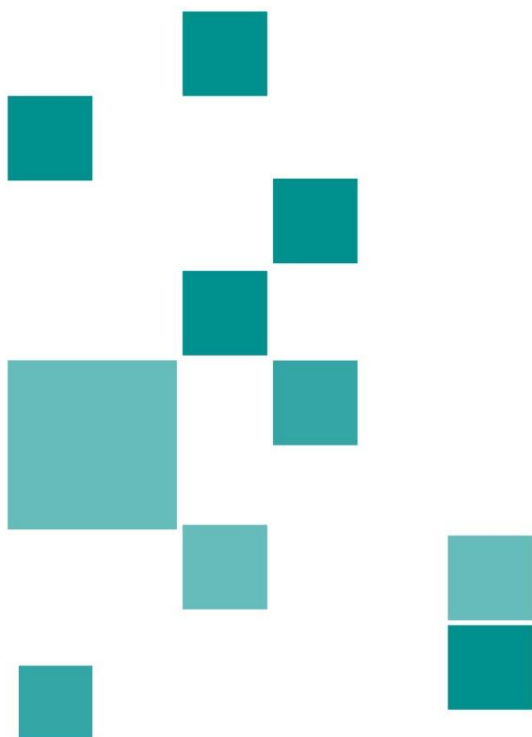


# Scottish Social Service Sector: Report on 2016 Workforce Data

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 (for example, 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 Scottish Social Services Council (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 28 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 entirely separate the 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 childcare' 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 ninth workforce data report published by the SSSC and the sixth 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 2016.

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 2008-2015.

As well as this report, the SSSC will publish more detailed tables in late 2017, providing 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 'Explore the data' section on the SSSC Workforce Data website ([data.sssc.uk.com](http://data.sssc.uk.com)).

### Key points

- The size of the workforce has decreased to 200,650, a drop of 0.03% since 2015. The social service workforce makes up approximately 7.7% of all Scottish employment.
- The whole time equivalent (WTE) measure of the workforce is 150,540, an increase of 0.15% since 2015.
- The stability index of the workforce is 78.0%. This means just over three-quarters of the workforce remained in the same post since last year.
- The largest employer type differs between local authority areas, with services in Orkney, Shetland and Na h-Eileanan Siar (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 almost 78% 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 that proportion in criminal justice and residential children's services.
- The workforce is mainly employed on permanent contracts (81%).
- 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 2016.

Two main sources of data 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 this report with support from 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 report is an Official Statistics publication.

Please see the technical glossary in appendix A for more information on the technical terms used.

### **1.1 Context**

The calendar year 2016 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 on 1 April 2016
- preparations for increased early years care entitlement of 1,140 hours per child per year by 2020.

One long-term trend to be aware of is the increasing use of arm's length employing organisations (ALEOs) to deliver services by some local authorities. These organisations are typically controlled by a local authority but are classified as private sector employers. We are aware of three authorities that have established ALEOs to deliver some aspects of their care provision: Aberdeen City, Glasgow City and Scottish Borders.

## **1.2 Changes to this report**

We have made the following changes to the content of this report to add some new data items and also to remove material that is better suited to another publication.

We have made some changes to the time series tables in chapter 2 to improve the overview offered. New charts have also been added.

We have also added tables on WTE and stability index. These data items were previously featured in Experimental Statistics we produced (Scottish Social Services Council, 2016) and (Scottish Social Services Council, 2016).

We have dropped the previous chapter 6, which featured detailed data on housing support/care at home. The data will feature in a separate report on adults' services we will publish in late 2017.

## **1.3 Changes to data**

Please take care when interpreting data over time. Statistical recording and coverage changes may overstate or misrepresent actual changes in the workforce. In addition, from time to time, errors or omissions in the data may be noticed and rectified. Relevant changes are highlighted below.

### **1.3.1 Annual returns**

Almost all private sector school care accommodation services have been reclassified by the Care Inspectorate to the voluntary sector in the 2016 data. Therefore the private sector's workforce has reduced and the voluntary sector's workforce has increased compared to previous data.

### **1.3.2 Local Authority Social Work Services (LASWS) Census**

Perth and Kinross Council reported more staff this year as they improved the coverage of their return. There was historical underreporting, now corrected.

The City of Edinburgh Council reported fewer staff this year as they have centralised many of their administrative staff, so no longer report on those staff in the return.

Administrative staff, who had been excluded previously, have now been included again in the return from South Ayrshire Council.

### **1.3.3 Revisions to previous data**

While producing this 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 has 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.

Where data relating to 2015 is presented in this report, it is using the corrected figures.

## 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

The overall size of the Scottish social service workforce is shown over time in Figure 1. The fluctuations in the workforce have been relatively small compared to the overall size. Care should be taken with interpreting these figures over time as occasional changes to the data collection and coverage have taken place over the years, please see the notes in chapter 1 and appendix A for more details.

**Figure 1: Time series showing the total Scottish social service workforce, 2008-2016**

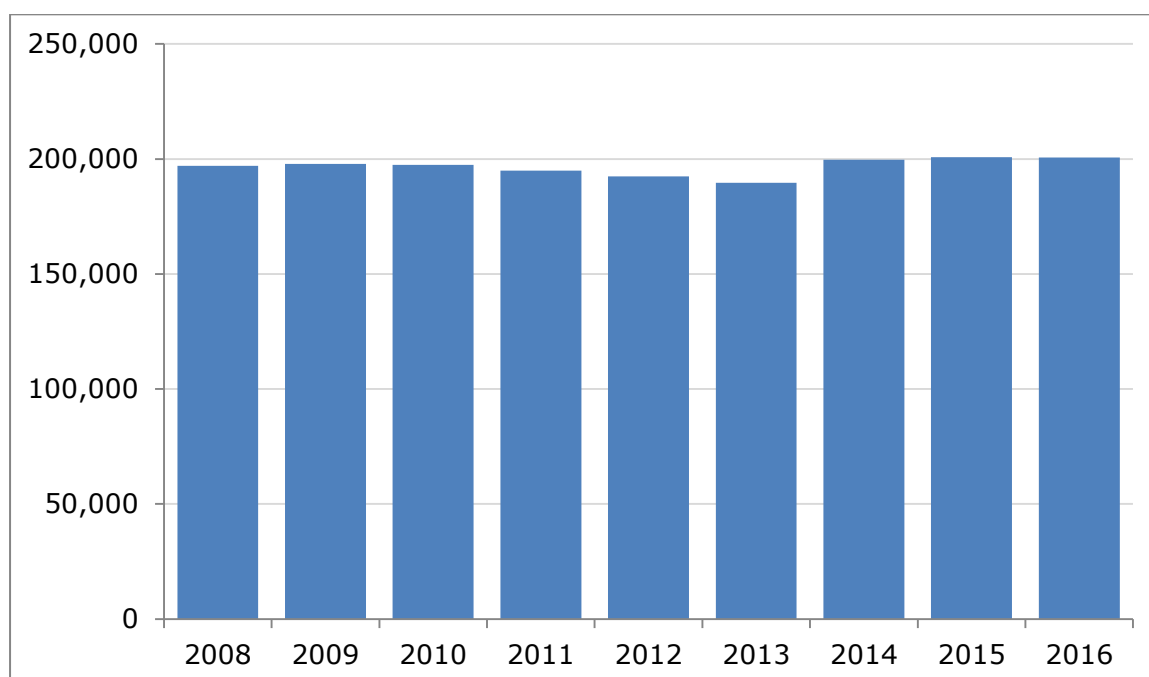


Table 1 presents an overview of the sector's workforce by sub-sector for 2008, 2015 and 2016, as well as the percentage change since 2008. Some sub-sectors have grown while others have shrunk quite markedly in contrast to the overall picture shown in Figure 1.

**Table 1: Headcount<sup>1</sup> of the Scottish social service workforce 2008, 2015 and 2016**

<b>Sub-sector</b>	<b>2008</b>	<b>2015</b>	<b>2016</b>	<b>Change since 2008</b>
<b>Adoption services</b>	400	460	460	12.8%
<b>Adult day care</b>	9720	8080	7780	-20.0%
<b>Adult placement services</b>	160	180	190	17.6%
<b>Care homes for adults</b>	53970	53980	53680	-0.6%
<b>Central and strategic staff</b>	4190	2930	2890	-31.1%
<b>Child care agencies</b>	510	420	370	-27.3%
<b>Childminding</b>	5580	5570	5510	-1.3%
<b>Day care of children</b>	31190	33460	33430	7.2%
<b>Fieldwork service (adults)</b>	4850	5070	5100	5.1%
<b>Fieldwork service (children)</b>	5530	5960	5700	3.1%
<b>Fieldwork service (generic)</b>	3370	2340	2250	-33.2%
<b>Fieldwork service (offenders)</b>	1960	1880	1950	-0.9%
<b>Fostering services</b>	830	980	960	15.0%
<b>Housing support/care at home</b>	63140	67200	68970	9.2%
<b>Nurse agencies</b>	3280	3120	2400	-27.0%
<b>Offender accommodation services</b>	120	120	100	-20.5%
<b>Residential child care</b>	6910	7650	7680	11.1%
<b>School care accommodation</b>	1220	1290	1240	1.6%
<b>Total</b>	<b>196970</b>	<b>200710</b>	<b>200650</b>	<b>1.9%</b>

Table 1 shows that between 2015 and 2016 the number of staff in the sector has shrunk very slightly by approximately 0.03% (60) to 200,650. This halts the growth in the sector seen in the previous two years, though there still has been an overall increase in the workforce of 1.9% since 2008. The very small fall between 2015 and 2016 is comprised of a small net increase in the workforce of continuing services (170) and a small net increase in the headcount of services that are new or no longer operating (70), countering a modest net fall in the local authority social work service workforce (-300). The official estimate for total Scottish employment for the fourth quarter of 2016 is 2,596,000 (Scottish Government, 2017). As a result the social service sector makes up 7.7% of employment in Scotland, or roughly 1 in 13.

Between 2015 and 2016, just under three-quarters of the sub-sectors (13 of 18) recorded a decrease in the estimated headcount. The largest absolute decrease was in nurse agencies with a decrease of 730 and this was also the largest relative decrease with a decrease of 23%. The headcount of nurse agencies has

<sup>1</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.  
Scottish Social Services Council

been quite volatile over time, perhaps reflecting the nature of this sub-sector, but its small size means this isn't reflected in the overall workforce figures.

The largest absolute increase in the workforce was in housing support/care at home, with an increase of 1,770, while the largest relative increase was in adult placement services with an increase of around 7%, mainly due its small size.

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 under 78% of the whole workforce. Community care services (housing support/care at home, care homes for adults, adult day care) account for 65% of the workforce and childcare services (child care agencies, childminding and day care of children) account for 20% of the workforce.

Since 2008, some sub-sectors have seen a large amount of growth, while others have shrunk dramatically. Adult day care, central and strategic staff, generic fieldwork services and nurse agencies all had more than 3,000 staff in 2008 and have seen their workforces reduce by 20% or more. Adult day care has seen a steady decline over the years and the number of services has reduced (see Table 3). Some local authorities have centralised administrative support and as a result they no longer define such staff as social work staff and they do not fall into the scope of our data returns. In practice however, many will still provide support to social work services. This partly explains the fall in the numbers of central and strategic staff and generic fieldwork staff. Other reasons for these falls include policies to reduce the number of senior posts in public bodies. As discussed above, the nurse agencies workforce has been somewhat erratic over time.

Only housing support/care at home and residential child care had a workforce of more than 3,000 in 2008 and have seen an increase of 9% or more since. Housing support/care at home being by far the biggest sub-sector is the biggest driver of overall increase and this is likely due to policy changes designed to enable more people to be cared for in their own homes. The day care of children sub-sector has also seen a sizeable absolute increase and this is expected to grow further as policies to increase the provision of free early years childcare are implemented.

A time series for the whole time equivalent (WTE) estimates for the workforce is given in Table 2. This data was developed in an Experimental Statistics publication and appears for the first time in this report this year. The data is derived from the reported weekly working hours and is based on a whole time working week of 37.5 hours. You can find more detail on how we calculate this in appendix A.

The overall WTE of the workforce has increased and decreased in a similar fashion to changes in headcount, though the ratio of WTE to headcount has

fallen slightly over time. This means that while the highest headcount was recorded in 2015, the highest WTE was recorded in 2009.

