

Scottish Social Services Council

**SCOTTISH SOCIAL SERVICES
WORKFORCE DATA GROUP**

**Tuesday, 28th July 2015 at 10.30am to 12.30pm
St Andrew's House, Edinburgh**

A G E N D A

1. Introductions and apologies
2. Minutes previous meeting (28.4.15) – accuracy
3. Minutes previous meeting (28.4.15) – matters arising
4. Update on LASWS returns
5. Stability index data – future publication
6. Structure of SSSWD 2014 report
7. Data Quality
8. Workforce data site - analytics
9. Social services and health integration
10. Workplan 2015-16
11. Membership of SSSWD group
12. AOB
13. Date and location of next meeting

<p>4. Update on LASWS returns</p>	<p>JA reported that all LASWS data returns for 2014 have now been received. Most returns had been received by early April 2015, but there were some difficulties in getting returns from a few authorities, including one authority's claim that they were unaware of the requirement to collect and submit the data. JA stated that all is going smoothly for the on-time publication of the 2014 Workforce Data Report (WDR). MD reminded the group of the planned publication dates:</p> <p>25th August at 9.30am – 2014 MHO Report 27th August at 9.30am – 2014 WDR</p> <p>MD stated that the SSSC would like to bring publication dates forward in view of the fact that the data in both the above reports will already be 9 months out of date at the point it is published, and that ISD are able to publish their workforce data much more timeously. The challenge for the SSSC is how to reduce the current timeframes for submission of the data it uses in its data reports; its ability to publish earlier is constrained by how quickly data providers can submit their data.</p> <p>PG observed that it's a positive step that the SSSC has already brought forward the 2014 publication dates, which are one month earlier than in 2013. She commented that we should try to provide incentives to data providers so that they submit more timeously.</p> <p>SG asked if local authorities actually use the published data and appreciate its value, which could form a high-level driver within authorities for data submitters to get the data in. MD responded that he was not convinced that authorities are eagerly awaiting our reports.</p> <p>DM observed that if we tighten our data submission timescales, we make our publications more useful, which in turn gets greater buy-in from authority senior managers who in turn can drive the further reduction of data submission timescales. He illustrated this cyclical process by giving an example of how more up-to-date data can be more helpful for planning healthcare services. He asked if a lack of resources lies behind the difficulties in reducing data submission timescales.</p> <p>MD commented that around 90% of the data used in our publications comes from the CI, so a lot depends on them and their data providers. If there was no requirement to merge LASWS and CI Annual Returns (CIAR) data, we would have quite a different situation. LM described the CIAR process: the data collection period is the first 6 weeks of the year, and after a period of IT work Laura</p>	
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	<p>receives the data in March. Although bringing forward the provision of CIAR data to the SSSC is not an impossible ask, the date of transfer has already been brought forward (end of May in 2015 compared to end June in 2014) and to bring it forward any further would mean eating into contingency time. It would therefore be preferable to keep the deadline as the end of May. SK undertook to raise this issue at the joint SSSC/CI meeting on 29th July 2015.</p> <p>DM asked if the 6-week data collection period is too long, and if January is the best time of year to be collecting the data. He suggested consideration should be given to changing the timing of the data collection/submission cycle. MD pointed out that authorities currently have 3 months to submit their data, and not all of them manage it within that timeframe. Furthermore, despite the rationalisation of IT systems, data collection/submission processes are being fragmented by the integration agenda.</p> <p>PM commented that judging by the problems encountered with the 2014 MHO data, it was less a matter of lack of resources behind the protracted data collection/submission timescales, and more a matter of the need to train data collectors/submitters.</p> <p>MD stated that the SSSC aims to publish the 2015 MHO Report and WDR in July 2016, a month earlier than this year. SG asked who uses the MHO Report, and how much it is valued. PM replied that most of the MHO data submitters in local authorities are HR assistants who are unlikely to value the data highly. MD added that the content of the MHO Report has remained largely the same for years, and it's time that content was assessed in terms of its value. PG observed that MHO age band data has been used for service profiling. The question of whether the MHO Report should simply be a chapter of the WDR was also raised.</p> <p>MD suggested that these timescale issues should be further explored in a separate discussion outside the SSSWDG. He also stated that there would be a meeting of the Local Authority Data Providers Group meeting in October at which these issues would be raised. Furthermore, it is intended to liaise with senior managers in local authorities to get their buy-in and agree a strategic way forward.</p> <p>PG offered to copy correspondence about forthcoming meetings to Felix Haggerty (Chair of SWS, Workforce Planning & Training sub-group).</p>	<p>SK</p> <p>MD</p> <p>PG</p>
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	<p>It has already been agreed that sub-sector Housing Support/Care at Home data in the WDR will be split into Housing Support (HS), Care at Home (CaH) and Joint HS-CaH. JA added that the staff density map of Scotland will now be accompanied by the underlying data, and that the Contract type/Sub-sector table now splits relevant contract types into "with guaranteed hours" and "no guaranteed hours (NGH)".</p>	
7. Data Quality	<p>A paper on data quality issues is available to comment on and will be published by the end of the calendar year.</p> <p>The UKSA paper on quality assurance of administrative data has been discussed by the SSSC and CI, with the OCSP consulted for clarification.</p> <p>A report on data quality for the MHO report has been started.</p>	
8. Workforce Data Site – Analytics	<p>Analytics data will be circulated in future.</p> <p>There have been a number of problems with the data site. A meeting took place with ICT in which it was agreed that the hosting provider for the site will not change and we will move ahead with the planned changes to the site. Work will begin in the following month.</p>	MD
9. Social Services and Health Integration	<p>CM and MD have spoken to relevant parties regarding integration of data, but there has been limited interest.</p> <p>ISD have funded half a post in each Integrated Joint Board (IJB). It was agreed that a smaller technical group would be created to look at the work of the IJBs. This will meet in early September.</p>	
10. Workplan 2015-16	<p>The 2015-16 workplan was presented and agreed upon.</p> <p>Comms strategy. Clarification was needed regarding responsibilities for promotion of products. SSSC comms are responsible for the corporate website and social media promotion. WI are responsible for the data website, gov.uk notifications, ScotStat emails and Research Online.</p> <p>MA data. Data on MAs in the sector was previously held by SSSC, but is now managed by FISS. There have been some data quality issues identified and a meeting with FISS has been arranged to discuss these.</p> <p>Qualifications report. A report on SVQ provision in the sector will be published next month.</p> <p>Migration Advisory Committee (MAC) consultation. DM noted the need for a shared consensus regarding the sector's response to this consultation. NMC revalidation has</p>	

