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STAFF OF SCOTTISH LOCAL AUTHORITY SOCIAL WORK SERVICES, 2003

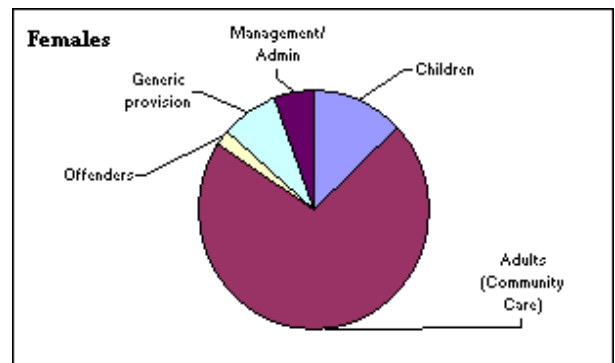
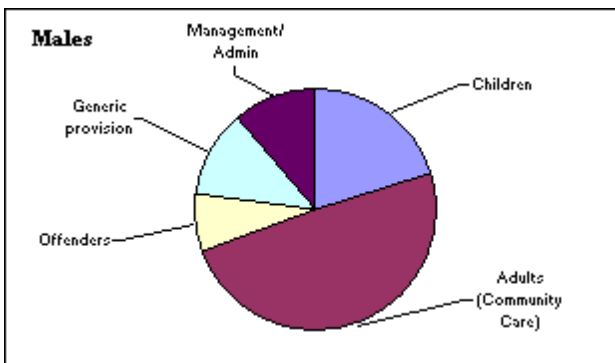
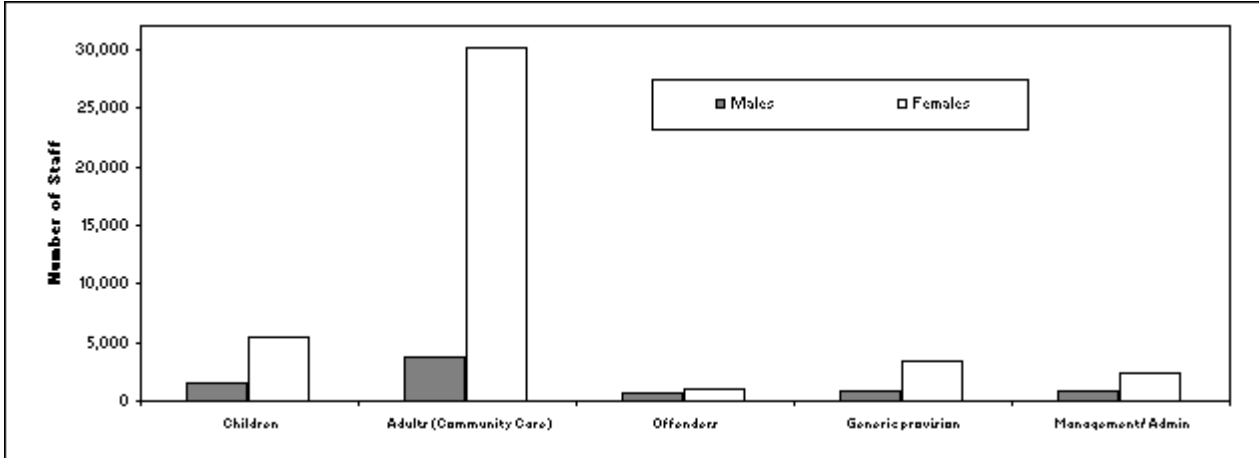
1. Introduction

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 held across all Scottish local authorities on 6 October 2003.

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, 2003

Chart 1



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2. Summary

- There were 39,429 whole time equivalent (WTE) staff employed by Scottish local authority social work services in October 2003. This represented an increase of 8% from the 2002 total (table 1).
- The 39,429 WTE staff in October 2003 corresponded to 7.8 staff per 1,000 population. The number of staff per 1,000 population was highest in the island councils (17.5 in Orkney Islands, 15.6 in Eilean Siar and 14.2 in Shetland Islands), and lowest in Dumfries and Galloway (3.5), East Dunbartonshire (5.1) and Moray (5.2) (table 2).
- Twenty-nine percent of staff employed by Scottish local authority social work services in October 2003 were domiciliary staff (mainly home carers) and 28% were fieldwork staff. A further 16% worked in residential establishments for adults and 9% were located in day centres for adults (table 3).
- Almost two thirds of staff (63%) provided services for adults, a further 16% provided services for children and 4% provided services for offenders. Ten 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 2003 were female. This proportion was highest for staff providing services for adults, where 89% were female, and lowest for staff providing services for offenders (61%) (table 4).
- There were a reported 2,940 vacancies in Scottish Local Authority Social Work Services in October 2003. Of these, 603 were for qualified social workers (table 10).
- Nine percent of staff were under 30 years of age, while 35% were over 50 (table 11).

3. All Staff in Scottish Local Authority Social Work Services

3.1 There were 50,119 staff employed by Scottish local authority social work services in October 2003. This comprised 23,462 full-time staff and a further 26,657 staff who were employed on a part-time basis. The whole time equivalent (WTE) number of staff was 39,429 (see Annex, paragraph 9.6). This represented an increase of 8% from the 2002 total.

**Staff of Scottish Social Work Services, 1996 to 2003
Numbers and WTEs by Mode ⁽¹⁾**

Table 1

	1996	1997	1998	1999	2000	2001	2002	2003
Full-time staff	22,173	20,913	20,038	20,077	20,423	21,084	21,848	23,462
Part-time staff								
Number	28,768	28,626	27,691	25,027	24,386	24,637	25,598	26,657
WTE	16,157	15,685	15,159	13,751	13,649	13,604	14,567	15,967
Total staff								
Number	50,941	49,539	47,729	45,104	44,809	45,721	47,446	50,119
WTE	38,330	36,598	35,197	33,828	34,072	34,688	36,415	39,429

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 39,429 WTE staff in October 2003 corresponded to 7.8 staff per 1,000 population, an increase from 7.2 staff per 1,000 population in October 2002.

