

Scottish Social Services Council

Data Providers Group

10th May 2016

Glasgow

A G E N D A

1. Apologies
2. Minute previous meeting – accuracy – 1.10.15
3. Minutes previous meeting – matters arising – 1.10.15
4. Review of LASWS collection
5. Review of MHO collection
6. Presentation
7. Quality assurance of administrative data
8. Data collection contacts – December 2016
9. Community alarms, telecare and meals on wheels staffing
10. SSSC workforce data website - developments
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SCOTTISH SOCIAL SERVICES COUNCIL

MINUTES OF INTERIM DATA PROVIDERS GROUP MEETING

Tuesday 10 May 2016, 1.30 – 3.30pm

The Glasgow City Hotel, Cambridge Street, Glasgow

1. Attendance and apologies	Attendees	
	Mike Docherty (Chair)	SSSC
	Gladys Stewart (Minutes)	SSSC
	James Arnold	SSSC
	Phil McNicol	SSSC
	Chris Kynoch	SSSC
	Carol Slessor	Aberdeen City
	Alison McCann	Aberdeenshire
	Brenda Tulloch	Aberdeenshire
	Angela Anderson	Clackmannanshire
	Donna Nelson	East Ayrshire
	Lindsay Rankin	East Ayrshire
	Elaine Anderson	East Lothian
	John Gibson	East Lothian
	Liz Taylor	East Lothian
	Janette McKie	East Renfrewshire HSCP
	Claire Haston	Falkirk
	Yvonne Dobbie	Fife
	Leeann McAvoy	Glasgow City
	Angela Robertson	Inverclyde HSCP
	Sadie McLachlan	Inverclyde HSCP
	Duncan Lavelle	North Ayrshire
	Louise McNally	North Lanarkshire
	Karen Docherty	North Lanarkshire
	Shona Shirkie	North Lanarkshire
	Ann McCann	Renfrewshire
	Val Timoney	Renfrewshire
	William Morton (for Janet McLuckie)	South Lanarkshire
	Apologies	
	Philip Grant	Aberdeenshire
B M Murray	Angus	
A Spink	Angus	
L Brodie	Argyll & Bute	
C Jarvie	Clackmannanshire	
Andrea Lockhart	Dumfries & Galloway	
Sean Barrett	Dumfries & Galloway	
Diane Telfer	Dundee	
Amanda Lowe	East Ayrshire	
Susan McGuire	East Dunbartonshire	
Lesley Jones	East Renfrewshire	

	<p> Lisa Gregson Dolina Mackay Nicola Lyall Tracey Gillespie Pauline Toner Kevin Colclough Maureen Hamill Janice McNab Matthew Dunn Rebecca Fairnie Jane Mackie A Callow Karen Docherty Caroline Sinclair A M Ramsay S Liston Robert Leslie William Liddell Douglas Shearer Euan Forrester Lynn Smith K Wilson Chris Ford Serena Barnatt Isobel Meek Jennifer Bradley Susan Kinnear </p>	<p> East Renfrewshire Eilean Siar Falkirk Falkirk Glasgow Highland Inverclyde Inverclyde Midlothian Midlothian Moray North Ayrshire North Lanarkshire Orkney Perth & Kinross Perth & Kinross Renfrewshire Scottish Borders Shetland Shetland South Ayrshire Stirling West Dunbartonshire West Dunbartonshire West Lothian West Lothian SSSC </p>	
<p>2. Previous minutes 01.10.15 – accuracy</p>	<p>No points of accuracy were raised.</p>		
<p>3. Previous minutes 01.10.15 – matters arising</p>	<p>No matters arising.</p>		
<p>4. Review of LASWS Collection</p>	<p>MD explained reason for this interim meeting was to highlight any issues around how we do the next census so these could be dealt with in advance of the annual meeting in October.</p> <p>JA advised that submissions for the 2015 returns have now been received and we will be in touch shortly with any queries. JA reminded the group to use correct template for returns as there had been an issue with some Councils not using the correct template.</p> <p>MD asked if there had been any issues with the new template and timescales. There were no issues. MD highlighted that some of the returns had not come in until</p>		

