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Local and National Information Requirements for Social Work in Scotland: Joint Statement August 2000

Social Work Information Review Group

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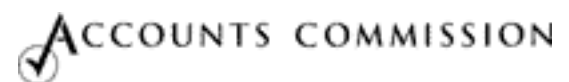
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The Social Work Information Review Group (SWIRG) is a partnership between the Scottish Executive, the Convention of Scottish Local Authorities (COSLA), the Association of Directors of Social Work (ADSW), and the Accounts Commission/ Audit Scotland.

The authors of this document are: Anne Mollison (Angus Council Social Work Department) and Mike Brown (City of Edinburgh Council Social Work Department).

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- <http://www.swslg.org.uk/>

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Acknowledgements

The Social Work Information Review Group wishes to thank all local authorities, and all other agencies and individuals who responded to the consultation document issued in July 1999. Special thanks are also due to the local authorities supporting the voluntary levy of £1,000 per authority last year to fund the consultation process, or who have provided staff time to support the review.

In particular, SWIRG is indebted to the City of Edinburgh and Angus Councils for releasing the time of Mike Brown and Anne Mollison. We are also grateful to Dundee City and Fife Councils for seconding Richard Kennedy and Donald Ramsay to support the consultation process between September and December 1999. Dumfries & Galloway and Falkirk Councils also provided valuable staff input at earlier stages of the Review: respectively, from Tim Warren (now with SWSI) and Philip Morgan-Klein.

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Local and National Information Requirements for Social Work in Scotland: Joint Statement

FOREWORD

Social Work is the second largest Council service with a budgeted net expenditure of over one billion pounds in 2000-01 and a staff of nearly 50,000 people, both full- and part-time. The range of social work services provided is very wide, and they are increasingly planned and delivered alongside the NHS, Education and Housing. Over a third of gross expenditure is spent on services purchased from voluntary organisations and private care agencies.

Modern social work services require better information than is currently available to support front-line staff in their work. Managers and planners also need better information to help target resources and to develop and monitor social care policies and services which meet people's needs and overcome inequalities. Modern information technology has the capability to reduce paperwork and administration, to provide the public with better access to services, and to enable different agencies to share information and resources.

Both central and local government is committed not only to providing comprehensive, excellent and continuously improving services, but also to being open about and accountable for all they do. None of this can be done effectively without sound information.

This document concludes the first stage of a serious and systematic attempt to address the deficiencies in the social work information base in Scotland. Senior social work managers (ADSW), the wider local government community (COSLA), the Scottish Executive and the Accounts Commission for Scotland have all demonstrated their commitment to working together, through the Social Work Information Review Group, to define a list of information about social work that will meet the needs of all the organisations. The *Local and National Information Requirements* is firmly based on extensive consultation with all 32 Councils, central government, and many other agencies. All the participants in the review process endorse the document that follows and are working to deliver the next stage of the Review - Data Standards for Social Work Services.

Councils will be able to use the *Local and National Information Requirements* to audit their existing social work information systems and to commission changes in the way core information is recorded, categorised, retrieved and used. Central government will be able to use the document to plan improvements to the national statistics on a joint basis with Councils.



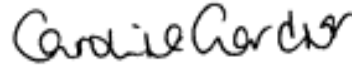
Keith Yates, Chief Executive, Stirling Council
Chair of the Social Work Information Review Group



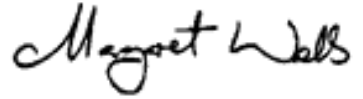
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Local and National Information Requirements for Social Work in Scotland: Joint Statement

PART 1 BACKGROUND AND OVERVIEW

Introduction

This document describes:

1. the core information required **within each local authority** in order to plan and manage social work services, whether provided or purchased by the Council;
2. the sub-set of management and performance information required **nationally** by local authorities for comparison and data-benchmarking purposes, by central government to monitor policy objectives and plan services at a national level, and by the Accounts Commission/ Audit Scotland to support performance reporting and public accountability.

The document has been jointly agreed by the Scottish Executive, the Association of Directors of Social Work, COSLA, and Audit Scotland/Accounts Commission. These are the partner agencies in the national *Social Work Information Review Group* (SWIRG) which was set up in 1998 to address longstanding concerns about the poor quality or unavailability of social work performance and management information; concerns which were highlighted, for example, in the Griffiths Report (1988), the two Accounts Commission studies of community care implementation in Scotland 1994 and 1997) and in many other reports and studies of social services in England, Scotland and Wales.

"The effective management of social work services has been hampered by inadequate management information. Substantial improvement of information systems is needed to enable authorities to see how effective their own services are and compare them with other authorities and the voluntary and private sectors. This will be an integral part of the Best Value process.

To that end, we are working jointly with COSLA and the Accounts Commission to review what information is needed and how to collect it, and to develop key performance indicators. These will provide simple measures of performance which are accessible, measure outcomes not inputs and provide a robust basis for comparison between authorities".

Scottish Executive: ***Aiming for Excellence: Modernising social work services in Scotland***, Cm 4288, March 1999

The Review Group has set out five necessary conditions which need to be met to achieve better information for social work:

1. Agreement on the key policy objectives for social work (unless these are clear we cannot know what we are measuring).
2. Agreement on the information required locally to manage, plan and deliver services, and on the subset required nationally by government and other stakeholders.
3. Agreed definitions and other data standards to underpin the comparability of information.
4. Adequate information technology to support front-line social work staff, managers and planners, including work undertaken with health, education and other agencies.
5. Improvements to the information culture in social work.

Over the last 12 months SWIRG has focussed mainly on the first three of these objectives.

Improving the performance indicators

In May and June 1999, members of SWIRG worked with the Accounts Commission to merge the Statutory Performance Indicators with the Key PIs required by the Scottish Executive for Best Value. The merged PIs are now in the statutory direction for 2000-01, allowing the separate collection of KPIs to be dropped. There is a reduction in the overall number of PIs compared with the total number (KPIs plus statutory PIs) which Councils were required to collect in 1999. The specification of the statutory PIs has been changed to make them "fitter for purpose". To take two examples, the home care PI now includes measures of personal care and care at weekends and evenings, while that for respite care now includes better volume measures. This means that Councils will be better able to evidence the improvements they have made to deliver domiciliary care when it is needed outwith traditional hours of service and to increase respite care support to carers.

Members of SWIRG worked with the Accounts Commission in the autumn of 1999 to draft the new PI definitions and guidance (Accounts Commission, December 1999). SWIRG also supports the proposed new PI on the educational attainment of children leaving care, included in the consultation paper on PIs for 2001-02 (Accounts Commission, July 2000).

Further work is planned to assess the extent to which *outcomes* of social care can be measured by statistical PIs rather than by longitudinal or other research studies.

Local and National Social Work Information Requirements

In July 1999 SWIRG published a Consultation Paper detailing proposed *Local and National Information Requirements for Social Work*. The paper was widely circulated within the Scottish Executive and the NHS Management Executive, and to local authority Chief Executives, Directors of Social Work, Chief SW Officers and other senior managers, the Accounts Commission, COSLA, CCETSW, the NHS Information & Statistics Division (ISD), TOPPS Workforce Planning Group, SCVO and other umbrella agencies for voluntary and private sector providers. Extensive consultation was also undertaken with ADSW Standing Committees and the joint COSLA/Scottish Executive Social Work Statistical Liaison Group.

In March this year SWIRG published a *Summary of Main Themes and Issues* from the extensive consultation responses and the paper was sent to Social Work Directors, Directors of Social Work, Chief Social Work Officers, and Conveners of ADSW Standing Committees. More extensive papers fully analysing the consultation responses were made available on COSLA's website (<http://www.scotland.gov.uk/library3/social/www.cosla.gov.uk/ri>).

All 32 Councils contributed to the consultation process. Almost all respondents strongly supported the aims of the Information Review and the proposed work on common definitions and data standards (discussed in the next section). The proposed joint information requirements were also widely supported and many useful amendments were suggested. The *Joint Statement of Local and National Social Work Information Requirements* is therefore firmly based on a wide consensus as to what information is required for local and national purposes.

Local Authorities will be able to use the document to audit their existing social work information systems and to help identify changes which need to be commissioned in the way the information is recorded, categorised, retrieved and used. The Scottish Executive will be able to use the document to help assess the "fitness for purpose" of the existing statistical returns and to plan improvements on a joint basis with Councils. The Review Group acknowledges that these changes will take some time to achieve. "Information requirements" is a *normative* concept: the document is intended to state what is *needed*, not to describe what is achievable now. Implementation is partly bound up with issues about data standards and IT systems and these are discussed in the following sections.

The Review Group is very aware that information requirements will change over time. SWIRG will be considering mechanisms for agreeing future changes to social work information requirements.

Data Standards

The *Information Requirements* are presented as a list of statistical *outputs*. The document is not a description of a person-based information record (name, address, client or case reference number, CHI number, date of birth, client-group, and so on). The work to specify the information *inputs* required to produce the agreed information requirements will be undertaken in 2001, as part of the Review Group's *Social Work Data Standards and E-Government* project, depending on resources being made available on a shared basis from the Modernising Government Fund, possibly from the private sector, and from SWIRG partners including both central and local government.

The Data Standards Project is based on the following principles, derived from the NHS Information Strategy (1998):

- Information will be person based
- Systems will be integrated
- Management and performance information will be derived from operational systems
- Information will be secure and confidential
- Information will be shared appropriately with partner agencies.

SWIRG's outline bid to the Modernising Government Fund (May 2000) has been accepted and the Group has been invited to proceed to a full bid by 29 September 2000.

"Social Work data standards are essential to support e-Government initiatives for social care across organisational and professional boundaries. They are required to support information sharing between care partners, including secure electronic data exchange about customers of services. Data standards are also required to establish data comparability between and within Councils, for *Best Value* service reviews, and for performance management and policy monitoring. Data standards will assist local authorities to achieve efficiencies in the implementation of new social work IT systems, by reducing duplication of effort, and will support electronic data exchange between local and central government, speeding up and reducing the cost of information flows.

Funding of nearly £600,000 (75% of total project costs) is sought from the Modernising Government Fund for a Scottish Social Care Data Standards Project to produce definitions of social care terminology, standard code-lists, database field characteristics, and retrieval logic for the *core minimum dataset* for local authority social work information systems. The Data Standards would cover person-based information (clients/users, carers, staff), information about resources, and financial information."

Social Work Data Standards and E-Government Modernising Government Fund Outline Bid _ Executive Summary, SWIRG (May 2000).

The project specification is based on the experience of other government funded data standards projects in health, education, and criminal justice. SWIRG would act as the Project Board, augmented by representation from the NHS Management Executive and Information & Statistics Division of the NHSIS, in view of the importance of developing better information of common interest to health and social work and ISD's considerable experience of data standards work. The

project will draw upon social care definitions and data standards work already in existence and will identify best practice within local authorities. A website would be created at the start of the project.

The outline implementation strategy includes liaison with commercial providers of social work IT systems to embed Data Standards in their products. In future, all central government social work statistical returns and statutory performance indicators would be tied to the Data Standards. A training programme for local and central government staff would be developed in 2001-02 and the Outline Bid includes funds for this purpose. Future updating or revision to the Data Standards would be vested with an appropriate agency from 2002-03. Candidates currently under consideration include COSLA, the forthcoming Scottish Commission for the Regulation of Care, ISD, and the Scottish Executive.

The success of the Outline Bid means that further work can now be undertaken before September 2000 to:

- firm up the project costs, including seeking private sector involvement
- identify the 25%-50% contribution in cash or kind outwith the Modernising Government Fund from central and local government and possibly the private sector
- agree a host agency and resolve accommodation options
- canvass local authorities and other agencies regarding the possibility of staff secondments, and
- quantify the savings which will result from the contribution of social care data standards to the development of e-Government, more robust data for Best Value service reviews, efficiencies in IT implementation, reduction in form-filling by practitioners, and the development of electronic data exchange.

SWIRG is establishing a group to take this work forward, and will be seeking representation from NHS and Education interests.

I.T systems and resources

During the consultation on the draft *Local and National Information Requirements for Social Work* most Councils raised the difficulty of finding sufficient capital and revenue funds to resource the IT systems investment required. COSLA also commented on the resources required to take the information agenda forward:

".... although the proposed programme of work to reform the information base for social work services is much needed, all those involved must recognise that this programme will involve very substantial costs, over what may be a considerable period of time.

It is essential that those costs should be funded from central government, identifying resources that are genuinely additional to local government and not top-sliced from the annual settlement. Similarly, it will be essential that there should be realism about the enormous amount of effort that will be required to make all of

this really work, and the time that this will inevitably take"

COSLA (1999): Response to SW Information Review Consultation Paper

The Review Group recognises that investment in infrastructure does not have the same impact on public perceptions as additional funds for front-line services. Nevertheless, the effectiveness of front-line services is hampered in many authorities by the lack of effective IT systems which service the day to day operational needs of practitioners, as well as producing more and better information for the management and planning of services and to provide accountability.

A major reinvestment in social work IT systems needs to go hand in hand with streamlining the basic business processes associated with referral, assessment, care management, service provision and purchasing. The systems need to link with those with partner agencies, particularly health; with systems in other Council service areas, such as housing and education; and with wider local and national e-Government initiatives. The changes involved in the organisational management and culture are significant.

