

# **SCOTTISH SOCIAL SERVICES WORKFORCE**

## **CORE MINIMUM DATA SET (CMDS)**

**VERSION 5.0**

**November 2022**

### **Background and purpose of core minimum data set (CMDS)**

The CMDS was originally developed to help address major gaps in the data available on the social service sector's workforce. In 2003 detailed data on the numbers of people working in the social services sector in Scotland was only available on those working for Scottish local authority social work services. Limited information was available at that time on the numbers employed by private sector and voluntary sector care providers. No clear picture was available as the workforce data that existed was partial, covering some sectors but not others, was gathered by a number of different mechanisms, at different times, and did not use consistent data standards. A need for data which covered the whole of the sector, using common data standards for key or core data items was identified – the core minimum data set (CMDS).

Work on the new data set began in 2004 and was led by the Scottish Executive (now the Scottish Government) working with the Scottish Social Services Council (SSSC), the Care Inspectorate (originally the Care Commission) and the Social Care Data Standards Project. Discussions also took place with colleagues in England who were starting on a similar process. The work took into account not just the content of the CMDS but also considered the data gathering processes with a view to rationalising and streamlining them so as to reduce the overall burden on those providing the data (see section, CMDS data collection, below). In 2005/06 there was a large scale consultation process with the sector's employers and other stakeholders. The original version of the CMDS was finalised in January 2007 and the first data collected using it was in 2008.

A couple of reviews of the CMDS took place between 2007 and 2014 to make changes to the data set in the light of issues identified with it. These were undertaken by the SSSC and agreed by the then Scottish Social Services Workforce Data Group, which consisted of key sectoral stakeholders and had been formed in order to support the SSSC in its workforce intelligence functions. No further reviews have taken place since 2014 as developments for the integration of social services and health workforce data have been anticipated for some years now. However, some changes to data items have occurred since then and this new version (v5.0) has been developed to reflect these changes.

### **CMDS data collection**

The CMDS is embedded in two data collections. One is the long running annual survey of Scottish local authority social work services (LASWS) staff undertaken originally by Scottish Government, but since 2011 by the SSSC. The other is the system of annual returns to be completed by all registered care services for the Care Inspectorate. The main difference between these collections is that the LASWS survey covers services not required to register with the Care Inspectorate and the Inspectorate focus solely on registered services. While these differences in subject matter have implications for the full content of the two collections, the embedded CMDS items in each collection ensure that common data items are collected and so a consistent picture of the sector can be developed.

### **Content of the CMDS**

The CMDS is split into four sections; the Provider; the Service; the Person; and the Post. The data from these four sections is gathered at the level of each individual employee working in a registered care service in Scotland or local authority social work service. In this revised version of the CMDS the data in the Service section is mainly relevant to services defined as registered care services.

### **Document control**

Superseded documents: all previous versions

Revised by: Mike Docherty Workforce Intelligence Manager (Scottish Social Services Council), November 2022 to ensure the most up to date version of the CMDS reflects the data now collected.

Issue control

**Authors:** Scottish Social Services Council

## Scottish Social Services Workforce Core Minimum Dataset (CMDS): Version 5.0

### Provider dataset

Data item No.	Data item	Definition & codes	Recording guidance & other notes
1	Unique provider identifier	<p><b>Definition:</b> a number or character string which uniquely identifies this providing organisation at a national (i.e. Scottish) level.</p> <p><b>Format/Codes:</b> variable. (In the Care Inspectorate's Annual Returns this is the Inspectorate provider number. In the LASWS survey it is the two digit code representing the Local Authority.)</p>	An example of a Unique Provider Identifier (UPI) is the Care Inspectorate Provider Number (format: SP + 10 characters). The provider will be the organisation registered to deliver the service by the Care Inspectorate.
2	Name of provider	<p><b>Definition:</b> the name of the provider which employs the person (either the name by which it wishes to be known or the official name given to it).</p> <p><b>Format/Codes:</b> 255 character text field</p>	The provider should be the organisation, agency or local authority department which <u>provides the service(s)</u> in which employees are involved.
3	Provider type	<p><b>Definition:</b> the type of provider which employs the person.</p> <p><b>Format/Codes:</b> 2 characters</p> <p>01 = Local Authority            02 = NHS            03 = Private            04 = Voluntary            05 = Community Health Care Partnership            06 = Health &amp; Social Care Partnership            98 = Other</p>	<p>Record one value only.</p> <p>Code 01 (Local Authority) includes an organisation owned by a Local Authority.</p>

