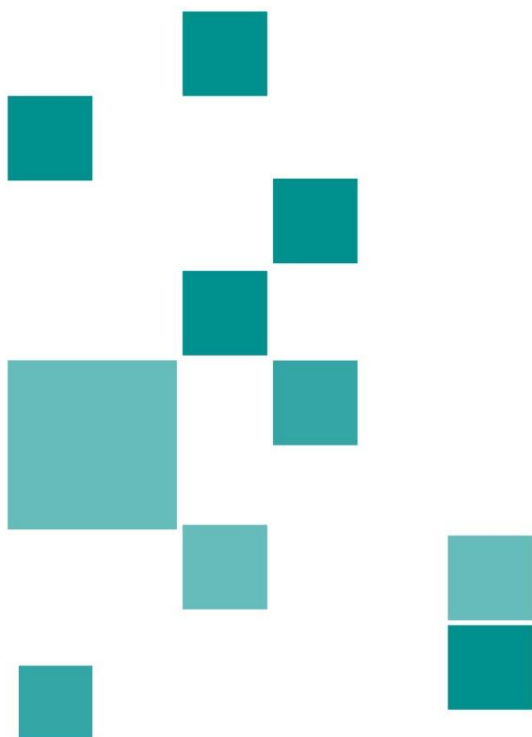


# Scottish Social Service Sector: Report on 2015 Workforce Data

An Official Statistics Publication for Scotland

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## **Note - terminology**

The terminology to describe social services in this report is taken in part from the Public Service Reform (Scotland) Act 2010. Sections 46-48 of the Act set out legal definitions for a wide range of categories including social services, care services and social work services. Definitions for all registered care services (eg housing support) are set out in schedule 12 of the Act.

Those definitions are the ones used by the Care Inspectorate in its register and data collections. The SSSC Register was set up over time by a series of statutory instruments. This has led to some differences between the definitions used by the two organisations.

The sub-sector definitions used in this report are set out in Table 31 and are a combination of definitions used by the SSSC and the Care Inspectorate depending on how the data is recorded by service and how the regulation of the workforce is structured. In many cases these are identical but there are some sub-sectors that are parts or combinations of parts of the care services defined in the Act.

The housing support/care at home sub-sector is defined in this way because of the unique way these services are structured and allowed to register. The majority of such services are jointly registered as they work across both functions and it is not possible to unpick entirely separate workforces.

Other statistics, for example on activity in the sector, may use similarly worded, but different definitions. In the Social Care Services statistics (Scottish Government, 2015) the terminology 'home care' is used to refer to some care at home services. The term 'early learning and child care' is used to refer to a combination of parts of both the childminding and day care of children sub-sectors (those involved in the Scottish Government's policy to provide increased early years support to parents).

## **Executive summary**

This is the eighth workforce data report published by the Scottish Social Services Council (SSSC) and the fifth which is a set of Official Statistics. The report combines administrative data from the Care Inspectorate with data collected directly from local authorities by the SSSC to form a comprehensive picture of the paid workforce employed in the social service sector in Scotland at the end of 2015.

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 in the main follows the SSSC's previous workforce data reports for 2008-2014.

As well as this report, the SSSC will publish more detailed tables in late 2016, which will provide a breakdown of the number of people working in all sub-sectors and employer types in individual local authority areas. Using this data we will also update the interactive visualisation tool on the SSSC Workforce Data website.

### **Key points**

- The size of the workforce has increased to 200,710, an increase of 0.5%. 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 authority areas, with services in the Orkney, Shetland and Western Isles (the three island authorities) provided mainly by the public sector. However, in most areas the private sector is 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 around 77% of the workforce.
- The median age of the workforce is highest in the public sector (48) and lowest in the private sector (40). Early years workers in the private sector have the lowest median age (28).
- The percentage of men working in the sector is 15%, although it is more than double in criminal justice and residential children's services.
- The workforce is mainly 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 Introduction**

The SSSC publishes this report 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 2015.

Two main sources of data sources underpin the report. The first is the annual returns collected by the Care Inspectorate. The second is the annual census of local authority social work staff, previously carried out by the Scottish Government and now by the SSSC. As part of the transition to the SSSC changes were made to the scope and timing of the census to remove overlap with the Care Inspectorate's annual returns and make sure both data sets are collected in the same month. The core minimum data set (CMDS) underpins both data collections.

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

This document is an Official Statistics publication.

Please see the technical glossary in Appendix A for more information on the technical terms used in this report.

### **1.1 Context**

The calendar year 2015 was a year of challenge and change for the social service sector in Scotland including:

- the difficult wider economic and financial context impacting on budgets for local authorities and social care
- the integration of social care and health, with local health and social care partnerships becoming operational before legislation came into force on 1 April 2016
- the increasing use of arm's length employing organisations (ALEO) to deliver services by some local authorities
- preparations for increased early years care entitlement of 1,140 hours per child per year by 2020.

## **1.2 Changes to this report**

To help with the presentation of the data the report has been restructured slightly this year although no content has been removed or added. The following changes have been made.

In previous reports, the Western Isles council area was referred to in Gaelic as Eilean Siar as encouraged by government guidance. New guidance advises that it should now be, Na h-Eileanan Siar. As a result of this change, the area now appears between Moray and North Ayrshire in tables and charts.

The change to Na h-Eileanan Siar ensures we follow the official name in legislation, as listed in the Standard Geography Code Register. For further guidance on standard geographical names in Scotland – please refer to the Standard Geography Code Register<sup>1</sup>.

### **Notice of revisions**

While producing the 2016 report we noticed an issue in the data that affected the results for 2015. This issue had arisen from the way combined housing support and care at home services operate. Such services may de-combine or recombine over time as a result of regulatory requirements. This is a new phenomenon and led to double-counting of some staff. There was also a small knock-on effect on services which have a staffing estimate imputed. Now we are aware of this issue and can identify it we can prevent the double-counting in future.

In summary, corrections to the 2015 data had the following effects.

- The overall staffing estimate for 2015 had reduced by around 2,490.
- Twenty-eight services saw a change in their staffing estimate, all in the housing support/care at home sub-sector.
- Almost all of the services are in the voluntary sector, with only one in the private sector.
- Six local authority areas are involved: Dumfries and Galloway, City of Edinburgh, Falkirk, Glasgow City, Highland and North Lanarkshire.

This report has been revised and all of the affected tables and associated text have been updated with accurate figures. Other text remains as originally published.

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<sup>1</sup> <http://www.gov.scot/Resource/0049/00492565.xlsx>

## 2 Service level analysis

This chapter looks at the level of service types, providing a high level view of employment. It looks at the numbers employed by sub-sector, the type of employer, the number of registered care services and by local authority area.

### 2.1 Scotland overview and time series

Table 1 presents an overview of the sector's workforce by sub-sector for 2015 and the previous three years. Appendix A has details of how the figures are calculated.

**Table 1: Headcount<sup>2</sup> of the Scottish social service workforce 2012 to 2015**

<b>Sub-sector</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Adoption services</b>	430	400	440	460
<b>Adult day care</b>	8420	8240	8370	8080
<b>Adult placement services</b>	170	180	180	180
<b>Care homes for adults</b>	54220	52430	54520	53980
<b>Central and strategic staff</b>	3370	3280	3210	2930
<b>Child care agencies</b>	400	390	440	420
<b>Childminding</b>	5810	5720	5610	5570
<b>Day care of children</b>	30630	30250	32370	33460
<b>Fieldwork service (adults)</b>	5280	5200	5070	5070
<b>Fieldwork service (children)</b>	5550	5780	5910	5960
<b>Fieldwork service (generic)</b>	2840	2930	3070	2340
<b>Fieldwork service (offenders)</b>	2070	2100	2050	1880
<b>Fostering services</b>	980	950	970	980
<b>Housing support/care at home</b>	62230	62170	65990	67200
<b>Nurse agencies</b>	1440	1400	2730	3120
<b>Offender accommodation services</b>	140	120	110	120
<b>Residential child care</b>	7170	6810	7360	7650
<b>School care accommodation</b>	1200	1330	1270	1290
<b>Total</b>	<b>192360</b>	<b>189670</b>	<b>199670</b>	<b>200710</b>

Table 1 shows that between 2014 and 2015 the number of staff in the sector rose by approximately 0.5% (1,040) to 200,710. This continues the growth in the sector seen between 2013 and 2014 although at a slower pace. The reason for this increase is new services replacing older ones (+3,240), opposed by a net fall in the headcount of continuing services (-1,090) and a net fall in the local authority social work services workforce (-1,110). The official estimate for total Scottish employment for the 4th quarter of 2015 is 2,613,000 (Scottish

<sup>2</sup> Headcount of filled posts; a small amount of double counting of individuals may exist. We round figures to the nearest 10 which means that individual columns may not sum to the totals.

Government, 2016). As a result the social service sector makes up 7.7% of employment in Scotland, or roughly 1 in 13.

Just over half of the sub-sectors (10 of 18) recorded rises in the estimated headcount. The largest absolute increase was in housing support/care at home with an increase of 1,210, while the largest relative increase was in nurse agencies with an increase of 14%. This is the second year in a row where housing support/care at home has seen a large increase. Already the largest sub-sector, it has risen by 8% since 2013. Generic fieldwork services saw the largest fall, both in absolute and relative terms, of 720<sup>3</sup> or 24%. This sub-sector hosts a number of administrative staff and this staff group has been the main reason for the fall. Some local authorities have centralised administrative support and as a result they are no longer defined as social work staff and do not fall into the scope of our data returns. In practice many will still provide support to social work. This also explains the fall in the central and strategic staff sub-sector workforce and accounts for the overall fall in local authority social work services mentioned above.

The largest sub-sectors continue to be housing support/care at home, care homes for adults and day care of children which together account for just over 77% of the whole workforce. Community care services (housing support/care at home, care homes for adults, adult day care) account for 64% of the workforce and non-residential children's services account for 20% of the workforce.

### 2.1.1 Services

The number of active registered services at the time of data collection is in Table 2. Since 2012 the total number of services has fallen slightly each year. Although there are only two fewer services in 2015 than there were 2014, the headcount has grown, helped in part by a large increase in the number of housing support/care at home services. Of the 13 registered services' sub-sectors, four had fewer services, four had a larger number of services and five remained constant between 2014 and 2015.

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<sup>3</sup> Due to rounding, the difference in the table is 730.

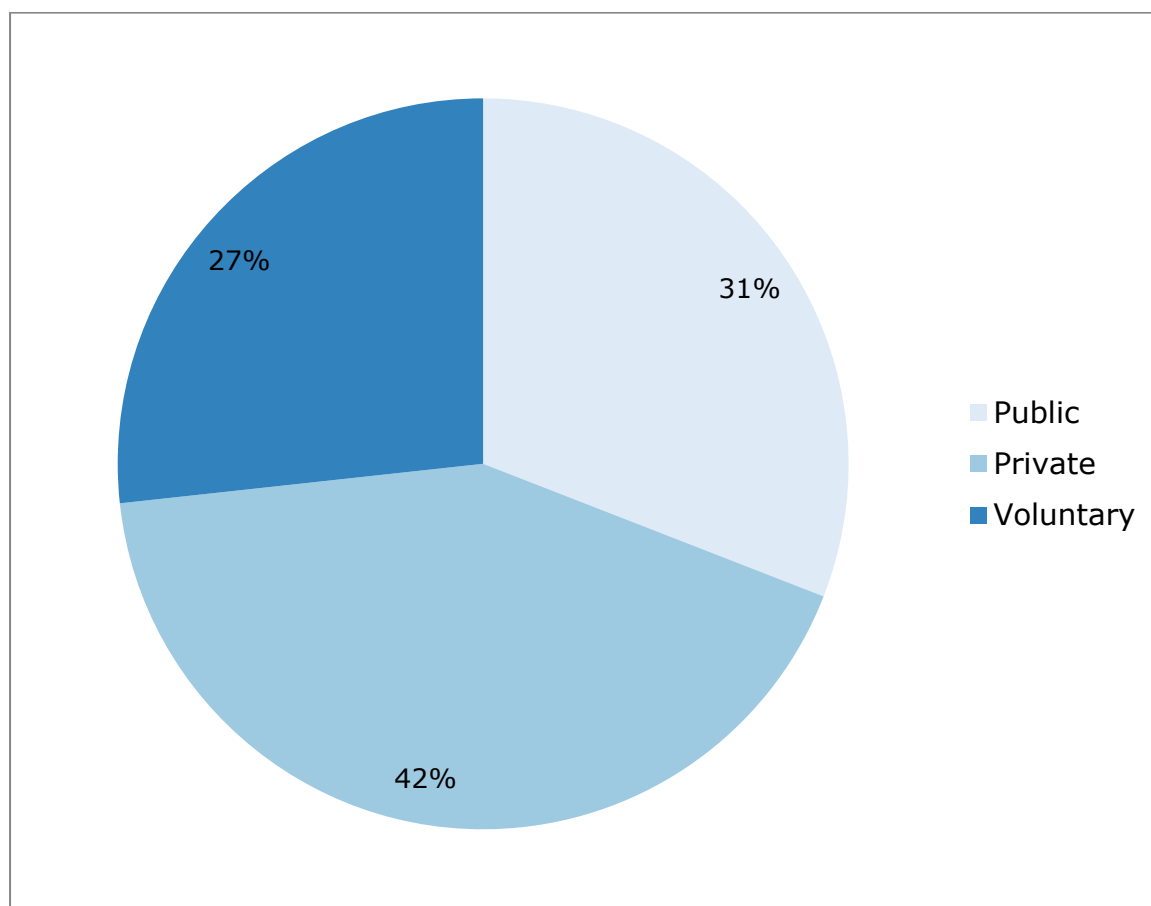
**Table 2: Number of active services registered with the Care Inspectorate at 31 December 2012 to 2015**

