Local authority children and family social work workforce data collection: Aggregate level return

Year ending 30 September 2016

September 2016

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Introduction

Returning data

Please send your completed return via email to the following address by 25 November 2016: ProgrammeOffice.CSAR@education.gsi.gov.uk

Aggregated returns do not need to be password protected.

Local authorities have the option to return individual level data (on a voluntary basis) this year. Details of this can be found in individual level guidance that is published alongside this document. Please note if you choose to return the individual worker level return, you do not also need to complete the aggregate form. If you have any queries on this please contact: ProgrammeOffice.CSAR@education.gsi.gov.uk

Data items

This return is statutory. The following data items must be returned for 2015-16 (year ending 30 September 2016):

- Total number of child and family social workers

- Breakdown of social workers by role

- Cases held:
    - Number of cases held
    - Number of cases held by front-line social workers
        - number of front-line social workers and
        - number of agency front-line social workers covering these cases

- Age of child and family social workers

- Time in service at LA of child and family social workers

- Number of vacancies (including those covered by agency workers)

- Vacancy rate (calculated automatically)

- Total number of starters

- Origin of starters

- Age of starters

- Total number of leavers

- Time in service at LA of leavers

- Destination of leavers

- Age of leavers

- Turnover rate (calculated automatically)

- Number of days of work missed due to sickness absence in previous 12 months

- Absence rate (calculated automatically)

- Total number of agency workers

- Number of agency workers covering vacancies

- Agency worker rate (calculated automatically)

Definition of a child and family social worker

For the purposes of this collection, a child and family social worker should be defined as:

"A social worker who is registered with HCPC, working in a local authority in a children's services department or (if working in an authority where the services are joined up) working primarily on children and families work."

Include all child and family social workers regardless of their position in the organisation, excluding Heads of Children's Services and those seconded out from your local authority.

Include for all areas of child and family social work, those who are:

- Maternity/Paternity leave

- Other paid absence, such as, compassionate leave, annual leave

- Paid absence for public duties, such as, jury duty

- Seconded into your local authority

- Sick leave

- Training

- Unauthorised absence

- Unpaid, authorised absence, for example, sabbatical

Include child and family social workers working in all aspects of child and family social work.

Therefore, for the purpose of this collection, the following job roles should be included:

- Senior Manager (for example, Area Director);

- Middle Manager (for example, Service Manager, Principal Social Worker);

- First Line Manager (for example, Team Manager);

- Senior Practitioner (working in a local authority in a children's services department as a team leader or supervising social worker, Senior social worker);

- Case Holder (a social worker that manages cases; the definition of case can be found below); and

- Qualified without cases (for example social workers in fostering and adoption roles, Independent Reviewing Officer (IRO), Young Custody worker, Family Support).

If Assessed and Supported Year in Employment (ASYE) are case holders, they should be counted as "Case Holder"; if they do not hold any cases they should be counted as "Qualified without cases".

- Do not include agency workers in Sections A, B and C. Information on agency workers is asked for separately in section D, except that: Information on cases held by front-line social workers including agency front-line social workers and agency front-line social workers holding these cases is collected in section AA.

- Information on vacancies, including vacancies covered by agency workers is collected in section A2.

Include Youth Offender Service workers, Independent Reviewing Officers and Chairs of Child Protection Conferences if they fit the definition of a social worker above and are employed by your local authority, even if employed outside of your children's services department.

Definition of front-line social worker

A front-line social worker is a social worker that is registered with HCPC, working in a local authority in a children's services department or, if services are configured in a different way, a social worker that works directly with children and families.

Front-line workers usually will not have management responsibility.

Definition of a case (section AA)

For the purposes of this collection, a case is defined as an individual <u>child</u> allocated to a social worker.

Include all cases held by your Local Authority, including cases held by agency workers.

<u>Where more than one social worker is assigned to a case, only count the case against the allocated social worker (the social worker with main responsibility for the case) as at 30 September 2016.</u>

General guidance

The data return form includes two sheets:

- The 'Workforce form 2016' sheet is where the data should be entered, but also includes some validation checks on the data that has been entered. Please complete and review this section before moving on to the 'General validation' sheet.