### Service dataset

Data item No.	Data item	Definition & codes	Recording guidance & other notes
4	Unique service identifier	<p><b>Definition:</b> a number or character string which uniquely identifies this registered care service within the providing organisation.</p> <p><b>Format/Codes:</b> variable (not used in LASWS survey)</p>	<p>NB These data items apply only to registered care services.</p> <p>For system implementation purposes, it may be necessary to devise a method of linking employees, their posts and the services they work in. In this case, it is essential to cater for:</p> <ul style="list-style-type: none"> <li>• employees working in more than one service in the same post (where possible, record the unit which acts as the employee's base or HQ)</li> <li>• employees working in their own homes (record their home postcode)</li> <li>• employees working in the homes of service users (where possible, record the unit which acts as the employee's base or HQ)</li> <li>• employees working in varied settings such as day centres, health centres, schools etc. (where possible, record the unit which acts as the employee's base or HQ)</li> </ul> <p>NB In the case of LASWS employees the service they work in is derived from data item number 27 (LA Post Type).</p>
5	Service name	<p><b>Definition:</b> the name of the physical premises constituting this registered care service.</p> <p><b>Format/Codes:</b> text field (not used in LASWS survey)</p>	
6	Service postcode	<p><b>Definition:</b> the postcode of the physical premises constituting this registered care service.</p> <p><b>Format/Codes:</b> post code format (max 8 characters).</p>	
7	LASWS postcode	<p><b>Definition:</b> the postcode of the office base of the LASWS employee.</p> <p><b>Format/Codes:</b> postcode format (max 8 characters)</p>	<p>NB: This data item applies only to the LASWS survey.</p>

8	Type of registered care service	<p><b>Definition:</b> the type of registered care service that the employee works within (as defined by the Regulation of Care Scotland Act 2001).</p> <p><b>Format/Codes:</b> 2 characters</p> <p>01 = Adoption Service  02 = Adult Placement Service  03 = Care Home service  04 = Child Care Agency  05 = Day Care of Children  06 = Fostering Service  07 = Housing Support Service  08 = Nurse Agency  09 = Offender Accommodation Service  10 = School Care Accommodations Service  11 = Secure Accommodation Service  12 = Support Service  13 = Childminder</p>	<p>NB This is one of four data items that replaced the data item “(Main) Focus of Service Provision” by using data already gathered by the CIARs and the LASWS but not previously part of the CMDS.</p> <p>This data item is gathered by the Care Inspectorate in its annual returns (CIARs). This data item is only relevant to registered care services.</p> <p>NB The type of LASW service is derived from data item number 27 (LA Post Type).</p>
9	Registered care service sub-category	<p><b>Definition:</b> the sub-category of registered care service that the employee works within (where relevant).</p> <p><b>Format/Codes:</b> 2 characters.</p> <p>01 = Care Home – Alcohol and Drug Misuse  02 = School Care Accommodation – Boarding School  03 = Support Service – Care at Home  04 = Care Home – Children &amp; Young People  05 = Day care of Children – Over 3’s  06 = Day Care of Children – Under 3’s  07 = Care Home - - Learning Disabilities  08 = Care Home – Mental Health  09 = Care Home – Older people  10 = Support Service – Other than Care at Home  11 = Care Home – Physical Disability &amp; Sensory Impairment  12 = Housing Support – Registered Social Landlord  13 = Care Home – Respite care &amp; Short Break  14 = School Care Accommodation – School Hostel  15 = Special School</p>	<p>NB Not all types of registered care services have sub-categories.</p> <p>NB This is one of four data items that replaced the data item “(Main) Focus of Service Provision” by using data already gathered by the CIARs and the LASWS but not previously part of the CMDS.</p> <p>This data items is gathered by the Care Inspectorate in its annual returns (CIARs). This data item is only relevant to registered care services.</p>

10	Day care (main type)	<p><b>Definition:</b> the main type of day care service for children within which the employee works.</p> <p><b>Format/Codes:</b> text field (drop down list)</p> <ul style="list-style-type: none"> <li>Breakfast Club</li> <li>Children/Family Centre</li> <li>Crèche</li> <li>Holiday Play Scheme</li> <li>No single main service type</li> <li>Nursery</li> <li>Out of School Club</li> <li>Playgroup</li> </ul>	<p>NB This is one of four data items that replaced the data item "(Main) Focus of Service Provision" by using data already gathered by the CIARs and the LASWS but not previously part of the CMDS.</p> <p>This data items is gathered by the Care Inspectorate in its annual returns (CIARs). This data item is only relevant to Day Care Services for Children.</p>
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**Person dataset**

