

Scottish Social Service Sector: Report on 2014 Workforce Data

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Note

Please note that there has been a change in the way in which the Scottish Social Services Council refers to the sector that it works within. Previous workforce intelligence reports and publications have used the terminology of 'social services workforce' or 'social services sector'. This has now changed and the terminology used by the Scottish Social Services Council is now 'social service sector' and the 'social service workforce'.

It should be noted that the Scottish Social Services Council regards the two terms as synonymous. The change does not indicate any change to the boundaries of the sector or to the areas of the SSSC's responsibilities, these remain as before. It is simply a change to the language used.

Executive summary

This is the seventh workforce data report published by the Scottish Social Services Council (SSSC) and the fourth 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 service¹ sector in Scotland at the end of 2014.

This report provides an 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 2008-2013.

As well as this report, more detailed tables will be made available from the SSSC in late 2015, 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 has increased to 199,670, an increase of 5.3%. This makes the workforce the largest it has been since these reports began in 2008 and approximately 7.7% of Scottish employment.
- The largest employer type differs between local authorities, with services in the Orkneys, Shetlands and Western Isles (ie 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 77% of the workforce.
- The median age of the workforce is highest in the public sector (47) and lowest in the private sector (40). Early years workers in the private sector have the lowest median age.
- The percentage of men working in the sector is 15%, though it is more than double this in criminal justice and residential children's services.
- The workforce is predominantly employed on permanent contracts (80%).
- The median figure for the typical weekly hours worked by staff is 32 and 51% of the workforce work full time (more than 30 hours per week).

¹ Please note that this was previously referred to as the social services sector.

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 2014.

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 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 in the same month. Both data collections are underpinned by the core minimum data set (CMDS).

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 Association of Directors of Social Work) 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 2014 was a year of challenge and change for the social service² sector in Scotland including:

- 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) which became operational by 1 April 2015
- the move by some local authorities to use Arm's Length Employing Organisations (ALEOs) to deliver services.

1.2 Changes to this report

A number of new features appear in this report compared to previous years. These are:

² Please note that this was previously referred to as the social services sector.

- A new table, Table 5, detailing staff densities in each local authority area to accompany Figure 4.
- New contract types were introduced to the data collections to further identify no guaranteed hours contracts, see Table 15 for details.
- Section 6.3 has been expanded to include information on part time and full time working.
- A new chapter, 8, that gives a more detailed breakdown of the housing support/care at home sub-sector.

2 National picture

2.1 Overview

This section of the report provides a high level view of the social service 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 onwards cannot be strictly compared with earlier data. (Details of how the figures have been calculated can be found in Appendix A.)

Table 1: Headcount³ of the Scottish social service workforce 2011-2014

Sub-sector	2011⁴	2012	2013	2014
Adoption services	440	430	400	440
Adult day care	8730	8420	8240	8370
Adult placement services	160	170	180	180
Care homes for adults	54150	54220	52430	54520
Central and strategic staff	3350	3370	3280	3210
Child care agencies	520	400	390	440
Childminding	5760	5810	5720	5610
Day care of children	30800	30630	30250	32370
Fieldwork service (adults)	4860	5280	5200	5070
Fieldwork service (children)	5320	5550	5780	5910
Fieldwork service (generic)	3100	2840	2930	3070
Fieldwork service (offenders)	2000	2070	2100	2050
Fostering services	920	980	950	970
Housing support/care at home	64290	62230	62170	65990
Nurse agencies	1980	1440	1400	2730
Offender accommodation services	140	140	120	110
Residential child care	7120	7170	6810	7360
School care accommodation	1260	1200	1330	1270
Total	194890	192360	189670	199670

Table 1 shows that between 2013 and 2014 the number of staff in the sector rose by approximately 5.3%, or 10,000, to 199,670. This ends the recent trend in falling headcount seen over the last few years. Over 90% of this rise appears to be from a net increase in the size of existing registered services. While some

³ 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.

⁴ 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.

services saw large changes due to revisions to previously estimated (imputed) data, the net result was a small downwards effect on the overall change which was dominated by a net increase in services that provided figures for both years. The official estimate for total Scottish employment for the 4th quarter of 2014 is 2,591,000 (Scottish Government, 2015). Therefore the social service sector makes up 7.7% of employment in Scotland, or roughly 1 in 13.

Over two-thirds of the sub-sectors (13 of 18) recorded rises in the estimated headcount. The largest absolute increase was in housing support/care at home with an increase of 3,820, while the largest relative increase was in nurse agencies with an increase of 96%. The falls in headcount on the other five sub-sectors were small, both in absolute and relative terms, with the largest absolute fall being 130 in fieldwork services for adults.

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 just under 77% 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. Since 2011 the total number of services has fallen slightly each year. However, while there was a falling overall headcount in the sector between 2011-2013, the rise in headcount noted for 2014 is reflected in part by a large increase in the number of housing support/care at home services. Of the 13 registered services sub-sectors, nine had fewer services, three had a larger number of services and one remained constant between 2013 and 2014.

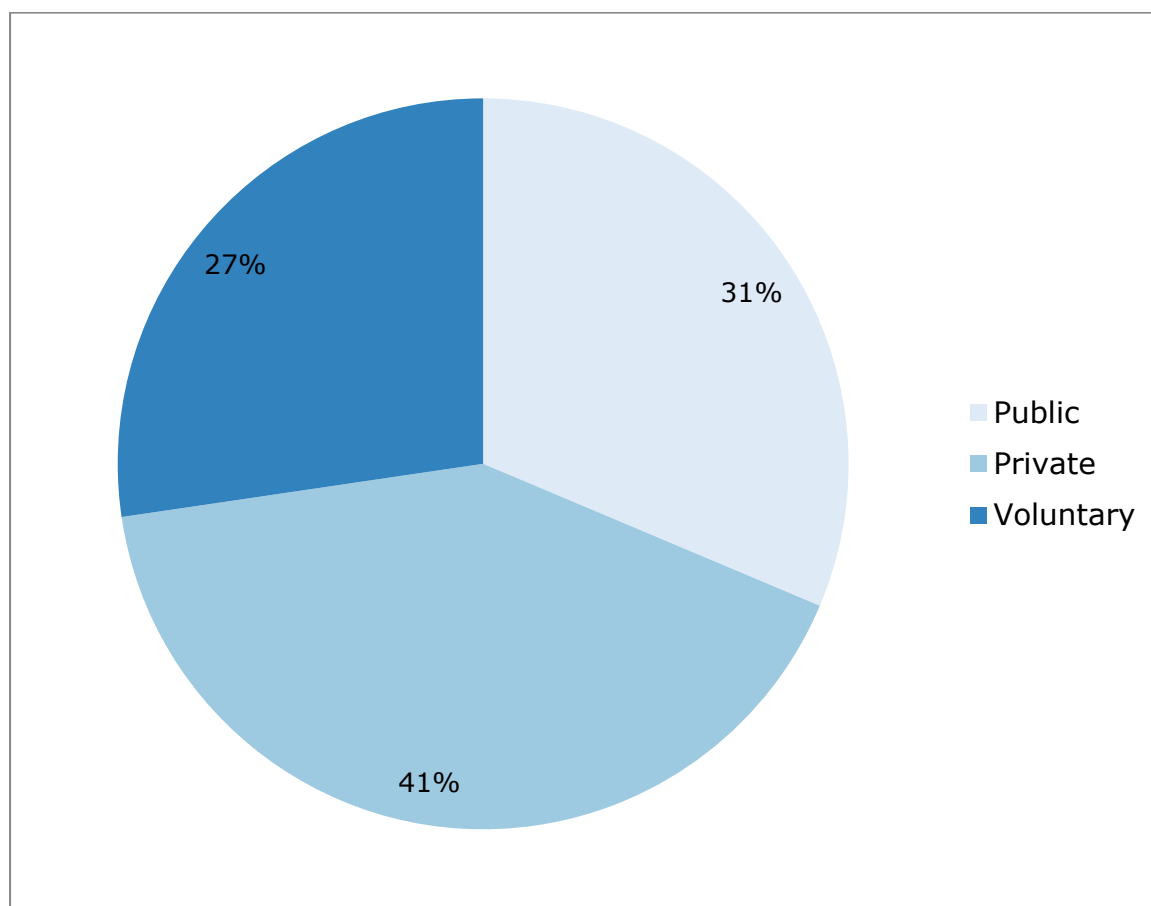
Table 2: Number of active services registered with the Care Inspectorate at 31 December 2011-2014

Sub-sector	2011	2012	2013	2014
Adoption services	39	39	39	39
Adult day care	559	536	522	513
Adult placement services	36	37	40	39
Care homes for adults	1314	1278	1250	1224
Child care agencies	37	35	31	28
Childminding⁵	5760	5810	5718	5609
Day care of children	3870	3800	3764	3733
Fostering services	62	62	62	61
Housing support/care at home	1880	1851	1875	1947
Nurse agencies	51	44	39	38
Offender accommodation services	9	9	8	6
Residential child care	269	285	289	294
School care accommodation	27	27	28	28
Total	13914	13810	13665	13559

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, though the public sector has fallen by one percentage point. All employer types saw a rise in their headcount this year, with the voluntary sector having the highest growth (+7.2%), followed by the private sector (+6.6%) then the public sector (+2.0%). Breakdowns by employer type can be seen in greater detail in chapters 3 and 4.

⁵ 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 2014' (due for publication October 2015). The counts may vary slightly due to differences in the way the Care Inspectorate and the SSSC classify an active service. See the Appendix A for more information.

