements.</p> <p>Mike advised that in the coming year the SSSC intends to produce intelligence on qualifications. We already receive data from SQA on registrations and certifications in relevant SVQs and have also started to receive data provided on a geographical basis (i.e. by location of training centre). This information should be available by autumn of this year and will provide useful insight into how the sector is supported across the whole of Scotland.</p> <p>John asked if the data could be augmented to include the numbers of registered workers who are not currently certified. Mike confirmed this will be taken into account when producing qualifications intelligence.</p> <p>Phil concluded his narrative by confirming that the seasonal pattern of registrations seen in 2012 and 2013 (more registrations in quarters 1 and 4 of the calendar year than in quarters 2 and 3) also holds good in 2014.</p> <p>Ingrid to be included on the distribution list to receive the registration department statistics on a weekly basis</p> <p>Mel to distribute list of relevant SVQs to the group.</p>	<p>MD/PM</p> <p>SK</p> <p>MT</p>
<p>7. Workforce Data Site</p>	<p>Mike advised that the data site issues the SSSC were experiencing when the group last met in October were finally resolved in December and the data site is now fully operational. There are a couple of outstanding issues in terms of the hosting of the website, where there are concerns that the complexity of the hosting arrangements and support arrangements added to the difficulties in solving the problems. A meeting is arranged for February with the ICT department to discuss whether to move the hosting of the site to another company to alleviate any future problems we may encounter.</p> <p>Based on feedback from the recent stakeholder survey reported at the last meeting of the Group, a number of issues were identified for development. A total of eight changes were identified and the quote for this is in the region of £2k. MTC who are the website developers will undertake this work at the start of the new financial year.</p> <p>Discussion was held regarding future development of the data site and how we can support and assist with local workforce planning and engage with employers.</p>	

8. Workforce Intelligence – analysis for workforce planning	Mairi-Anne Macdonald was unable to attend the meeting therefore this item will be included on the agenda for the next meeting in April.	
9. Quality Assurance of Administrative Data	At the October meeting an update was provided on the draft consultation guidance that the UK Statistics Authority issued on the quality assurance of administrative data. This is data that organisations use on a day to day basis to manage tasks eg payroll data/HR data. Last January the UKSA became aware that the data is not always robust which is why they removed the National Statistics badge from the Crime Statistics for England. UKSA had initially indicated that the final guidance would be available in December 2014 and more recently by the end of January 2015. While it has not yet appeared, once it does a further meeting will be held between Mike and Ingrid to look at how the administrative data that the SSSC and CI collect and quality assure measures up to the guidance.	MD/IG
10. Social Services and Health Integration	<p>Mike and Jane MacKenzie are attending a meeting on Monday 2 February with Kate Thomas (Head of Health & Social Care Workforce Integration) to discuss the NHS workforce plan for the coming year in the context of what typically happens in our own sector in terms of workforce planning.</p> <p>A further update will be provided for the next meeting of the SSSWDG</p> <p>The group agreed it would be beneficial for a representative from ISD to attend the SSSWDG; Kate Thomas to be invited to future SSSWDG meetings</p> <p>Christine to email the group information regarding data linking between the NHS and Local Authorities on partnerships.</p>	<p>MD</p> <p>MD</p> <p>CM</p>
11. Workplan 2014-15	<p>Mike advised there are still a couple of outstanding items on the workplan which will be completed by end of March.</p> <p>Ingrid to nominate a representative from the CI to attend the MHO Data Users Group meeting.</p> <p>Mike clarified 'SG LMI' on the workplan is an abbreviation of Scottish Government Labour Market Information.</p>	<p>MD</p> <p>IG</p>

12. Membership of SSSWD Group	This will be discussed at future meetings as appropriate.	ALL
13. AOB	<p>Christine notified the group that the Social Care and Health Outcome Indicators have been set for integration to measure progress; they cover a range of areas one of which is the workforce, and Christine is working with Chris Bruce on a staff survey of people working in social services and health.</p> <p>Yvette questioned whether it was possible to separate the Care at Home and Housing Support Services data contained within the data report. This would allow for a distinction between the 2 services and would assist in identifying trends in the sector. Following discussion it was agreed Mike will take this forward for further discussion with Yvette and Ingrid as there are jointly registered services whose data is difficult to separate.</p> <p>Diane offered to host future SSSWDG meetings in Edinburgh. Mike and Diane will discuss at a later date</p>	<p>MD</p> <p>MD/DW</p>
14. Date of Next Meeting	Tuesday 28 April 2015, 10:30-12:30pm – current venue: SSSC Offices, Dundee	