Data item No.	Data item	Definition & codes	Recording guidance & other notes
11	Start date with provider	<p><b>Definition:</b> this denotes the date on which the employee commenced working for this Provider.  <b>Format/Codes:</b> date format (DD-MM-CCYY)</p>	
12	Employee status	<p><b>Definition:</b> this denotes EITHER:</p> <ul style="list-style-type: none"> <li>• the basis on which the employee is present, OR:</li> <li>• the reason for the employee's absence on the date to which employee data pertains.</li> </ul> <p><b>Format/Codes:</b> 3 characters</p> <p>01 = Present:  A = Normal complement  B = Volunteer  C = Long-term sickness absence cover  D = Secondment cover  E = Maternity/Paternity leave cover  F = Career break cover  G = Long-term training/education/development absence cover  H = Other cover  X = Other present (including trainees and secondees)</p> <p>02 = Absent :  A = Long term sickness absence (3 months or more)  B = Secondment  C = Maternity/Paternity leave  D = Career break  E = Long-term training/education/development (3 months or more)  F = Short term sickness absence (less than 3 months)  X = Other absent</p>	<p>Record one value only, including the appropriate sub-category under either 01 or 02.</p> <p>NB Main category only recording (ie. just "Present" or "Absent") is NOT permitted.</p>
13	Gender	<p><b>Definition:</b> a statement by the person about their current gender.  <b>Format/Codes:</b> 1 character.</p> <p>0 = Not known  1 = Male  2 = Female  8 = Other specific</p>	<p>Code 8 (Other specific) should be used for people who have a clear idea of their gender, but it is neither discretely male or female e.g. intersex, transgender, third gender.</p> <p>Record one value only.</p>

14	Ethnic group	<p><b>Definition:</b> the person's self-declared current ethnic group.  <b>Format/Codes:</b> 2 characters</p> <p><b>(10) White</b>  11 = White: Scottish  12 = White: Other British  13 = White: Irish  14 = White: Other White  15 = Gypsy/Traveller  16 = Polish</p> <p>20 = Mixed or multiple ethnic groups</p> <p><b>(30) Asian, Asian Scottish or Asian British</b>  31 = Indian, Indian Scottish or Indian British  32 = Pakistani, Pakistani Scottish or Pakistani British  33 = Bangladeshi, Bangladeshi Scottish, Bangladeshi British  34 = Chinese, Chinese Scottish or Chinese British  35 = Other Asian</p> <p><b>(40) African</b>  41 = African, African Scottish or African British  42 = Other African</p> <p><b>(50) Caribbean or Black</b>  51 = Caribbean, Caribbean Scottish or Caribbean British  52 = Black, Black Scottish or Black British  53 = Other Caribbean or Black</p> <p><b>60 = Other Ethnic Group</b>  61 = Arab, Arab Scottish, or Arab British  62 = Other ethnic group</p> <p>97 = Not disclosed  99 = Not known</p>	<p>NB In version 3.0 of the CMDS this data item has been revised from the 2001 Scottish census categories to those used in the 2011 census.</p> <p>NB This item <b>MUST</b> be assigned by the person to which it relates; assignment by another person is not permissible, including members of the employer's HR department.</p> <p>Record one value only.</p> <p>Code 97 (not disclosed) should be used where the employee is asked to provide the information, but declines to do so. Code 99 (not known) should be recorded where the information is not known for any reason OTHER than non-disclosure.</p> <p>For main categories with sub-categories (ie. 10, 30, 40, 50 and 60), information system implementers can choose whether to allow the main categories to be selectable (so that data recorders have the option not to provide sub-category detail), or to allow <u>only</u> their sub-categories to be selectable (so that data recorders are forced to provide appropriate sub-category detail).</p>
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15	Nationality	<p><b>Definition:</b> an indication of the employees nationality.  <b>Format/Codes:</b> text field.</p> <p>UK = A national of the United Kingdom          EEA = A national of a country in the European Economic Area/European Free Trade Area (apart from UK)          ROW = A national of a country elsewhere in the world (i.e. not of UK or a country in EEA/EFTA)          Not known = The nationality of the postholder is not known.</p>	<p>NB this data item is <b>only</b> requested in the LASWS survey.</p> <p>NB in the case of an individual with two or more nationalities, please select the Nationality in the following order of precedence: UK, then EEA, then ROW.</p> <p>Below is a list of the countries in the EEA and/or EFTA (other than UK):</p> <table border="0"> <tr> <td>Austria</td> <td>Greece</td> <td>Norway</td> </tr> <tr> <td>Belgium</td> <td>Hungary</td> <td>Poland</td> </tr> <tr> <td>Bulgaria</td> <td>Iceland</td> <td>Portugal</td> </tr> <tr> <td>Croatia</td> <td>Ireland</td> <td>Romania</td> </tr> <tr> <td>Republic of Cyprus</td> <td>Italy</td> <td>Slovakia</td> </tr> <tr> <td>Czech Republic</td> <td>Latvia</td> <td>Slovenia</td> </tr> <tr> <td>Denmark</td> <td>Liechtenstein</td> <td>Spain</td> </tr> <tr> <td>Estonia</td> <td>Lithuania</td> <td>Sweden</td> </tr> <tr> <td>Finland</td> <td>Luxembourg</td> <td>Switzerland</td> </tr> <tr> <td>France</td> <td>Malta</td> <td></td> </tr> <tr> <td>Germany</td> <td>Netherlands</td> <td></td> </tr> </table>	Austria	Greece	Norway	Belgium	Hungary	Poland	Bulgaria	Iceland	Portugal	Croatia	Ireland	Romania	Republic of Cyprus	Italy	Slovakia	Czech Republic	Latvia	Slovenia	Denmark	Liechtenstein	Spain	Estonia	Lithuania	Sweden	Finland	Luxembourg	Switzerland	France	Malta		Germany	Netherlands	
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Estonia	Lithuania	Sweden																																		
Finland	Luxembourg	Switzerland																																		
France	Malta																																			
Germany	Netherlands																																			
16	Date of birth	<p><b>Definition:</b> the date on which a person was born or is officially deemed to have been born.  <b>Format/Codes:</b> date format (DD-MM-CCYY)</p>																																		
17	Disability indicator	<p><b>Definition:</b> this indicates whether the employee has declared himself to be disabled according to the Disability Discrimination Act 1995. A person has a disability under the provisions of the Act if he has a physical or mental impairment which has a substantial and long-term effect on his ability to carry out normal day-to-day activities.  <b>Format/Codes:</b> 2 characters</p> <p>00 = No          01 = Yes          97 = Not disclosed          99 = Not known</p>	<p>Record one value only.</p> <p>Code 97 (not disclosed) should be used where the employee is asked to provide the information but declines to do so. Code 99 (not known) should be recorded where the information is not known for any reason OTHER than non-disclosure.</p>																																	