Figure 1: Scottish social service workforce - estimated split by employer type 2014



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 of 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 2014

Group	Estimate
Childminding assistants	560
Volunteers (public)⁶	1380
Volunteers (private)	660
Volunteers (voluntary)	4410

⁶ 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 in social work services.

2.4 Key messages

- The estimate for the number of people working in the sector in 2014 is 199,670.
- This represents a rise of 5.3% on the 2013 figure.
- The housing support/care at home sub-sector saw the largest actual rise in headcount.
- Adult's fieldwork services saw the largest actual fall 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 just under 23% of the sector combined). Fife, North Lanarkshire and South Lanarkshire are the only other areas with workforces of more than 10,000.

In all but 1 of the 32 Scottish local authority areas the size of the workforce increased between December 2013 and December 2014. Only in Aberdeen City did the size of the workforce fall. The size of the changes varies from a handful to several hundreds. The largest absolute increase was recorded in North Lanarkshire, where all employer types saw an increase in headcount with the voluntary sector increasing by almost one-third, and those three local authority areas together account for a further 17% of the sector's workforce.

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 private to voluntary. 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	1520	3870	2510	7900
Aberdeenshire	2720	3980	1640	8340
Angus	1610	1660	840	4110
Argyll and Bute	1160	1140	800	3100
Clackmannanshire	610	1090	330	2030
Dumfries and Galloway	1340	2610	2060	6000
Dundee City	2180	2100	1890	6170
East Ayrshire	1780	2270	1230	5280
East Dunbartonshire	590	1980	880	3450
East Lothian	990	1580	800	3360
East Renfrewshire	1020	1100	760	2880
Edinburgh, City of	4720	7890	6480	19080
Eilean Siar	1090	80	260	1440
Falkirk	2250	2370	1010	5630
Fife	3820	5110	2800	11720
Glasgow City	5810	9840	11150	26800
Highland	3080	3580	2070	8730
Inverclyde	1310	1610	1130	4050
Midlothian	830	1710	540	3080
Moray	1280	1390	790	3460
North Ayrshire	1770	2380	1030	5180
North Lanarkshire	4380	3680	3280	11350
Orkney Islands	1140	100	90	1330
Perth and Kinross	1460	3450	1480	6390
Renfrewshire	1990	2860	2370	7220
Scottish Borders	1490	1230	1220	3940
Shetland Islands	1290	50	130	1460
South Ayrshire	1210	2500	1150	4860
South Lanarkshire	3910	4910	1420	10240
Stirling	880	1240	950	3070
West Dunbartonshire	1720	790	460	2980
West Lothian	1680	1980	1020	4690
Outwith Scotland⁷	0	340	0	340
Total	62590	82510	54560	199670

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 in the public sector. In all of these 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.

⁷ A small number of staff in the private and voluntary sectors have given office addresses outwith Scotland.

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

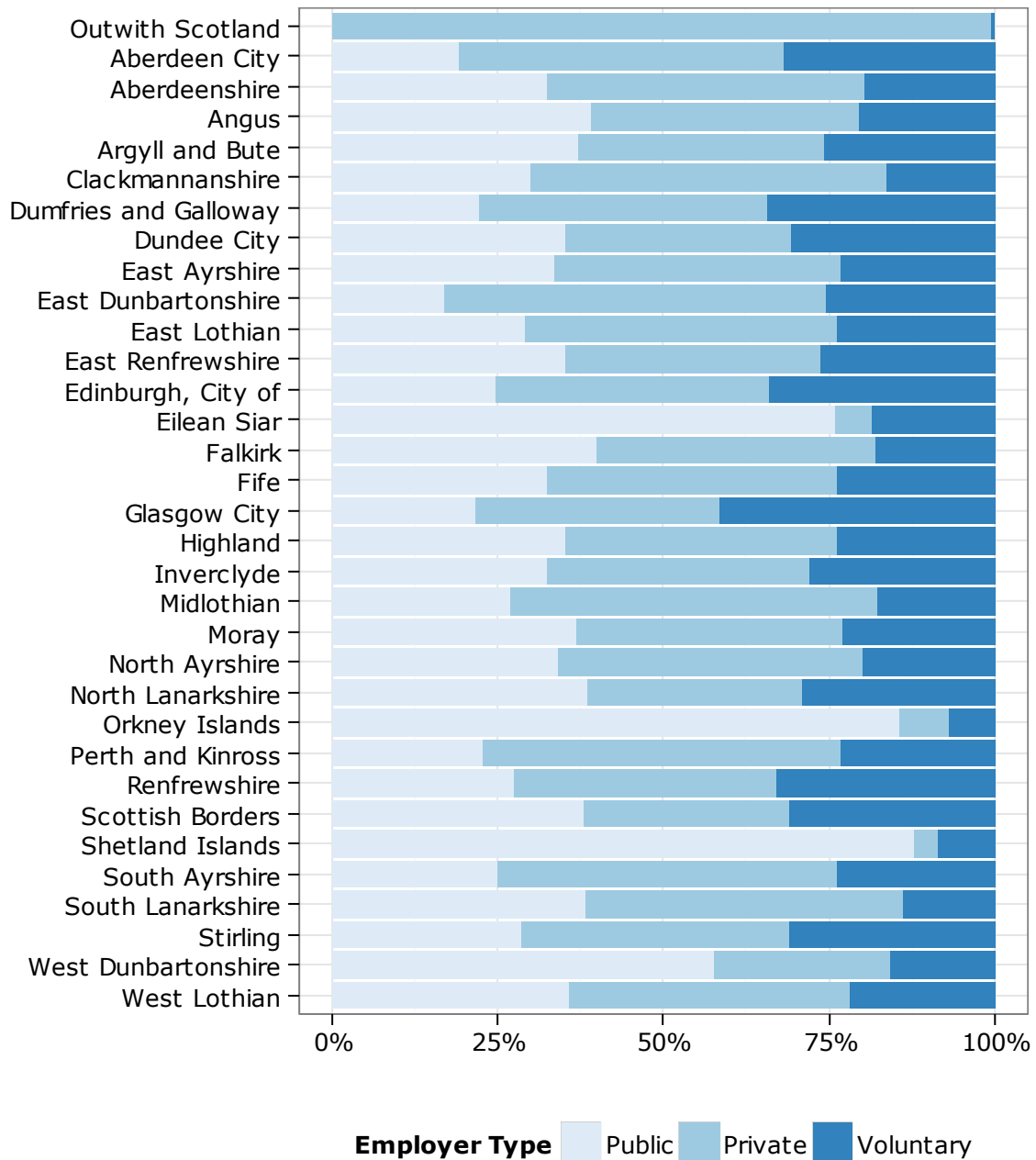
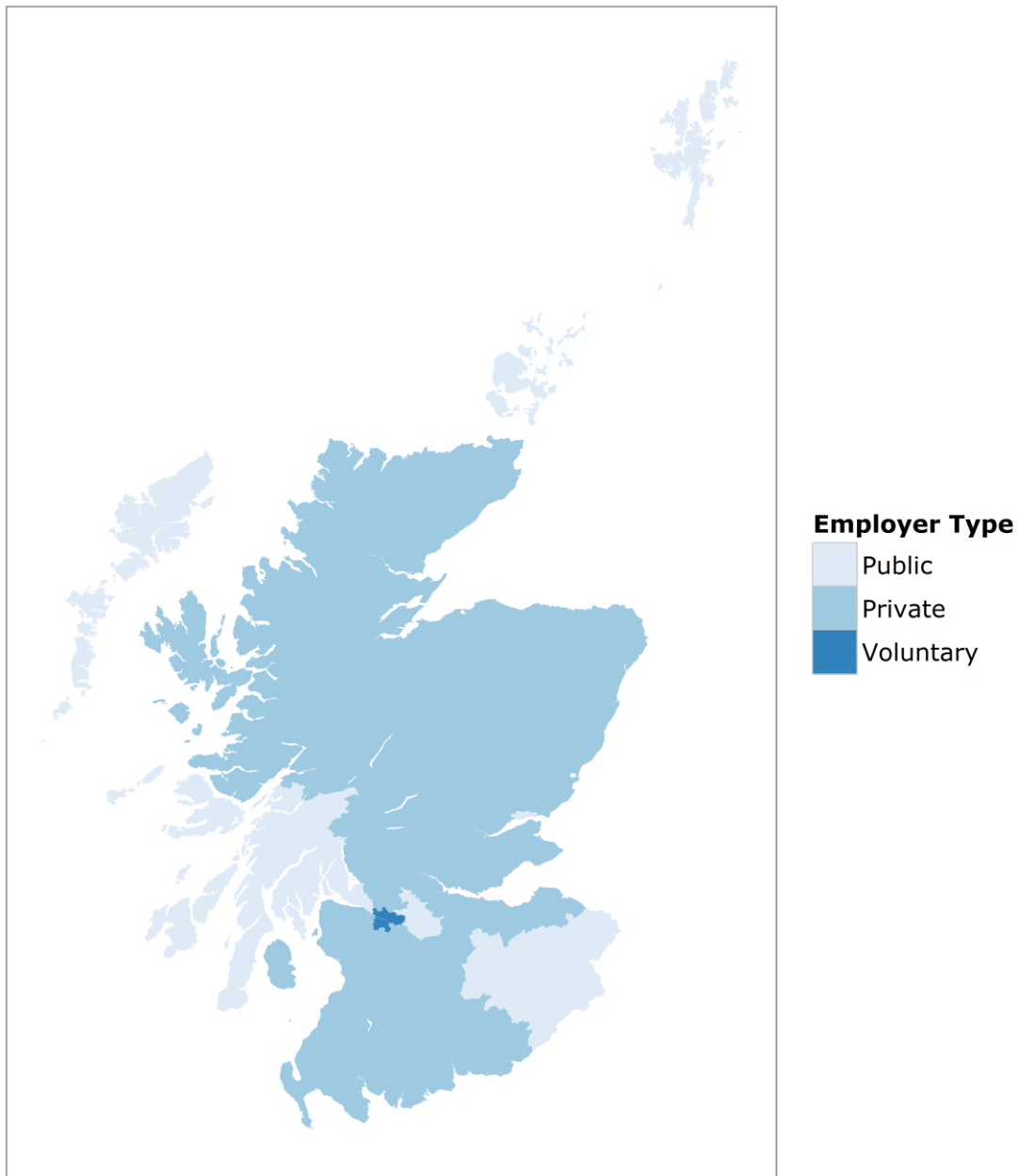


