



Scottish Social Services Council

An Official Statistics Publication for Scotland

Scottish Social Services Sector: Report on 2013 Workforce Data

Published: 30 September 2014

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EXECUTIVE SUMMARY

This is the sixth workforce data report published by the Scottish Social Services Council (SSSC) and the third which is a set of Official Statistics. The report combines administrative data from the Care Inspectorate with data collected by the SSSC directly from Local Authorities to form a comprehensive picture of the paid workforce employed in the social services sector in Scotland at the end of 2013.

This report provides a detailed overview of the data at a national level and, where possible, also provides data sub-divided by sub-sector or local authority area. The format of the report follows that used in the SSSC's previous Workforce Data reports for 2008-2012.

As well as this report, more detailed tables will be made available from the SSSC in late 2014, which will provide a breakdown of the number of people working in all sub-sectors and employer types within individual local authority areas, as well as an interactive visualisation tool.

Key points

- The size of the workforce appears to have fallen slightly to 189,670 people. This is approximately 7.4% of Scottish employment.
- The largest employer type differs between local authorities, with services in the Orkneys, Shetlands and Western Isles (i.e. the three "island authorities") being provided mainly by the public sector. However, the majority of areas have the private sector as the largest employer.
- The three largest sub-sectors are housing support/care at home, care homes for adults and day care of children; together, these account for almost 76% of the workforce
- The median age of the workforce is highest in the public sector (47) and lowest in the private sector (41). Early years workers in the private sector have the lowest median age
- The percentage of men working in the sector has fallen slightly to 15%, though it is more than double this in criminal justice and residential children's services
- The workforce is predominantly employed on permanent contracts (79%). The median figure for the typical weekly hours worked by staff is close to full-time at 32.5.

1 INTRODUCTION

This report is published by the SSSC as part of our duties under the Regulation of Care (Scotland) Act 2001. The data provides a comprehensive picture of the sector's workforce at the end of 2013.

This report is compiled from two main data sources. The first source of data is the annual returns collected by the Care Inspectorate. The second source is the annual census of local authority social work staff, previously undertaken by the Scottish Government but now undertaken by the SSSC. As part of the transition to the SSSC changes were made to the scope and timing of the census to eliminate overlap with the Care Inspectorate annual returns and to ensure both data sets are collected at the same time. Both data collections are underpinned by the core minimum data set (CMDS) which the SSSC is in the process of revising for future data collections.

We produce the Workforce Data report supported by the Scottish Social Services Workforce Data Group (SSSWDG) which provides advice on the reporting and publication of the sector's workforce data. The SSSWDG includes representatives from Scottish Government, the Care Inspectorate, the Convention of Scottish Local Authorities (COSLA), Social Work Scotland (formerly ADSW) and care providers from the private and voluntary sectors.

This document is an Official Statistics publication.

A number of technical terms appear in this report, please see the technical glossary in Appendix A for more information.

1.1 Context

The calendar year 2013 was a year of challenge and change for the social services sector in Scotland. Amongst these challenges were:

- the difficult wider economic and financial context impacting on budgets for local authorities and social care
- a move towards integration of social care and health, with all local Health and Social Care Partnerships (HSCPs) due to be operational by 1 April 2015
- the move by some local authorities to use Arm's Length Employing Organisations (ALEOs) to deliver services.

2 NATIONAL PICTURE

2.1 Overview

This section of the report provides a high level view of the social services sector, looking at the numbers employed by sub-sector, the type of employer and the number of registered care services.

Table 1 presents an overview of the sector's workforce by sub-sector for the current year and the previous three years. There was a change in the timing of the annual census of local authority social work services staff in 2011 to bring it into line with the timing of the Care Inspectorate's annual returns. This means that data from 2011 cannot be strictly compared with earlier data. (Details of how the figures have been calculated can be found in Appendix A.)

Table 1: Headcount¹ of the Scottish social services workforce 2010-2013

Sub-sector	2010	2011²	2012³	2013
Adoption services	420	440	430	400
Adult day care	8820	8730	8420	8240
Adult placement services	130	160	170	180
Care homes for adults	54540	54150	54220	52430
Central and strategic staff	3540	3350	3370	3280
Child care agencies	560	520	400	390
Childminding	5550	5760	5810	5720
Day care of children	31540	30800	30630	30250
Fieldwork service (adults)	4820	4860	5280	5200
Fieldwork service (children)	5650	5320	5550	5780
Fieldwork service (generic)	3630	3100	2840	2930
Fieldwork service (offenders)	1960	2000	2070	2100
Fostering services	900	920	980	950
Housing support/care at home	64560	64290	62230	62170
Nurse agencies	2110	1980	1440	1400
Offender accommodation services	130	140	140	120
Residential child care	7420	7120	7170	6810
School care accommodation	1210	1260	1200	1330
Total	197500	194890	192360	189670

Table 1 shows that between 2012 and 2013 the number of staff in the sector fell by approximately 1.4%, or 2690, to 189670. This continues a recent trend in falling headcount over the last few years. The official estimate for total Scottish employment for the 4th quarter of 2013 is 2,559,000 (Scottish Government, 2014). Therefore the social services sector makes up 7.4% of employment in Scotland, or roughly 1 in 13.

The majority of this fall in headcount appears in the care homes for adults sub-sector, with a significant fall also reported in residential child care. It is not clear why the care homes for adults sub-sector appears to have reduced its staffing, but it is worth noting a long-term trend in declining numbers of residents in care homes (ISD Scotland, 2013). Approximately

¹ Headcount of filled posts, a small amount of double counting may be present. Figures rounded to the nearest 10 and therefore may not sum to the totals.

² Due to the change in collection date of local authority social work services data, figures from 2011 are not comparable with earlier figures for central and strategic staff, fieldwork services, and the total.

³ Revised from the previous publication.

three-quarters (13 of 18) of the sub-sectors reported falls, however some sub-sectors did record rises with fieldwork services for children reporting the largest rise in staffing levels. Adult day care services have continued their declining trend recorded since 2008 and the staffing estimate is now over 15% smaller.

The largest sub-sectors continue to be housing support/care at home, care homes for adults and day care of children who together account for over 76% of the workforce. Community care services (housing support/care at home, care homes for adults, adult day care) account for 65% of the workforce and non-residential children's services account for 19% of the workforce.

2.2 Services

The number of active registered services at the time of data collection can be seen in Table 2. Between 2010 and 2011 the total number of services grew whilst the workforce was shrinking, however, between 2011 and 2013 the number of services and the size of the relevant workforce have both fallen. The number of services in adult day care, care homes for adults, and day care of children has consistently fallen since 2010, while the number of childminders has reversed its increasing trend and the number of housing support/care at home services has reversed its falling trend in 2013. Residential child care services have had a consistent growing trend, despite a generally falling trend in headcount since 2010.

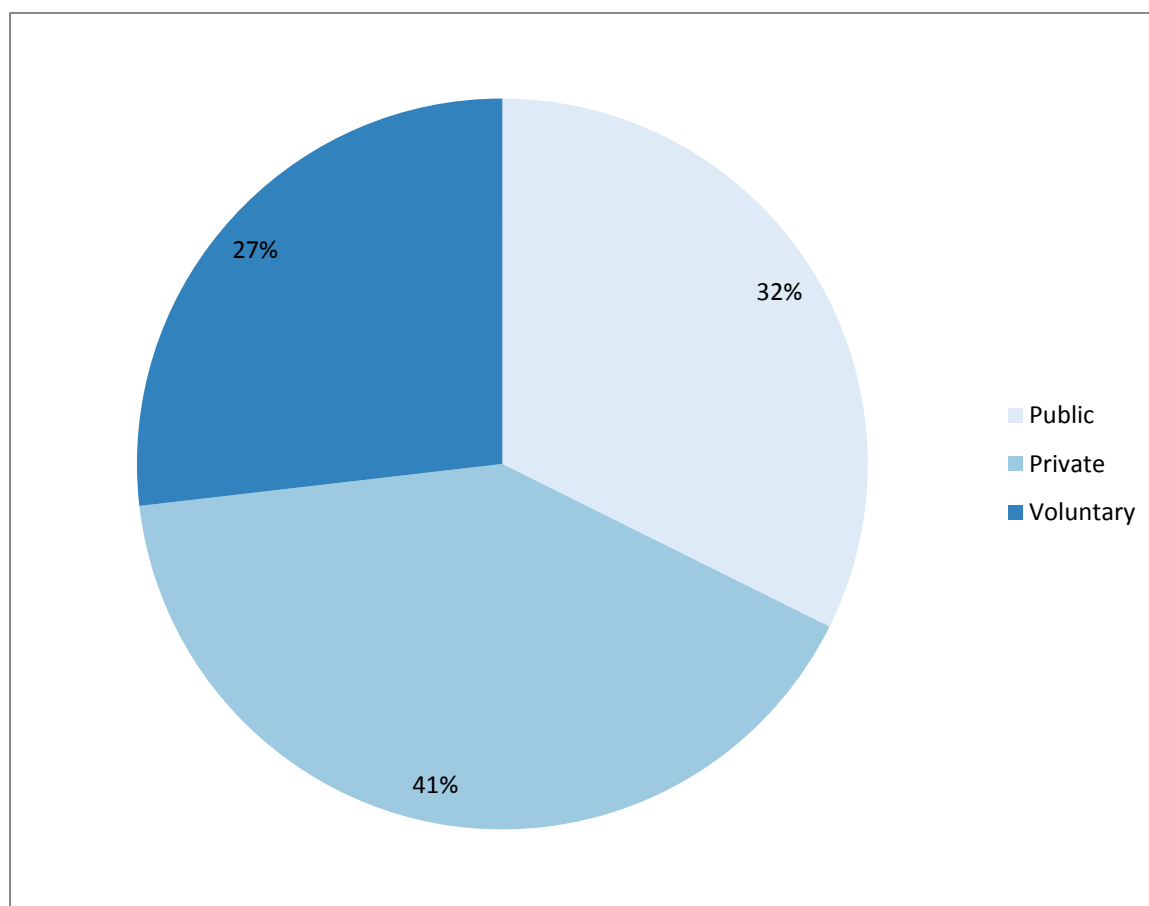
Table 2: Number of active services registered with the Care Inspectorate at 31 December 2010-2013

Sub-sector	2010	2011	2012	2013
Adoption services	39	39	39	39
Adult day care	577	559	536	522
Adult placement services	32	36	37	40
Care homes for adults	1343	1314	1278	1250
Child care agencies	35	37	35	31
Childminding⁴	5550	5760	5810	5718
Day care of children	3957	3870	3800	3764
Fostering services	62	62	62	62
Housing support/care at home	1884	1880	1851	1875
Nurse agencies	49	51	44	39
Offender accommodation services	10	9	9	8
Residential child care	267	269	285	289
School care accommodation	27	27	27	28
Total	13829	13914	13810	13665

The mix of employer types in the sector can be seen in Figure 1. The private sector makes up just over two-fifths of the workforce, the public sector makes up just under one-third and the voluntary sector over a quarter. This pattern is similar to last year and the private sector has continued its trend of increasing its share of the workforce.

