



Department
for Education

Local authority children's social work workforce data collection

Year ending 30 September 2014

September 2014

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Introduction

Returning data

Please send your completed return via email to the following address by 28 November 2014: ProgrammeOffice.CSDS@education.gsi.gov.uk

Returns do not need to be password protected.

Statutory variables

This return is statutory. The following variables must be returned:

- Total number of social workers
- Number of vacancies (including those covered by agency workers)
- Vacancy rate
- Total number of starters
- Total number of leavers
- Turnover rate
- Number of days of work missed due to sickness absence in previous 12 months
- Absence rate
- Total number of agency workers
- Agency worker rate

New voluntary variables for 2013-14

New variables have been added to the 2013-14 (year ending 30 September 2014) form to be collected on a voluntary basis. These are:

- Number of children's social workers in your local authority of which with direct case management or over sight
- Age of children's social workers
- Time in service at LA of children's social workers
- Origin of starters
- Time in service at LA of leavers
- Destination of leavers
- Number of agency workers covering vacancies

These are highlighted throughout the guidance in blue.

We have agreed with the Star Chamber Board to collect “Number of children's social workers in your local authority of which with direct case management or over sight”, “Age of children’s social workers”, “Time in service at LA of children’s social workers” and “Number of agency workers covering vacancies” on a statutory basis in 2014-15 (to be collected at end November 2015). We are likely to request all the above variables on a statutory basis in 2015-16.

We welcome feedback on these proposals via the email address above.

Definition of a children’s social worker

For the purposes of this collection, a children’s social worker should be defined as:

“A social worker that 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) a social worker that works exclusively on children and families work.”

Include all children’s social workers regardless of their position in the organisation.

However, exclude Heads of Service.

Do not include agency workers. Information on agency workers is asked for separately in section D.

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.

Include those on maternity or sick leave.

General guidance

All information should be recorded for both full-time equivalent (FTE) and headcount totals except section C where we ask for the number of days.

Record '0' if there are no cases for a specific variable.

Provide any information relevant to your return in the comments section.

Record your three-digit LA code in cell E3. The codes are listed as an annex to this document.

Section A: Children’s Social Workers and Vacancies

The variables in this section relate to snapshot counts as at 30 September 2014.

Please record information for both full-time equivalent (FTE) and headcount totals

Data item	Notes on data item
Total number of children’s social workers	Record the number of children's social workers in your local authority using the definition on the previous page. Do not include agency workers in this count. The number of agency workers is asked for in section D.
... of which with direct case management or oversight VOLUNTARY DATA ITEM	Record the number of children's social workers in your local authority with direct case management or over sight. This should include all children’s social workers who fit the definition on the previous page who are engaging directly with Children in Need work. This includes those with managerial responsibilities who have regular engagement with cases.
Age of children’s social workers VOLUNTARY DATA ITEMS	Record the number of children's social workers in each age band. Include any social workers under the age of 20 in the “20-29 years old” band.
Time of service at LA VOLUNTARY DATA ITEMS	<p>Record the number of social workers who have worked at your LA as a children’s social worker for each of the time bands.</p> <p>If a social worker had previously worked at your local authority with a non-children’s social worker role, only include the time since becoming a 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), only include time since returning.</p>
Number of vacancies (including those covered by agency workers)	Record the number of children's social worker vacancies in your local authority, including those covered by agency workers. If a headcount figure is unknown, provide an estimate and provide comment in comments section.
Vacancy Rate	<p>This is an automated cell calculated by:</p> $= 100 \times \frac{\text{Number of vacancies}}{\text{Total number of children’s social workers} + \text{Number of vacancies}}$

Section B: Turnover

The variables in this section relate to the number of children’s social workers starting at or leaving your local authority during year ending 30 September 2014.

Please record information for both full-time equivalents (FTE) and headcount totals

Data item	Notes on data item
Total number of starters	<p>Record the number of new people joining a vacant children’s social worker post.</p> <p>Include social workers who have previously worked in your authority but a different role.</p> <p>Include social workers returning from a career break.</p> <p>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.</p>
Origin of starters NQSWs VOLUNTARY DATA ITEM	<p>Record the number of Newly Qualified Social Workers (NQSWs).</p>
... of which undergraduate VOLUNTARY DATA ITEM	<p>Record the number of NQSWs trained at undergraduate.</p>
... of which postgraduate VOLUNTARY DATA ITEM	<p>Record the number of NQSWs trained at postgraduate level (not including Step Up to Social Work).</p>
... of which Step Up to Social Work VOLUNTARY DATA ITEM	<p>Record the number of NQSWs trained via Step Up to Social Work.</p>