18	Religion/Belief	<p><b>Definition:</b> the employees self-declared religion or belief.  <b>Format/Code:</b> 2 characters (as listed below)</p> <p><b>00</b> = None  <b>01</b> = Church of Scotland  <b>02</b> = Roman Catholic  <b>03</b> = Other Christian  <b>04</b> = Muslim  <b>05</b> = Buddhist  <b>06</b> = Sikh  <b>07</b> = Jewish  <b>08</b> = Hindu  <b>09</b> = Pagan  <b>10</b> = Other Religion/Belief  <b>99</b> = Not Known or Disclosed</p> <p>Further guidance is available here:  <a href="http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/equalitiesclassifications">http://www.scotland.gov.uk/Topics/Statistics/Browse/Social-Welfare/equalitiesclassifications</a></p>	NB This is currently only collected as part of the LASWS
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19	Day Care of Children (DCC) Qualification held	<p><b>Definition:</b> DCC qualifications held by DCC staff.</p> <p><b>Format/Codes:</b>  1 = yes  0 = no</p> <p>DCC 1 - BA Childhood Practice  DCC 2 - BA (hons) Childhood Practice  DCC 3 - SQA Professional Development Award Childhood Practice (SCQF level 9)  DCC 4 - Graduate Diploma in Childhood Practice  DCC 5 - Master of Education Childhood Practice  DCC 6 - Post Graduate Diploma in Childhood Practice  DCC 7 - Post Graduate Certificate / Diploma in Early Years Pedagogue  DCC 8 - HND Additional Support Needs: Managing and Supporting the Services  DCC 9 - Other SCQF level 9 or higher relevant to Day Care of Children  DCC 10 - HNC Childhood Practice at SCQF level 7 or 8  DCC 11 - SVQ Social Services - Children and young people at SCQF level 7 or 8  DCC 12 - Other SCQF level 7 or 8 relevant to Day Care of Children  DCC 13 - HNC Additional Support Needs: Supporting the Individual  DCC 14 - National Certificate in Early Education and Childcare at SCQF level 6  DCC 15 - SVQ Social Services - Children and young people at SCQF level 6  DCC 16 - Other SCQF level 6 relevant to Day Care of Children  DCC 17 - None of the Above  DCC 18 - An 'other' qualification relevant to Day Care of Children</p>	<p>NB This item was introduced in 2017 and asked only of DCC staff.</p> <p>NB The question is asked separately for each of the options listed.</p> <p>NB If DCCQualificationheld18=1, the Qualification held is recorded as free text</p>
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20	DCC Qualifications Progress	<p><b>Definition</b> The qualification the DCC employee is working towards gaining.</p> <p><b>Format/Code:</b></p> <p>0 = Blank  1 = BA Childhood Practice  2 = BA (hons) Childhood Practice  3 = SQA Professional Development Award Childhood Practice (SCQF level 9)  4 = Graduate Diploma in Childhood Practice  5 = Master of Education Childhood Practice  6 = Post Graduate Diploma in Childhood Practice  7 = Post Graduate Certificate / Diploma in Early Years Pedagogue  8 = HND Additional Support Needs: Managing and Supporting the Services  9 = Other SCQF level 9 or higher relevant to Day Care of Children  10 = HNC Childhood Practice at SCQF level 7 or 8  11 = SVQ Social Services - Children and young people at SCQF level 7 or 8  12 = Other SCQF level 7 or 8 relevant to Day Care of Children  13 = HNC Additional Support Needs: Supporting the Individual  14 = National Certificate in Early Education and Childcare at SCQF level 6  15 = SVQ Social Services - Children and young people at SCQF level 6  16 = Other SCQF level 6 relevant to Day Care of Children</p>	NB This question is mandatory if the variable SSSCregConditional =YES for DCC registrants.