⁴ Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report, 'Care Inspectorate Childcare Statistics 2013' (due for publication October, 2014). The counts may vary slightly due to differences in the way the Care Inspectorate and SSSC classify an active service. See the Appendix A for more information.

Figure 1: Scottish social services workforce - estimated split by employer type 2013



2.3 Exclusions

There are a number of groups who provide care that these statistics do not capture. These include: childminding assistants, volunteers, and personal assistants (PA). We can provide estimates on the total number for the first two groups from the Care Inspectorate’s data. These estimates can be seen in Table 3, with the volunteers disaggregated by employer type. Note that some of these people in these roles may also have jobs which are covered by this report. There are no reliable estimates for the number of PAs employed in the sector.

Table 3: Estimates for excluded groups 2013

Group	Estimate
Childminding assistants	560
Volunteers (public)⁵	1430
Volunteers (private)	650
Volunteers (voluntary)	3910

⁵ Registered services only

A final group not included by these statistics are centrally based office staff in private and voluntary organisations. This is because they are not based in a registered service and therefore not included in the scope of the Care Inspectorate's data collection. However, such staff in the public sector are captured by the SSSC's local authority data collection if they work within social work services.

2.4 Key messages

- The estimate for the number of people working in the sector in 2013 is 189,670.
- This represents a fall of 1.4% on the 2012 figure.
- The care homes for adults sub-sector saw the largest absolute fall in headcount.
- Children's fieldwork services saw the largest absolute rise in staffing of all the sub-sectors.
- At 41% the private sector has the largest share of the sector's workforce.

3 SUB-NATIONAL ANALYSIS

3.1 Overview

This chapter provides a picture of the workforce below the national level, at the level of individual local authority areas. Table 4 shows the numbers of people working in each local authority area by employer type. The areas with the largest workforces are Glasgow City and City of Edinburgh (with over 23% of the sector combined). Fife and North Lanarkshire are the only other areas with workforces of more than 10,000.

In just over half (17) of the 32 Scottish local authority areas the size of the workforce increased between December 2012 and December 2013. In the remaining 15 areas the size of the workforce fell. The size of the changes varies from a handful to several hundreds. The public sector workforce fell significantly (by over one-third) in the Aberdeen City local authority area while the private sector workforce grew significantly. This is thought to reflect the establishment of Bon Accord Care as an ALEO which would reclassify previously public sector staff as private.

Due to a data cleansing exercise undertaken by the Care Inspectorate, a number of registered services have been reclassified from earlier data. The largest reclassification was from voluntary to private. In total, approximately 200 staff were employed in these services. As a result care must be taken in interpreting any changes between this year's data and that from previous years.

Table 4: Headcount by local authority and employer type

Local Authority area	Public	Private	Voluntary	Total
Aberdeen City	1390	3880	2690	7960
Aberdeenshire	2640	4060	1320	8010
Angus	1610	1520	780	3910
Argyll & Bute	1150	1040	800	3000
Clackmannanshire	570	1110	300	1980
Dumfries & Galloway	1320	2500	1760	5590
Dundee City	2090	1890	1820	5800
East Ayrshire	1740	2120	1010	4870
East Dunbartonshire	590	1600	740	2940
East Lothian	920	1330	680	2940
East Renfrewshire	980	980	640	2600
Edinburgh, City of	5200	6960	6010	18160
Eilean Siar	1080	100	250	1430
Falkirk	2110	2130	880	5120
Fife	3680	5080	2610	11370
Glasgow City	5900	9900	10580	26380
Highland	2910	3570	1810	8290
Inverclyde	1470	1440	1080	3990
Midlothian	820	1400	650	2880
Moray	1230	1420	740	3390
North Ayrshire	1620	2310	1050	4980
North Lanarkshire	4140	3470	2480	10080
Orkney Islands	1040	100	100	1240
Perth & Kinross	1490	2960	1380	5830
Renfrewshire	1920	2340	2400	6650
Scottish Borders	1470	1130	1240	3830
Shetland Islands	1270	50	120	1440
South Ayrshire	1070	2420	1130	4620
South Lanarkshire	3810	4490	1480	9780
Stirling	840	1200	910	2950
West Dunbartonshire	1680	710	420	2810
West Lothian	1590	1980	1040	4600
Outwith Scotland⁶	0	260	0	260
Total	61350	77430	50900	189670

3.2 Employer types

The proportion of staff within each local authority area from the different employer types can be seen in Figure 2. The three island local authority areas, Shetland, Orkney and Eilean Siar, continue to have the highest proportion of staff working within the public sector. In all of these

⁶ A small number of staff in the private and voluntary sectors have given office addresses outwith Scotland.

authorities over 70% of the workforce is employed by the public sector, while West Dunbartonshire is the only other area where more than 50% of the workforce is in the public sector.

Figure 2: Proportion of employment within each local authority area by employer type

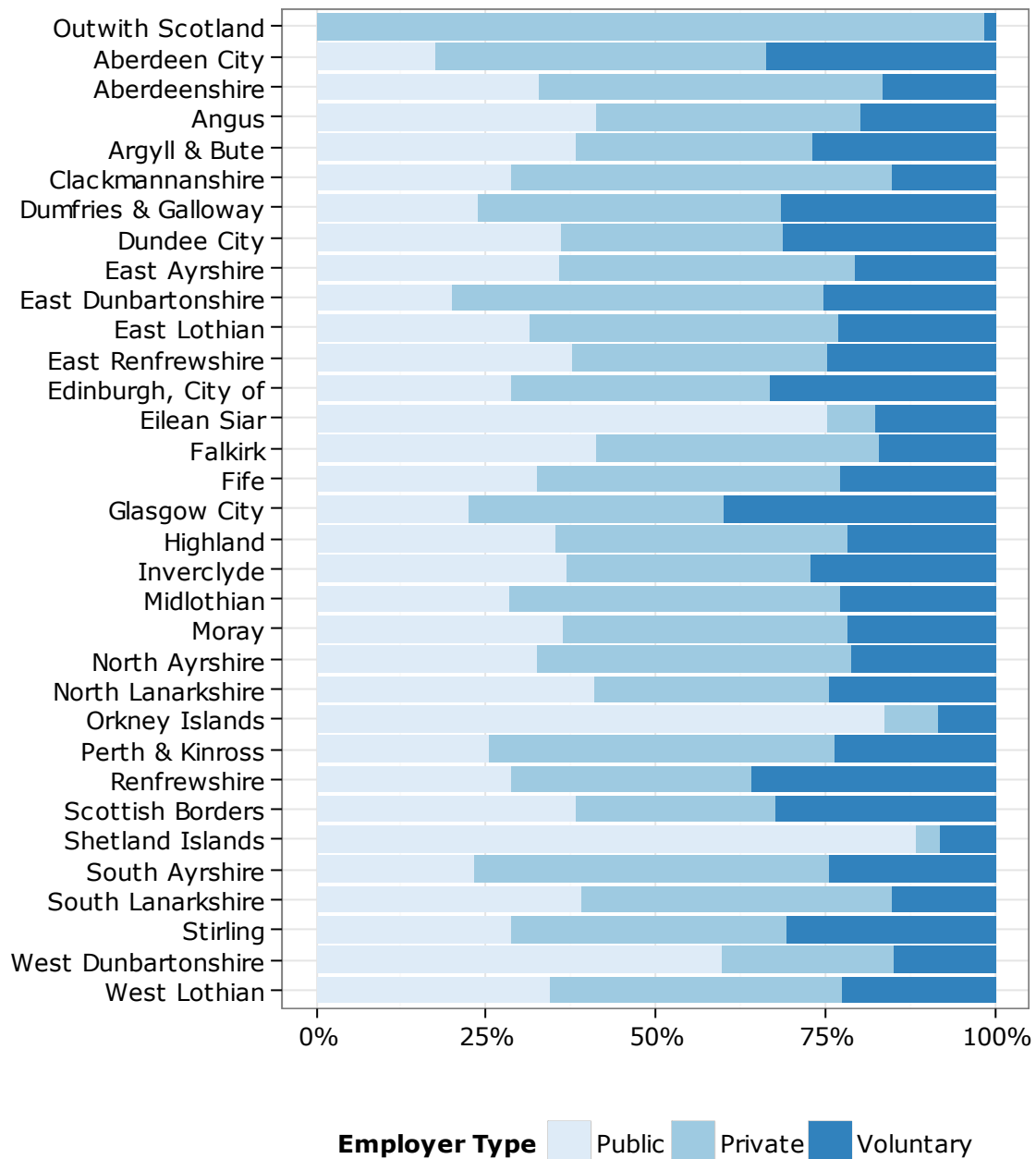
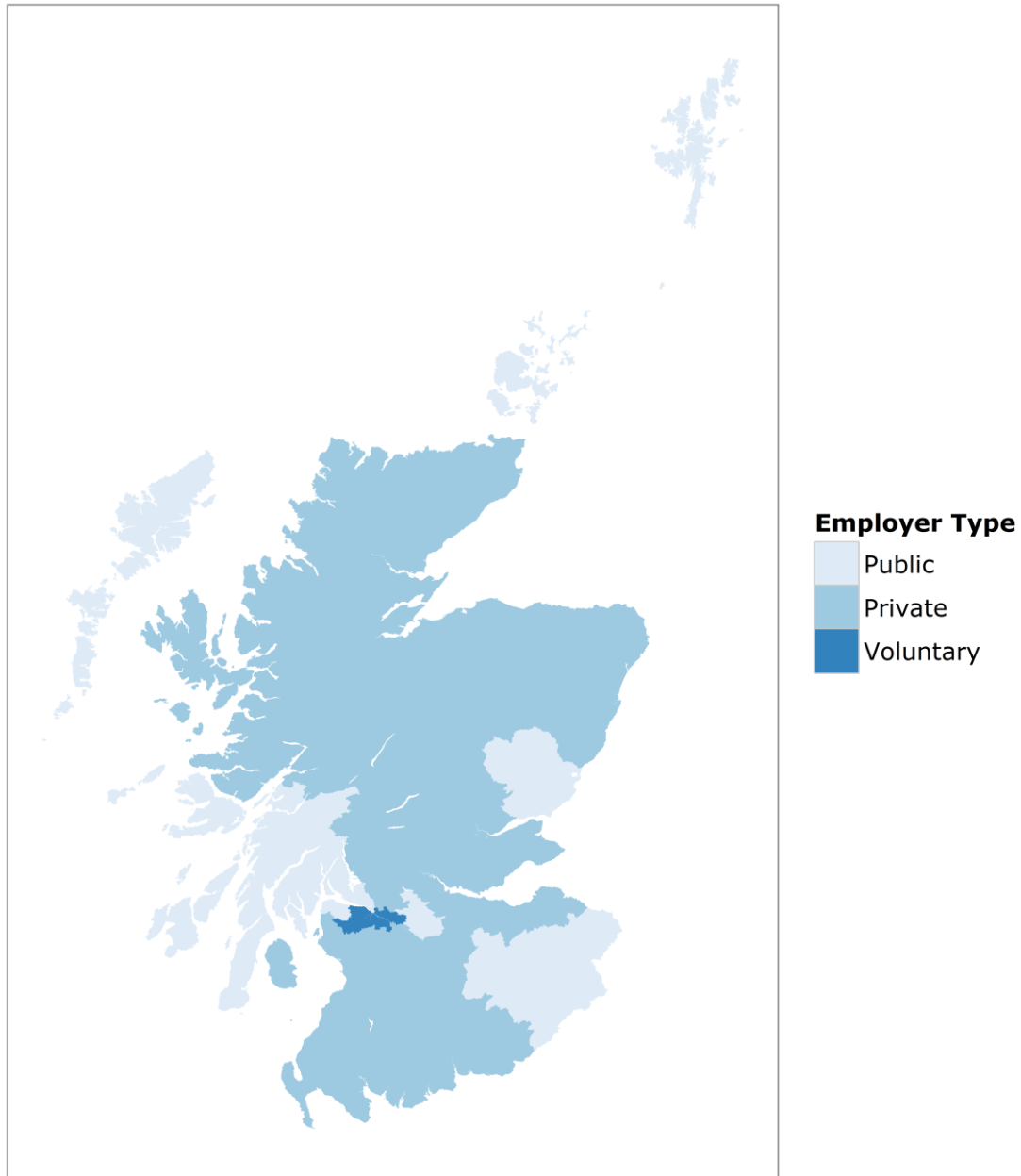