<b>Sub-sector</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Adoption services</b>	39	39	39	39
<b>Adult day care</b>	536	522	513	502
<b>Adult placement services</b>	37	40	39	39
<b>Care homes for adults</b>	1278	1250	1224	1181
<b>Child care agencies</b>	35	31	28	28
<b>Childminding<sup>4</sup></b>	5810	5718	5609	5572
<b>Day care of children</b>	3800	3764	3733	3744
<b>Fostering services</b>	62	62	61	61
<b>Housing support/care at home</b>	1851	1875	1947	1995
<b>Nurse agencies</b>	44	39	38	58
<b>Offender accommodation services</b>	9	8	6	6
<b>Residential child care</b>	285	289	294	305
<b>School care accommodation</b>	27	28	28	27
<b>Total</b>	<b>13810</b>	<b>13665</b>	<b>13559</b>	<b>13557</b>

The mix of employer types in the sector is shown in Figure 1. The private sector makes up just over two-fifths of the workforce, the public sector just under one-third and the voluntary sector over a quarter. This pattern is similar to last year, though the private sector has increased its share slightly. This is because the public (-0.9%) and voluntary (-1.7%) sectors saw a fall in headcount while the private (+3.1%) sector grew in size. We provide greater detail on breakdowns by employer type later in this chapter.

<sup>4</sup> Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report, Early learning and childcare statistics 2015, is due for publication 3<sup>rd</sup> October 2016). The counts may vary slightly due to differences in the way the Care Inspectorate and the SSSC classify an active service. See Appendix A for more information.

**Figure 1: Scottish social service workforce - estimated split by employer type, 2015**



### 2.1.2 Exclusions

There are a number of groups who work in the social service sector 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 are in Table 3, with the volunteers disaggregated by employer type. Note that some of the people in these roles may also have jobs covered by this report. There are no reliable estimates for the number of PAs employed in the sector.

**Table 3: Estimates for excluded groups, 2015**

<b>Group</b>	<b>Estimate</b>
<b>Childminding assistants</b>	580
<b>Volunteers (public)<sup>5</sup></b>	1370
<b>Volunteers (private)</b>	810
<b>Volunteers (voluntary)</b>	3900

<sup>5</sup> Registered services only

Another group not included in these statistics is centrally based office staff in private and voluntary organisations. This is because they are not based in a registered service and so not included in the scope of the Care Inspectorate's data collection. Previously, such staff in the public sector were fully captured by the local authority data collection if they worked in social work services. However, there has been a move among many local authorities to centralise administrative staff which makes it increasingly difficult to capture these staff in the annual data collection.

We also understand that from time to time local authority social work services will commission private and voluntary sector organisations to carry out some of their functions. Staff employed in this work are not captured by the SSSC's local authority data collection as they are not employees of a local authority. The Care Inspectorate's returns do not capture these staff as they are not part of a registered care service. We don't currently know the scale and extent of this type of commissioning or the numbers of people employed in such services..

## **2.2 Local authority areas**

### **2.2.1 Overview**

This section provides a picture of the workforce at the level of individual local authority areas in 2015. Table 4 shows the number of people working in each local authority area by employer type. The areas with the largest workforces are City of Edinburgh and Glasgow City (with just under 23% of the sector combined). This year, for the first time, the largest public sector workforce is in the City of Edinburgh, overtaking Glasgow City. As explained earlier, this may be due to differences in how administrative staff are classified. Fife and North Lanarkshire are the only other areas with workforces of more than 10,000, with South Lanarkshire's workforce falling below this threshold.

In 21 of the 32 local authority areas the size of the workforce increased between December 2014 and December 2015. The City of Edinburgh and Aberdeenshire areas saw the largest absolute rises, while South Lanarkshire and Glasgow City saw the largest absolute falls. The size of the changes varies from tens to over a thousand. The largest absolute increase was in the City of Edinburgh, where all employer types saw an increase in headcount with the rise in the public sector accounting for almost 53% of the total increase. Scottish Borders saw a relatively modest overall decline in the workforce of just under 5% but the public sector workforce fell by 54%, with virtually all public provision of adult day care, care homes for adults and housing support/care at home replaced by private provision. This is because Scottish Borders Council set up an ALEO, SB Cares, on

1 April 2015 to provide these services<sup>6</sup>. Only East Dunbartonshire has a smaller share of the workforce in the public sector (15.6%).

It came to our attention that there has been an historic underreporting of local authority social work staff in Perth and Kinross of around 200 people, largely social work and occupational therapy assistants. Despite this, the overall headcount in Perth and Kinross has fallen, largely due to a fall in the private sector.

**Table 4: Headcount by local authority area and employer type, 2015**

<b>Local authority area</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>	<b>Total</b>
<b>Aberdeen City</b>	1530	4040	2530	<b>8090</b>
<b>Aberdeenshire</b>	3280	3810	1710	<b>8790</b>
<b>Angus</b>	1510	1750	830	<b>4090</b>
<b>Argyll and Bute</b>	1200	1080	890	<b>3170</b>
<b>Clackmannanshire</b>	650	1130	430	<b>2220</b>
<b>Dumfries and Galloway</b>	1360	2620	2020	<b>5990</b>
<b>Dundee City</b>	2170	2400	1800	<b>6370</b>
<b>East Ayrshire</b>	1810	2480	1190	<b>5480</b>
<b>East Dunbartonshire</b>	560	2070	940	<b>3560</b>
<b>East Lothian</b>	980	1620	870	<b>3470</b>
<b>East Renfrewshire</b>	1000	1110	740	<b>2850</b>
<b>Edinburgh, City of</b>	5340	8150	6760	<b>20250</b>
<b>Falkirk</b>	2140	2520	1060	<b>5710</b>
<b>Fife</b>	3690	5310	2750	<b>11750</b>
<b>Glasgow City</b>	5110	10190	9710	<b>25010</b>
<b>Highland</b>	3120	3870	2050	<b>9040</b>
<b>Inverclyde</b>	1300	1530	1140	<b>3970</b>
<b>Midlothian</b>	870	1660	570	<b>3100</b>
<b>Moray</b>	1220	1630	940	<b>3790</b>
<b>Na h-Eileanan Siar</b>	1130	100	280	<b>1510</b>
<b>North Ayrshire</b>	1970	2380	990	<b>5340</b>
<b>North Lanarkshire</b>	4330	3740	3140	<b>11220</b>
<b>Orkney Islands</b>	1100	100	100	<b>1290</b>
<b>Perth and Kinross</b>	1660	3050	1450	<b>6160</b>
<b>Renfrewshire</b>	1920	3050	2390	<b>7360</b>
<b>Scottish Borders</b>	680	1940	1170	<b>3790</b>
<b>Shetland Islands</b>	1410	60	110	<b>1580</b>
<b>South Ayrshire</b>	1230	2590	1180	<b>5010</b>
<b>South Lanarkshire</b>	3540	4600	1420	<b>9550</b>
<b>Stirling</b>	900	1270	990	<b>3170</b>
<b>West Dunbartonshire</b>	1640	840	450	<b>2930</b>
<b>West Lothian</b>	1680	2080	1030	<b>4790</b>
<b>Outwith Scotland<sup>7</sup></b>	0	310	0	<b>310</b>
<b>Total</b>	<b>62040</b>	<b>85030</b>	<b>53640</b>	<b>200710</b>

<sup>6</sup> [https://www.scotborders.gov.uk/news/article/1107/sb\\_cares\\_goes\\_live](https://www.scotborders.gov.uk/news/article/1107/sb_cares_goes_live)

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

### 2.2.2 Employer types

Figure 2 shows the proportion of staff in each local authority area from the different employer types in 2015. The three island areas, Shetland, Orkney and Na h-Eileanan Siar, continue to have the highest proportion of staff working in the public sector. In all of these authorities the public sector employs over 70% of the workforce. West Dunbartonshire is the only other area where more than 50% of the workforce is in the public sector. Four local authority areas have 20% or less of the workforce in the public sector. Three of these, Aberdeen City, Glasgow City and Scottish Borders, have large ALEOs delivering care on behalf of the council. The remaining area, East Dunbartonshire, has the lowest proportion of staff in the public sector (16%). The number of staff has gradually declined since 2008, the earliest year covered by our datasets. In 2008 the public sector accounted for 36% of the workforce in East Dunbartonshire.

