



Statistical Bulletin

Social Work Series

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STAFF OF SCOTTISH LOCAL AUTHORITY SOCIAL WORK SERVICES, 2002

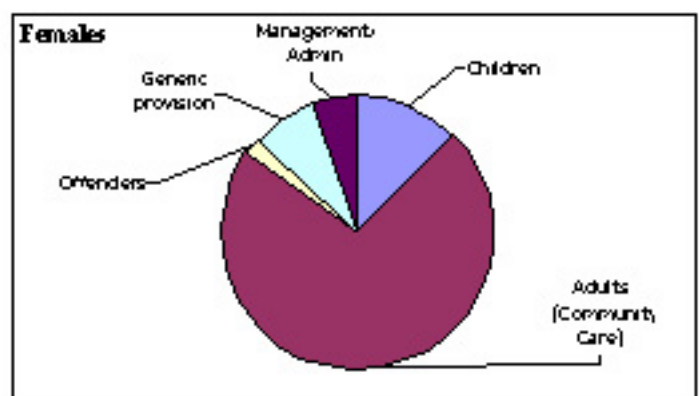
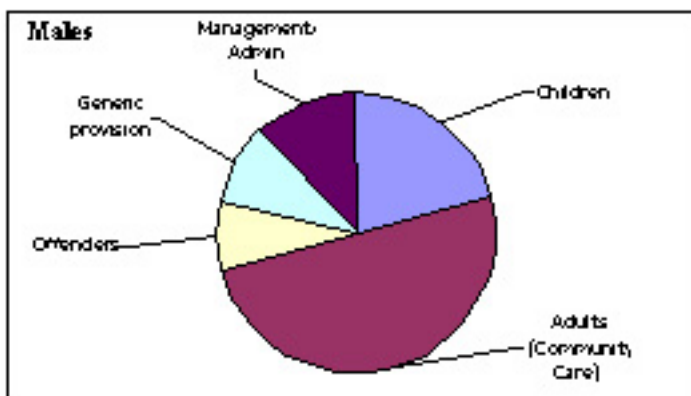
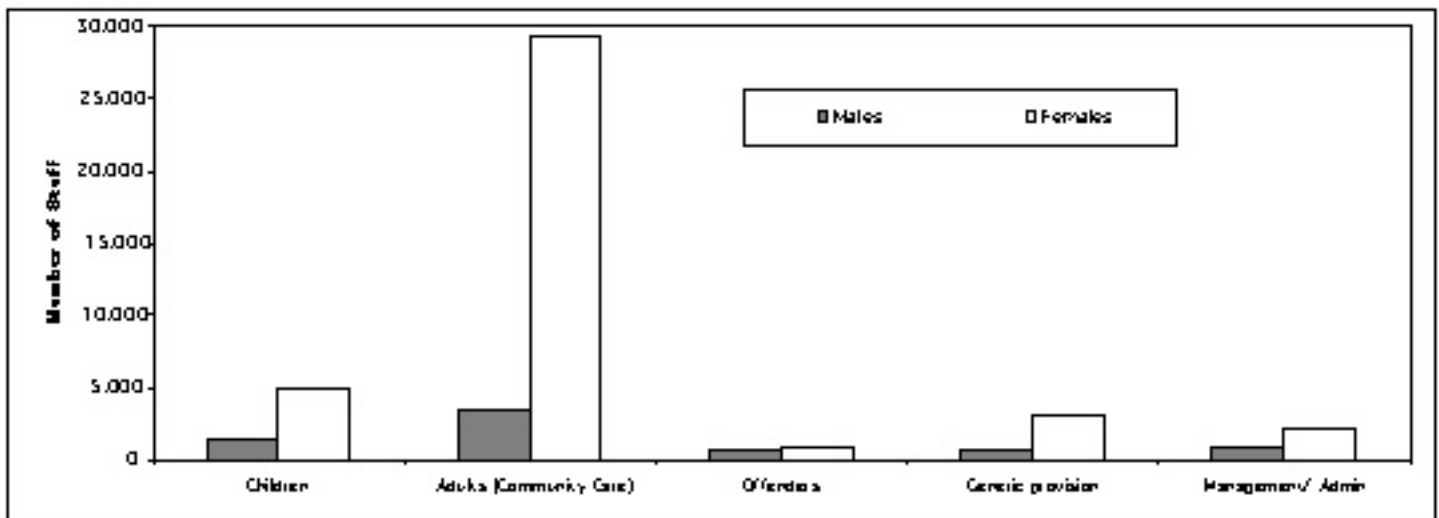
1. Introduction

1.1 This bulletin forms part of a series of publications which provides information on staffing of Scottish Local Authority Social Work Services. It contains the results of a staffing census which was held across all Scottish local authorities on 7 October 2002.

1.2 The arrangements used by local authorities to provide social work services are changing. In addition to changes in the organisational structure of services (resulting in the merging of social work with other local authority departments in some areas), many councils are increasingly contracting out services and/ or developing partnerships with neighbouring councils and other organisations. The staff numbers in this bulletin, therefore, should not be taken as a strict measure of the full services provided by each authority.

Staff of Scottish Social Work Services by Client Group and Gender, 2002

Chart 1



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2. Summary

- There were 36,415 Whole Time Equivalent (WTE) staff employed by Scottish Local Authority Social Work Services in October 2002. This represented an increase of 5% from the 2001 total (table 1).
- The 36,415 WTE staff in October 2002 corresponded to 7.1 staff per 1,000 population. The number of staff per 1,000 population was highest in the island councils (16.3 in Orkney Islands, 14.7 in Eilean Siar and 12.5 in Shetland Islands), and lowest in Dumfries and Galloway (3.9), Perth & Kinross (4.4) and East Dunbartonshire (5.0) (table 2).
- Thirty percent of staff employed by Scottish Local Authority Social Work Services in October 2002 were domiciliary staff (mainly home carers) and just over one quarter were fieldwork staff. A further 16% worked in residential establishments for adults and 10% were located in day centres for adults (table 3).
- Almost two thirds of staff (64%) provided services for adults, a further 16% provided services for children and 4% provided services for offenders. Nine percent of staff were attributed to generic provision, providing services for more than one client group (table 4).
- The majority (85%) of all staff in 2002 were female. This proportion was highest for staff providing services for adults, where 90% were female, and lowest for staff providing services for offenders (59%) (table 4).
- There were a reported 2,861 vacancies in Scottish Local Authority Social Work Services in October 2002. Of these, 564 were for qualified social workers (table 10).

3. All Staff in Scottish Local Authority Social Work Services

3.1 There were 47,446 staff employed by Scottish Local Authority Social Work Services in October 2002. This comprised 21,848 full-time staff and a further 25,598 staff who were employed on a part-time basis. The Whole Time Equivalent (WTE) number of staff was 36,415 (see Annex, paragraph 10.5). This represented an increase of 5% from the 2001 total.

**Staff of Scottish Social Work Services, 1996 to 2002
Numbers and WTEs by Mode ⁽¹⁾**

Table 1

	1996	1997	1998	1999	2000	2001	2002
Full-time staff	22,173	20,913	20,038	20,077	20,423	21,084	21,848
Part-time staff							
Number	28,768	28,626	27,691	25,027	24,386	24,637	25,598
WTE	16,157	15,685	15,159	13,751	13,649	13,604	14,567
Total staff							
Number	50,941	49,539	47,729	45,104	44,809	45,721	47,446
WTE	38,330	36,598	35,197	33,828	34,072	34,688	36,415

Note:

(1) Staff numbers may fluctuate over time as a result of various factors, including changes in the way services are provided and changes in the numbers of vacancies.