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 (17.5 in Orkney Islands, 15.6 in Eilean Siar and 14.2 in Shetland Islands) and lowest in Dumfries and Galloway (3.5), East Dunbartonshire (5.1) and Moray (5.2).

Staff (WTE) of Scottish Social Work Services, 1998 to 2003
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					
	1998	1999	2000	2001	2002	2003	1998	1999	2000	2001	2002	2003
Aberdeen City	1,680	1,717	1,596	1,397	1,369	1,501	7.8	8.0	7.5	6.6	6.5	7.2
Aberdeenshire	1,222	1,274	1,326	1,345	1,361	1,402	5.4	5.6	5.8	5.9	6.0	6.2
Angus	795	769	767	805	871	934	7.2	7.0	7.0	7.4	8.1	8.7
Argyll & Bute	640	637	700	799	744	954	7.0	7.0	7.7	8.8	8.2	10.5
Clackmannanshire	266	293	285	299	273	279	5.5	6.1	5.9	6.2	5.7	5.8
Dumfries & Galloway ⁽⁴⁾	744	733	453	523	576	516	5.0	4.9	3.1	3.5	3.9	3.5
Dundee City	1,310	1,242	1,101	1,136	1,227	1,245	8.8	8.4	7.5	7.8	8.5	8.7
East Ayrshire	841	823	782	722	750	843	7.0	6.8	6.5	6.0	6.3	7.1
East Dunbartonshire	496	513	494	549	549	540	4.5	4.7	4.5	5.1	5.1	5.1
East Lothian	556	486	483	484	532	531	6.3	5.5	5.4	5.4	5.9	5.8
East Renfrewshire	409	371	428	466	491	516	4.6	4.2	4.8	5.2	5.5	5.7
Edinburgh, City of	3,639	3,649	3,763	3,832	3,790	4,041	8.2	8.2	8.4	8.5	8.5	9.0
Eilean Siar	408	384	368	374	397	404	14.8	14.1	13.7	14.1	15.2	15.6
Falkirk	922	884	935	945	983	973	6.4	6.1	6.5	6.5	6.8	6.7
Fife	2,593	2,622	2,589	2,684	3,014	3,253	7.5	7.6	7.4	7.7	8.6	9.3
Glasgow City ⁽⁴⁾	5,406	4,008	4,275	4,164	4,093	4,809	9.2	6.9	7.4	7.2	7.1	8.4
Highland	1,126	1,233	1,052	1,432	1,548	1,606	5.4	5.9	5.0	6.9	7.4	7.7
Inverclyde	630	641	684	732	733	758	7.3	7.5	8.1	8.7	8.8	9.1
Midlothian	455	478	476	474	482	467	5.7	5.9	5.9	5.9	6.0	5.8
Moray	513	412	472	439	458	446	5.9	4.7	5.4	5.0	5.3	5.2
North Ayrshire	945	906	973	930	1,049	1,114	6.9	6.6	7.1	6.8	7.7	8.2
North Lanarkshire	1,997	1,930	2,223	2,394	2,756	3,017	6.2	6.0	6.9	7.5	8.6	9.4
Orkney Islands ⁽⁵⁾	260	336	285	288	318	334	13.3	17.3	14.8	15.0	16.6	17.5
Perth & Kinross ⁽⁶⁾	712	724	676	610	597	759	5.3	5.4	5.0	4.5	4.4	5.6
Renfrewshire	1,139	1,123	1,280	1,281	1,383	1,452	6.5	6.4	7.4	7.4	8.0	8.5
Scottish Borders	633	803	702	771	779	873	6.0	7.6	6.6	7.2	7.3	8.1
Shetland Islands ⁽⁵⁾	259	280	308	322	287	309	11.4	12.4	13.9	14.7	13.1	14.2
South Ayrshire	770	771	712	573	762	713	6.8	6.8	6.3	5.1	6.8	6.4
South Lanarkshire	1,762	1,723	1,735	1,742	1,830	2,238	5.8	5.7	5.7	5.8	6.1	7.4
Stirling	478	501	509	523	583	497	5.6	5.9	5.9	6.1	6.8	5.7
West Dunbartonshire	790	834	878	913	986	1,183	8.3	8.8	9.3	9.8	10.6	12.8
West Lothian	801	729	764	744	844	925	5.2	4.7	4.9	4.7	5.3	5.7
TOTAL	35,197	33,828	34,072	34,688	36,415	39,429	6.9	6.7	6.7	6.8	7.2	7.8

Note:

(1) Staff per 1,000 population are based on GROS mid-year population estimates. These estimates have been updated since the last bulletin, resulting in differences in ratios between the two publications.

(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), and the inclusion of homeless and childrens' fieldwork services in Glasgow from 2003.

(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.

(6) Perth & Kinross returns did not include children & families or criminal justice staff in 2001 and 2002.

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 9.7).