Figure 3 gives an at a glance view of the largest employer type by local authority area. In total, the public sector is the largest employer in 10 local authority areas, 20 have the private sector as the largest employer and two have a majority of staff from the voluntary sector. This is a slight change from last year, with Renfrewshire joining Glasgow as having the

voluntary sector as the largest employer and Inverclyde now having the public sector as the largest employer. Both had previously had the private sector as the largest employer.

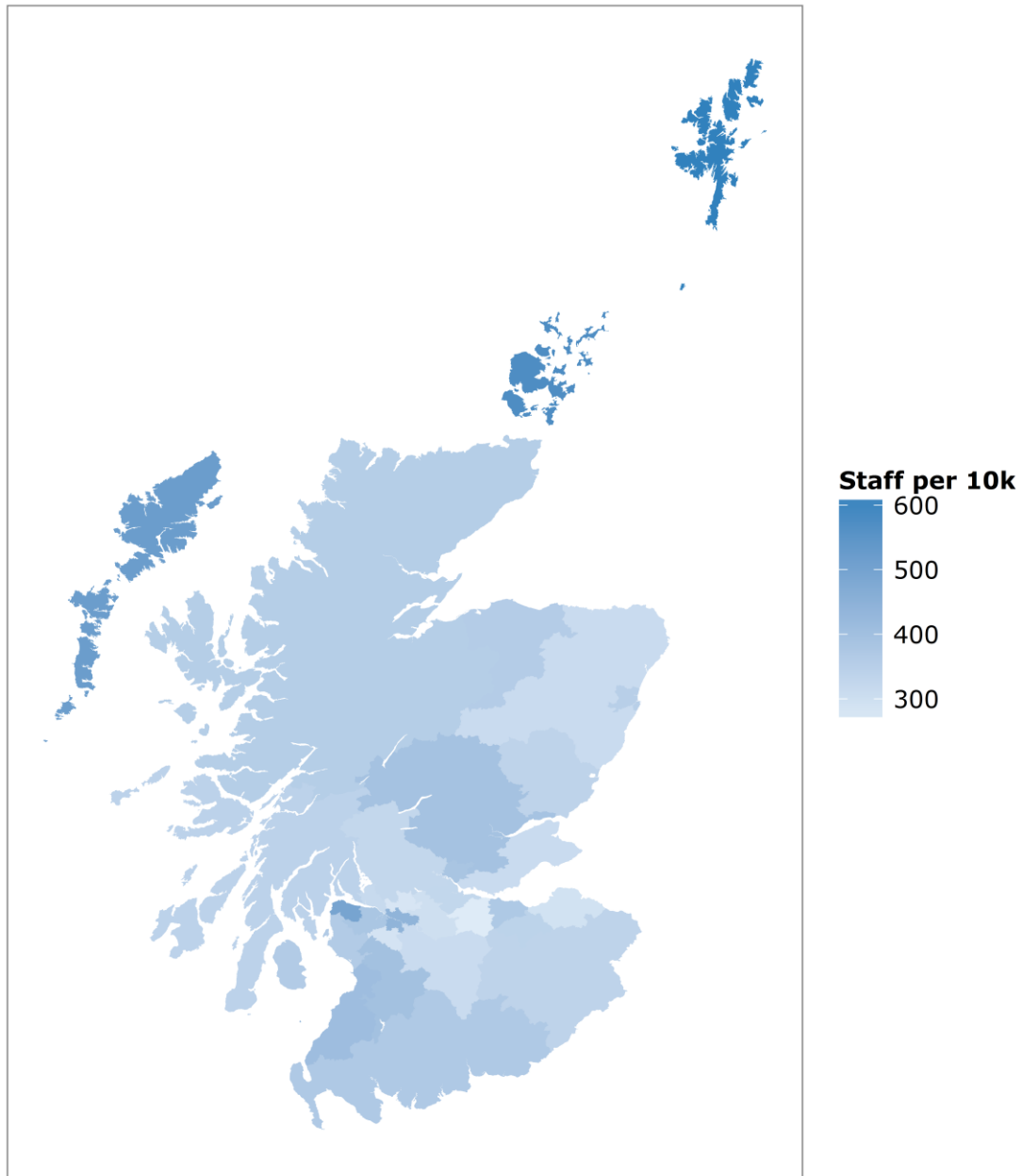
Figure 3: Map of Scotland with local authority areas coloured by largest employer type



We can use the 2013 mid-year population estimates (General Register Office for Scotland, 2014) to calculate the number of people in the workforce per 10,000 of the population (staff density). Figure 4 shows that the island authorities (Eilean Siar, Orkney and Shetland) along with

Inverclyde have the largest staff density. The ratio of the smallest to the largest density is just under 2.4 to 1.

Figure 4: Map of Scotland with local authority areas coloured by staff density



3.3 Key messages

- As noted in previous reports, there are significant differences between different local authority areas and the proportions of staff employed by public, private and voluntary providers of care within them.

- Public sector providers of social services⁷ are the largest employers in 10 of the local authority areas. In four of those local authority areas, the public sector employs more than 50% of the sector's workforce. The parts of Scotland with the largest public sector presence are the three island local authorities (Orkney, Shetland and the Eilean Siar).
- The private sector is the largest employer in just under two-thirds of local authority areas.
- The voluntary sector is the largest employer in two local authority areas (Glasgow City and Renfrewshire).

⁷ Local authorities are the main public providers of social services, however, the NHS also delivers a small number of such services.

4 SUB-SECTORAL ANALYSIS

4.1 Overview

This section will provide an examination and comparison of the different sub-sectors within the Scottish social services workforce. Table 5 gives a breakdown of the sector by sub-sector and employer type (i.e. public, private and voluntary sectors).

Table 5: Headcount by sub-sector and employer type

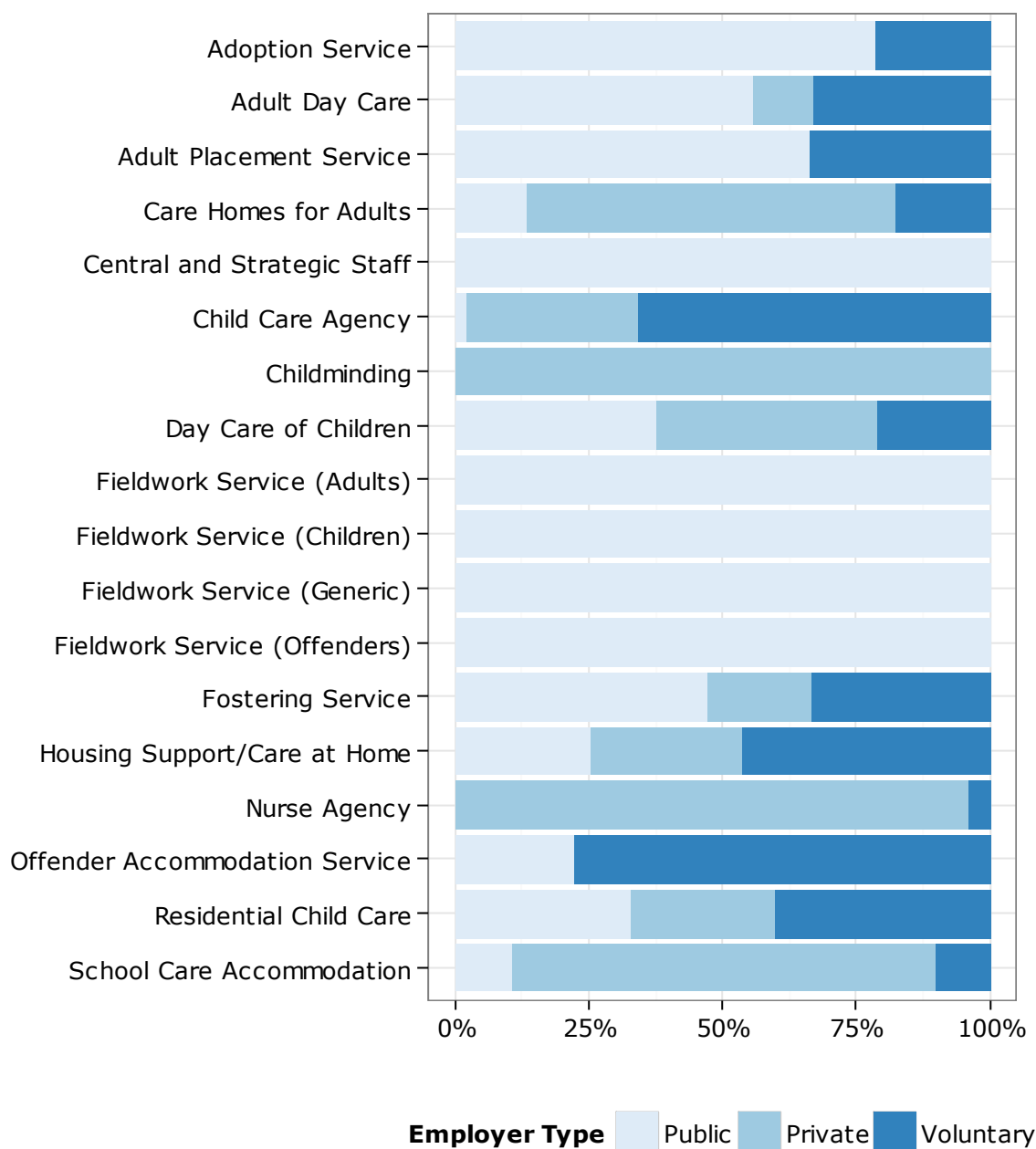
Sub-sector	Public	Private	Voluntary	Total
Adoption services	320	0	90	400
Adult day care	4600	930	2710	8240
Adult placement services	120	0	60	180
Care homes for adults	6960	36220	9260	52430
Central and strategic staff	3280	0	0	3280
Child care agencies	10	120	260	390
Childminding	0	5720	0	5720
Day care of children	11420	12420	6400	30250
Fieldwork service (adults)	5200	0	0	5200
Fieldwork service (children)	5780	0	0	5780
Fieldwork service (generic)	2930	0	0	2930
Fieldwork service (offenders)	2100	0	0	2100
Fostering services	450	180	310	950
Housing support/care at home	15790	17590	28790	62170
Nurse agencies	0	1340	60	1400
Offender accommodation services	30	0	90	120
Residential child care	2230	1840	2740	6810
School care accommodation	140	1060	140	1330
Total	61350	77430	50900	189670