It is noteworthy that while the headcount fell by 0.03% between 2015 and 2016, the WTE rose by 0.15%.

**Table 2: WTE and headcount figures for the Scottish social service workforce, 2008-2016**

<b>Year</b>	<b>WTE (37.5 hours)</b>	<b>Headcount (HC)</b>	<b>Ratio of WTE to HC</b>
<b>2008<sup>2</sup></b>	146350	191390	0.76
<b>2009</b>	152220	197900	0.77
<b>2010</b>	151630	198690	0.76
<b>2011</b>	147380	194890	0.76
<b>2012</b>	145670	192360	0.76
<b>2013</b>	143410	189670	0.76
<b>2014</b>	150050	199670	0.75
<b>2015</b>	150310	200710	0.75
<b>2016</b>	150540	200650	0.75

### 2.1.1 Services

The number of active registered services at the time of data collection is in Table 3. Since 2015 the total number of services has fallen slightly. Of the 13 registered services' sub-sectors, eight had fewer services, four had a larger number of services and only one remained constant between 2015 and 2016.

Since 2008, there has been a 5.6% reduction in services overall, though this varies quite markedly by sub-sector. Of note is that there are 19.4% fewer care homes for adults services despite the workforce only falling by 0.6%, and there are 11.3% fewer day care of children services despite an increase in the workforce of 7.2%

<sup>2</sup> The 2008 figures exclude childminders since hours data was not available for them.

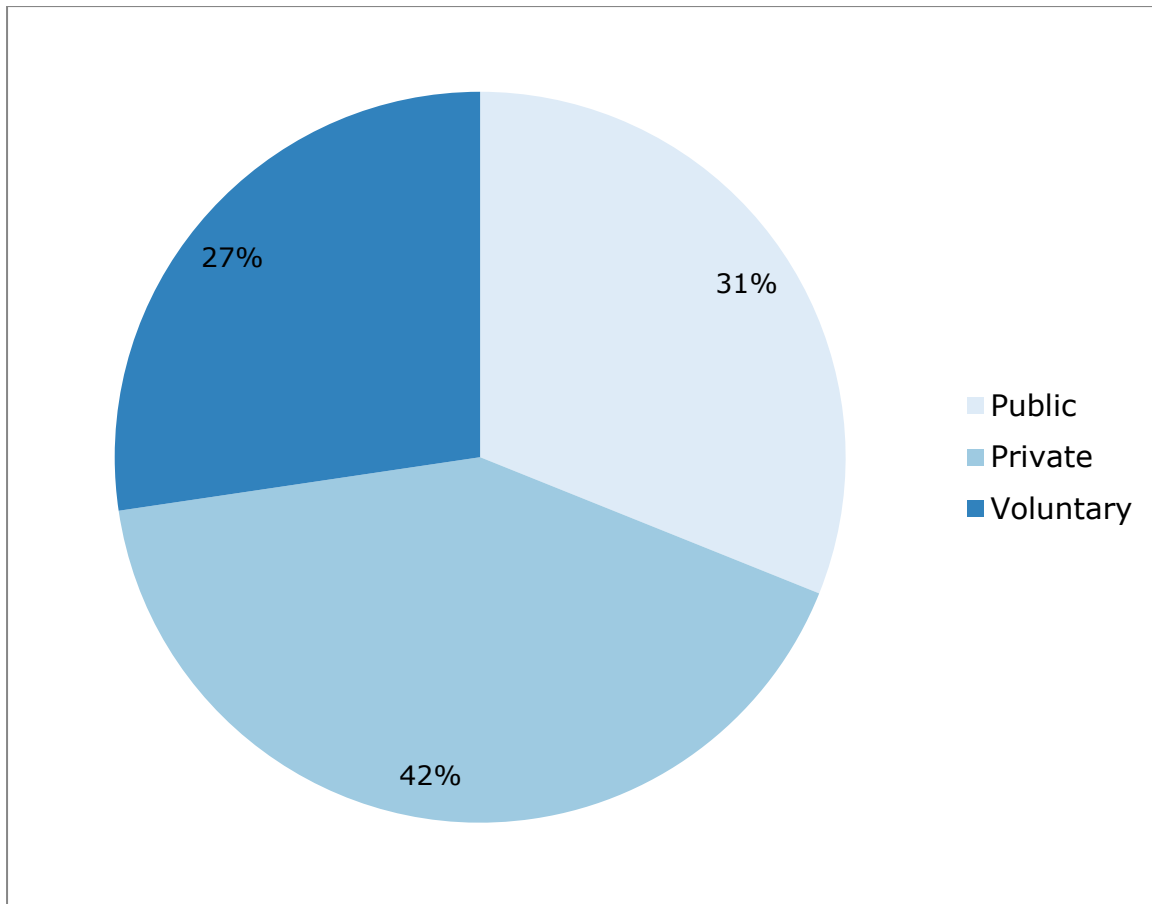
**Table 3: Number of active services registered with the Care Inspectorate at 31 December 2008, 2015 and 2016**

<b>Sub-sector</b>	<b>2008</b>	<b>2015</b>	<b>2016</b>	<b>Change since 2008</b>
<b>Adoption services</b>	39	39	38	-2.6%
<b>Adult day care</b>	642	502	492	-23.4%
<b>Adult placement services</b>	30	39	39	30.0%
<b>Care homes for adults</b>	1425	1181	1149	-19.4%
<b>Child care agencies</b>	35	28	24	-31.4%
<b>Childminding<sup>3</sup></b>	5580	5572	5509	-1.3%
<b>Day care of children</b>	4184	3744	3710	-11.3%
<b>Fostering services</b>	63	61	59	-6.3%
<b>Housing support/care at home</b>	1917	1995	2041	6.5%
<b>Nurse agencies</b>	65	58	71	9.2%
<b>Offender accommodation services</b>	11	6	5	-54.5%
<b>Residential child care</b>	252	305	316	25.4%
<b>School care accommodation</b>	31	27	28	-9.7%
<b>Total</b>	<b>14274</b>	<b>13557</b>	<b>13481</b>	<b>-5.6%</b>

The mix of employer types in the sector is shown in Figure 2. 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 and voluntary sectors have reduced their shares slightly. This is because the public sector saw a small rise in headcount (+0.5%) while the private (-2.0%) and voluntary (-1.2%) sectors shrank in size. We provide greater detail on breakdowns by employer type later in this chapter.

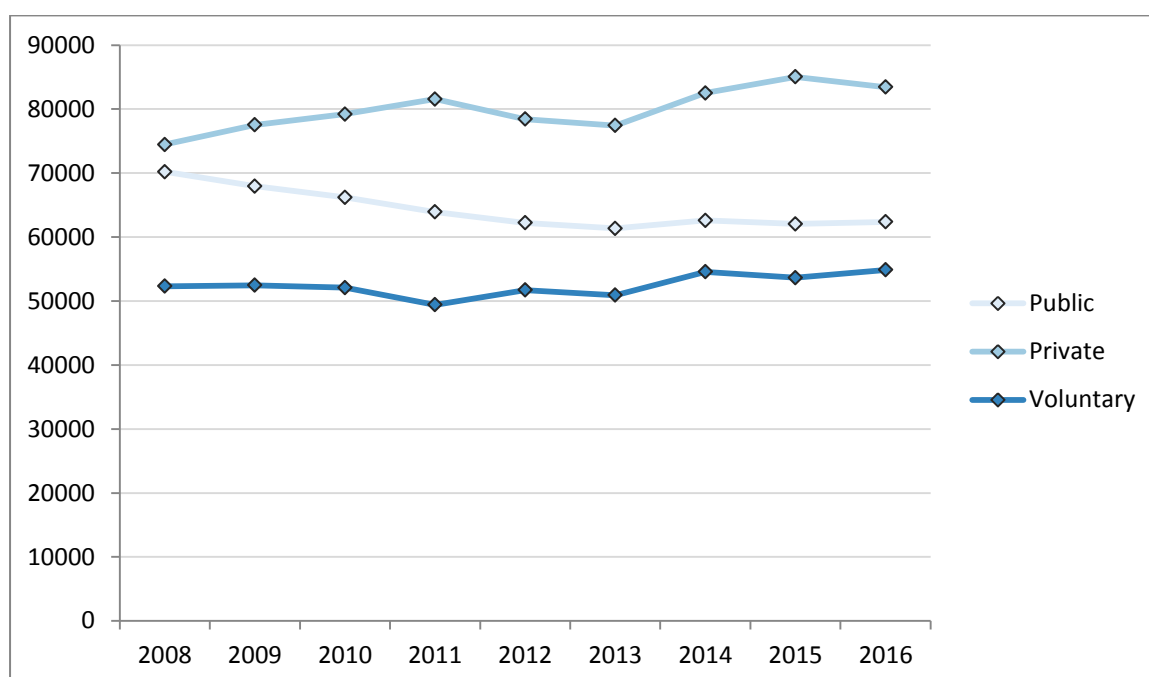
<sup>3</sup> Counts of the number of active childminding and day care services are also published by the Care Inspectorate in their report, Early learning and childcare statistics 2016, published on 19 September 2017. The counts may vary slightly due to differences in the way the Care Inspectorate and the SSSC classify an active service. See appendix A for more information.

**Figure 2: Scottish social service workforce - estimated split by employer type, 2016**



Over time there has been a shift from public to private provision, while the voluntary sector has increased slightly. This can be seen in Figure 3.

**Figure 3: Time series of the workforce by employer type, 2008-2016**



### 2.1.2 Service providers

Individual services may operate as part of a larger group of services under a service provider registered with the Care Inspectorate. In turn, some large organisations may have a number of service providers registered under them. In 2016 the 13,841 active registered services were distributed among 8,110 service providers. Excluding childminders, there were 7,972 active registered services under 2,605 service providers. We intend to publish Experimental Statistics on service providers before the 2017 Workforce Data Report.

### 2.1.3 Exclusions

There are a number of groups working 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 4, 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 4: Estimates for excluded groups, 2016**

<b>Group</b>	<b>Estimate</b>
<b>Childminding assistants</b>	570
<b>Volunteers (public)<sup>4</sup></b>	1040
<b>Volunteers (private)</b>	720
<b>Volunteers (voluntary)</b>	3570

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, many local authorities have centralised administrative staff which makes it increasingly difficult to capture them 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 local authority employees. 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 2016. Table 5 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, Glasgow City Council again has the largest public sector workforce as City of Edinburgh Council has centralised many of its administrative staff, as Glasgow City Council had done the previous year. Fife and North Lanarkshire are the only other areas with workforces of more than 10,000.

In 15 of the 32 local authority areas the size of the workforce increased between December 2015 and December 2016. The Aberdeenshire, Glasgow City and South Lanarkshire areas saw the largest absolute rises, while City of Edinburgh and Falkirk saw the largest absolute falls. The size of the changes varies from only a couple to almost 600. The largest absolute increase was in Glasgow City, where a large increase in the voluntary sector more than offset falls in the public and private sectors. The largest absolute decrease was in the City of Edinburgh,

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<sup>4</sup> Registered services only  
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which saw a large increase in the voluntary sector fail to offset large falls in the public and private sector. Some of the fall in the private sector here will correspond to a rise in the voluntary sector due to the reclassification in school care accommodation.