Figure 3 gives an at a glance view of the largest employer type by local authority area. In total, the public sector is the largest employer in eight local authority areas, 23 have the private sector as the largest employer and one has a majority of staff from the voluntary sector. This is a slight change from last year, with Angus, Inverclyde and Renfrewshire having the private sector as the largest employer. Angus and Inverclyde previously had the public sector as the largest employer, while Renfrewshire previously had the voluntary sector as the largest employer.

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



We can use the 2014 mid-year population estimates (National Records of Scotland, 2015) 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. Table 5 shows the data used in this figure.

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

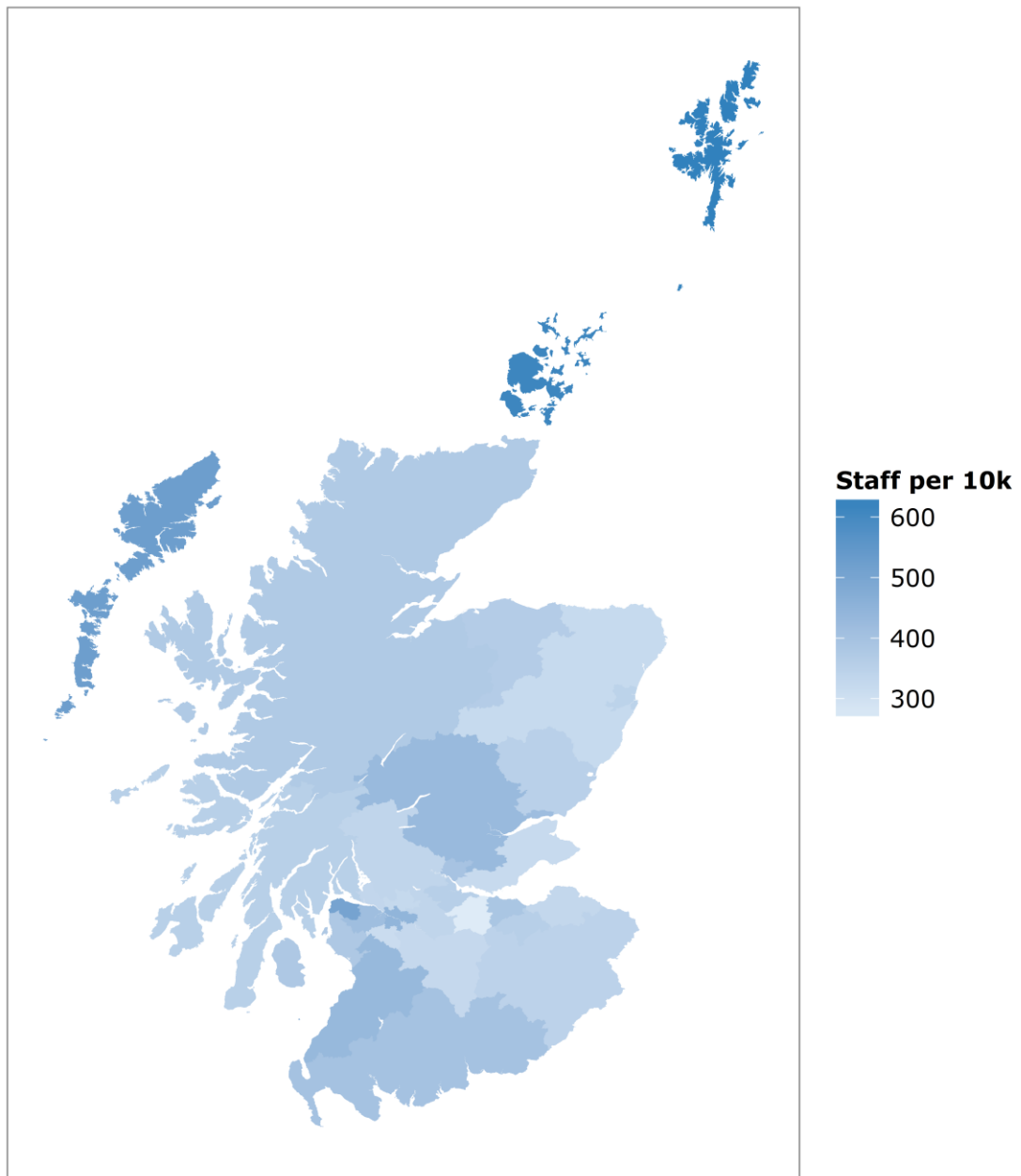


Table 5. Staff densities by local authority

Local authority	Population	Staff	Density (per 10k)
Aberdeen City	228990	7900	345
Aberdeenshire	260500	8340	320
Angus	116660	4110	353
Argyll and Bute	87660	3100	354
Clackmannanshire	51190	2030	397
Dumfries and Galloway	149940	6000	400
Dundee City	148260	6170	416
East Ayrshire	122150	5280	432
East Dunbartonshire	106730	3450	323
East Lothian	102050	3360	330
East Renfrewshire	92380	2880	311
Edinburgh, City of	492680	19080	387
Eilean Siar	27250	1440	527
Falkirk	157640	5630	357
Fife	367260	11720	319
Glasgow City	599650	26800	447
Highland	233100	8730	374
Inverclyde	79860	4050	508
Midlothian	86210	3080	358
Moray	94750	3460	365
North Ayrshire	136450	5180	379
North Lanarkshire	337950	11350	336
Orkney Islands	21590	1330	614
Perth and Kinross	148880	6390	429
Renfrewshire	174230	7220	414
Scottish Borders	114030	3940	345
Shetland Islands	23230	1460	631
South Ayrshire	112510	4860	432
South Lanarkshire	315360	10240	325
Stirling	91580	3070	336
West Dunbartonshire	89730	2980	332
West Lothian	177150	4690	265
Scotland	5347600	199320	373

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 services⁸ are the largest employers in eight 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

⁸ Local authorities are the main public providers of social services, however, the NHS also delivers a small number of such services.

parts of Scotland with the largest public sector presence are the three island local authorities (Orkney, Shetland and Eilean Siar).

- The private sector is the largest employer in just under three-quarters of local authority areas.
- The voluntary sector is the largest employer in one local authority area (Glasgow City).

4 Sub-sectoral analysis

4.1 Overview

This section will provide an examination and comparison of the different sub-sectors within the Scottish social service workforce. Table 6 gives a breakdown by sub-sector and employer type (ie public, private and voluntary sectors).

Table 6: Headcount by sub-sector and employer type

Sub-sector	Public	Private	Voluntary	Total
Adoption services	340	0	100	440
Adult day care	4490	800	3080	8370
Adult placement services	120	0	60	180
Care homes for adults	7240	37830	9440	54520
Central and strategic staff	3210	0	0	3210
Child care agencies	10	180	250	440
Childminding	0	5610	0	5610
Day care of children	12690	13060	6620	32370
Fieldwork service (adults)	5070	0	0	5070
Fieldwork service (children)	5910	0	0	5910
Fieldwork service (generic)	3070	0	0	3070
Fieldwork service (offenders)	2050	0	0	2050
Fostering services	460	0	520	970
Housing support/care at home	15460	19240	31290	65990
Nurse agencies	0	2650	80	2730
Offender accommodation services	30	0	80	110
Residential child care	2310	2020	3030	7360
School care accommodation	140	1120	10	1270
Total	62590	82510	54560	199670

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.