Almost half of the private sector's staff work in care homes for adults, while over half of the voluntary sector's staff work in the housing support/care at home sub-sector. Voluntary sector staff form the largest part of that sub-sector and voluntary sector staff also form the largest part of the residential child care sub-sector. Almost 70% of the staff in care homes for adults are from the private sector. The public sector provides a wide spread of services and is the largest employer in adult day care.

Services that are primarily aimed at children (adoption service, child care agency, childminding, day care of children, fieldwork service (children), fostering service, residential child care and school care accommodation) account for just over 27% of the workforce. The private sector is the largest employer type for both services for children and for adults, reflecting its overall share at approximately 41% for both. The public and voluntary sectors differ however, with the public sector having a 39% share for services for children and 30% for services for adults; and the voluntary sector with 19% and 30% respectively.

A visual representation of the mix of employer types amongst the different sub-sectors can be seen in Figure 5. It is apparent that most sub-sectors are dominated by a single employer type, while residential child care, housing support/care at home, day care of children and fostering services have a more even mix. These three sub-sectors account for over half of the workforce.

Figure 5: Percentage of the workforce by sub-sector and employer type



4.2 Staffing levels

Table 6 shows the median staffing levels in registered services. We can see, for example, that half of all private sector care homes for adults have 46 or fewer staff, which contrasts with voluntary sector services in this sub-sector where the median is 17. This may be because the voluntary sector operates largely in care homes for adults with learning disabilities, which are typically smaller than care homes for older people run mostly

by the private sector. Other sub-sectors tend to have smaller differences between employer types. The large median staffing complement for voluntary sector school care accommodation services is due to there being a small number of services and a large service being recorded this year.

Table 6: Median staffing complement of registered services by employer type and sub-sector

Sub-sector	Public	Private	Voluntary
Adoption services	8.5	0	13
Adult day care	12	8	11
Adult placement services	3	0	3
Care homes for adults	37	46	17
Child care agencies	8	6	17
Childminding⁸	0	1	0
Day care of children	5	10	5
Fostering services	12	17	9
Housing support/care at home	25	26	21
Nurse agencies	0	17	15
Offender accommodation services	13	0	7
Residential child care	17	13	20
School care accommodation	15	22	67.5

4.3 Key messages

- 15 of the 18 sub-sectors have fewer than 10,000 people working in them.
- 14 of the 18 sub-sectors have a dominant (>50%) employer type (i.e. one type of employer has more than 50% of the staff).
- Services for children employ 27% of the sector.
- Median staffing levels can differ between employer types within a sub-sector, which may be due to differences between the types of people they deliver services to.

⁸ Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report, 'Care Inspectorate Childcare Statistics 2013' (due for publication October, 2014). The counts may vary slightly due to differences in the way the Care Inspectorate and SSSC classify an active service. See the Appendix A for more information.

5 PROFILE OF THE WORKFORCE

5.1 Overview

This section focuses on the profile of the workforce in terms of age, gender, ethnicity and disability to investigate variation in these characteristics across sub-sectors and employer types. The data presented comes from individual records and there was a 91% return rate, although this does differ between sub-sectors and data items. More details of these differences can be found in Appendix A.

5.2 Age: median

Table 7 shows the median (see Glossary on page 51 for definition) age of the workforce in the different sub-sectors and by type of employer.

Table 7: Median age of the workforce by sub-sector and employer type

Sub-sector	Public	Private	Voluntary	All
Adoption services	50	0	50	50
Adult day care	49	47	44	48
Adult placement services	51	0	49.5	50
Care homes for adults	48	42	46	44
Central and strategic staff	46	0	0	46
Child care agencies	33	28	33.5	31.5
Childminding	0	44	0	44
Day care of children	45	28	37	37
Fieldwork service (adults)	47	0	0	47
Fieldwork service (children)	45	0	0	45
Fieldwork service (generic)	47	0	0	47
Fieldwork service (offenders)	47	0	0	47
Fostering services	50	43	48	48
Housing support/care at home	49	43	44	46
Nurse agencies	0	43	46	44
Offender accommodation services	46	0	42	42.5
Residential child care	46	40	42	43
School care accommodation	50	46	45	46
All	47	41	44	44

The public sector has the highest median⁹ age overall and also in all sub-sectors that it operates in (except for adoption services and child care agencies). The private sector has the youngest median age in all but two of the sub-sectors it operates in (adult day care and school care accommodation) and also contains the groups with the youngest age overall, child care agencies and day care of children. Other employer types engaging in these sub-sectors have markedly higher median ages.

For the purposes of contextualising these figures it should be noted that the median age for the total Scottish population aged over 16, is 47 years and that the median age for those between 16 and 65 years old (i.e. the traditional working age population) in Scotland is 41 years (General Register Office for Scotland, 2014). The sector's workforce is therefore on average older than would be expected given the age profile of Scotland's working age population.

5.3 Age: profile

The data in Table 7 only presents a single characteristic of a sometimes complex distribution. Figure 6 however shows the age profile for the workforce for each sub-sector and by employer type. The bars in each chart represent five-year age bands, for example a bar would represent people aged 25-29. The charts are set out by sub-sector, with the bars stacked by employer type to allow comparison across these data items. This means that a bar will have up to three colours representing the proportion of each employer type within that age band.

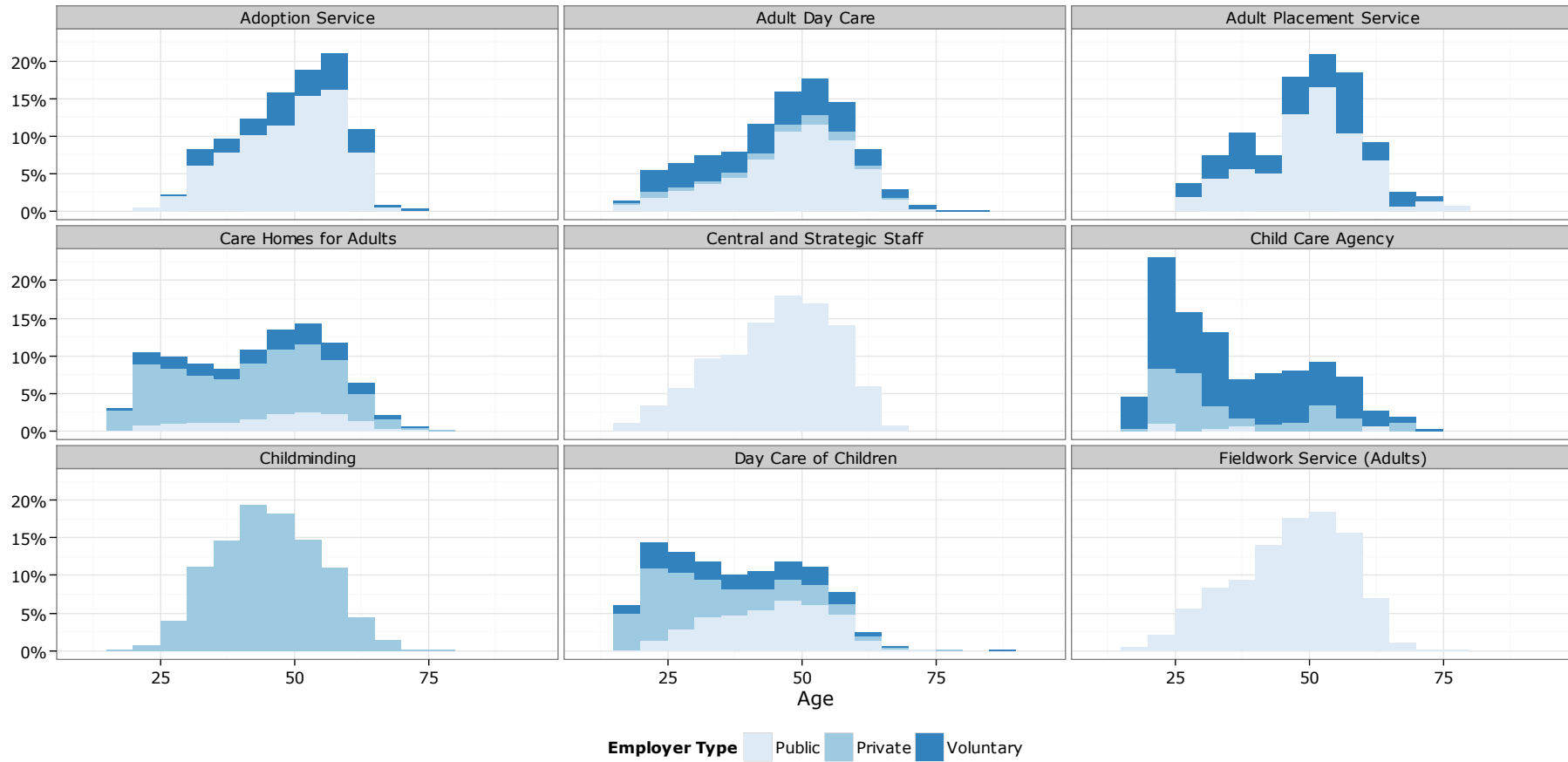
Some sub-sectors show little difference between different types of employer in the age distribution while others show a marked difference. For instance, in day care of children, the private sector has a heavy concentration of younger workers whereas the public sector has a majority of older workers. The voluntary sector has two different peaks (or modes¹⁰) of workers with a noticeable gap in-between. This distinction is also seen in child care agencies.