4.2 Twenty-nine percent of staff employed by Scottish local authority social work services in October 2003 were domiciliary staff (mainly home carers) and 28% were fieldwork staff. A further 16% worked in residential establishments for adults and 9% 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, 1997 to 2003
by Type of Activity/ Location ⁽¹⁾**

Table 3

Type of Activity/Location	1997	1998	1999	2000	2001	2002	2003
Strategic/Central Staff	3,280	2,383	3,126	3,035	2,739	2,687	2,885
Criminal Justice Staff	1,099	1,187	1,160	1,182	1,241	1,310	1,452
Fieldwork Staff	8,798	9,530	8,479	8,377	8,979	9,625	11,164
Residential Staff: Services for Children	1,823	1,883	1,924	2,009	2,003	1,959	2,053
Residential Staff: Services for Adults	6,484	5,912	6,161	5,866	5,879	5,814	6,157
Day Care Staff: Services for Children	674	547	556	586	516	493	552
Day Care Staff: Services for Adults	3,272	3,180	3,276	3,471	3,570	3,607	3,691
Domiciliary	11,093	10,539	9,138	9,482	9,694	10,847	11,447
Full-time secondments	75	36	8	66	67	73	29
Total	36,598	35,197	33,828	34,072	34,688	36,415	39,429

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 (63%) of staff provided services for adults, a further 16% provided services for children and 4% provided services for offenders. Ten 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 2003 were female. This proportion was highest for staff providing services for adults, where 89% were female, and lowest for staff providing services for offenders (61%).

**Staff of Scottish Social Work Services, 2003
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	1,584	5,528	7,112	6,346	22.3	77.7	16.1
Adults (Community Care)	3,761	30,130	33,891	24,888	11.1	88.9	63.1
Older People ⁽¹⁾	770	6,256	7,026	5,610	11.0	89.0	14.2
People with Physical Disabilities ⁽¹⁾	151	299	450	366	33.6	66.4	0.9
People with Mental Health Problems ⁽¹⁾	79	213	292	240	27.1	72.9	0.6
People with Learning Disabilities ⁽¹⁾	1,201	3,202	4,403	3,632	27.3	72.7	9.2
Adults (not separately identified) ⁽²⁾	1,560	20,160	21,720	15,040	7.2	92.8	38.1
Offenders	613	970	1,583	1,452	38.7	61.3	3.7
Generic provision	928	3,443	4,371	3,830	21.2	78.8	9.7
Management/Administration	850	2,312	3,162	2,913	26.9	73.1	7.4
Total	7,736	42,383	50,119	39,429	15.4	84.6	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 24,888 staff (WTE) who provided services for adults corresponded to 6.3 per 1,000 population aged 18 and over (table 5). This proportion was highest for the island authorities (18.2 in Eilean Siar, 17.0 in Orkney Islands and 13.9 in Shetland Islands), and lowest for Dumfries & Galloway (1.9). There were 5.9 staff per 1,000 population aged under 18 providing services for children, although this rate varied from 10.4 in Glasgow to 2.0 in Eilean Siar.

Staff of Scottish Social Work Services, 2003
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	7.1	5.7	0.5	0.3	0.7	7.2
Aberdeenshire	4.2	5.6	0.3	0.3	0.4	6.2
Angus	5.6	7.8	0.4	0.3	0.8	8.7
Argyll & Bute	4.3	9.0	0.3	1.7	0.6	10.5
Clackmannanshire	3.9	5.1	0.7	0.2	0.4	5.8
Dumfries & Galloway	5.6	1.9	0.4	0.2	0.4	3.5
Dundee City	8.7	7.3	0.8	0.2	0.4	8.7
East Ayrshire	4.7	6.0	0.6	0.7	0.3	7.1
East Dunbartonshire	3.0	4.5	0.2	0.3	0.5	5.1
East Lothian	4.5	5.2	0.2	0.3	0.4	5.8
East Renfrewshire	2.6	5.5	0.3	0.3	0.5	5.7
Edinburgh, City of	10.3	6.3	0.4	0.9	0.9	9.0
Eilean Siar	2.0	18.2	0.1	0.3	0.3	15.6
Falkirk	3.7	6.6	0.4	0.3	0.2	6.7
Fife	3.2	8.8	0.6	0.4	0.9	9.3
Glasgow City	10.4	3.9	0.8	2.2	0.4	8.4
Highland	5.4	7.1	0.3	0.5	0.3	7.7
Inverclyde	9.2	6.3	0.7	0.8	1.0	9.1
Midlothian	4.2	5.0	0.2	0.5	0.4	5.8
Moray	3.8	4.7	0.2	0.2	0.3	5.2
North Ayrshire	6.6	6.1	0.6	0.8	0.9	8.2
North Lanarkshire	5.0	8.4	0.5	1.0	0.4	9.4
Orkney Islands	8.8	17.0	0.6	0.4	1.6	17.5
Perth & Kinross	3.9	4.7	0.4	0.1	0.7	5.6
Renfrewshire	5.1	6.2	0.4	1.5	0.8	8.5
Scottish Borders	4.5	7.0	0.2	0.7	0.8	8.1
Shetland Islands	8.6	13.9	0.4	0.9	0.4	14.2
South Ayrshire	4.9	5.2	0.4	0.4	0.7	6.4
South Lanarkshire	4.5	6.7	0.4	0.5	0.5	7.4
Stirling	4.3	4.7	0.5	0.3	0.6	5.7
West Dunbartonshire	7.6	11.3	0.6	1.0	1.0	12.8
West Lothian	4.5	4.7	0.3	0.5	0.4	5.7
Scotland	5.9	6.3	0.5	0.8	0.6	7.8

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 2002 and 2003. See Annex, paragraph 9.9 for further details on the staff groups used.

6.2 Over one quarter of staff (WTE) are home care staff and managers, and 22% are support staff. Residential managers & qualified care staff and social workers, each account for about 10.5% of staff.

6.3 Overall numbers and WTEs have increased by 6% and 8% respectively. The only group where the total WTE has decreased is other domiciliary staff (e.g. community alarms staff and respite staff).