3.2 The 36,415 WTE staff in October 2002 corresponded to 7.1 staff per 1,000 population, an increase from 6.8 staff per 1,000 population in October 2001.

3.3 The level of staffing in each council is influenced to some extent by the level of social work involvement required which, in turn, may be affected by a range of factors, including deprivation and urban/ rural issues. Other factors affecting the level of staffing include the extent to which services are contracted out and the extent to which services are provided in partnership with neighbouring councils and other organisations. The number of staff per 1,000 population was highest in the island councils (16.3 in Orkney Islands, 14.7 in Eilean Siar and 12.5 in Shetland Islands) and lowest in Dumfries and Galloway (3.9), Perth & Kinross (4.4) and East Dunbartonshire (5.0).

Staff (WTE) of Scottish Social Work Services, 1996 to 2002
Number of Staff and Staff per 1,000 Population ⁽¹⁾ by Local Authority ⁽²⁾⁽³⁾

Table 2

Local Authority	Number of Staff (WTE)							Staff (WTE) per 1,000 population						
	1996	1997	1998	1999	2000	2001	2002	1996	1997	1998	1999	2000	2001	2002
Aberdeen City	1,829	1,699	1,680	1,717	1,596	1,397	1,369	8.4	7.9	7.9	8.1	7.6	6.7	6.6
Aberdeenshire	1,299	1,239	1,222	1,274	1,326	1,345	1,361	5.7	5.5	5.4	5.6	5.8	5.9	6.0
Angus	799	842	795	769	767	805	871	7.2	7.6	7.2	7.0	7.0	7.3	7.9
Argyll & Bute	436	650	640	637	700	799	744	4.8	7.2	7.1	7.1	7.8	9.0	8.4
Clackmannanshire	260	281	266	293	285	299	273	5.3	5.8	5.5	6.0	5.9	6.2	5.6
Dumfries & Galloway ⁽⁴⁾	951	949	744	733	453	523	576	6.4	6.4	5.1	5.0	3.1	3.6	3.9
Dundee City	1,560	1,557	1,310	1,242	1,101	1,136	1,227	10.4	10.5	8.9	8.6	7.7	8.0	8.7
East Ayrshire	600	817	841	823	782	722	750	4.9	6.7	6.9	6.8	6.5	6.0	6.3
East Dunbartonshire	427	453	496	513	494	549	549	3.9	4.1	4.5	4.7	4.5	5.0	5.0
East Lothian	584	578	556	486	483	484	532	6.6	6.5	6.2	5.4	5.3	5.3	5.8
East Renfrewshire	343	414	409	371	428	466	491	3.9	4.7	4.6	4.2	4.8	5.2	5.5
Edinburgh, City of	3,772	3,667	3,639	3,649	3,763	3,832	3,790	8.4	8.1	8.1	8.1	8.3	8.5	8.4
Eilean Siar	370	383	408	384	368	374	397	12.8	13.6	14.6	13.9	13.4	13.7	14.7
Falkirk	1,053	1,024	922	884	935	945	983	7.4	7.2	6.4	6.1	6.5	6.5	6.8
Fife	3,174	2,771	2,593	2,622	2,589	2,684	3,014	9.1	8.0	7.4	7.5	7.4	7.7	8.6
Glasgow City ⁽⁴⁾	7,206	6,034	5,406	4,008	4,275	4,164	4,093	11.7	9.9	8.7	6.5	7.0	6.8	6.7
Highland	1,263	1,262	1,126	1,233	1,052	1,432	1,548	6.1	6.0	5.4	5.9	5.0	6.9	7.4
Inverclyde	729	691	630	641	684	732	733	8.4	8.0	7.4	7.6	8.2	8.8	8.9
Midlothian	474	437	455	478	476	474	482	5.9	5.4	5.6	5.9	5.9	5.8	5.9
Moray	541	557	513	412	472	439	458	6.3	6.5	6.0	4.8	5.5	5.1	5.3
North Ayrshire	870	921	945	906	973	930	1,049	6.2	6.6	6.8	6.5	7.0	6.7	7.5
North Lanarkshire	1,990	1,835	1,997	1,930	2,223	2,394	2,756	6.1	5.6	6.1	5.9	6.8	7.3	8.4
Orkney Islands ⁽⁵⁾	235	252	260	336	285	288	318	11.9	12.7	13.3	17.2	14.6	14.8	16.3
Perth & Kinross	767	703	712	724	676	610	597	5.8	5.3	5.4	5.4	5.1	4.5	4.4
Renfrewshire	1,130	1,074	1,139	1,123	1,280	1,281	1,383	6.3	6.0	6.4	6.3	7.2	7.2	7.8
Scottish Borders	741	647	633	803	702	771	779	7.0	6.1	6.0	7.6	6.6	7.2	7.3
Shetland Islands ⁽⁵⁾	243	271	259	280	308	322	287	10.6	11.8	11.3	12.2	13.5	14.1	12.5
South Ayrshire	758	766	770	771	712	573	762	6.6	6.7	6.7	6.7	6.2	5.0	6.7
South Lanarkshire	1,803	1,739	1,762	1,723	1,735	1,742	1,830	5.9	5.7	5.7	5.6	5.7	5.7	6.0
Stirling	507	457	478	501	509	523	583	6.1	5.5	5.8	6.0	6.1	6.3	6.9
West Dunbartonshire	807	788	790	834	878	913	986	8.4	8.2	8.3	8.8	9.3	9.8	10.6
West Lothian	811	841	801	729	764	744	844	5.4	5.5	5.2	4.7	4.9	4.8	5.4
TOTAL	38,330	36,598	35,197	33,828	34,072	34,688	36,415	7.5	7.1	6.9	6.6	6.7	6.8	7.1

Note:

(1) Staff per 1,000 population are based on GROS mid-year population estimates.

(2) Staff numbers may fluctuate over time as a result of various factors, including changes in the way services are provided and changes in the numbers of vacancies.

(3) Staffing levels may vary between councils as a result of differences in the way services are provided. Factors which may have an influence on staffing numbers include contracting out or commissioning of services and partnership arrangements with neighbouring councils.

(4) Major recent changes in staffing numbers include changes in the arrangements for home care services in Glasgow City (between 1998 and 1999) and Dumfries & Galloway (between 1999 and 2000).

(5) Improved recording practices in Orkney Islands Council since 2000, and in Shetland since 2001, have led to an increase in data accuracy. Trends should therefore be interpreted with caution.

4. Staff by Type of Activity/ Location

4.1 This section provides information on the number (WTE) of staff by type of activity/ location (see Annex, paragraph 10.7).

4.2 Thirty percent of staff employed by Scottish Local Authority Social Work Services in October 2002 were domiciliary staff (mainly home carers) and 26% were fieldwork staff. A further 16% worked in residential establishments for adults and 10% were located in day centres for adults.

4.3 It should be noted that changes in the number of staff by type of activity/ location may have resulted from changes in the organisational structures of Social Work Services and from differences in the forms used to collect data. Care should therefore be taken in the interpretation of trends.