- The 'General validation' sheet is where additional validation on the data that has been entered should take place. Please complete and review this section before submitting the form.

Further general guidance on the 'Workforce form 2016' sheet is as follows:

- Please record your three-digit LA code in cell F21(see Annex for list of LA codes).

- All information should be recorded for both full-time equivalent (FTE) and headcount numbers except:

  - the number of cases held and the number of cases held by front-line social workers where we ask for headcount numbers only.

  - the number of vacancies and the number of days missed due to sickness absence where we ask for FTE numbers only.

- Please do not leave cells blank, unless data is not available:

  - If data are zero, please insert zero in the relevant data cell.

  - If data are not available, please leave blank and provide an explanation in the comments box at the bottom of the form confirming the reason why these data are not available.

- Provide any information relevant to your return in the comments section at the bottom of the sheet, especially where any of the validation checks (V1-V5) have been activated.

Further general guidance on the 'General validation' sheet is as follows:

- Provide any information relevant to your return in the comment section next to the relevant validation check (V6-V10), especially where any of these have been activated.

Section A: Child and family Social Workers and Vacancies

The data items in this section relate to snapshot counts <u>as at 30 September 2016</u>.

Record information for both full-time equivalent (FTE) and headcount totals, as requested.

Variable code	Data item	Notes on data item
A1	**Total number of child and family social workers**	Record the number of child and family social workers employed directly by your local authority using the definition on page 4. Do not include agency workers in this count. The number of agency workers is asked for in section D. Do not include Heads of Children's Services and those seconded out from your local authority
A1a to A1f	**Number of child and family social workers by role**	Breakdown the total number of child and family social workers into the following six roles: Senior Manager; Senior Practitioner; Middle Manager; First Line Manager; Case Holder; and Qualified without cases. Do not include agency workers in this count. The number of agency workers is asked for in section D. Do not include Heads of Children's Services and those seconded out from your local authority
A1aa to A1ae	**Age of child and family social workers**	Record the number of child and family social workers in each age band, age as at 30 September 2016. Include any social workers under the age of 20 in the "20-29 years old" band.
A1ba to A1bf	**Time of service at LA**	Record the number of social workers who have worked at your LA as a child and family social worker for each of the time bands. If a social worker had previously worked at your local authority with a non-child and family social worker role, only include the time since becoming a child and family social worker.

Variable code	Data item	Notes on data item
		Where a social worker took a career break or moved to a different role within or outside of your authority (and then returned), only include time since returning.
A2	**Number of vacancies (including those covered by agency workers)**	Information on vacancies is only required for FTEs. Record the number of child and family social worker vacancies in your local authority, including those covered by agency workers.
A3	**Vacancy Rate**	This is an automated cell calculated by: = 100 x Number of FTE vacancies / (Total number of FTE child and family social workers + Number of FTE vacancies).

Section AA: Number of cases held

The data items in this section relate to snapshot counts <u>as at 30 September 2016</u>.

Record information for both full-time equivalent (FTE) and headcount totals, as requested.

Variable code	Data item	Notes on data item
AA1	**Total number of cases held**	Record the number of cases held by your local authority. A case is defined as an individual child assigned to a social worker. Include cases held by agency workers in this count. Information on cases is required on a headcount basis only.
AA2	**Number of cases held by front-line social workers**	Record the number of cases held by front-line social workers. Include those held by agency workers. Information on cases is required on a headcount basis only.
AA2a	**Number of front-line social workers holding these cases**	Record the number of front-line child and family social workers holding the cases recorded at AA1 above. Where more than one social worker is assigned to a case, only count the allocated social worker as at 30 September 2016.
AA2b	**Number of agency front-line social workers holding these cases**	Record the number of agency front-line social workers holding the cases recorded at AA1 above. Where more than one social worker is assigned to a case, only count the allocated social worker as at 30 September 2016.

Section B: Turnover

The data items in this section relate to the number of child and family social workers starting at or leaving your local authority during year ending 30 September 2016.

Record information for both full-time equivalents (FTE) and headcount totals.

