

**Scottish Social Services Council**

**SCOTTISH SOCIAL SERVICES  
WORKFORCE DATA GROUP**

**Tuesday, 29th October 2013, 10am to 12noon  
SSSC Offices, Dundee**

**A G E N D A**

1. Introductions and apologies
2. Minutes previous meeting (24.7.13) – accuracy
3. Minutes previous meeting (24.7.13) – matters arising
4. Scottish Social Services Workforce Data report 2012
5. Comparisons between SSSWDG and Skills for Care report
6. 2013 Local authority social work services (LASWS) survey & MHO survey
7. MHO report – UKSA assessment
8. Social services and health integration agenda - update
9. SSSC Data site
10. Workforce Skills Report - update
11. The Housing Support and Care at Home workforce
12. SSSWDG Workplan 2012-13
12. Communications
13. AOB
14. DONM



<p><b>4. SSS Workforce data report 2012</b></p>	<p>James updated on this.</p> <p>Report published on 25th September in PDF on our website. New data tables will be published when the new website launches in November.</p> <p>Figures and tables will be available separately for easy use, as requested at the last meeting.</p> <p>Mike asked for questions, David brought up the issue of downward trend in care at home in housing support and if there were any answers or thoughts on this. Mike noted that his team are planning on drilling down into this data to answer questions on this drop in numbers but there has not been a chance to do that yet. Any findings will be discussed and reported to the group.</p> <p>Discussion on this downward trend followed, including discussion on reasons for this and any problems with the data, including:</p> <ul style="list-style-type: none"> <li>- Possible differences between headcount and whole time equivalent (WTE). The headcount is based on a single figure provided by each service and there was a 97.6% response rate for Housing Support and care at Home services. The SSSC will be publishing experimental statistics later this year on WTEs. Possible that one or two organisations have since closed. CI get information on assessment forms but they don't ask reasons, so it's not possible to know of significant changes.</li> <li>- Possible impact of growth in Self Directed Support and employment of Personal Assistants (PAs). Lack of accurate information on number of PAs makes this difficult to assess. Mari asked how it is planned to get this data. Mike replied that this is a UK wide problem. It will become increasingly important for new social services and health partnerships to capture this data but there is currently no way to do that.</li> </ul>	<p><b>MD</b></p>
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<p><b>5. Comparisons between SSSWDG and Skills for Care report</b></p>	<p>Mike referred to the paper circulated prior to the meeting, which Jane had requested. This is an initial attempt to look at the differences between the two reports. Both were published in September this year.</p> <ul style="list-style-type: none"> <li>- SSSWD report is an official statistics report and it focuses on the workforce within registered care services and local authority social work services.</li> <li>- Skills for Care report is not an official statistics report and it also includes carers and those working in non-registered services. It is more like the SSSC Workforce Skills (intelligence) report than the Workforce data report.</li> </ul> <p>Due to the ways that workforce data is gathered in England there is a much higher degree of estimation. For example, data on PAs is estimated in both countries, but in Scotland it is known how many people receive money to employ PAs, which is not known in England.</p> <p>The SfC report indicates the sector has seen a 5% year on year growth in workforce between 2009-12, whilst in Scotland there has been a slight drop.</p> <p>Ingrid asked what lessons we should learn from the SfC report. Mike replied that one area the SfC report touches on that hasn't been looked at in Scotland to date is in relation to services which are neither local authority nor registered with the Care Inspectorate. This could include local meals on wheels, advocacy projects or services which Local Authorities commission to help them carry out their duties (e.g. Criminal Justice Social Work services undertaken by private and voluntary organisations). Ingrid stated that these services will in most cases be operated by small organisations and therefore they will be local rather than national.</p>	
<p><b>6. 2013 Local Authority social work services (LASWS) survey &amp; MHO survey</b></p>	<p>James updated the meeting. Due to the overlap between the MHO survey and the LASWS survey and the more detailed data available from the latter it is proposed to merge the two surveys. Two separate reports will continue to be published. The MHO report will be delayed slightly. It was published in May last year but will be published next year in July/ August. Local Authorities have indicated this is acceptable.</p>	