	<p>later in April and was hoping that we could shorten the timescale for future returns. It was felt by the group that this would be achievable.</p> <p>MD asked if they are still the correct people to contact in respect of the annual returns now with the new integrated services. Falkirk and North Lanarkshire are reshaping their structures so they were not sure. They will let us know.</p> <p>MD also asked if the Chief Social Work Officers should be included in correspondence. It was suggested that the Joint Integration Officer from the HSCP should also be included in correspondence. It was noted that in some LAs this can be the same person but it can vary from authority to authority. We will contact each one individually to see who should be copied into correspondence.</p>	MD/GS
<p>5. Review of MHO Collection</p>	<p>PM asked if there were any MHO contacts at the meeting. There were none but Yvonne Dobbie from Fife Council is the key contact. All others said they knew who the MHO contact was. PM highlighted the importance of them liaising and collaborating with the MHO contact.</p> <p>PM asked that they let the MHO contact know when the return is sent out in mid-November as there were some instances that the MHO contact was not aware the return had been sent out.</p> <p>PM urged them to flag the MHOs in the staff tab as this was where we get overall total in the summary and age, gender and ethnicity.</p> <p>PM advised them not to overwrite formula as this can affect the overall totals.</p> <p>MD spoke to the group about an article that had appeared in the Herald regarding the shortfall in MHOs in Scotland. MD is meeting with MHO managers in August to see what information we need to gather in respect of MHO WTE. There may be some data that we do not need to include in the return. MD will update the group in October about any changes.</p>	
<p>6. Presentation</p>	<p>JA gave a presentation on the Local Authority post types that has been published on our website and how this can be used. The publication shows the changes in head count for each LA between 2008-2014 which had been taken from the Local Authority Social Work returns.</p> <p>There have been some big increases and decreases across</p>	

	<p>certain areas therefore we may include some questions in the return to explain the reason for differences.</p> <p>MD asked if the differences in the figures may be due to the fragmentation of integrated services and how the data is now being gathered. The group advised that decreases could be due to the centralisation of staff. Increases may be due to job sharing. Population changes can also affect fluctuations in head count figures.</p> <p>MD will send copy of report out to the group with some questions that the LAs can ask themselves when looking at the data.</p>	MD
7. Quality Assurance of Administrative Data	<p>MD to write out to the group in the next few weeks regarding the quality assurance of administrative data that the UK Statistics Authority now require.</p> <p>We will need to know if the data provided is covered by internal and external audit.</p> <p>MD asked if they would be the right people to provide this information. This may be a problem for some people. We will write to all DPG contacts who can then pass this to the appropriate people.</p>	MD
8. Data Collection Contacts – December 2016	<p>As previously noted in item 7 we will be sending out 2 separate letters to the group. One regarding the quality assurance of data and another to ask if they are still the correct person to contact in respect of the 2016 return.</p>	MD
9. Community Alarms, Telecare and Meals on Wheels Staffing	<p>MD had a recent meeting with Scottish Government regarding the integration of health and social work. Following this MD wanted to check if the SSSC capture workforce data on those who provide telecare and certain other home care services. MD will email to see how/if LAs capture this data.</p>	MD
10. SSSC Workforce Data Website - Developments	<p>MD advised the group that the changes to our website were completed in March 2016. There is now an increase to the number of options available on the interactive site and it is now possible to get a breakdown of both health board and local authority staff.</p> <p>Budget providing we hope to add in SSSC registration data from our registration database to the workforce website It is hoped we can include information on qualifications, individual LA areas and types of registration category. CK will look at how this data can be added onto the website. MD will update the group at the next meeting of any changes.</p>	

	<p>DN asked if some of the information they already provide in the returns could come directly from the Registration database. MD advised that it couldn't because not all workers are registered with the SSSC and some may be registered with another regulatory body.</p> <p>LMcA from Glasgow City Council raised an issue about exporting details of people registered with a condition through MySSSC. MD asked her to email CK with details of issue. CK will look into this.</p> <p>MD asked if there were any other problems to email us.</p>	<p>CK</p>
<p>11. AOB</p>	<p>MD spoke about setting up video conferencing for future meetings. We are looking to use Webex software for this and will test this out. We will write out to the group about this over the summer.</p> <p>MD asked if anyone had experience of using Webex. Others had used this but found some problems including IT issues with permissions and that there were some problems using this for larger meeting.</p> <p>MD asked if anyone with suggestions regarding other video conferencing software that works well could contact him to let him know about it.</p> <p>MD advised the group that there had been meetings with some working groups regarding the Integration Agenda. He and Tracey Steedman from ISD had sent out an email to all the Lead Officers of HSCPs with details on where to find information on our respective websites. The Lead Officers have been asked for their views on the websites and data available. We are just waiting for feedback on this. At the moment it would be difficult to provide workforce data on the partnerships if this was asked for by Government Ministers.</p> <p>MD asked if there were issues providing details of staff working in the partnerships in the 2015 return. There were some problems and it was noted that this would prove difficult in future years.</p> <p>MD asked if the group would be able to provide details on the number of staff who are currently working in the HSCP. The feedback was that structures of the HSCP are still being set up. It was noted that services included in the</p>	

	<p>HSCP can differ across each different LA. MD said we would need to ask each LA which services were to be part of their HSCP.</p> <p>CS said that there were going to be changes to job titles which will cause problems for her to categorise staff in the returns. MD asked CS to email him with a list of the new job titles and what their job functions will be so that he can discuss in-house where they might sit.</p> <p>JA made the group aware of the experimental statistics reports on WTE and staff retention that on our website. There are feedback questions and JA encouraged them to provide feedback. MD will email a link to these reports.</p>	<p>CS</p> <p>MD</p>
11. DONM	Late September/ Early October 2016. To be confirmed.	