There is not a consensus within SWIRG as to how the IT funding issues should be resolved. The view of two of the partners, ADSW and COSLA, was summarised recently in their joint paper on Social Inclusion, which included the recommendation that the Scottish Parliament and Executive:

"Provide sufficient funding to enable local government to develop consistent information systems which:

- underpin the modernising agenda
- are consistent with national core data and provide comparable information across Scotland
- reduce paperwork and administration, increasing the time available to be spent with people who use services
- are integrated with the information systems of key partners
- assist in identifying and quantifying unmet need
- assist in targeting resources and developing social care services which meet people's needs and overcome inequalities."

ADSW/COSLA (2000): *Social Work Delivers Social Inclusion: Summary and Recommendations to the Scottish Parliament and Executive*

ADSW's submission to the Scottish Executive's Spending Review 2000 (ADSW June 2000) also considers spending requirements for IT and examines the argument that investment can be met from efficiency savings: "*IT investment cannot be considered self-funding on a year-on-year basis; efficiency savings typically have a 2-3 year lag and are not necessarily all realisable in reduced expenditure _ some will be required for increased outputs and to support new ways of delivering services and working with other agencies*" (page 7).

The position of the Scottish Executive on these funding issues will be known when the outcome of the Scottish Spending Review is announced in September 2000.

A second issue raised during the consultation on the draft *Local and National Information Requirements for Social Work* was the lack of co-ordination of IT developments in social work. Several respondents pointed out that many Councils are currently purchasing new social work client information systems from one of two major suppliers of social services IT systems, and are therefore faced with reviewing their data-capture processes and procedures, data definitions and codelists. Not only is the duplication of effort considerable, but there is also the prospect of each Council implementing similar systems in different ways, with different data definitions and codes. The position is likely to be even more complicated as local authorities over the next few years implement different solutions to achieve "joined up government". SWIRG itself is not resourced to perform this co-ordinating role; our earlier paper on the consultation themes and issues concluded:

"... the correct strategy is for the government to support, encourage and resource the development and co-ordination of local authority or inter-agency social work information systems, to meet local operational, management and planning needs - provided that the subset of information defined for the national minimum dataset satisfies agreed Data Standards" (SWIRG, March 2000).

Conclusion

The joint statement, agreeing what information about social work is required within Councils and nationally, is an important milestone. The document is firmly based on a wide consensus established through extensive consultation. Councils will be able to use the document to audit their existing social work information systems and to help identify changes which need to be commissioned in the way the information is recorded, categorised, retrieved and used. The Scottish Executive will be able to use the document to help assess the "fitness for purpose" of the existing statistical returns and to plan improvements on a joint basis with Councils.

The *Requirements Statement* also reflects considerable work undertaken last year to improve the statutory Performance Indicators and the next phase of work on PIs will focus on outcome measures.

The *Information Requirements Statement* is the first stage of a wider project to deliver Social Work Data Standards.

"Data standardisation is essential to implementing the Government's vision of improved, citizen-focused, modern public services:

- to improve the quality of social services information to support local and national e_Government initiatives ...
- to support information sharing between social work, health, education, housing and other care partners, across organisational and professional boundaries, including secure electronic data exchange about customers of services
- to establish data comparability between and within Councils, for *Best Value* service reviews, performance management and policy monitoring

- to achieve efficiencies within local authorities in the implementation of new social work IT systems, by reducing duplication of effort
- to support electronic data exchange between local and central government, speeding up and reducing the cost of information flows."

Social Work Data Standards and E-Government Modernising Government Fund Outline Bid _ Executive Summary, SWIRG (May 2000).

SWIRG's outline bid to the Modernising Government Fund (May 2000) has been successful and the full bid is now being prepared for submission in September 2000.

Implementation is to a large extent dependant on investment in new IT systems capable of supporting front-line social work staff and managers, including electronic links to health, education and other care partners. Further consideration is required to establish how best this can be funded by central and local government. The options will be clearer when the Scottish Executive announces in September the *Spending Review 2000* public expenditure priorities for 2001-02 to 2003-04.

Membership of the Social Work Information Review Group, August 2000

| | | |
|---------------------|--|--|
| Keith Yates (chair) | Chief Executive | Stirling Council |
| Nicki Baker | Head of Research & Intelligence | COSLA |
| Sandy Cameron | Executive Director (Social Work Resources), South Lanarkshire Council | ADSW |
| Keith Makin | Director of Social Services, Dumfries & Galloway Council | ADSW |
| Douglas Bulloch | formerly Director of Social Work, East Ayrshire Council | ADSW (link to Social Work Best Value Network) |
| Mike Brown | Manager: Business Support Services, City of Edinburgh Council SWD | ADSW |
| Anne Mollison | APO (Information & Research), Angus Council Social Work Department | ADSW |
| Caroline Gardner | Deputy Auditor General | Audit Scotland |
| Angus Skinner | Chief Inspector of Social Work | Scottish Executive, SWSI (SEED) |
| Liz Lewis | Head of Community Care | Scottish Executive Health Department (SEHD) |
| Gerald McHugh | Head of Young People & Looked After Children Division | Scottish Executive Education Department (SEED) |
| Brian Cole | Community Justice Services | Scottish Executive Justice Department (SEJD) |

| | | |
|---------------|--|---|
| Sandy Stewart | Head of Social Work Statistics | Scottish Executive Health Department (SEHD) |
| Sheila Ward | Assistant Statistician, Social Work Statistics | Scottish Executive Health Department (SEHD) |

Previous members have included: Alastair McNish (chair, July 1998_ September 1999), formerly Chief Executive, South Lanarkshire Council; Colin MacLean (October 1998 _ December 1998), formerly Chief Statistician, The Scottish Office; Gavin Anderson (July 1998 _ December 1998), formerly Head of Community Care, SWSG; Jill Alexander (February 1999 _ May 1999), formerly Statistician, SWSG; Sam McLean (July 1998 _ December 1999), Strategic Services Manager, South Lanarkshire Council.

References (with selected key quotations)

Accounts Commission (1994): *Squaring the Circle: Managing Community Care Resources*, Accounts Commission Management Paper, (author: Stewart Back), Edinburgh: September 1994

"Community care has become increasingly information driven. Consequently, management of information and information flows is increasingly important.

Three deficiencies were particularly evident - information gaps, poor integration of different datasets, and under-utilisation of existing data.

There were also problems, experienced by most authorities, in developing information systems quickly enough to meet the demands of community care.... It was noticeable that no mechanism has been established which would facilitate authorities sharing their experiences in developing appropriate information systems to help manage community care"

Accounts Commission (1997): *The commissioning maze: Commissioning community care services*, (author: Stewart Back), Edinburgh:Accounts Commission, November 1997

"The problem of incomplete information on community care is well known. It has been highlighted in Squaring the circle and in other publications; this study confirms the problem, and reveals how widespread it is and how serious its impact.

Several councils frankly described their information systems as inefficient, outdated or unsuitable. Gaps in this information undermine effective service planning and monitoring.

Linked to the gaps in financial data, councils are unlikely to be able to demonstrate that they are managing their resources effectively " (page 13).

"There are many similarities with the Commission's earlier review of community care. Perhaps the most striking is the continuing lack of information for planning and management. This is in part due to the effect of local government

reorganisation, but also reflects a failure to commit adequate resources to the development of systems for capturing, analysing and using information" (page 35).

The report ended with a warning that investment in community care information systems is vital if councils are to successfully respond to the new government's policies on Best Value:

"Community care will be an important area in which councils will need to apply the principles of best value, because of both the amount of money involved and the number of people affected. If this is to be achieved, councils will need to address the issues identified in this report which represent important obstacles".

Accounts Commission (1999): Local Government Act 1992 Publication of Information (Standards of Performance) Guide 2000/01, December 1999

Accounts Commission (2000): Statutory performance indicators. Consultation for 2001-02. Published by Audit Scotland, July 2000.

ADSW (2000): *Spending Review 2000: Social Work Services Expenditure Requirements 2001-02 to 2003-04*. Submission by the Association of Directors of Social Work, prepared by Mike Brown, City of Edinburgh Council, June 2000

ADSW/COSLA (2000): Social Work Delivers Social Inclusion: Summary and Recommendations to the Scottish Parliament and Executive (on <http://www.researchweb.org.uk/>)

Griffiths Report (1988): *Community Care: Agenda for Action*, by Sir Roy Griffiths, HMSO 1988

"The present lack of refined information systems and management accounting within any of the authorities to whom one might look centrally or locally to be responsible for community care would plunge most organisations in the private sector into a quick and merciful liquidation.

This has in any case to be remedied in the interests of an effective service and I am confident that the social services authorities will meet this particular challenge."
page viii

IRSG (1995): *Local Government Re-organisation and the Future of I.R.S.G.* Scottish Social Work Inter-Regional Statistics Group, December 1995

"The development of Social Work I.T. has not been co-ordinated in Scotland. Despite the common legislative and professional context, each authority has developed its own analyses of its system requirements, and implemented or planned solutions exhibit considerable variety. There has been much re-inventing of the wheel and a lack of any common approach to the marketplace or to internal providers of I.T. services within authorities" para 15.

NHS Executive (1998): *Information for Health*. London: September 1998

SWIRG (1999): *Local and National Information Requirements for Social Work*. Consultation Paper, Social Work Information Review Group, July 1999

SWIRG (2000a): *Local and National Information Requirements for Social Work - Analysis of Consultation Responses: Summary of Main Themes and Issues*. Social Work Information Review Group, March 2000

SWIRG (2000b): *Modernising Government Fund - Social Work Data Standards and E-Government: Outline Bid*, Social Work Information Review Group, May 2000

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Local and National Information Requirements for Social Work in Scotland: Joint Statement

PART 2 JOINT STATEMENT OF REQUIREMENTS

EXPLANATION OF FORMAT

Each section in the *Joint Statement* has a similar structure.

- **Row Number** - for reference
- **Topic/Information Item** - description of data item
- **Variables** - by which the data item is to be broken down, e.g. age, gender, client group etc.
- **Local Requirements** - ticked if the information is required by local authorities for social work management and planning.
 - **'E' indicates essential information and 'D' indicates desirable information**
- **National Requirements** - tick columns for:
 - **LA** - required by local authorities for inter-authority comparisons and 'data benchmarking'
 - **SE** - Scottish Executive (all divisions with responsibility for or interest in social work)
 - **SPI** - Accounts Commission Statutory Performance Indicators (the merged set of PIs and KPIs)
- **Definitions Required** - lists all data items which require further work on standard definitions, classifications and interpretation
- **National Objectives** - the relevant strategic aims and objectives from national policy are designated by code number; the codes are explained in Appendix 2.

Colour Coding

The following colour codings have been applied to each of the sections:



Data items which are considered to be core or minimum in terms of electronic exchange between local and national government.

Duplicated data items - item already contained in section 1 on staffing and finance. or in section 3.1.2 on Looked after Children.

Section 1

Finance and Staffing

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---------------------------------------|--|---|-----------------------|--------------------------|----|-----|---|------------------------|
| | | | LA | LA | SE | SPI | | |
| 1. FINANCE | | | | | | | | |
| 1.1.1 Budgets (outturn prices) | | | | | | | | |
| 1 | Gross expenditure – total, % and rate per 1,000 relevant population (over time eg financial year) | by client group, services, sector of provider | a (E) | a | a | | a client group, services, sector of provider | |
| 2 | | by management groupings, teams, other areas | a | | | | | |
| 3 | Net expenditure - total, % and rate per 1,000 relevant population (over time eg financial year) | by client group, services, sector of provider | a (E) | a | a | | a client group, services, sector of provider | |

| | | | | | | | | |
|----|---|---|-------|---|---|--|--|--|
| 4 | | by management groupings, teams, other areas | a | | | | | |
| 5 | Income from charges to service users - total and rate per 1,000 population (over time eg financial year) | by client group, services | a (E) | a | a | | a client group, services | |
| 6 | | by management groupings, teams, other areas | a (E) | | | | | |
| 7 | Income from Resource Transfer - total and rate per 1,000 population, Rate per bed closed (over time eg financial year) | by client group, services | a (E) | a | a | | a client group, services | |
| 8 | Income from other sources (over time eg financial year) | by client group, services | a (E) | | | | a client group, services | |
| 9 | Gross Expenditure | by client group, services, sector of provider | a (E) | a | a | | a client group, services, sector of provider | |
| 10 | | by management groupings, teams, other areas | a (E) | | | | | |
| 11 | Net Expenditure | by client group, services, sector of provider | a (E) | a | a | | a client group, services, sector of provider | |

| | | | | | | | | |
|----|---|--|----------|---|---|--|-----------------------------|--|
| 12 | | by management groupings, teams, other areas | a (E) | | | | | |
| 13 | Income from charges to service users | by client group, services | a (E) | a | a | | a client group, services | |
| 14 | | by management groupings, teams, other areas | a (E) | | | | | |
| 15 | Income from Resource Transfer | by client group, services | a (E) | a | a | | a client group, services | |
| 16 | Budget Monitoring - variance between actual expenditure and period budgets | by client group, services, management groupings, teams | a (E) | | | | a client group, services | |

