

Scottish Social Services Council

**LOCAL AUTHORITY SOCIAL WORK SERVICES
SURVEY GROUP**

Wednesday, 2nd October 2013 from 2 to 4pm

COSLA offices, Verity House, Haymarket, Edinburgh

A G E N D A

1. Apologies
2. Minutes previous meeting (13.9.12) – accuracy
3. Minutes previous meeting (13.9.12) – matters arising
4. December 2012 LASWS survey
5. 2012 Scottish Social Services Workforce Data report
6. 2013 LASWS survey
 - 6.1 Merger of LASWS and MHO surveys
 - 6.2 New system for uploading responses
7. AOB
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SCOTTISH SOCIAL SERVICES COUNCIL

DRAFT MINUTES OF LASWS STAFFING GROUP MEETING

Wednesday 2nd October 2013, 2pm

Edinburgh Training Centre

16 St Mary's Street

Edinburgh, EH1 1SU

1. List of Attendees

Mike Docherty (Chair)	Scottish Social Services Council
Gail Wilson (Minutes)	Scottish Social Services Council
James Arnold	Scottish Social Services Council
Yvonne Dobby	Fife Council
Suzanne Robertson	Fife Council
Angela Anderson	Clackmannanshire Council
Nicola Kerr	Falkirk Council
Karen Wilson	Stirling Council
Anne Anderson	Aberdeenshire Council
Alison McCann	Aberdeenshire Council
Anne Watson	East Lothian Council
Carol Slessor	Aberdeen City Council
Saima Nevin	East Renfrewshire Council
Janette McKie	East Renfrewshire Council
Julie Wilson	South Lanarkshire Council
Rob Morgan	City of Edinburgh Council
Andrew Brown	Renfrewshire Council
Ann McCann	Renfrewshire Council
Donna Neilson	East Ayrshire Council

Apologies

Alison Ramsay	Perth and Kinross Council
Jane Willan	Argyll and Bute Council
Duncan Lavelle	North Ayrshire Council
Jillian Whyte	Perth and Kinross Council
Avril Spink	Angus Council
Beverley Murray	Angus Council
Karen Docherty	North Lanarkshire Council

2. Minutes of Previous Meeting (13.9.12) - Accuracy

The previous minute was agreed to be accurate.

3. Minutes of Previous Meeting (13.9.12) – Matters Arising

Care Inspectorate returns – Issue regarding corporate logins still to be resolved. Access has been problematic and it is unclear who in each LA has access rights.

ACTION – Mike Docherty will send out an email jointly with Ingrid Gilray (CI) to the LASWS group to start a dialogue and find a solution.

4. December 2012 LASWS Survey

There was a good response to the survey, some problems from the previous year had been fixed.

Leavers tool – LAs reporting issues with the Leavers tool. Renfrewshire manually fixed the tool to get it to work properly. The Leavers tool may not be as sophisticated as something LAs may already have in place.

ACTION – Andrew Brown / Ann McCann to email James Arnold the fixed Leavers tool.

Vacancies – Some LAs did not report on the number of vacancies. Rob Morgan suggested using myjobscotland to obtain data on vacancies.

ACTION – Mike Docherty / James Arnold to consider purpose of vacancy data and what changes can be made for next years' survey.

Agency Workers – The majority of LAs don't report on agency workers. Renfrewshire had a system in place to obtain this data due to an FOI they received.

Three items within the CMDS are being reviewed: job contracts, working hour patterns and employee status. Working hour patterns likely to be kept due to interest around zero hours contracts.

Data on qualifications is not asked for this year, but this may be considered for next year's census. This information is still required in the CI returns.

5. 2012 Scottish Social Services Workforce Data Report

Mike Docherty showed where the report can be found on the SSSC website. This year's data shows a decrease of staff in the sector, this is possibly due to an increase in the number of Personal Assistants (PAs) of which no data is recorded.

The Report is an Official Statistics publication and must be robust. The SSSC will be producing experimental statistics later in the year on whole time equivalents (WTEs) and would welcome feedback on these.

The data broken down by LA, which was an appendix to last year's report, will be produced by the SSSC.

James Arnold summarised the key points of the report in a presentation.

6. 2013 LASWS survey

In October 2012 the SSSC took over responsibility for the Mental Health Officer Report. The Scottish Government's consultation with data users showed approval for merging the data collections of the two reports. The reports will continue to be published separately.

6.1 Merger of LASWS and MHO surveys

Minimal changes have been made to the template. A single column has been added to the staff, vacancies and leavers Excel worksheets to identify MHOs. An MHO tab (worksheet) has also been added where some data is pre-populated and some data will have to be manually inputted.

Liaison between the LASWS contact and the MHO contact in each LA will be required.

Some LAs had problems opening the template as it was sent out in a new version of Excel to keep the file size down. The template will be made available shortly on our website in both versions so that it can be downloaded directly.

6.2 New system for uploading responses

Mike Docherty showed the group through the new SSSC Workforce Data website. The minutes of the LASWS group meetings and all data publications can be found here. The interactive visualisation section of the site was explained.

The website is likely to be launched in October, and feedback from users will be asked for 6 months after the launch date.

An issue around the NHS workforce being included in the public section of the visualisations was discussed. This should be clearly defined on the website.

ACTION – Mike Docherty / James Arnold to look into the size of the NHS workforce in this data.

James Arnold showed the group how to use the new system on the website for uploading returns. Every LA will be provided with a username and password, the password can be changed in the "my profile" section of the secure area.

This secure upload system will just be used for Official and National Statistics publications. The SSSC receive automatic emails when something is uploaded.

ACTION - The SSSC will send out guidance on how to use the merged template and the secure upload system.

7. AOB

- (i) Golden Records
Programme starting to be rolled out across some LAs where all information is held under one file. Would improve traceability of social workers as they move between authorities or drop out of the profession. This would also help where people are doing more than one job in the sector.
- (ii) Integration agenda
Following the transfer of staff in Highland it looks likely that the integration agenda is going to be taken forward. Mike Docherty and Jane McKenzie from the Office of the Chief Statistician attended meetings with ISD earlier in the year to look at how health workforce data and social services workforce data can be used together.
Health and Social Care Partnerships are progressing, some may be stand-alone bodies. If these Partnerships differ in terms of the services they include this is likely to be a challenge to future data collection. Partnerships start in the next financial year, but with one shadow year, so start as fully operational in 2015.
The SSSC needs to know about all social workers, some child care social workers may come under Education. Social Workers are usually easily identifiable, it could be harder to identify Central and Support staff.

8. DONM

June 2014, to discuss the survey and changes made to data items.