Variable code	Data item	Notes on data item
B1	**Total number of starters**	Record the number of new people joining a vacant child and family social worker post between 1 October 2015 and 30 September 2016.
		Include social workers who have previously worked in your authority but in a different role. If a social worker had previously worked at your local authority in a non-child and family social worker role, provide the date when they became a child and family social worker.
		Where a social worker took a career break or moved to a different role within or outside of your authority (and then returned), provide the date when they have returned.
		A move or promotion from one child and family social work position to another child and family social work position should not be counted as a starter. Where a social worker increases their FTE working hours, include the difference in the FTE column. The relevant origin of starter variable would then be "Change in working pattern". The headcount column should remain unchanged.
		Do not include child and family social workers returning from maternity or sick leave
B1ba	**Origin of starters** **NQSWs …**	Record the number of Newly Qualified Social Workers (NQSWs).
B1baa	**… of which undergraduate**	Record the number of NQSWs trained at undergraduate level.

Variable code	Data item	Notes on data item
B1bab	… of which postgraduate	Record the number of NQSWs trained at postgraduate level (not including Step Up to Social Work).
B1bac	… of which Step Up to Social Work	Record the number of NQSWs trained via Step Up to Social Work.
B1bb	Social worker role in different LA in England	Record the number of starters arriving from a previous role as a child and family social worker in another local authority in England.
B1bba	Social worker role outside England	Record the number of starters arriving from a previous role as a child and family social worker from outside England.
B1bc	Agency or consultancy social work (in England)	Record the number of starters arriving from a previous role as a child and family agency worker or consultant in England.
B1bd	Other social work role non LA (in England)	Record the number of starters from a previous non-LA social work role other than agency or consultancy work. For example, employment as a social worker in a charity.
B1be	Other social care role LA/non LA (in England)	Record the number of starters from a previous social care role in England (either LA or non-LA) but not a child and family social worker.
B1bf	Non-social care role / any other role outside England / no employment / career break	Record the number of starters from a non-social care role / any other role outside England / no employment / career break.
B1bg	Change in working pattern	Record the difference in FTE hours for child and family social workers who have increased their working hours. The headcount column

Variable code	Data item	Notes on data item
		for this variable should remain blank.
B1bh	**Other**	Record any starters with an origin not listed above. If possible, note their origin in the comments box.
B1bi	**Not known**	Record the number of starters whose origin is unknown.
B1bj	**Not yet collected**	Please select this option to indicate that you do not currently collect this information within the local authority.
B1ca to B1ce	**Age of starters**	Record the number of starters in each age band, age as at 30 September 2016. Include any social workers under the age of 20 in the "20-29 years old" band.

Variable code	Data item	Notes on data item
B2	Total number of leavers	Record the number of people leaving a child and family social worker post at your LA between 1 October 2015 and 30 September 2016. Include social workers who are staying in your authority but moving to a non-child and family role, for example moving to adult social care. Include social workers who have begun a career break. Do not include social workers who have started maternity or sick leave. A move or promotion from one child and family social work position to another child and family social work position should not be counted as a leaver. Where a social worker decreases their FTE working hours, include the difference in the FTE column. The relevant destination of leaver variable would then be "Change of working pattern". The headcount column should remain unchanged.
B2aa to B2af	Time in service at LA	Record length of time the social workers recorded in B2 have worked at your LA as a child and family social worker for each of the time bands. If a social worker had previously worked at your local authority with a non-child and family social worker role, only include the time since becoming a child and family social worker. Where a social worker took a career break or moved to a different job within or outside of your authority (and then returned), only include time since returning.
	Destination of leavers	
B2ba	Social worker role in different LA in	Record the number of leavers who moved to a role as a child and family social worker in