1.1.3 Unit Costs

| | | | | | | | | |
|----|--|--|----------|---|---|--|--|--|
| 17 | Unit costs (snapshot eg as at 31 March) and changes over time | by client group, services, types of "care package", sector of provider | a (E) | a | a | | a client group, services, types of "care package", sector of provider | |
| 18 | | by management groupings, teams, key processes | a (E) | | | | | |

1.1.4 Financial Planning information

| | | | | | | | | |
|----|---|---|----------|--|--|--|--|--|
| 19 | Annual Budget planning information | Expected share of "New Burdens" and other changes national public expenditure | a (E) | | | | | |
|----|---|---|----------|--|--|--|--|--|

| | | | | | | | | |
|----|---|---|----------|--|--|--|--|--|
| 20 | | Policy on shifts between community and residential, client groups, services, sector of provider | a (E) | | | | a client group, services, sector of provider | |
| 21 | | Other assumptions and projections used in budget planning, compared to actuals | a (D) | | | | | |
| 22 | Geographical equity in budget allocation for specific services | Allocation to management groupings, teams and geographical areas in proportion to indicators of need and demand | a (E) | | | | | |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---------------------|--|--|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 1.2 STAFFING | | | | | | | | |
| 1 | Staffing establishment Numbers of WTE staff (snapshot eg as at 31 March) | by service/ functional areas, job titles/ categories, grade of post | a (E) | a | | | a service/ functional areas, job titles/ categories | |
| 2 | | by management groupings, teams, units | a (E) | | | | | |

| | | | | | | | | |
|---|---|--|----------|---|---|--|--|--|
| 3 | Staff in post WTE and rate per 1,000 population; Nos. and %s of FT, PT, & total employees (snapshot eg as at 31 March and over time eg April - March) | by service/functional areas, job titles/categories | a (E) | a | a | | a service/ functional areas, job titles/ categories | |
| 4 | | As above by grading of post | a (E) | a | | | | |
| 5 | | As above plus management groupings, teams, units, gradings | a (E) | | | | | |
| 6 | Vacancy monitoring Number and % of established posts vacant (snapshot eg as at 31 March and over time eg April - March) | by service/functional areas, job titles/categories | a (E) | a | | | a Service/ functional areas, job titles/ categories | |
| 7 | | by management groupings, teams, units, gradings | a (E) | | | | | |
| 8 | | by duration of vacancy and reason (frozen, released for recruitment) | a (E) | | | | | |
| 9 | Temporary and Agency staff monitoring (snapshot eg as at 31 March and over time eg April - March) | by service/functional areas, job titles/categories, permanent staff in post, posts committed, use of temps/agency staff. | a (D) | | | | a service/ functional areas, job titles/ categories | |

| | | | | | | | | |
|----|--|---|----------|---|---|---|--|--|
| 10 | | Reason for temporary appointment (eg acting up, maternity cover, etc), duration of temporary appointments. | a (D) | | | | | |
| 11 | Qualifications and training policy monitoring Number and % of staff in post with approved or specified qualifications (snapshot at October or March) | by qualifications of FT/PT staff in post, qualifications in progress/ training attended, type of training, type of staff/ post, service/ functional areas, management groupings, teams, units, progress in meeting training targets | a (E) | | | | a service/ functional areas, job titles/ categories, type of training | |
| 12 | | Residential staff with approved qualifications by client-group | a (E) | a | a | a | | |
| 13 | | Non-residential staff with approved qualifications by type of post, grade | a (E) | a | a | | a approved qualifications | |
| 14 | Training expenditure in period | by service/staff-group | a (E) | | | | a service/staff- group | |
| 15 | Sickness Absence monitoring (over time eg April - March). No of working days lost as % of total working days in period | by type of absence, type of staff, age, gender, management groupings, teams, units | a (E) | | | | a type of absence, type of staff, etc | |

| | | | | | | | | |
|----|--|---|-------|---|---|--|--|--|
| 16 | | by type of post and service/functional areas | a (E) | a | | | a type of post, service/functional areas | |
| 17 | Staff turnover (over time eg April - March) | by type of post and service/functional areas | a (E) | a | | | a type of post service/functional areas | |
| 18 | | Staff moves between sector, by type of staff (and qualifications) | a (E) | | | | | |
| 19 | Number of staff leaving as % of staff in post (average or at period end) | by reason for leaving (including next post if any), management groupings, teams, units, staff qualifications, length of service, length qualified | a (D) | | | | a reason for leaving | |
| 20 | Equal Opportunities monitoring (over time eg April - March) | by gender , service/functional areas, job categories | a (E) | a | a | | a service/functional areas, job categories | |
| 21 | | by gender , age, grade, type of post | a (E) | | | | a type of post | |
| 22 | Number and % of staff in post | as above by ethnicity | a (E) | | | | a type of post | |
| 23 | Number and % of vacancies filled (and/or of applicants) | as above by disability | a (E) | | | | a type of post | |

| | | | | | | | | |
|----|---|--|----------|--|--|--|---|--|
| 24 | Industrial relations (over time eg April - March) Number and % of staff involved in grievances, disciplinary action, etc | by service/functional areas, job categories, management groupings, teams, units. | a (E) | | | | a service/functional areas, job categories | |
|----|---|--|----------|--|--|--|---|--|

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Local and National Information Requirements for Social Work in Scotland: Joint Statement

Section 2

Services for all Care Groups

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|---|---|-----------------------|--------------------------|----|-----|---|------------------------|
| | | | LA | LA | SE | SPI | | |
| 2.1 Out of Hours Social Work Services | | | | | | | | |
| 1 | Referrals - total and rate per 1,000 population (over time eg April - March) time of day, day of week, | by agebands, client group, gender, ethnicity, disability, accommodation type, household type, whether known or new, source of referral, reason for referral, whether call out required, outcome of referral, CP status, legal status, looked after status | a (D) | | | | a referral, disability, accommodation type, household type, outcome of referral | |
| 2 | | by response times | a (D) | | | | a response times | |

| | | | | | | | | |
|---|---|---|----------|--|--|--|--|--|
| 3 | | by management groupings, team, area, worker | a (D) | | | | | |
| 4 | | by type of financial assistance, amount paid, referrals to Benefits Agency | a (D) | | | | | |
| 5 | Staffing (snapshot eg as at 31 March) | by WTE, number in post, vacancies, temporary status, sickness absence, turnover | a (D) | | | | | |
| 6 | Costs (over time eg April - March) and (snapshot eg as at 31 March) | by gross expenditure, net expenditure | a (D) | | | | | |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|---|--|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 2.2 Welfare Rights / Income maximising Services which maximise welfare benefits for social work clients and/or members of the public. | | | | | | | | |
| 1 | Referrals - total and rate per 1,000 population (over time eg April - March) | by agebands, client group, gender, ethnicity, disability, accommodation type, household type, source of referral, reason for referral, outcome of referral | a (D) | | | | a referral, disability, accommodation type, household type, outcome of referral | |
| 2 | | by response times | a (D) | | | | a response times | |

| | | | | | | | | |
|---|---|---|----------|--|--|--|---|--|
| 3 | | by management groupings, team, worker | a (D) | | | | | |
| 4 | | by type of benefits received, benefits claimed, income maximisation | a (D) | | | | | |
| 5 | Appeals (over time eg April - March) | by agebands, client group, gender, ethnicity, disability, accommodation type, household type, benefit type, type of appeal, outcome of appeal | a (D) | | | | a disability, accommodation type, household type, outcome of appeal | |
| 6 | | by management groupings, team, worker | a (D) | | | | | |
| 7 | Staffing (snapshot eg as at 31 March) | by WTE, number in post, vacancies, temporary status, sickness absence, turnover | a (D) | | | | | |
| 8 | Costs (over time eg April - March) and (snapshot eg as at 31 March) | by gross expenditure, net expenditure | a (D) | | | | | |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 2.3 Registration and Inspection | | | | | | | | |

| | | | | | | | | |
|----------|--|---|----------|---|---|---|-------------------------------|--|
| 1 | Registrations (over time eg April - March) and snapshot eg as at 31 March | by type of registration, type of establishment, size of establishment, client group, sector provider | a (D) | | | | a type of registration | |
| 2 | | by number of single rooms, number of rooms with en- suite facilities, client group, sector provider | a (E) | a | a | a | | |
| 3 | Inspections (over time eg April - March) | by type of inspection, type of establishment, client group, sector provider | a (D) | | | | | |
| 4 | | by number of inspections in a year, frequency of inspections, client group, sector provider | a (E) | a | a | a | | |
| 5 | | by outcome of inspection (eg mandatory, advisory etc) | a (D) | | | | a outcome of inspection | |
| 6 | Staffing (snapshot eg as at 31 March) | by WTE, number in post, vacancies, temporary status, sickness absence, turnover | a (D) | | | | | |
| 7 | Costs (over time eg April - March) and (snapshot eg as at 31 March) | by gross expenditure, net expenditure | a (D) | | | | | |

2.4 Complaints

| | | | | | | | | |
|---|---|---|----------|--|--|--|--------------------------|--|
| 1 | Number of complaints (over time eg April - March) | by type of complaint, method of complaint (formal/informal), source of complaint, nature of complaint, response times, outcome of complaint | a (D) | | | | a nature of complaint | |
|---|---|---|----------|--|--|--|--------------------------|--|

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Local and National Information Requirements for Social Work in Scotland: Joint Statement

Section 3

Children and Families Services

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|--|--|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 3.1 Children in Need (including children with disabilities) | | | | | | | | |
| 1 | Nos. of Children in need - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, type of need | a (E) | a | a | | a type of need | CS2 CS12 |
| 2 | Referrals - total and rate per 1,000 (over time eg April - March) | by agebands, gender, type of need, type of referral (new or open case) | a (E) | | | | a type of need | CS2 CS12 |

| | | | | | | | | |
|---|---|--|----------|---|---|--|--|-------------|
| 3 | | by reason for referral, source of referral, method of referral, outcome of referral, management grouping, area, team, worker | a (E) | | | | | CS2 CS12 |
| 4 | Assessments - total and rate per 1,000 (over time eg April - March) | by agebands, gender, type of need, type of assessment (new or re-assessment) | a (E) | | | | a type of need | CS2 CS12 |
| 5 | | by disability, ethnicity, household type, educational status, length of time to complete, unmet need, outcome of assessment, management grouping, team, area, worker | a (E) | | | | a disability (with / affected by), household type, educational status, unmet need | CS2 CS12 |
| 6 | Future needs assessments -total and rate per 1,000 (over time eg April - March) | by agebands, gender, type of need | a (E) | a | a | | a type of need | CS12 |
| 7 | | by disability, ethnicity, household type, educational status, outcome of assessment, unmet need | a (D) | | | | a disability (with/affected by), household type, educational status, unmet need | CS12 |
| 8 | Panel reports requested - total and rate per 1,000 (over time eg April - March) | by agebands, gender, type of report | a (E) | a | | | | CS5 |

| | | | | | | | | |
|----|--|--|----------|--|--|--|---|-----|
| 9 | | by disability, ethnicity, type of need, household type, educational status, unmet need | a (D) | | | | a disability (with/affected by), type of need, household type, educational status, unmet need | CS5 |
| 10 | | by no completed on time/overdue, recommendations, disposals | a (E) | | | | | CS5 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|--|--|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 3.2 Children/Young People Looked After (and/or accommodated) | | | | | | | | |
| 1 | Children/Young People looked after - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, accommodation type | a (E) | a | a | a | a type of need | CS1 |
| 2 | | by agebands, legal status, length of stay, no of placements | a (E) | a | a | | | CS1 CS8 |
| 3 | | by disability, ethnicity, household type, status of education, exclusion status, educational attainment, health status | a (E) | a | | | a disability (with/affected by), household type, status of education, exclusion status, educational attainment, health status | CS1 CS3 CS6 |
| 4 | | by sibling group, type of placement (respite etc), sector provider | a (D) | | | | | CS1 |

| | | | | | | | | |
|----|--|--|----------|---|---|--|---|-----|
| 5 | | by unmet need, frequency of contact, frequency of reviews, care plans in place | a (D) | | | | a unmet need | CS1 |
| 6 | | by management grouping, team, area, worker | a (E) | | | | | CS1 |
| 7 | Children/Young People starting to be looked after - total and rate per 1,000 (over time eg April - March) | by agebands, gender, accommodation type, legal status, disability | a (E) | a | a | | a disability (with/affected by) | CS1 |
| 8 | | by ethnicity, household type, status of education, reason for being looked after, health status | a (E) | a | | | a household type, status of education, reason for looked after, health status | CS1 |
| 9 | Children/Young People ceasing to be looked after - total and rate per 1,000 (over time eg April - March) | by agebands, gender, accommodation type, length of time looked after, no of previous placements, legal status, outcome | a (E) | a | a | | | CS1 |
| 10 | | by disability, ethnicity, household type, status of education, exclusion status, educational attainment, health status | a (E) | a | | | a household type, status of education, exclusion status, educational attainment, health status | CS1 |
| 11 | Throughcare arrangements for children/ young people looked after - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, accommodation type, legal status, type of service | a (E) | a | | | a type of service | CS7 |

| | | | | | | | | |
|----|---|---|----------|---|---|---|--|--------------|
| 12 | Children/Young People receiving aftercare services - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, accommodation type, legal status, type of service | a (E) | a | | | a type of service | CS7 |
| 13 | | by disability, ethnicity, household type | a (D) | | | | a disability (with/affected by), household type | CS7 |
| 14 | Children looked after with/affected by a disability - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, disability, ethnicity, household type, legal status | a (E) | a | | | a disability (with/affected by) household type | CS11 CS12 |
| 15 | | by management grouping, team, area, worker | a (E) | | | | | CS11 CS12 |
| 16 | | by numbers receiving respite, type of respite, volume of respite | a (E) | a | a | a | | CS11 |
| 17 | Young carers - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, type of disability of person cared for, ethnicity, household type, type of service | a (E) | | | | a type of disability household type type of service | CS12 |

| TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | LA | LA | SE | SPI | | |