**Staff (WTE) of Scottish Social Work Services, 1996 to 2002
by Type of Activity/ Location ⁽¹⁾**

Table 3

Type of Activity/ Location	1996	1997	1998	1999	2000	2001	2002
Strategic/ Central Staff	4,681	3,280	2,383	3,126	3,035	2,739	2,687
Criminal Justice Staff	998	1,099	1,187	1,160	1,182	1,241	1,310
Fieldwork Staff	7,411	8,798	9,530	8,479	8,377	8,979	9,625
Residential Staff: Services for Children	1,941	1,823	1,883	1,924	2,009	2,003	1,959
Residential Staff: Services for Adults	7,228	6,484	5,912	6,161	5,866	5,879	5,814
Day Care Staff: Services for Children	703	674	547	556	586	516	493
Day Care Staff: Services for Adults	3,628	3,272	3,180	3,276	3,471	3,570	3,607
Domiciliary	11,681	11,093	10,539	9,138	9,482	9,694	10,847
Full-time secondments	60	75	36	8	66	67	73
Total	38,330	36,598	35,197	33,828	34,072	34,688	36,415

Note:

(1) Staff numbers may fluctuate over time as a result of various factors, including changes in the way services are provided and changes in the numbers of vacancies.

5. Staff by Client Group

5.1 This section provides information on the number of staff by client group. Information on the gender of staff is also provided.

5.2 Almost two thirds (64%) of staff provided services for adults, a further 16% provided services for children and 4% provided services for offenders. Nine percent of staff were attributed to generic provision, providing services for more than one client group.

5.3 The majority (85%) of all staff in 2002 were female. This proportion was highest for staff providing services for adults, where 90% were female, and lowest for staff providing services for offenders (59%).

**Staff of Scottish Social Work Services, 2002
Numbers and WTEs by Client Group and Gender**

Table 4

Client Group	Number of staff				% of staff		% by client group WTE
	Males	Females	Total	WTE	Males	Females	
Children	1,467	5,010	6,477	5,706	22.6	77.4	15.7
Adults (Community Care)	3,436	29,354	32,790	23,362	10.5	89.5	64.2
Older People ⁽¹⁾	814	6,148	6,962	5,528	11.7	88.3	15.2
People with Physical Disabilities ⁽¹⁾	159	329	488	396	32.6	67.4	1.1
People with Mental Health Problems ⁽¹⁾	45	147	192	160	23.4	76.6	0.4
People with Learning Disabilities ⁽¹⁾	1,133	2,975	4,108	3,337	27.6	72.4	9.2
Adults (not separately identified) ⁽²⁾	1,285	19,755	21,040	13,941	6.1	93.9	38.3
Offenders	592	858	1,450	1,310	40.8	59.2	3.6
Generic provision	660	3,068	3,728	3,278	17.7	82.3	9.0
Management/ Administration	832	2,169	3,001	2,760	27.7	72.3	7.6
Total	6,987	40,459	47,446	36,415	14.7	85.3	100.0

Note:

(1) Staff in day centres and residential establishments providing services for specific client groups.

(2) Fieldwork staff providing services to adults and domiciliary staff.

5.4 The 23,362 staff (WTE) who provided services for adults corresponded to 5.8 per 1,000 population aged 18 and over (table 5). This proportion was highest for the island authorities (17.4 in Eilean Siar, 15.5 in Orkney Islands and 12.4 in Shetland Islands). There were 5.1 staff per 1,000 population aged under 18 providing services for children, although this rate varied from 9.2 in Orkney to 1.2 in Eilean Siar. (The 0% for Perth & Kinross appears because all services for children have been combined with education and are not reported here.)

Staff of Scottish Social Work Services, 2002
WTEs per 1,000 Population ⁽¹⁾ by Client Group and Local Authority ⁽²⁾

Table 5

Local Authority	Services for Children	Services for Adults (Community Care)	Services for Offenders	Generic Provision	Management/ Administration	Total
Aberdeen City	5.4	5.4	0.5	0.2	0.6	6.6
Aberdeenshire	3.6	5.4	0.3	0.4	0.4	6.0
Angus	5.3	7.4	0.3	0.3	0.5	7.9
Argyll & Bute	3.7	6.9	0.3	1.5	0.5	8.4
Clackmannanshire	3.8	5.0	0.6	0.2	0.3	5.6
Dumfries & Galloway	5.3	2.0	0.4	0.2	0.8	3.9
Dundee City	8.1	7.4	0.7	0.2	0.5	8.7
East Ayrshire	4.1	5.2	0.5	0.7	0.3	6.3
East Dunbartonshire	3.5	4.3	0.2	0.3	0.4	5.0
East Lothian	4.3	5.3	0.2	0.3	0.3	5.8
East Renfrewshire	1.6	5.2	0.2	0.3	0.7	5.5
Edinburgh, City of	9.2	5.9	0.4	0.8	0.8	8.4
Eilean Siar	1.2	17.4	0.1	0.3	0.5	14.7
Falkirk	3.9	7.0	0.3	0.1	0.2	6.8
Fife	3.1	8.1	0.6	0.4	0.8	8.6
Glasgow City	8.0	3.6	0.7	1.4	0.4	6.7
Highland	4.1	6.9	0.3	0.5	0.4	7.4
Inverclyde	8.5	6.8	0.7	0.5	0.8	8.9
Midlothian	4.4	5.1	0.2	0.5	0.4	5.9
Moray	3.6	5.1	0.2	0.2	0.3	5.3
North Ayrshire	5.8	6.1	0.4	0.5	0.7	7.5
North Lanarkshire	4.2	7.9	0.4	0.8	0.4	8.4
Orkney Islands	9.2	15.5	0.5	0.4	1.5	16.3
Perth & Kinross	0.0	4.6	0.0	0.3	0.6	4.4
Renfrewshire	4.3	5.9	0.3	1.4	0.7	7.8
Scottish Borders	4.5	6.2	0.3	0.6	0.7	7.3
Shetland Islands	7.1	12.4	0.4	0.8	0.4	12.5
South Ayrshire	4.4	5.1	0.4	0.6	0.9	6.7
South Lanarkshire	4.1	5.2	0.3	0.5	0.4	6.0
Stirling	5.0	6.0	0.5	0.2	0.6	6.9
West Dunbartonshire	5.1	8.8	0.5	1.7	0.7	10.6
West Lothian	4.5	4.2	0.2	0.6	0.3	5.4
Scotland	5.1	5.8	0.4	0.6	0.5	7.1

Note:

(1) Staff per 1,000 population are based on GROS mid-year population estimates for under 18 year olds (services for children), 18 year olds and over (services for adults), 18-64 year olds (services for offenders) and all ages (generic provision, management/ administration and total).

(2) For some councils, certain services are provided by other departments (e.g. some services for children may be provided by Education Departments). This will result in some differences in the level of staffing between Councils.

6. Numbers and WTE by Staff Group

6.1 This section provides information on numbers and WTEs by staff group for 2001 and 2002. See Annex, paragraph 10.8 for further details on the staff groups used.

6.2 Over one quarter of staff (WTE) are Home Care staff and managers, and just over a fifth are support staff. Residential Managers & Qualified Care Staff, and Social Workers, each account for about 11% of staff..

6.3 Overall numbers and WTEs have increased by 4% and 5% respectively. The only groups where the WTE has decreased are Senior Managers, Residential Managers & Qualified Care Staff and - marginally - Day Care Managers & Qualified Care Staff.