Variable code	Data item	Notes on data item
	England	another LA in England.
B2baa	**Social worker role outside England**	Record the number of leavers who moved to a role as a child and family social worker outside England.
B2bb	**Agency or consultancy social work (in England)**	Record the number of leavers who moved to a role as a child and family agency worker or into consultancy in England.
B2bc	**Other social work role non LA (in England)**	Record the number of leavers who moved to a non-LA social work role other than agency or consultancy work. For example, employment as a social worker in a charity.
B2bd	**Other social care role LA/non LA (in England)**	Record the number of leavers who moved to a social care role in England (either LA or non-LA) but not as a child and family social worker.
B2be	**Non-social care role / no employment / redundancy / career break/ any other role outside England / left England**	Record the number of leavers who moved to a non-social care role / no employment / redundancy / career break/ any other role outside England / left England.
B2bf	**Retirement**	Record the number of leavers who retired.
B2bg	**Deceased**	Record the number of leavers who are deceased.
B2bh	**Change in working pattern**	Record the difference in FTE hours for child and family social workers who have decreased their working hours. The headcount column for this variable should remain blank.

Variable code	Data item	Notes on data item
B2bi	**Other**	Record any leavers with a destination not listed above. If possible, note their destination in the comments box.
B2bj	**Not known**	Record the number of leavers whose destination is unknown.
B2bk	**Not yet collected**	Please select this option to indicate that you do not currently collect this information within the local authority.
B2ca to B2ce	**Age of leavers**	Record the number of leavers in each age band, age at 30 September 2016. Include any social workers under the age of 20 in the "20-29 years old" band.
B3	**Turnover Rate**	This is an automated cell calculated by: = 100 x Total number of leavers / Total number of child and family social workers.

Section C: Sickness Absence

The data items in this section relate to the number of days missed due to sickness absence <u>during the year ending 30 September 2016</u>.

Variable code	Data item	Notes on data item
C1	**Number of days of work missed due to sickness absence in previous 12 months.**	Record the number of days of work missed due to sickness (for workers recorded in your number of child and family social workers). FOR EXAMPLE: if a social worker normally works 0.8 FTE comprising of full days on Monday to Wednesday and half days on Thursday and Friday and is absent on Thursday, this should be recorded as 0.5 days; while if the absence was on a Monday this should be recorded as 1 day. If a social worker normally works 0.8 days on Monday to Wednesday and 0.6 days on Thursday and Friday and is absent on a Tuesday, this should be recorded as 0.8 days; while if the absence was on a Friday this should be recorded as 0.6 days.
C2	**Absence Rate**	This is an automated cell calculated by: = 100 x Number of days missed due to sickness absence / (Number of child and family social workers [FTE] x 253) where 253 is the number of working days in a year taking account of bank holidays.

Section D: Agency Workers

The data items in this section relate to snapshot counts <u>as at 30 September 2016</u>.

Record information for both full-time equivalents (FTE) and headcount totals.

Variable code	Data item	Notes on data item
D1	**Total number of agency workers …**	Record the number of agency workers working as child and family social workers in your authority.
D1a	**… of which covering vacancies**	Record the number of agency workers recorded in D1 covering vacancies recorded in A2.
D2	**Agency Worker Rate**	This is an automated cell calculated by: = 100 x Total number of agency workers / (Total number of child and family social workers + Total number of agency workers).

Validation checks

The data return form includes two sheets:

- The 'Workforce form 2016' sheet is where the data should be entered, but also includes some validation checks on the data that has been entered. Please complete and review this section before moving on to the 'General validation' sheet.

- The 'General validation' sheet is where additional validation on the data that has been entered should take place. Please complete and review this section before submitting the form.

A number of validation checks have been included on the form:

Code	Description of validation check
V1	Only numbers should be entered in the FTE columns, an error will appear if character values are input.
V2	An error will appear if decimal places have been provided in the headcount column. Only whole numbers should be entered.
V3	An error message will appear if the figure provided in the FTE column is greater than the headcount.
V4	An error message will appear if the sum over the breakdown in the FTE column does not equal the relevant total. There is an equivalent validation check for the headcount figures.
V5	An error message will appear if entries have not been provided for any of the variables within the workforce form. An entry should be included in each field before submitting. Please do not leave cells blank, unless data is not available: - If data are zero, please insert zero in the relevant data cell. - If data are not available, please leave blank and provide an explanation in the comments box at the bottom of the form confirming the reason why these data are not available.
V6	An error message will appear in the relevant row if your rate appears high or low (based on the 2014-15 upper and lower quartiles). • Vacancy rate • Turnover rate • Absence rate • Agency worker rate