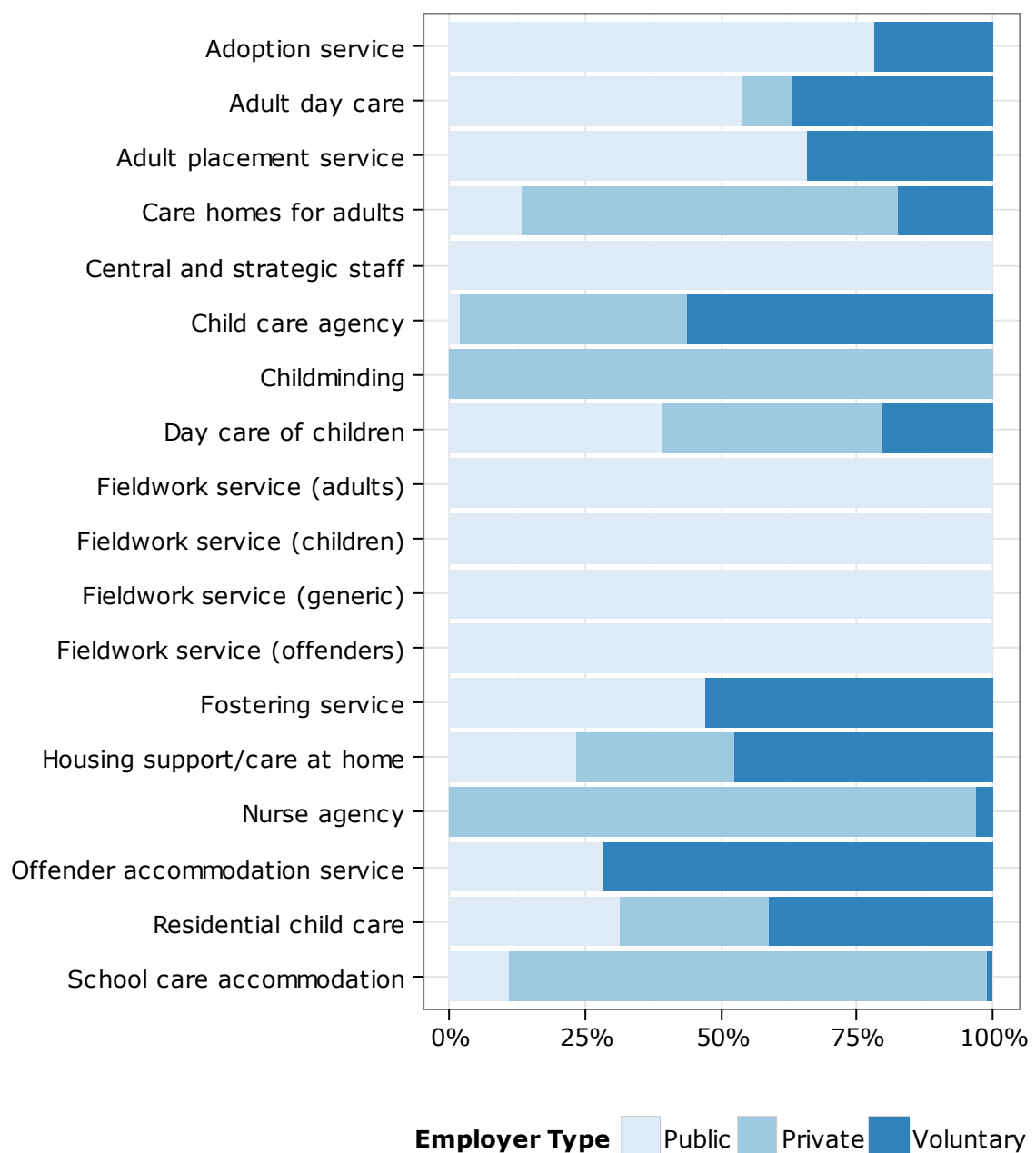
Services that are primarily aimed at children (adoption service, child care agency, childminding, day care of children, fieldwork service (children), fostering service, residential child care and school care accommodation) account for just over 27% of the workforce.

The private sector is the largest employer type for both services for children and for adults, reflecting its overall share at just under and just over 41%

respectively. The public and voluntary sectors differ however, with the public sector having a 40% share for services for children and 28% 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 7 shows the median staffing levels in registered services. We can see, for example, that half of all private sector care homes for adults have 48 or fewer staff, which contrasts with voluntary sector services in this sub-sector where the median is 18. 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 that appeared in last year's report no longer features in this table as a large service has been reclassified as residential child care.

Table 7: Median staffing complement of registered services by employer type and sub-sector

Sub-sector	Public	Private	Voluntary
Adoption services	8	0	13
Adult day care	12	8	12
Adult placement services	3	0	3.5
Care homes for adults	39	48	18
Child care agencies	8	8	20.5
Childminding⁹	0	1	0
Day care of children	6	10	5
Fostering services	12.5	0	9
Housing support/care at home	22	26	20
Nurse agencies	0	26	25
Offender accommodation services	16	0	12.5
Residential child care	18	13.5	20
School care accommodation	16	21.5	11

4.3 Key messages

- 15 of the 18 sub-sectors have fewer than 10,000 people working in them.
- 15 of the 18 sub-sectors have a dominant employer type (ie one type of employer has at least 50% of the workforce).
- Services for children employ 27% of the sector's workforce.
- Median staffing levels can differ between employer types in a sub-sector, which may be due to differences between the types of people they deliver services to.

⁹ 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 2014' (due for publication October 2015). The counts may vary slightly due to differences in the way the Care Inspectorate and the 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 93% return rate (approximately 185,000 records), 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 8 shows the median¹⁰ age of the workforce in the different sub-sectors and by type of employer.

Table 8: Median age of the workforce by sub-sector and employer type

Sub-sector	Public	Private	Voluntary	All
Adoption services	48	-	50	49
Adult day care	49	47	44	48
Adult placement services	51	-	52	51
Care homes for adults	48	42	46	44
Central and strategic staff	47	-	-	47
Child care agencies	34	28	33	30
Childminding	-	45	-	45
Day care of children	44	28	36	36
Fieldwork service (adults)	48	-	-	48
Fieldwork service (children)	45	-	-	45
Fieldwork service (generic)	47	-	-	47
Fieldwork service (offenders)	47	-	-	47
Fostering services	48.5	-	46	47
Housing support/care at home	50	43	44	46
Nurse agencies	-	42	50	42
Offender accommodation services	41.5	-	43	43
Residential child care	47	39	41	43
School care accommodation	51	46	47	46
All	47	40	44	44

The public sector has the highest median age overall and also in all sub-sectors that it operates in (except for adoption services, adult placement services and offender accommodation services). The private sector has the youngest median age in all but two of the sub-sectors it operates in (adult day care and school

¹⁰ The definition of median can be found in the Glossary (pg.58).

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.

To put these figures into context, it should be noted that the median age for the total Scottish population aged over 16, is 46 years and that the median age for those between 16 and 65 years old (i.e. the traditional working age population) in Scotland is 40 years (National Records of Scotland, 2015). 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

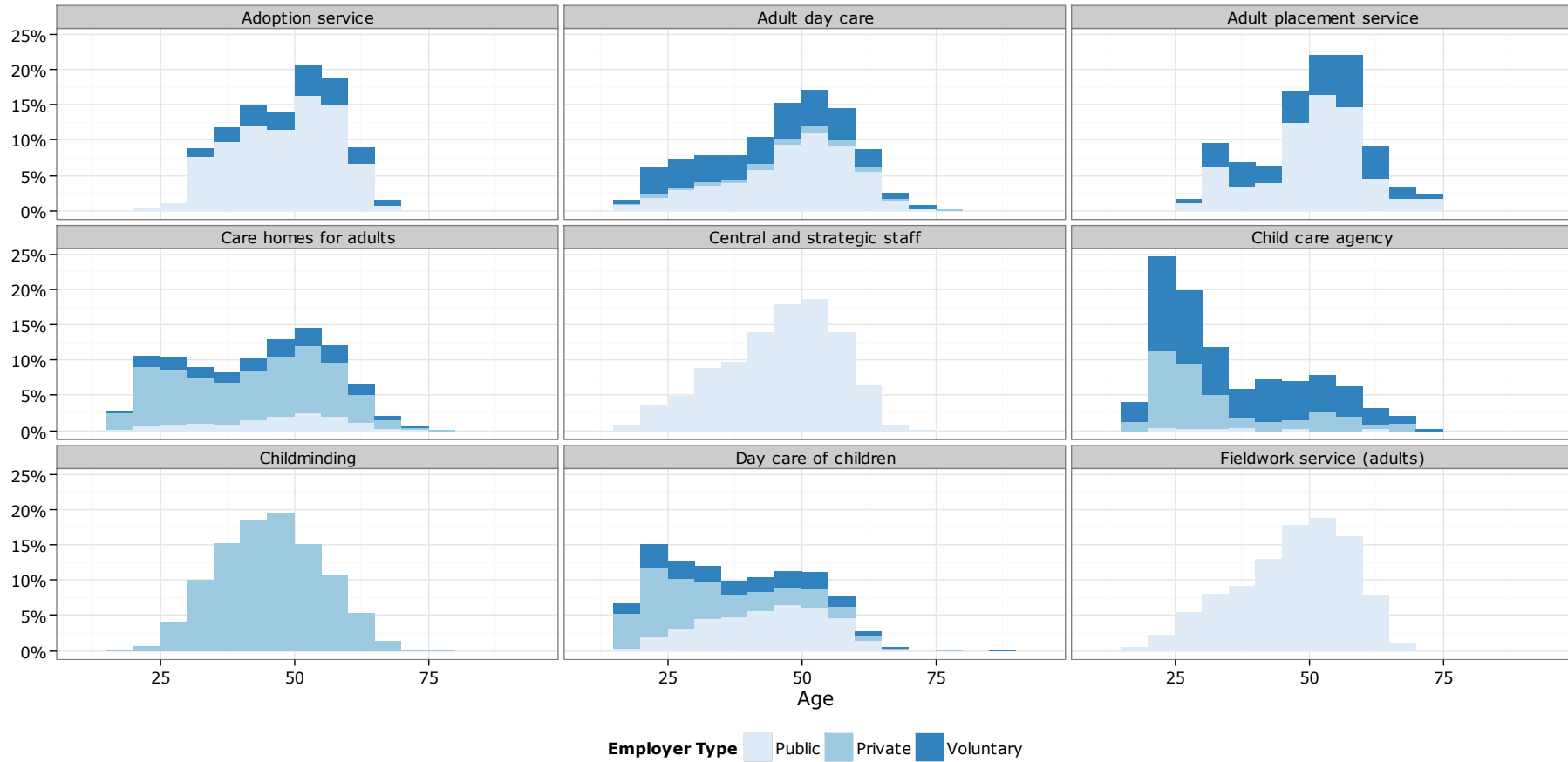
The data in Table 8 only presents a single characteristic of a sometimes complex distribution. Figure 6 however shows the age profile for the workforce for each sub-sector and by employer type. The bars in each chart represent five-year age bands, for example a bar would represent people aged 25-29. 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 in that age band.