	already been affected by policy changes and could have a knock-on effect to the sector and SSSC registration. SSSC will arrange a meeting to bring stakeholders together.	
11. Membership	Another analytical colleague from SG will be sought to attend future meetings.	SG
12. AOB	LM: It has been identified that the qualifications list in the ARs may need to be refreshed. SK will discuss this with the qualifications panel. MD: A paper on demand for social workers was previously published internally for the SSSC. This will be shared with the group by October.	SK MD
12. Date and location of the next meeting	27 October, 10:30-12:30. Dundee.	

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Item 5

Stability index – future publication of data

Introduction

A draft experimental statistics report was circulated to the members of the SSSWD group in June with a view to establishing the quality and value of the data with respect to future publication. This short paper outlines the feedback received and suggests an approach to future publication.

Feedback

Comments were received from 6 members of the Group (5 external to the SSSC and 1 internal) and these were generally positive. A couple of critical comments are being followed up to ensure proper understanding of the issues and an appropriate response to them.

All comments indicated that there was value in such data being published – although the extent of the value to different audiences will vary. The paper was fairly technical at points due to its nature (viz, an experimental statistic) and any future publication of the data would be made less technical in order to suit the needs of most stakeholders in the sector.

In terms of the data quality issues identified in the paper, the reclassification of services and services providing data one year but not the other, were two of the more problematic. The Care Inspectorate have advised that it should be relatively straightforward for them to introduce a filter so that we can easily identify services in either position. This would, as mentioned in the paper, improve our ability to quality assure the stability index data.

There seemed to be a general view that the stability index should be published along with either the one year experience index or new start index.

Next steps

We now propose producing a revised version of the paper for general release. It would be made available via the SSSC workforce data site and the original paper would also be available from there if anyone would like the more detailed assessment of the data quality.

Once the 2014 workforce data report is published this August then work will be undertaken to produce a further paper on the stability index using the 2014 data. It is our current thinking that the 2015 workforce data report (due for publication in summer 2016 will include SI data).

Mike Docherty
SSSC
July 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	- 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.	- 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	- Data received from all 32 local authorities (LAs)
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 on structure/content of MHO report. - production of reports and accompanying tables.	- changes made to reports in line with discussions. - 2014 SSSWD report published by end-August 2015. - MHO report published by end-August 2015.	Mike Docherty	- publication dates announced as 24.8.15 for MHO report and 26.8.15 for SSSWD report. - MHO managers contacted but just 2 responses rec'd.

			- accompanying tables for both reports published in Excel and 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 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. - no further meetings of SG LMI Gp have taken place.
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.
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"> - Qualifications report currently being finalised internally to be available online. - Small-scale work to begin on revising data site in August/September. - establishment of a small working group (Health & Social Services Workforce Data Technical Gp) to begin to work through implications of the NHS-social services integration agenda. - experimental statistics paper circulated to Gp members.