**Figure 2: Proportion of employment in each local authority area by employer type, 2015**

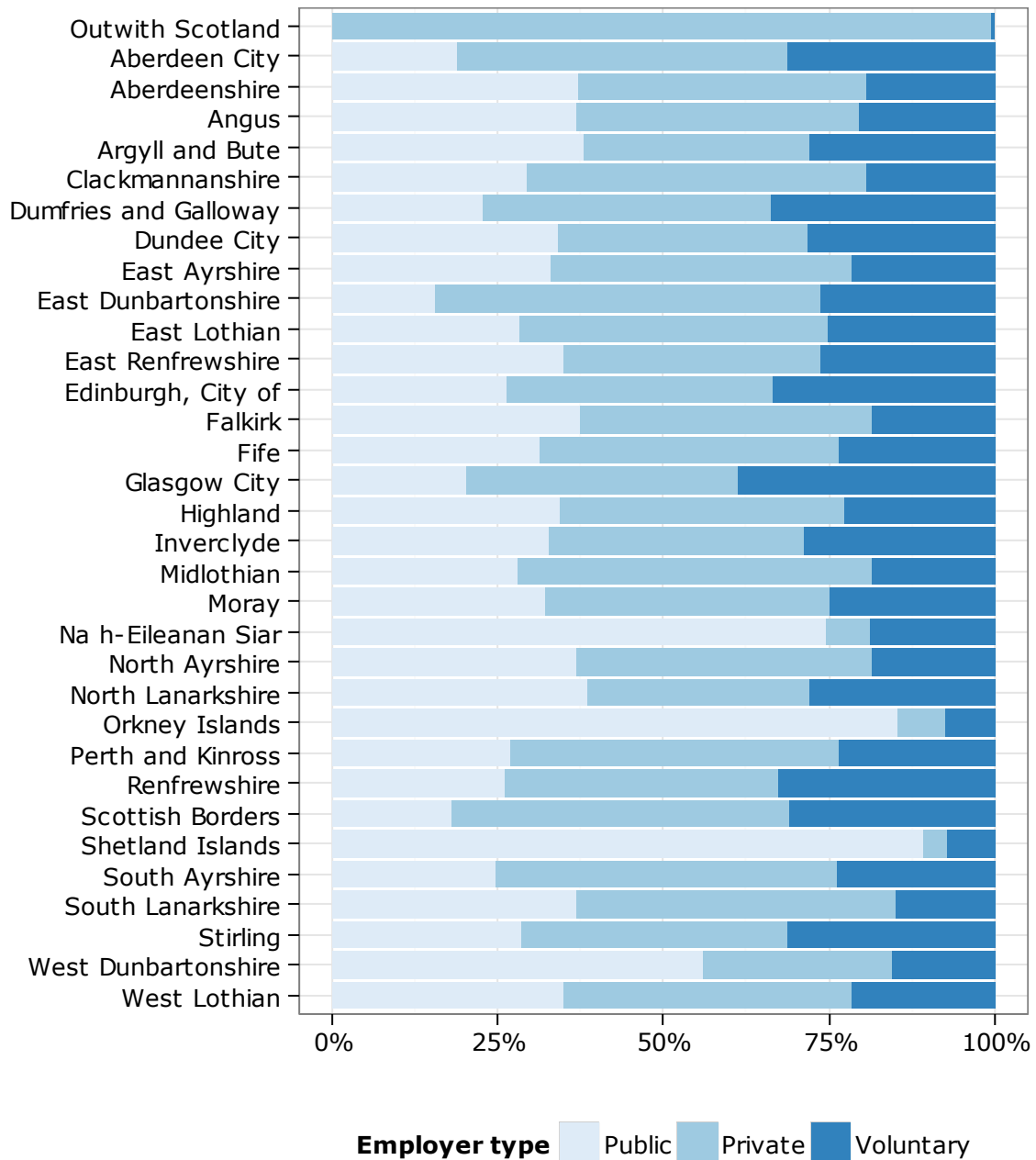
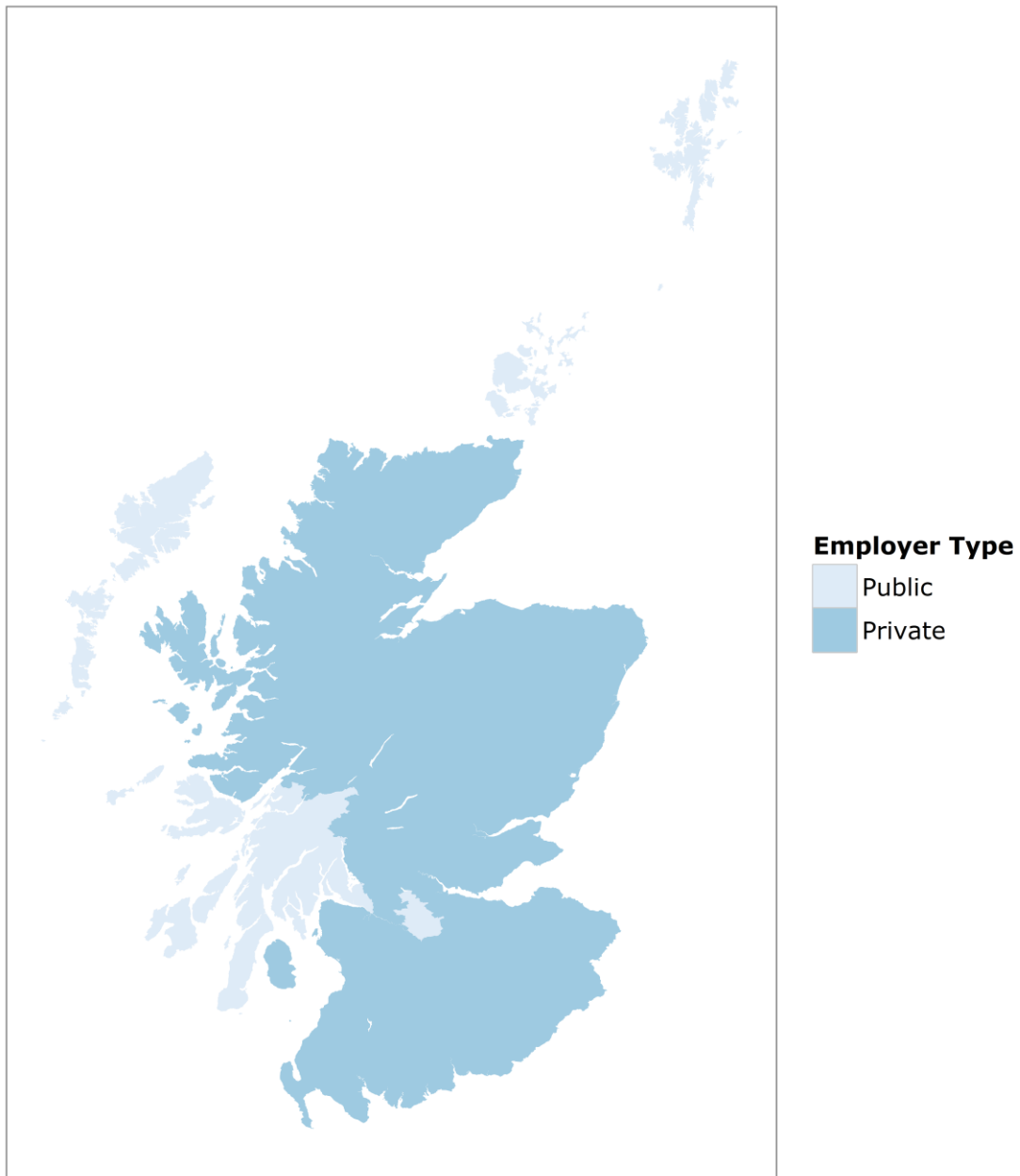


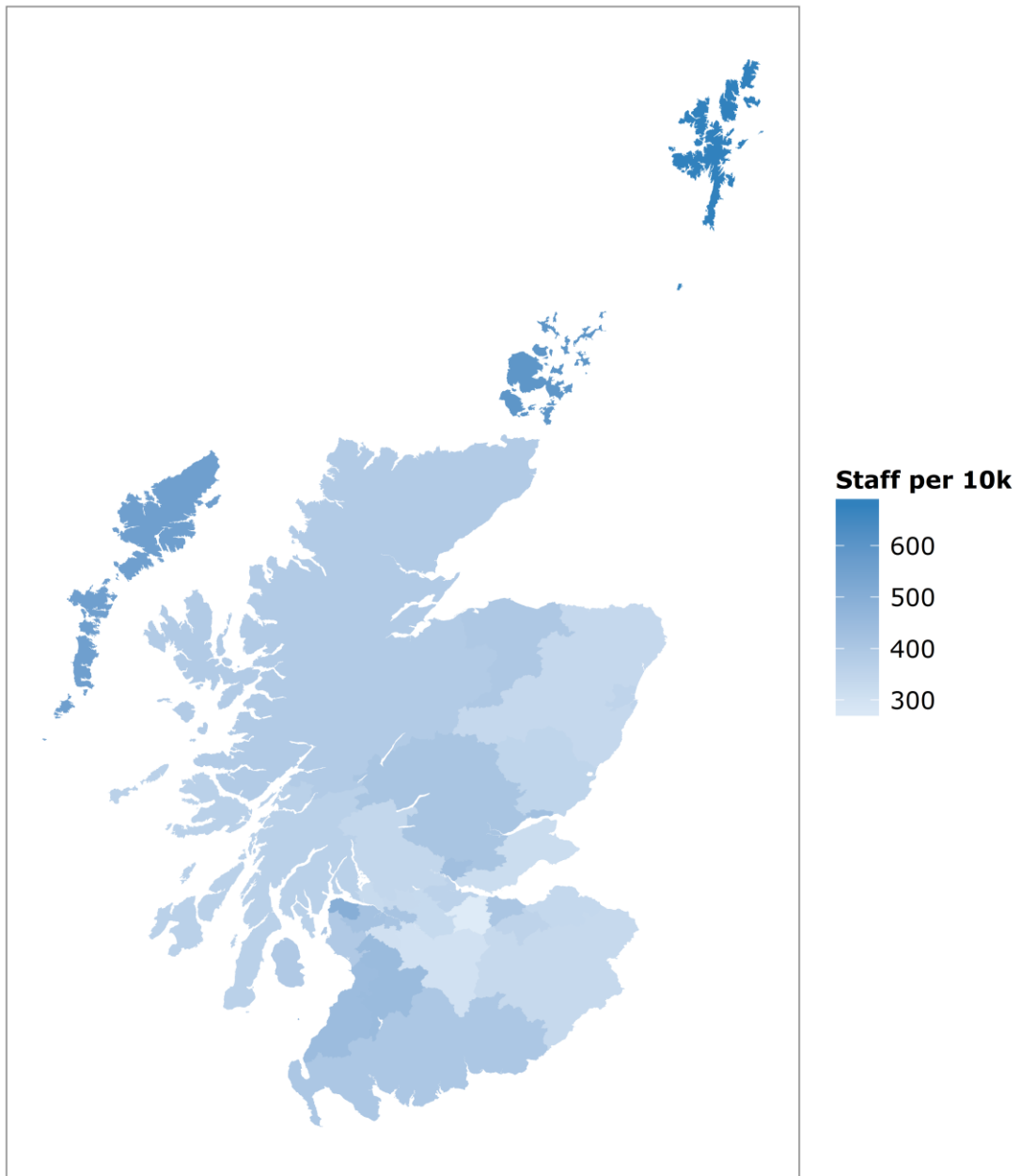
Figure 3 shows the largest employer type by local authority area. In total, the public sector is the largest employer in six areas, 26 have the private sector as the largest employer, with the public sector the largest in the rest. This is a slight change from last year, with Dundee and Scottish Borders now having the private sector as the largest employer instead of the public sector, and Glasgow having the private sector as the largest instead of the voluntary sector.

**Figure 3: Map of Scotland with local authority areas coloured by largest employer type, 2015**



We can use the 2015 mid-year population estimates (National Records of Scotland, 2016) to calculate the number of people in the workforce per 10,000 of the population (staff density). Figure 4 shows that the island authority areas (Na h-Eileanan Siar, Orkney and Shetland), along with Inverclyde, have the greatest staff density. The ratio of the smallest to the greatest is just over 2.5 to 1. Table 5 shows the data used in this figure.

**Figure 4: Map of Scotland with local authority areas coloured by staff density, 2015**



**Table 5. Staff densities by local authority area, 2015**

<b>Local authority</b>	<b>Population</b>	<b>Staff</b>	<b>Density (per 10k)</b>
<b>Aberdeen City</b>	230350	8090	351
<b>Aberdeenshire</b>	261960	8790	336
<b>Angus</b>	116900	4090	350
<b>Argyll and Bute</b>	86890	3170	365
<b>Clackmannanshire</b>	51360	2220	432
<b>Dumfries and Galloway</b>	149670	5990	400
<b>Dundee City</b>	148210	6370	430
<b>East Ayrshire</b>	122060	5480	449
<b>East Dunbartonshire</b>	106960	3560	333
<b>East Lothian</b>	103050	3470	337
<b>East Renfrewshire</b>	92940	2850	306
<b>Edinburgh, City of</b>	498810	20250	406
<b>Falkirk</b>	158460	5710	361
<b>Fife</b>	368080	11750	319
<b>Glasgow City</b>	606340	25010	412
<b>Highland</b>	234110	9040	386
<b>Inverclyde</b>	79500	3970	499
<b>Midlothian</b>	87390	3100	355
<b>Moray</b>	95510	3790	397
<b>Na h-Eileanan Siar</b>	27070	1510	557
<b>North Ayrshire</b>	136130	5340	392
<b>North Lanarkshire</b>	338260	11220	332
<b>Orkney Islands</b>	21670	1290	597
<b>Perth and Kinross</b>	149930	6160	411
<b>Renfrewshire</b>	174560	7360	422
<b>Scottish Borders</b>	114030	3790	333
<b>Shetland Islands</b>	23200	1580	680
<b>South Ayrshire</b>	112400	5010	445
<b>South Lanarkshire</b>	316230	9550	302
<b>Stirling</b>	92830	3170	341
<b>West Dunbartonshire</b>	89590	2930	327
<b>West Lothian</b>	178550	4790	268
<b>Scotland</b>	<b>5373000</b>	<b>200710</b>	<b>374</b>

### **2.3 Sub-sectoral analysis**

This section provides an examination and comparison of the different sub-sectors in the Scottish social service sector in 2015. Table 6 gives a breakdown by sub-sector and employer type (public, private and voluntary sectors).