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21	Qualifications of Childminders	<p><b>Definition:</b> Qualifications held by Childminders</p> <p><b>Format/Code:</b>  1 = yes  0 = no</p> <ul style="list-style-type: none"> <li>- SVQ 3 in Social Services (Children &amp; Young People)</li> <li>- SVQ 4 in Social Services (Children &amp; Young People)</li> <li>- SVQ 3 in Children's' Care, Learning and Development</li> <li>- SVQ 4 in Children's' Care, Learning and Development</li> <li>- HNC Early Education and Childcare (at SCQF level 7)</li> <li>- HNC Childhood Practice (at SCQF level 7)</li> <li>- HND Childhood Practice (at SCQF level 8)</li> <li>- PDA 9 Childhood Practice (at SCQF level 8)</li> <li>- BA Childhood Practice</li> <li>- BA (Honours) Childhood Practice</li> <li>- BA (Honours) Social Work</li> <li>- Degree or post graduate qualification in Community Education</li> <li>- Qualification meeting the requirements for professional registration: Teaching</li> <li>- Qualification meeting the requirements for professional registration: Nursing and Midwifery</li> <li>- Qualification meeting the requirements for professional registration: Social Work</li> <li>- Qualification meeting the standards for registration with the Health &amp; Care Professions Council as a professional Art Therapist, Occupational Therapist, Physiotherapist, Speech and Language Therapist, and/or Practitioner Psychologist.</li> <li>- SQA Complete Childminding Learning Pathway Work-Based Award</li> <li>- Qualification (not listed above) that is recognised by the SSSC as a practitioner level qualification</li> <li>- An other qualification, at SCQF level 7 or above</li> <li>- None of the above</li> <li>- Other qualification held by childminder (free text)</li> </ul>	NB Each of these questions are asked in turn for all childminders.
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22	Childminders – qualifications in progress	<p><b>Definition:</b> the qualification, if any, the childminder is working towards gaining.</p> <p><b>Format/Codes:</b> 1 = yes 0 = no</p> <ul style="list-style-type: none"> <li>- Are they working towards gaining a qualification?</li> <li>- SVQ 3 in Social Services (Children &amp; Young People)</li> <li>- SVQ 4 in Social Services (Children &amp; Young People)</li> <li>- SVQ 3 in Children's' Care, Learning and Development</li> <li>- SVQ 4 in Children's' Care, Learning and Development</li> <li>- HNC Early Education and Childcare (at SCQF level 7)</li> <li>- HNC Childhood Practice (at SCQF level 7)</li> <li>- HND Childhood Practice (at SCQF level 8)</li> <li>- PDA 9 Childhood Practice (at SCQF level 8)</li> <li>- BA Childhood Practice</li> <li>- BA (Honours) Childhood Practice Health &amp; Wellbeing</li> <li>- BA (Honours) Social Work</li> <li>- Degree or post graduate qualification in Community Education</li> <li>- Qualification meeting the requirements for professional registration: Teaching</li> <li>- Qualification meeting the requirements for professional registration: Nursing and Midwifery</li> <li>- Qualification meeting the requirements for professional registration: Social Work</li> <li>- Qualification meeting the standards for registration with the Health &amp; Care Professions Council as a professional Art Therapist, Occupational Therapist, Physiotherapist, Speech and Language Therapist, and/or Practitioner Psychologist.</li> <li>- SQA Complete Childminding Learning Pathway Work-Based Award</li> <li>- Qualification (not listed above) that is recognised by the SSSC as a practitioner level qualification</li> <li>- Other qualification, at SCQF level 7 or above</li> <li>- None of the above qualifications</li> <li>- Other qual. childminder is working towards gaining (free text)</li> </ul>	NB childminders are asked each of these questions in turn.
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## Post dataset