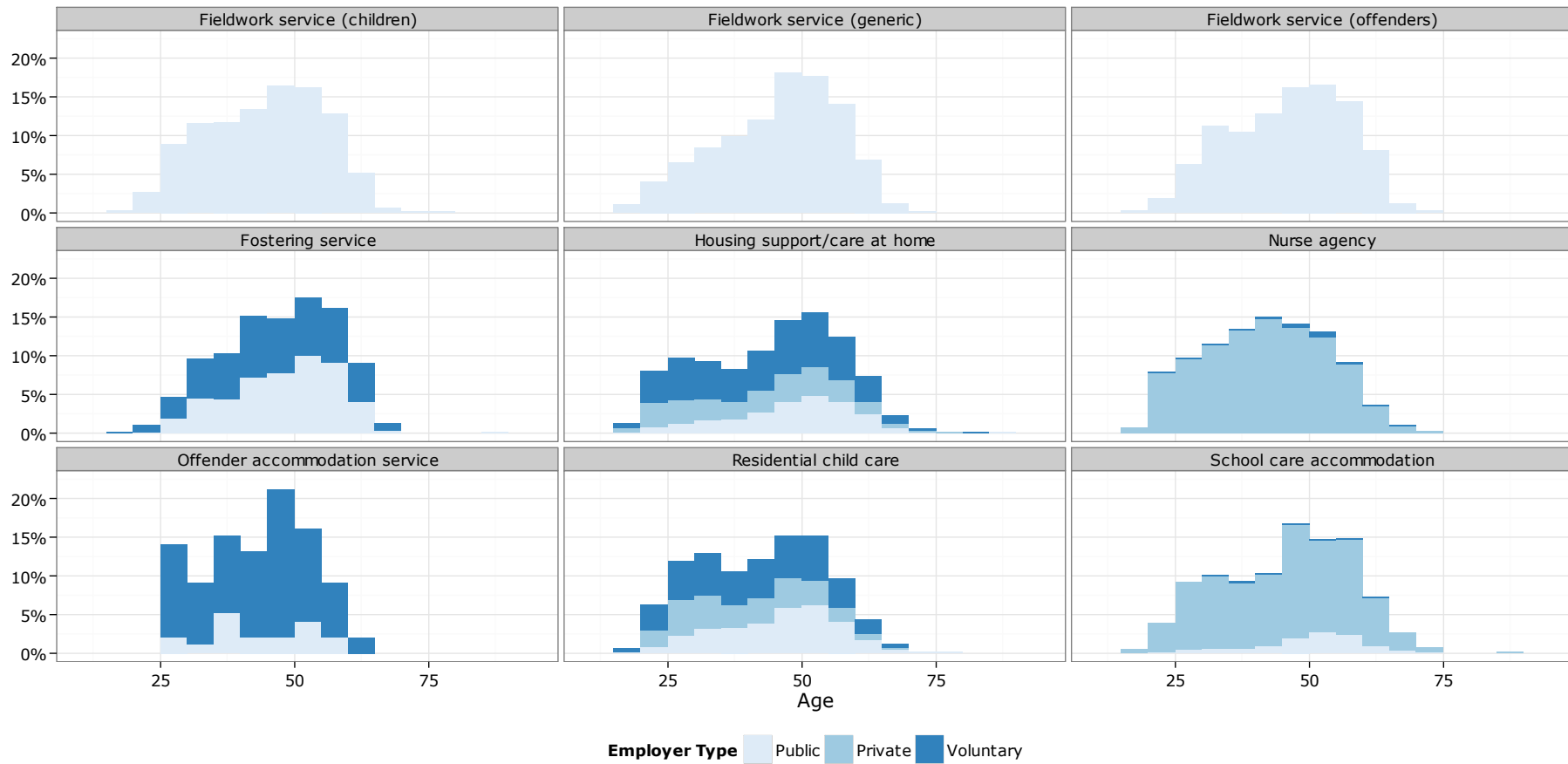
Some sub-sectors show little difference between different types of employer in the age distribution while others show a marked difference. For instance, in day care of children, the private sector has a heavy concentration of younger workers whereas the public sector has a majority of older workers. The voluntary sector has two different peaks (or modes¹¹) 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.

¹¹ The definition of mode can be found in the Glossary (pg.58).

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





5.4 Gender

Table 9 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.

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 88%.

While this data item is of good quality overall, nurse agencies had a large proportion of 'unknown' responses this year.

Table 9: Percentage of staff by gender and sub-sector

Sub-sector	Female	Male	Unknown
Adoption services	88	12	0
Adult day care	77	23	0
Adult placement services	77	23	0
Care homes for adults	85	15	0
Central and strategic staff	80	20	0
Child care agencies	93	7	0
Childminding	100	0	0
Day care of children	96	4	0
Fieldwork service (adults)	81	19	0
Fieldwork service (children)	83	17	0
Fieldwork service (generic)	79	21	0
Fieldwork service (offenders)	64	36	0
Fostering services	88	12	0
Housing support/care at home	82	18	0
Nurse agencies	67	14	19
Offender accommodation services	68	32	0
Residential child care	68	32	0
School care accommodation	61	39	0
All	84	15	0

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 show 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 10 shows that the sector is mainly 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 10: Percentage of staff by ethnic classification and employer type

Employer Type	White	Mixed	Asian	Black¹²	Other	Unknown
Public	83	0	1	0	0	16
Private	80	0	2	2	1	15
Voluntary	84	0	1	1	0	13
All	82	0	1	1	1	15

In Table 11, 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 11: Percentage of staff by ethnic classification and sub-sector

	White	Mixed	Asian	Black¹³	Other	Unknown
Adoption services	79	0	1	0	0	19
Adult day care	90	0	1	0	0	8
Adult placement services	90	0	0	1	0	9
Care homes for adults	80	0	3	2	1	14
Central and strategic staff	85	0	1	0	1	13
Child care agencies	82	0	2	0	0	16
Childminding	97	0	1	0	0	1
Day care of children	92	0	1	0	0	6
Fieldwork service (adults)	83	0	1	0	1	15
Fieldwork service (children)	69	0	1	0	1	29
Fieldwork service (generic)	78	0	1	0	0	20
Fieldwork service (offenders)	77	0	0	1	0	21
Fostering services	84	0	1	0	0	15
Housing support/care at home	78	0	1	1	0	19
Nurse agencies	58	0	6	11	0	23
Offender accommodation services	97	0	0	1	0	2
Residential child care	81	0	0	0	0	18
School care accommodation	62	0	0	0	0	37
Total	82	0	1	1	1	15

5.6 Disability

As with ethnicity, the data item on whether workers 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

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

workforce reported as having a disability is low in all sub-sectors, ranging from 0 to 4%.

Table 12: Percentage of staff by disability and sub-sector

	No disability	Disability	Unknown
Adoption services	83	2	14
Adult day care	91	3	6
Adult placement services	84	3	12
Care homes for adults	91	2	7
Central and strategic staff	66	3	31
Child care agencies	91	3	6
Childminding	99	1	0
Day care of children	96	2	3
Fieldwork service (adults)	65	4	31
Fieldwork service (children)	55	2	43
Fieldwork service (generic)	54	3	43
Fieldwork service (offenders)	60	2	38
Fostering services	85	2	13
Housing support/care at home	84	2	15
Nurse agencies	69	1	30
Offender accommodation services	86	2	12
Residential child care	87	1	12
School care accommodation	60	0	40
Total	86	2	12

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 female 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 13.

Table 13: Job function codes and their descriptions

Code	Description
C0	Administrative/support staff - eg clerical, finance and HR
C1	Ancillary staff - eg catering, domestic, gardening
C2	Care staff - provide direct care and support (eg support workers in day care of children services)
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 (eg social workers, occupational therapists, 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 (eg 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 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 14 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 14: Percentage of staff by job function and sub-sector¹⁴

Sub-sector	Auxiliary	Care	Managers	Unknown
Adoption services	10	73	16	0
Adult day care	14	80	6	0
Adult placement services	12	66	21	1
Care homes for adults	22	75	3	0
Central and strategic staff	85	1	13	0
Child care agencies	4	90	6	0
Day care of children	7	82	11	0
Fieldwork service (adults)	18	66	15	0
Fieldwork service (children)	15	69	16	0
Fieldwork service (generic)	49	41	10	0
Fieldwork service (offenders)	17	70	13	0
Fostering services	15	66	18	0
Housing support/care at home	7	89	4	0
Nurse agencies	1	98	1	0
Offender accommodation services	13	73	14	0
Residential child care	10	83	6	0
School care accommodation	31	65	3	0
All	15	79	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 15 shows that around four-fifths of the sector are employed on a permanent contract, a 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.