Code	Description of validation check
V7	An error message will appear if the FTE number of agency workers covering vacancies is greater than FTE number of agency workers
V8	As V6 but for headcount figures.
V9	An error will appear if the FTE number of agency workers covering vacancies is greater than FTE number of vacancies.
V10	<u>Checks against previous published statistics</u> After the validation checks there are some checks between the numbers entered on the form and the previous years published statistics. The following figures are included (both for FTE and headcount): • Number of social workers • Number of starters • Number of leavers • Number of agency workers The following comparisons are just for FTE: • Number of vacancies • Number of days missed due to sickness absence

Annex - LA Codes

LA name	Code	LA name	Code	LA name	Code
Barking and Dagenham	301	Harrow	310	Richmond Upon Thames	318
Barnet	302	Hartlepool	805	Rochdale	354
Barnsley	370	Havering	311	Rotherham	372
Bath and North East Somerset	800	Herefordshire	884	Rutland	857
Bedford Borough	822	Hertfordshire	919	Salford	355
Bexley	303	Hillingdon	312	Sandwell	333
Birmingham	330	Hounslow	313	Sefton	343
Blackburn with Darwen	889	Isle Of Wight	921	Sheffield	373
Blackpool	890	Isles Of Scilly	420	Shropshire	893
Bolton	350	Islington	206	Slough	871
Bournemouth	837	Kensington and Chelsea	207	Solihull	334
Bracknell Forest	867	Kent	886	Somerset	933
Bradford	380	Kingston Upon Hull, City of	810	South Gloucestershire	803
Brent	304	Kingston Upon Thames	314	South Tyneside	393
Brighton and Hove	846	Kirklees	382	Southampton	852
Bristol, City of	801	Knowsley	340	Southend-on-Sea	882
Bromley	305	Lambeth	208	Southwark	210
Buckinghamshire	825	Lancashire	888	St Helens	342
Bury	351	Leeds	383	Staffordshire	860
Calderdale	381	Leicester	856	Stockport	356
Cambridgeshire	873	Leicestershire	855	Stockton-On-Tees	808
Camden	202	Lewisham	209	Stoke-On-Trent	861
Central Bedfordshire	823	Lincolnshire	925	Suffolk	935
Cheshire East	895	Liverpool	341	Sunderland	394
Cheshire West and Chester	896	Luton	821	Surrey	936
City Of London	201	Manchester	352	Sutton	319
Cornwall	908	Medway Towns	887	Swindon	866
Coventry	331	Merton	315	Tameside	357
Croydon	306	Middlesbrough	806	Telford and Wrekin	894
Cumbria	909	Milton Keynes	826	Thurrock	883
Darlington	841	Newcastle Upon Tyne	391	Torbay	880
Derby	831	Newham	316	Tower Hamlets	211
Derbyshire	830	Norfolk	926	Trafford	358
Devon	878	North East Lincolnshire	812	Wakefield	384
Doncaster	371	North Lincolnshire	813	Walsall	335
Dorset	835	North Somerset	802	Waltham Forest	320
Dudley	332	North Tyneside	392	Wandsworth	212
Durham	840	North Yorkshire	815	Warrington	877
Ealing	307	Northamptonshire	928	Warwickshire	937
East Riding of Yorkshire	811	Northumberland	929	West Berkshire	869
East Sussex	845	Nottingham	892	West Sussex	938
Enfield	308	Nottinghamshire	891	Westminster	213
Essex	881	Oldham	353	Wigan	359
Gateshead	390	Oxfordshire	931	Wiltshire	865
Gloucestershire	916	Peterborough	874	Windsor and Maidenhead	868
Greenwich	203	Plymouth	879	Wirral	344
Hackney	204	Poole	836	Wokingham	872
Halton	876	Portsmouth	851	Wolverhampton	336
Hammersmith and Fulham	205	Reading	870	Worcestershire	885
Hampshire	850	Redbridge	317	York	816
Haringey	309	Redcar and Cleveland	807		

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Reference: DFE-00227-2016

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