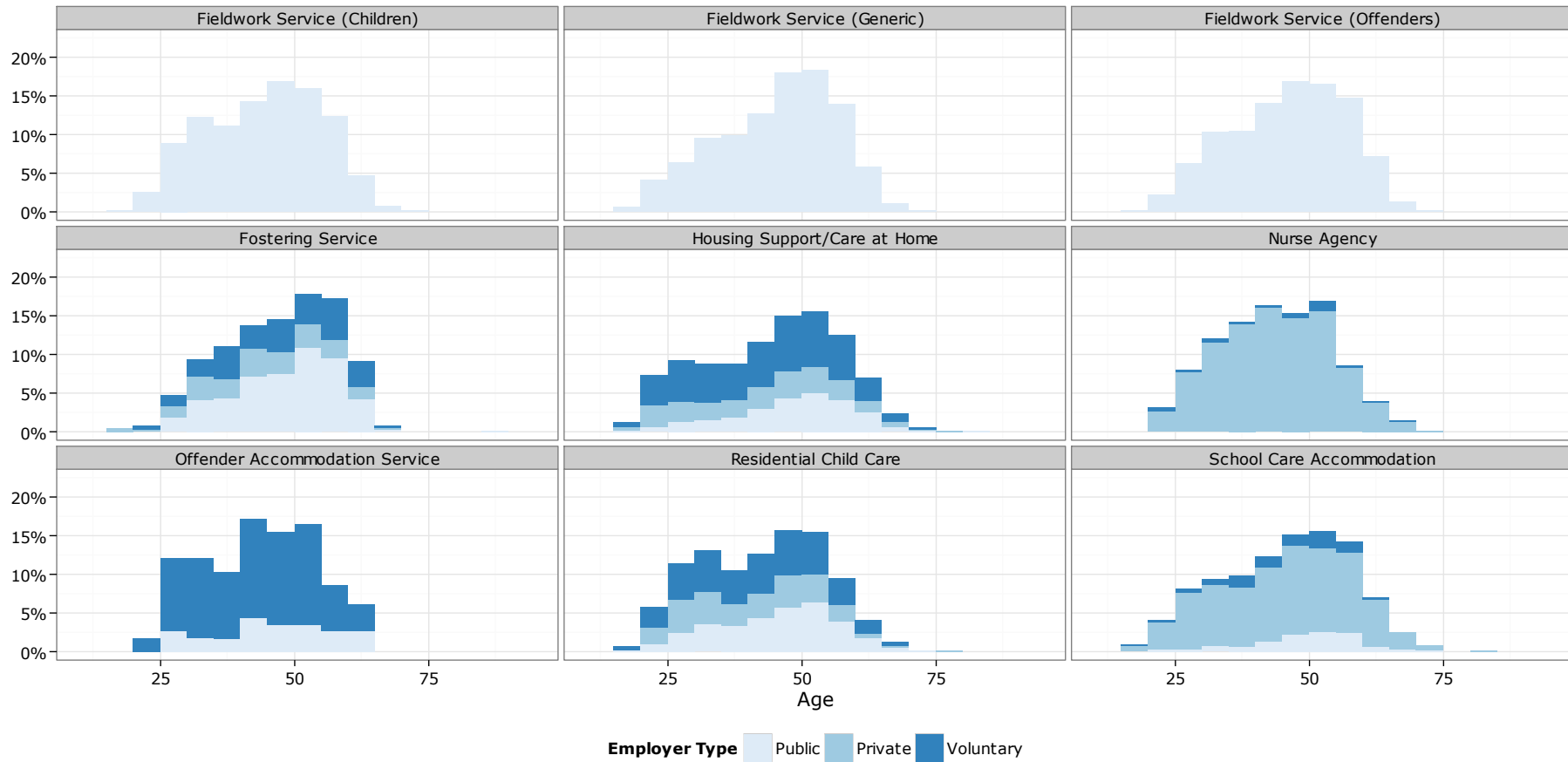
While in most sub-sectors the mode age appears to be in the mid to late forties, there are some sub-sectors (such as care homes for adults and housing support) where a significant proportion of younger workers are clustered (mainly from the private sector). In such cases two separate peaks (or modes) can be identified.

⁹ The definition of a "median" can be found in the Glossary (pg.51).

¹⁰ The definition of a "mode" can be found in the Glossary (pg.51).

Figure 6: Histograms of the age of the workforce by employer type and sub-sector





5.4 Gender

Table 8 provides data on the proportion of staff by gender in each of the sub-sectors. As a whole the workforce has a very high proportion of female staff with only around one sixth of the workforce being male. The overall proportion has moved one percentage point towards females since the last report.

There are some areas where men have a higher representation, namely criminal justice (fieldwork services for offenders and offender accommodation services), and residential children's services (residential child care and school care accommodation), where they make up around one third or more of people working in those sub-sectors.

Non-residential children's services (adoption services, child care agencies, childminders, and day care of children) have the highest proportion of female workers at over 90%.

Table 8: Percentage of staff by gender and sub-sector

Sub-sector	Female	Male
Adoption services	90	10
Adult day care	77	23
Adult placement services	78	22
Care homes for adults	85	15
Central and strategic staff	80	20
Child care agencies	92	8
Childminding	100	0 ¹¹
Day care of children	97	3
Fieldwork service (adults)	82	18
Fieldwork service (children)	83	17
Fieldwork service (generic)	80	20
Fieldwork service (offenders)	68	32
Fostering services	88	12
Housing support/care at home	81	19
Nurse agencies	81	19
Offender accommodation services	65	35
Residential child care	68	32
School care accommodation	59	41
All	85	15

¹¹ There is a small number of men working in this sub-sector, though rounding makes it appear an all women workforce.

5.5 Ethnicity

The Scottish Government produces a detailed classification of ethnicity which is used to underpin data collections. This is incorporated into the CMDS and has been used in both the local authority census and the annual returns. For the purposes of presentation, we will present the aggregated high-level categories in this report.

This data item has a high proportion of unknown responses (including not disclosed). This creates some difficulty in interpreting the data, however, it is still possible to be sure of a minimum proportion. Table 9 shows that the sector is overwhelmingly white and that ethnic minorities seem to have a higher representation in the private sector. Overall, 3% of the workforce reported as being an ethnic minority which ranged from 1% in the public sector to 5% in the private sector.

Table 9: Percentage of staff by ethnic classification and employer type

Employer Type	White	Mixed	Asian	Black¹²	Other	Unknown
Public	83	0	1	0	0	15
Private	81	0	2	1	1	14
Voluntary	84	0	1	1	0	13
All	83	0	1	1	1	14

In Table 10, the ethnic mix of each of the sub-sectors is provided. The two sectors with the largest proportion of ethnic minorities (care homes for adults and nurse agencies) are ones with a large private sector presence. The data here also shows a wider variation in the percentage of unknowns, which makes it more difficult to interpret.

¹² This combines the new census categories, "African" and "Caribbean or Black".

Table 10: Percentage of staff by ethnic classification and sub-sector

	White	Mixed	Asian	Black ¹³	Other	Unknown
Adoption services	81	0	1	1	0	17
Adult day care Adult placement services	91	0	1	0	0	8
Care homes for adults	90	0	0	1	0	10
Central and strategic staff	81	0	3	2	1	13
Child care agencies	85	0	1	0	1	13
Childminding	82	0	1	0	0	16
Day care of children	97	0	1	0	0	2
Fieldwork service (adults)	92	0	1	0	0	7
Fieldwork service (children)	84	0	1	0	1	15
Fieldwork service (generic)	72	0	1	0	1	26
Fieldwork service (offenders)	83	0	1	0	0	15
Fostering services	81	0	0	0	0	18
Housing support/care at home	87	0	1	0	0	12
Nurse agencies	79	0	1	1	0	19
Offender accommodation services	62	0	6	12	1	20
Residential child care	92	0	0	1	0	7
School care accommodation	80	0	0	0	0	19
Total	64	0	0	0	0	35
Total	83	0	1	1	1	14

¹³ This combines the new census categories, "African" and "Caribbean or Black".

5.6 Disability

As with ethnicity, the data item on whether staff regard themselves as having a disability is difficult to interpret due to a large proportion of unknown responses, though this varies by sub-sector. However, the proportion of the workforce reported as having a disability is low in all sub-sectors, ranging from 0 to 4%.

Table 11: Percentage of staff by disability and sub-sector

	No disability	Disability	Unknown
Adoption services	87	3	11
Adult day care	91	3	6
Adult placement services	83	2	14
Care homes for adults	92	2	6
Central and strategic staff	76	3	21
Child care agencies	91	2	7
Childminding	99	1	0
Day care of children	96	2	2
Fieldwork service (adults)	74	4	21
Fieldwork service (children)	67	2	31
Fieldwork service (generic)	82	3	15
Fieldwork service (offenders)	73	2	24
Fostering services	86	2	12
Housing support/care at home	84	2	14
Nurse agencies	97	1	2
Offender accommodation services	94	3	3
Residential child care	89	1	9
School care accommodation	57	0	43
Total	88	2	10

5.7 Key messages

- Public sector services tend to have the oldest workforces, while the private sector has the youngest.
- Non-residential children's services (with the exception of Adoption services) have the youngest workforces and also the greatest proportion of women workers.
- Men comprise 15% of the overall workforce but have at least double that representation in criminal justice services and residential children's services.
- At least 3% of the workforce are from an ethnic minority.
- At least 2% of the workforce are reported as having a disability.

6 PROFILE OF TYPES OF POSTS

This chapter focuses on the characteristics of posts that the workforce is in. It examines the job function classification, contract type and typical weekly hours.

6.1 Job function

The job function classification categorises posts according to the function and level of responsibility. The codes are set out in the CMDS and the high-level codes and descriptions can be seen in Table 12.

Table 12: Job function codes and their descriptions

Code	Description
C0	Administrative/support staff - e.g. clerical, finance and HR
C1	Ancillary staff - e.g. catering, domestic, gardening
C2	Care staff - provide direct care and support (e.g. DCSC support workers)
C3	Care staff – may supervise work of C2 staff and contribute to assessment of care needs and development and implementation of care plans (e.g. Senior Residential Care workers)
C4	Care staff – responsible for assessment of care needs (e.g. social workers, OTs, registered nurses)
C5	Unit/project manager - have responsibility for the management of care and service provision in a discrete service delivery area.
C6	Group manager - have overall responsibility for the management of care and service provision in two or more discrete service delivery areas (e.g. a group of care homes, a care home comprising a number of service delivery units)
C7	Director/Chief Executive - highest level of overall responsibility for the management of care and service provision. Staff at this level have a given place on the organisation's governing body.