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

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

We have further extended the variables for this data item to account for contracts with no guaranteed hours (NGH). This is a type of zero-hours contract (ZHC), though they come in many forms which has caused some confusion (Freeman, 2014). The data items permanent, temporary, fixed term, sessional and trainee all have counterpart selections to record when guaranteed hours are not provided, eg there are options 'Permanent (with guaranteed hours)' and 'Permanent (no guaranteed hours)'. They are recorded in the table in parentheses after the figure for the overall amount. For example, for adult day care services 79% of the workforce were employed on permanent contracts, of which 1% were no guaranteed hours permanent contracts. As these options are 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 offender accommodation services sub-sectors. Overall, 3% of the workforce are identified as having an NGH contract. When combined with the other contract types that may be considered a ZHC (bank and casual/relief), they comprise roughly 10% of the contracts in the workforce.

Table 15: Percentage of staff by contract type and sub-sector¹⁶

Sub-sector	Permanent	Temp- orary	Agency	Bank	Fixed term	Sessional	Casual/ relief	Trainee	Other	Unknown	All NGH¹⁷
Adoption services	91(0)	6(0)	0	0	2(0)	0(0)	0	0(0)	0	0	0
Adult day care	79(1)	6(0)	0	1	1(0)	4(1)	6	0(0)	1	0	3
Adult placement services	75(0)	6(0)	0	0	1(1)	0(0)	0	0(0)	16	1	1
Care homes for adults	87(0)	2(0)	0	7	0(0)	0(0)	3	0(0)	0	0	0
Central and strategic staff	85(0)	10(0)	0	0	3(0)	0(0)	0	0(0)	1	0	0
Child care agencies	22(3)	9(0)	19	1	2(0)	38(5)	5	0(0)	3	0	8
Day care of children	79(1)	8(0)	0	1	2(0)	4(0)	2	3(0)	1	0	1
Fieldwork service (adults)	90(0)	6(0)	0	0	2(0)	0(0)	0	0(0)	0	0	0
Fieldwork service (children)	91(1)	5(0)	0	0	1(0)	1(0)	1	0(0)	0	0	1
Fieldwork service (generic)	81(0)	11(1)	0	0	2(1)	2(1)	2	1(0)	0	1	2
Fieldwork service (offenders)	89(0)	7(0)	0	0	2(0)	1(0)	1	0(0)	0	0	1
Fostering services	92(0)	4(0)	0	0	1(0)	1(0)	0	0(0)	0	0	0
Housing support/care at home	81(8)	2(0)	2	2	1(0)	4(0)	5	0(0)	1	0	9
Nurse agencies	9(2)	3(0)	86	1	0(0)	0(0)	0	0(0)	1	0	2
Offender accommodation services	71(0)	3(0)	7	0	1(0)	17(6)	1	0(0)	1	0	6
Residential child care	80(0)	4(0)	0	2	1(0)	4(1)	7	0(0)	2	0	1
School care accommodation	91(1)	1(0)	0	0	3(0)	1(0)	2	0(0)	1	1	1
Total	80(3)	4(0)	2	3	1(0)	3(0)	4	1(0)	1	3	3

¹⁶ Numbers in parentheses indicate no guaranteed hours (NGH) contracts within that contract type.

¹⁷ All no guaranteed hours contracts (this may be different to the sum of individual elements due to rounding).

6.3 Hours

We can also present information on the typical weekly hours worked by the sector. Table 16 shows the breakdown of the median weekly hours staff work by employer type and sub-sector.

Table 16: 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	32	27	30
Adult placement services	35	0	33.5	35
Care homes for adults	30	33	30	32.5
Central and strategic staff	35	0	0	35
Child care agencies	2	7.5	7	7
Childminding	0	40	0	40
Day care of children	33.5	35	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	0	35	35
Housing support/care at home	26	30	30	30
Nurse agencies	0	14	22	15
Offender accommodation services	36	0	36	36
Residential child care	36	37.5	37	37
School care accommodation	25	37.5	12	37
All	35	33	30	32

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.

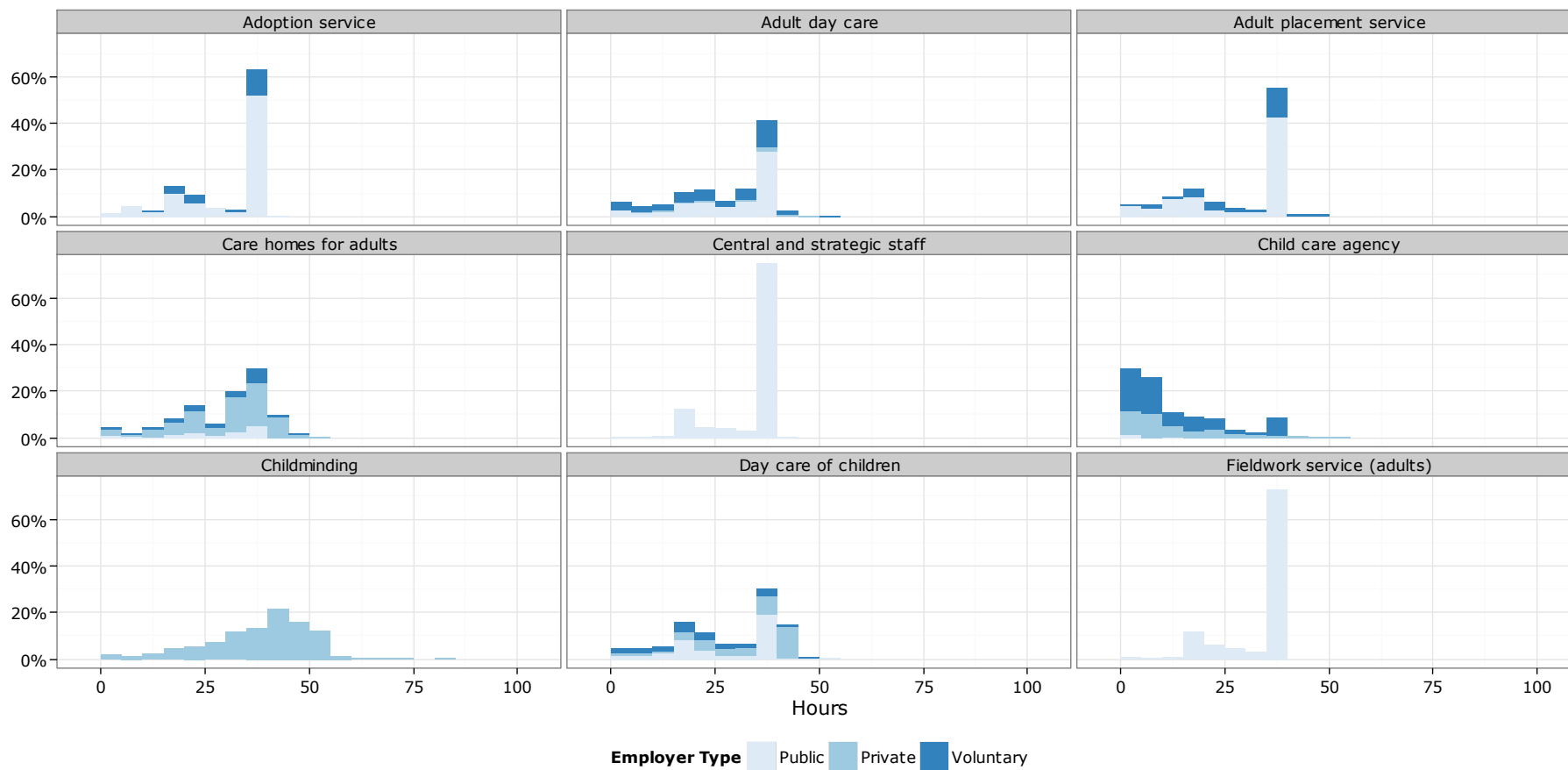
Figure 7 presents charts with the distribution of hours for each sub-sector and by employer type (each bar is five hours wide). The histograms are set out by sub-sector, and the bars stacked by employer type to allow comparison across these data items. This means that each bar will have up to three colours representing the proportion of each employer type within that band.