**Table 6: Headcount by sub-sector and employer type, 2015**

<b>Sub-sector</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>	<b>Total</b>
<b>Adoption services</b>	360	0	100	<b>460</b>
<b>Adult day care</b>	4310	800	2970	<b>8080</b>
<b>Adult placement services</b>	110	0	70	<b>180</b>
<b>Care homes for adults</b>	6890	38180	8910	<b>53980</b>
<b>Central and strategic staff</b>	2930	0	0	<b>2930</b>
<b>Child care agencies</b>	10	180	230	<b>420</b>
<b>Childminding</b>	0	5570	0	<b>5570</b>
<b>Day care of children</b>	13140	13780	6540	<b>33460</b>
<b>Fieldwork service (adults)</b>	5070	0	0	<b>5070</b>
<b>Fieldwork service (children)</b>	5960	0	0	<b>5960</b>
<b>Fieldwork service (generic)</b>	2340	0	0	<b>2340</b>
<b>Fieldwork service (offenders)</b>	1880	0	0	<b>1880</b>
<b>Fostering services</b>	460	0	520	<b>980</b>
<b>Housing support/care at home</b>	16030	20200	30980	<b>67200</b>
<b>Nurse agencies</b>	0	3050	70	<b>3120</b>
<b>Offender accommodation services</b>	30	0	90	<b>120</b>
<b>Residential child care</b>	2380	2120	3150	<b>7650</b>
<b>School care accommodation</b>	130	1140	10	<b>1290</b>
<b>Total</b>	<b>62040</b>	<b>85030</b>	<b>53640</b>	<b>200710</b>

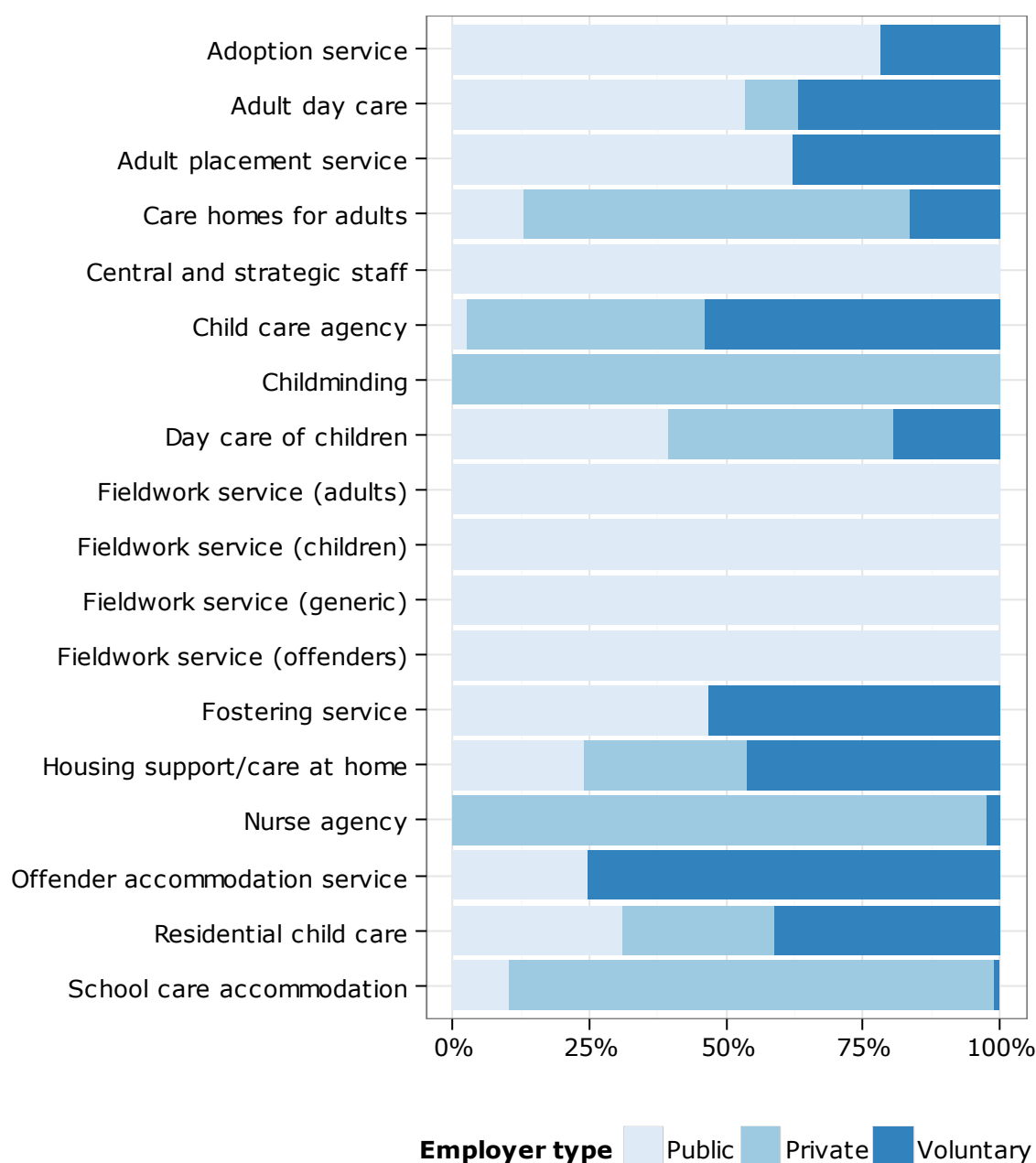
Almost half of private sector staff work in care homes for adults, while over half of voluntary sector staff work in the housing support/care at home sub-sector. Voluntary sector staff form the largest part of that sub-sector and voluntary sector staff also form the largest part of the residential child care sub-sector. Just over 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 41% and 44% respectively. The public and voluntary sectors differ, with the public sector having a 40% share of services for children and 26% of services for adults, and the voluntary sector with 19% and 30% respectively.

A visual representation of the mix of employer types among the different sub-sectors is given 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 and day care of children 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, 2015**



### 2.3.1 Staffing levels

Table 7 shows the median staffing levels in registered services in 2015. We can see, for example, that half of all private sector care homes for adults have 50 or fewer staff, which contrasts with voluntary sector services in this sub-sector where the median is 19. 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.

**Table 7: Median staffing complement of registered services by employer type and sub-sector, 2015**

<b>Sub-sector</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>
<b>Adoption services</b>	9.5	0	13
<b>Adult day care</b>	13	6	11
<b>Adult placement services</b>	3	0	4.5
<b>Care homes for adults</b>	38	50	19
<b>Child care agencies</b>	11	5.5	16
<b>Childminding<sup>8</sup></b>	0	1	0
<b>Day care of children</b>	6	10	5
<b>Fostering services</b>	12	0	10
<b>Housing support/care at home</b>	25	27	22
<b>Nurse agencies</b>	0	28	21
<b>Offender accommodation services</b>	15	0	15
<b>Residential child care</b>	18	12	22
<b>School care accommodation</b>	14	19	13

## 2.4 Key messages

- The estimate for the number of people working in the sector in 2015 is 200,710.
- This represents a rise of 0.5% on the 2014 figure.
- The housing support/care at home sub-sector saw the largest actual rise in headcount.
- Generic fieldwork services saw the largest actual fall in staffing of all the sub-sectors.
- At 42% the private sector has the largest share of the sector's workforce.
- 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 services<sup>9</sup> are the largest employers in six of the local authority areas. In four of those local authority areas, the public sector employs more than 50% of the sector's workforce. The parts of Scotland with the largest public sector presence are the three island local authority areas (Na h-Eileanan Siar, Orkney Islands and Shetland Islands).
- The private sector is the largest employer in just over three-quarters of local authority areas.

<sup>8</sup> Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report Early learning and childcare statistics 2015 (due for publication 3 October 2016). The counts may vary slightly due to differences in the way the Care Inspectorate and the SSSC classify an active service. See Appendix A for more information.

<sup>9</sup> Local authorities are the main public providers of social services; however, the NHS also delivers a small number of these services.

- The voluntary sector is the largest employer in one local authority area (Glasgow City).
- 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.

### 3 Equalities characteristics analysis

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 187,000 records), although this does differ between sub-sectors and data items. More details of these differences are set out in Appendix A.

#### 3.1 Age

Table 8 shows the median<sup>10</sup> age of the workforce in the different sub-sectors and by type of employer in 2015.

**Table 8: Median age of the workforce by sub-sector and employer type, 2015**

<b>Sub-sector</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>	<b>All</b>
<b>Adoption services</b>	49	-	50	<b>49</b>
<b>Adult day care</b>	50	49	44	<b>48</b>
<b>Adult placement services</b>	51	-	52	<b>51.5</b>
<b>Care homes for adults</b>	49	43	46	<b>44</b>
<b>Central and strategic staff</b>	48	-	-	<b>48</b>
<b>Child care agencies</b>	38	28	35	<b>32</b>
<b>Childminding</b>	-	45	-	<b>45</b>
<b>Day care of children</b>	43	28	36	<b>36</b>
<b>Fieldwork service (adults)</b>	48	-	-	<b>48</b>
<b>Fieldwork service (children)</b>	45	-	-	<b>45</b>
<b>Fieldwork service (generic)</b>	48	-	-	<b>48</b>
<b>Fieldwork service (offenders)</b>	47	-	-	<b>47</b>
<b>Fostering services</b>	49	-	46	<b>47</b>
<b>Housing support/care at home</b>	50	43	44	<b>46</b>
<b>Nurse agencies</b>	-	42	49	<b>42</b>
<b>Offender accommodation services</b>	47	-	45	<b>46</b>
<b>Residential child care</b>	47	38	42	<b>43</b>
<b>School care accommodation</b>	51	47	48	<b>47</b>
<b>All</b>	<b>48</b>	<b>40</b>	<b>44</b>	<b>44</b>

The public sector has the highest median age overall and also in all sub-sectors that it operates in (except for adoption services and adult placement services). The private sector has the youngest median age in all but one of the sub-sectors it operates in (adult day care) and also contains the groups with the youngest median age overall, in child care agencies and day care of children. Other

<sup>10</sup> The definition of median can be found in the glossary (p58).

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 (ie the traditional working age population) in Scotland is 40 years (National Records of Scotland, 2016). For this reason, the sector's workforce is on average older than would be expected given the age profile of Scotland's working age population.

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 people aged 25-29 is represented by one bar. We have set out the charts 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.

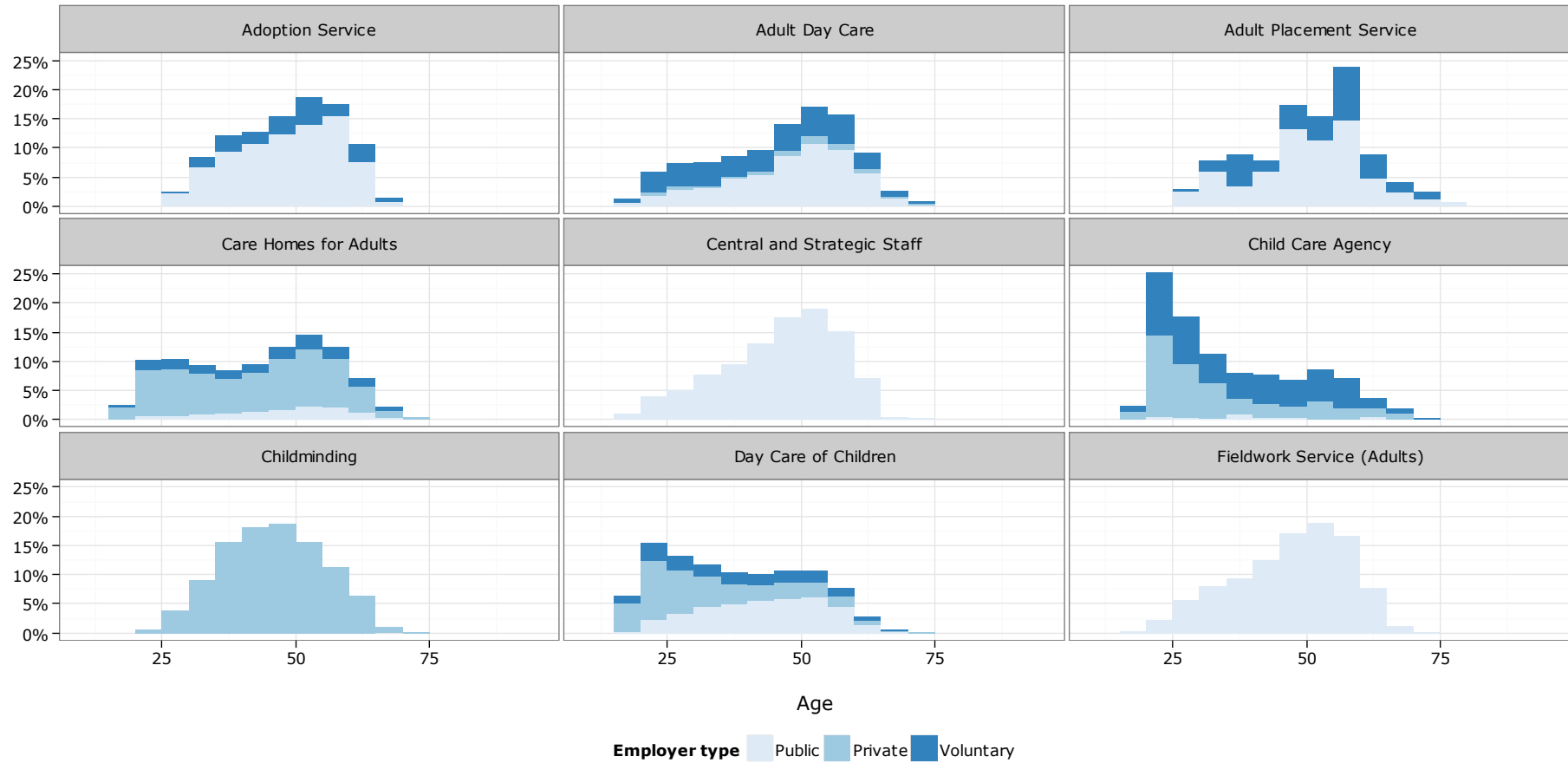
Some sub-sectors show little difference between different types of employer in the age distribution while others show a marked difference. For instance, in day care of children, the private sector has a heavy concentration of younger workers whereas the public sector has a majority of older workers. The voluntary sector has two different peaks (or modes<sup>11</sup>) of workers with a noticeable gap in between. This distinction is also in child care agencies.