For the purposes of this report the eight sub-classes have been aggregated into three main classes, namely, auxiliary (C0 and C1), care (C2-C4), and managers (C5-C7). Table 13 shows the proportions in each of these groups by sub-sector. The completion rate of this data item was very good, with only a small proportion of unknowns.

Table 13: Percentage of staff by job function and sub-sector¹⁴

Sub-sector	Auxiliary	Care	Managers	Unknown
Adoption services	12	73	16	0
Adult day care	14	80	6	0
Adult placement services	13	66	21	0
Care homes for adults	23	74	3	0
Central and strategic staff	85	1	13	0
Child care agencies	7	86	7	0
Day care of children	7	81	11	0
Fieldwork service (adults)	23	63	14	0
Fieldwork service (children)	16	68	16	0
Fieldwork service (generic)	52	39	9	0
Fieldwork service (offenders)	18	69	12	0
Fostering services	15	66	19	0
Housing support/care at home	7	88	4	0
Nurse agencies	2	98	1	0
Offender accommodation services	15	76	9	0
Residential child care	11	83	6	0
School care accommodation	30	67	3	0
All	16	78	6	0

The majority of staff in each sub-sector are employed in frontline care roles with the exception of central and strategic staff and generic fieldwork services where staff are not normally engaged in frontline care work. Other types of fieldwork service, adoption services, adult placement services and fostering services have a higher proportion of staff classified as managerial (between two and three times that of the overall proportion). This is thought to reflect the requirements for specific qualifications and experience required to perform some of the functions delivered by those services.

6.2 Contract type

The data gathered includes details of the way people are employed and the types of contracts of employment they have. Table 14 shows that almost four-fifths of the sector are employed on a permanent contract, a

¹⁴ Childminding is excluded since no job function classification exists for this role.

proportion that is largely replicated amongst the sub-sectors. The obvious exceptions are child care and nurse agencies who have the highest proportion of staff employed on agency, casual and sessional¹⁵ contracts. Offender accommodation services are also noteworthy in their use of sessional contracts, with over one in six of the workforce retained in such a way.

A new selection for this variable was available this year to registered services: "Permanent (no guaranteed hours)". This is a type of zero-hours contract (ZHC), though they come in many forms which has caused some confusion (Freeman, 2014). As this option is newly available, interpretation should be made with caution – it is likely to underestimate the true figure. They are most prevalent in the child care agencies, housing support/care at home and nurse agency sub-sectors. When combined with the other contract types that may be considered a ZHC (bank, sessional, casual/relief), they comprise roughly 10% of the contracts in the workforce.

¹⁵ Someone not employed under a contract of employment but paid for undertaking work or a service on the basis of an agreed range of hours to be worked.

Table 14: Percentage of staff by contract type and sub-sector

Sub-sector	Permanent	NGH¹⁶	Temp- orary	Agency	Bank	Fixed term	Sessional	Casual/ Relief	Trainee	Other	Unknown
Adoption services	91	0	7	0	0	1	1	0	0	0	0
Adult day care	80	1	5	0	1	1	4	6	0	1	0
Adult placement services	82	0	2	0	0	0	0	0	0	16	1
Care homes for adults	87	0	2	0	7	0	0	3	0	0	0
Central and strategic staff	86	0	10	0	0	3	0	0	0	1	0
Child care agencies	21	6	13	9	3	3	33	9	0	3	0
Day care of children	82	1	7	0	1	2	3	3	2	1	0
Fieldwork service (adults)	89	0	7	0	0	2	0	1	0	0	1
Fieldwork service (children)	92	0	5	0	0	2	0	1	0	0	1
Fieldwork service (generic)	84	0	10	0	0	3	1	1	1	0	1
Fieldwork service (offenders)	90	0	7	0	0	2	0	1	0	0	0
Fostering services	93	0	4	0	0	1	1	0	0	0	0
Housing support/care at home	75	6	2	2	2	1	4	5	0	1	0
Nurse agencies	13	5	1	79	0	0	0	0	0	1	0
Offender accommodation services	79	0	3	2	0	1	13	1	0	1	0
Residential child care	81	0	3	0	2	1	3	6	0	2	0
School care accommodation	91	0	1	0	1	2	2	2	0	1	1
Total	79	2	4	1	3	1	2	3	0	1	3

¹⁶ Permanent (no guaranteed hours).

6.3 Hours

We can also present information on the typical weekly hours worked by the sector. Table 15 shows the breakdown of this variable by employer type and sub-sector.

Table 15: Median weekly hours by employer type and sub-sector

Sub-sector	Public	Private	Voluntary	All
Adoption services	35	0	35	35
Adult day care	35	28.8	28	30
Adult placement services	35	0	36	35
Care homes for adults	30	33	30	32.5
Central and strategic staff	35	0	0	35
Child care agencies	2	6	9	7.75
Childminding	0	40	0	40
Day care of children	35	36	20	30
Fieldwork service (adults)	35	0	0	35
Fieldwork service (children)	35	0	0	35
Fieldwork service (generic)	35	0	0	35
Fieldwork service (offenders)	35	0	0	35
Fostering services	35	35	35	35
Housing support/care at home	27	30	30	30
Nurse agencies	0	13.6	27.5	15
Offender accommodation services	36	0	35	36
Residential child care	36	37.5	37	37
School care accommodation	25	37.5	37	37
All	35	33	30	32.5

Linking with the data on contract types, it is clear that the sub-sectors with the lowest median hours are those that employ the fewest permanent contracts, namely, the two agency sub-sectors. All other sub-sectors have close to full-time median hours, with the exception of day care of children services in the voluntary sector. The three largest sub-sectors (day care services for children, care homes for adults and housing support/care at home) all have slightly lower than full-time median hours. Figure 7 presents charts with the distribution of hours for each sub-sector and by employer type (each bar is five hours wide). The histograms are

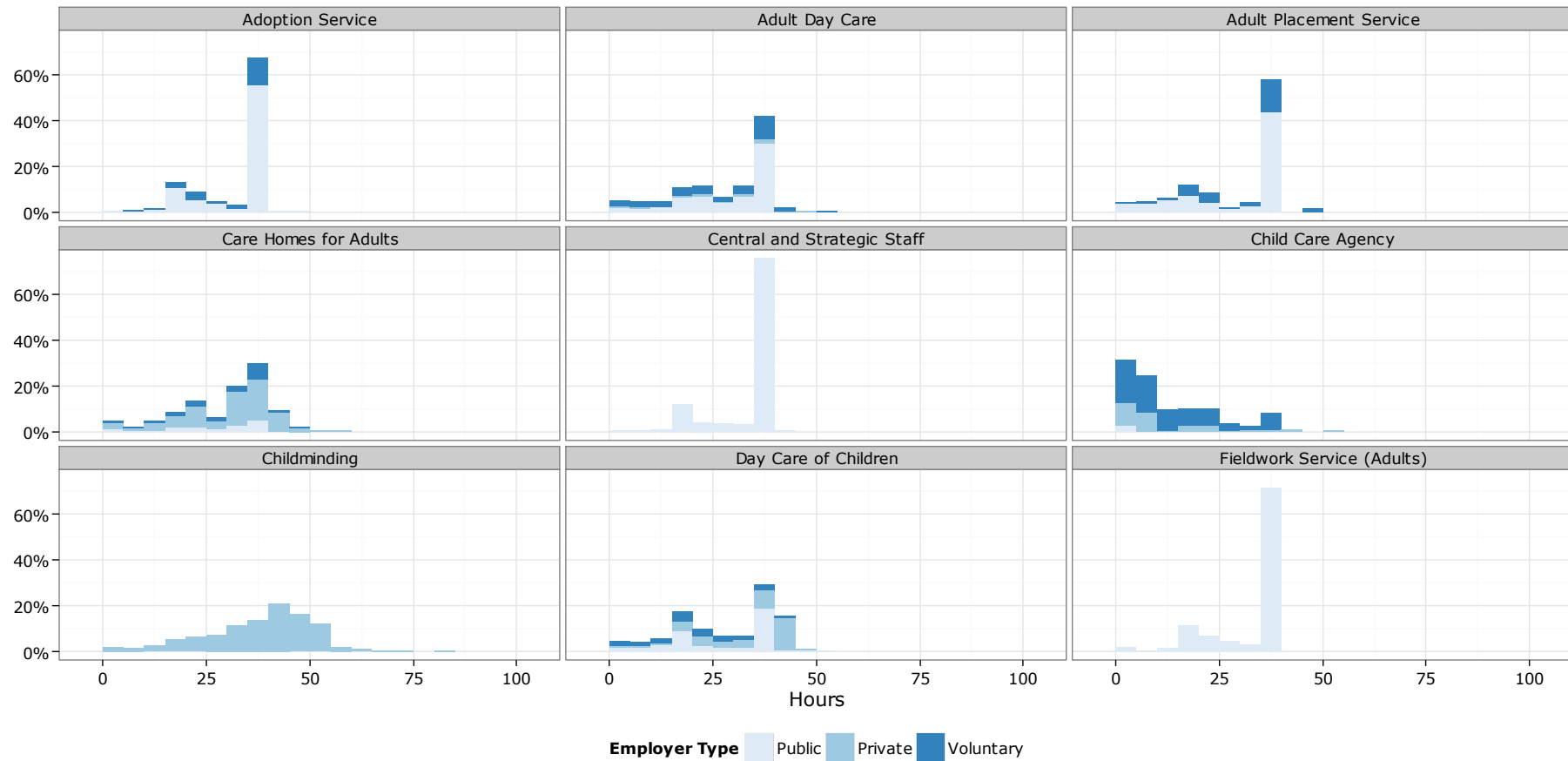
set out by sub-sector, and the bars stacked by employer type to allow comparison across these data items. This means that each bar will have up to three colours representing the proportion of each employer type within that band.