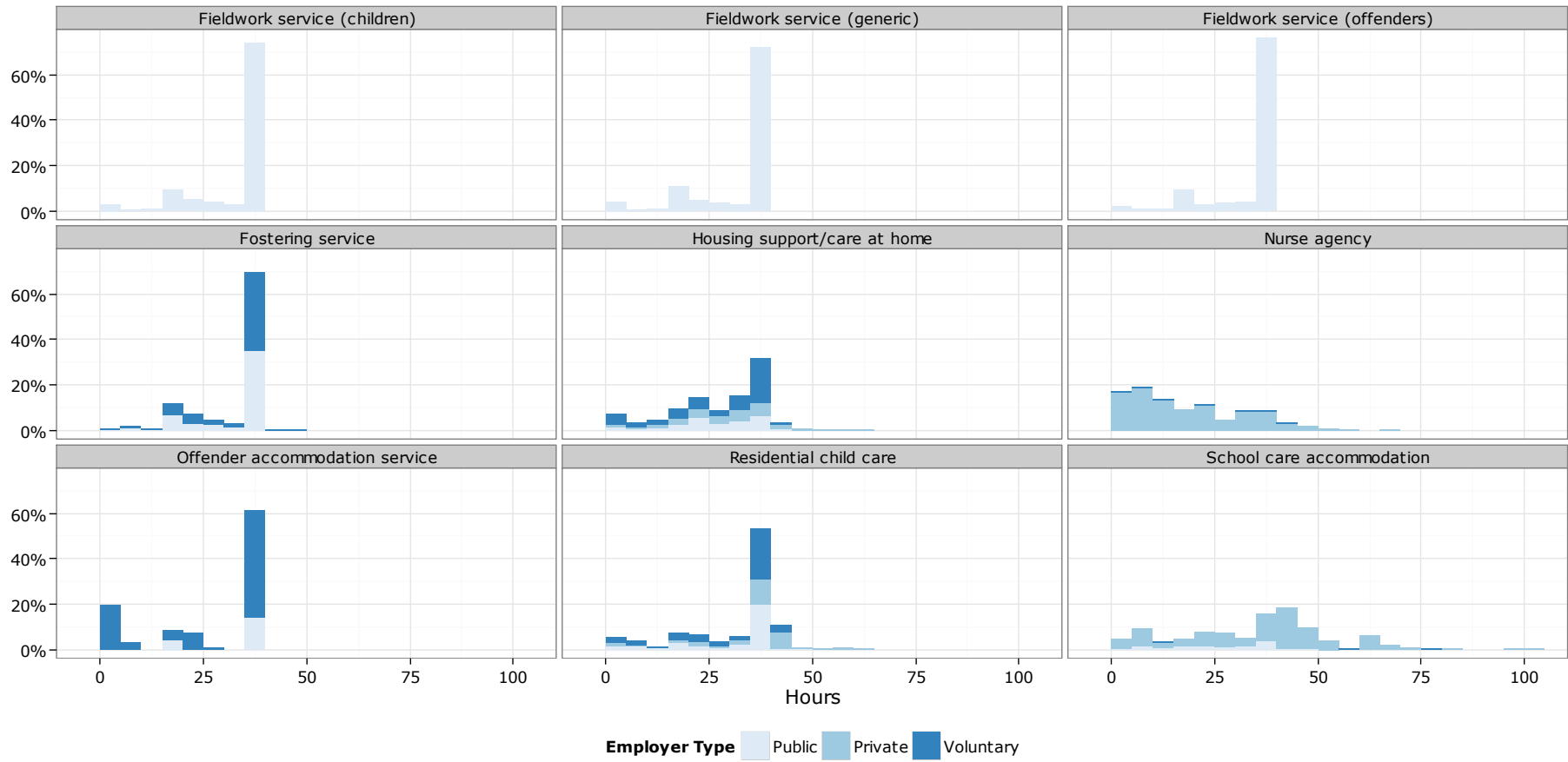
In most sub-sectors there is a clear concentration of people working in the 35-40 hour range. However, in some sub-sectors there is a greater spread and evidence of two modes in the distribution, one at around 20 hours and the other at around 35 hours (this is particularly so in the larger sub-sectors, care homes for adults, day care of children and housing support/care at home). These are due to separate groupings of staff working full time or part time in 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 to be due to the fact that many day care of children's services provided by the voluntary sector operate for less than a full-day (eg 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 in most rather than the employer type itself.

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





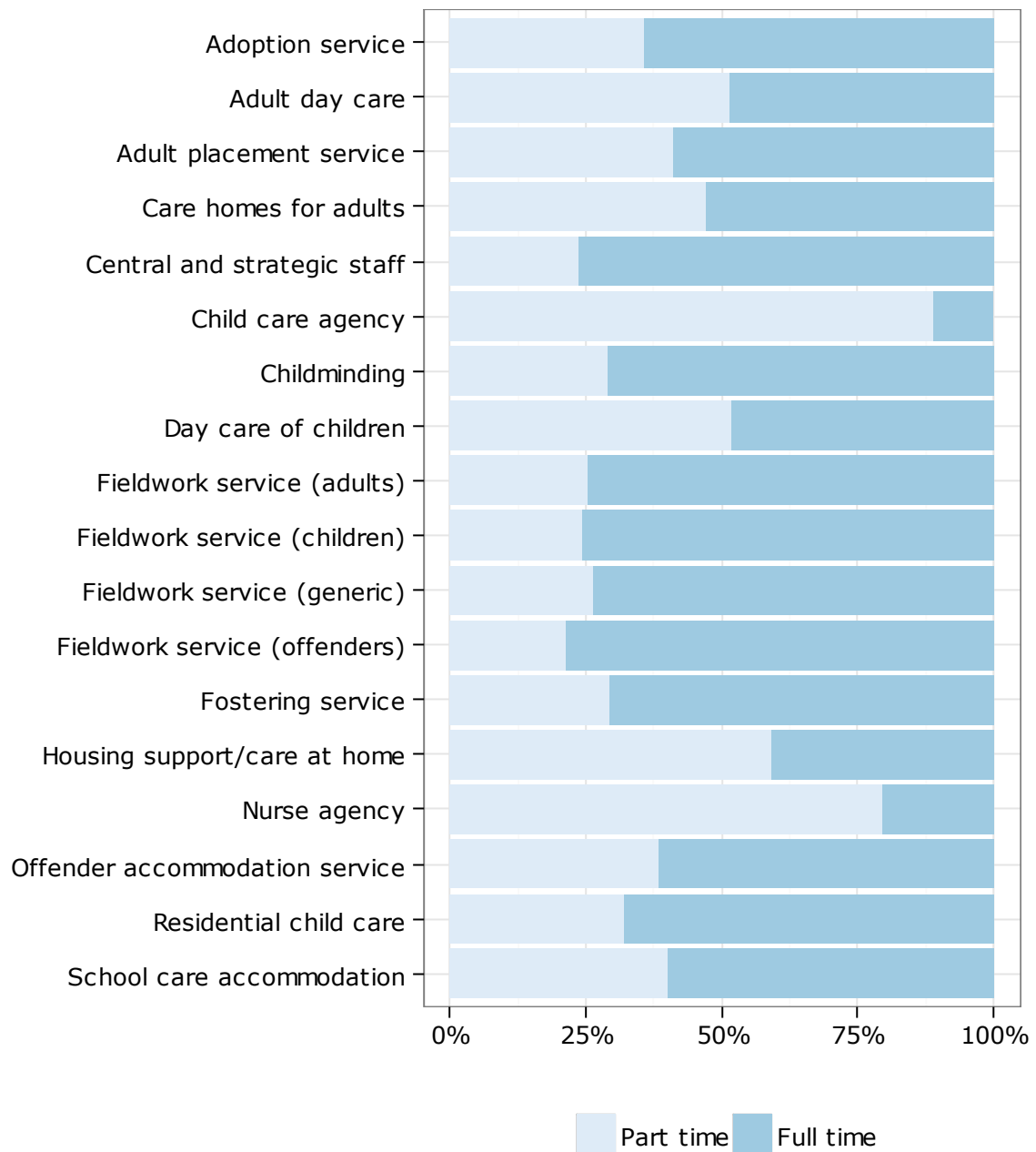
While we can informally identify groups of part time and full time workers in the above histograms, we can also use the hours variable to formally classify the workforce. The formal definition of part time working for statistical purposes is 30 hours or less per week (van Bastelaer, Lemaître, & Marianna, 1997). Conversely, full time working is more than 30 hours per week.

Table 17 and Figure 8 show that while overall there is only a slight majority in full time working, there are significant differences between the sub-sectors. Of the 18 sub-sectors, 13 have full time workers as the largest group, with childminders, local authority central and strategic staff and fieldwork services the highest at over 70% of their workforces employed on a full time basis. Of the five sub-sectors with part time working as the most prevalent, child care and nurse agencies have the highest proportions at 79% and 89% respectively.

Table 17. Percentage of part time and full time workers by sub-sector

Sub-sector	Part-time	Full-time
Adoption service	36	64
Adult day care	51	49
Adult placement service	41	59
Care homes for adults	47	53
Central and strategic staff	24	76
Child care agency	89	11
Childminding	29	71
Day care of children	52	48
Fieldwork service (adults)	25	75
Fieldwork service (children)	24	76
Fieldwork service (generic)	26	74
Fieldwork service (offenders)	21	79
Fostering service	29	71
Housing support/care at home	59	41
Nurse agency	79	21
Offender accommodation service	38	62
Residential child care	32	68
School care accommodation	40	60
Total	49	51

Figure 8. Percentage of part time and full time workers by 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.
- No guaranteed hours contracts make up around 3% of all contracts, though it is around three times higher for housing support/care at home.

- The median typical weekly hours for most sub-sectors is at least 35, though for the largest sub-sectors it is slightly less than this, due to greater incidences of part time working.
- Roughly half of the workforce are employed full time, though this varies from 11% to 79% by sub-sector.

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 18 shows a time series of social workers over the last four years. The rise in the number of social workers noted in 2013 has been sustained.

Table 18: Numbers of social workers, 2011-2014

	2011	2012 ¹⁸	2013	2014
Local authority - headcount	5717	5676	5909	5921
Local authority – whole time equivalent (WTE)	5220	5183	5367	5369
SSSC Register¹⁹	10572	10701	10962	10965

It is important to note that the time series for local authority figures should be interpreted with caution since the integration of health and social care services in the Highland region saw a number of social workers for adults move into the NHS who are not captured in our data sources.

Table 19 shows the headcount and WTE of social workers in the various local authority fieldwork services for 2014. Fieldwork services for children employ the most social workers.

Table 19: Number and WTE of local authority social workers, 2014

	Headcount	WTE ²⁰
Fieldwork service (adults)	1822	1681
Fieldwork service (children)	2726	2527
Fieldwork service (generic)	453	308
Fieldwork service (offenders)	920	853
Total	5921	5369

¹⁸ Integration of health and social care 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.

²⁰ Rounded to the nearest whole number.