**Staff of Scottish Social Work Services, 2001 and 2002
Numbers and WTEs by Staff Group**

Table 6

Staff Group	2001			2002		
	Number	WTE	% WTE	Number	WTE	% WTE
Senior Managers etc	1,537	1,479	4.3%	1,396	1,354	3.7%
Social Workers	4,251	3,873	11.2%	4,382	4,017	11.0%
Other Qualified Fieldwork Staff	1,762	1,568	4.5%	2,050	1,814	5.0%
Social Work Assistants	1,270	1,086	3.1%	1,497	1,284	3.5%
Home Care Staff & Managers	15,851	9,132	26.3%	16,619	10,109	27.8%
Other Domiciliary Staff	544	413	1.2%	685	520	1.4%
Day Care - Managers & Qualified Care Staff	1,597	1,424	4.1%	1,575	1,418	3.9%
Day Care - Care Staff	2,098	1,749	5.0%	2,142	1,773	4.9%
Residential - Managers & Qualified Care Staff	4,601	4,012	11.6%	4,439	3,832	10.5%
Residential - Care Staff	3,279	2,607	7.5%	3,463	2,701	7.4%
Support Staff	8,864	7,281	21.0%	9,125	7,522	20.7%
Secondments	67	67	0.2%	73	73	0.2%
Total	45,721	34,688	100.0%	47,446	36,415	100.0%

7. Vacancies in Scottish Local Authority Social Work Services

7.1 Information on vacancies was collected from all local authorities in the 2001 and 2002 surveys. Information was less complete for 2000, so comparisons over time should be treated with care. Vacancy figures exclude home care staff, given the different employment conditions which apply for such staff in many councils. The tables in this section therefore show vacancies and vacancy rates which exclude home care staff.

**Vacancies in Scottish Social Work Services, 2000 - 2002
WTEs by Local Authority**

Table 7

Local Authority	2000		2001		2002	
	Vacancies	Percent Vacancies ⁽¹⁾	Vacancies	Percent Vacancies ⁽¹⁾	Vacancies	Percent Vacancies ⁽¹⁾
Aberdeen City	70	5.9	70	6.3	103	9.0
Aberdeenshire	-	-	5	0.5	34	3.3
Angus	32	5.2	52	7.9	81	11.0
Argyll & Bute	20	4.2	23	4.6	78	13.0
Clackmannanshire	9	3.4	9	3.3	13	5.0
Dumfries & Galloway	23	4.9	65	11.1	48	7.7
Dundee City	24	2.8	17	2.0	29	3.3
East Ayrshire	44	6.5	86	13.6	72	12.1
East Dunbartonshire	12	3.5	12	3.0	26	6.4
East Lothian	5	1.7	13	4.0	9	2.4
East Renfrewshire	12	3.8	11	3.4	23	6.5
Edinburgh, City of ⁽²⁾	-	-	315	10.1	306	10.0
Eilean Siar	5	2.1	4	1.6	8	3.1
Falkirk	10	3.6	19	3.0	18	2.7
Fife	56	3.0	170	8.0	272	11.7
Glasgow City	396	8.7	531	11.3	588	12.6
Highland	122	10.4	84	7.2	105	8.2
Inverclyde	14	2.8	32	5.6	24	4.2
Midlothian	50	13.1	50	13.0	36	9.5
Moray	3	1.0	3	1.1	7	2.5
North Ayrshire	37	5.1	54	7.6	51	6.4
North Lanarkshire	118	7.7	205	11.8	195	11.7
Orkney Islands	12	5.0	12	5.0	25	9.2
Perth & Kinross	34	5.5	56	10.9	70	12.7
Renfrewshire	103	11.1	106	11.4	156	14.1
Scottish Borders	26	4.7	120	17.3	71	11.1
Shetland Islands ⁽³⁾	9	3.5	42	14.5	44	16.6
South Ayrshire	20	3.9	15	3.6	27	4.7
South Lanarkshire	117	8.4	101	7.1	178	11.7
Stirling	-	-	27	6.7	12	2.8
West Dunbartonshire	60	8.6	64	9.0	109	14.2
West Lothian	84	12.5	48	7.3	45	6.3
Scotland	1,526	6.7	2,420	8.5	2,861	9.6

Note:

(1) Percent vacancies = vacancies as a percentage of the staff complement - i.e. relevant WTE + vacancies. Relevant WTE excludes staff where vacancy figures are unavailable.

(2) 'Negative vacancies' reported by Edinburgh in 2001 and 2002 have been set to zero.

(3) Improved recording of vacancies in Shetland since 2000 is behind the apparent jump in figures between 2000 and 2001.

7.2 In both 2001 and 2002, the City of Edinburgh reported 'negative vacancies', or above complement numbers of staff, in some areas. In order not to distort aggregate analyses, these have been set to zero for this bulletin.

7.3 A total of 2,861 WTE vacancies were reported in October 2002. Vacancy rates were highest in the Shetland Islands (17%), West Dunbartonshire and Renfrewshire (both 14%). Rates were lowest in East Lothian (2%). It should be noted that changes in vacancy rates from 2000 to 2001 are likely to be affected by incorporating more complete data, as well as by any underlying changes. Imputing for missing values, it is estimated that total vacancies in 2000 amounted to just over 1800.

7.4 In terms of client groups, vacancies were highest for staff providing services for people with mental health problems (17%) and children (13%) and lowest for those providing services for older people (7%).

**Vacancies in Scottish Social Work Services, 2000 - 2002
WTEs by Client Group**

Table 8

Client Group	2000		2001		2002	
	Vacancies	Percent Vacancies ⁽¹⁾	Vacancies	Percent Vacancies	Vacancies	Percent Vacancies ⁽¹⁾
Children	367	8.0	633	10.2	842	12.9
Adults (Community Care)	696	6.0	1,063	7.2	1,255	8.2
Older People ⁽²⁾	279	5.9	401	6.7	427	7.2
People with Physical Disabilities ⁽²⁾	47	9.9	30	6.6	36	8.3
People with Mental Health Problems ⁽²⁾	17	10.5	36	13.1	32	16.7
People with Learning Disabilities ⁽²⁾	120	4.4	165	4.9	297	8.2
Adults (not separately identified) ⁽³⁾	233	6.6	431	9.3	463	9.2
Offenders	94	8.4	137	9.9	167	11.3
Generic provision	219	7.2	291	9.1	282	7.9
Management/ Administration	150	5.8	296	9.8	315	10.5
Total	1,526	6.7	2,420	8.5	2,861	9.6

Note:

(1) Percent vacancies = vacancies as a percentage of the staff complement - i.e. relevant WTE + vacancies. Relevant WTE excludes staff where vacancy figures are unavailable.

(2) Staff in day centres and residential establishments providing services for specific client groups.

(3) Fieldwork staff providing services to adults and domiciliary staff.

7.5 Looking at type of activity/ location (table 9), vacancies were higher amongst residential staff providing services for children (16%) and lowest amongst day care staff providing services for children and domiciliary staff (5%).

Vacancies in Scottish Social Work Services, 2000 - 2002
WTEs by Type of Activity/ Location

Table 9

Type of Activity/ Location	2000		2001		2002	
	Vacancies	Percent Vacancies ⁽¹⁾	Vacancies	Percent Vacancies ⁽¹⁾	Vacancies	Percent Vacancies ⁽¹⁾
Strategic/ Central Staff	150	5.8	296	9.8	315	10.5
Criminal Justice Staff	94	8.4	137	9.9	167	11.3
Fieldwork Staff	576	7.3	962	9.7	1,103	10.3
Residential Staff: Services for Children	159	9.0	266	11.7	381	16.3
Residential Staff: Services for Adults	272	5.4	387	6.2	456	7.3
Day Care Staff: Services for Children	29	8.1	47	8.3	25	4.8
Day Care Staff: Services for Adults	191	6.3	245	6.4	336	8.5
Domiciliary	55	4.7	80	6.2	78	5.1
Total	1,526	6.7	2,420	8.5	2,861	9.6

Note:

(1) Percent vacancies = vacancies as a percentage of the staff complement - i.e. relevant WTE + vacancies. Relevant WTE excludes staff where vacancy figures are unavailable.