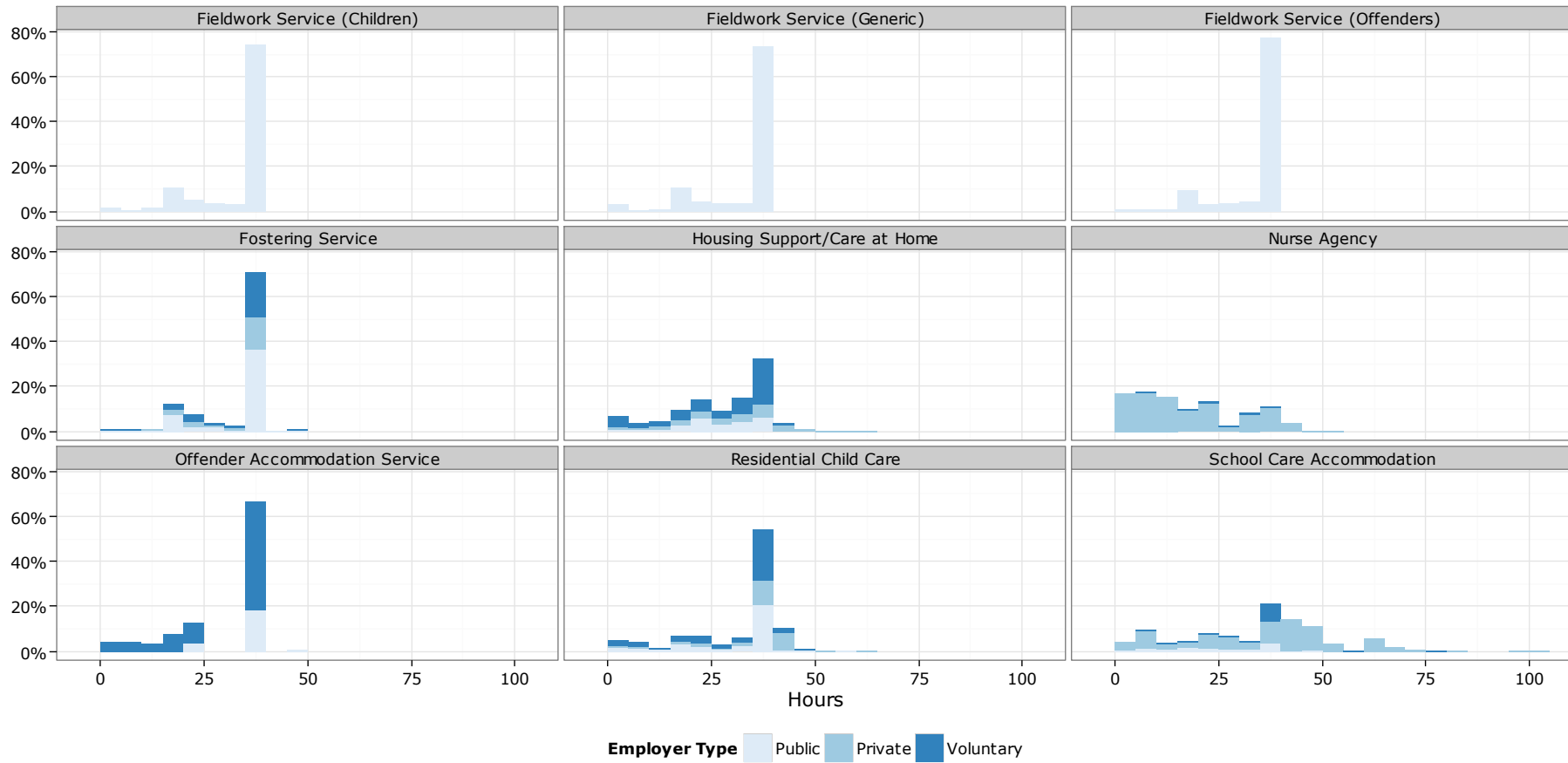
In most sub-sectors there is a clear concentration of people working in the 35-40 hour range. However, in some sub-sectors there is a greater spread and evidence of two modes in the distribution, one at around 20 hours and the other at around 35 hours (particularly the larger sub-sectors, care homes for adults, day care of children and housing support/care at home). These are due to the proportions of staff working full-time and part-time within these sub-sectors.

In day care of children, it is clear that the voluntary sector is more focused on part-time roles. This is likely due to the fact that many day care of children's services provided by the voluntary sector operate for less than a full-day (e.g. out of school clubs and playgroups). However, the bulk of private and public sector employees in day care services for children work in nurseries.

There is a slight overall difference in median hours between employer types but this is likely to be reflective of the sub-sectors that the employer types operate most in rather than the employer type itself.

Figure 7: Histograms of hours by employer type and sub-sector





6.4 Key messages

- As expected, frontline care roles are the most common types of roles in the sector although in some sub-sectors the high managerial presence is thought to reflect the demand for particular qualifications, skills and experience.
- Around four fifths of the workforce are employed on permanent contracts.
- The median typical weekly hours for most sub-sectors is 35, though for the largest ones it is slightly less than this, partly due to groupings of full-time and part-time workers.

7 KEY GROUPS

In this chapter we will investigate in detail three key professional groups of workers: social workers, occupational therapists and nurses.

7.1 Social workers

We identify social workers in two ways, one is the social workers in local authority fieldwork services who perform statutory duties and the second is people registered on the social worker part of the SSSC Register. This group includes people working in private and voluntary organisations as well as those who work in non-practising roles and those not working but who wish to maintain their professional membership.

Table 16 shows a time series of social workers over the last 4 years. There appears to have been a marked rise in 2013.

Table 16: Numbers of social workers, 2010-2013

	2010	2011¹⁷	2012¹⁸	2013
Local authority - headcount	5714	5717	5676	5909
Local authority – whole time equivalent (WTE)	5201	5220	5183	5367
SSSC Register¹⁹	10604	10572	10701	10962

It is important to note that the time series for local authority figures have two important caveats:

- firstly, the change in reference date when the SSSC took over the collection of the 2011 data; and
- secondly, the integration of services in the Highland region saw a number of social workers for adults move into the NHS and are not captured in our data sources.

Therefore it is difficult to infer any meaningful trends from the recent data.

¹⁷ Due to the change in collection date of local authority social work services data, figures from 2011 are not comparable with earlier figures.

¹⁸ Integration in the Highland region means that some social workers are no longer recorded in this data.

¹⁹ During the week after the annual return date. Active registrants only. These figures have been revised from the previous publication.

Table 17 shows the headcount and WTE of social workers in the various fieldwork services for 2013. Fieldwork services for children employ the most social workers.

Table 17: Number and WTE of local authority social workers, 2013

	Headcount	WTE²⁰
Fieldwork service (adults)	1843	1696
Fieldwork service (children)	2712	2506
Fieldwork service (generic)	420	303
Fieldwork service (offenders)	934	862
Total	5909	5367

7.2 Occupational therapists

We can also report on the numbers of occupational therapists employed in local authority fieldwork services. Table 18 shows the headcount and WTE of occupational therapists in the various fieldwork services for 2013. Fieldwork services for adults employ the most occupational therapists. There is roughly one-tenth the number of occupational therapists as there are social workers.

Table 18: Number and WTE of local authority occupational therapists, 2013

	Headcount	WTE²¹
Fieldwork service (adults)	397	329
Fieldwork service (children)	19	16
Fieldwork service (generic)	165	140
Fieldwork service (offenders)	2	2
Total	583	488

7.3 Nurses

To identify nurses working in the sector we need to use the job function classification. Due to missing data and incomplete response we have to gross up the figures therefore they should be interpreted with caution.

Table 19 shows the estimated number of nurses by sub-sector and employer type. It is clear that the vast majority of nurses in the sector (almost three-quarters) are employed by private care homes for adults. Naturally, nurse agencies employ a large number of nurses too and these

²⁰ Rounded to the nearest whole number.

²¹ Rounded to the nearest whole number.

are also largely private services. The nurses employed in fieldwork services for children are all in the Highland region, reflecting the integration of local authority and NHS services taking place there.

Table 19: Estimated number of nurses by sub-sector and employer type, 2012

	Public	Private	Voluntary	Total
Adoption services	0	0	0	0
Adult day care	30	60	0	90
Adult placement services	0	0	0	0
Care homes for adults	40	4760	310	5100
Central and strategic staff	0	0	0	0
Child care agencies	0	0	0	0
Childminding	0	0	0	0
Day care of children	10	0	0	10
Fieldwork service (adults)	0	0	0	0
Fieldwork service (children)	100	0	0	100
Fieldwork service (generic)	0	0	0	0
Fieldwork service (offenders)	0	0	0	0
Fostering services	0	0	0	0
Housing support/care at home	10	50	40	100
Nurse agencies	0	890	0	890
Offender accommodation services	0	0	10	10
Residential child care	20	0	10	40
School care accommodation	0	20	0	20
Total	210	5780	370	6360

8 CONCLUSION

8.1 Summary

This report presents a comprehensive view of those in paid employment in the Scottish social services sector at the end of 2013²². The sector has seen a 1.4% fall in the headcount figure to 189,670.

Almost three-quarters of the sub-sectors recorded a fall in headcount. The main sub-sector accounting for this fall is care homes for adults, while fieldwork services for children both showed substantial rises.

By far the largest sub-sectors continue to be housing support/care at home, care homes for adults and day care of children.

The sector's workforce is characterised as predominantly female (85%) with two peaks in the age distribution, one around the late 20s and the other the late 40s. There are however certain sub-sectors where males are more prevalent (e.g. in offender's services) or where the age distribution is more concentrated (e.g. childminding).

Most of the workforce have permanent contracts (79%), and mostly in frontline care roles. Most are also full-time positions, though at least 10% of the employment appears to be on zero hours contracts or equivalent.

8.2 What next?

In late 2014 we will release detailed data tables that accompany this report so that employers and others can analyse data in local authority areas. The tables will allow an in-depth analysis at the local authority area level to be performed. These will be available on our website: <http://data.sssc.uk.com>.

The SSSC will continue to collect the information from the local authority census and will publish an updated report on the workforce as of December 2014 in September 2015.

²² As identified in the report a small number of those in paid employment are not currently included, namely; personal assistants employed under SDS; childminding assistants; and central and strategic staff working for private and voluntary sector care providers.

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APPENDIX A - BACKGROUND NOTES

Data sources

Care Inspectorate service lists (as at 1 January 2009-2014) have been used to provide data on:

- the total number of registered services
- whether services were active or inactive
- whether services were run by local authority, private or not-for-profit
- the postcode of the service, from which we have derived the local authority area within which the service is based.

Annual returns submitted by registered services to the Care Inspectorate (as at 31 December 2008-2013) have been used to provide data for:

- the total number of staff per registered service. Note that these figures include estimates where Annual Returns have not been submitted.
- the characteristics (age, gender, and ethnicity etc.) of employees. Note that these figures are used as submitted in the employee-details sections of the annual returns and no estimation has been carried out to cater for non-response. Within this report percentages are used to present these data items; the detailed data tables and online visualisation on our website gross up this data to account for the non-response.

Please see the notes below for further details of the estimates for missing data and what this means for interpreting the figures presented in this Report.

The Care Inspectorate's annual returns are collected primarily to assist with inspection purposes for individual services, however the data collected can also be aggregated to produce summary information and to provide a statistical overview of services

We supplement this with the **Staff of Scottish Local Authority Social Work Services** census data that we collect directly from local authorities.