7.2 Occupational therapists

We can also report on the numbers of occupational therapists employed in local authority fieldwork services. Table 20 shows the headcount and WTE of occupational therapists in the various fieldwork services for 2014. 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 20: Number and WTE of local authority occupational therapists, 2014

	Headcount	WTE²¹
Fieldwork service (adults)	397	327
Fieldwork service (children)	13	12
Fieldwork service (generic)	167	139
Fieldwork service (offenders)	2	2
Total	579	480

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 21 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 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.

²¹ Rounded to the nearest whole number.

Table 21: Estimated number of nurses by sub-sector and employer type, 2014

	Public	Private	Voluntary	Total
Adoption services	0	0	0	0
Adult day care	20	40	0	60
Adult placement services	0	0	0	0
Care homes for adults	40	4860	320	5220
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)	90	0	0	90
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	90	50	150
Nurse agencies	0	1190	70	1250
Offender accommodation services	0	0	10	10
Residential child care	30	0	10	40
School care accommodation	0	10	0	10
Total	210	6190	450	6850

8 Housing support/care at home

Data on housing support and care at home services has traditionally been presented in this report as a combined housing support/care at home sub-sector. This is due to the fact that the majority of these services are registered jointly with the Care Inspectorate and they provide a single annual return for those jointly registered services. It is not possible to separate out and identify the staffing resource used just for the housing support (or care at home) element of the services. However, we have had feedback requesting further detail into this sub-sector. We can divide this sub-sector into those services which are combined and those which only deliver care at home or housing support. We refer to these as combined housing support/care at home (CHSCAH), sole care at home (SCAH) and sole housing support (SHS). We will look first at the profile of the services themselves, then look at how the staff characteristics vary between these groups of services.

8.1 Service characteristics

Table 22 shows how staff and services are distributed across these constituent parts and the median size of service. One can see that the combined services account for 73% of the headcount of the sub-sector and 64% of the services. Sole care at home services account for 15% of the headcount and 12% of the services, while sole housing support services account for 13% of the headcount and 23% of the services. These differences in distributions are reflected in the median size of services, where sole housing support services are very much smaller.

Table 22. Housing support/care at home services broken down into constituent service types

	Headcount	Services	Median
Combined	48030	1251 ²²	44
Sole care at home	10020	247	20
Sole housing support	7940	449	13
Total	65990	1947	22

While the voluntary sector is the largest employer type overall, this is not the case for all of the constituent parts of the sub-sector. This can be seen in Table 23 where the voluntary sector is the largest employer in combined and sole housing support services at 48% and 67% respectively, but the private sector is the largest employer in sole care at home services with 46% of the staff employed.

²² 625 of these services provided staffing figures.

Table 23. Distribution of staff by employer type within housing support/care at home

	Public	Private	Voluntary
Combined	11400	13700	22920
Sole care at home	2430	4560	3030
Sole housing support	1630	970	5340
Total	15460	19240	31290

8.2 Staff characteristics

Table 24 shows how median hours worked and median ages of the housing support/care at home workforce differ by constituent type. Median hours differ significantly between the types with sole care at home services working the fewest hours and sole housing support working the longest. Median ages are broadly similar, with sole housing support slightly older than the other two.

Table 24. Median hours and age within housing support/care at home

	Hours	Age
Combined	30	45
Sole care at home	24	46
Sole housing support	35	48
Total	30	46

The differences in median weekly hours are replicated in the splits between part time and full time working and can be seen in Table 25. Only sole housing support has a majority of workers working full time and sole care at home has almost three-quarters of workers working part time.

Table 25. Percentage of staff by part-time/full-time within housing support/care at home

	Part time	Full time
Combined	59	41
Sole care at home	72	28
Sole housing support	45	55
Total	59	41

Sole care at home services employ a greater proportion of women compared to sole housing support services and combined services as shown in Table 26.

Table 26. Percentage of staff by gender within housing support/care at home

	Female	Male
Combined	80	19
Sole care at home	91	9
Sole housing support	77	22
Total	82	18

The distribution of staff by job function is largely similar between combined services and sole care at home services, however, as Table 27 shows, sole housing support has fewer care staff and more auxiliary and managers, perhaps reflecting that these services are somewhat smaller.

Table 27. Percentage of staff by job function within housing support/care at home

Sub-sector	Auxiliary	Care	Managers	Unknown
Combined	6	91	3	0
Sole care at home	5	93	3	0
Sole housing support	16	75	9	0
Total	7	89	4	0

The difference in median hours highlighted in Table 24 is reflected in the distribution of contract types provided by Table 28. Sole care at home services have by far the largest proportion of staff on no guaranteed hours contracts, with sole housing support using these types of contract the least.

Table 28. Percentage of staff by contract type within housing support/care at home

Contract type	CHSCAH	SCAH	SHS
Permanent	83(8)	74(15)	78(1)
Temporary	2(0)	1(0)	4(0)
Agency	1	6	0
Bank	2	1	1
Fixed term	1(0)	1(0)	4(0)
Sessional	3(0)	10(1)	3(0)
Casual/relief	5	4	7
Trainee	0(0)	0(0)	0(0)
Other	1	1	2
Not known	0	0	0
All NGH	9	16	2

9 Conclusion

9.1 Summary

This report presents a comprehensive view of those in paid employment in the Scottish social service sector at the end of 2014²³. The sector has seen a 5.3% rise in the headcount figure to 199,670. This is an increase of approximately 10,000 and is primarily a net growth of existing services.

Over two-thirds of the sub-sectors recorded a rise in headcount. The main sub-sector accounting for this rise is housing support/care at home, while fieldwork services for adults had the largest fall, though it was small by comparison.

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 men are more prevalent (eg in offender's services), or where the age distribution is more concentrated (eg childminding).

Most of the workforce have permanent contracts (80%), and mostly in frontline care roles. Most are also full time positions (51%), though at least 10% of the employment appears to be on zero hours contracts or equivalent.

Of the key job groups investigated in this report, local authority social workers are most numerous in fieldwork services for children while occupational therapists are most numerous in fieldwork services for adults. Nurses are most prevalent in the care homes for adults sub-sector and in the private employer type.

A detailed view of the housing support/care at home sub-sector reveals that there are differences between the constituent parts of this sub-sector. In particular, sole housing support services seem to employ more men and managers and have a longer working week. Sole care at home services have a greater number of no guaranteed hours contracts.

9.2 What next?

In Autumn 2015 we will release detailed data tables that accompany this report so that employers and others can analyse data in local authority areas. The

²³ 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.

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 2015 in August 2016.

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Appendix A - Background notes

Data sources

Care Inspectorate service lists (as at 1 January 2009-2015) 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 where the service is based. This data can also be presented at the level of individual Health Boards.

Annual returns submitted by registered services to the Care Inspectorate (as at 31 December 2008-2014) 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. In 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 is used to provide figures on the number of filled posts (as at 1 December 2014) in 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 2014, figures have been corrected or estimated for around 2.3% 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 2.3% of services had an estimated/corrected total staff figures as at December 2014, this proportion varied by type of service. See Table 29 below for further details.

Table 29: Percentage of services by sub-sector that provided a current staffing figure

Sub-sector	Response
Adoption services	92.3
Adult day care	93.2
Adult placement services	92.3
Care homes for adults	98
Child care agencies	85.7
Childminding²⁴	100
Day care of children	96.5
Fostering services	93.4
Housing support/care at home	95.1
Nurse agencies	84.2
Offender accommodation services	83.3
Residential child care	96.6
School care accommodation	100
Total	97.7

²⁴ 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 2014' (due for publication October 2015). The counts may vary slightly due to differences in the way the Care Inspectorate and the SSSC classify an active service. See the Appendix A for more information.

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 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 service 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 30 provides a breakdown of the response rate for individual data items by sub-sector. The response rate represents the number of returns received for each data item as a percentage of the total headcount for each sub-sector.

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

Table 30: Response rates by sub-sector

Sub-sector	Age	Gender	Ethnicity	Disability	Job function	Contract	Hours
Adoption services	95	96	77	82	96	96	96
Adult day care	92	92	85	87	92	92	91
Adult placement services	96	96	87	84	96	95	87
Care homes for adults	97	98	84	91	98	97	97
Central and strategic staff	100	100	87	69	100	100	100
Child care agencies	91	91	77	86	91	91	91
Childminding	87	87	86	87	87	0	87
Day care of children	97	97	91	95	97	97	97
Fieldwork service (adults)	100	100	85	69	100	100	100
Fieldwork service (children)	100	100	71	57	100	100	100
Fieldwork service (generic)	100	100	80	57	100	100	100
Fieldwork service (offenders)	100	100	79	62	100	100	100
Fostering services	93	93	79	81	93	93	93
Housing support/care at home	84	84	68	72	84	84	84
Nurse agencies	91	74	70	64	91	91	91
Offender accommodation services	88	88	86	77	88	88	88
Residential child care	97	97	80	85	97	97	97
School care accommodation	100	100	63	60	100	100	100

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

The SSSC took responsibility for collecting this data from 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 date 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, 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 and 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 in the social service 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 199,670 means that we can estimate the total number of individuals in the sector to be around 195,680.

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 in all cases the same as those used by the Care Inspectorate (eg school care accommodation services and residential child care services).

Table 31: 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 and 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. 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. Elsewhere in the UK some of the work is done by probation officers.
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 as 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, who have been provided accommodation by a local authority
Residential child care	These services are care homes for children and young people, 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).

Technical glossary

A number of technical terms appear in this document. Table 32 gives definitions for these terms.

Table 32: 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 service 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

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This report and previous editions can be found at: <http://data.sssc.uk.com/wdr>

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