7.5 The vacancy figures can also be expressed in terms of staff groups, with staff classified by function.

7.6 Table 10 shows that vacancies were relatively high amongst social workers (12%) and other qualified fieldwork staff (10%). Support staff accounted for almost one third of all vacancies reported and social workers accounted for a further 20%.

Vacancies in Scottish Social Work Services, 2000 - 2002
WTEs by Staff Group

Table 10

Staff Group	2000		2001		2002	
	Vacancies	Percent Vacancies ⁽¹⁾	Vacancies	Percent Vacancies ⁽¹⁾	Vacancies	Percent Vacancies ⁽¹⁾
Senior Managers, etc	51	3.8	119	7.4	127	8.6
Social Workers	268	7.7	471	10.8	564	12.3
Other Qualified Fieldwork Staff	139	9.1	197	11.2	209	10.3
Social Work Assistants	59	5.9	76	6.5	114	8.2
Home Care Staff & Managers	28	5.1	41	6.0	43	5.6
Other Domiciliary Staff	17	3.8	24	5.5	17	3.2
Day Care - Managers & Qualified Care Staff	56	6.4	68	4.6	87	5.8
Day Care - Care Staff	96	5.4	135	7.2	173	8.9
Residential - Managers & Qualified Care Staff	201	7.0	350	8.0	432	10.1
Residential - Care Staff	144	4.9	155	5.6	212	7.3
Support Staff	467	7.6	783	9.7	883	10.5
Total	1,526	6.7	2,420	8.5	2,861	9.6

Note:

(1) Percent vacancies = vacancies as a percentage of the staff complement - i.e. relevant WTE + vacancies. Relevant WTE excludes staff where vacancy figures are unavailable.

8. Qualifications Held

8.1 The October 2002 staffing census also requested information on qualifications held by staff (see Annex, paragraph 10.9). Some councils were unable to supply complete information on qualifications, and the data reported here is likely to underestimate the true level of qualifications. As with vacancies, home care staff are excluded for the count of qualifications. (Total numbers of staff relate only to councils which returned information on qualifications, and so differ from totals reported elsewhere in this bulletin.)

8.2 Twenty percent of staff employed by Scottish local authority social work services in October 2002 held a social work qualification (Dip SW, CQSW, CSS or equivalent). Thirteen percent held a NVQ/ SVQ level 3 or HNC in Social Care, and 5% held other social services qualifications. Over a third held at least one relevant qualification (36%), while 6% held more than one qualification (Table 11).

8.3 The proportion of staff holding Dip SW, CQSW, CSS or equivalent was highest among social workers (94%), senior managers (66%) and other qualified fieldwork staff (22%). Day care managers and qualified care staff were more likely than other groups to hold nursing or nursery nurse qualifications (9% and 8%), while senior managers were more likely than other groups to hold other social service qualifications (18%), and teaching qualifications (3%).

**Staff of Scottish Social Work Services, 2002
By Qualifications and Staff Group (percent)**

Table 11

	Percent of staff holding:											Total Staff Number (=100%)
	Dip SW, CQSW, CSS or equivalent	NVQs/ SVQs or HNC in Social Care	Other Social Service Qual.	Nursing Qual.	Nursery Nurse or Similar Qual	Instructors Qual.	Teaching Qual.	O.T. Qual.	Youth & Community Work Qual.	Any Qual.	More than one Qual.	
Senior Managers, etc	66.4%	2.3%	17.6%	2.6%	0.3%	0.9%	3.3%	3.3%	2.3%	72.2%	18.7%	1,160
Social Workers	93.7%	4.0%	14.6%	1.8%	1.4%	0.6%	1.7%	0.7%	0.6%	93.4%	19.9%	3,340
Other Qualified Fieldwork Staff	22.4%	5.6%	5.5%	5.4%	1.0%	0.4%	1.6%	20.6%	5.5%	57.2%	7.5%	1,737
Social Work Assistants	0.9%	17.3%	1.6%	2.3%	1.0%	0.1%	0.3%	1.8%	0.9%	22.1%	3.1%	1,147
Home Care Staff & Managers	2.1%	17.6%	8.8%	3.6%	0.3%	0.3%	0.2%	0.5%	0.3%	31.2%	2.6%	658
Other Domiciliary Staff	0.2%	7.5%	1.7%	0.7%	0.2%	0.0%	0.0%	0.0%	0.0%	10.1%	0.0%	602
Day Care - Managers & Qualified Care Staff	17.6%	30.8%	5.9%	8.8%	7.8%	2.0%	1.1%	1.2%	2.1%	63.5%	12.4%	1,070
Day Care - Care Staff	0.8%	19.7%	1.3%	2.4%	1.6%	0.3%	0.5%	0.3%	0.4%	25.1%	1.8%	1,818
Residential - Managers & Qualified Care Staff	9.3%	32.1%	1.3%	4.8%	0.9%	0.2%	0.7%	0.0%	0.4%	42.1%	6.8%	3,481
Residential - Care Staff	0.6%	20.2%	1.8%	2.1%	0.7%	0.3%	0.0%	0.0%	0.1%	24.0%	1.7%	2,872
Support Staff	2.3%	2.0%	1.4%	0.2%	0.1%	0.2%	0.3%	0.0%	0.4%	5.5%	1.0%	7,357
Total	19.9%	12.5%	4.6%	2.5%	1.0%	0.4%	0.8%	1.8%	0.9%	36.3%	6.3%	25,242
Total Number	4,559	2,823	1,151	592	258	94	190	437	220	8,306	1,564	25,242

9. Qualifications in Progress

9.1 This section provides information on staff who were attending courses on 7 October 2002 or were expected to begin a course before the end of that year. Information on qualifications in progress is likely to be less comprehensive than information on qualifications held.

9.2 Three percent of staff were pursuing SVQs. This percentage was higher for residential managers and qualified care staff (10%). Four percent of social workers were pursuing postgraduate qualifications, 2% of social work assistants were pursuing Dip SWs, and 3% of senior managers were pursuing certificated management training.

**Staff of Scottish Social Work Services, 2002
By Qualifications in Progress and Staff Group**

Table 12

	Percent of staff pursuing:				Total Staff Number (=100%)
	SVQ	DipSW	Postgraduate Qual.	Certificated Management Training - nec	
Senior Managers, etc	0.1%	0.3%	0.9%	3.4%	1,160
Social Workers	0.1%	0.9%	3.6%	0.9%	3,340
Other Qualified Fieldwork Staff	1.1%	0.5%	1.3%	0.3%	1,737
Social Work Assistants	3.2%	1.6%	0.2%	0.2%	1,147
Home Care Staff & Managers	1.5%	0.3%	0.0%	2.1%	658
Other Domiciliary Staff	1.8%	0.2%	0.0%	0.0%	602
Day Care - Managers & Qualified Care Staff	6.4%	0.6%	1.3%	0.4%	1,070
Day Care - Care Staff	5.6%	0.3%	0.1%	0.1%	1,818
Residential - Managers & Qualified Care Staff	9.5%	0.8%	0.4%	0.3%	3,481
Residential - Care Staff	6.4%	0.3%	0.7%	0.5%	2,872
Support Staff	0.3%	0.1%	0.3%	0.4%	7,357
Total	3.1%	0.5%	0.9%	0.6%	25,242
Total Number	772	111	193	144	25,242