NB: For system implementation purposes, it may be necessary to devise a method of linking posts to employees and the units they work in within a single employing organisation.

23	Start date in post	<b>Definition:</b> this denotes the date on which the employee commenced working in this post. <b>Format/Codes:</b> date format (DD-MM-CCYY)	
24	Entry source	<b>Definition:</b> the area/sector of employment, setting or situation from which the employee came to commence employment in this post with this organisation. <b>Format/Codes:</b> 2 characters 01 – same employer 02 – another part of the social services sector in UK 03 – another sector (not social services) within UK 04 - from a non-employment situation 05 – from outwith the UK 06 – from self-employment 98 – other source 99 – Not known	Record one value only.
25	(Main) Job function	<b>Definition:</b> this is a broad classification of social services job functions. <b>Format/Codes:</b> 3 characters (see Annex 2 for codeset)	Main Job Function should be implemented in all information systems, with only one value to be recorded for this post. System implementers may choose to implement a further item: Other Job Function with exactly the same codeset, from which one or more further categories can be recorded to reflect other job function aspects of this post.  NB The Job Function variable was introduced in order to overcome difficulties arising from non-standard job titles or post names (data item number 26). The social service sector has some 2,500 separate employers operating in it and job titles are not standardised across employers.
26	Job title/LA post name	<b>Definition:</b> the employers job title for the employees post. <b>Format/Codes:</b> free text	NB Job titles and post names are not standardised in the social service sector.
27	LA post type	<b>Definition:</b> the type of post within a LASWS that the employee works within. <b>Format/Code:</b> 3 characters (see Annex 3 for details).	NB This is one of four data items that replaces the data item “(Main) Focus of Service Provision” by using data already gathered by the CIARs and the LASWS but not previously part of the CMDS. It is only relevant to the LASWS survey.  NB This data item gives information both on the type of post that the person works within as

			well as details of the type of service.
28	HSCP Identifier	<p><b>Definition:</b> identifies whether LASWS staff work as part of the local Health &amp; Social Care Partnership (HSCP)</p> <p><b>Format/Code:</b> Yes/No</p>	This only applies to LASWS employees and allows identification of those who do and do not work as part of the local HSCP.

29	SSSC registration category	<p><b>Definition:</b> this is the list of current SSSC registration categories.</p> <p><b>Format/Codes:</b> 2 characters</p> <p>01 = Social Workers</p> <p>02 = Managers of Residential Child Care Services</p> <p>03 = Residential Child Care Workers with Supervisory Responsibilities</p> <p>04 = Residential Child Care Workers (i.e. other than supervisors or managers)</p> <p>05 = Managers of Care Home Services for Adults</p> <p>06 = Supervisors in Care Home Services for Adults</p> <p>07 = Practitioners in Care Home Services for Adults</p> <p>08 = Support Workers in Care Home Services for Adults</p> <p>09 = Managers of Adult Day Care Services</p> <p>10 = Managers/Lead Practitioner in Early Education and Child Care</p> <p>11 = Practitioners in Early Education and Child Care</p> <p>12 = Support Workers in Early Education and Child Care</p> <p>13 = Managers in Housing Support Services</p> <p>14 = Managers of Residential School Care Accommodation Services</p> <p>15 = Supervisors of Residential School Care Accommodation Services</p> <p>16 = Workers of Residential School Care Accommodation Services</p> <p>17 = Post not Registerable currently.</p> <p>99 = Not known</p>	<p>Please indicate which category the employee's post belongs to whether or not the employee is registered with the SSSC.</p> <p>If the post does not belong to any of the categories please indicate that the post is not currently registerable by using Code17</p>
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30	Contract type	<p>01 = Permanent  02 = Temporary (includes secondments)  03 = Agency  04 = Bank  05 = Fixed term (excludes secondments)  06 = Sessional  07 = Casual/relief  08 = Trainee (on the payroll)  09 = Permanent (no guaranteed hours)  10 = Temporary (includes secondments – no guaranteed hours)  11 = Fixed term (excludes secondments – no guaranteed hours)  12 = Sessional (no guaranteed hours)  13 = Trainee (on the payroll, no guaranteed hours)  98 = Other  99 = Not known</p> <p>Blank for Childminders</p>	
31	Contracted hours	<p><b>Definition:</b> the number of hours typically worked each week by the member of staff.  <b>Format/Codes:</b>  5 characters numeric to 2 decimal places (00.00)</p>	