	<p>The survey will go out in December. Mike, James and Gail had useful meetings with LA and MHO data providers and data users earlier this month. Jane asked to see the surveys and draft minutes of meetings. Mike to send these to Jane.</p> <p>Mike mentioned the new data site will be used to receive this data. It has secure upload and download systems, making it easier for people to send in data.</p>	<b>MD</b>
<b>7. MHO report- UKSA assessment</b>	<p>Gail updated the meeting. This is the first report from SSSC to be published under the National Statistics (NS) heading.</p> <p>The NS status of the report is currently being assessed by the UK Statistics Authority (UKSA). There have been two meetings with the UKSA assessors and their draft assessment report is expected in November. The feedback received so far has been generally positive with no significant problems identified. The final report will be publicly available from the UKSA website in late January.</p>	
<b>8. Social services and health integration agenda - update</b>	<p>The last meeting Mike was at was in late June/ early July.</p> <p>At that time Mike was finalising a report with Richmond Davis (who is seconded from ISD to Scottish Government) on gaps and overlaps between NHS workforce information and what is available within the social services sector.</p> <p>Currently this broader work appears to be on hold whilst internal discussions go on within the NHS.</p> <p>Mike said that there has been no discussion yet on the reporting of workforce data in the new "integrated" environment. If new Health &amp; Social Care partnerships are bodies corporate then there will have to be new systems set up to collect data as ISD only currently provide data on NHS employees while the SSSC get data from registered care services and local authority social work services.</p>	
<b>9. SSSC Data site</b>	<p>No presentation given as agenda was full. Mike had circulated an email yesterday giving access to this site and asked for any feedback or issues noticed.</p> <p>Feedback to be given by group members to Mike by Fri 1<sup>st</sup> November.</p> <p>David asked about the plans to review this once it's launched. Mike advised that they are hoping to launch this within next few weeks and in 6 months' time users will be asked for feedback in order to make further improvements/developments to the site.</p>	<b>All</b>

	<p>David advised that it may be useful to ask some organisations to look at how this works and get them together to discuss.</p>	
<p><b>10. Workforce Skills Report - update</b></p>	<p>It is aimed to publish this at end of March 2014.</p> <p>Taking different tactic this year and splitting the report into 5 sections. Four sub-reports:</p> <ul style="list-style-type: none"> <li>- Workforce Intelligence</li> <li>- Qualifications</li> <li>- Skills report</li> <li>- Service User report</li> </ul> <p>and one overall summary report.</p> <p>Each section approx. 20-30 pages.</p> <p>This report evolved out of the sector skills agreement.</p> <p>The group asked of the likely angle of the service user report. Mike advised that this is data on service users and is an attempt to bring all service user data into one place, something that has not been done before.</p> <p>Jane asked for a 2 page document describing what the Workforce Skills report is about. Mike agreed to put this together and circulate by end of November.</p>	<p><b>MD</b></p>
<p><b>11. The Housing Support and Care at Home workforce</b></p>	<p>There was discussion on the possibility of separating this data at the last meeting. Mike, Yvette and David have since exchanged emails regarding this.</p> <p>Yvette and David are going to sound out a few service providers and get feedback. Employers find it hard to separate these employees. David stated they will possibly construct a sample survey.</p> <p>Ingrid mentioned that the CI cannot separate both and they register organisations under a joint header as employers themselves said they couldn't tell them which part of the organisation was care at home and which was housing support. The CI would be interested to know if these can be separated.</p> <p>Discussion followed on whether this is possible. Jane advised she thought this was a discussion that would have to be had with the CI as they would have to change their way of working. David and Ingrid mentioned that this may be more something that would have to initially come from the employers/ providers and should be driven by Yvette and David rather than the CI.</p>	<p><b>YB/DR</b></p>

<p><b>12. SSSWDG Workplan 2012- 13</b></p>	<p>Jane asked which element WSR sits under. Mike agreed that this is missing and he will add this in.</p> <p>It was also agreed to spell out the acronyms as they can be confusing.</p>	<p><b>MD</b></p> <p><b>MD</b></p>
<p><b>13. Communications</b></p>	<p>Not discussed.</p>	
<p><b>14. AOB</b></p>	<p>James mentioned the Office of National Statistics is holding a consultation on zero hour contracts issue. This is an open consultation. Mike/ James to email link to the group.</p> <p>Mike reminded everyone of the workforce data seminars in December, January, and February.</p>	<p><b>JA</b></p>
<p><b>15. DONM</b></p>	<p>Caroline to send out Doodle poll mid-December 2013 for meeting in late January 2014.</p>	<p><b>CS</b></p>

**Scottish Social Services  
Workforce Data Group**

**Tuesday 29<sup>th</sup> October 2013**

**Comparison of SSSC and SfC workforce data reports**

**Introduction**

The SSSC published the annual Scottish Social Services Workforce Data report in September. In England, Skills for Care, also published their annual workforce report, "The size and structure of the adult social care sector and workforce in England, 2013". The report from SfC is available for download via the following link: <http://www.skillsforcare.org.uk/sizeandstructure2013/>

This short discussion paper provides an outline of differences and similarities between the two reports.