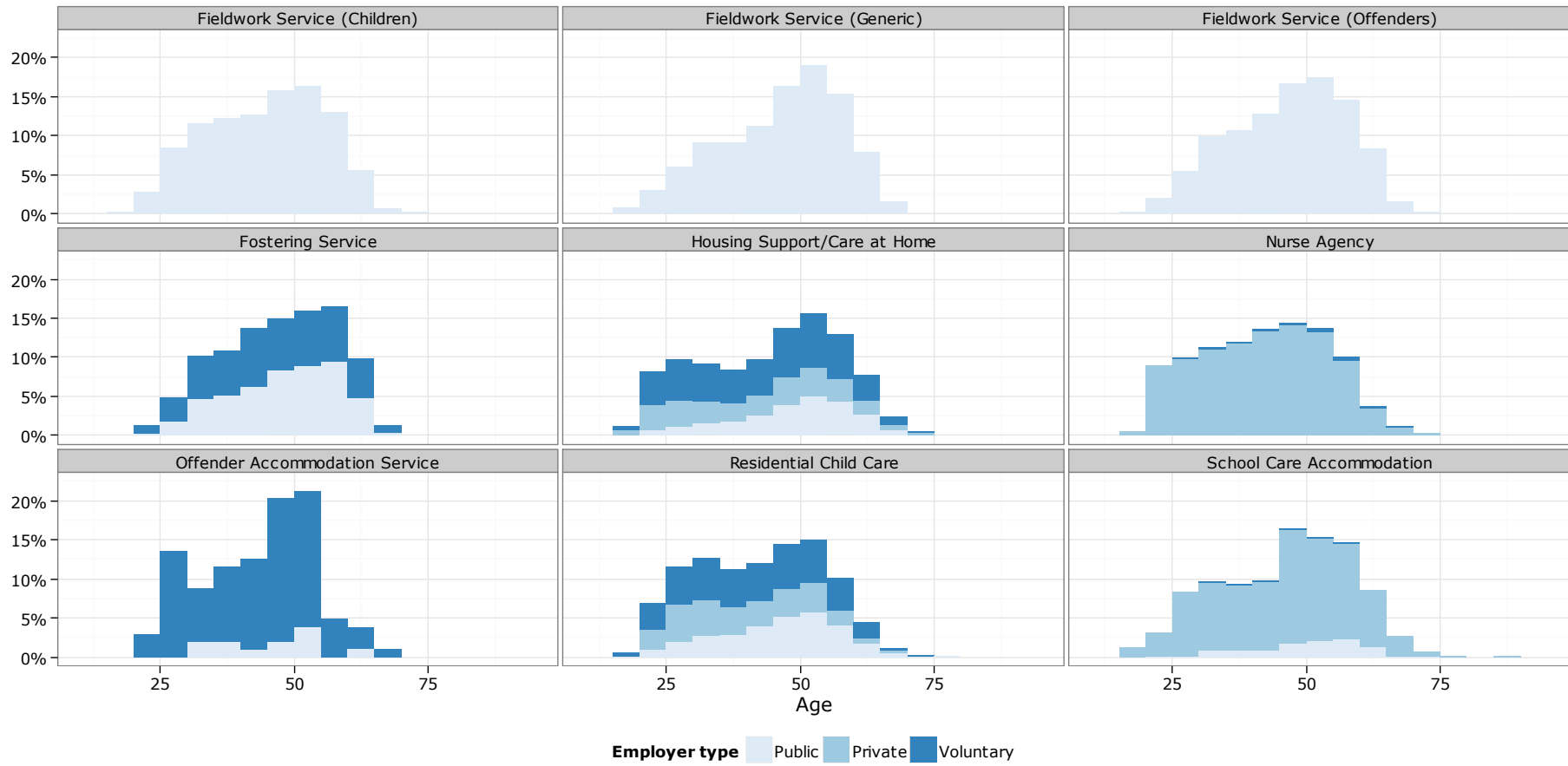
While in most sub-sectors the mode age appears to be in the mid to late forties, there are some sub-sectors (such as care homes for adults and housing support) where a significant proportion of younger workers are employed (mainly from the private sector). In such cases we have identified two separate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

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<sup>11</sup> The definition of mode is in the glossary (p58).

**Figure 6: Histograms of the age of the workforce by employer type and sub-sector, 2015**





### 3.2 Gender

Table 9 provides data on the proportion of staff by gender in each of the sub-sectors in 2015. As a whole, the workforce has a very high proportion of female staff with only around one sixth 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 relatively large proportion of 'unknown' responses this year.

**Table 9: Percentage of staff by gender and sub-sector, 2015**

<b>Sub-sector</b>	<b>Female</b>	<b>Male</b>	<b>Unknown</b>
<b>Adoption services</b>	88	12	0
<b>Adult day care</b>	76	24	0
<b>Adult placement services</b>	78	22	0
<b>Care homes for adults</b>	85	15	0
<b>Central and strategic staff</b>	80	20	0
<b>Child care agencies</b>	93	7	0
<b>Childminding</b>	100	0	0
<b>Day care of children</b>	96	4	0
<b>Fieldwork service (adults)</b>	81	19	0
<b>Fieldwork service (children)</b>	83	17	0
<b>Fieldwork service (generic)</b>	77	23	0
<b>Fieldwork service (offenders)</b>	65	35	0
<b>Fostering services</b>	87	13	0
<b>Housing support/care at home</b>	82	18	0
<b>Nurse agencies</b>	78	17	5
<b>Offender accommodation services</b>	68	32	0
<b>Residential child care</b>	68	32	0
<b>School care accommodation</b>	61	39	0
<b>All</b>	<b>85</b>	<b>15</b>	<b>0</b>

### 3.3 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 Care Inspectorate 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 belonging to 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, 2015**

<b>Employer Type</b>	<b>White</b>	<b>Mixed</b>	<b>Asian</b>	<b>Black<sup>12</sup></b>	<b>Other</b>	<b>Unknown</b>
<b>Public</b>	82	0	1	0	0	17
<b>Private</b>	79	0	2	2	1	16
<b>Voluntary</b>	83	0	1	1	0	14
<b>All</b>	<b>81</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>

Table 11 provides the ethnic mix of each of the sub-sectors. 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.

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<sup>12</sup> This combines the new census categories, 'African' and 'Caribbean or Black'.

**Table 11: Percentage of staff by ethnic classification and sub-sector, 2015**

	<b>White</b>	<b>Mixed</b>	<b>Asian</b>	<b>Black<sup>13</sup></b>	<b>Other</b>	<b>Unknown</b>
<b>Adoption services</b>	74	0	1	0	0	25
<b>Adult day care</b>	88	0	1	1	0	10
<b>Adult placement services</b>	90	0	0	1	0	9
<b>Care homes for adults</b>	79	0	3	2	1	15
<b>Central and strategic staff</b>	84	0	0	0	1	14
<b>Child care agencies</b>	81	0	3	1	0	15
<b>Childminding</b>	98	0	0	0	0	1
<b>Day care of children</b>	91	0	1	0	0	7
<b>Fieldwork service (adults)</b>	80	0	1	0	1	17
<b>Fieldwork service (children)</b>	68	0	1	0	1	30
<b>Fieldwork service (generic)</b>	78	0	1	1	1	20
<b>Fieldwork service (offenders)</b>	76	0	1	1	0	22
<b>Fostering services</b>	82	0	1	0	0	16
<b>Housing support/care at home</b>	78	0	1	1	0	20
<b>Nurse agencies</b>	53	0	5	10	0	30
<b>Offender accommodation services</b>	96	0	0	1	0	3
<b>Residential child care</b>	81	0	0	0	0	18
<b>School care accommodation</b>	58	0	0	0	0	41
<b>Total</b>	<b>81</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>16</b>

### 3.4 Disability

As with ethnicity, the data on whether workers regard themselves as having a disability is difficult to interpret due to a large proportion of unknown responses,

<sup>13</sup> This combines the new census categories, 'African' and 'Caribbean or Black'.

though this varies by sub-sector. However, the proportion of the workforce reported as having a disability is low in all sub-sectors, ranging from 0 to 3%.

**Table 12: Percentage of staff by disability and sub-sector, 2015**

	<b>No disability</b>	<b>Disability</b>	<b>Unknown</b>
<b>Adoption services</b>	79	2	19
<b>Adult day care</b>	91	3	6
<b>Adult placement services</b>	86	2	11
<b>Care homes for adults</b>	90	2	8
<b>Central and strategic staff</b>	64	3	33
<b>Child care agencies</b>	93	3	4
<b>Childminding</b>	99	1	0
<b>Day care of children</b>	95	2	3
<b>Fieldwork service (adults)</b>	61	3	36
<b>Fieldwork service (children)</b>	51	2	46
<b>Fieldwork service (generic)</b>	55	3	42
<b>Fieldwork service (offenders)</b>	58	2	40
<b>Fostering services</b>	84	2	14
<b>Housing support/care at home</b>	83	2	16
<b>Nurse agencies</b>	62	1	37
<b>Offender accommodation services</b>	87	2	11
<b>Residential child care</b>	86	1	13
<b>School care accommodation</b>	58	0	41
<b>Total</b>	<b>85</b>	<b>2</b>	<b>13</b>

### 3.5 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 workforce and also the greatest proportion of female workers.
- Men comprise account for 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 is from an ethnic minority.
- At least 2% of the workforce report have a disability.

## 4 Post characteristics analysis

This chapter focuses on the characteristics of posts members of the workforce hold. It looks at the job function classification, contract type and typical weekly hours.

### 4.1 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 are 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 (eg 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 managers – 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	Directors/chief executives – have highest level of overall responsibility for the management of care and service provision. Staff at this level are on the organisation’s governing body.

For the purposes of this report we have aggregated the eight sub-classes 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 number of unknowns.

**Table 14: Percentage of staff by job function and sub-sector<sup>14</sup>, 2015**

<b>Sub-sector</b>	<b>Auxiliary</b>	<b>Care</b>	<b>Managers</b>	<b>Unknown</b>
<b>Adoption services</b>	10	72	17	0
<b>Adult day care</b>	13	81	6	0
<b>Adult placement services</b>	12	71	17	1
<b>Care homes for adults</b>	22	75	3	1
<b>Central and strategic staff</b>	86	1	13	0
<b>Child care agencies</b>	3	90	6	1
<b>Day care of children</b>	6	83	11	1
<b>Fieldwork service (adults)</b>	18	67	15	0
<b>Fieldwork service (children)</b>	13	70	17	0
<b>Fieldwork service (generic)</b>	37	50	13	0
<b>Fieldwork service (offenders)</b>	12	74	14	0
<b>Fostering services</b>	14	68	17	0
<b>Housing support/care at home</b>	6	90	4	0
<b>Nurse agencies</b>	1	98	0	0
<b>Offender accommodation services</b>	15	76	9	0
<b>Residential child care</b>	10	83	6	1
<b>School care accommodation</b>	33	64	3	0
<b>All</b>	<b>13</b>	<b>80</b>	<b>6</b>	<b>0</b>

The majority of staff in each sub-sector are employed in frontline care roles with the exception of central and strategic staff who don't work in such posts. Generic fieldwork services no longer have auxiliary staff as the largest group as local authorities have centralised some support staff in these services and in such cases we no longer receive data on them. This and other types of fieldwork, adoption, adult placement 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.