**Table 5: Headcount by local authority area and employer type, 2016**

<b>Local authority area</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>	<b>Total</b>
<b>Aberdeen City</b>	1570	3950	2440	<b>7960</b>
<b>Aberdeenshire</b>	3650	3640	1770	<b>9070</b>
<b>Angus</b>	1430	1630	820	<b>3890</b>
<b>Argyll and Bute</b>	1190	1170	820	<b>3180</b>
<b>Clackmannanshire</b>	610	1070	410	<b>2090</b>
<b>Dumfries and Galloway</b>	1410	2500	1990	<b>5900</b>
<b>Dundee City</b>	2170	2280	1920	<b>6370</b>
<b>East Ayrshire</b>	1860	2600	1170	<b>5630</b>
<b>East Dunbartonshire</b>	620	2080	870	<b>3570</b>
<b>East Lothian</b>	980	1490	990	<b>3470</b>
<b>East Renfrewshire</b>	1020	1230	580	<b>2820</b>
<b>Edinburgh, City of</b>	4760	7700	7320	<b>19790</b>
<b>Falkirk</b>	2130	2290	1020	<b>5430</b>
<b>Fife</b>	3700	5330	2850	<b>11880</b>
<b>Glasgow City</b>	5070	10050	10470	<b>25590</b>
<b>Highland</b>	3080	3940	1980	<b>8990</b>
<b>Inverclyde</b>	1220	1500	1130	<b>3840</b>
<b>Midlothian</b>	860	1810	580	<b>3260</b>
<b>Moray</b>	1240	1280	1220	<b>3730</b>
<b>Na h-Eileanan Siar</b>	1000	110	290	<b>1400</b>
<b>North Ayrshire</b>	2030	2420	860	<b>5310</b>
<b>North Lanarkshire</b>	4270	3890	2920	<b>11090</b>
<b>Orkney Islands</b>	1020	90	100	<b>1210</b>
<b>Perth and Kinross</b>	1800	2670	1820	<b>6280</b>
<b>Renfrewshire</b>	2050	2930	2280	<b>7260</b>
<b>Scottish Borders</b>	670	2000	1150	<b>3820</b>
<b>Shetland Islands</b>	1510	50	120	<b>1690</b>
<b>South Ayrshire</b>	1380	2540	1200	<b>5120</b>
<b>South Lanarkshire</b>	3820	4540	1470	<b>9830</b>
<b>Stirling</b>	850	1370	990	<b>3210</b>
<b>West Dunbartonshire</b>	1730	830	440	<b>3000</b>
<b>West Lothian</b>	1680	2160	860	<b>4700</b>
<b>Outwith Scotland<sup>5</sup></b>	0	290	10	<b>300</b>
<b>Total</b>	<b>62360</b>	<b>83430</b>	<b>54860</b>	<b>200650</b>

### 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, Orkney, Shetland and

<sup>5</sup> A small number of staff in the private and voluntary sectors have given office addresses outwith Scotland.

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 less than 20% 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 (17%). The number of staff here 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 4: Proportion of employment in each local authority area by employer type, 2016**

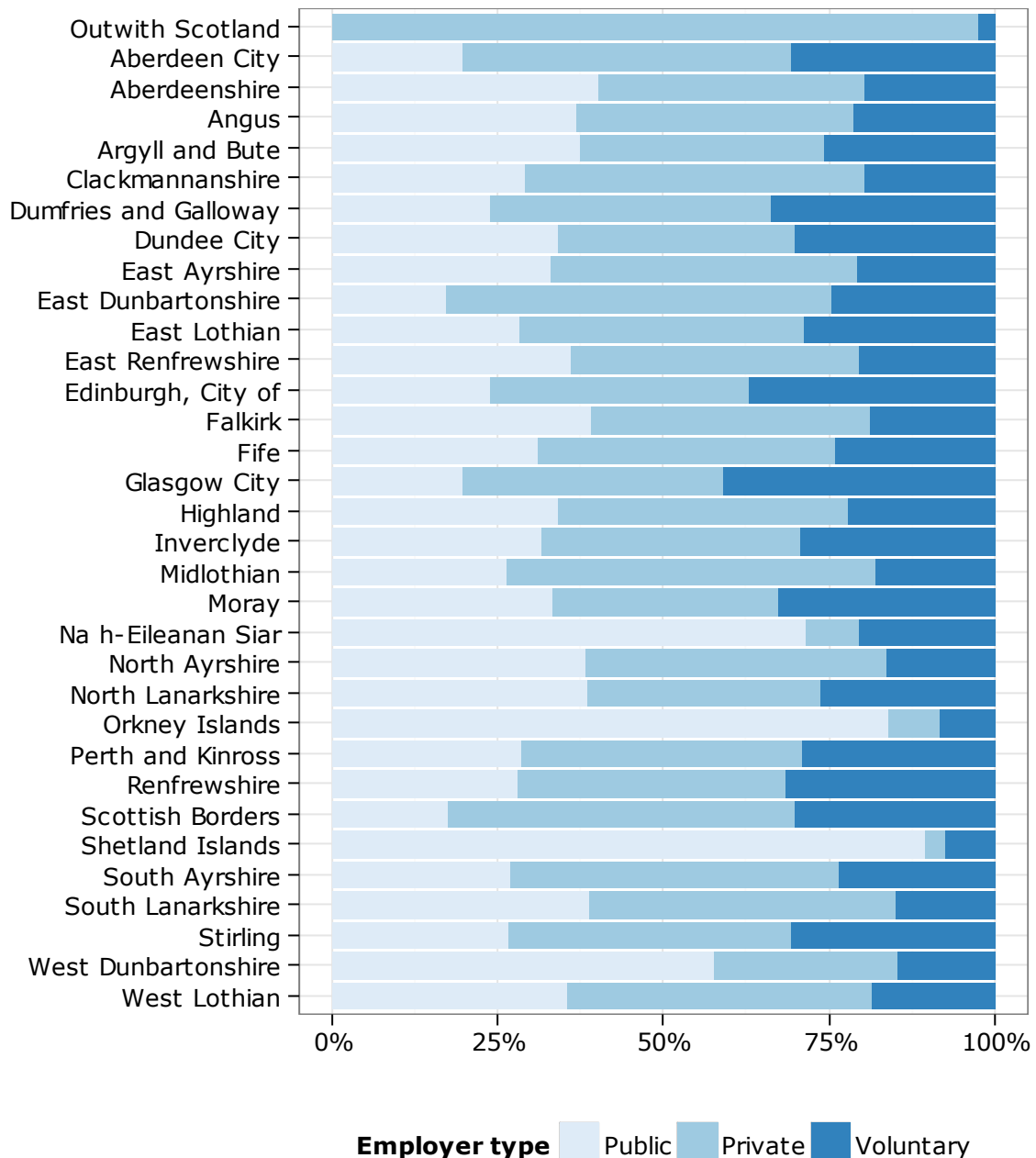
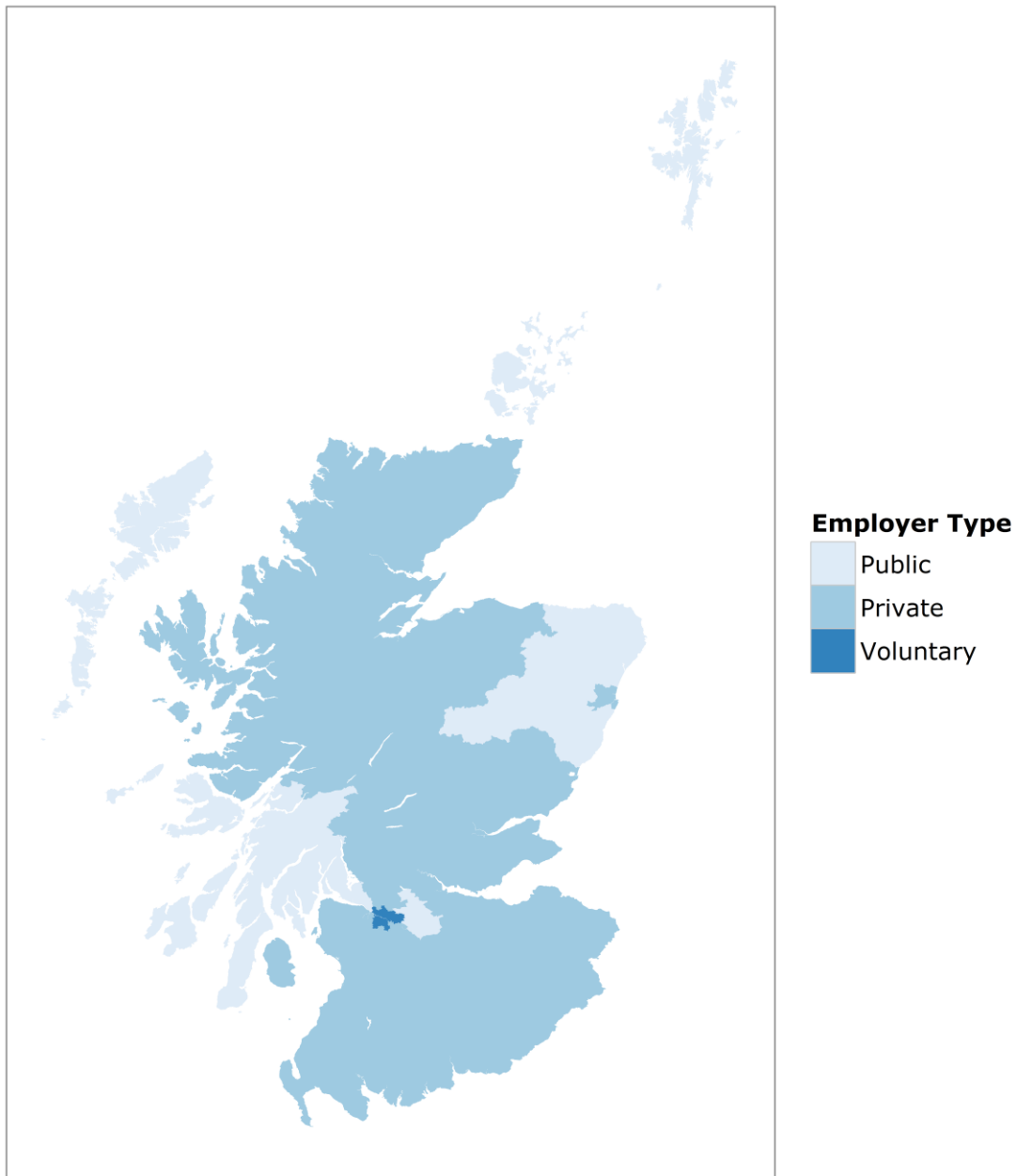


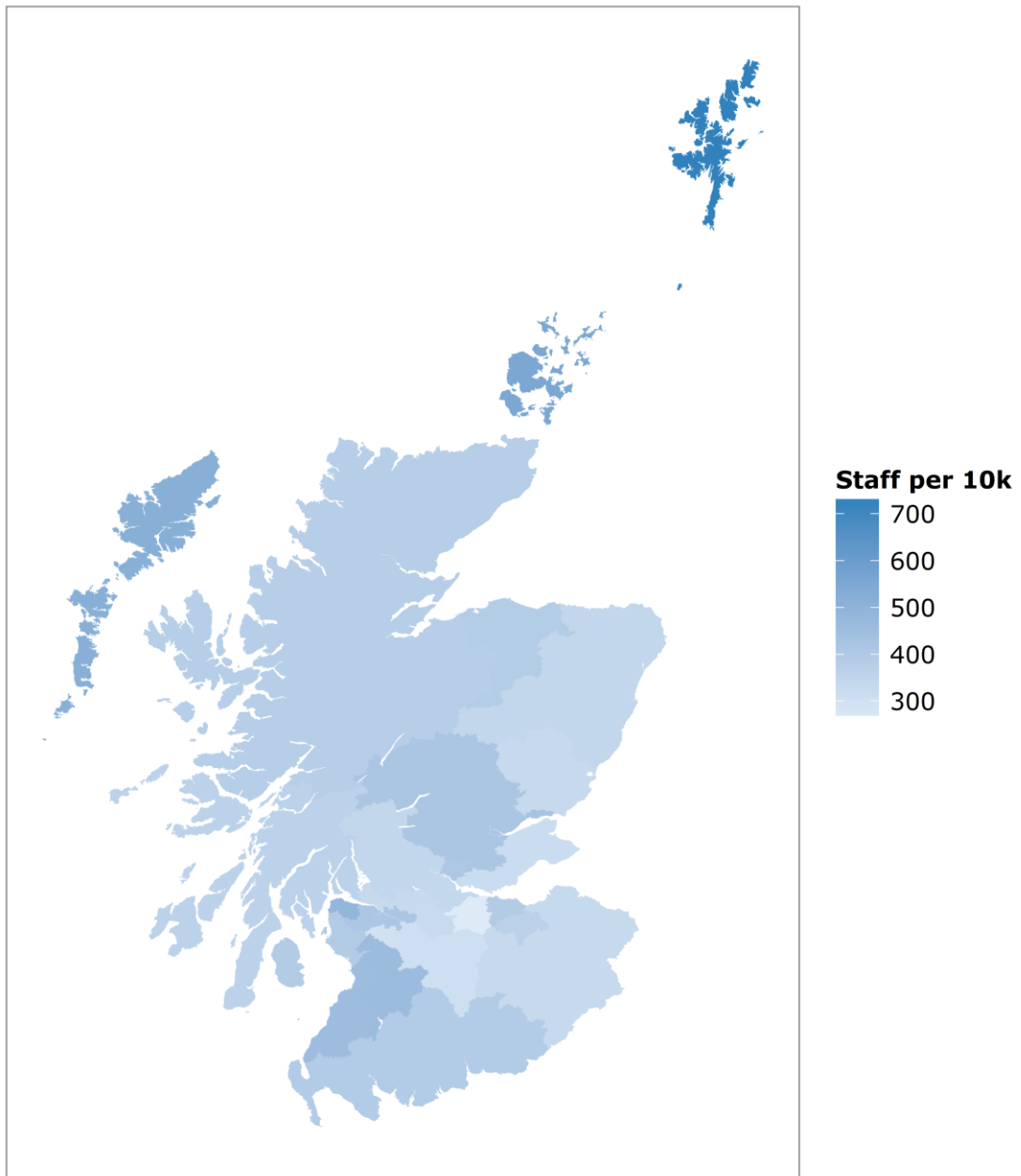
Figure 5 shows the largest employer type by local authority area. In total, the public sector is the largest employer in seven areas, 24 have the private sector as the largest employer and one has a majority of staff from the voluntary sector. This is a slight change from last year. Aberdeenshire now has the public sector as the largest employer instead of the private sector, although it is only very marginally higher, and Glasgow City once again has the voluntary sector as the largest employer type.