Staff of Scottish Local Authority Social Work Services, 2002

ANNEX

Type of post

Full Time	Part Time		Total		Number of persons		Number of vacancies WTE
	Number	WTE	WTE	Number of persons	Male	Female	
a	b	c	a+c	a+b			

SECTION A: STRATEGIC/ CENTRAL & FIELDWORK STAFF

1. Strategic/ Central Staff

- 1.01 Directors/Heads of Service
- 1.02 Service Managers (not elsewhere specified)
- 1.03 Other Senior Staff
- 1.04 Planning, Commissioning and Contracting Staff
- 1.05 Registration/Inspection Officers
- 1.06 Research & Information Officers
- 1.07 Human Resources Staff, including Training
- 1.08 Finance Staff
- 1.09 Support Services (including Admin/ Clerical)

120	6	3	123	126	82	44	4
153	8	5	158	161	73	88	10
172	15	7	179	187	80	107	19
226	31	19	245	257	76	181	38
6	1	1	7	7	5	2	1
122	24	14	136	146	59	87	10
277	74	39	316	351	65	286	32
242	42	22	264	284	54	230	34
1,116	293	143	1,259	1,409	317	1,092	168
2,434	494	253	2,687	2,928	811	2,117	315

1.10 Total

2. Fieldwork Staff

- 2.01 Area Managers

37	0	0	37	37	25	12	0
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2a. Fieldwork Staff - Services for Children

- 2.02 Service Managers
- 2.03 Team Leaders/Managers
- 2.04 Senior Social Workers
- 2.05 Main Grade Social Workers
- 2.06 Advocacy/ Rights Staff
- 2.07 Other Qualified Fieldwork Staff
- 2.08 SW Assistants
- 2.09 Support Services (including Admin/ Clerical)

51	1	1	52	52	24	28	3
158	14	8	166	172	63	109	18
313	46	23	336	359	106	253	29
1,279	325	183	1,462	1,604	316	1,288	247
4	5	3	7	9	1	8	4
210	34	18	228	244	76	168	26
287	100	47	334	387	48	339	43
568	199	103	671	767	81	686	67
2,870	724	384	3,254	3,594	715	2,879	436

2.10 Total

2b. Fieldwork Staff - Services for Adults

- 2.11 Service Managers
- 2.12 Team Leaders/Managers
- 2.13 Senior Social Workers
- 2.14 Main Grade Social Workers
- 2.15 Care Managers
- 2.16 Other Qualified Fieldwork Staff
- 2.17 SW Assistants
- 2.18 Support Services (including Admin/ Clerical)

65	1	1	66	66	32	34	4
169	10	5	174	179	65	114	12
171	30	16	187	201	61	140	30
782	238	137	919	1,020	229	791	146
250	80	45	295	330	54	276	24
250	46	25	275	296	76	220	52
387	160	78	465	547	81	466	36
594	218	119	713	812	131	681	81
2,668	783	426	3,094	3,451	729	2,722	385

2.19 Total

Type of post	Full Time	Part Time		Total		Number of persons		Number of vacancies WTE
		Number	WTE	WTE	Number of persons	Male	Female	
	a	b	c	a+c	a+b			
2c. Fieldwork Staff - Services for Offenders								
2.20 Service Managers	23	0	0	23	23	17	6	0
2.21 Team Leaders/Managers	42	0	0	42	42	28	14	7
2.22 Senior Social Workers	78	7	4	82	85	38	47	10
2.23 Main Grade Social Workers	483	74	40	523	557	213	344	48
2.24 Community Service Staff	155	124	78	233	279	215	64	20
2.25 Supervised Attendance Staff	30	18	10	40	48	30	18	5
2.26 SW Assistants	33	6	3	36	39	10	29	10
2.27 Support Services (including Admin/ Clerical)	267	86	42	309	353	31	322	61
2.28 Total	1,111	315	177	1,288	1,426	582	844	161
2d. Fieldwork Staff - Generic Provision								
2.29 Team Leaders/Managers	78	9	5	83	87	30	57	13
2.30 Senior Social Workers	109	14	7	116	123	43	80	16
2.31 Main Grade Social Workers	324	109	68	392	433	104	329	39
2.32 Welfare Rights Officers	191	33	18	209	224	88	136	15
2.33 Senior Occupational Therapists	41	10	5	46	51	2	49	3
2.34 Occupational Therapists	259	176	97	356	435	25	410	25
2.35 Other Qualified Fieldwork Staff	120	14	7	127	134	39	95	36
2.36 SW Assistants	167	86	47	214	253	36	217	17
2.37 OT Assistants	198	73	37	235	271	53	218	8
2.38 Support Services (including Admin/ Clerical)	1,223	457	240	1,463	1,680	215	1,465	111
2.39 Total	2,710	981	531	3,241	3,691	635	3,056	282
SECTION A: STRATEGIC/ CENTRAL & FIELDWORK STAFF								
2.40 SECTION A TOTAL	11,830	3,297	1,771	13,601	15,127	3,497	11,630	1,579

Type of post

Full Time	Part Time		Total		Number of persons		Vacancies Estimated number WTE
	Number	WTE	WTE	Number of persons	Male	Female	
a	b	c	a+c	a+b			

SECTION B: DAY CARE & DOMICILIARY STAFF

3a. Day Care Staff - Services for Children & Families

3.01 Unit Managers

3.02 Assistant Unit Managers

3.03 Other Qualified Care Staff

3.04 Care Staff

3.05 Support Services (including Admin/ Clerical)

3.06 Ancillary Staff

3.07 Total

31	1	1	32	32	3	29	3
41	7	3	44	48	2	46	1
203	101	47	250	304	18	286	9
55	48	26	81	103	7	96	5
18	39	20	38	57	3	54	2
16	56	32	48	72	17	55	5
364	252	129	493	616	50	566	25

3b. Day Care Staff - Services for Older People

3.08 Unit Managers

3.09 Assistant Unit Managers

3.10 Other Qualified Care Staff

3.11 Care Staff

3.12 Support Services (including Admin/ Clerical)

3.13 Ancillary Staff

3.14 Total

55	11	6	61	66	7	59	7
31	5	3	34	36	5	31	6
53	40	26	79	93	9	84	7
290	357	213	503	647	89	558	65
22	37	18	40	59	2	57	7
75	157	84	159	232	84	148	17
526	607	351	877	1,133	196	937	109

3c. Day Care Staff - Services for People with Mental Health Problems

3.15 Unit Managers

3.16 Assistant Unit Managers

3.17 Other Qualified Care Staff

3.18 Care Staff

3.19 Support Services (including Admin/ Clerical)

3.20 Ancillary Staff

3.21 Total

9	2	1	10	11	5	6	1
4	1	0	4	5	1	4	0
27	7	4	31	34	8	26	5
16	19	9	25	35	8	27	8
12	8	5	17	20	2	18	3
3	3	2	5	6	5	1	0
71	40	21	92	111	29	82	17