## **4.2 Contract type**

The data gathered includes details of the way people are employed and their types of contracts of employment. Table 15 shows that around four-fifths of the sector were employed on a permanent contract in 2015, a proportion that is largely replicated across the sub-sectors. The obvious exceptions are child care and nurse agencies which have the highest proportion of staff employed on agency, casual and sessional<sup>15</sup> contracts. Offender accommodation services are

<sup>14</sup> We have excluded childminding since no job function classification exists for it.

<sup>15</sup> 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 worked.

also noteworthy in their use of sessional contracts, with around one in six of the workforce retained this way.

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 causes 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)'. We have recorded them in the table in parentheses after the figure for the overall amount. For example, for adult day care services 80% of the workforce was employed on permanent contracts, of which 1% had no guaranteed hours permanent contracts. As these options are newly available it is likely to underestimate the true figure and you should use caution when interpreting them. They are most prevalent in the child care agencies and housing support/care at home sub-sectors. Overall, 4% of the workforce are identified as having an NGH contract. When combined with the other contract types that may also be considered a ZHC (bank and casual/relief), they make up roughly 10% of the contracts in the workforce.

**Table 15: Percentage of staff by contract type and sub-sector<sup>16</sup>, 2015**

<b>Sub-sector</b>	<b>Permanent</b>	<b>Temp- orary</b>	<b>Agency</b>	<b>Bank</b>	<b>Fixed term</b>	<b>Sessional</b>	<b>Casual/ relief</b>	<b>Trainee</b>	<b>Other</b>	<b>Unknown</b>	<b>All NGH<sup>17</sup></b>
<b>Adoption services</b>	92(0)	4(0)	1	0	1(0)	0(0)	0	0(0)	0	1	0
<b>Adult day care</b>	80(1)	5(0)	0	2	2(0)	4(1)	7	0(0)	1	0	2
<b>Adult placement services</b>	73(0)	6(0)	0	0	1(0)	0(0)	0	0(0)	19	1	0
<b>Care homes for adults</b>	87(0)	2(0)	0	7	0(0)	0(0)	3	0(0)	0	1	1
<b>Central and strategic staff</b>	86(0)	10(0)	0	0	3(0)	0(0)	1	0(0)	0	0	0
<b>Child care agencies</b>	25(6)	8(1)	24	1	1(0)	28(8)	10	0(0)	1	1	15
<b>Day care of children</b>	79(1)	7(0)	0	1	2(0)	3(0)	3	3(0)	1	0	2
<b>Fieldwork service (adults)</b>	92(0)	6(0)	0	0	2(0)	0(0)	0	0(0)	0	0	0
<b>Fieldwork service (children)</b>	91(0)	4(0)	0	0	1(0)	0(0)	0	0(0)	0	3	0
<b>Fieldwork service (generic)</b>	80(0)	11(2)	0	0	3(1)	2(1)	3	0(0)	0	0	3
<b>Fieldwork service (offenders)</b>	90(0)	6(0)	0	0	2(0)	1(0)	1	0(0)	0	1	0
<b>Fostering services</b>	93(0)	4(0)	1	0	1(0)	1(0)	0	0(0)	0	0	0
<b>Housing support/care at home</b>	82(9)	2(0)	1	2	1(0)	4(1)	5	0(0)	1	0	10
<b>Nurse agencies</b>	8(3)	2(0)	88	1	0(0)	0(0)	0	0(0)	0	1	3
<b>Offender accommodation services</b>	62(0)	3(0)	8	2	6(0)	15(4)	4	0(0)	0	0	4
<b>Residential child care</b>	80(0)	3(0)	0	2	1(0)	5(1)	7	0(0)	1	1	1
<b>School care accommodation</b>	91(1)	1(0)	0	0	3(0)	0(0)	2	0(0)	1	1	1
<b>Total</b>	<b>80(3)</b>	<b>4(0)</b>	<b>2</b>	<b>3</b>	<b>1(0)</b>	<b>2(0)</b>	<b>4</b>	<b>1(0)</b>	<b>1</b>	<b>3</b>	<b>4</b>

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

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

### 4.3 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 in 2015.

**Table 16: Median weekly hours by employer type and sub-sector, 2015**

<b>Sub-sector</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>	<b>All</b>
<b>Adoption services</b>	35	-	35	<b>35</b>
<b>Adult day care</b>	35	27	28	<b>30</b>
<b>Adult placement services</b>	35	-	32	<b>35</b>
<b>Care homes for adults</b>	30	33	30	<b>33</b>
<b>Central and strategic staff</b>	35	-	-	<b>35</b>
<b>Child care agencies</b>	2.5	7	6	<b>6</b>
<b>Childminding</b>	-	40	-	<b>40</b>
<b>Day care of children</b>	35	35	20	<b>30</b>
<b>Fieldwork service (adults)</b>	35	-	-	<b>35</b>
<b>Fieldwork service (children)</b>	35	-	-	<b>35</b>
<b>Fieldwork service (generic)</b>	35	-	-	<b>35</b>
<b>Fieldwork service (offenders)</b>	35	-	-	<b>35</b>
<b>Fostering services</b>	35	-	35	<b>35</b>
<b>Housing support/care at home</b>	25	30	30	<b>30</b>
<b>Nurse agencies</b>	-	12	22	<b>12</b>
<b>Offender accommodation services</b>	36	-	37	<b>36</b>
<b>Residential child care</b>	36	37.5	37	<b>37</b>
<b>School care accommodation</b>	30	37.5	12	<b>37</b>
<b>All</b>	<b>35</b>	<b>33</b>	<b>30</b>	<b>32</b>

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.

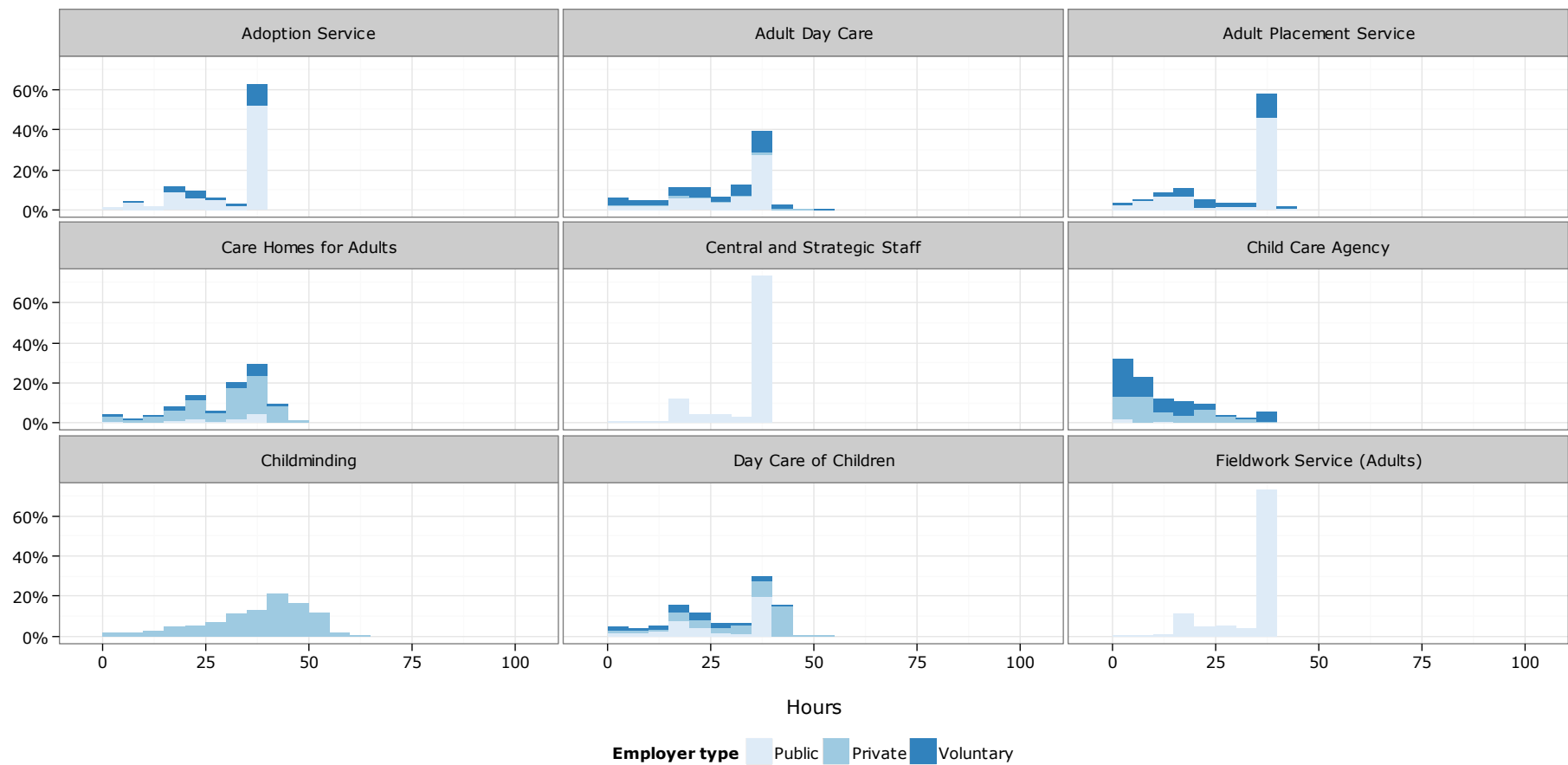
Figure 7 presents charts with the distribution of hours for each sub-sector and by employer type (each bar is five hours wide). We have set out the histograms by sub-sector and the bars stacked by employer type to allow comparison across these data items. This means each bar will have up to three colours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

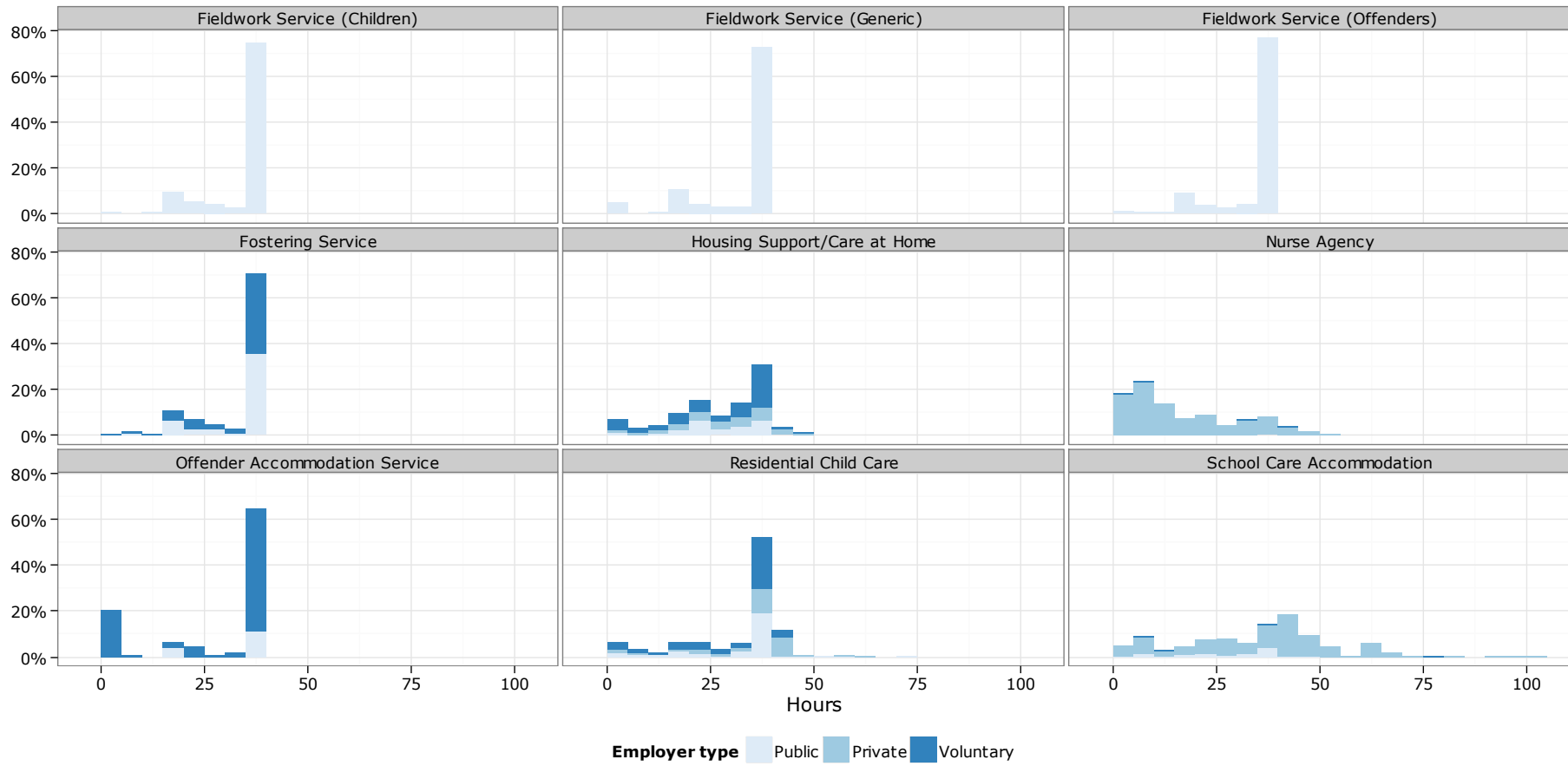
In most sub-sectors there is a clear concentration of people working in the 35-40 hour range. However, in some sub-sectors there is a greater spread and evidence of two modes in the distribution, one at around 20 hours and the other at around 35 hours (this is particularly so in the larger sub-sectors, 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 there are more part time roles in the voluntary sector. This is likely to be due to the fact that many day care of children services the voluntary sector provides 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 of children services 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 employer types operate in most rather than the employer type itself.