3.3 Children in Need of Protective Services

| | | | | | | | | |
|----------|---|--|-----------------|---|---|---|------------------------------------|------------|
| 1 | CP referrals - total and rate per 1,000 (over time eg April - March) | by agebands, gender | a (E) | a | a | a | | CS2 |
| 2 | | by disability, ethnicity, looked after status/statute, area of concern, source of referral, no of children referred, outcome of referral | a (D) | a | a | | | CS2 |
| 3 | | by management grouping, team, area, worker | a (D) | | | | | CS2 |
| 4 | No of children subject to CP investigations - total and rate per 1,000 (over time eg April - March) | by agebands, gender | a (E) | a | a | a | | CS2 |
| 5 | | by type of abuse, accommodation type, outcome of investigation | a (E) | a | a | | a outcome of investigation | CS2 |
| 6 | | by disability, ethnicity, looked after status, legal status | a (E) | a | a | | a disability (with/affected by) | CS2 |
| 7 | | by no of investigations undertaken with other agencies | a (D) | a | | | | CS2 |
| 8 | | by management grouping, team, area, worker | a (E) | | | | | CS2 |
| 9 | No of children subject to CP case conferences - total and rate per 1,000 (over time eg April - March) | by agebands, gender, abuse category, outcome of case conference, relationship to alleged perpetrator | a (E) | a | a | | a outcome of case conference | CS2 |

| | | | | | | | | |
|----|--|--|----------|---|---|---|--|-----|
| 10 | | by disability, ethnicity, looked after status, legal status, conference type, frequency of review case conferences | a (E) | a | | | a disability (with/affected by) | CS2 |
| 11 | | by management grouping, team, area, worker | a (E) | | | | | CS2 |
| 12 | | by agencies attending case conference | a (D) | | | | | CS2 |
| 13 | Children on CP register - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender | a (E) | a | a | a | | CS2 |
| 14 | | by abuse category | a (E) | a | a | | | CS2 |
| 15 | | by length of time on the register, no of re-registrations | a (E) | a | | a | | CS2 |
| 16 | | by ethnicity, disability, looked after status, legal status | a (E) | a | | | a disability (with/affected by) | CS2 |
| 17 | | by management grouping, area, team, worker | a (E) | | | | | CS2 |
| 18 | | by frequency of planned reviews/social work contact | a (D) | | | | | CS2 |
| 19 | Number of de-registrations - total and rate per 1,000 (over time eg April - March) | by agebands, gender, reason for de-registration, length of time on the register | a (E) | a | a | | | CS2 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|---|---|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 3.4a Support/Intervention Services - clients/service users | | | | | | | | |
| 1 | Number of users - total and rate per 1,000 (snapshot eg as at 31 March) and (over time eg April - March) | by agebands, gender, ethnicity, disability | a (E) | a | a | | a disability (with/affected by) | CS1 CS2 |
| 2 | | by household type, legal status, CP status | a (E) | a | a | | a household type | CS1 CS2 |
| 3 | | by management grouping, team, area, worker | a (E) | | | | | CS1 CS2 |
| 4 | | by reason for service, type of service, flexibility of service (weekend, evening etc), intensity of service (hours per week) | a (D) | | | | a type of service | CS1 CS2 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|--|------------------------------------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 3.4b Support/Intervention Services - resources | | | | | | | | |
| 1 | Number of staff (no of established posts & staff in post) - (snapshot eg as at 31 March) and (over time eg April - March) | by type of staff, PT/FT, WTE | a (E) | | | | a type of staff | CS1 CS2 CS11 |

| | | | | | | | | |
|---|---|---|----------|--|--|--|----------------------|--------------------|
| 2 | | by geographical location, turnover, sickness absence, qualifications, training | a (E) | | | | | CS1 CS2 CS11 |
| 3 | External providers - (snapshot eg as at 31 March) | by sector (vol, private, other LA), type of service, cost per hour, qualifications of staff | a (E) | | | | a type of service | CS1 CS2 CS11 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|--|---|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 3.5 Day Care Provision (Council Provided or Commissioned) | | | | | | | | |
| 1 | Number of places available - total and rate per 1,000 (snapshot eg as at 31 March) | by sector provider, type of service (childminder, nursery, child & family centre, after school care etc), target age group, days/times of service | a (E) | a | a | | a type of service | CS2 |
| 2 | | by geographical location | a (E) | | | | | CS2 |
| 3 | Number of users - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, ethnicity, disability, looked after status, legal status, frequency of attendance | a (E) | a | a | | a disability, frequency of attendance | CS2 |
| 4 | | by reason for placement, CP status, cost of placement, transport arrangements | a (E) | a | a | | a reason for placement, transport arrangements | CS2 |

| | | | | | | | | |
|-----------|---|--|----------|---|---|--|--------------------|-------------|
| 5 | Resource usage - total and rate per 1,000 (snapshot eg as at 31 March) and (over time eg April - March) | by vacancies, number on waiting list | a (E) | a | a | | | CS2 |
| 6 | | by number of admissions, number of discharges | a (E) | a | a | | | CS2 |
| 7 | Staffing - total and rate per 1,000 (snapshot eg as at 31 March) | by type of staff, WTE, staff structure, qualifications | a (E) | a | a | | a type of staff | CS11 |
| 8 | | by ratio of staff to users, staff sickness, staff training, staff turnover | a (E) | | | | | CS11 |
| 9 | Finance (snapshot eg as at 31 March) and (over time eg April - March) | by unit cost | a (E) | a | a | | a unit cost | CS2 |
| 10 | | by gross expenditure, net expenditure | a (E) | | | | | CS2 |

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|----------------------------------|---|--|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 3.6 Foster Care Provision | | | | | | | | |
| 1 | Number of carers & places available - total and rate per 1,000 (snapshot eg as at 31 March) | by sector provider, type of service (short-term, long-term, permanence etc.) | a (E) | a | | | a sector provider, type of service | CS8 CS9 |
| 2 | | by geographical location | a (E) | | | | | CS8 CS9 |
| 3 | Number of carers available total and rate per 1,000 (snapshot eg 31 March) | by carer turnover, agebands, qualifications, training | a (E) | a | | | a carer turnover | CS8 CS9 |
| 4 | Number of users - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, ethnicity, disability, legal status | a (E) | a | | | a disability | CS8 CS9 |

| | | | | | | | | |
|---|---|--|----------|---|--|--|-----------------------|------------|
| 5 | | by reason for placement, CP status, length of placement, preferred placement | a (E) | | | | a preferred placement | CS8 CS9 |
| 6 | Resource usage - total and rate per 1,000 | by vacancies, waiting list | a (E) | a | | | | CS8 CS9 |
| 7 | (snapshot eg 31 March) and (over time eg April - March) | by number of admissions, number of discharges | a (E) | a | | | | CS8 CS9 |
| 8 | Finance (over time eg April - March) | by gross expenditure, net expenditure, allowances paid, sector provider | a (E) | a | | | | CS8 CS9 |

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| | | | LA | LA | SE | SPI | | |
| 3.7 Adoption Services | | | | | | | | |
| 1 | Number of children placed for adoption - total and rate per 1,000 (snapshot eg as at 31 March) and (over time eg April - March) | by agebands, gender, ethnicity, disability, sibling group, type of adoption (non-family, step-parent, inter-country etc.) | a (E) | a | a | | a disability sibling group | CS9 |
| 2 | | by number of Adoption Orders and Freeing Orders obtained | a (E) | a | a | | | CS9 |
| 3 | | by geographical location (within/outwith LA) | a (E) | | | | | CS9 |

| | | | | | | | | |
|---|--|--|----------|---|---|--|---------------------------------------|-----|
| 4 | Number of adoption assessments - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, ethnicity, disability, household type | a (E) | a | a | | a disability, household type | CS9 |
| 5 | | by geographical location (within/outwith LA), outcome of assessment (approved, not approved), time taken | a (E) | | | | | CS9 |
| 6 | Adoption counselling - number and total (over time eg April - March) | by type of counselling (pre, post & birth counselling) | a (E) | a | a | | | CS9 |
| 7 | Finance - (over time eg April - March) | by gross expenditure, net expenditure, allowances paid | a (E) | a | a | | | CS9 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |

3.8 Residential Care Provision (including Secure)

| | | | | | | | | |
|---|--|--|----------|---|---|---|--|------------|
| 1 | Number of places available - total and rate per 1,000 (snapshot eg as at 31 March) | by sector provider, type of service (children's home, residential school etc), size, % of single rooms | a (E) | a | a | a | | CS1 CS8 |
|---|--|--|----------|---|---|---|--|------------|

| | | | | | | | | |
|---|--|---|----------|---|---|---|--|------------|
| 2 | Number of users - total and rate per 1,000 (over time eg April - March) and (snapshot eg as at 31 March) | by agebands, gender, ethnicity, disability, legal status, placement prior to admission, reason for placement, placement after discharge, length of stay, out-of-area placements | a (E) | a | a | | a disability, reason for placement, placement after discharge | CS1 CS8 |
| 3 | | by CP status, educational status, placement breakdown, unauthorised absences | a (E) | a | | | a educational status, placement breakdown, unauthorised absences | CS1 CS8 |
| 4 | Resource usage - total and rate per 1,000 (snapshot eg as at 31 March) and | by vacancies, number on waiting list, committed v occupied | a (E) | a | a | | a committed v occupied | CS1 CS8 |
| 5 | (over time eg April - March) | by number of admissions, number of discharges | a (E) | a | a | | | CS1 CS8 |
| 6 | Staffing - total and rate per 1,000 (snapshot eg as at 31 March) | by PT/FT, WTE, staff qualifications | a (E) | a | a | a | | CS11 |
| 7 | | by type of staff (manual/non-manual), ratio of staff to users, sickness absence, turnover, qualifications, training, no of restraints used | a (E) | | | | a type of staff, no of restraints used | CS11 |
| 8 | Finance (snapshot eg as at 31 March) and (over time eg April - March) | by unit cost | a (E) | a | a | | a unit cost | CS1 CS8 |

| | | | | | | | | |
|---|--|---------------------------------------|----------|--|--|--|--|------------|
| 9 | | by gross expenditure, net expenditure | a (E) | | | | | CS1 CS8 |
|---|--|---------------------------------------|----------|--|--|--|--|------------|

ANNEX: CROSS-CUTTING INFORMATION REQUIREMENTS - EXAMPLES

| | TOPIC/ INFORMATION ITEM | VARIABLES | DATA SOURCES | | | DEFINITIONS OBJECTIVES | NATIONAL |
|---|--|--|----------------|-----------|--------------------|--|-------------------|
| | | | SOCIAL WORK | EDUCATION | HEALTH REQUIRED | | |
| 1 | Nos. of Children in need - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, gender, type of need | a | a | a | a type of need | CS2 CS12 |
| 2 | Future needs assessments -total and rate per 1,000 (over time eg April - March) | by agebands, gender, type of need | a | a | a | a type of need | CS12 |
| 3 | Children looked after - total and rate per 1,000 (snapshot eg as at 31 March) | by disability, ethnicity, household type, status of education, exclusion status, educational attainment, health status | a | a | a | a disability (with/affected by), household type, status of education, exclusion status, educational attainment, health status | CS1 CS3 CS6 |