Type of post	Full Time	Part Time		Total		Number of persons		Vacancies Estimated number WTE
		Number	WTE	WTE	Number of persons	Male	Female	
	a	b	c	a+c	a+b			
3d. Day Care Staff - Services for People with Learning Disabilities								
3.22 Unit Managers	89	8	4	93	97	51	46	15
3.23 Assistant Unit Managers	109	7	4	113	116	38	78	6
3.24 Other Qualified Care Staff	458	126	78	536	584	179	405	19
3.25 Care Staff	813	424	259	1,072	1,237	364	873	87
3.26 Support Services (including Admin/ Clerical)	67	101	53	120	168	25	143	11
3.27 Ancillary Staff	128	402	219	347	530	175	355	41
3.28 Total	1,664	1,068	616	2,280	2,732	832	1,900	178
3e. Day Care Staff - Services for People with Physical Disabilities								
3.29 Unit Managers	23	6	3	26	29	10	19	1
3.30 Assistant Unit Managers	15	6	3	18	21	3	18	3
3.31 Other Qualified Care Staff	74	25	14	88	99	25	74	4
3.32 Care Staff	61	59	31	92	120	34	86	8
3.33 Support Services (including Admin/ Clerical)	32	29	16	48	61	16	45	6
3.34 Ancillary Staff	52	61	34	86	113	62	51	9
3.35 Total	257	186	100	357	443	150	293	32
3f. Domiciliary Staff								
3.36 Home Care Managers	119	30	18	137	149	12	137	11
3.37 Assistant Home Care Managers/ Supervisors	522	112	66	588	634	32	602	32
3.38 Home Care Staff: Generic	1,031	12,400	6,780	7,811	13,431	347	13,084	226
3.39 Home Care Staff: Personal Care only	140	1,424	979	1,119	1,564	47	1,517	28
3.40 Home Care Staff: Domestic Care only	21	820	433	454	841	11	830	5
3.41 Sheltered Housing Wardens	180	137	55	235	317	23	294	15
3.42 Community Alarms Staff	157	165	116	273	322	54	268	2
3.43 Respite Staff	7	39	4	11	46	0	46	0
3.44 Support Services (including Admin/ Clerical)	145	140	74	219	285	30	255	18
3.45 Total	2,322	15,267	8,525	10,847	17,589	556	17,033	337
SECTION B: DAY CARE & DOMICILIARY STAFF								
3.46 SECTION B TOTAL	5,204	17,420	9,743	14,947	22,624	1,813	20,811	698

Type of post

Full Time	Part Time		Total		Number of persons		Vacancies Estimated number WTE
	Number	WTE	WTE	Number of persons	Male	Female	
a	b	c	a+c	a+b			

SECTION C: RESIDENTIAL STAFF

4a. Residential Staff - Services for Children & Young People

- 4.01 Unit Managers
- 4.02 Assistant Unit Managers
- 4.03 Residential Resource Worker
- 4.04 Other Qualified Care Staff
- 4.05 Care Staff
- 4.06 Support Services (including Admin/ Clerical)
- 4.07 Ancillary Staff

108	1	1	109	109	48	61	23
91	6	4	95	97	43	54	39
117	23	13	130	140	36	104	26
755	285	174	929	1,040	398	642	169
410	228	112	522	638	154	484	52
20	49	23	43	69	0	69	22
67	107	64	131	174	23	151	49
1,568	699	391	1,959	2,267	702	1,565	381

4b. Residential Staff - Services for Older People

- 4.09 Unit Managers
- 4.10 Assistant Unit Managers
- 4.11 Residential Resource Worker
- 4.12 Other Qualified Care Staff
- 4.13 Care Staff
- 4.14 Support Services (including Admin/ Clerical)
- 4.15 Ancillary Staff

171	7	4	175	178	36	142	8
225	24	11	236	249	37	212	33
10	0	0	10	10	0	10	0
837	995	644	1,481	1,832	172	1,660	68
749	1,482	1,009	1,758	2,231	172	2,059	106
38	94	49	87	132	9	123	9
425	772	480	905	1,197	192	1,005	95
2,455	3,374	2,197	4,652	5,829	618	5,211	318

4c. Residential Staff - Services for People with Mental Health Problems

- 4.17 Unit Managers
- 4.18 Assistant Unit Managers
- 4.19 Residential Resource Worker
- 4.20 Other Qualified Care Staff
- 4.21 Care Staff
- 4.22 Support Services (including Admin/ Clerical)
- 4.23 Ancillary Staff

5	0	0	5	5	1	4	3
15	5	4	19	20	6	14	4
0	0	0	0	0	0	0	0
21	4	2	23	25	7	18	2
4	14	9	13	18	0	18	2
0	2	1	1	2	0	2	1
4	7	4	8	11	2	9	4
49	32	19	68	81	16	65	15

Type of post	Full Time	Part Time		Total		Number of persons		Vacancies Estimated number WTE
		Number	WTE	WTE	Number of persons	Male	Female	
	a	b	c	a+c	a+b			
4d. Residential Staff - Services for People with Learning Disabilities								
4.25 Unit Managers	61	6	3	64	67	25	42	4
4.26 Assistant Unit Managers	118	42	28	146	160	33	127	9
4.27 Residential Resource Worker	5	4	2	7	9	3	6	0
4.28 Other Qualified Care Staff	240	212	124	364	452	115	337	38
4.29 Care Staff	172	397	230	402	569	111	458	52
4.30 Support Services (including Admin/ Clerical)	1	16	7	8	17	2	15	3
4.31 Ancillary Staff	21	81	45	66	102	12	90	12
4.32 Total	618	758	438	1,056	1,376	301	1,075	118
4e. Residential Staff - Services for People with Physical Disabilities								
4.33 Unit Managers	1	1	1	2	2	1	1	1
4.34 Assistant Unit Managers	3	0	0	3	3	0	3	1
4.35 Residential Resource Worker	2	1	1	3	3	1	2	0
4.36 Other Qualified Care Staff	11	6	3	14	17	1	16	1
4.37 Care Staff	4	3	2	6	7	0	7	0
4.38 Support Services (including Admin/ Clerical)	6	1	0	6	7	1	6	1
4.39 Ancillary Staff	6	0	0	6	6	5	1	1
4.40 Total	33	12	6	39	45	9	36	5
4f. Residential Staff - Services for Offenders								
4.41 Unit Managers	3	0	0	3	3	2	1	0
4.42 Qualified Care Staff	14	4	2	16	18	8	10	4
4.43 Care Staff	0	0	0	0	0	0	0	0
4.44 Support Services (including Admin/ Clerical)	0	1	1	1	1	0	1	0
4.45 Ancillary Staff	1	1	1	2	2	0	2	2
4.46 Total	18	6	4	22	24	10	14	6
SECTION C: RESIDENTIAL STAFF								
4.47 SECTION C TOTAL	4,741	4,881	3,054	7,795	9,622	1,656	7,966	843

Type of post

Type of post	Full Time	Part Time		Total		Number of persons		Vacancies Estimated number WTE
		Number	WTE	WTE	Number of persons	Male	Female	
	a	b	c	a+c	a+b			
GRAND TOTAL (Active Complement)								
5.01 SECTION A TOTAL	11,830	3,297	1,771	13,601	15,127	3,497	11,630	1,579
5.02 SECTION B TOTAL	5,204	17,420	9,743	14,947	22,624	1,813	20,811	698
5.03 SECTION C TOTAL	4,741	4,881	3,054	7,795	9,622	1,656	7,966	843
5.04 GRAND TOTAL (Active Complement)	21,775	25,598	14,567	36,342	47,373	6,966	40,407	3,120

GRAND TOTAL (Inactive Complement)

6.01 Full time secondments to Scottish Executive
 6.02 Full time secondments to Health Boards
 6.03 Full time secondments to Other Councils
 6.04 Full time secondments to elsewhere in same Council
 6.05 Full time secondments: Other (including training)
 6.06 GRAND TOTAL (Inactive Complement)

13	0	0	13	13	5	8
10	0	0	10	10	3	7
2	0	0	2	2	1	1
42	0	0	42	42	9	33
6	0	0	6	6	3	3
21,848	25,598	14,567	36,415	47,446	6,987	40,459

10. Notes and Definitions

Method of Collection

10.1 Each Local Authority is asked to submit an annual census form detailing the staff employed by their Social Work/ Social Services Department, whether free-standing or part of a larger Department. The census date is the first Monday in October. Full details on terms of employment, grade, type of activity/ location, gender of staff and number of vacancies were collected in 2002. Details on qualifications were not complete for some authorities.