**Figure 7: Histograms of hours by employer type and sub-sector, 2015**





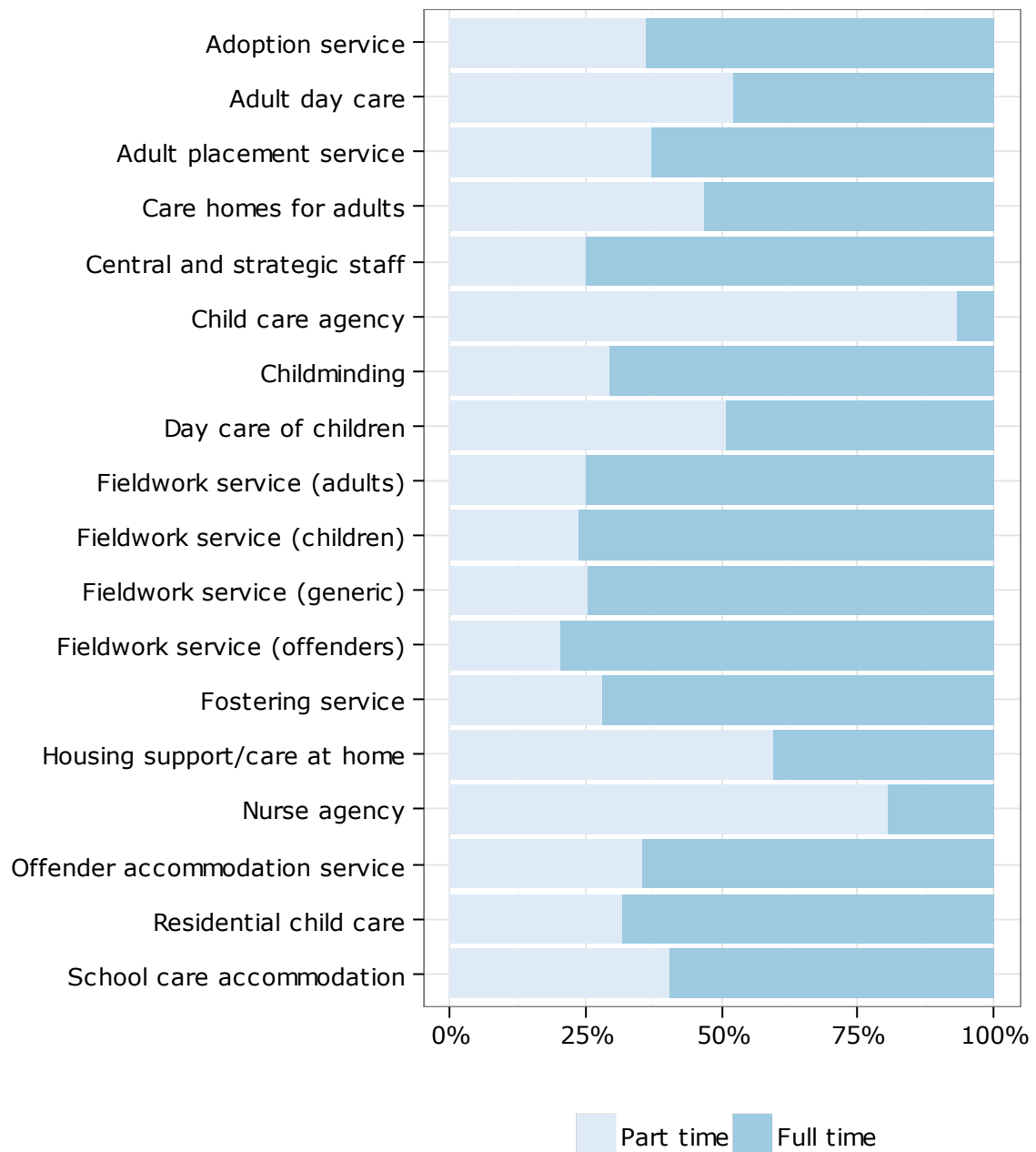
While we can informally identify groups of part time and full time workers in the histograms, we can also use the hours variable to formally classify the workforce. The formal definition of part time working for statistical purposes is 30 hours or less per week (van Bastelaer, Lemaître, & Marianna, 1997). 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 working full time, 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, all types of fieldwork service and fostering 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 93% and 80% respectively.

**Table 17. Percentage of part time and full time workers by sub-sector, 2015**

<b>Sub-sector</b>	<b>Part time</b>	<b>Full time</b>
<b>Adoption service</b>	36	64
<b>Adult day care</b>	52	48
<b>Adult placement service</b>	37	63
<b>Care homes for adults</b>	47	53
<b>Central and strategic staff</b>	25	75
<b>Child care agency</b>	93	7
<b>Childminding</b>	29	71
<b>Day care of children</b>	51	49
<b>Fieldwork service (adults)</b>	25	75
<b>Fieldwork service (children)</b>	24	76
<b>Fieldwork service (generic)</b>	25	75
<b>Fieldwork service (offenders)</b>	20	80
<b>Fostering service</b>	28	72
<b>Housing support/care at home</b>	59	41
<b>Nurse agency</b>	80	20
<b>Offender accommodation service</b>	35	65
<b>Residential child care</b>	32	68
<b>School care accommodation</b>	40	60
<b>Total</b>	<b>49</b>	<b>51</b>

**Figure 8. Percentage of part time and full time workers by sub-sector, 2015**



#### 4.4 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 is employed on permanent contracts.

- No guaranteed hours contracts make up around 4% of all contracts, though it is around two to three times higher for child care agencies and 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 proportions of part time working.
- Roughly half of the workforce is employed full time, though this varies from 7% to 80% by sub-sector.

## 5 Key groups

This chapter looks in detail at three key professional groups of workers: social workers, occupational therapists and nurses.

### 5.1 Social workers

We identify social workers in two ways; one is social workers in local authority fieldwork services who perform statutory duties and the other 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 registration.

Table 18 shows a time series of social workers over the last four years. There is a continued rise in the number of social workers since 2012.

**Table 18: Numbers of social workers, 2012 to 2015**

	<b>2012<sup>18</sup></b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>Local authority - headcount</b>	5676	5909	5921	5987
<b>Local authority – whole time equivalent (WTE)</b>	5183	5367	5369	5429
<b>SSSC Register<sup>19</sup></b>	10701	10962	10965	11127

You should interpret the local authority figures with caution since the integration of health and social care services in the Highland area saw a number of social workers in adult fieldwork services move into the NHS so they are not part of our data collection.

Table 19 shows the headcount and WTE of social workers in the various local authority fieldwork services for 2015. Fieldwork services for children continue to employ the most social workers. Generic fieldwork services have a significantly smaller WTE compared to their headcount than the other three types of fieldwork service.

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<sup>18</sup> Integration of health and social care in Highland Council area means some social workers are not captured in this data.

<sup>19</sup> During the week after the annual return date. Active registrants only.

**Table 19: Number and WTE of local authority social workers, 2015**

	<b>Headcount</b>	<b>WTE<sup>20</sup></b>
<b>Fieldwork service (adults)</b>	1790	1660
<b>Fieldwork service (children)</b>	2894	2656
<b>Fieldwork service (generic)</b>	408	277
<b>Fieldwork service (offenders)</b>	895	836
<b>Total</b>	<b>5987</b>	<b>5429</b>

## 5.2 Occupational therapists

Table 20 shows the headcount and WTE of occupational therapists in the various local authority fieldwork services for 2015. Fieldwork services for adults employ the most occupational therapists. There is roughly one-tenth the number of occupational therapists as there are social workers. There were no occupational therapists based in fieldwork services for offenders in 2015.

**Table 20: Number and WTE of local authority occupational therapists, 2015**

	<b>Headcount</b>	<b>WTE<sup>21</sup></b>
<b>Fieldwork service (adults)</b>	398	329
<b>Fieldwork service (children)</b>	15	14
<b>Fieldwork service (generic)</b>	157	132
<b>Fieldwork service (offenders)</b>	0	0
<b>Total</b>	<b>570</b>	<b>447</b>

## 5.3 Nurses

To identify nurses working in the sector we need to use the job function classification. Due to missing data and incomplete responses we have to gross up the figures so you should interpret them with caution.

Table 21 shows the estimated number of nurses by sub-sector and employer type for 2015. It is clear the vast majority of nurses in the sector (almost three-quarters) work in private care homes for adults, though the numbers in this sub-sector have fallen slightly since last year. 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 which took place there in 2012.

<sup>20</sup> Rounded to the nearest whole number.

<sup>21</sup> Rounded to the nearest whole number.

**Table 21: Estimated number of nurses by sub-sector and employer type, 2015**

	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>	<b>Total</b>
<b>Adoption services</b>	0	-	0	<b>0</b>
<b>Adult day care</b>	10	10	0	<b>20</b>
<b>Adult placement services</b>	0	-	0	<b>0</b>
<b>Care homes for adults</b>	30	4570	320	<b>4930</b>
<b>Central and strategic staff</b>	0	-	-	<b>0</b>
<b>Child care agencies</b>	0	0	0	<b>0</b>
<b>Childminding</b>	-	0	-	<b>0</b>
<b>Day care of children</b>	10	0	0	<b>10</b>
<b>Fieldwork service (adults)</b>	0	-	-	<b>0</b>
<b>Fieldwork service (children)</b>	90	-	-	<b>90</b>
<b>Fieldwork service (generic)</b>	0	-	-	<b>0</b>
<b>Fieldwork service (offenders)</b>	0	-	-	<b>0</b>
<b>Fostering services</b>	0	-	0	<b>0</b>
<b>Housing support/care at home</b>	0	90	40	<b>130</b>
<b>Nurse agencies</b>	-	1320	60	<b>1380</b>
<b>Offender accommodation services</b>	0	-	10	<b>10</b>
<b>Residential child care</b>	20	0	10	<b>30</b>
<b>School care accommodation</b>	0	10	0	<b>10</b>
<b>Total</b>	<b>170</b>	<b>6000</b>	<b>440</b>	<b>6610</b>

## 6 Sub-sectors in detail

This chapter looks in detail at housing support/care at home.

### 6.1 Housing support/care at home

We have previously presented data on housing support and care at home services in this report as a combined housing support/care at home sub-sector. This is because most of these services register jointly with the Care Inspectorate so provide a single annual return. It is not possible to separate out and identify the staffing resource used just for the housing support or the care at home element of services. However we can divide it into combined services 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 look at the profile of the services and how the staff characteristics vary between these groups of services.

#### 6.1.1 Service characteristics

Table 22 shows the distribution of staff and services across these constituent parts and the median size of service. Combined services account for 67% of the headcount of the sub-sector and 62% of the services. Sole care at home services account for 21% of the headcount and 15% of the services, while sole housing support services account for 12% of the headcount and 22% of the services. The median size of services reflects these differences in distribution as sole housing support services are very much smaller. The headcount in combined services has fallen since last year, while both sole care at home services' headcounts has risen significantly and sole housing support has risen by a small amount.

**Table 22. Housing support/care at home services broken down into constituent service types, 2015**

	<b>Headcount</b>	<b>Services</b>	<b>Median</b>
<b>Combined</b>	45060	1244 <sup>22</sup>	42
<b>Sole care at home</b>	14000	304	27
<b>Sole housing support</b>	8130	447	12
<b>Total</b>	<b>67200</b>	<b>1995</b>	<b>25</b>

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 44% and 65% respectively but the private sector is the largest employer in sole care at home services with 44%.