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Section 4

Community Care Services

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|---|---|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.1 Referrals, Assessments & Reviews <i>NB for both actual and potential clients and for carers</i> | | | | | | | | |
| 1 | Community Care Referrals - Persons referred and referral events | by agebands, gender, client group | a (E) | a | | | a referral | CC7 |
| 2 | | by management grouping, team, area, worker | a (E) | | | | | CC7 |
| 3 | | by reason for referral, source of referral, method of referral, outcome of referral | a (D) | | | | a outcome of referral | CC7 |
| 4 | | by response times, performance against service standards | a (E) | | | | a performance against service standards | CC11 |

| | | | | | | | | |
|----|---|---|------------|---|--|---|--|--------------------|
| 5 | Community Care Assessments - Persons assessed and assessment events total and rate per 1,000 (over time eg April - March) | by agebands, client group, | a (E) | a | | a | a assessment | CC7 |
| 6 | | by disability, ethnicity, gender, assessment type | a (D) | | | | a disability, | CC7 |
| 7 | | by management grouping, area, team, worker | a (E) | | | | | CC7 |
| 8 | | by performance against service standards (eg time waiting to be assessed, length of time to complete) | a (E) | a | | | a performance against service standards | CC11 |
| 9 | | by outcome of assessment, unmet need identified, type of service required, type of service arranged | a (E) | | | | a outcome of assessment, unmet need, service type | CC7 |
| 10 | Carers Assessments - total and rate per 1,000 (over time eg April - March) | by agebands | a (E) | a | | a | a carer assessment | CC1 CC6 |
| 11 | | by gender, disability, ethnicity, client group of person cared for | a • (E) | a | | | a disability | CC1 CC6 |

| | | | | | | | | |
|----|--|--|-------|-------|--|---|----------------------------------|-----------------------|
| 12 | Community Care Reviews | by agebands, client group Persons reviewed (including carers) and review events | a | a (E) | | a | a • | CC7 reviews |
| 13 | - total and rate per 1,000 (over time eg April - March) (planned or unplanned) | by gender, disability, ethnicity, type of review | a (D) | | | | a disability, type of reviews | CC7 |
| 14 | | by management grouping, team, area, worker | a (E) | | | | | CC7 |
| 15 | | by frequency of reviews, unmet need identified, outcome of reviews | a (D) | | | | a unmet need' outcome of reviews | CC7 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |

4.2 Home Care

4.2.1 Clients/service users *All by client group*

| | | | | | | | | |
|---|---|---|-------|---|---|---|-----------|---------------------------|
| 1 | No of people receiving home care services | by agebands, client group | a (E) | a | a | a | As per H1 | CC8 CC12 |
| 2 | total and rate per 1,000 (over time eg April - March) and/or (snapshot eg single week) <i>not both for most items</i> | by household type, type of service, nature of service (domestic or personal), amount of service, frequency of service, sector of provider | a (E) | a | a | | As per H1 | CC8 CC12 |

| | | | | | | | | |
|----|--|--|----------|---|---|---|---|-------------|
| 3 | | by nature of service, flexibility of service (weekend and/or evening/overnight service), intensity of service (hours per week) | a (E) | a | a | a | As per H1 | CC8 CC12 |
| 4 | | by gender, disability, ethnicity, accommodation type | a (D) | | | | a disability, accommodation type | CC8 CC12 |
| 5 | | by management grouping, area, team, worker, chargeable status | a (E) | a | | | | CC8 CC12 |
| 6 | No of people receiving laundry | by agebands, client group | a (E) | a | a | a | | CC8 CC12 |
| 7 | No of people receiving laundry services only - total and rate per 1,000 (over time eg April - March) and/or (snapshot eg single week) <i>not both for most items</i> | by household type, amount of service, frequency of service, sector of provider | a (E) | a | | | a household type | CC8 CC12 |
| 8 | | by gender, disability, ethnicity, accommodation type | a (D) | | | | a disability, accommodation type | CC8 CC12 |
| 9 | | by management grouping, area, team, worker, chargeable status | a (E) | | | | a chargeable status | CC8 CC12 |
| 10 | No of people receiving shopping/pension collection services only - | by agebands, client group | a (E) | a | a | a | | CC8 CC12 |

| | | | | | | | | |
|----|---|--|----------|---|--|--|---|-------------|
| 11 | total and rate per 1,000 (over time eg April - March) and/or (snapshot eg single week) <i>not both for most items</i> | by household type, amount of service, frequency of service, sector of provider | a (E) | a | | | a household type | CC8 CC12 |
| 12 | | by gender, disability, ethnicity, accommodation type | a (D) | a | | | a disability, accommodation type | CC8 CC12 |
| 13 | | by management grouping, area, team, worker, chargeable status | a (E) | | | | a chargeable status | CC8 CC12 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|------------------------|---|--|-----------------------|--------------------------|----|-----|----------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.2 Home Care | | | | | | | | |
| 4.2.2 Resources | | | | | | | | |
| 1 | Number of staff - Number of established posts and staff in post, (snapshot eg as at 31 March) | by type of staff (manual/non-manual) PT/FT, WTE | a (E) | a | a | a | a type of staff | CC4 CC5 |
| 2 | (rates per 1,000 for LA or inter-team comparisons) | by geographical location, turnover, sickness absence, qualifications, training | a (E) | | | | a turnover, training | CC4 CC5 CC10 |
| 3 | External suppliers (snapshot eg as at 31 March) qualifications of care staff | by sector, type of service provided, cost per hour, geographical coverage, | a (E) | | | | a type of service | CC4 CC5 CC10 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|---|---|-----------------------|--------------------------|----|-----|-----------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.2 Home Care | | | | | | | | |
| 4.2.3 Finance <i>All by sectors of provider</i> | | | | | | | | |
| 1 | Expenditure (rates per 1,000 for LA or inter- team comparisons) | by gross expenditure, net expenditure; actuals compared with budgets | a (E) | a | a | | | CC7 |
| 2 | | by amount of income from charges | a (D) | | a | | a income from charges | CC7 |
| 3 | Unit costs | by costs per hour | a (E) | | | | | CC7 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|--|--|-----------------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.3 Community Meal Provision <i>All by client-group</i> | | | | | | | | |
| 1 | Number of meals provided - total and rate per 1,000 (snapshot eg single week) | by sector of provider, type of service | a (E) | a | a | | a type of service | CC8 CC12 |
| 2 | | and/or over time eg April - March) <i>not both for most items</i> | by geographical location | a (E) | | | | |

| | | | | | | | | |
|---|--|--|----------|---|---|--|--------------------------|-------------|
| 3 | Number of persons using service - (snapshot eg single week and/ or over time eg April - March) | by sector of provider, type of service | a (E) | a | a | | a type of service | CC8 CC12 |
| 4 | | by geographical location | a (E) | | | | | |
| 5 | Expenditure - All by sectors of provider (rates per 1,000 for LA or inter-team comparisons) | by gross expenditure, net expenditure; actuals compared with budgets | a (E) | a | a | | | CC7 |
| 6 | | by amount of income from charges | a (D) | | a | | a income from charges | CC7 |
| 7 | Unit costs | by costs per meal | a (E) | | | | | CC7 |

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|-----------------------------|---|---|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.4 Community Alarms | | | | | | | | |
| 1 | Number of units installed - total and rate per 1,000 (over time eg April - March) | by sector of provider, type of service | a (E) | a | | | a type of service | CC8 CC12 |
| 2 | and/or (snapshot eg as at 31 March) | by geographical location, area | a (E) | | | | | CC8 CC12 |
| 3 | Number of users - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, client group, household type | a (E) | a | | | a household type | CC8 CC12 |
| 4 | | by gender, disability, ethnicity | a (D) | | | | a disability | CC8 CC12 |

| | | | | | | | | |
|---|--|---|----------|---|----------|--|--------------------------|-------------|
| 5 | Resource usage - total (over time eg April - March) and/or (snapshot eg as at 31 March) | by new units installed, units returned, number on waiting list, number of, call-outs response times | a (E) | | | | a response times | CC8 CC12 |
| 6 | Expenditure - All by sectors of provider rates per 1,000 for LA or inter-team comparisons) | by gross expenditure, net expenditure; actuals compared with budgets | a (E) | a | a | | | CC7 |
| 7 | | by amount of income from charges | a (D) | | a (D) | | a income from charges | CC7 |
| 8 | Unit costs | by costs per hour | a (E) | a | | | | CC7 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--------------------------------------|--|---|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.5 Equipment and Adaptations | | | | | | | | |
| 1 | Number of items delivered/ installed - total and rate per 1,000 (over time eg April - March) | by time taken to deliver/ install, type of equipment, type of adaptations | a (E) | a | a | | a type of equipment, type of adaptations | CC8 CC12 |
| 2 | | by management grouping, area, team | a (E) | | | | | CC8 CC12 |
| 3 | Number of people newly receiving a service in the year (over time eg April - March) | by agebands, client group, | a (E) | a | a | | | CC8 CC12 |

| | | | | | | | | |
|----|---|--|----------|---|----------|--|---|---------------------|
| 4 | | by accommodation type, household type | a (D) | | | | a accommodation type, household type | CC8 CC12 |
| 5 | | by gender, disability, ethnicity | a (D) | | | | a disability | CC8 CC12 |
| 6 | Waiting lists and waiting times | No. on waiting list for assessment, Length of time (banded) between referral, assessment and service start | a (E) | a | | | a length of time | CC8 CC11 CC12 |
| 7 | Resource usage - total and rate per 1,000 (over time eg April - March) | by new equipment delivered, equipment returned | a (E) | a | | | | CC8 CC12 |
| 8 | Number of staff - Number of established posts and staff in post | by type of staff , PT/FT, WTE, qualifications, | a (E) | a | a | | a type of staff | CC4 CC5 |
| 9 | Number of staff - snapshot eg as at 31 March (rates per 1,000 for LA or inter-team comparisons) | by geographical location, team, turnover, sickness absence, training, ratio of staff to users | a (E) | | | | a turnover, training | CC4 CC5 CC10 |
| 10 | Expenditure (rates per 1,000 for LA or inter-team) comparisons | by gross expenditure, net expenditure; actuals compared with budgets | a (E) | a | a | | | CC7 |
| 11 | | by amount of income from charges | a | | a (D) | | a income from charges | CC7 |
| 12 | Unit costs | by costs per adaptation, cost per equipment | a (E) | a | | | | CC7 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|--|--|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.6 Day Services | | | | | | | | |
| 4.6.1 Clients/service users <i>All by client group</i> | | | | | | | | |
| 1 | No of people receiving a service - total and rate per 1,000 (over time eg April - March) and/or (snapshot eg single week) <i>not both for most items</i> | by agebands, client group, type of service, sector of provider | a (E) | a | a | | a type of service | CC8 CC12 |
| 2 | | by gender, disability, ethnicity, transport arrangements | a (D) | | | | a disability transport arrangements | CC8 CC12 |
| 3 | | by amount and frequency of service/ activity, sector of provider | a (E) | a | a | | a amount and frequency of service/ activity | CC8 CC12 |
| 4 | | by management grouping, area, team, worker | a (E) | | | | | CC8 CC12 |
| 5 | | by numbers on waiting lists, other | a (E) | a | a | | | CC8 CC12 |
| 6 | | by performance against service standards | a (E) | | | | a performance against service standard | CC8 CC12 |
| 7 | Number of places available - total and rate per 1,000 (snapshot eg single week) | by sector provider, type of service | a (E) | a | a | | a type of service | CC8 CC12 |

| | | | | | | | | |
|----|--|--|----------|---|---|--|-------------------------|--------------------|
| 8 | | by management grouping, area, unit | a (E) | | | | | CC8 CC12 |
| 9 | Usage of places, vacancies | by sector of provider, type of service | a (E) | a | a | | a type of service | CC8 CC12 |
| 10 | | by management grouping, area, unit | a (E) | | | | | CC8 CC12 |
| 11 | Staffing - Number of established posts and staff in post, (snapshot eg as at 31 March) | by WTE, staff structure, qualifications, type of staff | a (E) | a | a | | a type of staff | CC4 CC5 |
| 12 | - total and rate per 1,000 (rates per 1,000 for LA or inter-team comparisons) | by ratio of staff to users, staff sickness, staff training, staff turnover | a (E) | a | | | a turnover, training | CC4 CC5 CC10 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|--|--|-----------------------|--------------------------|----------|-----|--------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.6 Day Care | | | | | | | | |
| 4.6.3 Finance <i>All by client group and sectors of provider</i> | | | | | | | | |
| 1 | Expenditure (rates per 1,000 for LA or inter-team comparisons) | by gross expenditure, net expenditure; actuals compared with budgets | a (E) | a | a | | | CC7 |
| 2 | | by amount of income from charges | a | | a (D) | | a income from charges | CC7 |
| 3 | Unit costs | by costs per hour | a (E) | a | | | | CC7 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|---|--|-----------------------|--------------------------|----|-----|---|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.7.1 Special Needs Housing <i>All by client-group and type of provision</i> | | | | | | | | |
| 1 | Number of places available - total and rate per 1,000 (snapshot eg as at 31 March) | by tenure, client group, type of provision | a (E) | a | a | | a tenure, type of provision | CC3 CC8 |
| 2 | | by geographical location, area | a (E) | | | | | CC3 CC8 |
| 3 | Resource usage - total and rate per 1,000 (snapshot eg as at 31 March) and/or (over time eg April - March) | by voids, number on waiting list | a (E) | a | a | | a voids | CC3 CC8 |
| 4 | | by number of new tenancies, number of terminations of tenancies | a (E) | a | a | | | CC3 CC8 |
| 5 | Staffing - Number of established posts and staff in post: total and rate per 1,000 (snapshot eg as at 31 March) | by WTE, staff structure, qualifications | a (E) | a | a | | a staff structure, qualifications | CC4 CC5 CC10 |
| 6 | | by ratio of staff to users, staff sickness, staff training, staff turnover | a (E) | a | | | a turnover | CC4 CC5 CC10 |
| 7 | Expenditure (rates per 1,000 for LA comparisons) | gross expenditure, net expenditure; actuals compared with budget | a (E) | a | a | | | CC7 |
| 8 | Unit costs | gross and net costs per resident week | a (E) | | | | | CC7 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|---|---|-----------------------|--------------------------|----|-----|---|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.7.2 Supported Accommodation <i>All by client-group and type of provision</i> | | | | | | | | |
| 1 | Number of places available - total and rate per 1,000 (snapshot eg as at 31 March) | by tenure, client group, type of provision | a (E) | a | a | | a tenure, type of provision | CC3 CC8 |
| 2 | | by geographical location, area | a (E) | | | | | CC3 CC8 |
| 3 | Number of users - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, client group | a (E) | a | a | | | CC3 CC8 |
| 4 | | by gender, disability, ethnicity | a (D) | | | | a disability | CC3 CC8 |
| 5 | | by accommodation type prior to admission, length of stay, type of placement | a (E) | | | | a accommodation type, length of stay | CC3 CC8 |
| 6 | Resource usage - total and rate per 1,000 (snapshot eg as at 31 March) | by vacancies, number on waiting list | a (E) | a | a | | | CC3 CC8 |
| 7 | and/or (over time eg April - March) | by number of admissions, discharges | a (E) | a | a | | | CC3 CC8 |
| 8 | Staffing - Number of established posts and staff in post: total and rate per 1,000 (snapshot eg as at 31 March) | by WTE, staff structure, qualifications | a (E) | a | a | | a staff structure, qualifications | CC4 CC5 CC10 |
| 9 | | by ratio of staff to users, staff sickness, staff training, staff turnover | a (E) | a | | | a turnover | CC4 CC5 CC10 |