Data item	Notes on data item
Social worker role in different LA in England VOLUNTARY DATA ITEM	Record the number of starters arriving from a previous role as a children's social worker in another local authority in England.
Agency or consultancy social work (in England) VOLUNTARY DATA ITEM	Record the number of starters arriving from a previous role as a children's agency worker or consultant in England.
Other social work role non LA (in England) VOLUNTARY DATA ITEM	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.
Other social care role LA/non LA (in England) VOLUNTARY DATA ITEM	Record the number of starters from a previous social care role in England (either LA or non-LA) but not a children's social worker.
Non-social care role / any role outside England / no employment / career break VOLUNTARY DATA ITEM	Record the number of starters from a non-social care role / any role outside England / no employment / career break.
Change in working pattern VOLUNTARY DATA ITEM	Record the difference in FTE hours for children's social workers who have increased their working hours. The headcount column for this variable should remain blank.
Other VOLUNTARY DATA ITEM	Record any starters with an origin not defined here. If possible, note origin in the comments box.
Not known VOLUNTARY DATA ITEM	Record the number of starters whose origin is unknown.

Data item	Notes on data item
Total number of leavers	<p>Record the number of people leaving a children’s social worker post at your LA.</p> <p>Include social workers who are staying in your authority but moving to a different role.</p> <p>Do not include social workers who have started maternity or sick leave. Include social workers who have begun a career break.</p> <p>Where a social worker decreases their FTE working hours, include the difference in the FTE column. The relevant destination of starter variable would then be “Change of working pattern”. The headcount column should remain unchanged.</p>
Time in service at LA VOLUNTARY DATA ITEMS	<p>Record length of time the social workers recorded in B2 have worked at your LA as a children’s social worker for each of the time bands.</p> <p>If a social worker had previously worked at your local authority with a non-children’s social worker role, only include the time since becoming a children’s 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.</p>
Destination of leavers Social worker role in different LA in England VOLUNTARY DATA ITEM	<p>Record the number of leavers who moved to a role as a children's social worker in another LA in England.</p>
Agency or consultancy social work (in England) VOLUNTARY DATA ITEM	<p>Record the number of leavers who moved to a role as a children's agency worker or consultant in England.</p>

Data item	Notes on data item
Other social work role non LA (in England) VOLUNTARY DATA ITEM	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.
Other social care role LA/non LA (in England) VOLUNTARY DATA ITEM	Record the number of leavers who moved to a social care role in England (either LA or non-LA) but not as a children's social worker.
Non-social care role / any role outside England / no employment / career break VOLUNTARY DATA ITEM	Record the number of leavers who moved to a non-social care role / any role outside England / no employment / career break.
Retirement VOLUNTARY DATA ITEM	Record the number of leavers who retired.
Deceased VOLUNTARY DATA ITEM	Record the number of leavers who are deceased.
Change in working pattern VOLUNTARY DATA ITEM	Record the difference in FTE hours for children's social workers who have decreased their working hours. The headcount column for this variable should remain blank.
Other VOLUNTARY DATA ITEM	Record any leavers with a destination not defined here. If possible, note destination in the comments box.
Not known VOLUNTARY DATA ITEM	Record the number of leavers whose destination is unknown.
Turnover Rate	This is an automated cell calculated by: = 100 x Total number of leavers / Total number of children's social workers.

Section C: Sickness Absence

The variables in this section relate to the number of days missed due to sickness absence during the year ending 30 September 2014.

Data item	Notes on data item
Number of days of work missed due to sickness absence	Record the number of days of work missed due to sickness (for workers recorded in your number of children's 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.
Absence Rate	This is an automated cell calculated by: $= 100 \times \text{Number of days missed due to sickness absence} / (\text{Number of children's social workers [FTE]} \times 253)$ where 253 is the number of working days in a year taking account of bank holidays..

Section D: Agency Workers

The variables in this section relate to snapshot counts as at 30 September 2014.

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

Data item	Notes on data item
Total number of agency workers	Record the number of agency workers in your authority's children social care working as a social worker.
... of which covering vacancies VOLUNTARY DATA ITEM	Record the number of agency workers recorded in D1 covering vacancies recorded in A2.
Agency Worker Rate	This is an automated cell calculated by: $= 100 \times \frac{\text{Total number of agency workers}}{\text{Total number of children's social workers} + \text{Total number of agency workers}}$

Validation checks

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

Code	Description of validation check
V1	An error message will appear if the figure provided in the FTE column is greater than the headcount.
V2	An error will appear if decimal places have been provided in the headcount column.
V3	An error message will appear if the sums of the breakdowns in the FTE column do not equal the totals provided. This message will not show if this is because you have not provided a voluntary variable.
V4	Same as V3 but for the headcount column.
V5	An error message will appear in the relevant row if you're a rate appears high (based on the 2012-13 upper and lower quartiles).

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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