**Comparison**

While there are similarities between the reports there are also substantial differences in terms of the coverage of the sector and the methodologies used. This section outlines the key differences and compares also some of the findings in each.

Table 1: Key differences in approach between SSSC and SfC annual workforce reports (2013)

<b>SSSC – Scottish Social Services Workforce Data report</b>	<b>SfC - Size and structure of the adult social care sector and workforce in England</b>
Status: an Official Statistics report. This has implications for the quality of the data published.	Status: neither Official nor National Statistics.
Scope: All registered social services (including Health Board run services) and all LA SW services for both children and adults. Does not include data on PAs or the non-registered services provided by private and voluntary organisations.	Scope: Adults services only (but not CJSW services – there is a separate Probation service in England). They also provide <u>estimates</u> for the; PA workforce; non-CQC regulated services; unpaid carers; and the relevant NHS workforce. NB CQC no longer differentiates between private providers and voluntary sector providers.
Data levels: in the SSSC report there are two levels at which the data are presented; (a) headcount of individuals; (b) no. of care services registered with the Care Inspectorate.	Data levels: in the SfC report there are 5 levels, viz; (a) employers or organisations – this is based on data produced by ONS/IDBR on PAYE and VAT registered organisations and makes use of the SIC code definitions of our sector. The SIC code definition does not fully fit with our sector’s boundaries so a degree of estimation has to come into this. This will also not capture employers that are not PAYE or VAT registered; (b)

	<p>establishments – this again comes from the ONS/IDBR data. The SfC appear to assume that each service registered with the CQC will appear as a separate “establishment” and on the basis of that calculate how many non-CQC registered services exist (which in turn they use to calculate the workforce in such services). Our experience suggests that the ONS/IDBR “establishment” is not necessarily the equivalent of registered care services; (c) jobs – this is different from headcount or WTE (see d and e below) – jobs are not necessarily full-time and a person may be employed in more than one post; (d) WTE – SfC define this as 37 hours’ work per week – the WTE is calculated by using data on contracted hours from the non-mandatory NMDS-SC with the number of jobs estimated to exist ; (e) people - this is an estimate of the number of people working in the sector and uses estimates about the number of employees with more than one job in the sector.</p>
<p>Data sets: the data gathered and used are set out in the CMDS. The CMDS is embedded in two non-overlapping data gathering processes, one (a) for <u>all</u> Care Inspectorate registered care services (97.6% return rate on headcount) and the other (b) for <u>all</u> LASW services not registered with the CI (100% return on headcount). Both of these processes ask for headcount data from all services plus individual level data on all staff.</p>	<p>Data sets: estimates are based on data from a number of sources. The main one is the NMDS-SC (similar in conception to the CMDS) however, it only gathers data from a proportion of local authorities and other providers. It has partial coverage of the sector in England as it is not mandatory for all such providers. The data from this are used to make estimates of the size of different parts of the sector as follows; (a) CQC registered care homes – there is a count of care homes from which workforce estimates are constructed using the NMDS-SC and data collected by CQC on the capacity (not workforce) of all such services; (b) non-residential services registered with CQC – there is a count of such services but no capacity measures are gathered for these and as a result the size of the workforce in such services cannot be estimated in the way it is for care homes. SfC have created a proxy (or estimate) for capacity in these services from which the workforce is then further estimated; (c) PA data - as in</p>

	<p>Scotland this is estimated, however, there is an additional difficulty in England as there is no system that identifies which service users have PA contracts in place. Therefore an estimate must be made of the proportion of such contracts before then applying an estimated average of the no. of PAs employed by such individuals; (d) non-CQC regulated services - no similar data is estimated in Scotland. In the most recent report SfC first of all estimate the number of such services using ONS data on the Standard Industrial Classification of services in the UK economy. As this does not distinguish between adult and children's social care services SfC have to sample in order to determine the proportion which are delivering adult social care. Using data collected from the NMDS-SC they estimate the average no. of staff employed in the different types of non-regulated services and then gross these figures up for all such non-CQC regulated services; (e) unpaid carers – they use the data from the 2011 census.</p>
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In terms of the findings within the two reports, one notable difference between the two countries is that the SSSC report identifies a fall in headcount in the sector in Scotland for the third year in succession while the SfC report states that there has been a 5% growth in the workforce year on year in England between 2009 and 2012. However, as indicated in the table above the two reports do not cover the same areas of activity (e.g. SfC is adult social care only and includes non-registered independent services) and the levels of estimation in the SfC report are considerably higher (with all the related concerns regarding the accuracy of the data).