| | | | | | | | | |
|----|--|--|----------|---|---|--|--|-----|
| 10 | Expenditure (rates per 1,000 for LA comparisons) | by gross expenditure, net expenditure; actuals compared with budgets | a (E) | a | a | | | CC7 |
| 11 | Income from charges | by income in bands | a (D) | | a | | | CC7 |
| 12 | Unit costs | by gross and net costs per resident week | a (E) | a | | | | CC7 |

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Local and National Information Requirements for Social Work in Scotland: Joint Statement

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|--|---|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.8 Respite Care Services | | | | | | | | |
| 4.8.1 Clients/service users <i>All by client group and type of service</i> | | | | | | | | |
| 1 | No of people receiving a service - total and rate per 1,000 (rates per 1,000 for LA or inter-team comparisons) | by agebands, client group, sector of provider | a (E) | a | a | | | CC1 CC3 CC8 |
| 2 | (over time eg April - March) and/or (snapshot eg as at 31 March) | by gender, disability, , ethnicity | a (E) | a | | | a disability | CC1 CC3 CC8 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.8.2 Respite Residential/Nursing Home Care <i>All by client group and type of service</i> | | | | | | | | |
| | | | | | | | | |

| | | | | | | | | |
|---|--|--|----------|---|----------|---|--------------------------------------|--------------------|
| 1 | Number of places available - total and rate per 1,000 | by sector of provider, client group, type of service | a (E) | a | a | | a disability | CC1 CC3 CC8 |
| 2 | | by geographical location | a (E) | | | | | CC1 CC3 CC8 |
| 3 | Resource usage - total and rate per 1,000 (snapshot eg as at 31 March) | Occupancy, vacancies, number on waiting list | a (E) | a | a | | | CC1 CC3 CC8 |
| 4 | (Period, eg quarter or year) | admissions, discharges | a (E) | a | a | | | CC1 CC3 CC8 |
| 5 | Staffing - Number of established posts and staff in post: | by WTE, staff structure, qualifications | a (E) | a | a | a | a staff structure, qualifications | CC4 CC5 CC10 |
| 6 | total and rate per 1,000 (snapshot eg as at 31 March) | by ratio of staff to users, staff sickness, staff training, staff turnover | a (E) | a | | | a turnover | CC4 CC5 CC10 |
| 7 | Expenditure (rates per 1,000 for LA comparisons) | by gross expenditure, net expenditure; actuals compared with budgets | a (E) | a | a | | | CC7 |
| 8 | | by income from charges | a (D) | | a (D) | | a income from charges | CC7 |
| 9 | Unit costs | gross and net costs per week | a (E) | a | a | | | CC7 |

| TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|-------------------------------|-----------|-----------------------|--|--------------------------|----|-----|-------------------------|------------------------|
| | | LA | | LA | SE | SPI | | |

4.9 Permanent Residential & Nursing Home Care**4.9.1 Clients/service users** *All by client group and type of service*

| | | | | | | | | |
|---|--|---|----------|---|---|--|-----------------------------------|------------|
| 1 | No of people receiving a service - total and rate per 1,000 (rates per 1,000 for LA or inter-team comparisons) | by agebands, client group, funding status, sector of provider | a (E) | a | a | | a funding status | CC5 CC7 |
| 2 | (over time eg April - March) and/or (snapshot eg as at 31 March) <i>not both for most items</i> | by gender, disability, ethnicity, reason for admission, reason for discharge, dependency level | a (E) | a | a | | a disability, dependency level | CC5 CC7 |
| 3 | <i>NB Some items are for admissions and discharges, not residents as at 31 March</i> | by type of room, previous accommodation type, length of stay, amount of LA financial contribution | a (E) | a | a | | | CC5 CC7 |
| 4 | | by management grouping, area, team, worker | a (E) | | | | | CC5 CC7 |
| 5 | | by performance against service standards | a (E) | | | | a service standards | CC5 CC7 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |

4.9 Permanent Residential/Nursing Home Care**4.9.2 Resources** *All by client group and type of service*

| | | | | | | | | |
|---|---|---|----------|---|---|---|--|------------|
| 1 | Number of places available - total and rate per 1,000 | by sector of provider, client group | a (E) | a | a | a | | CC5 CC7 |
| 2 | (snapshot eg as at 31 March) | by type of room (single, en-suite) and sector of provider | a (E) | a | a | a | | CC5 CC7 |

| | | | | | | | | |
|---|---|--|----------|---|---|---|--------------------------------------|--------------------|
| 3 | | by number of designated dementia beds, other services provided (MoW, day care etc) | a (E) | a | a | | a other services provided | CC5 CC7 |
| 4 | | by geographical location | a (E) | | | | | CC5 CC7 |
| 5 | Resource usage - total and rate per 1,000 (snapshot eg as at 31 March) (Period, eg quarter or year) | Occupancy, vacancies, number on waiting list | a (E) | a | a | | a other services provided | CC5 CC7 |
| 6 | | admissions, discharges | a (E) | a | a | | | CC5 CC7 |
| 7 | Staffing - Number of established posts and staff in post: total and rate per 1,000 (snapshot eg as at 31 March) | by WTE, staff structure, qualifications | a (E) | a | a | a | a staff structure, qualifications | CC4 CC5 CC10 |
| 8 | | by ratio of staff to users, staff sickness, staff training, staff turnover | a (E) | a | | | a turnover, training | CC4 CC5 CC10 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|--|--|-----------------------|--------------------------|----|-----|--------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.9 Residential/Nursing Home Care | | | | | | | | |
| 4.9.3 Finance <i>All by client group and type of service</i> | | | | | | | | |
| 1 | Expenditure (rates per 1,000 for LA comparisons) | by gross expenditure, net expenditure; actuals compared with budgets | a (E) | a | a | | | CC7 |
| 2 | | by income from charges | a (D) | | a | | a income from charges | CC7 |
| 3 | Unit costs | gross and net costs per resident week | a (E) | a | a | | | CC7 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|--|---|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 4.10 Balance of Care <i>All by client-group/age-bands</i> | | | | | | | | |
| 1 | Number of places available - total and rate per 1,000 (snapshot eg as at 31 March) | by NHS continuing care beds, nursing home beds, residential care home beds, very sheltered housing units, sheltered housing units, supported accommodation places | a (E) | a | a | | a supported accommodation | CC9 CC12 |
| 2 | Number of users receiving services - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, client group, type of service, delayed discharges, no of people resettled from hospital | a (E) | a | a | | a type of service, delayed discharges | CC9 CC12 |
| 3 | Finance - gross expenditure total and rate per 1,000 (snapshot eg as at 31 March) | by home and community-based services, long-term residential and nursing home care | a (E) | a | a | a | | CC9 CC12 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | DATA SOURCES | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|-----------|----------------|---------|--------|-------------------------|------------------------|
| | | | SOCIAL WORK | HOUSING | HEALTH | | |

ANNEX: CROSS-CUTTING INFORMATION REQUIREMENTS - EXAMPLES**4.5 Equipment and Adaptations**

| | | | | | | | |
|---|---|---|---|---|---|--|-------------|
| 1 | Number of items delivered/ installed - total and rate per 1,000 | by time taken to deliver/ install, type of equipment, type of adaptations | a | a | a | a type of equipment, type of adaptations | CC9 CC11 |
|---|---|---|---|---|---|--|-------------|

| | | | | | | | |
|---|--|---|---|---|---|--|--|
| 2 | Waiting lists and waiting times | No. on waiting list for assessment, Length of time (banded) between referral, assessment and service start | a | a | a | a Length of time | CC9 CC11 (Joint Equipment Stores) |
| 4.7.1 Special Needs Housing <i>All by client-group and type of provision</i> | | | | | | | |
| 1 | Number of places available - total and rate per 1,000 (snapshot eg as at 31 March) | by tenure, client group, type of provision | a | a | a | a tenure | CC9 CC11 (housing strategies) |
| 4.9 Permanent Residential/Nursing Home Care <i>All by client group and type of service</i> | | | | | | | |
| 4.9.2 Resources | | | | | | | |
| 1 | Number of places available - total and rate per 1,000 | by sector of provider, client group | a | | a | | CC9 CC11 (joint registration) |
| 4.10 Balance of Care <i>All by client-group/age-bands</i> | | | | | | | |
| 1 | Number of places available - total and rate per 1,000 (snapshot eg as at 31 March) | by NHS continuing care beds, nursing home beds, residential care home beds, very sheltered housing units, sheltered housing units, supported accommodation places | a | a | a | | CC9 CC11 (shift from institutional to community care) |
| 2 | Number of users receiving services - total and rate per 1,000 (snapshot eg as at 31 March) | by agebands, client group, type of service, delayed discharges, no of people resettled from hospital | a | | a | a type of service, delayed discharges | CC9 CC11 (shift from institutional to community care) (joint protocols) |

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Local and National Information Requirements for Social Work in Scotland: Joint Statement

Section 5

Criminal Justice Services

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|---------------------------------|--|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.1 - 100% FUNDED SERVICES : MAIN SERVICE COMPONENTS (formerly known as core services) | | | | | | | | |
| <i>All by No., % and rate per thousand population, unless otherwise specified.</i> | | | | | | | | |
| 5.1.1 Diversion from Prosecution | | | | | | | | |
| 1 | Number of referrals in period | by age, gender | a (E) | a | | | | CJS1 CJS6 |
| 2 | | by worker, team, ethnicity, presenting issue, type of scheme, postcode | a (E) | | | | a presenting issue, type of scheme | CJS1 CJS6 |
| 3 | Number of assessments in period | by age, gender | a (E) | a | | | | CJS1 CJS6 |
| 4 | | by worker, team, ethnicity, presenting issue, type of scheme, postcode | a (E) | | | | a presenting issue, type of scheme | CJS1 CJS6 |

| | | | | | | | | |
|---|---|-----------------------------------|----------|---|---|--|--|--------------|
| 5 | Number of diversion cases commenced in period | by age, gender | a (E) | a | | | | CJS1 CJS6 |
| 6 | Number of successful completions in period | by age, gender | a (E) | a | | | | CJS1 CJS6 |
| 7 | Estimated expenditure | by finance sub-divisions as money | a (E) | a | a | | | CJS1 CJS6 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|-------------------------------------|---|--|-----------------------|--------------------------|----|-----|---|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.1.2 Social Enquiry Reports | | | | | | | | |
| 1 | Number of SERs (excluding supplementary reports and s203 reports) submitted | by age, gender | a (E) | a | a | a | | CJS1 CJS6 |
| 2 | | by offence type, date of offence, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status, main preferred option, main outcome disposal | a (D) | | | | a employment status, substance use, accommodation status, ever looked after status, main outcome date of offence | CJS1 CJS6 |
| 3 | | by post code, worker, team, court, number requested | a (E) | | | | | CJS1 CJS6 |

| | | | | | | | | |
|----------|--|--|----------|---|---|---|--|----------------------|
| 4 | Number of SSER's submitted | by age, gender | a (E) | a | a | a | | CJS1 CJS6 |
| 5 | | by offence type, date of offence, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status, main preferred option, main outcome disposal | a (D) | | | | a employment status, substance use, accommodation status, ever looked after status, main outcome date of offence | CJS1 CJS6 |
| 6 | | by post code, worker, team, court, number requested | a (E) | | | | | CJS1 CJS6 |
| 7 | Number of reports prepared on someone already under supervision (s203) | by age, gender | a (E) | a | a | a | | CJS1 CJS6 |
| 8 | | by offence type, date of offence, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status, main preferred option, main outcome disposal | a (D) | | | | a employment status, substance use, accommodation status, ever looked after status, main outcome date of offence, | CJS1 CJS6 |
| 9 | | by post code, worker, team, court, number requested | a (E) | | | | | CJS1 CJS6 |

| | | | | | | | | |
|-----------|--|-----------------------------------|----------|---|---|---|--|----------------------|
| 10 | No of report requests which were allocated within 2 working days | by worker, team | a (E) | a | | a | | CJS1 CJS6 |
| 11 | No of SER/SSER/s203 reports which were submitted on or by the due date | by worker, team | a (E) | a | | a | | CJS1 CJS6 |
| 12 | Estimated expenditure | by finance sub divisions as money | a (E) | a | a | | | CJS1 CJS6 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|-----------------------------|------------------------------------|------------------------------------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.1.3 Court Services | | | | | | | | |
| 1 | Number of stand down reports | by sentencer, type of report | a (E) | a | a | | a type of report | CJS1 CJS6 |
| 2 | Number of post-sentence interviews | by gender, worker, team, outcome | a (E) | | | | a outcome | CJS1 CJS6 |
| 3 | Estimated expenditure | By finance sub divisions as money. | a (E) | a | a | | | CJS1 CJS6 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |

5.1.4 Probation Orders *Orders and Individuals*

| | | | | | | | | |
|----------|--|---|-----------------|---|---|---|---|-------------------------------|
| 1 | Number of Probation Orders (other than section 229) | by age, gender | a (E) | a | a | a | | CJS1 CJS5 CJS6 |
| 2 | | by offence type, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status | a (D) | | | | a employment status, substance use, accommodation status, ever looked after status | CJS1 CJS5 CJS6 |
| 3 | | by post code, worker, team, court, type of probation | a (E) | | | | a type of probation | CJS1 CJS5 CJS6 |
| 4 | Number of Section 229 Probation Orders (i.e. with condition of unpaid work (Community Service)) | by age, gender | a (E) | a | a | a | | CJS1 CJS5 CJS6 |
| 5 | | by offence type, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status | a (D) | | | | a employment status, substance use, accommodation status, ever looked after status | CJS1 CJS5 CJS6 |
| 6 | | by post code, worker, team, court, no of hours, type of probation | a (E) | | | | a type of probation | CJS1 CJS5 CJS6 |

| | | | | | | | | |
|----|--|---|----------|---|---|---|-----------------------------|----------------------|
| 7 | The number of probation orders where the offender was given an appointment to be seen within five working days of date of disposal | by worker and team | a (E) | a | a | a | | CJS1 CJS5 CJS6 |
| 8 | No of terminated probation orders | by frequency of face-face contacts, frequency of reviews, final reports | a (E) | | | | a final reports | CJS1 CJS5 CJS6 |
| 9 | | by age, gender, reason for termination | a (E) | | | | a reason for termination | CJS1 CJS5 CJS6 |
| 10 | No of breached orders | by age, gender, reason for breach, outcome of breach | a (E) | a | | a | | CJS1 CJS5 CJS6 |
| 11 | Estimated expenditure | by grant claim headings | a (E) | a | a | | | CJS1 CJS5 CJS6 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|---|----------------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.1.5 Community Service Orders <i>Orders and Individuals</i> | | | | | | | | |
| 1 | Number of CSO's (excluding section 229) | by age, gender | a (E) | a | a | a | | CJS1 CJS5 CJS6 |

| | | | | | | | | |
|----------|--|---|-----------------|---|---|---|---|-------------------------------|
| 2 | | by offence type, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status | a (D) | | | | a employment status, substance use, accommodation status, ever looked after status | CJS1 CJS5 CJS6 |
| 3 | | by post code, worker, team, court, no of hours | a (E) | | | | | CJS1 CJS5 CJS6 |
| 4 | Number of section 229 CSO's | by age, gender | a (E) | a | a | a | | CJS1 CJS5 CJS6 |
| 5 | | by offence type, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status | a (D) | | | | a employment status substance use, accommodation status, ever looked after status | CJS1 CJS5 CJS6 |
| 6 | | by post code, worker, team, court, no of hours | a (E) | | | | | CJS1 CJS5 CJS6 |
| 7 | Total and average CS hours to be worked for people receiving CSO's (excluding s.229) | by age, gender, date of completion | a (E) | a | | | | CJS1 CJS5 CJS6 |
| 8 | Total and average CS hours to be worked for people receiving s.229s | by age, gender, date of completion | a (E) | a | | | | CJS1 CJS5 CJS6 |
| 9 | No of orders where the original hours have been completed | by avg. no. of days to complete, avg. no. of hours to complete | a (E) | a | a | a | See 1999 Direction | CJS1 CJS5 CJS6 |

| | | | | | | | | |
|----|--|--|----------|---|---|--|---------------------------|----------------------|
| 10 | No of breach application of orders for individuals receiving CSOs (excluding s229) | by age, gender, reason for breach, outcome of breach | a (E) | a | | | | CJS1 CJS5 CJS6 |
| 11 | No of early termination of CSOs (excluding s229) | by age, gender, reason for early termination | a (E) | a | | | a early termination | CJS1 CJS5 CJS6 |
| 12 | No of individuals where the originally imposed hours have been completed within the reporting period | by age, gender, hours imposed, days completed | a (D) | | | | | CJS1 CJS5 CJS6 |
| 13 | No of first work appointments given within time scale(10 or 15 working days) | by age, gender | a (E) | a | | | | CJS1 CJS5 CJS6 |
| 14 | Estimated expenditure | by grant claim headings | a (E) | a | a | | | CJS1 CJS5 CJS6 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |

5.1.6 Supervised Attendance Orders *Orders and Individuals*

| | | | | | | | | |
|---|----------------|----------------|----------|---|---|--|--|----------------------|
| 1 | Number of SAOs | by age, gender | a (E) | a | a | | | CJS1 CJS5 CJS6 |
|---|----------------|----------------|----------|---|---|--|--|----------------------|

| | | | | | | | | |
|---|--|---|----------|---|---|--|---|----------------------|
| 2 | | by worker, team, ethnicity, employment status, length of order, risk of harm, no of hours imposed | a (D) | | | | a employment status, risk of harm | CJS1 CJS5 CJS6 |
| 3 | Number of s.237 Orders | by age, gender | a (E) | a | | | | CJS1 CJS5 CJS6 |
| 4 | No of orders where the originally imposed hours have been completed within the reporting period. | by age, gender | a (D) | | | | | CJS1 CJS5 CJS6 |
| 5 | Total no of days from date of disposal to the date when hours originally imposed were completed | by age, gender | a (D) | | | | | CJS1 CJS5 CJS6 |
| 6 | Number of breach application of Orders for individuals receiving SAOs | by age, gender, reason for breach, outcome of breach | a (E) | a | | | a outcome of breach | CJS1 CJS5 CJS6 |
| 7 | Number of early terminations of SAOs | by age, gender, reason for early termination | a (E) | a | | | a reason for early termination | CJS1 CJS5 CJS6 |
| 8 | Estimated expenditure | by grant claim headings | a (E) | a | a | | | CJS1 CJS5 CJS6 |

| TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | LA | LA | SE | SPI | | |

5.1.6a Restriction of Liberty Orders (tagging) Orders and Individuals

| | | | | | | | | |
|----------|-------------------------------|---|----------|---|---|--|---|-------------------------------|
| 1 | Number of RLOs | by age, gender | a (E) | a | a | | | CJS1 CJS4 CJS5 |
| 2 | | by offence type, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status | a (D) | | | | a employment status, substance use, accommodation status, ever looked after status | CJS1 CJS4 CJS5 |
| 3 | | by post code, worker, team, court | a (E) | | | | | CJS1 CJS4 CJS5 |
| 4 | Number of breach applications | by age, gender, reason for breach, outcome of breach | a (E) | | | | a outcome of breach | CJS1 CJS4 CJS5 |
| 5 | Estimated expenditure | By grant claim headings | a (E) | a | a | | | CJS1 CJS4 CJS5 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|-----------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |

5.1.7 Throughcare Licences / Orders

| | | | | | | | | |
|----------|-------------------------------|-------------------------------|----------|---|---|--|--------------------|-------------------------------|
| 1 | Number of new licences/orders | by age, gender, type of order | a (E) | a | a | | a type of order | CJS1 CJS4 CJS5 |
|----------|-------------------------------|-------------------------------|----------|---|---|--|--------------------|-------------------------------|

| | | | | | | | | |
|----|---|---|----------|---|---|--|---|----------------------|
| 2 | | by offence type, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status | a (D) | | | | a employment status, substance use, accommodation status, ever looked after status | CJS1 CJS4 CJS5 |
| 3 | | by post code, worker, team, court | a (E) | | | | | CJS1 CJS4 CJS5 |
| 4 | Number of licences/orders terminated | by age, gender, type of order | a (E) | a | a | | a type of order | CJS1 CJS4 CJS5 |
| 5 | | by offence type, ethnicity, employment status, substance use, risk of custody, accommodation status, ever looked after status | a (D) | | | | a employment status, substance use, accommodation status, ever looked after status | CJS1 CJS4 CJS5 |
| 6 | | by post code, worker, team, court | a (E) | | | | | CJS1 CJS4 CJS5 |
| 7 | All orders/ licences seen within one working day of release | by age, gender, type of order | a (E) | | | | a type of order | CJS1 CJS4 CJS5 |
| 8 | All orders/ licences with four face to face contacts in the first month | by age, gender, type of order | a (E) | | | | a type of order | CJS1 CJS4 CJS5 |
| 9 | All orders/ licences reviewed by three months | by age, gender, type of order | a (E) | | | | a type of order | CJS1 CJS4 CJS5 |
| 10 | Estimated expenditure | by grant claim headings | a (E) | a | a | | | CJS1 CJS4 CJS5 |

| | | | | | | | | | |
|----|--|--|----------|---|--|--|--|--|----------------------|
| 11 | Additional Cost of implementing Sex Offenders Act 1997 | | a (D) | a | | | | | CJS1 CJS4 CJS5 |
|----|--|--|----------|---|--|--|--|--|----------------------|

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|---|-------------------------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.1.8 Home Circumstances Reports (excluding reports for home leave) | | | | | | | | |
| 1 | Number of HCRs (for parole/non parole Schedule 1 /SRO/Life Licence) | by age, gender | a (E) | a | a | | | CJS1 CJS4 CJS5 |
| 2 | | by worker, team | a (E) | | | | | CJS1 CJS4 CJS5 |
| 3 | Number and % of HCRs where 6 weeks preparation time is given | by age, gender | a (D) | | | | | CJS1 CJS4 CJS5 |
| 4 | Other reports - HCR (home leave) | by age, gender | a (D) | | | | | CJS1 |
| 5 | Estimated expenditure | by grant claim headings | a (E) | a | a | | | CJS1 CJS4 CJS5 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|-----------|-----------------------|--------------------------|--|--|-------------------------|------------------------|
|--|-------------------------------|-----------|-----------------------|--------------------------|--|--|-------------------------|------------------------|

| | | | LA | LA | SE | SPI | | |
|--|---|--|----------|----|----|-----|-------------------|----------------------|
| 5.1.9 Voluntary Assistance following Release from Custody | | | | | | | | |
| 1 | Number of requests | by age, gender | a (E) | a | a | | | CJS1 CJS4 CJS5 |
| 2 | | by worker, team, post code, risk of harm level | a (E) | | | | a risk of harm | CJS1 CJS4 CJS5 |
| 3 | Estimated expenditure | by grant claim headings | a (E) | a | a | | | CJS1 CJS4 CJS5 |
| 4 | No. of offenders who sought voluntary assistance and were provided with accommodation | by age, gender | a (D) | | | | | CJS1 CJS4 CJS5 |