This used to provide figures on the number of filled-posts (as at 2 December 2013) within non-registered Local Authority Social Work Services, and the characteristics (age, gender, ethnicity etc) of employees in these non-registered services.

Notes: Care Inspectorate annual returns

Not all services have submitted an annual return to the Care Inspectorate. This means that there are some gaps in the data which we need to take account of or be aware of.

For the total number of staff as at December 2013, figures have been corrected or estimated for around 2.7% of services. These estimates were based on either:

- (a) historic data for the same service where this was available
- (b) the median value of staff figures for similar services or
- (c) capacity ratios (staff/service users) or WTE/staff-count ratios for the service

The aim of these estimates has been to fill in the gaps in a logical and structured way so that we can produce overall estimates for total staff numbers per service across each sub-sector and employer type.

Whilst overall only around 2.7% of services had an estimated/corrected total staff figures as at December 2013, this proportion varied by type of service. See Table 20 below for further details.

Table 20: Percentages of services by sub-sector that provided a current staffing figure

Sub-sector	2012
Adoption services	94.9
Adult day care	94.8
Adult placement services	80
Care homes for adults	96.4
Child care agencies	77.4
Childminding²³	100
Day care of children	95.6
Fostering services	93.5
Housing support/care at home	95.4
Nurse agencies	79.5
Offender accommodation services	100
Residential child care	94.1
School care accommodation	96.4
Total	97.3

The data on characteristics of employees (age, gender, ethnicity etc.) comes from the staff details section of the Annual Returns. It is important to note here that not every submitted Annual Return will contain a completed staff details section. Furthermore, there has been no estimating carried out to attempt to fill in these missing employee-records (due to the level of complexity this would likely require). This means that the employee characteristic figures presented in this report are only representative of the services that have provided employee-level returns. Therefore the figures presented may not be entirely representative of the social services sector as a whole. As such, figures on age, ethnicity or gender need to be used with caution and should be used as indicative totals only. Table 21 below provides a breakdown of the response rate for individual data items by sub-sector. The response rate presents the number of returns received with the relevant data item as a percentage of the total headcount for each sub-sector.

As can be seen there are differences in the levels of response rates between different sub-sectors. It is worth noting that response rates have improved significantly since last year. The most problematic items are ethnicity and disability.

²³ Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report, 'Care Inspectorate Childcare Statistics 2013' (due for publication October, 2014). The counts may vary slightly due to differences in the way the Care Inspectorate and SSSC classify an active service. See the Appendix A for more information.

Table 21: Response rates by sub-sector

Sub-sector	Age	Gender	Ethnicity	Disability	Job Function	Contract	Hours
Adoption services	98	98	81	87	98	98	98
Adult day care	91	91	84	86	91	91	91
Adult placement services	89	89	80	76	89	89	82
Care homes for adults	96	96	83	90	96	96	96
Central and strategic staff	100	100	87	79	100	100	100
Child care agencies	94	94	79	87	94	93	94
Childminding	88	89	87	88	89	0	88
Day care of children	97	97	90	94	97	96	96
Fieldwork service (adults)	100	100	85	79	100	100	100
Fieldwork service (children)	100	100	74	69	100	100	100
Fieldwork service (generic)	100	100	85	85	100	100	100
Fieldwork service (offenders)	100	100	82	76	100	100	100
Fostering services	93	93	82	82	93	93	93
Housing support/care at home	82	82	66	71	82	82	82
Nurse agencies	89	89	71	88	89	89	89
Offender accommodation services	100	100	93	97	100	100	100
Residential child care	95	95	77	86	95	95	95
School care accommodation	97	97	63	55	97	97	97

Notes: Staff of Scottish Local Authority Social Work Services (the census)

The SSSC took responsibility for collecting this data for 2011 onwards. As part of this change the reference date was changed from the first week in October to the first week in December to bring it closer to the reference data for the annual returns. We also reduced the scope of the census to remove overlap with the annual returns.

On the 1st April 2012, Highland Council and NHS Highland integrated their care services with Highland Council taking the lead role in children’s services and NHS Highland taking the lead role for adult’s services. Most of those previously working in adult services for the local authority no longer appear in the census.

Many local authorities have undergone changes to the structure of their support services. As a consequence, many support staff previously considered part of social work departments, have been moved to a central reporting structure. While they may still engage in the same tasks, the reporting systems that inform the census can no longer allocate them to the social work department. This goes some way to explain the large drops to the number for central & strategic staff and generic fieldwork services over time.

Limitations to the data

(i) Limitations resulting from missing / estimated data:

All estimated total staff figures are rounded to the nearest 10 to express the uncertainty inherent in these estimates. Statistical rounding (round half towards even) is used so figures of 5 or less will appear as zero.

(ii) Impacts resulting from definitional issues:

For both the Care Inspectorate Annual Return data and Staff of Scottish Local Authority Social Work Services census data it is important to note that the figures presented on total numbers of staff are a count of the staff working in each service. Therefore if an individual works for more than one service or employer then the person is likely to have been counted more than once. Therefore the figures presented on headcount are not a wholly precise count of the number of separate individuals working within the social services sector. From Care Commission Annual Return data as at December 2008 we estimate that this double-counting of individuals accounts for approximately 2% of the headcount figure.

Applying this 2% estimate to the total headcount figure of around 189,670 means that we can estimate the total number of individuals in the sector to be around 185,880.

Definitions of sub-sectors

It should be noted that the definitions for individual sub-sectors are those used by the Scottish Social Services Council, which are not necessarily the same as those used by the Care Inspectorate (e.g. School Care Accommodation services and Residential Child Care services).

Table 22: Definition of sub-sectors used in this report

Sub-sectors	Definition
Adoption service	A service that makes arrangements in connection with the adoption of children. This does not include services in which the proposed adopter is a relative of the child
Adult day care	Day care services can be provided from a registered premises in a variety of settings.
Adult placement service	Adult placement services provide or arrange accommodation for vulnerable adults (aged 18 or over) in the homes of families or individuals, together with personal care; personal support; or counselling or other help, provided other than as part of a planned programme of care.
Care homes for adults	Care Homes relating to, for example, Alcohol & Drug Misuse, Learning Disabilities, Mental Health Problems, Older People, Physical and Sensory Impairment, Respite Care and Short Breaks
Central and strategic staff	Staff with a strategic and/or central role, including senior management, administrators and support staff
Child care agency	Childcare agencies supply or introduce to parents a childcare who looks after a child or young person up to the age of 16, wholly or mainly in the home of that child's parent or parents. They could include for example: nanny agencies; and home-based childcare services or sitter services.
Childminding	A childminder is a person that looks after at least one child (up to the age of 16 years) for more than a total of two hours per day. The childminder looks after the child on domestic premises for reward but not in the home of the child's parent(s). A parent/relative/foster carer of the child cannot be regarded as his/her childminder
Day care of children	A service which provides care for children on non-domestic premises for a total of more than two hours per day and on at least six days per year. It includes nursery classes, crèches, after school clubs and play groups. The definition does not include services which are part of school activities. Nor does it include activities where care is not provided such as sports clubs or uniformed activities such as Scouts or Guides.
Fieldwork service (adults)	Fieldwork staff in divisional and area offices who work mainly with adults. This includes teams who specialise in older people and learning disabilities.

Fieldwork service (children)	Fieldwork staff in divisional and area offices who work mainly with children and families. This includes teams who specialise in children at risk and youth offending.
Fieldwork service (generic)	Fieldwork staff in divisional and area offices with no specialised role. May work across other disciplines.
Fieldwork service (offenders)	Fieldwork staff in divisional and area offices who work with offenders. Also known as Criminal Justice Social Work. Some of the work is done by probation officers elsewhere in the UK.
Fostering service	Fostering agencies may provide substitute care where a child's family is unable to provide care. They may provide complementary care to provide additional opportunities for a child or to give parents a break. These carers are sometimes called respite or family placement carers. The term foster care is used to describe all these situations.
Housing support/care at home	<p>Housing Support: A service which provides support, assistance, advice or counselling to enable an individual to maintain their tenancy. Housing support may be provided to people living in - ordinary homes, sheltered housing, hostels for the homeless, accommodation for the learning disabled, women's refuges, shared dwellings.</p> <p>Care at Home: A service which delivers assessed and planned personal care and support which enables the person to stay in their own home.</p> <p>Many of these services are jointly registered with the Care Inspectorate and therefore we present them a combined sub-sector.</p>
Nurse agency	Nurse agencies introduce and supply registered nurses to independent and voluntary sector healthcare providers and to the NHS in Scotland.
Offender accommodation service	A service which provides advice, guidance or assistance to people such as ex-offenders, people on probation or those released from prison, that have been provided accommodation by a local authority
Residential child care	These services are Care Homes, Special School Accommodation Services, and Secure Accommodation Services for children who are looked after away from home.

School care accommodation	This includes Boarding Schools and School Hostels (but does not include services for children looked after away from home).
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Technical glossary

A number of technical terms appear in this document. Table 23 gives definitions for these terms.

Table 23: Glossary of technical terms

Term	Definition
Median	A type of average. If all the values in a data set are ranked in order, the middle value will be the median. When there is an even number of data items, the values of the two middle values are averaged using the mean. At least half of the values will be greater than or equal to the median.
Mode	A type of average. The most common value in a set of data. A peak in a distribution will be at the mode.
Histogram	A form of bar chart where the bars represent counts of items within value ranges. They are useful for describing distributions.

APPENDIX B - CORE MINIMUM DATA SET (CMDS)

These are the common data standards across the Scottish social services sector and their purpose is to ensure consistency between the workforce data that is collected between different organisations. Not every single data item is collected in all data sources. The data items are as follows:

- Employer data set (3)
 - Unique employer identifier
 - Employing organisation name
 - Organisation type
- Unit dataset (4)
 - Unique unit identifier
 - Unit name
 - Unit postcode
 - Induction training offered?
- Person dataset (11)
 - Unique employee identifier
 - Start date with employing organisation
 - Employee status
 - Gender
 - Ethnic group
 - NI number (proposed but not gathered)
 - Date of birth
 - Disability indicator
 - Home postcode
 - Qualifications held
 - year qualification awarded
 - Qualifications in progress
 - target completion date (year)
- Post dataset (15)
 - Start date in post
 - Entry source
 - (Main) Focus of service provision
 - (Main) Employee service user group
 - Job title
 - (Main) Job function
 - SSSC registration category
 - Pay/salary:
 - Gross annual wage OR

- Gross hourly wage
- Contract type
- Contracted hours
- (Main nature of) Working hours pattern
- End date in post
- Leaving destination
- Main reason for leaving

This report is an Official Statistics Publication from the Scottish Social Services Council.

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<http://data.sssc.uk.com/data-publications/22-workforce-data-report>

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