32	(Main nature of) Working hours pattern	<p><b>Definition:</b> This indicates the nature and flexibility of the employee's working hours pattern.</p> <p><b>Format/Codes:</b> 1 character (1 if yes; 0 if no)</p> <p>Working Pattern</p> <ul style="list-style-type: none"> <li>1 Normal</li> <li>2 Flexitime</li> <li>3 Annualised hours</li> <li>4 Term time</li> <li>5 Vacation</li> <li>6 Home Working</li> <li>7 Job Sharing</li> <li>8 Nine day fortnight</li> <li>9 Four and a half days</li> <li>10 Zero hours</li> <li>11 Shift working</li> <li>12 Night working</li> <li>13 Compressed</li> <li>14 Part-time</li> <li>15 Variable</li> <li>16 Other</li> <li>17 Not Known</li> </ul>	<p><b>MAIN Nature of Working Hours Pattern should be implemented in ALL information systems, with only ONE value to be recorded for this post. System implementers may choose to implement a further item: Other Aspects of Working Hours Pattern with exactly the same codeset, from which one or more further categories can be recorded to reflect other aspects of the working hours pattern in this post.</b></p> <p>Code 12 (Night working) should be recorded for employees whose job entails working ONLY at night. Record code 11 for shift workers whose work involves night shifts, but not exclusively.</p> <p>Code 15 (variable) should be recorded where:</p> <ul style="list-style-type: none"> <li>• the nature and flexibility of the employee's working hours pattern is variable to the extent that it cannot be reflected by one or more of the other specific categories.</li> <li>• an employee has basic part-time contracted hours, and does a varying number of further hours on top every week (most weeks).</li> </ul>
33	End date in post	<p><b>Definition:</b> this denotes the date on which the employee ceased working in this post.</p> <p><b>Format/Codes:</b> date format (DD-MM-CCYY)</p>	

34	Leaving destination	<p><b>Definition:</b> the area/sector of employment, setting or situation to which the employee went on leaving this post in this organisation.</p> <p><b>Format/Codes:</b> 2 characters</p> <p>01 – same employer  02 – another part of the social services sector in UK  03 – another sector (not social services) within UK  04 - to a non-employment situation  05 – to outwith the UK  06 – to self-employment  98 – Other  99 – Not known</p>	<p>Record one value only.</p> <p>Code 01 should be used for someone moving within an organisation. Therefore this includes people who leave one department/service/unit to go to another department/service unit with the same employer, whether from one social services post to another or to a non-social services post.</p> <p>Code 98 (Other) should be used for staff who die whilst in employment.</p>
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**Annex 1 – Job function classification**

This classification system is seen as applying to the primary function of all staff working in social work, social care, housing support , day care services for children and childminding.

<b>Code</b>	<b>Function category</b>	<b>Function description</b>	<b>Sub-categories</b>
<b>C0</b>	<b>Administrative/Support worker</b>	Ancillary staff whose main remit is to provide administrative, clerical and business support or direction and who normally have little direct, and no unsupervised contact with service users. They may be involved in a strategic role such as finance or policy planning.	C0A – Secretarial/clerical C0B – Finance/Accounts C0C – Human Resources/Training C0X – Other Administrative/Support
<b>C1</b>	<b>Ancillary worker</b>	Ancillary staff whose main remit is not providing care but who normally have direct, often unsupervised contact with service users.	C1A – Catering C1B – Domestic Services C1C – Portering C1D – Gardening C1E – Building Maintenance C1X – Other Ancillary
<b>C2</b>	<b>Class 2 worker</b>	Staff who provide direct personal physical, emotional, social or health care and support to service users and are accountable for dealing with routine aspects of a care plan or service. These staff usually have no supervisory responsibility.	C2A – Routine Care/Support Work (other than Home Care, Care Home and AHP assistance) C2B – Home Care C2C – Routine Care/Support Work (Care Home) C2D – Allied Health Profession assistant C2E – EY&C Support Workers C2F – Childminder’s Assistant C2X – Other Level 2 Care work
<b>C3</b>	<b>Class 3 worker</b>	Staff who supervise the delivery of particular aspects of care and services in a particular setting which usually involves supervising other staff on a day-to-day basis (eg. Meals Supervisor, Chargehand, Day Care Instructor, Senior Care Assistant). Staff may also contribute to the assessment of care needs, the development/implementation of care plans and the monitoring/evaluation of the delivery of care and services, as required.	C3A – Senior Care worker (other than Day care/Care home) C3B – Senior Care worker (Day care) C3C – Senior Care worker (Care home) C3D – EY&C Practitioners C3E - Care workers in school hostels and special school care accommodation C3X – Other Level 3 Care work