**Staff of Scottish Social Work Services, 2002 and 2003
Numbers and WTEs by Staff Group**

Table 6

Staff Group	2002			2003		
	Number	WTE	% WTE	Number	WTE	% WTE
Senior Managers etc	1,396	1,354	3.7%	1,615	1,563	4.0%
Social Workers	4,382	4,017	11.0%	4,511	4,102	10.4%
Other Qualified Fieldwork Staff	2,050	1,814	5.0%	2,307	2,043	5.2%
Social Work Assistants	1,497	1,284	3.5%	1,758	1,540	3.9%
Home Care Staff & Managers	16,619	10,109	27.8%	16,705	10,678	27.1%
Other Domiciliary Staff	685	520	1.4%	607	488	1.2%
Day Care - Managers & Qualified Care Staff	1,575	1,418	3.9%	1,584	1,426	3.6%
Day Care - Care Staff	2,142	1,773	4.9%	2,143	1,799	4.6%
Residential - Managers & Qualified Care Staff	4,439	3,832	10.5%	4,742	4,170	10.6%
Residential - Care Staff	3,463	2,701	7.4%	3,507	2,760	7.0%
Support Staff	9,125	7,522	20.7%	10,611	8,830	22.4%
Secondments	73	73	0.2%	29	29	0.1%
Total	47,446	36,415	100.0%	50,119	39,429	100.0%

7. Vacancies in Scottish Local Authority Social Work Services

7.1 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, 2001-2003
WTEs by Local Authority**

Table 7

Local Authority	2001		2002		2003	
	Vacancies	Percent Vacancies ⁽¹⁾	Vacancies	Percent Vacancies ⁽¹⁾	Vacancies	Percent Vacancies ⁽¹⁾
Aberdeen City	70	6.3	103	9.0	162	12.0
Aberdeenshire	5	0.5	34	3.3	48	4.4
Angus	52	7.9	81	11.0	112	13.8
Argyll & Bute	23	4.6	78	13.0	88	12.2
Clackmannanshire	9	3.3	13	5.0	15	5.6
Dumfries & Galloway	65	11.1	48	7.7	75	12.7
Dundee City	17	2.0	29	3.3	31	3.3
East Ayrshire	86	13.6	72	12.1	109	15.8
East Dunbartonshire ⁽²⁾	12	3.0	26	6.4	26	6.5
East Lothian	13	4.0	9	2.4	5	1.3
East Renfrewshire	11	3.4	23	6.5	17	4.6
Edinburgh, City of ⁽³⁾	315	10.1	306	10.0	282	8.7
Eilean Siar	4	1.6	8	3.1	7	2.6
Falkirk	19	3.0	18	2.7	19	2.8
Fife	170	8.0	272	11.7	257	10.3
Glasgow City	531	11.3	588	12.6	484	9.1
Highland	84	7.2	105	8.2	106	8.0
Inverclyde	32	5.6	24	4.2	33	5.5
Midlothian	50	13.0	36	9.5	55	14.4
Moray	3	1.1	7	2.5	7	2.4
North Ayrshire	54	7.6	51	6.4	87	9.4
North Lanarkshire	205	11.8	195	11.7	198	10.3
Orkney Islands	12	5.0	25	9.2	19	7.2
Perth & Kinross	56	10.9	70	12.7	53	8.0
Renfrewshire	106	11.4	156	14.1	146	12.7
Scottish Borders	120	17.3	71	11.1	62	8.9
Shetland Islands ⁽⁴⁾	42	14.5	44	16.6	16	6.3
South Ayrshire	15	3.6	27	4.7	52	8.0
South Lanarkshire	101	7.1	178	11.7	195	11.6
Stirling	27	6.7	12	2.8	25	6.3
West Dunbartonshire	64	9.0	109	14.2	101	10.7
West Lothian	48	7.3	45	6.3	48	6.1
Scotland	2,420	8.5	2,861	9.6	2,940	9.1

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) East Dunbartonshire could not supply 2003 vacancies, so 2002 figures have been used.

(3) 'Negative vacancies' reported by Edinburgh have been set to zero.

(4) Shetland's vacancy reporting is more accurate in 2003, as over-reporting was suspected in 2001 and 2002.

7.2 Each year the City of Edinburgh has 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 2,940 WTE vacancies were reported in October 2003. Vacancy rates were highest in East Ayrshire (15.8%), and Midlothian (14.4%). Rates were lowest in East Lothian (1.3%) and Moray (2.4%).

7.4 In terms of client groups, vacancies rates were highest for staff providing services for people with mental health problems (14%) and children (12%) and lowest for those providing services for people with learning disabilities (7%).

**Vacancies in Scottish Social Work Services, 2001-2003
WTEs by Client Group**

Table 8

Client Group	2001		2002		2003	
	Vacancies	Percent Vacancies (1)	Vacancies	Percent Vacancies	Vacancies	Percent Vacancies (1)
Children	633	10.2	842	12.9	860	11.9
Adults (Community Care)	1,063	7.2	1,255	8.2	1,392	8.5
Older People ⁽²⁾	401	6.7	427	7.2	469	7.7
People with Physical Disabilities ⁽²⁾	30	6.6	36	8.3	42	10.3
People with Mental Health Problems ⁽²⁾	36	13.1	32	16.7	39	14.0
People with Learning Disabilities ⁽²⁾	165	4.9	297	8.2	271	6.9
Adults (not separately identified) ⁽³⁾	431	9.3	463	9.2	571	9.9
Offenders	137	9.9	167	11.3	139	8.7
Generic provision	291	9.1	282	7.9	315	7.6
Management/ Administration	296	9.8	315	10.5	234	7.5
Total	2,420	8.5	2,861	9.6	2,940	9.1

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 (13%) and lowest amongst day care staff providing services for adults (7%).