**Figure 5: Map of Scotland with local authority areas coloured by largest employer type, 2016**



We can use the 2016 mid-year population estimates (National Records of Scotland, 2017) to calculate the number of people in the workforce per 10,000 of the population (staff density). Figure 6 shows that the island authority areas (Orkney, Shetland and Na h-Eileanan Siar), along with Inverclyde, have the greatest staff density. The ratio of the smallest to the greatest is almost 2.8 to 1. Table 6 shows the data used in this figure.

**Figure 6: Map of Scotland with local authority areas coloured by staff density, 2016**



**Table 6: Staff densities by local authority area, 2016**

<b>Local authority</b>	<b>Population</b>	<b>Staff</b>	<b>Density (per 10k)</b>
<b>Aberdeen City</b>	229840	7960	346
<b>Aberdeenshire</b>	262190	9070	346
<b>Angus</b>	116520	3890	334
<b>Argyll and Bute</b>	87130	3180	365
<b>Clackmannanshire</b>	51350	2090	407
<b>Dumfries and Galloway</b>	149520	5900	394
<b>Dundee City</b>	148270	6370	430
<b>East Ayrshire</b>	122200	5630	461
<b>East Dunbartonshire</b>	107540	3570	332
<b>East Lothian</b>	104090	3470	333
<b>East Renfrewshire</b>	93810	2820	301
<b>Edinburgh, City of</b>	507170	19790	390
<b>Falkirk</b>	159380	5430	341
<b>Fife</b>	370330	11880	321
<b>Glasgow City</b>	615070	25590	416
<b>Highland</b>	234770	8990	383
<b>Inverclyde</b>	79160	3840	486
<b>Midlothian</b>	88610	3260	368
<b>Moray</b>	96070	3730	388
<b>Na h-Eileanan Siar</b>	26900	1400	519
<b>North Ayrshire</b>	135890	5310	391
<b>North Lanarkshire</b>	339390	11090	327
<b>Orkney Islands</b>	21850	1210	553
<b>Perth and Kinross</b>	150680	6280	417
<b>Renfrewshire</b>	175930	7260	413
<b>Scottish Borders</b>	114530	3820	333
<b>Shetland Islands</b>	23200	1690	727
<b>South Ayrshire</b>	112470	5120	455
<b>South Lanarkshire</b>	317100	9830	310
<b>Stirling</b>	93750	3210	343
<b>West Dunbartonshire</b>	89860	3000	334
<b>West Lothian</b>	180130	4700	261
<b>Scotland</b>	<b>5404700</b>	<b>200650</b>	<b>371</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 2016. Table 7 gives a breakdown by sub-sector and employer type (public, private and voluntary sectors).

**Table 7: Headcount by sub-sector and employer type, 2016**

<b>Sub-sector</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>	<b>Total</b>
<b>Adoption services</b>	360	-	90	<b>460</b>
<b>Adult day care</b>	4100	700	2970	<b>7780</b>
<b>Adult placement services</b>	130	-	60	<b>190</b>
<b>Care homes for adults</b>	6900	38130	8640	<b>53680</b>
<b>Central and strategic staff</b>	2890	-	-	<b>2890</b>
<b>Child care agencies</b>	0	210	160	<b>370</b>
<b>Childminding</b>	-	5510	-	<b>5510</b>
<b>Day care of children</b>	13380	13700	6350	<b>33430</b>
<b>Fieldwork service (adults)</b>	5100	-	-	<b>5100</b>
<b>Fieldwork service (children)</b>	5700	-	-	<b>5700</b>
<b>Fieldwork service (generic)</b>	2250	-	-	<b>2250</b>
<b>Fieldwork service (offenders)</b>	1950	-	-	<b>1950</b>
<b>Fostering services</b>	470	-	490	<b>960</b>
<b>Housing support/care at home</b>	16650	20590	31730	<b>68970</b>
<b>Nurse agencies</b>	-	2340	50	<b>2400</b>
<b>Offender accommodation services</b>	20	-	80	<b>100</b>
<b>Residential child care</b>	2330	2210	3130	<b>7680</b>
<b>School care accommodation</b>	130	20	1090	<b>1240</b>
<b>Total</b>	<b>62360</b>	<b>83430</b>	<b>54860</b>	<b>200650</b>

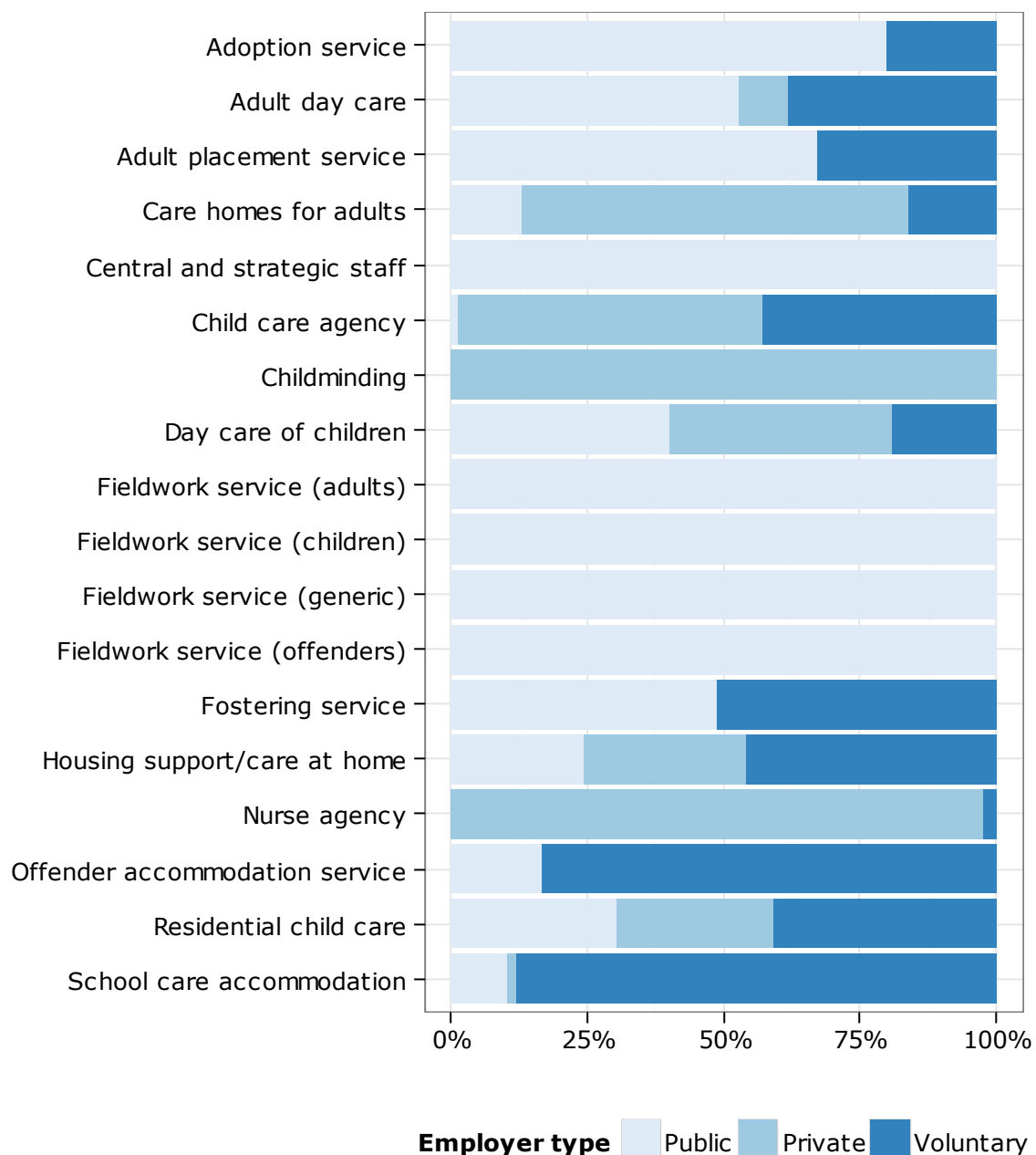
Almost half of private sector staff work in care homes for adults, while over half of voluntary sector staff work in the housing support/care at home sub-sector. Voluntary sector staff form the largest part of that sub-sector and also the residential child care and school care accommodation sub-sectors. Just over 71% 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, child care agency, childminding, day care of children, fieldwork service (children), fostering, residential child care and school care accommodation) account for almost 28% of the workforce.

The private sector is the largest employer type for adults' services at 43%, and a close second in services for children at 39%, reflecting its overall share of the workforce. 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 20% and 31% respectively.

A visual representation of the mix of employer types among the different sub-sectors is in Figure 7. 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 7: Percentage of the workforce by sub-sector and employer type, 2016**



In Table 8 the WTE, headcount (HC) and ratio of WTE:HC can be seen for each sub-sector. Most sub-sectors have a ratio close to the overall ratio. Housing support/care at home has a slightly lower ratio, but remains the largest sub-sector by WTE. Sub-sectors that are predominately public sector have a higher ratio. Childminders and school care accommodation have the highest ratios. Child care and nurse agencies have by far the lowest ratios.

**Table 8: WTE, headcount and ratio by sub-sector, 2016**

<b>Sub-sector</b>	<b>WTE (37.5 hours)</b>	<b>Headcount (HC)</b>	<b>Ratio</b>
<b>Adoption services</b>	350	460	0.77
<b>Adult day care</b>	5490	7780	0.71
<b>Adult placement service</b>	150	190	0.76
<b>Care homes for adults</b>	41540	53680	0.77
<b>Central and strategic staff</b>	2440	2890	0.84
<b>Child care agencies</b>	90	370	0.25
<b>Childminding</b>	5260	5510	0.95
<b>Day care of children</b>	24330	33430	0.73
<b>Fieldwork services (adults)</b>	4310	5100	0.85
<b>Fieldwork services (children)</b>	4870	5700	0.85
<b>Fieldwork services (generic)</b>	1810	2250	0.81
<b>Fieldwork services (offenders)</b>	1660	1950	0.85
<b>Fostering services</b>	800	960	0.83
<b>Housing support/care at home</b>	48620	68970	0.70
<b>Nurse agencies</b>	1220	2400	0.51
<b>Offender accommodation services</b>	70	100	0.77
<b>Residential child care</b>	6400	7680	0.83
<b>School care accommodation</b>	1110	1240	0.90
<b>All</b>	<b>150540</b>	<b>200650</b>	<b>0.75</b>

We have included data on the stability index of the workforce for the first time in this report. We first reported on this measure as an experimental statistic. An alternative measure of staff retention to turnover, the stability index measures the proportion of staff who have been retained from the previous year. We calculate this using the start date in post variable collected. For example, a stability index of 50% means that half of the staff present in 2015 are present in the same post in 2016. More information on how this statistic is calculated can be found in appendix A.