Organisation of Social Work Services

10.2 Social Work services can be organised in a number of different ways, and this may impact on the results reported in this bulletin. For further details, see the Annex to a previous statistical bulletin, 'Staff of Scottish Local Authority Social Work Services, 2000'.

Estimates and Revisions

10.3 Figures for 1996 and 1997 include estimates for The Scottish Borders, where actual figures were not available. Figures for 2000 incorporate revisions to data for Dundee, and figures for 2001 incorporate revisions for Dundee, Highland and West Lothian.

Changes Over Time

10.4 As a result of changes in the classifications used on census forms, breakdowns into different activities, locations or grades are not always strictly comparable across years. It should also be noted that different local authorities may classify staff differently, according to the way work is organised in their area. Social Workers, for example, may be classified either under Generic Provision, or by the nature or location of their work (adult services, children's services etc.). In addition, an increase in care management services has resulted in many staff (previously designated as Social Workers or Occupational Therapists) being assigned to care manager roles.

Whole Time Equivalent (WTE)

10.5 Whole Time Equivalent (WTE), where used, is an addition of i) the number of Full Time staff, and ii) the total number of hours worked by all the Part Time staff in a week, divided by the number of hours considered to be the standard Full Time week for a member of staff in each category. A reduction to a 37 hour working week is currently at various stages within councils. This reduction however only affects a proportion of council staff, as some are already working less than 37 hours per week. Therefore, it should be borne in mind that WTE figures may be calculated using different weekly hours in different categories and also between councils. This can have the effect of WTE figures being slightly higher in councils who have reduced their standard Full Time working week, but the number of Part Time hours worked remains the same.

10.6 WTE figures have been rounded independently. As a result, WTE totals in tables may not equal the sum of the categories shown.

Type of Activity/ Location

10.7 The following terms are used in the tables:

Strategic/ Central Staff	Staff with a strategic and/ or central role, including senior management, administrators and support staff;
Criminal Justice Staff	All staff providing services for offenders, regardless of location;
Fieldwork Staff	Fieldwork staff in divisional and area offices;
Residential Staff: Services for Children	Staff based in residential establishments for children (e.g. local authority children's homes and residential nurseries);
Residential Staff: Services for Adults	Staff based in residential establishments which are not primarily for children. This covers local authority homes for older people (including sheltered housing) and residential establishments for other client groups (e.g. people with learning disabilities);
Day Centre Staff: Services for Children	Staff based in day care establishments for children. This includes local authority children's centres, family centres, day nurseries and playgroups, together with any childminders or day carers regularly employed by the local authority;
Day Centre Staff: Services for Adults	Staff based in day care establishments which are not primarily for children. This includes staff in adult training centres, day centres for people with learning or physical disabilities, and day centres for older people;
Domiciliary Staff	Home care staff and managers, and other domiciliary staff (e.g. community alarms staff and respite staff);
Staff on Secondment	Staff who, on 7 October 2002, were on full time secondment for professional training or to the Scottish Executive, Health Boards or other organisations.

Staff Groups

10.8 The following terms are used in the tables:

Senior Managers, etc	Directors/ Heads of Service, Service Managers, Other Senior Staff, Area Managers, Team Leaders/ Managers, Planning, Commissioning and Contracting Staff, Registration/ Inspection Officers;
Social Workers	Senior Social Workers and Main Grade Social Workers;
Other Qualified Fieldwork Staff	Care Managers, Senior Occupational Therapists, Occupational Therapists, Welfare Rights Officers, Community Service Staff, Supervised Attendance Staff, Other Qualified Fieldwork Staff;
Fieldwork Assistants	Social Work Assistants and Occupational Therapy Assistants;
Home Care Staff & Managers	Home Care Managers, Assistant Home Care Managers/ Supervisors, Home Care Staff;
Other Domiciliary Staff	Sheltered Housing Wardens, Community Alarms Staff, Respite Staff;
Day Care – Managers & Qualified Care Staff	Unit Managers, Assistant Unit Managers, Other Qualified Care Staff;
Day Care – Care Staff	Care Staff
Residential – Managers & Qualified Care Staff	Unit Managers, Assistant Unit Managers, Residential Resource Workers, Other Qualified Care Staff;
Residential – Care Staff	Care Staff
Support Staff	Research & Information Officers, Human Resources Staff, Finance Staff, Ancillary Staff, Support Services;
Secondments	Full-time Secondments

Qualifications

10.9 Local authorities were asked to provide information on the number of staff holding each of the following types of qualification:

- Diploma in Social work (Dip SW) accredited by CCETSW, the Certificate of Qualification in Social Work (CQSW), Certificate in Social Service (CSS) or its deemed equivalent.
- NVQ/ SVQ Level 3 in Social Care - Award of Level 3 by the National Council for Vocational Qualifications in conjunction with CCETSW, Award of SVQ Level 3 by SQA in conjunction with CCETSW, Award of HNC by a further education college.
- Other Social Service Qualification - Certificate in Residential Social Work, Certificate in Residential Care of Children and Young People (CRCCYP), Senior Certificate in Residential Care of Children and Young People, Certificate in Social Work with the Blind, Certificate in Social Work with the Deaf.

- Nursing Qualification - Registered Nurse (adult or general), Registered Nurse (Mental Health), Registered Nurse (Learning Disability), Registered Nurse (Child Health), Enrolled Nurse.
- Nursery Nurse Certificate - SSNEB Certificate, NNEB Certificate, Advanced NNEB Certificate, HNC Early Education and Childcare, SVQ 2 and 3 in Early Education and Childcare.
- Instructors Qualification - Diploma in Training of Mentally Handicapped Adults (DTMHA), Jordanhill Certificate.
- Teaching Qualification - Degree or Diploma in Education.
- Occupational Therapy Qualification - Bachelor of Science in Occupational Therapy, Bachelor of Health Science in Occupational Therapy, Postgraduate Diploma in Occupational Therapy, University Diploma in Occupational Therapy, MSc in Health and Social Care (with eligibility for state registration in occupational therapy), Diploma of the College of Occupational Therapists (DipCOT), Member of the (British) Association of Occupational Therapists (MAOT or MBAOT).
- Youth and Community Work Qualification - and qualification in Youth and Community Work.

Additional Analyses

10.10 Additional analyses are available on request.

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Ref no.	Title	Last published	Price
-	Scottish Community Care Statistics 2001	August 2002	£15.00
-	Home Care Services, Scotland 2002	November 2002	
SWK/S/2002/24	Staff of Scottish Local Authority Social Work Services, 2001	September 2002	£2.00
-	Residential Care Homes, Scotland 2002	December 2002	
-	Vacancy Monitoring in Residential Care Homes and Nursing Homes, Scotland 2002	December 2002	-
-	Registered Blind and Partially Sighted Persons, Scotland 2002	November 2002	-
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