In England the total number of jobs in adult social care in the public sector is estimated at 151,000 in LAs and 84,000 in the NHS – a total of 235,000. As the estimated total number of jobs in England is given by SfC as 1.63million this would mean that the public sector employs 14% of all those working in adult social care in England. In order to make this comparison more meaningful with what we know of Scotland we can remove the parts of the workforce for which we do not publish data in Scotland. Taking out those estimated as working as employees of people in receipt of direct payments and the non-CQC regulated services reduces the workforce in England to 1.29million. The public sector would then have an 18% share of the sector.

In Scotland the public sector workforce working in social care for adults is approximately 43,000, and the in adult social care as a whole are estimated at 138,000. This means that the proportion of adult social care staff employed by the public sector is 31%.

### Conclusion

This short paper outlines some of the key differences in approach and findings of the SSSC's annual report on the sector's workforce and the report by SfC on the size of the adult social care sector in England. It is intended as providing an initial comparison of the reports only.

Mike Docherty  
Intelligence Manager  
SSSC  
October 2013

**Scottish Social Services Council**

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

**Workplan 2013 - 2014**

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

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

<b>Terms of Reference</b>	<b>Project</b>	<b>Activity</b>	<b>Outputs</b>	<b>Lead</b>	<b>Status Update</b>
To provide advice and support to the Scottish Social Services Council (SSSC) in the annual publication of the Workforce Data report and any other workforce data publications stemming from the annual report	Scottish Social Services Workforce Data (SSSWD) report	<ul style="list-style-type: none"> <li>- Agree structure and format of report based on feedback.</li> <li>- Report available from SSSC website and Research Online.</li> <li>- Identification of gaps in published information.</li> </ul>	<ul style="list-style-type: none"> <li>- changes made to report in line with gaps identified.</li> <li>- 2012 SSSWD report published by end-September 2013</li> </ul>	James Arnold	SSSWD report published on time on 25.9.13
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"> <li>- augment membership of SSSWDG.</li> <li>- engage with Scottish Government (SG) Labour Market Information (LMI) Roundtable Gp</li> <li>- SSSC and Care Inspectorate (CI) to revise Data Sharing Agreement (DSA).</li> <li>- SSSC/CI revise DSA</li> <li>- engage with Health on Health &amp; Social Care Partnership agenda</li> <li>- engage in strategic</li> </ul>	<ul style="list-style-type: none"> <li>- membership of SSSWDG adequately reflects remit of group.</li> <li>- revised SSSC/CI DSA</li> <li>- ensure LMI Gp understand role of SSSC and their publications reflect this.</li> <li>- SSSC contributes to discussions on implications of integration agenda for workforce and other data.</li> <li>- SSSC/SSSWDG</li> </ul>	Mike Docherty	<ul style="list-style-type: none"> <li>- SG LMI Gp chair contacted. He advised that meeting hasn't taken place due to staffing shortages but they hope to go ahead later in year.</li> <li>- SSSC/CI DSA revised version awaiting response from CI.</li> </ul>

		discussions on social services workforce, services and service user data. - attend SG/CELCIS meetings on Looked After Children data.	contribute to outputs from SDS WD Gp - attendance at and provision of data to.		- no further Integration meetings for Mike to attend.
To advise the SSSC in its plans for capacity building in relation to the quality of workforce data	Development of SSSC WI function	- assessment of Mental Health Officer (MHO) report by the UK Statistics Authority (UKSA) for approval as a National Statistics (NS) document. - merge Local Authority Social Work Services (LASWS) survey and MHO survey.	- MHO report approved as an NS document by the UKSA. - Merged LASWS and MHO survey takes place in December 2013.	Gail Wilson/ Mike Docherty	- Second meeting with UKSA took place in mid-October.
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	- launch SSSC data site - advice for employers and others on using data for planning purposes. - production of Workforce Skills Report	- SSSC data site launched that provides a one-stop accessible location for all SSSC workforce data materials including minutes and papers of SSSWDG meetings. - running 3 half-day seminars (and 1 webinar) on using workforce data, along with development of 2-3 short accessible video clips on using data for planning.	Mike Docherty	- Data site almost complete awaiting finalisation of interactive element. Launch expected November.