Code	Function category	Function description	Sub-categories
<b>C4</b>	<b>Class 4 worker</b>	Staff responsible for the assessment of care needs, the development/implementation of care plans, the delivery of care and services and the monitoring/evaluation of the delivery of care and services within a specific setting. Staff work with minimal supervision, are likely to but don't necessarily supervise other staff and may be designated to take charge of a discrete service delivery area in the absence of the person with continuing responsibility.	C4A – Social Worker C4B – Deputy Unit/Project Manager C4C – (Senior) Allied Health Professional C4D – Teachers C4E – Registered Nurses C4F - Care workers with supervisory responsibilities in school hostels and special school care accommodation C4G - House staff in independent school care accommodation C4X – Other Level 4 Care work
<b>C5</b>	<b>Unit/Project manager</b>	Staff with continuing responsibility for the management of care and service provision in a discrete service delivery area (eg a single service care home, a service delivery unit in a care home with multiple services, a specific project involving a number of professional staff, a social work team). Staff are responsible for monitoring and maintaining standards of care and the management/deployment of staff and other resources in that service delivery area.	C5A – Senior Social Worker C5B – Team Leader C5C – Project Manager C5D – Care Home manager (single service) C5E – Other Service Delivery Unit Manager C5F - Senior/principal teacher C5G - Senior/charge nurse C5H - EY&C Lead practitioner/Manager C5I - Managers in special/independent school care accommodation and school hostels C5J - Childminders C5X – Other Unit/Project Manager
<b>C6</b>	<b>Group manager</b>	Staff with continuing overall responsibility for the management of care and service provision in two or more discrete service delivery areas (eg a group of care homes, a care home comprising a number of service delivery units, a number of projects, a number of social work teams). Staff are responsible for monitoring and maintaining standards of care, setting aims and objectives and the management/deployment of staff and other resources across those service delivery areas.	C6A – Service Delivery Unit Group Manager C6B – Project Group Manager C6C – Care Home Group manager (single home with multiple services, or group of homes) C6D - Depute/Head Teacher C6X – Other Group Manager

Code	Function category	Function description	Sub-categories
<b>C7</b>	<b>Director/Chief Executive</b>	Staff with the highest level of continuing overall responsibility for the management of care and service provision in the organisation. Staff at this level have a given place on the organisation's governing body (eg the management board) with a major say in overall strategic direction, organisational policy and the deployment of financial, human and physical resources.	C7A – (Deputy) Director of Social Work/Chief Social Work Officer C7B – (Deputy) Director of Independent Social Care Organisation C7C – Care Home Owner (single or group) C7X – Other Director/Chief Executive

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**Annex 3 – LASWS post type categories**

This data item is only relevant to the LASWS survey. It is an item which has been used in the LASWS survey for many years.

<b>1. Strategic/ Central Staff</b>	
1.01	Directors/Heads of Service
1.02	Service Managers (not elsewhere specified)
1.03	Other Senior Staff
1.04	Planning, Commissioning and Contracting Staff
1.05	Registration/Inspection Officers
1.06	Research & Information Officers
1.07	Human Resources Staff, including Training
1.08	Finance Staff
1.09	Support Services (including Admin/ Clerical)
<b>2. Fieldwork Staff</b>	
2.01	Area Managers (generic)
<b>2a. Fieldwork Staff - Services for Children</b>	
2.02	Service Managers
2.03	Team Leaders/Managers
2.04	Senior Social Workers
2.05	Main Grade Social Workers
2.06	Advocacy/ Rights Staff
2.063	Senior Occupational Therapists
2.066	Occupational Therapists
2.07	Other Qualified Fieldwork Staff
2.075	Trainee Social Workers
2.08	SW Assistants
2.085	OT Assistants
2.09	Support Services (including Admin/ Clerical)
<b>2b. Fieldwork Staff - Services for Adults</b>	
2.11	Service Managers

	2.12	Team Leaders/Managers
	2.13	Senior Social Workers
	2.14	Main Grade Social Workers
	2.15	Care Managers
	2.153	Senior Occupational Therapists
	2.156	Occupational Therapists
	2.16	Other Qualified Fieldwork Staff
	2.165	Trainee Social Workers
	2.17	SW Assistants
	2.175	OT Assistants
	2.18	Support Services (including Admin/ Clerical)
<b>2c. Fieldwork Staff - Services for Offenders</b>		
	2.2	Service Managers
	2.21	Team Leaders/Managers
	2.22	Senior Social Workers
	2.23	Main Grade Social Workers
	2.233	Senior Occupational Therapists
	2.236	Occupational Therapists
	2.24	Community Service Staff
	2.25	Supervised Attendance Staff
	2.255	Trainee Social Workers
	2.26	SW Assistants
	2.265	OT Assistants
	2.27	Support Services (including Admin/ Clerical)
<b>2d. Fieldwork Staff - Generic Provision</b>		
	2.29	Team Leaders/Managers
	2.3	Senior Social Workers
	2.31	Main Grade Social Workers
	2.32	Welfare Rights Officers
	2.33	Senior Occupational Therapists

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2.34	Occupational Therapists
2.35	Other Qualified Fieldwork Staff
2.355	Trainee Social Workers
2.36	SW Assistants
2.37	OT Assistants
2.38	Support Services (including Admin/ Clerical)

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