Table 9 shows the stability index by employer type. The public sector has the highest stability, while the private sector has the lowest. The voluntary sector is in the middle, at the same level as the overall stability index of 78.0%, which means just over three-quarters of staff have been retained since last year.

**Table 9: Stability index by employer type, 2016**

<b>Employer type</b>	<b>Stability index (%)</b>
<b>Public</b>	83.6
<b>Private</b>	72.5
<b>Voluntary</b>	80.0
<b>All</b>	<b>78.0</b>

The stability index by sub-sector is given in Table 10. More variation can be seen here than between the employer types. Sub-sectors that are predominantly staffed by the public sector tend to have a higher stability index. The agency sub-sectors have a lower stability index, with roughly only half of staff being retained since last year. The offender accommodation services sub-sector has a low stability index this year, which partly reflects the shrinkage in the size of its workforce since last year. The fieldwork services for children sub-sector has a stability index lower than the other fieldwork service sub-sectors. Its workforce has also shrunk since last year.

**Table 10: Stability index by sub-sector, 2016**

<b>Sub-sector</b>	<b>Stability index (%)</b>
<b>Adoption services</b>	87.7
<b>Adult day care</b>	80.3
<b>Adult placement service</b>	94.4
<b>Care homes for adults</b>	79.3
<b>Central and strategic staff</b>	73.8
<b>Child care agencies</b>	51.1
<b>Childminding</b>	NA <sup>6</sup>
<b>Day care of children</b>	76.2
<b>Fieldwork services (adults)</b>	82.8
<b>Fieldwork services (children)</b>	68.7
<b>Fieldwork services (generic)</b>	81.0
<b>Fieldwork services (offenders)</b>	84.3
<b>Fostering services</b>	85.3
<b>Housing support/care at home</b>	79.0
<b>Nurse agencies</b>	49.1
<b>Offender accommodation services</b>	54.9
<b>Residential child care</b>	79.3
<b>School care accommodation</b>	81.0
<b>All</b>	<b>78.0</b>

### 2.3.1 Staffing levels

Table 11 shows the median staffing levels in registered services in 2016. We can see, for example, that half of all private sector care homes for adults have 49 or

<sup>6</sup> Start date in post data not available for childminders.  
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fewer staff, which contrasts with voluntary sector services in this sub-sector where the median is 19.5. 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 11: Median staffing complement of registered services by employer type and sub-sector, 2016**

<b>Sub-sector</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>
<b>Adoption services</b>	9	-	12
<b>Adult day care</b>	12	7	12
<b>Adult placement services</b>	3	-	4
<b>Care homes for adults</b>	39	49	19.5
<b>Child care agencies</b>	5	10	12.5
<b>Childminding<sup>7</sup></b>	-	1	-
<b>Day care of children</b>	6	10	5
<b>Fostering services</b>	12	-	10
<b>Housing support/care at home</b>	25	25	22
<b>Nurse agencies</b>	-	17	4
<b>Offender accommodation services</b>	16	-	16.5
<b>Residential child care</b>	18	13.5	21.5
<b>School care accommodation</b>	13	10.5	17

## 2.4 Key messages

- The estimate for the number of people working in the sector in 2016 is 200,650.
- This represents a fall of 0.03% on the 2015 figure.
- The fieldwork services for offenders sub-sector saw the largest actual rise in headcount.
- Nurse agencies 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>8</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

<sup>7</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 2016, published on 19 September 2017. 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>8</sup> Local authorities are the main public providers of social services; however, the NHS also delivers a small number of these services.

local authority areas (Orkney Islands, Shetland Islands and Na h-Eileanan Siar).

- The private sector is the largest employer in just over three-quarters of local authority areas.
- 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 (that is, one type of employer has at least 50% of the workforce).
- Services for children employ 28% 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.
- The estimate for the WTE of people working in the sector is 150,540.
- Just over three-quarters of staff have been retained since last year.

### 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 187,600 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 12 shows the median<sup>9</sup> age of the workforce in the different sub-sectors and by type of employer in 2016.

**Table 12: Median age of the workforce by sub-sector and employer type, 2016**

<b>Sub-sector</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>	<b>All</b>
<b>Adoption services</b>	49.5	-	49.5	<b>49.5</b>
<b>Adult day care</b>	50	48	43	<b>48</b>
<b>Adult placement services</b>	52	-	51	<b>52</b>
<b>Care homes for adults</b>	49	43	46	<b>45</b>
<b>Central and strategic staff</b>	48	-	-	<b>48</b>
<b>Child care agencies</b>	36	30	35	<b>33.5</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>	48	-	46	<b>47</b>
<b>Housing support/care at home</b>	50	43	44	<b>46</b>
<b>Nurse agencies</b>	-	44	44.5	<b>44</b>
<b>Offender accommodation services</b>	44	-	46	<b>46</b>
<b>Residential child care</b>	47	38	42	<b>43</b>
<b>School care accommodation</b>	50	29	47	<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 offender accommodation 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, day care of children and school care

<sup>9</sup> The definition of median is in the glossary (p62).  
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accommodation. 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 48 years and that the median age for those between 16 and 65 years old (the traditional working age population) in Scotland is 41 years (National Records of Scotland, 2017). 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 12 presents only a single characteristic of a sometimes complex distribution. Figure 8 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 are 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.

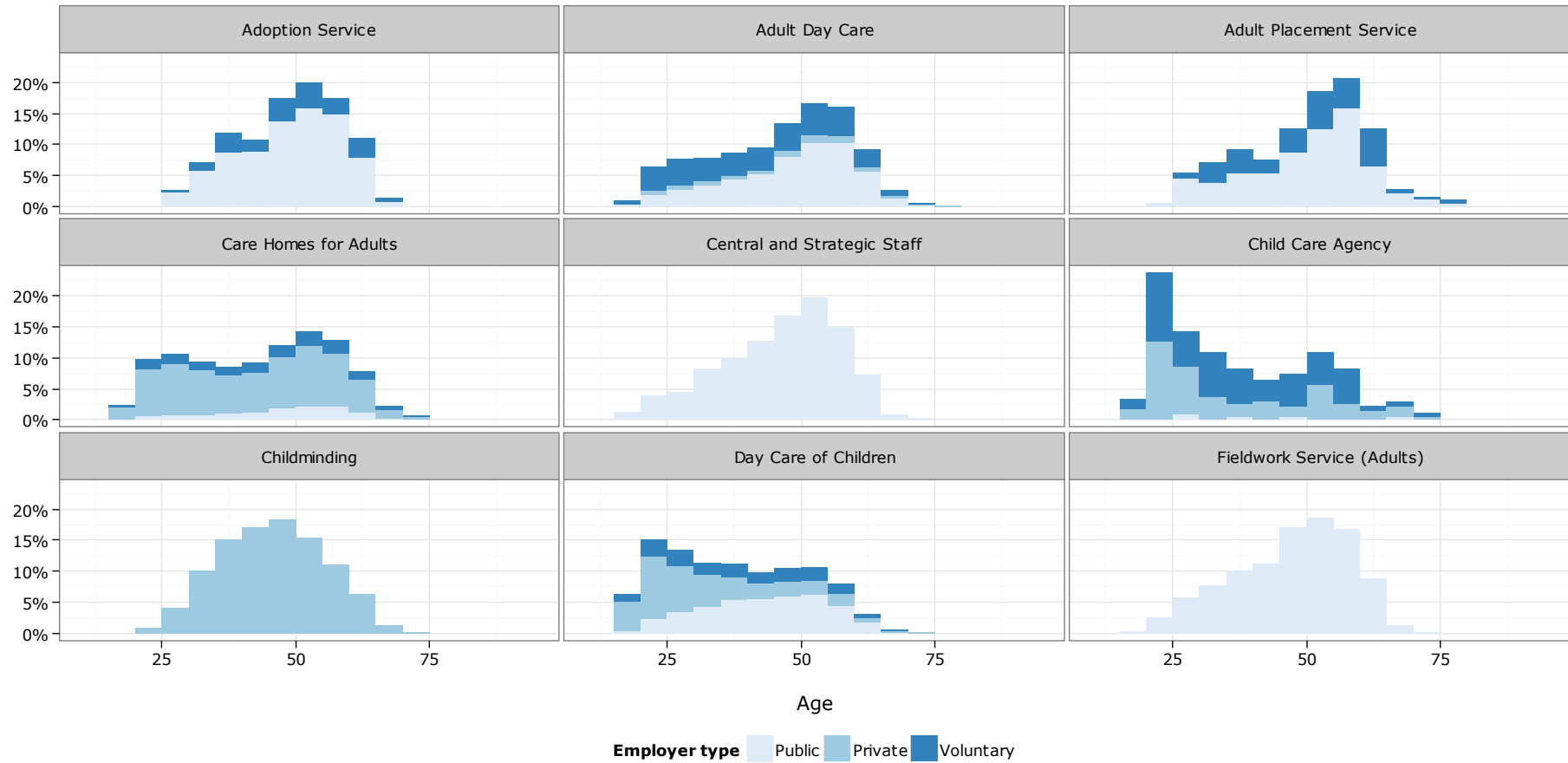
Some sub-sectors show little difference between different types of employer in the age distribution while others show a marked difference. For instance, in day care of children, the private sector has a heavy concentration of younger workers whereas the public sector has a majority of older workers. The voluntary sector has two different peaks (or modes<sup>10</sup>) of workers with a noticeable gap in between. This distinction is also seen in child care agencies.

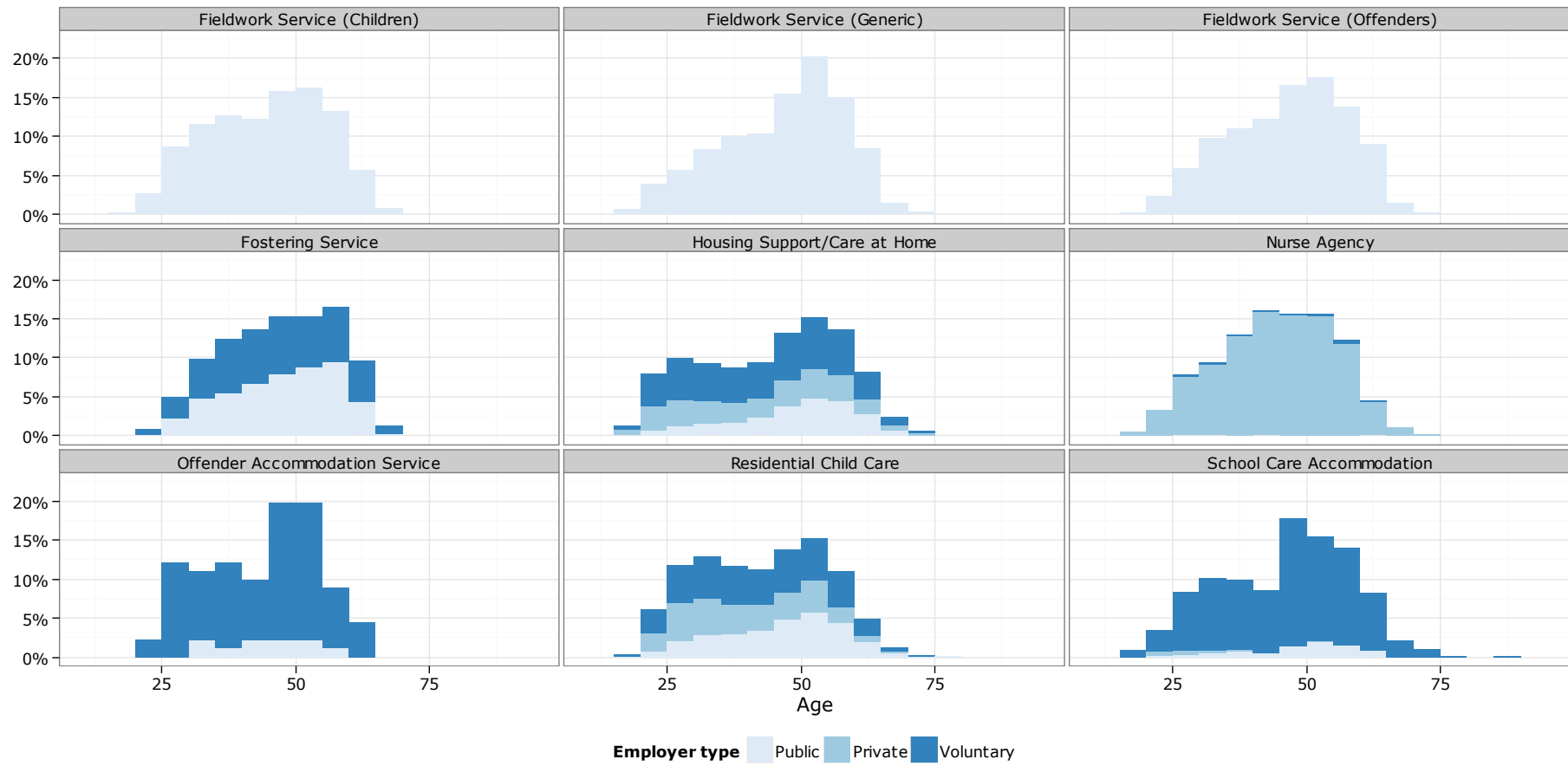
While in most sub-sectors the mode age appears to be in the mid to late forties, there are some sub-sectors (such as care homes for adults and housing support) where a significant proportion of younger workers are employed (mainly in the private sector). In such cases we have identified two separate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

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<sup>10</sup> The definition of mode is in the glossary (p62).  
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**Figure 8: Histograms of the age of the workforce by employer type and sub-sector, 2016**





### 3.2 Gender

Table 13 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%.