**Vacancies in Scottish Social Work Services, 2001–2003
WTEs by Type of Activity/Location**

Table 9

Type of Activity/Location	2001		2002		2003	
	Vacancies	Percent Vacancies (1)	Vacancies	Percent Vacancies (1)	Vacancies	Percent Vacancies (1)
Strategic/Central Staff	296	9.8	315	10.5	234	7.5
Criminal Justice Staff	137	9.9	167	11.3	139	8.7
Fieldwork Staff	962	9.7	1,103	10.3	1,237	10.0
Residential Staff: Services for Children	266	11.7	381	16.3	300	12.7
Residential Staff: Services for Adults	387	6.2	456	7.3	525	7.9
Day Care Staff: Services for Children	47	8.3	25	4.8	46	7.7
Day Care Staff: Services for Adults	245	6.4	336	8.5	297	7.4
Domiciliary	80	6.2	78	5.1	163	9.4
Total	2,420	8.5	2,861	9.6	2,940	9.1

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 (13%) and other qualified fieldwork staff (11%). Support staff accounted for 29% of all vacancies reported and social workers accounted for a further 21%.

**Vacancies in Scottish Social Work Services, 2001-2003
WTEs by Staff Group**

Table 10

Staff Group	2001		2002		2003	
	Vacancies	Percent Vacancies (1)	Vacancies	Percent Vacancies (1)	Vacancies	Percent Vacancies (1)
Senior Managers, etc	119	7.4	127	8.6	132	7.8
Social Workers	471	10.8	564	12.3	603	12.8
Other Qualified Fieldwork Staff	197	11.2	209	10.3	241	10.6
Social Work Assistants	76	6.5	114	8.2	111	6.7
Home Care Staff & Managers	41	6.0	43	5.6	72	8.2
Other Domiciliary Staff	24	5.5	17	3.2	43	8.1
Day Care - Managers & Qualified Care Staff	68	4.6	87	5.8	91	6.0
Day Care - Care Staff	135	7.2	173	8.9	142	7.3
Residential - Managers & Qualified Care Staff	350	8.0	432	10.1	395	8.7
Residential - Care Staff	155	5.6	212	7.3	245	8.2
Support Staff	783	9.7	883	10.5	865	8.9
Total	2,420	8.5	2,861	9.6	2,940	9.1

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. Staff Numbers by Age Group

8.1 The October 2003 staffing census also requested information on age of staff. Two councils were unable to supply information on age, and three more were unable to supply information for some staff. The data reported here excludes these councils/staff.

**Staff of Scottish Social Work Services, 2003
Numbers and Percent by Age Group**

Table 11

Age Group	Numbers of Staff	% of Staff
< 20	286	0.6%
20-24	1,447	3.1%
25-29	2,446	5.3%
30-34	4,179	9.0%
35-39	6,182	13.3%
40-44	7,656	16.5%
45-49	8,073	17.4%
50-54	7,578	16.3%
55-59	6,218	13.4%
60-64	2,273	4.9%
65 +	94	0.2%
Total	46,432	100.0%

8.2 Nearly 70% of social services staff were at least 40, with only 4% under 25 years of age. Looking at the percentage in the different age groups by type of activity/location (table 12), it can be seen that the strategic/central category has the highest proportion of staff under 25 (8%), while domiciliary staff have the highest percentage aged 40 or over (77%).

8.3 Table 13 shows the percentage in the different age groups by client. The highest percentage of staff under 25 work in management/administration (8%), while the lowest percentage work with people with mental health problems (2%). The highest percentage of staff aged 40 or more work with adults (not separately identified) (75%), while the lowest percentage work in generic provision (59%).

8.4 Table 14 looks at age in relation to staff groups. Support staff have the highest percentage under 25 (9%), and the lowest percentage aged 40 or over (60%). The staff group with the lowest percentage under 25 is senior managers (0.3%), while the highest percentage aged 40 or over are senior management and other domiciliary staff (both 84%).

Staff of Scottish Social Work Services, 2003
Activity/ Location by Age Group (Percent)

Table 12

Type of Activity/Location	<20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+
Strategic/Central Staff	1.7	6.4	7.5	11.0	13.3	15.9	17.0	15.5	9.1	2.5	0.0
Criminal Justice Staff	0.7	3.8	6.2	10.9	13.7	14.4	17.8	17.3	11.4	3.6	0.1
Fieldwork Staff	1.0	4.1	7.2	10.8	14.9	17.3	18.3	14.9	8.8	2.6	0.1
Residential Staff: Services for Children	0.1	3.3	6.2	10.6	16.8	20.3	17.8	12.6	9.3	3.1	0.0
Residential Staff: Services for Adults	0.4	3.1	4.9	8.8	12.7	15.8	16.9	17.0	15.0	5.2	0.1
Day Care Staff: Services for Children	0.1	5.0	10.5	13.4	15.3	17.1	15.1	12.3	8.2	2.8	0.1
Day Care Staff: Services for Adults	0.3	1.9	4.7	9.3	14.4	17.5	17.2	15.6	13.0	5.9	0.1
Domiciliary	0.3	1.9	3.2	6.6	11.4	15.6	17.0	18.1	18.3	7.2	0.4
Full-time secondments	0.0	0.0	12.5	4.2	16.7	29.2	12.5	20.8	4.2	0.0	0.0
Total	0.6	3.1	5.3	9.0	13.3	16.5	17.4	16.3	13.4	4.9	0.2

Staff of Scottish Social Work Services, 2003
Client by Age Group (Percent)