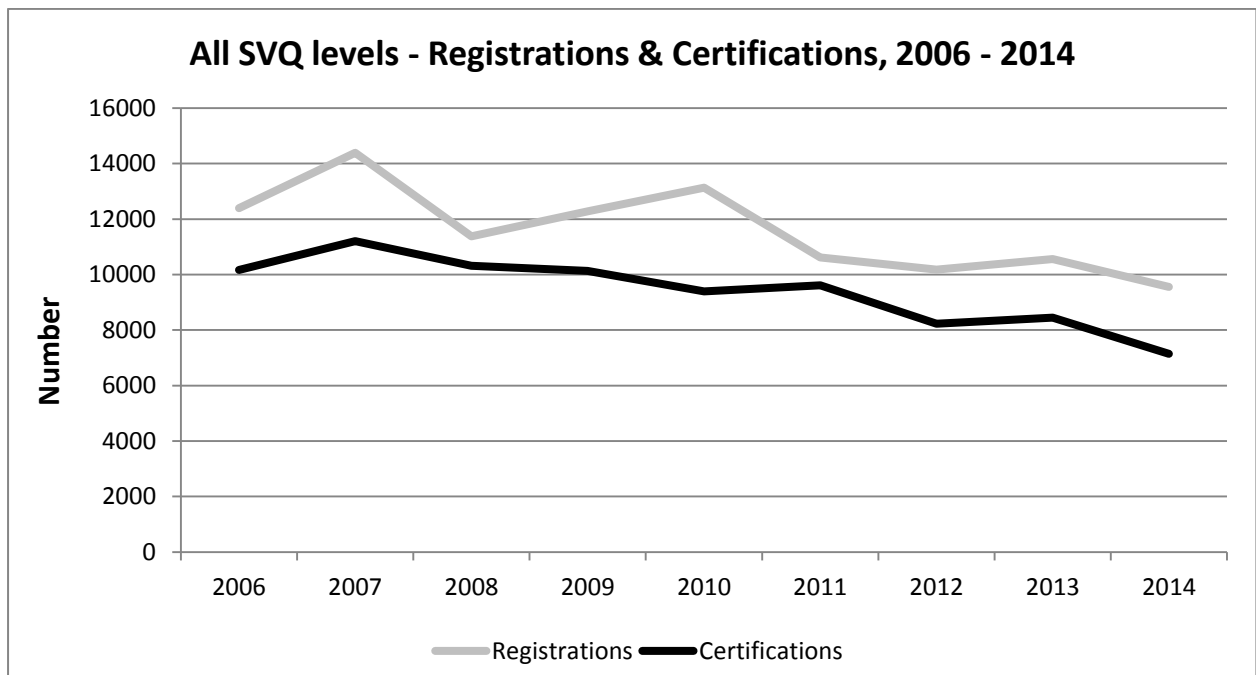
Scottish Social Services Workforce Data Group
Tuesday 27th January 2015
SSSC Offices, Dundee

Update on Scottish Vocational Qualifications (SVQs)

This paper presents a summary of the uptake (registrations) and awards (certifications) in relevant SVQs for the calendar years 2012, 2013 and 2014.

1) Summary of key points

- Registrations increased by 3.6% from 2012 to 2013, but decreased by 9.5% from 2013 to 2014 (see graph below). The biggest drop between 2013 and 2014 was in Level 2 registrations (-15.8%), whereas Level 4 registrations rose by 18.3%.
- Certifications increased by 2.7% from 2012 to 2013, but decreased by 15.4% from 2013 to 2014 (see graph below). All three levels decreased between 2013 and 2014, with the biggest drop being -21.7% in Level 2 certifications.
- Level 3 qualifications had the most registrations in all three years.
- Level 3 qualifications had the most certifications in 2012 and 2014, and Level 2 qualifications had the most in 2013.
- Health and Social Care Level 2 had the largest proportion of registrations and certifications in 2012 and 2013. In 2014, new qualification SVQ2 Social Services and Healthcare had the largest proportion of registrations, and Health and Social Care Level 2 continued to have the largest proportion of certifications.