**Table 13: Percentage of staff by gender and sub-sector, 2016**

<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>	77	23	0
<b>Adult placement services</b>	82	18	0
<b>Care homes for adults</b>	85	15	0
<b>Central and strategic staff</b>	79	21	0
<b>Child care agencies</b>	94	6	0
<b>Childminding</b>	100	0	0
<b>Day care of children</b>	96	4	0
<b>Fieldwork service (adults)</b>	82	18	0
<b>Fieldwork service (children)</b>	83	17	0
<b>Fieldwork service (generic)</b>	76	24	0
<b>Fieldwork service (offenders)</b>	66	34	0
<b>Fostering services</b>	88	12	0
<b>Housing support/care at home</b>	82	18	0
<b>Nurse agencies</b>	82	17	1
<b>Offender accommodation services</b>	69	31	0
<b>Residential child care</b>	69	31	0
<b>School care accommodation</b>	60	40	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 (for example White and Asian) 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 confident of a minimum proportion. Table 14 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 14: Percentage of staff by ethnic classification and employer type, 2016**

<b>Employer type</b>	<b>White</b>	<b>Mixed</b>	<b>Asian</b>	<b>Black<sup>11</sup></b>	<b>Other</b>	<b>Unknown</b>
<b>Public</b>	82	0	1	0	0	17
<b>Private</b>	78	0	2	2	1	17
<b>Voluntary</b>	81	0	1	1	0	16
<b>All</b>	<b>80</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>17</b>

Table 15 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.

<sup>11</sup> This combines the new census categories, 'African' and 'Caribbean or Black'.  
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**Table 15: Percentage of staff by ethnic classification and sub-sector, 2016**

	<b>White</b>	<b>Mixed</b>	<b>Asian</b>	<b>Black<sup>12</sup></b>	<b>Other</b>	<b>Unknown</b>
<b>Adoption services</b>	81	0	1	0	0	18
<b>Adult day care</b>	87	0	1	1	0	11
<b>Adult placement services</b>	85	0	0	1	0	15
<b>Care homes for adults</b>	78	0	2	2	1	16
<b>Central and strategic staff</b>	85	0	0	0	0	14
<b>Child care agencies</b>	85	0	2	1	0	12
<b>Childminding</b>	97	0	1	0	0	1
<b>Day care of children</b>	91	0	1	0	0	7
<b>Fieldwork service (adults)</b>	80	0	1	0	0	19
<b>Fieldwork service (children)</b>	68	0	0	0	0	31
<b>Fieldwork service (generic)</b>	79	0	1	0	0	19
<b>Fieldwork service (offenders)</b>	76	1	0	0	0	22
<b>Fostering services</b>	86	0	1	0	0	12
<b>Housing support/care at home</b>	77	0	1	1	0	21
<b>Nurse agencies</b>	42	0	7	11	1	40
<b>Offender accommodation services</b>	98	0	0	0	0	2
<b>Residential child care</b>	83	0	0	0	0	16
<b>School care accommodation</b>	57	0	0	0	0	42
<b>Total</b>	<b>80</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>17</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>12</sup> This combines the new census categories, 'African' and 'Caribbean or Black'.  
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though this varies by sub-sector. However, the proportion of the workforce reported as having a disability is low in all sub-sectors, ranging from 0 to 4%.

**Table 16: Percentage of staff by disability and sub-sector, 2016**

	<b>No disability</b>	<b>Disability</b>	<b>Unknown</b>
<b>Adoption services</b>	85	1	13
<b>Adult day care</b>	90	3	7
<b>Adult placement services</b>	86	2	12
<b>Care homes for adults</b>	90	2	8
<b>Central and strategic staff</b>	64	3	33
<b>Child care agencies</b>	90	1	9
<b>Childminding</b>	99	1	1
<b>Day care of children</b>	95	2	3
<b>Fieldwork service (adults)</b>	61	4	35
<b>Fieldwork service (children)</b>	54	2	44
<b>Fieldwork service (generic)</b>	58	4	39
<b>Fieldwork service (offenders)</b>	61	3	36
<b>Fostering services</b>	88	2	10
<b>Housing support/care at home</b>	83	2	15
<b>Nurse agencies</b>	84	1	15
<b>Offender accommodation services</b>	92	0	8
<b>Residential child care</b>	86	1	13
<b>School care accommodation</b>	57	0	43
<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 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 having a disability.

## 4 Post characteristics analysis

This chapter focuses on the characteristics of the posts that 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 17.

**Table 17: Job function codes and their descriptions**

Code	Description
C0	Administrative/support staff - for example, clerical, finance and HR.
C1	Ancillary staff – for example, catering, domestic, gardening.
C2	Care staff - provide direct care and support (for example, 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 (for example, senior residential care workers).
C4	Care staff – responsible for assessment of care needs (for example, 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 (for example, 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 managerial (C5-C7). Table 18 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 18: Percentage of staff by job function and sub-sector<sup>13</sup>, 2016**

<b>Sub-sector</b>	<b>Auxiliary</b>	<b>Care</b>	<b>Managerial</b>	<b>Unknown</b>
<b>Adoption services</b>	9	76	15	0
<b>Adult day care</b>	12	81	6	1
<b>Adult placement services</b>	9	75	16	0
<b>Care homes for adults</b>	22	75	3	0
<b>Central and strategic staff</b>	86	1	13	0
<b>Child care agencies</b>	4	88	8	0
<b>Day care of children</b>	5	84	10	0
<b>Fieldwork service (adults)</b>	18	67	15	0
<b>Fieldwork service (children)</b>	12	71	17	0
<b>Fieldwork service (generic)</b>	33	54	13	0
<b>Fieldwork service (offenders)</b>	11	75	14	0
<b>Fostering services</b>	14	69	17	0
<b>Housing support/care at home</b>	6	90	4	0
<b>Nurse agencies</b>	2	97	1	1
<b>Offender accommodation services</b>	13	75	11	0
<b>Residential child care</b>	9	84	6	1
<b>School care accommodation</b>	30	66	4	0
<b>All</b>	<b>13</b>	<b>81</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. In particular, the role of senior social worker which features in these sub-sectors sits at the C5 level.

#### **4.2 Contract type**

The data gathered includes details of the way people are employed and their types of contracts of employment. Table 19 shows that around four-fifths of the sector were employed on a permanent contract in 2016, 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

<sup>13</sup> We have excluded childminding since no job function classification exists for it.  
Scottish Social Services Council

agency, casual and sessional<sup>14</sup> contracts. Offender accommodation services are also noteworthy in their use of sessional contracts, with around one in eight 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 can cause 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, for example, there are options 'permanent (with guaranteed hours)' and 'permanent (no guaranteed hours)'. We have recorded them in the table in brackets after the figure for the overall amount. For example, for adult day care services 79% of the workforce was employed on permanent contracts, of which 1% had no guaranteed hours permanent contracts. The highest proportions of NGH contracts occur in the child care agencies and housing support/care at home sub-sectors. Overall, 4% of the workforce is 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 11% of the contracts in the workforce.

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<sup>14</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.  
Scottish Social Services Council

**Table 19: Percentage of staff by contract type and sub-sector<sup>15</sup>, 2016**

<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>16</sup></b>
<b>Adoption services</b>	93(0)	4(0)	0	0	1(0)	0(0)	0	0(0)	0	0	0
<b>Adult day care</b>	79(1)	6(0)	0	2	2(0)	3(1)	7	0(0)	1	0	2
<b>Adult placement services</b>	78(0)	3(0)	0	0	0(0)	0(0)	0	0(0)	19	0	0
<b>Care homes for adults</b>	87(0)	2(0)	0	7	0(0)	0(0)	3	0(0)	0	0	1
<b>Central and strategic staff</b>	87(0)	10(0)	0	0	3(0)	0(0)	0	0(0)	0	0	0
<b>Child care agencies</b>	22(1)	2(1)	15	1	2(0)	40(18)	18	0(0)	1	0	20
<b>Day care of children</b>	80(1)	7(0)	0	1	2(0)	3(1)	3	3(0)	1	0	2
<b>Fieldwork service (adults)</b>	91(0)	7(0)	0	0	2(0)	0(0)	0	0(0)	0	0	0
<b>Fieldwork service (children)</b>	92(0)	4(0)	0	0	2(0)	0(0)	0	0(0)	0	2	0
<b>Fieldwork service (generic)</b>	78(0)	13(2)	0	0	3(1)	2(1)	4	0(0)	0	0	4
<b>Fieldwork service (offenders)</b>	90(0)	6(0)	0	0	2(0)	1(0)	1	0(0)	0	1	1
<b>Fostering services</b>	93(0)	3(0)	0	0	2(0)	1(0)	0	0(0)	0	0	0
<b>Housing support/care at home</b>	83(9)	2(0)	1	2	1(0)	4(1)	6	0(0)	1	0	10
<b>Nurse agencies</b>	8(3)	4(1)	85	2	0(0)	0(0)	0	0(0)	0	1	4
<b>Offender accommodation services</b>	71(0)	2(0)	8	0	4(0)	13(3)	1	0(0)	0	0	3
<b>Residential child care</b>	80(0)	3(0)	0	2	2(0)	5(1)	6	0(0)	2	0	1
<b>School care accommodation</b>	92(1)	1(0)	0	0	2(0)	1(0)	2	0(0)	1	1	1
<b>Total</b>	<b>81(3)</b>	<b>3(0)</b>	<b>1</b>	<b>3</b>	<b>1(0)</b>	<b>2(1)</b>	<b>4</b>	<b>1(0)</b>	<b>1</b>	<b>3</b>	<b>4</b>

<sup>15</sup> Numbers in parentheses indicate no guaranteed hours (NGH) contracts within that contract type.

<sup>16</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 20 shows the breakdown of the median weekly hours staff work by employer type and sub-sector in 2016.

**Table 20: Median weekly hours by employer type and sub-sector, 2016**

<b>Sub-sector</b>	<b>Public</b>	<b>Private</b>	<b>Voluntary</b>	<b>All</b>
<b>Adoption services</b>	35	-	32	<b>35</b>
<b>Adult day care</b>	33	26	28.8	<b>30</b>
<b>Adult placement services</b>	35	-	36.3	<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	7.5	<b>5</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>	-	13.9	22	<b>14</b>
<b>Offender accommodation services</b>	36	-	37	<b>36</b>
<b>Residential child care</b>	36	39	37	<b>37</b>
<b>School care accommodation</b>	30	40	37.5	<b>37.5</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 9 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.