<sup>22</sup> 622 of these services provided staffing figures.

**Table 23. Distribution of staff by employer type in housing support/care at home, 2015**

	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>
<b>Combined</b>	12300	12960	19800
<b>Sole care at home</b>	2040	6090	5870
<b>Sole housing support</b>	1690	1140	5310
<b>Total</b>	<b>16030</b>	<b>20200</b>	<b>30980</b>

#### 6.1.2 Staff characteristics

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

**Table 24. Median hours and age in housing support/care at home, 2015**

	<b>Hours</b>	<b>Age</b>
<b>Combined</b>	30	46
<b>Sole care at home</b>	24	46
<b>Sole housing support</b>	35	47
<b>Total</b>	<b>30</b>	<b>46</b>

The splits between part time and full time working replicate the differences in median weekly hours as shown in Table 25. Only sole housing support has a majority of workers working full time and almost three-quarters of workers in sole care at home work part time.

**Table 25. Percentage of staff by part-time/full-time in housing support/care at home, 2015**

	<b>Part time</b>	<b>Full time</b>
<b>Combined</b>	60	40
<b>Sole care at home</b>	71	29
<b>Sole housing support</b>	44	56
<b>Total</b>	<b>59</b>	<b>41</b>

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 in housing support/care at home, 2015**

	<b>Female</b>	<b>Male</b>
<b>Combined</b>	81	19
<b>Sole care at home</b>	90	10
<b>Sole housing support</b>	76	24
<b>Total</b>	<b>82</b>	<b>18</b>

46

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 staff and managers. This perhaps reflects that these services are slightly smaller so there are fewer economies of scale for support and management overhead.

**Table 27. Percentage of staff by job function in housing support/care at home, 2015**

<b>Sub-sector</b>	<b>Auxiliary</b>	<b>Care</b>	<b>Managers</b>	<b>Unknown</b>
<b>Combined</b>	5	92	3	0
<b>Sole care at home</b>	4	93	2	0
<b>Sole housing support</b>	14	77	8	0
<b>Total</b>	<b>6</b>	<b>90</b>	<b>4</b>	<b>0</b>

The distribution of contract types provided in Table 28 reflects the difference in median hours highlighted in Table 24. Sole care at home services has by far the largest proportion of staff on no guaranteed hours contracts. Sole housing support uses these types of contract the least.

**Table 28. Percentage of staff by contract type in housing support/care at home, 2015**

<b>Contract type</b>	<b>CHSCAH</b>	<b>SCAH</b>	<b>SHS</b>
<b>Permanent</b>	83(7)	77(17)	81(6)
<b>Temporary</b>	2(0)	1(0)	4(0)
<b>Agency</b>	1	3	0
<b>Bank</b>	2	3	1
<b>Fixed term</b>	1(0)	1(0)	4(0)
<b>Sessional</b>	3(0)	9(3)	4(0)
<b>Casual/relief</b>	6	4	5
<b>Trainee</b>	0(0)	0(0)	0(0)
<b>Other</b>	1	2	1
<b>Not known</b>	0	0	0
<b>All NGH</b>	8	20	7

## **7 Conclusion**

### **7.1 Summary**

This report presents a comprehensive view of those in paid employment in the Scottish social service sector at the end of 2015<sup>23</sup>. The sector has seen a 0.5% rise in the headcount figure to 200,710, its highest level since these reports began. This is an increase of approximately 1,040; primarily driven by newly registered services despite a small net fall in overall services.

Over two-thirds of the sub-sectors recorded a rise in headcount. The main sub-sector accounting for the overall rise is housing support/care at home. Generic fieldwork services 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 services for offenders) or where the age distribution is more concentrated (eg childminding).

Most of the workforce have permanent contracts (80%) and work in frontline care roles. Most are also full time positions (51%), though at least 10% of the workforce 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 with private employers.

A detailed view of the housing support/care at home sub-sector reveals 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 has a greater number of no guaranteed hours contracts.

### **7.2 What next?**

In autumn 2016 we will release detailed data tables to accompany this report so employers and others can analyse data in local authority areas. The tables will

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<sup>23</sup> As identified in the report a small number of those in paid employment are not currently covered, including: personal assistants employed under SDS; childminding assistants; and central and strategic staff working for private and voluntary sector care providers.

allow an in-depth analysis at the level of individual local authority areas to be performed. These will be available on our website: <http://data.sssc.uk.com>.

In March 2016 the SSSC published two Experimental Statistics publications: one on whole time equivalent (WTE) staffing figures (Scottish Social Services Council, 2016) and one on staff retention (Scottish Social Services Council, 2016). We published them to see whether the figures could be included in future reports as Official Statistics. We gathered views from users on the usefulness of and options for publishing these statistics. It has been agreed that both WTE and staff retention data will be published in the next annual report as single high-level tables, similar to Table 6 in this report. During 2015-16 WTE and staff retention data from December 2015 will be published.

The SSSC will continue to collect the information from the local authority census and receive data from the Care Inspectorate. We will publish an updated report on the workforce as of December 2016 in August 2017.

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## **Appendix A – Background notes**

### **Data sources**

**Care Inspectorate service lists** (as at 1 January 2009-2016) 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. We can also present this data at the level of individual health boards.

**Annual returns** submitted by registered services to the Care Inspectorate (as at 31 December 2008-2015) provided data for the following.

- The total number of staff per registered service (note that these figures include estimates where services did not submit annual returns.
- 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. We used percentages in this report 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 more details of the estimates for missing data and what this means for interpreting the figures presented in this report.

The Care Inspectorate collects annual returns primarily to assist with inspection purposes for individual services; however you can also aggregate the data collected to produce summary information and 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. We use this to provide figures on the number of filled posts (as at 7 December 2015) 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 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 2015, we corrected or estimated figures for around 3% of services. We based these estimates on either:

- a. historic data for the same service where this was available, or
- 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 is to fill in the gaps in a logical and structured way so we can produce overall estimates for total staff numbers per service across each sub-sector and employer type.

Overall only around 3% of services had an estimated/corrected total staff figures as at December 2015, this proportion varied by type of service. See Table 29 below for more details.

**Table 29: Percentage of services by sub-sector that provided a current staffing figure, 2015**

<b>Sub-sector</b>	<b>Response</b>
<b>Adoption services</b>	94.9
<b>Adult day care</b>	94.6
<b>Adult placement services</b>	89.7
<b>Care homes for adults</b>	97
<b>Child care agencies</b>	82.1
<b>Childminding<sup>24</sup></b>	100
<b>Day care of children</b>	94.8
<b>Fostering services</b>	91.8
<b>Housing support/care at home</b>	94.8
<b>Nurse agencies</b>	84.5
<b>Offender accommodation services</b>	83.3
<b>Residential child care</b>	93.4
<b>School care accommodation</b>	100
<b>Total</b>	<b>97.0</b>

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. In total we received 168,480 records, 91% of the employment estimate. 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 in this report are only representative of the services that have provided employee-level returns. So the figures presented may not be entirely representative of the social service sector as a whole. You should use figures on age, ethnicity or gender with caution and as indicative totals only. We combine these records with the data from the local authority

<sup>24</sup> Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report 'Early learning and childcare statistics 2015' (due for publication 3rd October 2016). The counts may vary slightly due to differences in the way the Care Inspectorate and the SSSC classify an active service.

census to give a total of 186,670 staff records. Table 30 provides a breakdown of the response rate for individual data items by sub-sector and also includes the response rates from the local authority census. 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. The most problematic items are ethnicity and disability.

**Table 30: Response rates by sub-sector, 2015**

<b>Sub-sector</b>	<b>Age</b>	<b>Gender</b>	<b>Ethnicity</b>	<b>Disability</b>	<b>Job function</b>	<b>Contract</b>	<b>Hours</b>
<b>Adoption services</b>	94	97	73	78	97	96	96
<b>Adult day care</b>	92	94	85	88	94	94	94
<b>Adult placement services</b>	92	93	85	83	93	93	83
<b>Care homes for adults</b>	95	97	82	89	97	96	96
<b>Central and strategic staff</b>	100	100	86	67	100	100	100
<b>Child care agencies</b>	83	87	74	83	87	87	86
<b>Childminding</b>	85	85	84	84	85	0	85
<b>Day care of children</b>	95	97	90	94	97	96	96
<b>Fieldwork service (adults)</b>	100	100	83	64	100	100	100
<b>Fieldwork service (children)</b>	100	100	70	54	100	97	100
<b>Fieldwork service (generic)</b>	100	100	80	58	100	100	100
<b>Fieldwork service (offenders)</b>	100	100	78	60	100	99	100
<b>Fostering services</b>	90	92	77	79	92	92	92
<b>Housing support/care at home</b>	85	86	70	73	87	86	86
<b>Nurse agencies</b>	90	86	63	57	90	90	90
<b>Offender accommodation services</b>	85	89	86	79	89	89	89
<b>Residential child care</b>	92	94	77	82	95	94	94
<b>School care accommodation</b>	100	100	59	59	100	99	100
<b>Total</b>	<b>91</b>	<b>93</b>	<b>78</b>	<b>81</b>	<b>93</b>	<b>90</b>	<b>93</b>

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

The SSSC took responsibility for collecting this data in 2011. We changed the reference date 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 1 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's services for the local authority no longer appear in the census.

Many local authorities have made changes to the structure of their support services. As a result, support staff previously considered part of social work departments have 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 in the number for central and strategic staff and generic fieldwork services over time.

### **Limitations to the data**

Limitations resulting from missing/estimated data

We round all estimated total staff figures 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.

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 the figures presented on total numbers of staff are a count of the staff working in each service. If an individual works for more than one service or employer the person is likely to be counted more than once. So the figures presented on headcount are not a 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 203,200 means that we can estimate the total number of individuals in the sector to be around 199,140.

### **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**

<b>Sub-sectors</b>	<b>Definition</b>
<b>Adoption service</b>	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.
<b>Adult day care</b>	Day care services can be provided from registered premises in a variety of settings.
<b>Adult placement service</b>	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.
<b>Care homes for adults</b>	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.
<b>Central and strategic staff</b>	Staff with a strategic and/or central role, including senior management, administrators and support staff.
<b>Child care agency</b>	Childcare agencies supply or introduce to parents a carer 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.
<b>Childminding</b>	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.
<b>Day care of children</b>	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 or activities where care is not provided such as sports clubs or uniformed activities such as Scouts or Guides.
<b>Fieldwork service (adults)</b>	Fieldwork staff in divisional and area offices who work mainly with adults. This includes teams who specialise in older people and learning disabilities.
<b>Fieldwork service (children)</b>	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.
<b>Fieldwork service (generic)</b>	Fieldwork staff in divisional and area offices with no specialised role. May work across other disciplines.

<b>Fieldwork service (offenders)</b>	Fieldwork staff in divisional and area offices who work with offenders. Also known as Criminal Justice Social Work. Elsewhere in the UK probation officers do some of this work.
<b>Fostering service</b>	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 describes all these situations.
<b>Housing support/care at home</b>	<p>Housing support: A service which provides support, assistance, advice or counselling to enable an individual to maintain their tenancy. Housing support can be for people living in ordinary homes, sheltered housing, hostels for the homeless, accommodation for the learning disabled, women's refuges, and 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 register jointly with the Care Inspectorate so we present them as a combined sub-sector.</p>
<b>Nurse agency</b>	Nurse agencies introduce and supply registered nurses to independent and voluntary sector health care providers and to the NHS in Scotland.
<b>Offender accommodation service</b>	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.
<b>Residential child care</b>	These services are care homes for children and young people, special school accommodation services, and secure accommodation services for children looked after away from home.
<b>School care accommodation</b>	This includes boarding schools and school hostels (but not 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**

<b>Term</b>	<b>Definition</b>
<b>Median</b>	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.
<b>Mode</b>	A type of average. The most common value in a set of data. A peak in a distribution will be at the mode.
<b>Histogram</b>	A form of bar chart where the bars represent counts of items within value ranges. They are useful for describing distributions.
<b>Economies of scale</b>	An effect where cost savings are made in larger organisations due to fuller and more efficient use of resources.

## Appendix B – Core Minimum Data Set (CMDS)

These are the common data standards across the Scottish social service sector and we use them to ensure consistency between workforce data collected by different organisations. We do not collect every single data item from all data sources. The data items are listed below.

- 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
  - National Insurance (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 (14):
  - 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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All the SSSC's workforce data, information and intelligence have been brought together in one easily accessible data website which includes our workforce data publications, data by area and interactive data visualisations that you can customise. The data site is available at: <http://data.sssc.uk.com>

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