2) Other points of interest

a) We have been evaluating the seasonality of registrations by looking at the numbers by quarter. In 2012 and 2013, more registrations took place in quarter 1 (January – March) and quarter 4 (October – December) than in quarters 2 & 3. Further analysis of the data for 2014 will help us to decide whether any significant seasonality pattern is being revealed.

b) In 2014, the tailing off of registrations for the Health and Social Care (Adults) SVQ (all levels) and the Health and Social Care (Children & Young People) SVQ (all levels) was accompanied by corresponding increases in registrations for new SVQs Social Services and Healthcare (all levels) and Social Services (Children & Young People) (all levels).

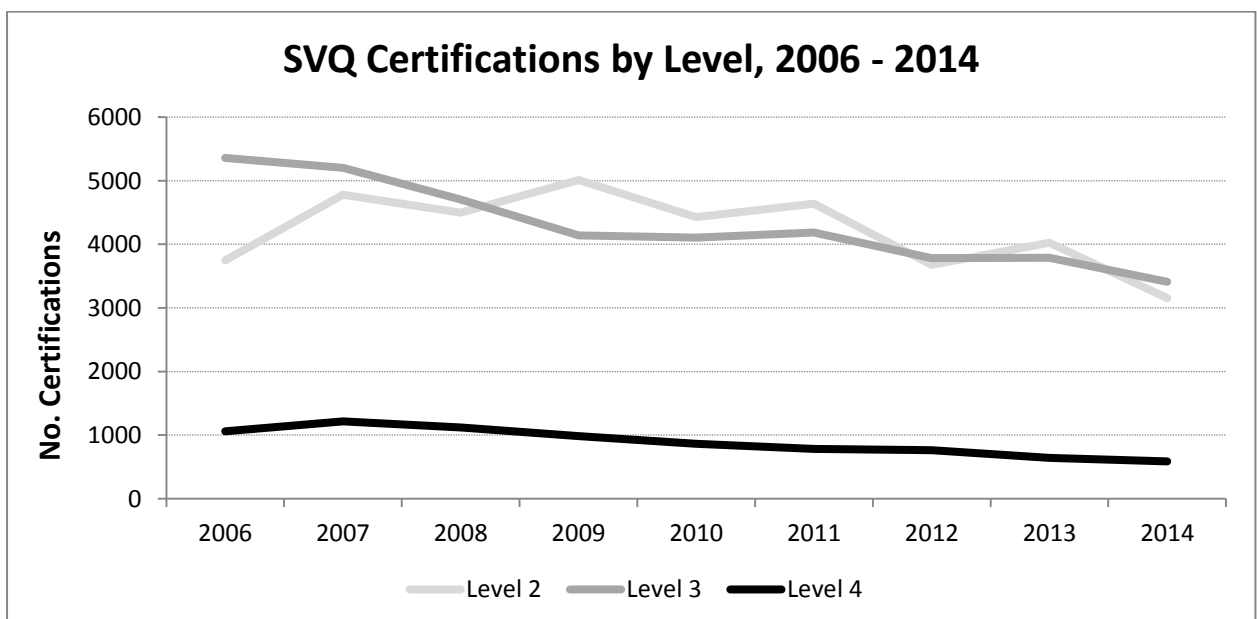
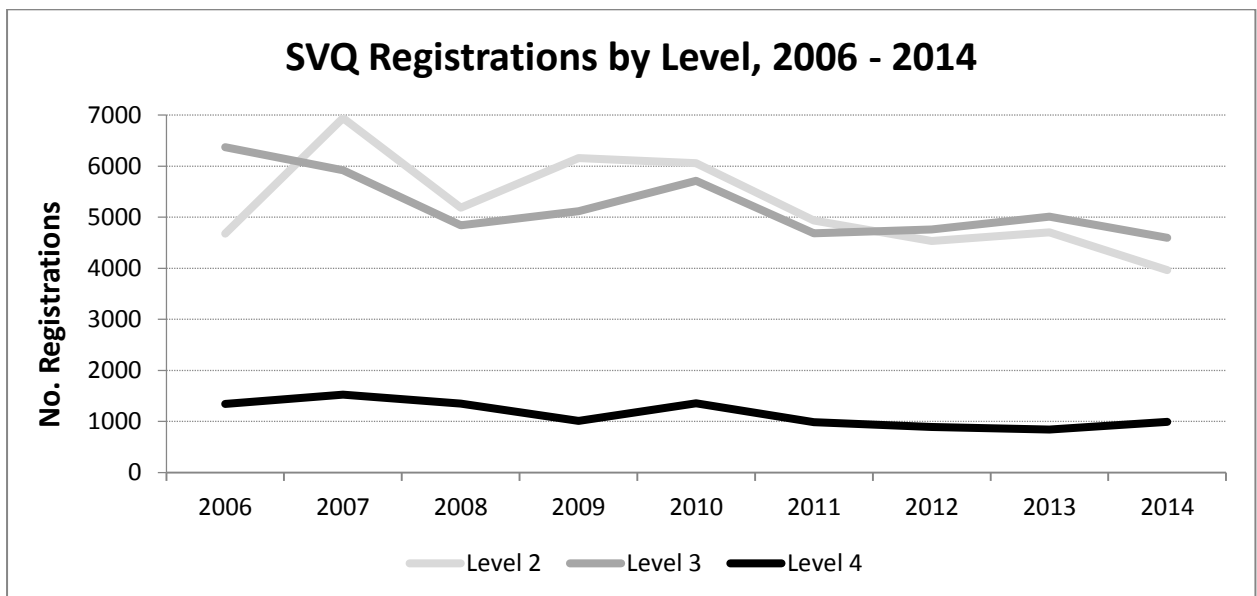
c) SQA Accreditation, which is part of the SQA, announced recently that they are working to remove the SVQ level numbers from SVQ titles. An example of the current convention for SVQ titles is: **SVQ3 in Social Services and Healthcare at SCQF level 7**. The anticipated new title is: **SVQ in Social Services and Healthcare at SCQF level 7**. Although the SVQ titles are changing, the level of the qualifications will stay the same. All future SVQ publications produced by the SSSC's Workforce Intelligence Team will follow the new titling convention.