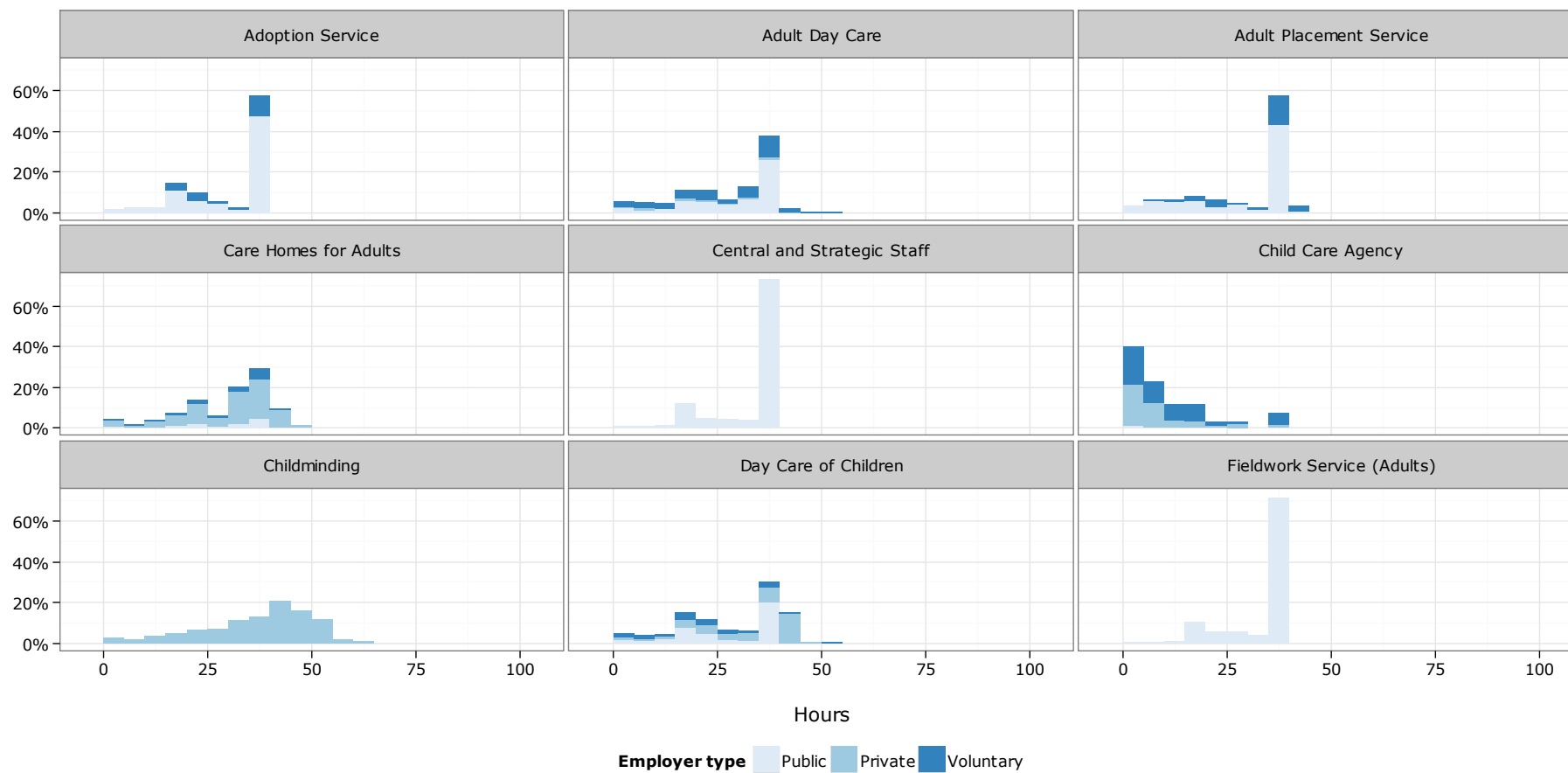
In most sub-sectors there is a clear concentration of people working in the 35-40 hour range. However, in some sub-sectors there is a greater spread and evidence of two modes in the distribution, one at around 20 hours and the other

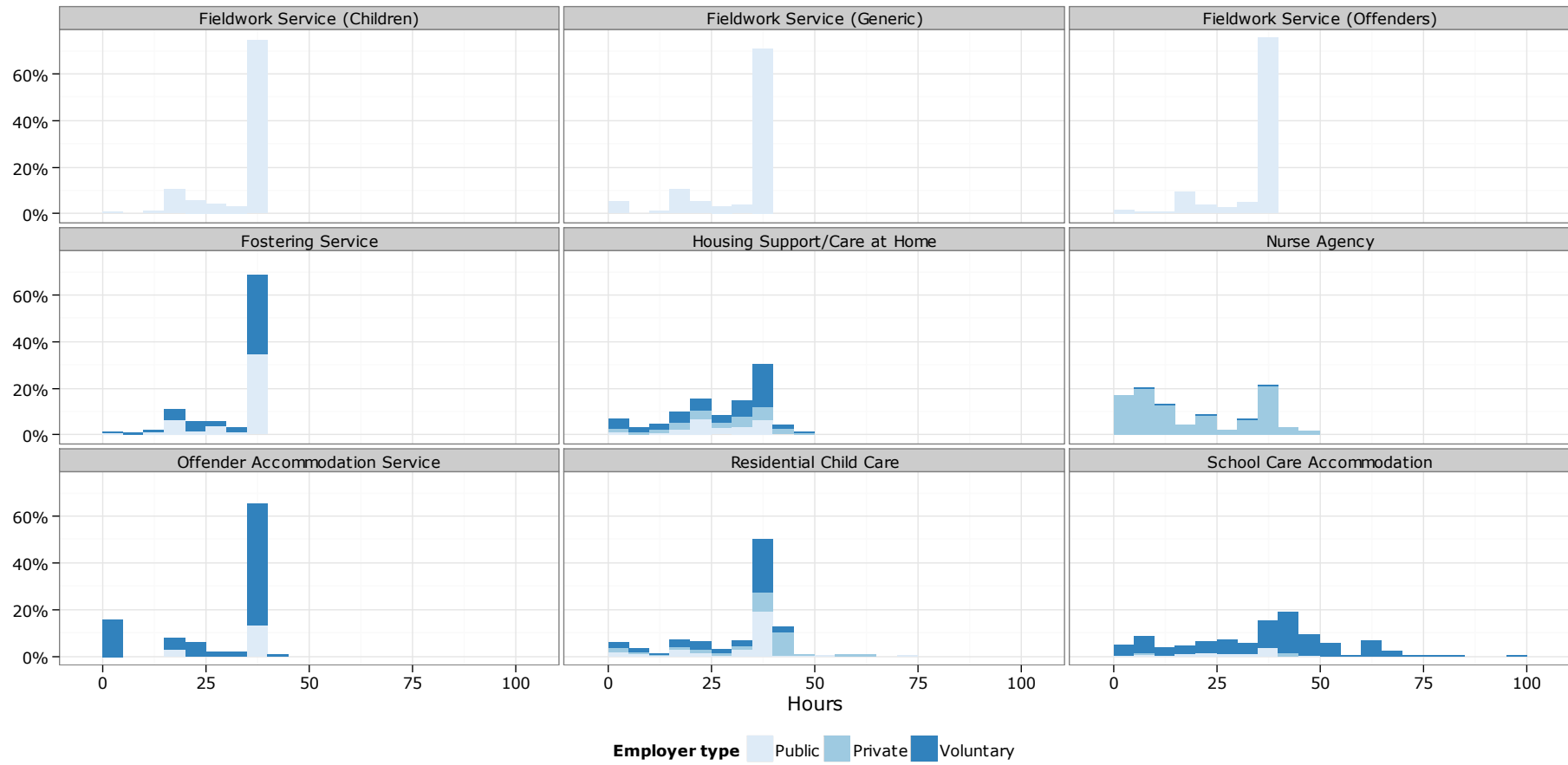
at around 35 hours (this is particularly so in the larger sub-sectors: care homes for adults, day care of children and housing support/care at home). These are due to separate groupings of staff working full time or part time in these sub-sectors.

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 (for example, out of school clubs and playgroups). However, the bulk of private and public sector employees in day care of children services work in nurseries. We will investigate this more in our dedicated children's services publication.

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 9: Histograms of hours by employer type and sub-sector, 2016**





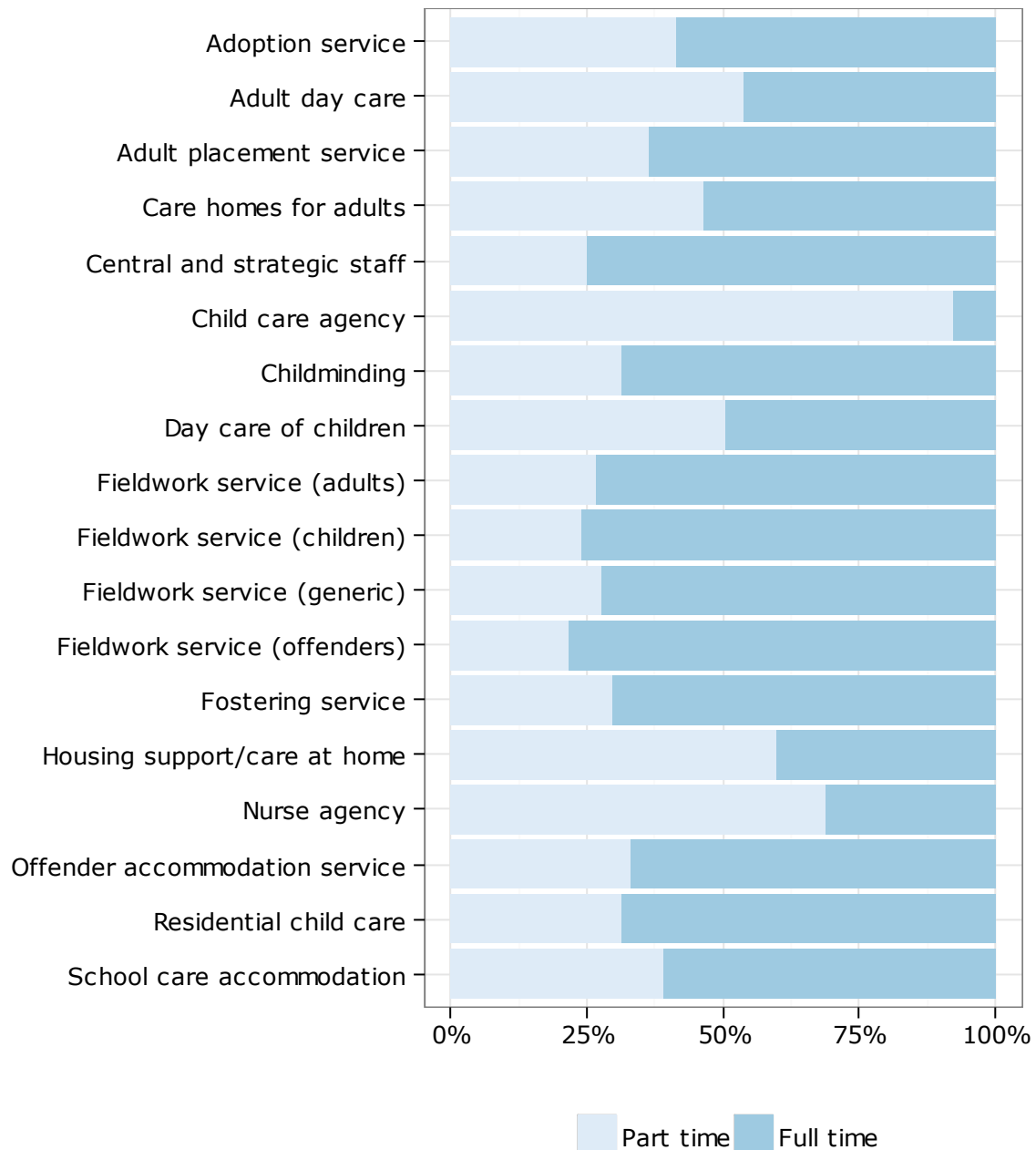
While we can informally identify groups of part time and full time workers in the histograms, we can also use the hours variable to formally classify the workforce. The formal definition of part time working for statistical purposes is 30 hours or less per week (van Bastelaer, Lemaître, & Marianna, 1997),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

Table 21 and Figure 10 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. Childminders, local authority central and strategic staff, all types of fieldwork service and fostering services have 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 common, childcare and nurse agencies have the highest proportions at 92% and 69% respectively.