Table 13

Client Group	<20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+
Children	0.5	3.5	8.1	12.0	15.4	18.3	17.7	13.4	8.5	2.5	0.0
Adults (Community Care)	0.4	2.3	4.1	7.8	12.5	16.2	17.3	17.3	15.7	6.0	0.3
Older People ⁽²⁾	0.4	2.3	4.2	7.9	12.6	15.5	17.1	18.0	16.1	5.9	0.2
People with Physical Disabilities ⁽²⁾	0.7	1.8	6.5	11.8	13.6	16.2	17.6	14.3	11.8	5.5	0.2
People with Mental Health Problems ⁽²⁾	0.0	2.1	4.1	8.9	16.4	19.5	19.2	15.4	9.9	4.5	0.0
People with Learning Disabilities ⁽²⁾	0.3	3.3	5.7	10.6	14.4	17.8	16.8	14.4	11.8	4.8	0.1
Adults (not separately identified) ⁽³⁾	0.4	2.1	3.7	7.1	12.0	16.1	17.5	17.9	16.5	6.4	0.4
Offenders	0.7	3.8	6.2	10.9	13.7	14.4	17.8	17.3	11.4	3.6	0.1
Generic Provision	1.8	5.6	7.3	10.6	15.4	16.6	17.4	13.8	8.7	2.7	0.0
Management/Admin	1.7	6.3	7.5	10.9	13.3	16.1	17.0	15.5	9.1	2.5	0.0
Total	0.6	3.1	5.3	9.0	13.3	16.5	17.4	16.3	13.4	4.9	0.2

Table 14
Staff of Scottish Social Work Services, 2003
Staff Group by Age Group (Percent)

Staff Group	<20	20-24	25-29	30-34	35-39	40-44	45-49	50-54	55-59	60-64	65+
Senior Managers, etc	0.0	0.3	1.3	4.5	10.5	18.2	27.5	25.4	10.5	1.8	0.0
Social Workers	0.0	1.2	6.1	11.2	14.1	17.1	20.6	17.4	9.6	2.5	0.1
Other Qualified Fieldwork Staff	0.0	2.3	6.8	11.5	17.1	19.5	17.3	13.4	9.7	2.3	0.0
Social Work Assistants	0.2	1.7	6.6	11.8	17.2	17.7	18.2	14.3	9.0	3.3	0.1
Home Care Staff & Managers	0.3	1.8	3.0	6.7	11.5	15.6	17.1	18.0	18.2	7.3	0.4
Other Domiciliary Staff	0.0	0.9	2.3	3.7	9.4	14.3	16.1	23.2	22.5	7.2	0.5
Day Care - Managers & Qualified Care Staff	0.1	3.1	7.4	11.6	15.9	19.4	16.5	14.4	8.4	3.1	0.1
Day Care - Care Staff	0.2	2.1	5.6	10.4	15.5	18.1	18.1	15.1	11.1	3.7	0.1
Residential - Managers & Qualified Care Staff	0.1	2.5	5.1	9.5	15.0	18.3	17.9	15.5	12.3	3.6	0.1
Residential - Care Staff	0.5	4.3	6.1	10.5	13.4	16.2	16.7	15.2	12.5	4.5	0.1
Support Staff	2.1	6.8	7.6	10.0	13.1	14.9	14.8	14.0	11.7	4.9	0.1
Secondments	0.0	0.0	12.5	4.2	16.7	29.2	12.5	20.8	4.2	0.0	0.0
Total	0.6	3.1	5.3	9.0	13.3	16.5	17.4	16.3	13.4	4.9	0.2

Staff of Scottish Local Authority Social Work Services, 2003

ANNEX

Type of post

Full Time	Part Time		WTE	Total	Number of persons		Number of vacancies
	Number	WTE			Male	Female	

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)
- 1.10 Total**

123	4	2	125	127	83	44	3
172	12	7	179	184	81	103	18
200	19	10	210	219	87	132	20
226	38	22	248	264	73	191	28
10	0	0	10	10	4	6	0
137	37	19	156	174	60	114	13
303	68	36	339	371	63	308	23
247	53	30	277	300	58	242	20
1,184	300	157	1,341	1,484	332	1,152	109
2,602	531	283	2,885	3,133	841	2,292	234

2. Fieldwork Staff

- 2.01 Area Managers

37	0	0	37	37	27	10	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 Social Work Assistants
- 2.09 Support Services (including Admin/Clerical)
- 2.10 Total**

77	2	1	78	79	37	42	1
187	15	8	195	202	74	128	22
301	43	24	325	344	99	245	34
1,310	351	197	1,507	1,661	319	1,342	297
7	5	3	10	12	2	10	2
293	46	27	320	339	90	249	51
414	109	54	468	523	69	454	35
683	294	155	838	977	83	894	74
3,272	865	468	3,740	4,137	773	3,364	514

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 Social Work Assistants
- 2.18 Support Services (including Admin/Clerical)
- 2.19 Total**

72	3	2	74	75	28	47	4
202	9	5	207	211	71	140	22
185	31	18	203	216	61	155	27
893	285	158	1,051	1,178	275	903	136
262	101	54	316	363	65	298	42
331	75	43	374	406	100	306	43
459	171	85	544	630	106	524	30
690	293	136	826	983	166	817	103
3,094	968	499	3,593	4,062	872	3,190	408

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

2c. Fieldwork Staff - Services for Offenders

2.20 Service Managers	26	1	0	0	26	27	17	10	2
2.21 Team Leaders/Managers	66	1	1	1	67	67	40	27	5
2.22 Senior Social Workers	77	6	3	3	80	83	39	44	7
2.23 Main Grade Social Workers	540	81	45	45	585	621	220	401	60
2.24 Community Service Staff	151	103	68	68	219	254	201	53	9
2.25 Supervised Attendance Staff	33	18	10	10	43	51	34	17	2
2.26 Social Work Assistants	57	9	5	5	62	66	12	54	21
2.27 Support Services (including Admin/Clerical)	304	82	42	42	346	386	38	348	29
2.28 Total	1,254	301	175	175	1,429	1,555	601	954	135