Phil McNicol
Data Analyst, SSSC
21.01.15

Appendix

Registrations and Certifications by level, 2012 – 2014

	Registrations			Certifications		
	2012	2013	2014	2012	2013	2014
Level 2	4,532	4,704	3,963	3,676	4,025	3,153
Level 3	4,758	5,009	4,596	3,785	3,787	3,410
Level 4	893	841	995	764	639	585
Total	10,183	10,554	9,554	8,225	8,451	7,148



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"> - UKSA completed assessment of MHO report and confirm it retains its NS status. - SSSC/CI DSA have agreed a revised DSA. - Paper produced for Oct. SSSWDG on responses from LAs . - Initial meeting held with CI re. new draft administrative data guidance from UKSA.

<p>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>	<p>Scottish Social Services Workforce Data (SSSWD) report</p> <p>MHO report</p>	<ul style="list-style-type: none"> - Discuss structure and format of WD report with SSSWDG. - Reports 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 OpenDocument format. 	<p>James Arnold</p>	<ul style="list-style-type: none"> - The 2013 WD report was published on 30.9.14. - The MHO report's publication was delayed from August due to some LA submissions not being received until late-June. It was published on 25.9.14 - accompanying tables
<p>To identify relevant networks, groups and individuals who can assist in achieving increasingly accurate and meaningful data</p>	<p>- Joint working</p>	<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. - quality assurance of administrative data 	<ul style="list-style-type: none"> - membership of SSSWDG adequately reflects remit of group. - SSSC contributes to discussions on implications of integration agenda for workforce and other data. - SG publications adequately reflect role of SSSC - plan for quality assurance of administrative data. 	<p>Mike Docherty</p>	<ul style="list-style-type: none"> - place membership of Gp on agenda of future mtg. - Initial meeting held with CI re. new draft administrative data guidance from UKSA. - Develop plan by March 2015 for the quality assurance of administrative data.

					- SG LMI Group has been reformed and SSSC has representation on the Group.
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	<ul style="list-style-type: none"> - merging LASWS and MHOS Groups into new "data providers" Gp. - first meeting of MHO Data Users Gp to be arranged by December.
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 - produce qualifications and training (Q&T) report 	<ul style="list-style-type: none"> - survey undertaken - report on survey available Autumn 2014. - plan of site development available Q4. - WSR 2012-13 available online. - Q&T report available Q4 	Mike Docherty	<ul style="list-style-type: none"> - survey completed. - WSR 2012-13 published in Dec. 2014. - SQA has begun to make SVQ data available to us by location of training provider.