**Table 21: Percentage of part time and full time workers by sub-sector, 2016**

<b>Sub-sector</b>	<b>Part time</b>	<b>Full time</b>
<b>Adoption service</b>	41	59
<b>Adult day care</b>	54	46
<b>Adult placement service</b>	36	64
<b>Care homes for adults</b>	46	54
<b>Central and strategic staff</b>	25	75
<b>Child care agency</b>	92	8
<b>Childminding</b>	31	69
<b>Day care of children</b>	51	49
<b>Fieldwork service (adults)</b>	27	73
<b>Fieldwork service (children)</b>	24	76
<b>Fieldwork service (generic)</b>	27	73
<b>Fieldwork service (offenders)</b>	22	78
<b>Fostering service</b>	30	70
<b>Housing support/care at home</b>	60	40
<b>Nurse agency</b>	69	31
<b>Offender accommodation service</b>	33	67
<b>Residential child care</b>	31	69
<b>School care accommodation</b>	39	61
<b>Total</b>	<b>49</b>	<b>51</b>

**Figure 10. 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 8% to 78% 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 22 shows a time series of local authority social workers in 2008, 2015 and 2016. The numbers of social workers fell between 2015 and 2016 but has risen since 2008. The new WTE measure (based on 37.5 hours) has increased more than the headcount and the old WTE measure since 2008, suggesting an increase in hours of local authority working weeks.

**Table 22: Numbers of social workers, 2008, 2015 and 2016**

	2008 <sup>17</sup>	2015	2016	Change since 2008
<b>Local authority – headcount</b>	5599	5987	5833	4.2%
<b>Local authority –(WTE)<sup>18</sup></b>	5072	5429	5283	4.2%
<b>Local authority –(WTE 37.5 hours)<sup>19</sup></b>	4795	5170	5017	4.6%
<b>SSSC Register<sup>20</sup></b>	10605	11124	11035	4.1%

When interpreting these figures, please be aware of the following events that affect the comparability of the local authority figures:

- 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 after 2012
- the census date moved from October to December from the 2011 data collection.

<sup>17</sup> Note the census date was in October at this time.

<sup>18</sup> Rounded to nearest whole number, using LA measure of WTE, not 37.5 hour measure.

<sup>19</sup> Rounded to nearest whole number, using 37.5 hour measure of WTE.

<sup>20</sup> During the census week. Active registrants only.

Table 23 shows the headcount and WTE of social workers in the various local authority fieldwork services for 2016. 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.

**Table 23: Number and WTE of local authority social workers, 2016**

	<b>Headcount</b>	<b>WTE<sup>21</sup></b>	<b>WTE (37.5 hours)<sup>22</sup></b>
<b>Fieldwork service (adults)</b>	1798	1669	1582
<b>Fieldwork service (children)</b>	2690	2481	2358
<b>Fieldwork service (generic)</b>	434	288	273
<b>Fieldwork service (offenders)</b>	911	845	804
<b>Total</b>	<b>5833</b>	<b>5283</b>	<b>5017</b>

You can find more detail on social workers in our interactive social worker tool, which is on our website at: [data.sssc.uk.com/swtool](http://data.sssc.uk.com/swtool)

## 5.2 Occupational therapists

Table 24 shows the headcount and WTE of occupational therapists in the various local authority fieldwork services for 2016. 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 2016.

**Table 24: Number and WTE of local authority occupational therapists, 2016**

	<b>Headcount</b>	<b>WTE<sup>23</sup></b>	<b>WTE (37.5 hours)<sup>24</sup></b>
<b>Fieldwork service (adults)</b>	389	329	313
<b>Fieldwork service (children)</b>	15	14	14
<b>Fieldwork service (generic)</b>	154	128	121
<b>Fieldwork service (offenders)</b>	0	0	0
<b>Total</b>	<b>558</b>	<b>470</b>	<b>448</b>

<sup>21</sup> Rounded to the nearest whole number, using LA measure of WTE, not 37.5 hours measure.

<sup>22</sup> Rounded to nearest whole number, using 37.5 hour measure of WTE.

<sup>23</sup> Rounded to the nearest whole number, using LA measure of WTE, not 37.5 hours measure.

<sup>24</sup> Rounded to nearest whole number, using 37.5 hour measure of WTE.

### 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 25 shows the estimated number of nurses by sub-sector and employer type for 2016. 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.

**Table 25: Estimated number of nurses by sub-sector and employer type, 2016**

	<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>10</b>
<b>Adult placement services</b>	0	-	0	<b>0</b>
<b>Care homes for adults</b>	20	4250	320	<b>4590</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>	0	0	0	<b>0</b>
<b>Fieldwork service (adults)</b>	0	-	-	<b>0</b>
<b>Fieldwork service (children)</b>	90	-	-	<b>90</b>
<b>Fieldwork service (generic)</b>	10	-	-	<b>10</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	70	20	<b>90</b>
<b>Nurse agencies</b>	-	1750	50	<b>1800</b>
<b>Offender accommodation services</b>	0	-	10	<b>10</b>
<b>Residential child care</b>	20	0	20	<b>40</b>
<b>School care accommodation</b>	0	0	10	<b>10</b>
<b>Total</b>	<b>160</b>	<b>6070</b>	<b>430</b>	<b>6650</b>

## 6 Conclusion

### 6.1 Summary

This report presents a comprehensive view of those in paid employment in the Scottish social service sector at the end of 2016<sup>25</sup>. The sector has seen a 0.03% fall in the headcount figure to 200,650. This is a decrease of approximately 60 since 2015.

Just under three-quarters of the sub-sectors recorded a fall in headcount. The main sub-sector accounting for the overall fall is nurse agencies. The services that increased have only increased by a small amount.

The largest employer type is the private sector with 42% of the employment. This is followed by the public sector with 31% and the voluntary sector with 28%. However, in some local authority areas, the public sector accounts for more than 70% of employment.

The WTE figure for the sector is published in this report for the first time. It is around 0.75 of the headcount estimate at 150,540 – a rise of 0.15% since 2015.

The stability index statistic is also a new addition to this report and at 78.0% for the whole workforce suggests more than three-quarters of people stayed in the same post since the 2015 data collection. It is higher in the public sector and lower in the private sector.

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

The median age of the workforce is 44 but this varies significantly by sub-sector and employer type. Workers in the private sector tend to be younger than those in other employer types and those in the public sector tend to be older.

The sector's workforce is characterised as predominantly female (85%). There are however, certain sub-sectors where men are more prevalent (for example, in services for offenders).

Ethnicity and disability data is difficult to interpret due to high levels of non-response but we can say that at least 3% of the workforce is from an ethnic minority and at least 2% has a disability.

More than four-fifths of the workforce is employed in direct care roles. Some sub-sectors have a higher proportion of managerial staff, reflecting the higher proportions of more senior staff working in those sub-sectors. Other sub-sectors

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<sup>25</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.

have higher proportions of ancillary staff, reflecting the nature of those sub-sectors which may have more of a support role or have physical infrastructure to maintain.

Most of the workforce have permanent contracts (81%) and almost 11% of the workforce appear to be on zero hours contracts or equivalent.

Slightly more than half are full time positions (51%) and the median number of hours worked is 32.

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 commonly employed in the care homes for adults sub-sector and with private employers.

## **6.2 What next?**

In autumn 2017 we will release detailed data tables to accompany this report so employers and others can analyse data in local authority areas. The tables will allow an in-depth analysis at the level of individual local authority areas. These will be available on our website: <http://data.sssc.uk.com>

We will also publish two new reports; one will go into more detail on the workforce of children's services and the other will go into more detail on adults' services (including content that was previously contained in this report on housing support/care at home services).

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 2017 in August 2018.

## 7 Bibliography

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## **Appendix A – Background notes**

### **Data sources**

**Care Inspectorate service lists** (as at 1 January 2009-2017) 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 voluntary
- 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 2008-2016) 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 use 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 5 December 2016) 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 2016, we corrected or estimated figures for around 2% of services. We based these estimates on either:

- historic data for the same service where this was available, or
- the median value of staff figures for similar services, or
- capacity ratios (people who use services/staff) 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 just over 2% of services had an estimated/corrected total staff figure as at December 2016, this proportion varied by type of service. See Table 26 below for more details.

**Table 26: Percentage of services by sub-sector that provided a current staffing figure, 2016**

<b>Sub-sector</b>	<b>Response</b>
<b>Adoption services</b>	94.7
<b>Adult day care</b>	92.3
<b>Adult placement services</b>	94.9
<b>Care homes for adults</b>	97.9
<b>Child care agencies</b>	79.2
<b>Childminding<sup>26</sup></b>	100
<b>Day care of children</b>	96
<b>Fostering services</b>	96.6
<b>Housing support/care at home</b>	96.7
<b>Nurse agencies</b>	81.7
<b>Offender accommodation services</b>	100
<b>Residential child care</b>	97.5
<b>School care accommodation</b>	92.9
<b>Overall</b>	<b>97.7</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 that not every submitted annual return will contain a completed staff details section. We received 169,720 records, 93% of the employment estimate within the annual returns data. 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

<sup>26</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 2016, published on 19 September 2017. The counts may vary slightly due to differences in the way the Care Inspectorate and the SSSC classify an active service.

caution and as indicative totals only. We combine these records with the data from the local authority census to give a total of 187,610 staff records (94% of the overall staffing estimate). Table 27 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 27: Response rates by sub-sector, 2016**

Sub-sector	Age	Gender	Ethnicity	Disability	Job function	Contract	Hours	Start date in post
Adoption services	91	96	79	84	96	96	96	96
Adult day care	92	95	84	88	95	95	95	95
Adult placement services	94	95	81	84	95	95	88	95
Care homes for adults	94	98	82	90	98	98	98	98
Central and strategic staff	100	100	86	67	100	100	100	80
Child care agencies	71	73	64	67	73	73	73	73
Childminding	87	87	86	87	87	0	87	0
Day care of children	95	97	90	94	97	97	97	96
Fieldwork service (adults)	100	100	81	65	100	100	100	85
Fieldwork service (children)	100	100	69	56	100	98	100	85
Fieldwork service (generic)	100	100	81	61	100	100	100	78
Fieldwork service (offenders)	100	100	78	64	100	99	100	84
Fostering services	91	94	83	85	94	94	94	93
Housing support/care at home	84	86	68	73	86	86	86	86
Nurse agencies	89	89	54	76	89	89	89	89
Offender accommodation services	94	100	98	92	100	100	100	100
Residential child care	95	98	82	85	98	98	98	98
School care accommodation	96	97	57	56	97	97	97	97
<b>Overall</b>	<b>91</b>	<b>93</b>	<b>78</b>	<b>82</b>	<b>94</b>	<b>91</b>	<b>93</b>	<b>89</b>

**Notes: Staff of Scottish Local Authority Social Work Services 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 five or less will appear as zero.

### **Impacts resulting from definitional issues**

For both the Care Inspectorate annual returns data and Staff of Scottish Local Authority Social Work Services (SLASWS) data it is important to note the figures presented on total numbers of staff are a count of the staff working in each post within a service. If an individual works for more than one service or employer, or in more than one post, 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 (now Care Inspectorate) annual returns 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 200,650 means that we can estimate the total number of individuals in the sector to be around 196,640.

### **WTE calculation**

We calculate WTE by computing the mean number of hours worked by each employee, dividing by 37.5 and then multiplying by the staffing estimate. Due to differential non-response rates, WTE estimates may differ when using different

disaggregations. We disaggregate by sub-sector and then sum the resulting estimates to give the total estimate.

### **Stability index calculation**

In theory, the stability index is calculated by matching records from year to year to find the percentage of people in the current year's data that were in the previous year's data.

However, since we do not have a unique person identifier in the data we collect, we use an alternative formulation, using the start date in post variable.

We calculate the proportion of staff in the current year's data who have been in post for a year or more (defined as 365 days). We then multiply this by the staffing estimate for the current year divided by the staffing estimate for the previous year. This may be viewed as the proportion of staff in post for a year or more multiplied by the growth rate of staff.

It can be proven that the stability index and the turnover rate will sum to 100% if there are no in-year leavers and no overall growth rate in the staff.

### **Definitions of sub-sectors**

It should be noted that the definitions for individual sub-sectors are those used by the SSSC, which are not in all cases the same as those used by the Care Inspectorate (for example, school care accommodation services and residential child care services).

**Table 28: 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>	Child care 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 29 gives definitions for these terms.

**Table 29: 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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