2d. Fieldwork Staff - Generic Provision

2.29 Team Leaders/Managers	103	10	5	5	108	113	47	66	8
2.30 Senior Social Workers	80	14	8	8	88	94	26	68	12
2.31 Main Grade Social Workers	199	115	63	63	262	314	68	246	31
2.32 Welfare Rights Officers	195	30	15	15	210	225	79	146	15
2.33 Senior Occupational Therapists	48	12	7	7	55	60	3	57	2
2.34 Occupational Therapists	271	197	109	109	380	468	29	439	40
2.35 Other Qualified Fieldwork Staff	106	23	12	12	118	129	33	96	35
2.36 Social Work Assistants	174	89	55	55	229	263	53	210	17
2.37 Occupational Therapy Assistants	194	82	43	43	237	276	40	236	8
2.38 Support Services (including Admin/Clerical)	1,796	596	309	309	2,105	2,392	523	1,869	148
2.39 Total	3,166	1,168	627	627	3,793	4,334	901	3,433	315

SECTION A: STRATEGIC/CENTRAL & FIELDWORK STAFF

2.40 SECTION A TOTAL	13,425	3,833	2,052	2,052	15,477	17,258	4,015	13,243	1,605
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Type of post	Full Time		Part Time		WTE	Total		Number of persons		Vacancies Estimated number WTE
	a	b	c	a+c		a+b	Male	Female		
					Number				WTE	persons

SECTION B: DAY CARE & DOMICILIARY STAFF

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

3.01 Unit Managers	34	1	1	35	35	5	30	4
3.02 Assistant Unit Managers	26	8	5	31	34	2	32	1
3.03 Other Qualified Care Staff	224	103	47	271	327	25	302	15
3.04 Care Staff	75	45	26	101	120	8	112	10
3.05 Support Services (including Admin/Clerical)	40	42	23	63	82	4	78	11
3.06 Ancillary Staff	16	60	35	51	76	21	55	5
3.07 Total	415	259	137	552	674	65	609	46

3b. Day Care Staff - Services for Older People

3.08 Unit Managers	41	12	8	49	53	6	47	3
3.09 Assistant Unit Managers	20	3	2	22	23	2	21	7
3.10 Other Qualified Care Staff	46	34	24	70	80	9	71	6
3.11 Care Staff	322	336	201	523	658	79	579	51
3.12 Support Services (including Admin/Clerical)	22	46	25	47	68	4	64	10
3.13 Ancillary Staff	48	148	85	133	196	64	132	17
3.14 Total	499	579	344	843	1,078	164	914	95

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

3.15 Unit Managers	12	2	1	13	14	6	8	2
3.16 Assistant Unit Managers	3	1	0	3	4	1	3	2
3.17 Other Qualified Care Staff	26	4	3	29	30	11	19	2
3.18 Care Staff	37	11	6	43	48	16	32	1
3.19 Support Services (including Admin/Clerical)	21	11	6	27	32	8	24	3
3.20 Ancillary Staff	4	9	3	7	13	6	7	2
3.21 Total	103	38	19	122	141	48	93	12

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

3d. Day Care Staff - Services for People with Learning Disabilities

3.22 Unit Managers	93	19	13		106	112	54	58	11
3.23 Assistant Unit Managers	119	15	12		131	134	39	95	8
3.24 Other Qualified Care Staff	458	139	87		545	597	200	397	19
3.25 Care Staff	778	440	275		1,053	1,218	323	895	67
3.26 Support Services (including Admin/Clerical)	101	88	50		151	189	23	166	17
3.27 Ancillary Staff	154	446	249		403	600	207	393	28
3.28 Total	1,703	1,147	686		2,389	2,850	846	2,004	149

3e. Day Care Staff - Services for People with Physical Disabilities

3.29 Unit Managers	20	6	3		23	26	10	16	0
3.30 Assistant Unit Managers	13	8	4		17	21	5	16	3
3.31 Other Qualified Care Staff	68	26	15		83	94	27	67	8
3.32 Care Staff	54	45	26		80	99	29	70	13
3.33 Support Services (including Admin/Clerical)	40	30	16		56	70	20	50	8
3.34 Ancillary Staff	46	58	33		79	104	56	48	9
3.35 Total	241	173	97		338	414	147	267	40

3f. Domiciliary Staff

3.36 Home Care Managers	86	10	7		93	96	10	86	7
3.37 Assistant Home Care Managers/Supervisors	586	183	128		714	769	39	730	65
3.38 Home Care Staff: Generic	830	12,204	7,177		8,007	13,034	456	12,578	150
3.39 Home Care Staff: Personal Care only	198	2,074	1,384		1,582	2,272	49	2,223	71
3.40 Home Care Staff: Domestic Care only	10	524	271		281	534	4	530	28
3.41 Sheltered Housing Wardens	202	120	55		257	322	32	290	32
3.42 Community Alarms Staff	100	179	128		228	279	54	225	11
3.43 Respite Staff	0	6	3		3	6	0	6	0
3.44 Support Services (including Admin/Clerical)	204	142	76		280	346	44	302	48
3.45 Total	2,216	15,442	9,231		11,447	17,658	688	16,970	412

SECTION B: DAY CARE & DOMICILIARY STAFF

3.46 SECTION B TOTAL	5,177	17,638	10,512		15,689	22,815	1,958	20,857	755
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Type of post	Full Time		Part Time		Total		Number of persons		Vacancies Estimated number WTE
	a	b	c	WTE	WTE	a+b	Male	Female	

SECTION C: RESIDENTIAL STAFF

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

4.01 Unit Managers	124	3	2	126	127	54	73	10
4.02 Assistant Unit Managers	97	6	4	101	103	51	52	38
4.03 Residential Resource Worker	137	53	32	169	190	51	139	44
4.04 Other Qualified Care Staff	777	296	212	989	1,073	395	678	105
4.05 Care Staff	381	170	103	484	551	159	392	44
4.06 Support Services (including Admin/Clerical)	33	60	29	62	93	7	86	12
4.07 Ancillary Staff	58	106	65	123	164	29	135	47
4.08 Total	1,607	694	446	2,053	2,301	746	1,555	300