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| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|--|---|-----------------------|--------------------------|----|-----|---|------------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.2 - 100% FUNDED SERVICES : OTHER SERVICES | | | | | | | | |
| 5.2.1 Support Programmes/ non-core work | | | | | | | | |
| 1 | All programmes eg; Sex Offenders; Domestic Violence; Drug Intervention etc. | by age, gender | a (E) | a | a | | | CJS1 CJS3 CJS4 CJS5 |
| 2 | | by offence type, ethnicity, employment status, substance use, risk of re-offending, risk of harm, accommodation status, ever looked after status, supervision type, outcome of programme | a (D) | | | | a employment status, substance use, risk of re- offending, accommodation status, ever looked after status, supervision type, outcome of programme | CJS1 CJS3 CJS4 CJS5 |

| | | | | | | | | |
|---|---|-----------------------------|----------|---|---|--|--|------------------------------|
| 3 | | by post code, worker, team, | a (E) | | | | | CJS1 CJS3 CJS4 CJS5 |
| 4 | Estimated Expenditure per support programme | by grant claim headings | a (E) | a | a | | | CJS1 CJS3 CJS4 CJS5 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--------------------------------------|---|--|-----------------------|--------------------------|----|-----|---|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.2.2 Supported Accommodation | | | | | | | | |
| 1 | All types of accommodation eg: pre-conviction; post-conviction; supervised hostels etc. | by age, gender | a (E) | a | a | | | CJS4 CJS5 |
| 2 | | by reason for accommodation, type of offence, type of order, no of bed nights available, occupancy rate, length of stay, destination after discharge | a (D) | | | | a reason for accommodation, type of order, destination after discharge | CJS4 CJS5 |
| 3 | Estimated Expenditure per support programme | by grant claim headings | a (E) | a | a | | | CJS4 CJS5 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|----------------------------|---|------------------------------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.2.3 Bail Services | | | | | | | | |
| 1 | Number of bail reports provided to court | by age, gender, type of bail | a (E) | a | a | | a type of bail | CJS4 CJS5 |
| 2 | | by worker, team, court | a (E) | | | | | CJS4 CJS5 |
| 3 | Number of bail supervision cases | by age, gender, type of bail | a (E) | a | a | | a type of bail | CJS4 CJS5 |
| 4 | | by worker, team, court | a (E) | | | | | CJS4 CJS5 |
| 5 | Estimated Expenditure per support programme | by grant claim headings | a (E) | a | a | | | CJS4 CJS5 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--------------------------------------|---|---|-----------------------|--------------------------|----|-----|-------------------------|------------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.3 - COUNCIL FUNDED SERVICES | | | | | | | | |
| 1 | Diversion from prosecution (non-pilot) | by age, gender, offence type, court, postcode, worker, team | a (E) | | | | a offence type | CJS1 CJS4 CJS5 CJS6 |
| 2 | Deferred sentence reports and supervision | by age, gender, offence type, court, postcode, worker, team | a (E) | | | | a offence type | CJS1 CJS4 CJS5 CJS6 |
| 3 | Non 100% bail services | by age, gender, type of bail, court, postcode, worker, team | a (E) | | | | a type of bail | CJS1 CJS4 CJS5 CJS6 |

| | | | | | | | | |
|---|--|---|----------|--|--|--|---|-------------------------------|
| 4 | Means enquiry reports | by age, gender, offence type, financial status, court, postcode, worker, team | a (E) | | | | a offence type, financial status | CJS1 CJS4 CJS5 |
| 5 | Number of home leave reports requested | by age, gender, offence type, court, postcode, worker, team | a (E) | | | | a offence type | CJS1 CJS4 CJS5 |
| 6 | Services for victims of crime | by age, gender, type of service, postcode, worker, team | a (E) | | | | a type of service | CJS2 |
| 7 | Services for vulnerable witnesses | by age, gender, type of service, postcode, worker, team | a (E) | | | | a type of service | CJS2 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|---|--|---------------------|-----------------------|--------------------------|----|-----|-------------------------|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.4 - ALL CRIMINAL JUSTICE SERVICES <i>Net and Gross Expenditure</i> | | | | | | | | |
| 1 | Services funded by 100% grant (core) | by grant divisions | a (E) | a | a | | | CJS1 |
| 2 | Services funded by 100% grant (non-core) | by grant divisions | a (E) | a | a | | | CJS1 |
| 3 | Services not funded by 100% grant | by CIPFA categories | a (E) | a | a | | | CJS1 |
| 4 | Management costs v service costs | by grant divisions | a (E) | a | a | | | CJS1 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|-------------------------------|---|-----------------------|--------------------------|----|-----|--|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.5 - RISK ASSESSMENT <i>All by client-group/ age-bands</i> | | | | | | | | |
| 1 | Number of RA4s completed | by age, gender, offence type, risk of re-offending, risk of harm, referral type, postcode, worker, team | a (D) | | | | a risk of re-offending, risk of harm, referral type | CJS1 |

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|--|---|-----------------------|--------------------------|----|-----|---|------------------------|
| | | | LA | LA | SE | SPI | | |
| 5.6 - PRISON BASED SOCIAL WORK SERVICES | | | | | | | | |
| 1 | Number of prisoners referred (over time eg April to March) | by age, gender, type of prisoner, type of offence, length of sentence, reason for referral, outcome of referral | a (E) | | | | a type of prisoner, type of offence, reason for referral, outcome of referral | CJS4 CJS5 |
| 2 | | by worker, team, prison | a (E) | | | | | CJS4 CJS5 |
| 3 | Number of prisoners receiving a service (over time eg April to March) and (snapshot) | by age, gender, type of prisoner, type of offence, length of sentence, type of service | a (E) | | | | a type of prisoner, type of offence, type of service | CJS4 CJS5 |
| 4 | | by worker, team, prison | a (E) | | | | | CJS4 CJS5 |

| | TOPIC/ INFORMATION ITEM | VARIABLES LOCAL | DATA SOURCES | | | DEFINITIONS REQUIRED | NATIONAL OBJECTIVES |
|--|--|---|----------------|-------------|-------------------|---|--|
| | | | SOCIAL WORK | VOL ORGS | HEALTH, COM ED | | |
| ANNEX; CROSS-CUTTING INFORMATION REQUIREMENTS | | | | | | | |
| 5.2.1 Support Programmes/ no-core work | | | | | | | |
| 1 | All programmes eg; Sex Offenders; Domestic Violence; | by age, gender | a | a | a | | CJS1 CJS3 CJS4 CJS5 |
| 2 | Drug Intervention etc. | by offence type, ethnicity, employment status, substance use, risk of re- offending, risk of harm, accommodation status, ever looked after status, supervision type, outcome of programme | a | a | a | a employment status, substance use, risk of re- offending, accommodation status, ever looked after status, supervision type, outcome of programme | CJS1 CJS3 CJS4 CJS5 |
| 5.2.2 Supported Accommodation | | | | | | | |
| 1 | All types of accommodation eg: pre- conviction; post-conviction; supervised hostels etc. | by age, gender | a | a | a | | CJS4 CJS5 |
| 5.3 - COUNCIL FUNDED SERVICES | | | | | | | |
| 1 | Services for victims of crime | by age, gender, type of service, postcode, worker, team | a | a | | | CJS2 |
| 2 | Services for vulnerable witnesses | by age, gender, type of service, postcode, worker, team | a | a | | | CJS2 |

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Local and National Information Requirements for Social Work in Scotland: Joint Statement

Appendix 1 Population Needs Assessment

| | TOPIC/ INFORMATION ITEM | VARIABLES | LOCAL REQUIREMENTS | NATIONAL REQUIREMENTS | | | COMMENTS |
|---|---|---|-----------------------|--------------------------|----|-----|--|
| | | | LA | LA | SE | SPI | |
| 1 | Annual population estimates (As at date and time trends) | by age-group, gender, inter-LA comparisons | a (E) | a | a | a | Updated by GRO every year |
| 2 | | by Districts, Wards, team catchments | a (D) | | | | Sub-LA estimates are required for resource allocation within LAs |
| 3 | Future population projections (As at date and time trends) | by age-group, gender, inter-LA comparisons | a (D) | a | | | Updated by GRO every 2 years |
| 4 | | by Districts | a (D) | | | | |
| 5 | Deprivation/Poverty measures (various sources, see rows 6, 7 and 9 below) | Household and area measures, inter-LA comparisons, for LA sub-areas (Districts, Wards, team catchments) | a (E) | a | a | | For resource allocation nationally and within LAs. Monitoring of social inclusion policies |

| | | | | | | |
|----|--|--|----------|---|---|---|
| 6 | Decennial Census of Population | For: small area population estimates, deprivation estimates (eg using Scottish Executive index, or Dep Cats), ethnic minorities, limiting long-term illness, household types (eg single parents, elderly living alone), unemployment, carers, etc. | a (E) | a | a | Undertaken by GRO/ONS every 10 years. Source data for all population estimates and population based indicators of need for social work services Main data source for estimates of minority ethnic populations, carers |
| 7 | DSS benefit claimants (snapshot or in year) | by type of benefit, inter-LA comparisons | a (D) | a | | Poverty measures, for resource allocation |
| 8 | | Within LA: Districts, Wards | a (D) | | | For resource allocation; planning and monitoring welfare rights campaigns; assessing charging policy options |
| 9 | National sample surveys | 1. Scottish House Conditions Survey 2. Scottish Household Survey (from 2000) 3. General Household Survey (GB) | a (D) | a | | Ad-hoc management requirements for information limited to specific issues/uses (eg estimates of poverty, ethnicity, carers, particular care groups; base data for GAE work, internal resource allocation, strategic planning) |
| 10 | Prevalence estimates of care groups: 1. Dementia (eg EURODEM rates) 2. Mental Health (eg Goldberg & Huxley and OPCS) 3. Physical Disability (eg OPCS) 4. Sensory Impairments 5. Brain Injury 6. Learning Disability 7. Alcohol and Drug Addictions 8. HIV/AIDS 9. Homelessness 10. Carers | By: age-group, degree of disability or severity, estimated type and volume of service needs. Rates applied to local populations | a (D) | a | | Prevalence estimates capable of being applied to Scottish LAs are incomplete. Some models have been developed relating prevalence studies to the need for services. |

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Local and National Information Requirements for Social Work in Scotland: Joint Statement

Appendix 2 National Objectives

| CODE LIST | SPECIFIC OBJECTIVE | STRATEGIC AIM |
|---|---|--|
| NATIONAL OBJECTIVES: CHILDREN'S SERVICES | | |
| CS1 | To reduce the percentage of children who are looked after away from home more than once within 12 months of first admission. | Improved family support <i>To support and safeguard vulnerable children and their families; promote their social inclusion; strengthen their attachment to their families and their families capacity to meet the needs of their children.</i> |
| CS2 | To provide sustained family support (family centres, outreach services, home-based assistance) for children deemed to be at risk (in child protection terms). | |
| CS3 | Ensure local authority provision of appropriate educational experience for looked after children. | Looked after children <i>To improve the life chances of children looked after by local authorities including the quality of care they receive.</i> |
| CS4 | Reduce level of offending by young people who are looked after. | |
| CS5 | To secure early action on Children's Hearings decisions. | |
| CS6 | Reduce inequalities in health and development. | |
| CS7 | Maximise after care employment/training/education opportunities for children formerly looked after. | |
| CS8 | Provide stable placements for children who cannot readily return to their own families. | |
| | | Children and Families Affected by Disability <i>To enrich the social and emotional development of children and families affected by disability.</i> |

| | |
|-------------|---|
| CS9 | Maximise placement of young people in family settings. |
| CS10 | Prepare legislation to implement the proposals in the White Paper on Modernising Social Work to provide for the national regulation of residential, nursing and domiciliary care for children. |
| CS11 | To increase respite provision (of various types) for children with disabilities. |
| CS12 | To offer assessment of the needs of children with disabilities at key stages including the pre-school/primary transition and subsequent transition to secondary plus leaving school arrangements. |

| CODE LIST | SPECIFIC OBJECTIVE | STRATEGIC AIM |
|---|---|--|
| NATIONAL OBJECTIVES: COMMUNITY CARE SERVICES | | |
| CC1 | To support informal carers. | <i>To deliver person-centred health and community care.</i> |
| CC2 | To implement the recommendations of the Learning Disability Review. | |
| CC3 | Expand treatment and rehabilitation facilities for drug, alcohol and substance abuse. | |
| CC4 | To establish a Scottish Social Services Council to recognise and increase the skills and professionalism of the social care workforce. | <i>To work in partnership with the people who deliver health and social care.</i> |
| CC5 | To improve standards of care through new independent inspection of day and home care, and nursing and residential care homes. | <i>Aiming for Excellence: Modernising Social Work Services in Scotland.</i> |
| CC6 | To involve people who need care, and those who care for them, in planning services; and tailoring services to their individual care needs with effective measures in place to respond to suggestions. | |
| CC7 | To provide effective and efficient social work services, based on the best available evidence of what works, that maximise individual choice and autonomy, demonstrate best value; and allocate resources to needs in a transparent and equitable manner. | |
| CC8 | To enable adults with social care needs to live as safe, full and normal lives as possible, in their own homes wherever possible. | |
| | | |

| | | |
|-------------|---|--|
| CC9 | To work closely with partner agencies in the NHS, in housing, in education, in criminal justice, and in the voluntary and private sectors. | <i>Modernising community care: An action plan</i> |
| CC10 | To ensure that social care workers are appropriately skilled, trained, qualified and managed to promote the uptake of education and training at all levels. | |
| CC11 | Better and faster decision making. | |
| CC12 | People to be cared for at home wherever possible. | |
| CC13 | A new emphasis on better working in localities. | |

| CODE LIST | SPECIFIC OBJECTIVE | STRATEGIC AIM |
|---|---|---|
| NATIONAL OBJECTIVES: CRIMINAL JUSTICE SERVICES | | |
| CJS1 | To promote and develop a range of effective community disposals designed to reduce repeat offending and to ensure effective supervision of offenders. | <i>To develop and maintain community-based criminal justice services which have the confidence of courts and public.</i> |
| CJS2 | To promote and develop services and support for victims of crimes through joint working with the criminal justice agencies and voluntary sector. | |
| CJS3 | To introduce Drug Treatment and Testing Orders to reduce related offending. | <i>To combat crime and drugs in our communities. (Aiming for Excellence: Modernising Social Work Services in Scotland)</i> |
| CJS4 | To tackle the problems of persistent re-offending. | |
| CJS5 | To rehabilitate offenders through training, education and work, and through alternatives to custody. | |
| CJS6 | To review the disposals available to courts and the children's hearings in respect of young offenders. | |

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