4b. Residential Staff - Services for Older People

4.09 Unit Managers	167	12	9	176	179	31	148	9
4.10 Assistant Unit Managers	236	22	13	249	258	41	217	26
4.11 Residential Resource Worker	5	3	2	7	8	0	8	0
4.12 Other Qualified Care Staff	793	1,029	732	1,525	1,822	172	1,650	89
4.13 Care Staff	733	1,634	1,094	1,827	2,367	171	2,196	143
4.14 Support Services (including Admin/Clerical)	45	85	46	91	130	6	124	10
4.15 Ancillary Staff	420	764	473	893	1,184	185	999	97
4.16 Total	2,399	3,549	2,369	4,768	5,948	606	5,342	374

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

4.17 Unit Managers	4	0	0	4	4	1	3	3
4.18 Assistant Unit Managers	18	3	2	20	21	6	15	6
4.19 Residential Resource Worker	0	0	0	0	0	0	0	0
4.20 Other Qualified Care Staff	17	5	3	20	22	7	15	2
4.21 Care Staff	7	11	8	15	18	0	18	11
4.22 Support Services (including Admin/Clerical)	1	4	2	3	5	0	5	0
4.23 Ancillary Staff	26	55	32	58	81	17	64	4
4.24 Total	73	78	46	119	151	31	120	27

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

4d. Residential Staff - Services for People with Learning Disabilities

4.25 Unit Managers	68	8	5	73	76	22	54	3
4.26 Assistant Unit Managers	141	59	39	180	200	43	157	18
4.27 Residential Resource Worker	32	35	22	54	67	15	52	2
4.28 Other Qualified Care Staff	276	273	164	440	549	138	411	37
4.29 Care Staff	172	383	252	424	555	121	434	45
4.30 Support Services (including Admin/Clerical)	13	18	8	21	31	4	27	1
4.31 Ancillary Staff	19	56	31	50	75	12	63	16
4.32 Total	721	832	522	1,243	1,553	355	1,198	122

4e. Residential Staff - Services for People with Physical Disabilities

4.33 Unit Managers	0	0	0	0	0	0	0	0
4.34 Assistant Unit Managers	4	0	0	4	4	0	4	0
4.35 Residential Resource Worker	0	0	0	0	0	0	0	0
4.36 Other Qualified Care Staff	10	6	4	14	16	4	12	1
4.37 Care Staff	0	15	10	10	15	0	15	1
4.38 Support Services (including Admin/Clerical)	0	1	0	0	1	0	1	0
4.39 Ancillary Staff	0	0	0	0	0	0	0	0
4.40 Total	14	22	14	28	36	4	32	2

4f. Residential Staff - Services for Offenders

4.41 Unit Managers	3	0	0	3	3	2	1	0
4.415 Assistant Unit Managers	1	0	0	1	1	0	1	2
4.42 Qualified Care Staff	13	6	3	16	19	8	11	0
4.43 Care Staff	0	1	1	1	1	1	0	0
4.44 Support Services (including Admin/Clerical)	0	1	1	1	1	0	1	0
4.45 Ancillary Staff	1	2	1	2	3	1	2	1
4.46 Total	18	10	6	24	28	12	16	4

SECTION C: RESIDENTIAL STAFF

4.47 SECTION C TOTAL	4,832	5,185	3,402	8,234	10,017	1,754	8,263	829
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Type of post	Full Time		Part Time		Total		Number of persons		Vacancies Estimated number WTE
	a	b	WTE	c	WTE	a+c	persons		
							Male	Female	
GRAND TOTAL (Active Complement)									
5.01 SECTION A TOTAL	13,425	3,833	2,052		15,477	17,258	4,015	13,243	1,605
5.02 SECTION B TOTAL	5,177	17,638	10,512		15,689	22,815	1,958	20,857	755
5.03 SECTION C TOTAL	4,832	5,185	3,402		8,234	10,017	1,754	8,263	829
5.04 GRAND TOTAL (Active Complement)	23,434	26,656	15,967		39,401	50,090	7,727	42,363	3,189

Type of post	Full Time		Part Time		Total		Number of persons		Vacancies Estimated number WTE
	a	b	WTE	c	WTE	a+c	persons		
							Male	Female	
GRAND TOTAL (Inactive Complement)									
6.01 Full time secondments to Scottish Executive	4	0	0		4	4	1	3	
6.02 Full time secondments to Health Boards	3	0	0		3	3	0	3	
6.03 Full time secondments to Other Councils	1	1	1		2	2	0	2	
6.04 Full time secondments to elsewhere in same Council	16	0	0		16	16	6	10	
6.05 Full time secondments: Other (including training)	4	0	0		4	4	2	2	
6.06 GRAND TOTAL (Inactive Complement)	23,462	26,657	15,967		39,429	50,119	7,736	42,383	

9. Notes and Definitions

Method of Collection

9.1 Each local authority is asked to submit an annual census form detailing the staff employed by its social work/social services department, whether free-standing or part of a larger department. The census date is the first Monday in October. Details on terms of employment, grade, type of activity/location, gender of staff, age of staff, and number of vacancies were collected in 2003. Information on age was incomplete.

Organisation of Social Work Services

9.2 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

9.3 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. (These revisions were made in the 2002 bulletin.)

Changes Over Time

9.4 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.

9.5 Aberdeenshire reported that while total WTEs for 2003 are accurate, the classification of staff may not be as robust as in previous years.

Whole Time Equivalent (WTE)

9.6 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.

9.7 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

9.8 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 6 October 2003, were on full time secondment for professional training or to the Scottish Executive, Health Boards or other organisations.

Staff Groups

9.9 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

Additional Analyses

9.10 Additional analyses are available on request.

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